

September 11, 2025

Subject: RFP #26031-P: Fayette County 2026 CTP Update

Gentlemen/Ladies:

Fayette County, Georgia invites you to submit a proposal for Fayette County 2026 Comprehensive Transportation Plan. You are invited to submit a proposal in accordance with the information contained herein.

Questions concerning this request for proposals should be addressed to Sherry White, Senior Contract Coordinator via email to swhite@fayettecountyga.gov or fax to (770) 305-5208. Questions will be accepted until 3:00 p.m., Thursday, September 26, 2025.

Purchasing Department office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. The office telephone number is (770) 305-5420.

Please return your response to the following address:

Fayette County Purchasing Department
140 Stonewall Avenue West, Suite 204
Fayetteville, Georgia 30214

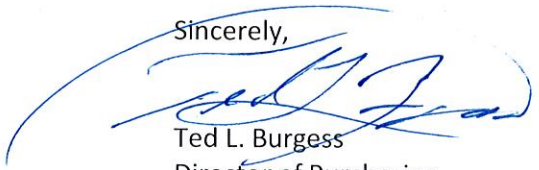
Request for Proposals #26031-P
Request for Proposals Name: Fayette County 2026 CTP Update

Your envelope must be sealed, and should show your company's name and address.

Proposals will be received at the above address until 3:00 p.m., Monday, October 6, 2025, in the Purchasing Department, Suite 204. Proposals will be opened at that time, and the names of the responding companies will be read.

Proposals must be signed to be considered. Late proposals, faxed proposals, or emailed proposals, cannot be considered. If you download this Request for Proposals from the county's web site, it will be your responsibility to check the web site for any addenda that might be issued for this solicitation. The county cannot be responsible for a vendor not receiving information provided in any addendum.

Sincerely,



Ted L. Burgess
Director of Purchasing

Attachment

RFP #26031-P: Fayette County 2026 CTP Update
GENERAL TERMS AND CONDITIONS

1. **Definitions:**

- a. **RFP:** Request for Proposals.
- b. **Offeror:** A company or individual who submits a proposal in response to this RFP.
- c. **Successful Offeror:** The offeror that is awarded a contract.
- d. **Contractor:** The Successful Offeror, upon execution of the contract.
- e. **County:** Fayette County, Georgia.

2. **Preparation of Offers:** It shall be the responsibility of the Offeror to examine specifications, scope of work, schedule and all instructions that are part of this request for proposal. Failure to observe any of the instructions or conditions in this request for proposal may result in rejection of the offer.

All of the specifications and information contained in this request for proposal, unless specifically excepted in writing by the Offeror and such exceptions being included with the offer, will form the basis of the contract between the Successful Offeror and the County. The Offeror should take care to answer all questions and provide all requested information.

3. **Submission of Offers:** Offerors must submit their proposal, along with any amendments issued by the County, in a sealed opaque envelope. **Price schedules** shall be placed in an additional opaque sealed envelope, identified as the price schedule, and enclosed in the sealed envelope with the proposal.

Mail or deliver one (1) original, unbound proposal, signed in ink by a company official authorized to make a legal and binding offer, and one (1) copy on a flash drive to:

Fayette County Government
Purchasing Department
140 Stonewall Avenue West, Suite 204
Fayetteville, GA 30214

RFP Number: 26031-P
RFP Name: Fayette County 2026 CTP Update

4. **Timely Receipt:** Offers not received in the Purchasing Department by the time and date of the scheduled proposal opening will not be considered.
5. **Open Offer:** To allow sufficient time for a contract to be awarded, the offer, once submitted and opened, shall remain open for acceptance for a period of at least ninety (90) days from the date of the opening to the date of award.
6. **Corrections or Withdrawals:** The Offeror may correct a mistake, or withdraw a proposal before the proposal opening date by sending written notification to the Director of Purchasing. Proposals may be withdrawn after the opening only with written authorization from the Director of Purchasing.
7. **Defects or Irregularities:** The County reserves the right to waive any defect or irregularity in any proposal received. In case of a discrepancy between unit prices and extended prices, the unit price will govern

unless the facts or other considerations indicate another basis for correction of the discrepancy.

8. **Trade Secrets – Confidentiality:** If any person or entity submits a bid or proposal that contains trade secrets, an affidavit shall be included with the bid or proposal. The affidavit shall declare the specific included information which constitutes trade secrets. Any trade secrets must be either (1) placed in a separate envelope, clearly identified and marked as such, or (2) at a minimum, marked in the affidavit or an attached document explaining exactly where such information is, and otherwise marked, highlighted, or made plainly visible. See Georgia law at O.C.G.A. § 50-18-72 (A)(34).
9. **Site Conditions:** Offerors are urged to visit the site to familiarize themselves with site conditions. Upon submission of an offer, it is understood that the Offeror is acknowledging his acceptance of all site conditions.
10. **References:** See Proposal Response Requirements, Item 5 – Company Background and Experience.
11. **Ethics – Disclosure of Relationships:** Before a proposed contract in excess of \$10,000.00 is recommended for award to the Board of Commissioners or the County Administrator, or before the County renews, extends, or otherwise modifies a contract after it has been awarded, the Contractor must disclose certain relationships with any County Commissioner or County Official, or their spouse, mother, father, grandparent, brother, sister, son or daughter related by blood, adoption, or marriage (including in-laws). A relationship that must be reported exists if any of these individuals is a director, officer, partner, or employee, or has a substantial financial interest in the business, as described in Fayette County Ordinance Chapter 2, Article IV, Division 3 (Code of Ethics).

If such relationship exists between your company and any individual mentioned above, relevant information must be presented in the form of a written letter to the Director of Purchasing. You must include the letter with any bid, proposal, or price quote you submit to the Purchasing Department.

In the event that a Contractor fails to comply with this requirement, the County will take action as appropriate to the situation, which may include actions up to and including rejection of the bid or offer, cancellation of the contract in question, or debarment or suspension from award of a County contract for a period of up to three years.

12. **Evaluation of Offers:** The evaluation of offers and the determination as to acceptability of services offered shall be the responsibility of the County. Accordingly, to insure that sufficient information is available, the Offeror may be required to submit literature, samples, or other information prior to award. The County reserves the right to obtain clarification or additional information from any firm regarding its proposal. The County reserves the right to select a responsive, responsible firm on the basis of best value that is deemed to be most advantageous to the County. The County further reserves the right to reject any proposal, or all proposals, and to re-release the request for proposals.
13. **Non-Collusion:** By responding to this request for proposals, the Offeror shall be deemed to have represented and warranted that the proposal is not made in connection with any

other Offeror submitting a separate response to this request for proposals, and is in all respects fair and without collusion or fraud.

14. **Ability To Perform:** The Offeror may be required, upon request, to provide to the satisfaction of the County that he/she has the skill, experience and the necessary facilities, as well as sufficient financial and human resources, to perform the contract in a satisfactory manner and within the required time. If the available evidence is not satisfactory to the County, the County may reject the offer.
15. **Notice to Proceed:** The County shall not be liable for payment of any work done or any costs incurred by any Offeror prior to the County issuing a written Notice to Proceed.
16. **Unavailability of Funds:** This contract will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the County under the contract.
17. **Payment Terms:** The County's standard payment terms are Net 30. Any deviation from standard payment terms must be specified in the awarded contract, and both parties must agree on such deviation.
18. **Severability:** The invalidity of one or more of the phrases, sentences, clauses or sections contained in the contract shall not affect the validity of the remaining portion of the contract. If any provision of the contract is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision to the extent that the provision is unenforceable. In such case, the contract shall be deemed amended to the extent necessary to make it enforceable while preserving its intent.
19. **Indemnification:** The Contractor shall indemnify and save the County and all its officer, agents and employees harmless from all suits, actions, or other claims of any character, name and description brought for or on account of any damages, losses, or expenses to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the Contractor or other persons employed by or utilized by the Contractor in the performance of the contract. The Contractor shall pay any judgment with cost which may be obtained against the County growing out of such damages, losses, or expenses, but only to the extent such damages, costs and expenses are adjudicated to have been caused by or resulted from the negligence, recklessness, or intentionally wrongful conduct of the Contractor or other persons employed or utilized by the Contractor in the performance of the contract.
20. **Non-Assignment:** Assignment of any contract resulting from this request for proposals will not be authorized, except with express written authorization from the County.
21. **Insurance:** The Successful Offeror shall procure and maintain the following insurance, to be in effect throughout the term of the contract, in at least the amounts and limits set forth as follows:
 - **General Liability Insurance:** \$1,000,000 combined single limit per occurrence, including bodily and personal injury, destruction of property, and contractual liability.

- **Automobile Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and property damage liability.
- **Worker's Compensation:** Workers Compensation as required by Georgia statute.

Before a contract is executed with the Successful Offeror, the Successful Offeror shall provide Certificates of Insurance for all required coverage. The Successful Offeror can provide the Certificate of Insurance after award of the contract, but must be provided prior to execution of the contract document by both parties. Certificates shall list an additional insured as follows:

Fayette County,
Georgia 140
Stonewall Avenue
West Fayetteville,
GA 30214

22. **Termination for Cause/Breach of Contract:** The County may terminate the contract for cause by sending written notice to the Contractor of the Contractor's default in the performance of any term of this agreement. Termination shall be without prejudice to any of the County's rights or remedies by law.

In the event that the Contractor or a subcontractor should violate or breach contract terms or conditions, upon discovery of such violation or breach the County will notify the Contractor in writing. The Contractor or subcontractor shall be entitled to cure the breach within ten days and provide evidence of such cure. If the Contractor fails to cure the violation or breach within the ten-day period, the County shall be entitled to all available remedies, including termination of the contract, or the requirement that a subcontractor be dismissed from performing work under the contract. The County shall be entitled to any and all damages permissible by law.

23. **Termination for Convenience:** The County may terminate the contract for its convenience at any time with 10 days' written notice to the Contractor. In the event of termination for convenience, the County will pay the Contractor for services performed. The County will compensate partially completed performance based upon a signed statement of completion submitted by the Contractor, which shall itemize each element of performance completed.

24. **Force Majeure:** Neither party shall be deemed to be in breach of the contract to the extent that performance of its obligations is delayed, restricted, or prevented by reason of any act of God, natural disaster, act of government, or any other act or condition beyond the reasonable control of the party in question.

25. **Governing Law:** This agreement shall be governed in accordance with the laws of the State of Georgia. The parties agree to submit to the jurisdiction in Georgia, and further agree that any cause of action arising under this agreement shall be required to be brought in the appropriate venue in Fayette County, Georgia.

26. **Small, Minority, & Women's Business Enterprise Opportunities:** The County and the Contractor

shall take all necessary affirmative steps to assure that minority businesses and minority business enterprises are used when possible. The Contractor shall take affirmative steps including:

- a. Place qualified small and minority businesses and women's business enterprises on solicitation lists;
- b. Assure that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- c. Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- d. Establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
- e. Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- f. If subcontracts are to be let, the Contractor shall require subcontractor(s) to take affirmative steps "a" through "e."

27. Clean Air act:

- a. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
- b. The Contractor agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the Georgia Emergency Management Agency, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- c. The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

28. Federal Water Pollution Control Act:

- a. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- b. The Contractor agrees to report each violation to the County and understands and agrees that the Georgia Emergency Management Agency will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- c. The Contractor agrees to include these requirements in each subcontract

exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

29. Suspension and Debarment:

- a. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.095) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- b. The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- c. This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the Georgia Emergency Management Agency and the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Request for Proposals #26031-P
Fayette County 2026 CTP Update
Scope of Work & Response Requirements

OBJECTIVE

Fayette County, Georgia invites proposals from qualified firms to contract for updating Fayette County's multi-jurisdictional, existing, *2019 Comprehensive Transportation Plan* (CTP).

The contract resulting from this RFP will involve financial participation provided through the Atlanta Regional Commission (ARC) – Cost Center 406ECP: County Transportation Planning.

INTRODUCTION & AREA COVERED

Fayette County is in the northwestern part of Georgia, about 15 miles south of the city limits of Atlanta. It encompasses approximately 199 square miles and is considered an integral part of the Metro Atlanta area. The cities of Fayetteville and Peachtree City and the towns of Tyrone, Brooks, and Woolsey are located within the boundaries of the county. As of 2024, the population of Fayette County was approximately 125,000.

The area of study for the plan development is defined, but not limited to, the Fayette County jurisdictional boundary, including the municipalities. Coordination with adjacent jurisdictions within an area of a minimum of three miles outside Fayette County is also required to promote coordinated long-range transportation planning efforts across jurisdictional boundaries.

GOAL

The Comprehensive Transportation Planning (CTP) program was established 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. It accomplishes this by providing financial assistance for counties and their constituent municipalities to develop joint long-range transportation plans. These plans, while focused on local issues and needs, also serve as the foundation for regional planning efforts led by the ARC.

Coordination with the regional transportation planning process and regional development plan policies, and consideration of the Department of Community Affairs's (DCA) minimum standards will help ensure jurisdictions develop plans that meet regional goals and are based on sound technical analysis.

BACKGROUND

The CTP Program assists local governments by clearly defining county-wide goals, needs, and priorities. While ARC typically completes needs assessments and transportation plans focusing on regional needs and solutions, a successful local transportation plan and program is also critical. Local transportation plans are a key mechanism in which governments define programs and projects they are prepared to support and assist in funding. *It is a critical program objective that these identified priorities will form the basis for future funding requests during Transportation Improvement Program (TIP) and Metropolitan Transportation Plan (MTP) update cycles.* No MTP can be successfully implemented without local support for plan goals, programs, and projects.

Transportation plans resulting from the CTP Program shall be informed by existing county and/or city comprehensive plans, thereby strengthening the connection between land use and transportation planning. CTP plan recommendations will clearly reference alignment with these aforementioned efforts. Additionally, CTP plans must address all Federally-mandated Planning Factors as outlined by the Infrastructure Investment and Jobs Act (IIJA) and/or subsequent applicable Federal Acts.

Federal funding, with a minimum 20% local match, provides the resources to implement the program. A maximum federal funding level is established for each jurisdiction using ARC's most recent population estimates.

All work tasks refer to the development of the CTP plan. If the CTP plan is developed as part of a broader local comprehensive plan, program funding shall only be spent on elements eligible under federal transportation planning legislation and associated guidance.

SCOPE OF SERVICES

The intent of this project is to update Fayette's County *2019 Comprehensive Transportation Plan* (CTP) in accordance with ARC's minimum scope requirements (contained herein) and with particular focus on three areas:

1. Path and Trail Community Vision and Implementation
2. Large Project Cumulative Traffic Impacts Since 2019
3. Updated Project and Policy Recommendations

The 2019 CTP, along with other recent transportation planning documents are available online at: <https://fayettecountyga.gov/transportation-planning/>. A County-wide *Safety Action Plan* was completed in June 2025, and its project and policy recommendations should be integral to the CTP Update.

Consultants are encouraged to provide deliverables in alternative formats to a traditional multi-page bound document, where practical. This could include the use of technical

memos and tables as amendments to the existing document, slide decks, interactive web-based data for public review, etc. It is Fayette County's experience that the traditional .pdf report posted on a webpage is rarely utilized by the public (or local government employees!). As such, we are seeking innovative ways to share the same data but in formats more compatible with technology and the way people consume information today.

Goals associated with the three focus areas are described below.

Paths and Trail Community Vision and Implementation

Peachtree City, located within Fayette County, is a planned community built around an integral system of paths that are heavily used by pedestrians and golf carts for access to schools, shops, dining, employment, etc. The city has over 100 miles of paths and they are a valued part of Peachtree City's identity. The desire for an expanded path and trail system into the unincorporated county and other municipalities has been growing over time. More recently, and with the emergence of Trilith Town and Studios, there is a focused push by community leaders to aggressively identify, prioritize, and construct paths and trails between key destinations across the county, and ultimately into regional networks. (For purposes of this RFP, paths mean concrete or asphalt surfaces often within a road's right-of-way and used by pedestrians, bicyclists, and golf carts. Trails may be hard or soft surface and are typically located away from roads (e.g., at a water reservoir) and may have restricted uses. Trails may connect destinations or be used exclusively for recreation and exercise.)

To further these goals, a few path and trail segments have already been constructed, and others are in design, in the central part of Fayette County with 100% private funding. In addition, community leaders recently established a non-profit organization, Fayette Forward, with a stated goal of helping to develop a robust system of paths and trails.

For Fayette County, we believe an expanded path/trail system has multiple benefits:

1. It enhances quality of life by providing recreation and exercise opportunities;
2. It benefits the County's traditional transportation system by providing a viable alternative to the use of automobiles for certain trips;
3. It provides an economic development advantage for businesses to attract and retain top talent; and
4. It is an effective countermeasure to reduce pedestrian serious injuries and fatalities, consistent with Fayette County's Vision Zero goal.

Future multi-modal projects under discussion include:

- New or additional path or trail connectivity between Tyrone, Peachtree City, and

- Fayetteville;
- Path or trail connection between Trilith and Fayetteville along (or near) Hood Road and Hood Avenue;
 - Path or trail connectivity along Redwine Road and/or Whitewater Creek, connecting the Stars Mill area with Fayetteville;
 - Connectivity between Piedmont Fayette Hospital, Trilith, downtown Fayetteville, and U.S. Soccer; and
 - Regional connection opportunities with adjacent counties and municipalities.

It desired for the following items to be addressed as part of the CTP update process.

Define community wants and needs for additional path and trail projects. Define elected official wants and needs. Identify areas of agreement and disagreement.

Establish preferences in terms of paths versus trails, hard surfaces verse soft surface, allowed uses (golf carts, e-bikes, etc.), construction of bike lanes, etc.

Determine support of a linear park concept. What amenities (e.g., trail head parking, restrooms, break areas) are most desired.

Review and refine Fayette County existing list of projects and scoring system. Identify and define new projects. Eliminate projects no longer viable or needed. Update cost estimates. Provide suggested short-term (<5 year) and long-term (> 5 year) delivery schedules.

Identify funding opportunities.

Coordinate with other local or regional planning initiatives, including ARC's proposed Metro Southern Trail Plan. It is especially important that community outreach be coordinated and complement the two projects.

Large Project Cumulative Traffic Impacts Since 2019

A primary driver for the CTP update is the amount of constructed and planned non-residential growth in the central part of the county, as well as multiple Developments of Regional Impact (DRIs) in and around Fayette County that are changing traffic patterns and volumes across the county. County staff are concerned that the individual Traffic Impact Studies may not adequately account for the cumulative impacts, along with a reasonable background growth rate.

As part of the update, Fayette County seeks an assessment of the cumulative impacts from this growth, with particular focus on the following roads and their major intersections.

State Routes	County Arterials	County Collectors	County Locals
SR 54	Veterans Parkway	Dogwood Trail	Peters Road
SR 85	Sandy Creek Road	Eastin Road	Lester Road
SR 279	South Sandy Creek Rd	Flat Creek Trail	
SR 92	Westbridge Road	Graves Road	
SR 314	New Hope Road	Jenkins Road	
SR 74	Tyrone Road	Helmer Road	
	Palmetto Road		
	Gingercake Road		
	Lees Mill Road		
	Kenwood Road		

Road classifications per the *Fayette County Thoroughfare Plan*.

For each of these roads and the associated key intersections, the CTP update should answer two questions:

1. Are there existing or expected future roadway capacity concerns that warrant future evaluation of a widening project; and
2. Are there intersections along the road that have existing or expected future needs for safety, capacity, or operational improvements?

Other roads may need to be added to this list after review of recent and planned projects, but the above table captures most of the areas of concern.

It is anticipated that an early action item for the project team will be meetings with multiple local governments and businesses/developers to assess current conditions. Fayette County staff will assist with the planning and data compilation for this outreach effort. A review of pertinent DRIs to identify required and recommended traffic mitigation measures would also be appropriate at this step.

The goal of this focus area is to find the appropriate balance for a transportation system to meet the needs of our existing businesses and future growth, while maintaining the quality of life expected by property owners.

Project and Policy Recommendations

The Visions, Goals, and Objectives established in the current CTP (adopted 2019) are generally valid and should be reviewed but not recreated for this planning process. Likewise, the project recommendation lists in the 2019 Recommendations Report shall be updated and re-prioritized rather than recreated.

All projects from the 2019 Recommendations Report shall be provided to the consultant by Fayette County prior to the kick-off meeting. The data will be in an Excel table with updates provided to reflect completed projects, projects no longer feasible, proposed scope changes, etc. This is a draft document that the project team shall edit over the course of the project based on data review, technical analysis, public and stakeholder input, etc. It's expected that some projects will be removed, and new ones added. As such, a public and stakeholder engagement process is necessary.

Like the project list, CTP policies shall be reviewed and updated to reflect input gathered over the course of this project and new policies provided in studies completed since the 2019 CTP (e.g., the 2025 Safety Action Plan).

Additional scope requirements, as set forth by Fayette County's funding agreement with ARC, are described below.

Task 1 – Project Management

The purpose of Task 1 is to ensure that the CTP begins with a clear understanding of the project's processes, schedule, and desired outcomes. Task 1 establishes an effective working relationship between County staff, the Project Management Team, and the Stakeholder Committee.

The Subgrantee (Consultant) will host a project kickoff meeting with the Project Management Team (PMT) to review major transportation issues facing Fayette 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 meeting will also include a review of the prior CTP's vision, goals, and objectives.

Following the kickoff meeting, the Subgrantee (Consultant) will finalize the Project Management Plan (PMP). The PMP will refine the contract scope of work and drive the work schedule for the duration of the project. The PMP will be submitted to the PMT no later than two weeks following the project kick-off meeting for review and comment.

At a minimum, the PMP will:

- Provide an organizational chart including key staff contact information.
- Define protocols and procedures for the Project Team to adhere to, including:
 - Communications protocols;
 - Quality Assurance and Quality Control protocols which will ensure a high standard of professionalism with respect to all deliverables to be made available to the public, stakeholders, and elected officials; and
 - Administrative and invoicing procedures, which will follow ARC's provided templates and procedures for collecting invoices monthly.

- Refine work tasks, subtasks, review/comment points, and the timing and content of deliverables.
- Describe how the PMT will interface with entities working on any other concurrent land use / transportation planning efforts in the Study Area.
- Outline a comprehensive communications strategy / public participation plan to ensure integration of a central message among the PMT, stakeholders and the public.
 - This includes branding the CTP and documenting a communications strategy linking the CTP to ongoing and recently completed planning studies and initiatives and capital improvement programs.
- Specify roles and responsibilities of study participants, including the composition of a Stakeholder Committee.
- Outline a project schedule and deliverable dates.
- Outline a Budget Allocation by Task.

Ongoing PMT meetings should take place regularly (monthly at a minimum) throughout the length of the project and should include an ARC representative in addition to the appropriate County staff and Consultant team.

Task 1 Deliverables:

1. Kickoff meeting and summary notes
2. Draft and Final Project Management Plan
3. Regular PMT meetings calendar invite
4. PMT meeting notes
5. Monthly invoices (*Consultant invoices shall be formatted in a manner consistent with the ARC Invoice Template and each invoice shall be accompanied by a Monthly Progress Report prepared by the Consultant. Examples of each document are provided at the end of this document.*)

Task 2 – Engagement

The purpose of Task 2 is to utilize ROBUST, EQUITABLE, and MEANINGFUL community engagement throughout the CTP development process. Because this is a limited plan update and the vision, goals, and objectives will not be changed; and the project list and priorities will only be partially updated to reflect recent growth pressures; the engagement process will focus more heavily on stakeholders with a concurrent effort to engage the greater Fayette County public.

The engagement effort shall allow for input on the technical planning process, and collaboration in the creation of project and policy recommendations. The community shall

be engaged early and often in the planning process with the intention of creating as many touchpoints as possible. (A touchpoint is defined as any way a member of the public interacts with the planning process - whether in-person meeting, pop-up event, through a website, survey response(s), email, or any form of communication about the CTP with a member of the community.) All groups in the community shall be actively engaged with an emphasis on groups that have not been historically involved in the planning process. 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.

2a. Public Engagement Plan

The exact process, schedule, and methods of community engagement shall be defined in an associated Public Engagement Plan (PEP). The PEP is an early deliverable and shall be developed and finalized within 4 weeks of the kickoff meeting. ARC's [Public Participation Plan - 2025 Update](#) (PPP) shall be used as a guide and the engagement techniques and tools identified within the PPP are encouraged.

The Project Management Team shall review, comment and approve the PEP and any subsequent changes to the document.

Engagement activities include interactions with the public, as well as entities such as federal, state and local governments, the Fayette County Transportation Committee, transit agencies, and development community representatives. The PEP shall include a plan for engaging the public officials responsible for adopting the CTP throughout the planning process. These officials should be briefed a minimum of two times during the plan development process, and additional updates may be provided as necessary.

Fayette County's Transportation Committee meets the first Tuesday of every month. They should be integral to the development of the CTP update and, at a minimum, included as part of the review process for key project milestones and deliverables.

The Subgrantee 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.

A template will be provided by ARC for the Subgrantee to use to track all public engagement touchpoints. The tracking sheet shall be submitted back to ARC after all engagement for the CTP is complete.

2b. Stakeholder Committee

A Stakeholder Committee (SC) shall be formed and consulted regularly. The SC shall consist of community members, representatives of community organizations (e.g., Fayette Forward) and transportation and planning professionals. Local elected officials, GDOT Planning staff, Community Improvement Districts, transit operators, local engineering and planning departments, and/or economic development entities may also be included.

The SC will meet a minimum of three times during the plan development process (additional meetings may be conducted as necessary). All significant findings and recommendations of the CTP will be presented to the committee for review and feedback. The SC will help to shape the CTP by providing input on the Goals and Objectives, draft Needs Assessment and draft Project Recommendations, including policy recommendations.

Stakeholder engagement shall be coordinated with Fayette County's existing Transportation Committee.

Input from businesses and the economic development community is particularly important for this CTP update because of the essential input they can provide on planned projects in the central part of Fayette County that may impact traffic patterns. Fayette County is open to these entities being engaged via the Stakeholder Committee or via other means as recommended by the Project Team.

2c. Methods of Engagement

The ARC Public Participation Plan (2025 Update) shall be consulted as a resource for approved methods of Public Engagement. While the engagement methods for this CTP will be defined in the PEP, at a minimum they shall include the following:

- Stakeholder Committee (as defined in section 2b)
- Standalone Project Website
 - The project website shall be capable of both disseminating information and collecting input. The project website is intended to be the most visible and comprehensive communication piece for the planning process. At minimum, the website shall include the following items:
 - Project Background / Intent
 - Schedule (Project Phases and Public Engagement Events)
 - Interactive Map where people can provide input on issues/needs, project recommendations, and other suggestions
 - Asynchronous meetings / recording of meetings
 - Data and Documents (Draft and Final)
 - The Public Engagement Plan with its demographic analysis shall be published on the website, including a high-level summary.
 - Methods to leave general comments and contact project team
 - Email collection for mailing list (opt in to receive further info about project, popups, surveys)
 - 24 months minimum of live website
 - Suggestion: multi-media video or recording that is social media friendly
- Face-to-Face Outreach (In-person) (Minimum Two Rounds)

- While virtual engagement has proven cost effective and successful, face-to-face interactions are still a critical component of the PEP. In-person small group outreach is intended to occur in the community where people are already gathering to create awareness of the planning process and the opportunities for involvement.
- This outreach is intended to occur as small popups at multiple locations throughout the county that utilize places where people are already gathering, such as:
 - Public libraries
 - Festivals
 - Parks and popular trails
 - Transit stops
 - Youth sports
 - Shopping centers / commercial districts
 - School events (high schools)
 - Government service centers
 - Senior centers / senior housing
 - Others
- Surveys
 - Surveys shall be utilized during the initial phase to identify issues from members of the public and a second time after recommendations have been formed to get feedback on the proposed recommendations.
 - A minimum of two (2) surveys shall be prepared and available for a minimum of 30 days.
 - Paper surveys shall be made available as appropriate, such as at pop-up events to engage with the public who do not have access to online surveys. A portable device should also be made available so that people can complete the surveys while engaging with the project team.
 - The surveys must ask for demographic information that can be provided to ARC in the summary report.
- Email List / Blast
 - Collect emails from people who have specifically opted-in or utilize lists that the County / cities already have.
 - Email blasts can be sent to notify people of upcoming events, posted surveys, or any other project-related announcements.
- Public Meetings
 - A minimum of two (2) public meetings shall be held. The meetings may be in-person or virtual (no hybrid options).
 - Any materials presented at the public meetings shall be made available on the project website.
 - *Suggestion: consider walking audit, tactical demonstration project, peer site*

visits, workshops, etc.

Engagement materials shall be translated into languages other than English where appropriate based on the findings in the demographic analysis.

Task 2 Deliverables:

1. Draft and Final Public Engagement Plan
2. Small group outreach and public meeting materials and summary documentation (conducted as part of Tasks 4 and 5)
 - a. Including photos of engagement
3. Project website materials (prepared throughout CTP development process)
4. Stakeholder Committee meeting materials and summary documentation (conducted throughout CTP development process)
5. PMT meeting summary notes (conducted throughout CTP development process)
6. Completed Public Engagement touchpoints tracking spreadsheet (provided by ARC)
7. Public Engagement activities summary memo

Task 3 – Discovery, Data Collection, and Baseline Conditions

With the current CTP as a foundation, Task 3 shall include a review of existing studies and related documents. This task should also document the study area's existing transportation network and its performance. The study focus area is central Fayette County and the recent and planned developments in the area. The following items shall be reviewed and incorporated into the development of Task 3 deliverables:

Task 3a. Previous Studies and Related Documents

- 2019 CTP
- Multiple Corridor Studies (SR 74, SR 279, Banks Road, Tyrone Road, Sandy Creek Road)
- Recent DRIs
- Other upcoming DRIs or developments
- Current transportation SPLOST lists
- ARC Regional Freight Mobility Plan
- 2025 Safety Action Plan
- Planning Documents from local governments within and around Fayette County

Task 3b. Data Collection

- Traffic counts on select corridors
- Turning movement counts at select intersections
- Available traffic and crash data
- Identification of Protected Classes

Task 3c. Baseline Conditions

- Roadway Delay and/or Other Mobility Measures
- Roadway, Pedestrian, Bicycle, and Golfcart Safety
- Bicycle, Pedestrian, and Golf Cart Path/Trail Access Gap Analysis

Task 3 Deliverables:

1. Traffic Counts and Summary of other Data Collected
2. Draft and Final Discovery and Baseline Conditions Technical Memo/Slide Deck

Task 4: Traffic Modeling

The intent of Task 4 is to assess traffic impacts of the recent and anticipated development in central Fayette County (centered on Trilith Studios and the US Soccer headquarters and training center) on the identified roadway corridors. Countywide transportation implications should be considered as well.

At a minimum, the subgrantee shall assess operational and capacity needs along select corridors (e.g. LOS analysis) using:

- The Regional Travel Demand Model in coordination with ARC staff
- Current and projected Synchro (or other traffic simulation software)
- Real time probe data
- And/or others as identified

Task 4 Deliverables:

1. Draft and Final Traffic Modeling Technical Memo/Slide Deck

Task 5: Recommendations

The intent of Task 5 to develop infrastructure and/or policy recommendations based on traffic, safety, and bicycle/pedestrian access assessments. Recommendations shall be developed in coordination with existing documents, including but not limited to:

- Complete Street / Superstreet Concepts;
- Truck Accommodations;
- Railroad Crossings; and
- Bike, Pedestrian, and Gold Cart needs.

An equity analysis shall be completed for use in project recommendations. In addition, there shall be a consideration of resiliency and sustainability for recommended projects.

The subgrantee will provide an updated, comprehensive list of projects (based on the 2019 CTP + current analysis). All newly identified or updated projects shall include current and implementation year planning level cost estimates.

Task 5 shall also include an assessment of local funding. This assessment shall document existing local Fayette County transportation funding sources and amount. The existing revenues should be forecasted and potential additional funding opportunities (IIJA, TIP, private-sector, SPLOST, etc.) shall be identified and recommended as next steps.

The updated project lists shall be provided to Fayette County in an Excel format and as a GIS shape file that shows each project, with attributes, as discrete segments. Although these items may be shared with the public, they are intended for internal County use. The file shall allow for sorting of projects by type, jurisdiction, priority, cost, etc.

Task 5 Deliverables:

1. Draft and Final Recommendations memo/slide deck
2. Updated Project List (to be adopted or amended into 2019 CTP project list)
3. Excel File and GIS-compatible shape file

Schedule

Comprehensive plan updates, depending on the size of the jurisdiction, take up to 24 months to complete. The main scheduling consideration within this program is to ensure coordination with project sponsors to develop deadlines for project deliverables to meet deadlines for project calls in future Transportation Improvement Programs (TIP) and Regional Transportation Plans (RTP).

All work and services required under this subgrant agreement shall be completed on or before June 30, 2027.

PROPOSAL RESPONSE REQUIREMENTS

Your proposal should include the following information, in a clear and concise manner, in the order shown below. The owner reserves the right to seek additional information or clarification of issues as needed.

1. **Cover Page:** Include the RFP number (#26031-P) and title (*Fayette County 2026 CTP Update*). Also include your firm's name, address, telephone number, and an e-mail address.
2. **Table of Contents**
3. **Required Forms and Information:**
 - a. Company Information *{form provided}*
 - b. Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) *{form provided}*
 - c. Exceptions, if any *{form provided}*
 - d. Certification – Suspension & Debarment *{form provided}*
 - e. Certification – Anti Lobbying *{form provided}*
 - f. Signed Addenda, if any are issued.

Note: Pricing shall be submitted in a separate, sealed envelope, as provided in the Terms and Conditions section of the RFP.

There is no proposal page limit.

4. **Project Understanding and the Proposed Approach:** State your understanding of the objectives of the CTP Update. Describe the approach you propose to take in addressing the needs addressed by this RFP, specifically the three focus areas and the five Tasks. Identify major milestones to be achieved in completing the project. Identify potential challenges you may face, and how you would resolve them.

Innovative ideas to efficiently use resources, build on existing information, and “update” the existing CTP rather create new are encouraged.

5. **Company Background and Experience:** Provide a brief overview of your company, including its size and number of employees, corporate structure, legal status, number of years in business, background and history. Include the firm's experience in providing services such as those described in this RFP. Describe any specialized or unique capabilities that your firm may have developed which would be pertinent to this project.

At a minimum, “firm experience” should include at least three (3) references for current or recent customers who can verify the quality of service your company

provides. For each reference include the following information:

- a) Local Government or Company Name
- b) City and State
- c) Work or Service Provided
- d) Approximate Completion Date
- e) Value of Contract
- f) Contact Person and Title
- g) Contact Phone Number
- h) Contact Email Address

6. **The Project Team:** Identify team members who would be assigned to this project. Provide an organization chart of key team members, including any subcontractors if applicable. Identify the project manager who will be empowered to make decisions for, and act on behalf of the firm. Include a resume for key team members. Include relevant training and/or experience each key team member or key subcontractor has acquired.
7. **Proposed Schedule:** Provide a schedule for completion of the major milestones as identified in the "Project Understanding and the Proposed Approach" section above.
8. **Pricing Forms:** Include a fixed-price proposal for the work identified in the RFP (see PRICE SCHEDULE Exhibit). Place the price proposal in a separate, sealed envelope. The contract will be awarded on a fixed-price basis, in conformance with Federal regulations at 2 CFR 200.320 (d). Include travel, equipment costs, out-of-pocket expenses, and all other financial considerations in the price proposal.

EVALUATION CRITERIA

Award will be made to the responsible firm whose proposal is most advantageous to the local jurisdictions, with price and other factors considered. An Evaluation Committee will review and evaluate proposals.

Technical Merit: Evaluation scores will be based 70% on technical merit of the proposal (please see Items 4-7 in the Proposal Response Requirements section above), using the following criteria, which are listed in order of relative importance:

<u>Criteria</u>	<u>Max Points</u>
1. Project Understanding and Proposed Approach	35
2. Company Background and Experience	15
3. Project Team	15
4. Schedule	<u>5</u>
<i>Maximum Technical Merit Score</i>	70

Price: The remaining 30% of the evaluation scores will be determined by your proposed price, as compared to other responding entities. Proposed prices will be assigned points earned through use of a “variance” weighted method. The lowest offered price will earn the maximum number of points for the Pricing portion of the score (i.e., 30). Other proposals’ price scores will be calculated based on the variance of their prices from the lowest offered price.

Presentations: The county may, at its discretion, choose one or more of the best-scoring firms to make in-person presentations. If more than one firm makes a presentation, the Evaluation Committee will evaluate the presentations, and add up to an additional 20 points to the technical score for each company that makes a presentation.

COMPANY INFORMATION
RFP #26031-P: Fayette County 2026 CTP Update

A. COMPANY

Company Name: _____

Physical Address: _____

Mailing Address (if different): _____

Website (if applicable): _____

B. AUTHORIZED REPRESENTATIVE

Signature: _____

Printed or Typed Name: _____

Title: _____

E-mail Address: _____

Phone Number: _____

C. PROJECT CONTACT PERSON

Name: _____

Title: _____

E-mail Address: _____

Phone Number: _____

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the 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(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

26031-P Fayette County 2026 CTP Update
Name of Project

Fayette County, Georgia
Name of Public Employer

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

Executed on _____, _____, 20____ in _____ (city), _____ (state).

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: _____

ANTI-LOBBYING CERTIFICATION
RFP #26031-P, Fayette County 2026 CTP Update

Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned _____ certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, _____ certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

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EXCEPTIONS TO SPECIFICATIONS

Please list below any exceptions or clarifications to the specifications. Explain any exceptions in full.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

COMPANY NAME: _____

CERTIFICATION SUSPENSION AND DEBARMENT

RFP #26031-P: Fayette County 2026 CTP Update

- (1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals, (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (3) This certification is a material representation of fact relied upon by Fayette County, Georgia. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the Federal Government and Fayette County, Georgia, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- (4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

RFP #26031-P: Fayette County 2026 CTP Update

PRICE SCHEDULE

All work for the project, including the special focus areas of path and trails, cumulative impacts, and project and policy recommendations shall be charged against one of the following five Task Orders. The work shall be invoiced monthly on a percent complete basis against the agreed-upon lump sums for each Task and the associated project total.

Task	Lump Sum Fee
1 – Project Management	
2 – Engagement	
3 – Discovery, Data Collection, and Baseline Conditions	
4 – Traffic Modeling	
5 – Recommendations	
Total	

COMPANY NAME: _____

RFP #26031-P: Fayette County 2026 CTP Update

INVOICE TEMPLATE

Date:

Project:

Invoice #:

Invoice Period:

Work Task	Description	Contract Lump Sum Amount	Percent Complete to Date	Amount Expended to Date	Total Previously Billed	Amount Expended this Invoice
Task 1	XXXX	\$\$\$	%	\$\$\$	\$\$\$	\$\$\$
Task 2	XXXX	\$\$\$	%	\$\$\$	\$\$\$	\$\$\$
Task 3	XXXX	\$\$\$	%	\$\$\$	\$\$\$	\$\$\$
Task 4	XXXX	\$\$\$	%	\$\$\$	\$\$\$	\$\$\$
Task 5	XXXX	\$\$\$	%	\$\$\$	\$\$\$	\$\$\$
Task 6	XXXX	\$\$\$	%	\$\$\$	\$\$\$	\$\$\$
TOTALS		\$\$\$	%	\$\$\$	\$\$\$	\$\$\$

Total this Invoice: \$\$\$

20% Local Share: \$\$\$

80% ARC Share: \$\$\$

Payment Due: \$\$\$

DBE Participation:

Name of DBE	Contract Amount	Earned to Date	Paid to Date	Contract Balance
DBE 1	\$\$\$	\$\$\$	\$\$\$	\$\$\$
DBE 2	\$\$\$	\$\$\$	\$\$\$	\$\$\$
DBE 3	\$\$\$	\$\$\$	\$\$\$	\$\$\$

Signature and Title of Appropriate Official

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MONTHLY PROGRESS REPORT TEMPLATE

Progress Report # XX

Date:

Study Name:

Study Sponsor:

Contact Name & Email:

Reporting Period (begin date-end date):

Activities completed this period:

Task 1: Project Management

- <detail activities completed here>
- <use as many bullets needed>

Task 2: Engagement

- <use as many bullets needed>

Task 3: Discovery, Data Collection, and Baseline Conditions

- <use as many bullets needed>

Task 4: Traffic Modeling

- <use as many bullets needed>

Task 5: Recommendations

- <use as many bullets needed>

Upcoming tasks, deliverables and activities:

- <Enter text>
-

Issues, comments and schedule status:

- <Enter text>
-