October 22, 2026
Request for Qualifications
ROADWAY ENGINEERING AND TRAFFIC SIGNAL DESIGN SERVICES
RFQ #27-034

Competitive sealed submittals will be received by the City of Albany, Procurement Division, 222 Pine Avenue, Suite 260, Albany, GA 31701 until **November 23, 2026, at 5:00 p.m.** from qualified individuals or firms to provide Engineers with a strong record in successfully assisting local governments with the development and management of civil projects including utility and transportation construction.

A **Pre-Proposal Conference** will be held **November 2, 2026 at 10:00 a.m.** at the Government Building 222 Pine Ave. Second Floor Suite 260 Conference Room, Albany, Georgia. All interested firms are strongly encouraged to attend.

The City of Albany strongly encourages Small Business firms to participate in this RFQ. All corporations should provide corporate seal, a copy of the Secretary of State's Certificate of Incorporation and listing of the principles of the corporation with their response.

Any interested and qualified firm and/or party is requested to submit a sealed response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the firm and must be submitted in the time, manner and form prescribed.

The City of Albany reserves the right to reject any and all responses and to waive technicalities as deemed to be in the best interest of the City. The City of Albany reserves the right to request additional information from a respondent(s) as deemed necessary to analyze responses.

Documents are available at the Procurement Office, www.albanyga.gov, or the Georgia Procurement Registry. Deadline for questions is **November 12, 2026**. Submit all questions via email to Joshua Williams at jswilliams@albanyga.gov cc:kross@albanyga.gov or fax questions to (229) 431-2184. Replies of substance will be in writing and made available to all potential vendors/proposers.

City of Albany,

Michael Eaton
Chief Financial Officer

CITY OF ALBANY
PROCUREMENT DIVISION
FINANCE DEPARTMENT
ALBANY, GEORGIA
INSTRUCTIONS TO PROPOSERS

These instructions will bind proposers to terms and conditions herein set forth,

1. The following criteria are used in determining which submittal is in the best interests of the city.
   (a) The ability, capacity and skill of proposer to perform required service.
   (b) Whether proposer can perform service promptly or within specified time.
   (c) The character, integrity, reputation, judgment, experience and efficiency of proposer.
   (d) The performance of previous contracts.
   (e) The suitability of equipment or material for City/County use.
   (f) The ability of firm to provide future maintenance and parts service.
2. Payment terms are Net 30 unless otherwise specified. Favorable term discounts may be offered and will be considered in determining best proposer if they are deemed advantageous to the City.
3. All requested information should be included in submittal package. All desired information must be **signed** and included for your submittal to receive full consideration. **Failure to submit any required form will be cause for submittal to be rejected as non-responsive.**
4. All questions, inquiries and requests for clarification shall be directed to Procurement.
5. For multi-year contracts the following clauses pursuant to OCGA 36-60-13 apply: (1) The contract shall terminate absolutely and without further obligation on the part of the City or County at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed; (2) The contract may provide for automatic renewal unless positive action is taken by the City or County to terminate such contract, and the nature of such action shall be determined by the City or County and specified in the contract; (3) The contract shall state the total obligation of the City or County for the calendar year of execution and shall further state the total obligation which will be incurred in each calendar year renewal term, if renewed; and (4) The contract shall provide that title to any supplies, materials, equipment, or other personal property shall remain in the vendor until fully paid for by the City or County.
6. Quote all prices F.O.B. Albany or our warehouse or as specified in submittal documents.
7. Each submittal shall be clearly marked on the outside of the package as a Sealed Submittal.
8. Submittals must be received and stamped by the Procurement Office before time stipulated in submittal documents. No responsibility will attach to any City representative or employee for premature opening of submittal not properly addressed or identified.
9. Submittals received late will not be accepted, and the City will not be responsible for late mail delivery.
10. Should a submittal be misplaced by the City and found later it will be considered.
11. Submittals requiring bid security **will not** be read or considered if security is not enclosed. Security may be in the form of cash, certified check, cashier's check or Surety Bond issued by a Surety Company licensed to conduct business in Georgia.
12. All proposers must be recognized and authorized dealers in the materials or equipment specified and be qualified to advise in their application or use. A proposer at any time requested must satisfy the Procurement Office and City Commission that he has the requisite organization, capital, plant, stock, ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which he is interested.
13. Any alterations, erasures, additions or omissions of required information or any changes of specifications, or cost schedule are done at the risk of the proposer.
14. When requested, SAMPLES will be furnished free of expense, properly marked for identification and accompanied by list where there is more than one sample. The City reserves the right to mutilate or destroy any samples submitted whenever it may be in the best interests of the City to do so for the purpose of testing.
15. City will reject any material, supplies or equipment that do not meet the specifications, even though submittal lists the trade name or names of such materials on the price quotation form.
16. The unauthorized use of patented articles is done entirely at the risk of the successful proposer.
17. The ESTIMATED QUANTITY given in the specifications or advertisement is for the purpose of seeking a submittal. The City may purchase more or less than the estimated quantity, and the vendor must not assume that such estimated quantity is part of the contract.
18. Only the latest model equipment as evidenced by the manufacturer's current published literature will be considered. Obsolete models of equipment not in production will not be acceptable. Equipment shall be composed of new parts and materials. Any unit containing used parts or having seen any service other than the necessary tests will be rejected. In addition to the equipment specifically called for in the specifications, all equipment catalogued by the manufacturer as standard or required by the State of Georgia shall be furnished with the equipment. Where required by the State of Georgia Motor Vehicle Code, vehicles shall be inspected and bear the latest inspection sticker of the Georgia Department of Revenue.
19. The successful proposer on motor vehicle equipment shall be required to furnish with delivery of vehicle, Certificate of Origin and Georgia vendors shall provide Georgia Motor Vehicle form MV1.
20. Proposers are responsible for examining the location of the proposed work or delivery and determining, in their own way, the difficulties, which are likely to be encountered in the prosecution of the same.
21. All materials, equipment and supplies shall be subject to rigid inspection, under the immediate supervision of the Procurement Officer and/or the Department to which they are delivered. If defective material, equipment or supplies are discovered, the

contractor, upon being instructed by the Procurement Officer, shall remove, or make good such material, equipment or supplies without extra compensation. It is expressly understood and agreed that the inspection of materials by the City will in no way lessen the responsibility of the contractor or release him from his obligation to perform and deliver to the City sound and satisfactory materials, equipment or supplies. The proposer agrees to pay the cost of all tests on defective material, equipment or supplies or allow the cost to be deducted from any monies due him by the City or County.

22. Unless otherwise specified by the procurement officer all materials, supplies or equipment quoted herein must be delivered within thirty (30) days from date of notification or exception noted on price quotation sheet.
23. A contract **will not** be awarded to any corporation, firm or individual who is, from any cause, in arrears to the City/County or who has failed in any former contract with the City/County to perform work satisfactorily, either as to the character of the work, the fulfillment of the guarantee, or the time consumed in completing the work.
24. Reasonable grounds for supposing that any proposer is interested in more than one submittal for the same item will be considered sufficient cause for rejection of all submittals in which he/she is interested.
25. Unless otherwise specified the City reserves the right to award each item separately or on a lump sum basis, whichever is in the best interest of the City/County.
26. The City reserves the right to waive any minor discrepancies, reject any or all submittals, and to purchase any part, all or none of the services, materials, supplies or equipment specified.
27. Failure of the proposer to sign the offer or have the signature of any authorized representative or agent on the submittal **will** be cause for rejection of the submittal. Signature must be written in ink.
28. Any proposer may withdraw his submittal at any time before the time set for opening of submittals. No submittal may be withdrawn without cause in the 60-day period after submittals are opened.
29. It is mutually understood and agreed that if any time the Procurement Officer shall be of the opinion that the contract or any part thereof is unnecessarily delayed or that the rate of progress or delivery is unsatisfactory, or that the proposer is willfully violating any of the conditions or covenants of the agreement, or is executing the same in bad faith, the Procurement Officer shall have the power to notify the aforesaid proposer of the nature of the complaint. Notification shall constitute delivery of notice, or letter, to address given in submittal. If after three working days of notification the conditions are not corrected to the satisfaction of the Procurement Officer, he shall thereupon have the power to take whatever action he may deem necessary to complete the work or delivery herein described, or any part thereof, and the expense thereof, so charged, shall be deducted from any paid by the City out of such monies as may become due to the said proposer, under and by virtue of this agreement. In case such expense shall exceed the last said sum, then and in that event, the bondsman or the proposer, his executors, administrators, successors, or assigns, shall pay the amount of such excess to the City on notice by the Procurement Officer of the excess due.
30. If the proposer proposes to furnish any item of a foreign make or product, he should write "Foreign" together with the name of the originating country opposite such item on submittal.
31. Any complaint from proposer relative to the Request for Qualifications or any attached specifications should be made prior to the time of opening of submittals, otherwise such complaint cannot be properly considered.
32. Contracts may be cancelled by the City/County with or without cause with 30-day written notice.
33. **All Corporations should provide the corporate seal, a copy of the Secretary of State's Certificate of Incorporation, and a listing of the principals of the corporation with the bid/submittal.**
34. **All bidders/proposers should provide their tax identification number with the bid/submittal.**
35. **The Board of Commissioners passed a local preference ordinance on January 27, 2015. Where applicable, this ordinance will govern. Local preference will not be a basis of award for projects that are federally funded.**
36. The proposer shall secure all permits, license certificates, inspections (permanent and temporary) and occupational tax certificate, if applicable, before any work can commence. Proposer as well as any and all known subcontractors must possess or will be required to obtain a City of Albany Occupational Tax Certificate or Registration.
37. **Prior to submitting submittal, check website at www.albanyga.gov or call the Procurement Office at 229-431-3211 for any subsequent addendums.**

PROCUREMENT FORM – Revised 4/20/2018.

INFORMATION FOR RESPONDENTS
ROADWAY ENGINEERING AND TRAFFIC SIGNAL DESIGN SERVICES
RFQ #27-034

BACKGROUND:

The City of Albany, Georgia, is accepting proposals for qualified consulting firms to provide roadway engineering and traffic signal design services for various roadway improvements throughout the City.

The City anticipates using the Engineers Joint Contract Documents Committee contract documents for Owner & Engineer for this project. Projects will be awarded to selected firms based on work schedules, available funding and project completion deadlines. The City will utilize the selected consultants for engineering, construction phase revisions, and inspection. The services required will be determined on an individual basis per each project.

SCOPE OF WORK:

The City of Albany, Georgia is requesting statements of qualifications from professional engineering firms licensed in the State of Georgia with experience in roadway engineering and traffic signal design services, surveying, right of way acquisition and project permitting. Possible projects may include:

- Roadway Improvements
- Sidewalk Installation
- Intersection Design and Improvements
- Traffic Calming Devices, Specifically Including Roundabout Design
- Traffic Signals and Pedestrian Facility Upgrades
- Traffic Impact Studies per Georgia Department of Transportation (GDOT) Criteria
- Signal Timing Studies

The selected firms will be responsible for all work required for a complete project including, but not limited to, professional engineering, environmental, surveying, permitting, utility coordination, public involvement, and project management services necessary to develop the project through final construction plans and right of way acquisition documents in accordance with the GDOT Plan Development Process. The selected firm must have experience in grant applications and administration at both the federal and state levels.

Projects may be funded through federal, state and local sources. Accordingly, the selected consultant and all subconsultants shall be prequalified with the Georgia Department of Transportation. All project development (for applicable projects) shall be performed in accordance with the current GDOT Plan Development Process (PDP), Plan Presentation Guide (PPG), Electronic Data Guidelines (EDG), applicable FHWA requirements, and all other applicable State and Federal standards.

SCOPE OF SERVICES REQUESTED:

The City of Albany desires that the Consultant provide, either with its own forces or through a sub-consultant team member, comprehensive services necessary to fulfill all engineering design services which may arise during the project cycle. See Appendix A for details of services requested.

GENERAL CONDITIONS:

1. The City of Albany strongly encourages Disadvantaged Business Enterprises to participate in this RFQ and further urges that all design teams reflect inclusion of women and minorities.

2. **WITHDRAWAL:** The respondent may withdraw his/her submitted response by providing a written request to the Procurement Division before the stipulated closing date and time. Withdrawal of your response will not cause prejudice or interfere with the right of the respondent to submit a new response, provided the latter is received by the predetermined date and time provided herein. No submittal may be withdrawn for a period of sixty (60) days following the closing date.

3. **GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT:** The successful respondent will provide certification that they are in compliance with the Georgia Security and Immigration Compliance Act, certifying that the provisions of GA Law, O.C.G.A 13-10-91, Chapter 300-10-1, per the Georgia Department of Labor, if applicable, have been complied with in full. Pursuant to O.C.G.A 13-10-90(2), all subcontractors entering into a contract or agreement for hire on this Project must be registered and participate in the Federal Work Authorization Program. **Complete and submit a copy of the form, applicable to your company, and applicable Subcontractor Affidavits, with your response.**

4. **FORMS:** Submit with submittal an executed copy of Governing Law & Venue, Certificate of Non-Collusion, Drug- Free workplace and Debarred Bidders Certification Form (attached).

5. **INSURANCE:** Consultant shall maintain insurance with companies licensed to do business in the State of Georgia acceptable to the City for the protection of the City and name it as an additional insured, against all claims, losses, costs or expenses arising out of injuries or death of persons whether or not employed by consultant, whether arising from the acts or omission, negligence or otherwise of consultant or any of its agents, employees, patrons, or other persons, and growing out of work being done by Consultant on behalf of City, such policies to provide for a liability limit on account of each accident resulting in the bodily injury or death of not less than One Million ($1,000,000) Dollars, a liability limit of not less than One Million ($1,000,000) Dollars for each accident for property damage. Consultant shall also carry product liability insurance for personal injuries and/or death in the amount not less than One Million ($1,000,000) Dollars for any one person. Consultant shall maintain a combined single liability limit of One Million ($1,000,000) Dollars, covering owned, non-owned, leased, and hired vehicles and name the City of Albany as an additional insured. Consultant shall maintain professional liability covering errors and omissions of not less than One Million ($1,000,000) Dollars, per claim covering itself and all of its employees and agents and shall indemnify and hold harmless the City of Albany and their representatives and employees, from any claims, demands, actions, and causes for actions arising from any negligent act or omission under the terms of the contract. Consultant shall furnish to the City satisfactory evidence that it carries Worker's Compensation Insurance in the statutory limits of Georgia and Employers' Liability with limits of liability of no less than One Hundred Thousand ($100,000) Dollars of each accident/disease. These policies must also contain a waiver of subrogation in favor of the City of Albany.

   Consultant shall furnish evidence of the continuance in force of said policies by providing copies of timely declaration page(s) to the Procurement Agent. Acceptable proofs of insurance: (i) a Certificate of Insurance with Additional Insured Endorsements (a Certificate of Insurance by itself is not acceptable) or (ii) Declaration Pages of the insurance policies which show the City of Albany as additional insured. The Certificate of Insurance must provide the project name and our project number on all certificates; whereas the Project requires Contractor's Pollution Legal Liability coverage or Contractor's Professional E & O coverage, per project coverage would be allowed. All insurance policies must ensure that the City of Albany will be notified within 30 days of any changes, restrictions, and/or cancellation.

   The City's sole judgment shall control as to the sufficiency of the coverage.

SUBMIT WITH RESPONSE, specimen copy of Certificate of Insurance. Upon award of contract and prior to commencement of work under this contract, the selected consultant(s) shall provide the City of Albany with acceptable proof of insurance coverage.

6. **INDEMNIFICATION:** Respondent agrees to indemnify and hold harmless the City of Albany, its agents, officers, and employees, their successors and assigns, individually and collectively, with respect to all claims, demands or liability for any injuries to any person (including death) or damage to any property arising out of the activities of consultant or based on alleged negligence of consultant, its officers, agents, or employees and consultant shall defend against all such claims and pay all expenses of such defense, including attorney fees, and all judgments based thereon; provided that this obligation shall not extend to any damage, injury or loss due to the negligence of the City of Albany.

7. **TERMINATION FOR CONVENIENCE:** This contract may be terminated in whole or in part by the City of Albany with the consent of the vendor in which case the two parties shall agree upon the termination conditions, including the effective date in the case of partial termination, and the portion to be terminated; or by the vendor upon written notification to the City of Albany setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. However, if in the case of partial termination, the City of Albany determines that the remaining portion of the award will not accomplish the purposes for which the contract was awarded, the City of Albany may terminate the contract in its entirety.

8. **TERMINATION FOR CAUSE:** In the event that the vendor shall for any reason or through any cause be in default of the terms, conditions, or obligations of the contract documents, the City of Albany may give the vendor written notice of such default and terminate the contract. All terms, conditions, and obligations of the contract documents are considered material. The City of Albany may, in its discretion, provide the vendor an opportunity to cure the default, if curable, prior to termination. Unless a different duration is provided in the notice of default, the vendor shall have fourteen (14) calendar days to cure the default from the date such notice is mailed to the vendor, unless notification is by facsimile or personal delivery, in which case the opportunity to cure shall commence upon delivery of the notice. Upon failure of the vendor to cure the default the City of Albany may immediately terminate the contract effective as of the mailing or delivery of the default notice. If the City of Albany terminates the contract, the vendor shall remain liable for performance of all terms, conditions, and obligations through the date of termination. Termination by the City of Albany shall not constitute a waiver by the City of Albany of any other rights or remedies available to the City of Albany by law or contract.

9. **DELIVERY: Submit one (1) original (labeled), one (1) electronic copy (PDF), and five (5) complete hard copies by 5:00 pm on November 23, 2026, to:**

City of Albany
Procurement Division
222 Pine Avenue, Suite 260
Albany, GA 31701

Sealed responses may be hand delivered or mailed to the above listed address. Sealed responses must be delivered in writing. Verbal responses are not acceptable. The City of Albany assumes no responsibility for responses received after the advertised deadline or at any office or location other than that specified herein, whether due to mail delays, courier mistake, mishandling, or any other reason. If responses are delivered by other than hand delivery, it is recommended that the respondent verify delivery. Any submittal received after the specified time and date will not be considered and will be returned unopened to the firm.

The response should be sealed and clearly marked

10. The contract resulting from acceptance of a submittal shall be in a form supplied or approved by the City and shall reflect the specifications in this RFQ. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in the RFQ.

11. **LOBBYING:** All firms and their agents who intend to or have submitted responses to this solicitation are hereby placed on formal notice that lobbying of City of Albany Government employees or members of the Evaluation Committee with the intent to manipulate the Procurement process may result in the immediate disqualification of such firm by the City from further consideration for this project.

12. By submitting a response, the Contractor certifies that it has read and understands this Request for Qualifications and has full knowledge and willingness to comply with the scope, nature, quantity and quality of the work to be performed, the detailed requirements of the services to be provided and the conditions under which the services are to be performed.

13. **EXCUSABLE DELAY:** The Contractor shall not be liable for any excess costs, if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and the subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule.

14. **OFFEROR RESPONSIBILITY:** Each offeror shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this solicitation. It is expected that this will sometimes require on-site observation. The failure or omission of an offeror to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this solicitation or to the contract.

15. **AFFIRMATIVE ACTION:** The Contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped and concerning the treatment of all employees, without regard or discrimination by reason of race, religion, sex, national origin, or physical handicap.

16. **PRIME CONTRACTOR RESPONSIBILITIES:** The Contractor will be required to assume sole responsibility for the complete effort, as required by this RFQ. The City will consider the Contractor to be the sole point of contact with regard to contractual matters.

17. **Subcontracting:** If any part of the work covered by this RFQ is to be subcontracted, the Contractor shall identify the subcontracting organization and the contractual arrangements made with same. All subcontractors must be approved, in writing by the City. The successful offeror will also furnish the corporate or company name and the names of the officers of any subcontractors engaged by the vendor. The City reserves the right to reject any or all subcontractors and require substitution of a firm qualified to participate in the work as specified herein.

Responses should address all items included in the EVALUATION CRITERIA section below. Past performance on similar projects should be documented by reference and other means. References should include name of contact and phone number and should be current. The scope of work, the elements and tasks therein and the method of accomplishment shall be outlined in the response.

Successful respondent shall provide a contract covering all the terms and conditions of this request and those agreed to in the negotiation. *A sample contract from the proposer*

EVALUATION CRITERIA: Evaluation criteria may consist of, but may not be limited to the following, in selecting the successful proposer:

	Evaluation Criteria	Points
1	Demonstrate proven consulting/engineering experience developing construction & contract documents and managing construction administration for complex transportation improvements within an existing urban environment.	20
2	Provide experience with project permitting including permits with Ga. Department of Transportation (GDOT), railroads, Army Corps of Engineers (COE), Ga. Environmental Protection Division (EPD), etc.	10
3	Provide verifiable proof of present and past performance as prime consultant/engineer(s) on other contracts in terms of quality of work and ability and experience to administer, manage and coordinate similar projects	15
4	Provide qualifications as evidenced by the knowledge, skills, and experience of the firm's proposed team to include professional certifications and years of work experience.	10
5	Provide documentation of the firm's quality and effectiveness of past projects of similar scope and size including projects with State and Federal Funding.	10
6	Provide the firm's proposed work schedule.	15
7	Provide the firm's proposed project methodology and approach.	10
8	Demonstrate an understanding of the planning process, budgeting, ability to schedule effectively and control quality and costs.	10

18. **SELECTION PROCESS:** The selection process will be in accordance with the Brooks Act (Public Law 92-582) requirements. After review of the firm's qualifications, a short-list of the qualified firms will be determined. The most highly qualified firms will be contacted to begin negotiations. If a unit cost agreement is not reached within a reasonable time with the most qualified firm, negotiations will conclude, and the negotiation process will continue until an agreement is reached with the next qualified firm. Any negotiated agreement shall be presented to the City Commission for approval. Negotiated fees must comply with the funding source requirements.

    Submittals or responses will be evaluated by the City of Albany who will score them on the evaluation factors listed. The City is an Equal Opportunity Employer. Further, in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, the City does not discriminate on the basis of handicapped status in the administration or operation of its programs.

19. **ANTI-LOBBYING PROVISION:** During the period between the submittal submission date and the contract award, respondents, including their agents and representatives, shall not directly discuss or promote their submission with any member of the Albany Board of City Commissioners or City staff except in the course of City-sponsored inquiries, briefings, interviews, or presentations. Violation of this provision may result in the rejection of the respondent's submittal.

20. **EQUAL OPPORTUNITY POLICY:** The City of Albany has an equal opportunity purchasing policy. The City of Albany seeks to ensure that all segments of the business community have access to supplying the goods and services needed by the City programs. The City of Albany affirmatively works to encourage utilization of minority business enterprises in their procurement activities. The City of Albany provides equal opportunities for all businesses and does not discriminate against any vendors regardless of race, color, religion, age, sex, national origin, or handicap.

21. **OWNERSHIP:** All documents prepared as a result of this contract shall become property of the City of Albany without additional compensation to the respondent, for disposition or usage at their discretion.

22. For additional information, contact Joshua Williams, Procurement Manager at (229) 431-3211 or email jswilliams@albanyga.gov cc: krossl@albanyga.gov. The deadline for questions is **November 12, 2026 by 5:00 pm.** Questions received after this deadline may not be answered. Replies of substance will be in the form of written addenda and made available to all potential respondents.

APPENDIX A

The anticipated services may include, but are not limited to the following:

Phase I – Concept Development:

- Review existing traffic data, crash data, existing roadway conditions, and other relevant project information.
- Collect current traffic counts and data.
- Conduct corridor planning and intersection studies, including Intersection Control Evaluations (ICE), to evaluate existing and future traffic operations, safety, access management, and geometric conditions.
- Perform required surveying, establish survey control, and prepare survey databases.
- Conduct geotechnical investigations and pavement recommendations.
- Prepare a Concept Report and supporting engineering analyses for GDOT approval (if applicable to the specific project).
- Complete required environmental studies and prepare environmental documentation in accordance with GDOT and FHWA requirements, as required.
- Develop preliminary construction cost estimates and project schedules.
- Conduct stakeholder coordination and public involvement activities, including preparation for, and participation in, Public Information Open Houses, as required by the specific project.

Phase II – Preliminary Engineering:

Develop preliminary construction plans consistent with GDOT requirements, including:

- Roadway geometric design
- Drainage and hydraulic design
- Pavement design
- Traffic engineering, signing, pavement marking, and intersection traffic control improvements
- Bicycle accommodations consistent with applicable GDOT design guidance
- Utility coordination and utility relocation support
- Erosion, sedimentation, and post-construction stormwater management
- Preliminary right-of-way and easement plans
- Preparation of design exceptions or design variances, if required
- Preparation for, and participation in, the Preiminary Field Plan Review (PFPR), including response to review comments.

Phase III – Right-of-Way Plans:

- Prepare right-of-way plans in accordance with GDOT requirements
- Prepare legal descriptions, plats, deed exhibits, and staking information
- Perform right-of-way staking and revisions as necessary
- Support the Albany Engineering Department by preparing revisions resulting from design modifications or acquisition needs

Phase IV – Final Design:

Prepare complete construction documents suitable for bidding, including:

- Final roadway, drainage, traffic control, signing, pavement marking, utility, erosion control, and stormwater plans
- Maintenance of traffic and staged construction plans
- Final construction cost estimates

- Technical material specifications and special provisions
- Final design reports and supporting calculations
- Preparation for, and participation in, the Preliminary Field Plan Review (PFPR) and Final Field Plan Review (FFPR)
- Resolution of review comments and preparation of final bid-ready plans and electronic deliverables in accordance with GDOT requirements
- Preparation of revisions, amendments, or construction support revisions as required prior to advertisement
- Review contractor materials list and verify it meets material specifications

Optional Right-of-Way Services:

The selected consultant shall have the capability to provide right-of-way acquisition services, if authorized by the City of Albany, in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act), applicable FHWA requirements, and GDOT policies.

Optional services may include appraisal coordination, appraisal review, acquisition support, relocation assistance, property owner coordination, preparation of acquisition documents, and other services necessary to facilitate right-of-way acquisition. These services shall be performed only upon written authorization by the City and may be negotiated as an additional service under a specific contract.

COMPLETE AND SUBMIT

CERTIFICATION* OF *NON-COLLUSION

The respondent being sworn, disposes and says, _____

_____

The Vendor submitting this certification and its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this submittal.

DATE: _____

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE NAME: _____

TITLE: _____

SIGNATURE: _____

COMPLETE AND SUBMIT

GOVERNING LAW AND VENUE

Consultant agrees that as to any actions or proceedings arising out of or related to this agreement, any such proceedings shall be governed and determined by Georgia Law.

Consultant further agrees that as to any actions or proceedings arising out of or related to this agreement, any such action or proceeding shall be resolved only in an appropriate court located in Dougherty County, Georgia.

DATE: _____

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE NAME: _____

TITLE: _____

SIGNATURE: _____

COMPLETE AND SUBMIT

Drug Free Workplace Certification

DRUG FREE WORKPLACE REQUIREMENTS: The Contractor will provide the following certification that a Drug Free Workplace will be provided on the Project.

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating the "Drug Free Workplace Act", have been complied with in full. The undersigned further certifies that:

1. A drug free workplace will be provided for the Contractor's employees during the performance of the Contract; and
2. Each Contractor who hires a Subcontractor to work in a drug free workplace shall secure from that Subcontractor the following written certification:

DATE: _____

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE NAME: _____

TITLE: _____

SIGNATURE: _____

COMPLETE AND SUBMIT

DEBARRED BIDDERS/INTEGRITY CERTIFICATION

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
(49 CFR, Part 29):

The Contractor must certify that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Further, the Contractor certifies that he or she shall obtain an identical certification from all its sub-contractors. The Contractor also agrees that when a sub-contractor is unable to certify to any of the statements in this certification, the prospective participant shall submit an explanation to the Contractor.

DATE: _____

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE NAME: _____

TITLE: _____

SIGNATURE: _____

INDEMNITY AGREEMENT

This indemnity agreement made and entered into in favor of CITY OF ALBANY ("ALBANY"), a municipal corporation, by _____.

WHEREAS, _____ has submitted a submittal to ALBANY so as to provide _____.

NOW, THEREFORE, as an additional consideration in ALBANY awarding the contract to _____.

_____ agrees to indemnify and hold harmless ALBANY, its agents, principals, officers, and employees, their successors and assigns, individually and collectively, with respect to all claims, demands or liability for any injuries to any person (including death) or damage to any property arising out of any alleged negligence of _____, its officers, agents, or employees in connection with said bid /award; provided this indemnity shall not extend to any damage, injury or loss due to ALBANY's sole negligence or willful misconduct of ALBANY. _____ shall defend against all such claims and pay expenses of such defense, including reasonable attorney fees, and all judgments based thereon.

WITNESS THE HAND AND SEAL of the _____ pursuant to proper corporate authority _____ day of _____, 2026.

[CORPORATE NAME]

By: _____

Title _____

Attest:_____

Title _____

[Affix Corporate Seal]

COMPLETE AND SUBMIT

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor's Name:	
Address:	
Solicitation/Contract No.:	
Solicitation /Contract Name:	

CONTRACTOR AFFIDAVIT

I understand that the City of Albany may not enter into a contract with _____(Name of Corporation) unless it has registered and does participate in the Federal Work Authorization Program defined in O.C.G.A. § 13-10-90(2), to-wit" (2) "Federal work authorization program" means any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603.

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of the **City of Albany** 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 Contractor will continue to use the federal work authorization program throughout the contract period and the undersigned Contractor will contract for the physical performance of services in satisfaction of such contract only with sub-Contractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13- 10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____ _____

Federal Work Authorization User Identification Number (EEV/E-Verify Company Identification Number)

Date of Authorization

_____

Name of Contractor

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

_____ _____

Printed Name (of Authorized Officer or Agent of Contractor)

Title (of Authorized Officer or Agent Contractor)

_____ _____

Signature (of Authorized Officer or Agent)

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON

[NOTARY SEAL]

_____

Notary Public My Commission Expires: _____

Approved 10/23/2020

COMPLETE AND SUBMIT

Advertisement Form

For All Firms Participating in the bid please answer questions below:

Please let us know how you heard about the BID/RFQ advertisement by selecting one of the following.

1. Internet/Social Media to include Facebook, Twitter, etc. Yes____ No____
2. City of Albany website Yes____ No____
3. City of Albany local access channel (channel 16) Yes____ No____
4. Georgia Procurement Registry Yes____ No____
5. Other: _____

Please indicate if you are a DBE: Yes_____ No_____

DATE: _____

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE NAME: _____

TITLE: _____

SIGNATURE: _____