Request for Proposals

FREIGHT ITS PLANNING AND PEDESTRIAN BRIDGE DESIGN

CITY OF FAIRBURN, GA

RFP #27-002

The City of Fairburn, Georgia, in partnership the South Fulton Community Improvement District (CID), is soliciting responses to the above referenced Request for Proposal (RFP). This RFP seeks to identify a qualified multidisciplinary consulting team to plan and design a safe pedestrian connection between transit and employment destinations near US 29 and the CSX intermodal facility, and to plan and assess freight intelligent transportation system (ITS) improvements. The City Fairburn is the recipient of a FY 2024 RAISE award 693JJ32640304 and is the issuing and contracting agency for this professional services solicitation. Information about this contract opportunity is provided below and on the City's website, located at www.fairburn.com.

1. PROCUREMENT INFORMATION

Item	Information
Issuing and contracting agency	City of Fairburn
RFP number and release date	27-002
Questions due	Friday, November 20th, 2026, at 4PM.
Proposal due	Monday, December 7th, 2026, at 2:00PM.
Anticipated selection and notice to proceed	January 13th, 2027; February 8th, 2027
Contract term	Schedule to meet planned NEPA completion September 5, 2027, and project completion April 30, 2028; overall grant performance ends April 30, 2029.

Instructions for preparation and submission of proposals are included in this package. All proposals must be received at the City of Fairburn City Administration Building, 314 NW Broad Street, Fairburn, Georgia 30213 (phone: 770-964-2244) until 2:00 PM, Monday, December 7, 2026, to receive consideration.

Respondents should rely only on written addenda issued by the City of Fairburn. All questions should be submitted in writing to the City of Fairburn via electronic mail, to the procurement inbox: purchasing@fairburn.com. The last day that questions can be submitted is Friday, November 20th, 2026, at 4:00 PM.

2. PROJECT BACKGROUND AND OBJECTIVES

The City of Fairburn, in partnership with the South Fulton CID, seeks to improve pedestrian safety and freight movement near the Fairburn intermodal facility. Employees who walk from transit to industrial jobs face difficult crossings of US 29 and the rail corridor. Train activity and truck queues also create delays and safety concerns on nearby roads.

The project has two components:

- Develop construction-ready engineering design plans for an accessible pedestrian bridge and connections that provide a safer route between transit stops and employment sites.

- Plan and analyze an intelligent transportation system (ITS) that could alert freight drivers to rail or terminal blockages early enough to make informed routing decisions. Note: physical deployment will require separate authorization and funding.

Together, these improvements are intended to make commutes safer and more reliable for employees and residents, reduce truck queuing and travel delays, and improve access to manufacturing and warehousing jobs. They may also support employee retention and reduce transportation-related air pollution by improving transit access and limiting vehicle idling.

Project Location

The planned pedestrian bridge will span over both US 29 and the CSX railway near Harbor Lake, with connections serving transit riders and employment destinations on Bohannon Road and Logistics Center Drive. ITS planning will focus on McLarin Road and approaches along US 29, GA 74, and Bohannon Road. The consultant shall confirm crossing limits, feasible alignments, property interests, and agency requirements through alternatives analysis and environmental review.

3. SCOPE OF SERVICES

The following outlines the scope of services.

Task 1 Project Management and Coordination

Task 1.1 Kickoff and Project Management Plan

Conduct a kickoff meeting to confirm the scope, work plan, schedule, and coordination procedures. Establish Project Management and Steering Committee groups with appropriate representation from the City of Fairburn, South Fulton CID, GDOT, CSX, MARTA, FHWA, affected property owners, and other relevant agencies/stakeholders.

Within 48 hours of the kickoff meeting, submit a draft Project Management Plan documenting decisions, roles, communication and data sharing protocols, review and QA/QC procedures, meeting schedules, and key milestones. Address activities, budgets, approvals, and decision points, including obtaining environmental clearance and authorization to advance final design. Incorporate review comments into the final plan.

Task 1.2 Conduct Project Management Meetings
Develop agendas, facilitate meetings, and develop meeting notes for a determined number of project management meetings with the Project Management Team.

Task 1.3 Billing and Reporting
Provide monthly invoices and progress reports documenting completed work, deliverables, hours and expenditures by task and grant phase, remaining budget, schedule status, and issues requiring City action. Support the City's federal reports and reimbursement requests with required documentation. The city retains responsibility for federal submissions and certifications.

Deliverables

- Project Management kick off and subsequent Project Management Team meeting agendas and notes
- Draft and final Project Management Plan
- Monthly detailed invoices and progress reports

Task 2: Existing Conditions and Technical Report Review

The consultant shall establish a shared understanding of pedestrian access, freight operations, and rail-related delays in the project area before advancing the bridge design or freight ITS concept. It is recommended that the consultant review the work plan outlined below and draft a comprehensive data analysis approach memorandum prior to beginning work on existing conditions and data gathering.

Task 2.1 Gather and Review Data
Review all applicable work completed to date including the South Fulton CID Multimodal Transportation Study, the South Fulton CID Freight and Sustainability Study in progress, the 2019 GTIB application for this project, previous concepts, the RAISE grant application, ITS Concept of Operations Plan, and available City, County, GDOT, MARTA, and CSX, and other relevant state and local materials. Compile relevant information on roadway and intersection conditions; traffic volumes and crashes; freight routes and terminal entrances; rail crossings and operations; transit stops and service hours; pedestrian routes and crossing activity; utilities, drainage, right of way, and environmental constraints. Identify where earlier project concepts or data differ and what must be confirmed with the city, CID, and partner agencies.

Task 2.2 Document Field Conditions
Assess the routes workers use between MARTA stops along US 29 and employment sites on Bohannon Road and Logistics Center Drive. Document official and unofficial crossing locations, sidewalk gaps and conditions, lighting, visibility, accessibility barriers, walking distances, and exposure to vehicle and rail traffic. Observe truck movements and queues near the intermodal facility and along McLarin Road, Bohannon Road, US 29, and GA 74, including conditions when trains block at-grade crossings.

Coordinate field observations with employers and workers so that shift changes and early morning or evening travel are represented.

Task 2.3 Establish Baseline Measures

Develop a data collection plan for measures that will support design decisions and later evaluation. At a minimum, consider pedestrian volumes and routes, crossing and walking times, transit-to-job access, truck queue lengths and duration, intersection delay, travel times, frequency and duration of rail-related blockages, and the extent to which queues affect nearby intersections or property access. Use available agency and partner data where suitable, supplement it with targeted counts and observations, and document the limitations of each source. Identify the measures that can be compared with conditions during a separately authorized future ITS deployment.

Task 2.4 Assess Needs and Feasible Solutions

Prepare an existing conditions and needs report that distinguishes the pedestrian safety issues from the freight circulation issues while identifying where the two interact. Evaluate feasible pedestrian crossing and connection concepts, including their accessibility, property, utility, structural, railroad, maintenance, and approval implications. For freight ITS, prepare a systems engineering analysis that defines the operational problem, users, scenarios, functional requirements, data sources, detection and communications needs, agency interfaces, cybersecurity and data management considerations, ownership, and maintenance responsibilities. Assess how potential routing messages would perform during train blockages and terminal queues, including effects on alternate routes and other road users.

Present the findings, data gaps, initial alternatives, and recommended next steps to the City and CID before advancing preliminary bridge design and the recommended ITS operating concept.

Deliverables:

- Data analysis approach memorandum
- Draft and final Existing Conditions and Needs Report

Task 3. Community and Stakeholder Engagement

Task 3.1 Develop Stakeholder Engagement and Outreach Plan

The consultant shall develop a Stakeholder Engagement and Outreach Plan for approval by the Project Management Team before significant work begins on subsequent tasks. Engagement shall inform both the pedestrian bridge and connecting infrastructure design and the freight ITS planning, operating concept, and future implementation strategy. The process shall provide meaningful opportunities for affected communities and project partners to identify needs, evaluate proposed solutions, and contribute input before key decisions are made.

The plan shall identify key audiences, engagement methods, responsibilities, timing, and decision points. Audiences shall include residents; transit riders; warehouse, manufacturing, and other types of employees; employers and property owners; freight carriers and truck drivers; CSX; MARTA; GDOT; the City of Fairburn; the South Fulton CID; and other affected agencies and organizations, including the City of South Fulton, and City of Palmetto where appropriate. The consultant shall work with the City and CID to identify community organizations, employer contacts, and transportation industry partners that can help reach people who may not participate in traditional public meetings.

Task 3.2 Formal Partnerships and Community Advisory Group

Develop a community advisory group that includes affected residents, workers, employers, and community representatives. Determine if formal partnerships are needed. Propose membership, responsibilities, meeting milestones, and a process for documenting and responding to recommendations. Assist the City and its legal counsel with the community land trust and benefits agreement component by documenting objectives, participants, feasible mechanisms, and implementation responsibilities. Confirm the intended form and scope with the City and FHWA before initiating organizational or legal implementation; the consultant shall not independently establish a trust or execute agreements on the City's behalf.

Task 3.3 Community Outreach and Public Information

Conduct an outreach campaign that explains the project's purpose, proposed improvements, schedule, and opportunities to participate. Prepare clear, accessible materials illustrating pedestrian connections, crossing concepts, freight routing options, and anticipated effects on surrounding streets and properties. Use a combination of public meetings, workshops, surveys, digital communications, and targeted outreach through employers, community organizations, and project partners. Provide convenient meeting locations, accessible formats, and language assistance based on identified needs.

Task 3.4 Worker and Transit Rider Engagement

Directly engage employees who walk between MARTA stops along US 29 and jobs on Bohannon Road and Logistics Center Drive. Coordinate with employers and MARTA to reach workers across shifts, including early morning and evening travel periods. Use interviews, surveys, small group discussions, or safely conducted field outreach to understand current walking routes, rail and roadway crossing experiences, delays, accessibility barriers, lighting and personal safety concerns, and preferences for the proposed bridge and connections. Seek input from people with disabilities and others whose needs may be missed through general outreach. Engage both employees and employers to understand how transportation barriers affect reliable access to work, recruitment, and retention.

Task 3.5 Freight and Agency Coordination

Conduct regular stakeholder meetings and focused workshops with freight carriers, truck drivers, CSX, employers, and transportation agencies. Document the operational effects of train blockages, terminal access restrictions, truck queues, and potential diversions. Obtain feedback on ITS detection methods, message content and placement, routing decisions, communications channels, and system operation. Coordinate with relevant trucking associations and transportation organizations, as appropriate, to reach freight operators and inform the ITS planning and future implementation strategy.

Task 3.6 Input at Key Project Milestones

Provide engagement opportunities during the existing conditions assessment, development of the ITS concept, and review of preliminary bridge concepts and designs. Conduct at least one public workshop and additional targeted sessions appropriate to the decisions being considered. Coordinate environmental public involvement with GDOT, EPD, and/or other regulatory agencies as required.

Task 3.7 Documentation and Response to Input

Maintain an engagement record documenting outreach activities, participation, concerns, recommendations, and follow-up actions. Prepare summaries after major engagement milestones and

show how input influenced the bridge design, pedestrian connections, ITS operating concept, and implementation recommendations. Identify unresolved concerns and decisions requiring Project Management Team direction. Provide a final engagement report and public-facing summary explaining the proposed improvements, the reasons for key decisions, and remaining implementation steps.

Deliverables:

- Draft and final public engagement plan
- Public engagement materials
- Engagement summaries at project milestones
- Draft and final engagement report and public-facing summary
- Partnership framework, community advisory group materials and recommendations, and documentation supporting the community land trust and benefits agreement component

Task 4. Pedestrian Crossing and Connection Design

Develop the pedestrian bridge and connecting infrastructure through a phased process that integrates survey, geotechnical investigations, roadway and site design, structural engineering, architecture, building systems, environmental clearance, property support, and railroad coordination. Submit drafts for review and document decisions before advancing each stage.

Task 4.1 Develop Draft Crossing Concepts

Using the existing conditions assessment and stakeholder input, prepare at least two feasible crossing concepts for US 29 and the CSX rail corridor, including McLarin Road where affected by the alignment. Show connections to MARTA stops, Bohannon Road, Logistics Center Drive, Harbor Lakes, and surrounding sidewalks. Prepare concept layouts over aerial imagery and illustrative three-dimensional views showing the complete bridge and access arrangement.

The current concept includes two prefabricated truss spans crossing US 29/SR 14 and the CSX railway and McLarin Road, with an 8-foot clear width and three stair/elevator towers. Use this concept as background for alternatives development. Confirm the number and arrangement of spans and towers, bridge width, clearances, materials, accessibility, and crossing limits through current agency coordination, engineering, and environmental review. These dimensions and configurations are not fixed design requirements.

Evaluate alignments, span configurations, stairs, elevators or other accessible approaches, and tower locations. Consider grade changes, rail and highway clearances, lighting, security, personal safety, utilities, property needs, drainage, constructability, and operations and maintenance. Prepare a concept level opinion of probable construction cost for each alternative, including access structures and connecting infrastructure. Identify environmental constraints and approvals needed.

Task 4.2 Review Concepts and Select a Preferred Alternative

Present the draft concepts to the Project Management Team and coordinate review with GDOT, CSX, MARTA, affected property owners, and other relevant parties. Obtain community and worker feedback through Task 3. Document comments, refine the alternatives, and recommend an alignment and access approach. Obtain Project Management Team concurrence before preliminary design, while preserving consideration of alternatives through the environmental review process.

Task 4.3 Prepare Draft Preliminary Design and Advance Environmental Clearance

Survey and Utility Investigation

Develop and obtain approval of survey limits sufficient for the bridge, towers, approaches, sidewalk connections, drainage, utility interfaces, and property needs. Notify property owners prior to beginning survey.

Establish horizontal and vertical control using agency accepted datums; survey topography, roadway features, track locations and elevations, sidewalks, structures, drainage features, visible utilities, and marked underground utilities. Resolve existing right of way and relevant parcel boundaries using deeds, plats, plans, and field evidence.

Coordinate utility records and field designation with utility owners. Document utility location confidence and unresolved conflicts, and identify any targeted subsurface investigation needed for foundations and critical connections. Provide survey drawings, control information, digital terrain data, and editable files compatible with the City's and GDOT's requirements. Identify any concept, centerline, or proposed easement staking needed for review. Coordinate railroad entry, training, flagging, traffic control, and permits before survey near tracks or active roadways.

Geotechnical and Foundation Investigations

Prepare a field exploration plan appropriate to the selected concept, including borings at anticipated bridge supports and stair/elevator tower foundations, rock coring where warranted, groundwater observations, and laboratory testing. State proposed boring locations and depths, access needs, railroad and roadway permissions, safety measures, and site restoration requirements.

Prepare a Bridge Foundation Investigation report covering soil and rock conditions, groundwater, foundation options, bearing resistance, settlement, and construction considerations for the bridge and towers. Provide logs, laboratory results, design recommendations, and any required agency review materials. Coordinate investigation findings with structural and site design.

Preliminary Roadway and Site Plans

Prepare an approximately 30 percent preliminary engineering design package showing accessible sidewalks and approaches, roadway interfaces, grading, drainage, cross sections, utility conflicts, property and easement needs, signing and pavement markings, lighting, and erosion and sediment control. Include an initial utility coordination package and incorporate utility owner responses. Identify relocations, service connections, and the allocation of design responsibilities between the consultant and utility owners.

Prepare a postdevelopment stormwater assessment showing drainage areas, outfalls, predevelopment and postdevelopment runoff, applicable treatment and detention requirements, and proposed best management practices. Confirm disturbance area and permit requirements with reviewing agencies; do not assume exemption based on the older estimate of less than one acre of disturbance.

Preliminary Bridge Architecture and Building Systems

Prepare bridge and tower plans, elevations, typical sections, preliminary material selections, and foundation concepts. Develop a design basis identifying applicable agency criteria, loads, clearances, and

interfaces. Complete a preliminary building code and life safety review; show stair and elevator configurations, accessible circulation, guards, railings, and emergency access provisions as applicable.

Develop preliminary electrical service and lighting concepts for the bridge and access structures, including elevator power, required fire alarm and communications connections, and security infrastructure. Identify mechanical needs for elevator control spaces or shafts and plumbing needs for tower roof drainage and maintenance water connections where appropriate. Evaluate elevator reliability, lifecycle costs, maintenance access, and provisions for maintaining accessible access. Update the construction cost estimate.

Environmental Review

Coordinate with FHWA and the designated environmental review agency to complete NEPA in the Base Phase. Prepare required studies and documentation, support consultation and public involvement, and address comments. Incorporate avoidance, minimization, mitigation, and other environmental commitments into the design. **Note: Track the planned September 5, 2027 NEPA completion milestone and identify related permits.**

Task 4.4 Conduct Preliminary Design Review and Support Property and Railroad Agreements

Submit the draft 30 percent package for coordinated City, GDOT, CSX, and other agency reviews. Hold review meetings, maintain a consolidated comment and response log, and revise the preliminary plans. Confirm design criteria, architectural approach, utility interfaces, property needs, environmental commitments, cost, and maintenance responsibilities before advancing final design.

Prepare right of way and easement plans, parcel exhibits, and technical information supporting the City's acquisition process. Assist owner coordination, appraisals, and negotiations as authorized. Actual acquisition shall follow applicable environmental and federal requirements. Property purchase and compensation are not included in the architectural and engineering budget; confirm eligibility and funding before any expenditure.

Support CSX preliminary engineering/design review agreements, site visits, real estate coordination, and negotiations for agreements needed to construct, access, operate, and maintain the bridge. Prepare technical exhibits and coordinate requirements for clearances, access, railroad protection, inspection, and maintenance. The City and its legal counsel retain responsibility for legal terms and execution. Before final design, document environmental clearance and obtain written City option authorization and confirmation of applicable federal approvals and funding.

Task 4.5 Prepare Draft Final Design and Construction Documents

After authorization, advance the reviewed preliminary package into draft final Plans, Specifications, and Estimate (PS&E). Coordinate all disciplines and complete outstanding investigations needed for the authorized design. Incorporate environmental commitments, property conditions, and railroad requirements.

Roadway and Site Documents

Provide plans and quantities covering sidewalks and approaches, grading, drainage profiles and structures, cross sections, utilities, right of way and easements, signing and markings, erosion and sediment control, lighting, and special details. Finalize the stormwater management plan and required

best management practice designs. Issue a final utility coordination package, incorporate owner responses, and document unresolved relocations and service arrangements.

Bridge and Tower Structural and Architectural Documents
Complete bridge plans and elevations, typical sections, substructure and foundation designs, connection details, and tower plans, sections, and elevations. Coordinate superstructure reactions, tower loads, foundation requirements, and structural interfaces. Finalize architecture, life safety provisions, stair and elevator cores, materials, and elevator performance specifications.

If prefabricated bridge spans or precast tower components will use delegated design, identify the engineer of record and fabricator responsibilities, design criteria, load and reaction envelopes, connection interfaces, submittal requirements, and review procedures in the construction documents. The consultant shall provide coordinated foundation designs and performance specifications and clearly identify fabrication engineering to be completed under the construction contract.

Electrical Mechanical and Plumbing Documents
Prepare coordinated service, power distribution, lighting, elevator connections, required fire alarm and communications, and security infrastructure plans and specifications. Include mechanical systems for elevator spaces and roof drainage and maintenance water provisions as required by the approved design. Confirm service availability and owner responsibilities. Identify any separately provided security equipment or utility design so that installation interfaces are defined.

Specifications Costs and Maintenance
Provide technical specifications and applicable project special provisions for bridge spans, foundations, towers, elevators, roadway/site work, and building systems. Coordinate these with City procurement documents and applicable agency requirements. Update quantities and the opinion of probable construction cost, identify contingencies and remaining cost risks, and document construction sequencing and railroad protection requirements. Prepare an operations and maintenance plan covering inspection, elevators, lighting, building systems, security infrastructure, drainage, and responsible parties.

Task 4.6 Finalize Design and Support Approvals
Prepare and submit applications and supporting documents for GDOT right of way encroachment approval and City of Fairburn land disturbance and building permits, as applicable. Coordinate other permits identified through environmental review and design. Attend agency meetings, address review comments, and revise documents. Track requirements for owner signatures, maintenance commitments, bonds, fees, and agreements; identify the responsible party and timing for each item.

Coordinate final CSX review and support completion of the necessary railroad and real estate agreements. Confirm any remaining contractor or utility permits, lane or sidewalk closures, flagging, access, and protection requirements. Distinguish documents and permissions needed for design completion from those required before construction.

Deliver the final 100 percent final engineering design plans and PS&E package suitable for subsequent construction procurement, with professional seals as required and editable source files. Provide the final cost estimate, survey and foundation reports, stormwater and permitting documents, maintenance plan, environmental commitments, and consolidated approval and agreement register. Identify outstanding

permits, acquisitions, agreements, and preconstruction actions. Construction administration, inspection, materials testing, and detailed fabrication engineering are future services unless separately authorized.

Deliverables

- Base Phase draft and final concept layouts, illustrative views, alternatives assessment, and concept cost estimates.
- Survey and utility investigation files, control information, and Bridge Foundation Investigation report.
- Draft and reviewed approximately 30 percent roadway/site, bridge/tower, architectural and building systems plans; preliminary stormwater assessment; NEPA documentation and clearance record; property exhibits; and railroad coordination materials.
- Draft and Final 100 percent PS&E, technical specifications, cost estimate, stormwater and permit packages, operations and maintenance plan, and approvals and agreements register.

Task 5. Freight ITS Planning and Analysis

Develop and review an operating ITS concept, assess feasible routes and technologies, and prepare recommendations for future design and implementation. Note, field installation, equipment purchase, prototype operation, and mobile application development are not included in the RAISE grant funded scope.

Task 5.1 Develop a Draft Operating Concept

Prepare a draft concept of operations describing how the system will detect rail or terminal blockages and provide timely routing information to freight drivers. Identify potential detection equipment, cameras, variable message signs, and connected vehicle communications near McLarin Road and at advance warning locations along US 29, GA 74, and Bohannon Road. Evaluate options based on effectiveness, compatibility, cost, maintenance, and agency requirements. Confirm available data sources and any agreements needed to use CSX information.

Task 5.2 Assess Routes and Review the Proposed Approach

Using the existing conditions and data analysis, analyze truck routes and simulate conditions during rail blockages and terminal queues. Assess effects on intersections, neighborhoods, pedestrians, and other road users. Identify roadway or signal improvements needed to support safe routing. Present the draft operating concept and recommendations to the Project Management Team, relevant agencies, and freight stakeholders. Incorporate comments before finalizing the planning recommendations.

Task 5.3 Prepare Draft ITS Planning Recommendations

Prepare a draft planning package identifying preferred technologies, conceptual equipment and warning locations, functional requirements, data sources and interfaces, communications needs, planning level costs, permits, access agreements, and future operating and maintenance responsibilities. Define a potential prototype or phased deployment strategy and future testing requirements. Submit the package for review and resolve comments. Detailed deployment design and installation will be addressed through a separately authorized scope.

Use modeling, stakeholder review, and available data to assess the anticipated effectiveness of the recommended approach. Document assumptions, limitations, and conditions that must be verified before deployment.

Task 5.4 Finalize Recommendations and Future Evaluation Plan

Prepare a future evaluation plan covering system reliability, detection accuracy, message timeliness, driver understanding, queue and delay changes, and alternate route effects. Define baseline measures, proposed testing methods, and performance targets for a later deployment. Finalize the ITS planning and analysis report with recommended refinements, implementation sequence, costs, and responsible parties after Project Management Team review.

Deliverables

- Draft and final concept of operations, route and scenario analysis, systems engineering analysis, ITS planning recommendations, and future deployment and evaluation plan

Task 6: Implementation Roadmap and Project Closeout

Prepare a coordinated implementation roadmap for pedestrian bridge construction and future ITS implementation. Identify the remaining steps, responsible parties, anticipated sequence, and key dependencies, including permits, property and railroad agreements, procurement packages, funding, and agency approvals. Provide updated cost estimates and schedule ranges, and clarify ownership, operations, and maintenance responsibilities for both project components.

Submit a draft final report and implementation roadmap for Project Management Team review. The report shall summarize the project's findings, stakeholder input, selected designs, ITS planning and analysis results, and recommended next steps. Clearly distinguish completed work from outstanding actions needed to proceed with construction or permanent deployment. Incorporate review comments and present the final recommendations to City and CID leadership.

Deliver an organized final project package containing approved reports; preliminary design and environmental documentation; authorized final PS&E and permitting materials; editable plans and cost estimates; supporting data and models; engagement records; and ITS planning and future evaluation documents. Include a file index and instructions for use and updates. Provide a phase completion checklist, approvals and agreements register, environmental commitments, remaining property actions, and proposed operating and maintenance responsibilities. Present the final package to City and CID leadership and provide a handoff session for staff. Prototype as-built records, operating credentials, and system training are required only if deployment is separately authorized.

Deliverables

- Draft and final implementation roadmap and project report, organized editable files and data, phase completion checklists, and leadership presentation and staff handoff materials.

4. PROJECT SCHEDULE

Milestone or limit	Date
Planned NEPA completion	September 5, 2027
Planned project completion	April 30, 2028
Base Phase budget period end	September 6, 2028

5. REQUIRED PROPOSAL CONTENTS

The complete original proposal must be submitted in a sealed package. All proposals shall be marked, **RFP #27-002, Freight ITS Planning and Pedestrian Bridge Design**. Respondents shall be responsible for the actual delivery of proposals during business hours to the City of Fairburn. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time.

Responses to this RFP should be in the form of a written proposal not to exceed 15 pages, excluding the cover letter. All proposals must be received at the address below no later than 2:00 PM on December 7th, 2026. All proposals, delivered by hand or other methods, should clearly indicate the information below on the outside of the sealed package or envelope. Submit one searchable PDF technical qualifications proposal. In addition, one (1) unbound and four (4) bound original copies of the complete proposal are required.

PROPOSAL: FREIGHT ITS PLANNING AND PEDESTRIAN BRIDGE DESIGN – RFP # 27-002
City of Fairburn
314 NW Broad Street
Fairburn, Georgia 30213
Attn: Public Works Director

Do not include prices, fee schedules, or labor rates in the technical submission. The proposal shall include:

- An understanding of the approved grant scope, bridge crossing and environmental requirements, ITS planning objectives, and Base Phase and Option Phase 1 structure.
- A task-based approach, deliverables, phase specific schedule aligned with grant milestones, staffing, and proposed assumptions and exclusions.
- Team organization; the project manager and key staff; roles of subconsultants; availability; and relevant experience with rail and state highway coordination, pedestrian bridge and ADA design, survey and geotechnical investigations, architecture and building systems, stormwater and permitting, freight operations, ITS systems engineering and planning, public engagement, and federal grant administration where applicable.
- Comparable projects with client contacts, dates, team roles, results, and whether construction or deployment was completed.
- Required forms, certifications, disclosures, and contract exceptions specified in the final City procurement package.

- After qualifications ranking, the City will request a detailed fee proposal from the highest ranked team for negotiation. Provide costs by task, labor category, direct expenses, subconsultant, and grant phase when requested. Identify assumptions for investigations, review cycles, environmental documentation, railroad coordination, and property acquisition support. Option Phase 1 shall be separately defined and authorized. Identify proposed delegated design responsibilities, survey and boring assumptions, utility relocation and security design interfaces, permit fees, and any separately funded future services.

6. EVALUATION AND SELECTION CRITERIA

Criterion	Points
Project understanding and technical approach	35
Relevant team qualifications and comparable work	30
Work plan, schedule, coordination and risk management	20
Engagement, accessibility and performance planning	15
Total	100

Selection will follow a qualifications-based process consistent with Article 15.4 of the incorporated grant terms. The City may shortlist and interview teams, rank them on technical qualifications, and negotiate scope and a fair and reasonable fee with the highest ranked team. If agreement cannot be reached, the City may end negotiations and proceed to the next ranked team. Price is not a scoring factor. Final procurement procedures and federal contract approval requirements shall be confirmed before issuance.

7. CONTRACT AND PROJECT CONDITIONS

The City will execute the professional services contract. Applicable grant requirements shall be incorporated into the consultant agreement and subcontracts, including the executed FY 2024 RAISE agreement and its incorporated FHWA General Terms and Conditions dated November 4, 2025. The City retains recipient responsibilities. The final procurement package shall include required licenses, insurance, indemnity, records and data rights, nondiscrimination provisions, invoicing, change control, and applicable federal clauses and approvals. Bridge construction and physical ITS deployment are outside the presently approved planning scope. Scope or budget changes require City authorization and any applicable FHWA approval.

CONFLICTS OF INTEREST

Each respondent must include a full disclosure of all potential organizational conflicts of interest for each member of its team. The responder is prohibited from receiving any advice or discussing any aspect of the project or its procurement with any person with whom it has a conflict of interest. By submitting its proposal, each respondent agrees that, if a conflict of interest is thereafter discovered, the respondent

must make an immediate and full written disclosure to the City of Fairburn that includes a description of the action that the respondent has taken or proposes to take to avoid or mitigate such a conflict. If the respondent was aware of a conflict of interest prior to award and did not disclose the conflict to the City of Fairburn, The City of Fairburn may terminate the award for default.

RESTRICTIONS ON COMMUNICATING WITH STAFF

From the issue date of this RFP until the results are announced, respondents are not allowed to communicate about this solicitation or scope with any City staff except for the submission of questions as instructed in the RFP. Prohibited communication includes all contact or interaction, including but not limited to telephone, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. The City of Fairburn reserves the right to reject the request of any respondents violating this provision.

INFORMATION & INSTRUCTIONS

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

Changes or Modifications to RFP: Respondents will be notified in writing of any change in the specifications contained in this RFP.

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

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

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

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

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

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

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

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

Indemnification: The Respondent, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless City of Fairburn, its employees, and agents, from any liability of any nature or kind in regard to the delivery of

these services. The Respondent shall secure and maintain General Liability Insurance as will protect him from claims under the Workers Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of his services under this contract. Further, the respondent shall provide City of Fairburn with evidence and the amount of Errors and Omissions Insurance, i.e. Professional Liability Insurance currently in effect.

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

Title VI/Nondiscrimination Statement: No person shall on the grounds of race, color, national origin, sex, age and handicap/disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the City. The City does further commit that it will affirmatively ensure that disadvantaged business enterprises as defined in 49 CFR Part 23 will be afforded full opportunity to submit in response to this request and will not be discriminated against on the grounds of race, color, national origin, sex, age, handicap/disabled in consideration of an award.

Copies: One (1) searchable PDF, one (1) unbound original and **four (4) bound** original copies of the Proposal and supporting documents must be submitted in response to the RFP.

Termination of Contract: City of Fairburn may cancel the contract at any time for breach of contractual obligations by providing the successful respondent with a written notice of such cancellation. Should City of Fairburn exercise its right to cancel the contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation.

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

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

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

Contract: The contract between City of Fairburn and the respondent shall consist of (1) the RFP and any amendments thereto, (2) the proposal submitted by the respondent to the City in response to the RFP, and (3) executed contract (Consultant Agreement) between City of Fairburn and the successful respondent. In the event of a conflict in language between the documents referenced above, the provisions and requirements set forth and/or referenced in the Consultant Agreement shall govern. However, City of Fairburn reserves the right to clarify any contractual relationship in writing with the concurrence of the respondent, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the respondent's proposal. In all other matters not affected by the written clarification, if any, the RFP shall govern.

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