Request for Proposal RFP 27-09

City of Mableton On-Call Intergovernmental Transportation Program Management Services

Procurement Schedule of Events

Event	Date	Submit by
RFP 27-09 Issued	10.27.2026	11:00 AM EST
Questions Due	11.03.2026	11:00 AM EST
Addendum Issued (if any)	11.10.2026	11:00 AM EST
Proposals Due	11.25.2026	11:00 AM EST
Evaluation	12.8.2026	11:00 AM EST
Interviews or BAFO if requested	TBD	TBD
Notice of Intent to Award	TBD	TBD
Mayor Council Consideration	TBD	TBD

Notice to Proposers

The following schedule of events is provided for informational purposes only and is subject to change at the sole discretion of the City of Mableton. Any revisions to this solicitation shall be made by written addendum and posted on the Georgia Procurement Registry (GPR). Final contract award is subject to approval by the Mayor and City Council.

The City of Mableton, Georgia is soliciting sealed proposals from qualified consulting firms, or teams of firms, to provide professional transportation consulting services including strategic planning, transportation program management, engineering support, staff augmentation, capital improvement planning, grant assistance, multimodal transportation planning, transportation safety initiatives, organizational development, and related professional services, as more fully described in the Scope of Work. The City anticipates awarding one or more contracts utilizing an on-call, task order-based contract structure to provide services on an as-needed basis.

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Intent to Submit a Proposal

Interested firms are encouraged to notify purchasing@mableton.gov of their intent to submit. Procurement will maintain a contact list and provide solicitation information. Notice of intent is not a condition of eligibility. Firms remain responsible for obtaining the complete solicitation, monitoring the Georgia Procurement Registry, and acknowledging all addenda.

Reissue Review

All interested firms, including prior respondents, must submit a new complete proposal. No prior score, demonstration, selection, or communication creates a preference or contractual right. Final or any current Addenda governs this competition.

Proposal Submission Requirements

All proposals and addenda shall be submitted electronically on one USB flash drive enclosed in a sealed package. Files must be searchable, unencrypted, and free of password protection. Include the proposal and signed forms as PDFs and the pricing and requirements response as editable Excel files. Paper proposals submissions will not be accepted. You can email your proposals to purchasing@mableton.gov.

You can also mail the proposals to the address below. HAND DELIVERY IS NOT ACCEPTED! I REPEAT HAND DELIVERY IS NOT ACCEPTED!

Each USB flash drive shall be enclosed in a sealed package clearly labeled with:

- Firm Name
- Firm Address
- **Solicitation Number RFP 27-09**

Proposals can also be ONLY mailed to: HAND DELIVERY IS NOT ACCEPTED!

City of Mableton
Procurement Division
5656 Mableton Parkway
Mableton, GA 30126

Proposal Due Date 11.25.2026 AT 11:00 AM EST

Late proposals will not be accepted. A deadline may change only by City addendum.

Questions Regarding Solicitation

Submit all questions, clarification requests, and interpretations to purchasing@mableton.gov during the published Q&A period. Telephone calls and oral statements do not modify the solicitation. Do not contact elected officials, evaluators, or other City personnel concerning this competition without written Procurement authorization.

- **Addenda:** All clarifications, corrections, and amendments will be posted on the Georgia Procurement Registry. Each proposer must monitor the posting and acknowledge all addenda in its Proposal Letter and Certification.

Business License Requirements

A City of Mableton business license is not required merely to submit a proposal. Provide current business license or equivalent legal registration evidence as applicable. The successful proposer must satisfy applicable City licensing requirements before contract execution.

Vendor Registration and Required Documents

Prospective vendors may review the City's vendor requirements at www.mableton.gov under Finance, Procurement, and How to Become a Vendor**.** Required documents are divided by submission stage to avoid conflicting instructions.

Required With the Proposal

- ✦ Signed Proposal Letter and Certification with all addenda acknowledged.
- ✦ Contractor E-Verify affidavit in Exhibit A when applicable, or legally supported exemption documentation.
- ✦ Notarized Non-Collusion Affidavit in Exhibit C and signed Drug-Free Workplace Certification in Exhibit D.
- ✦ Completed Exhibit E, detailed pricing workbook, technical proposal, requirements workbook, and identified exceptions.

Required From the Awarded/Selected Proposer

- ✦ Vendor registration forms and W-9.
- ✦ Business-license or applicable legal registration evidence.
- ✦ Certificates of insurance and required endorsements.
- ✦ Applicable subcontractor affidavits within legally required timeframes and before applicable services begin.
- ✦ Final City approved agreement, scope, implementation plan, pricing, acceptance criteria, service levels, and security terms.

The City will state the deadline for award stage records in its written request. These requirements do not defer a document legally required with the proposal. Work may begin only after authorized execution, applicable purchase order, and written notice to proceed.

City of Mableton

PROPOSAL LETTER

We propose to furnish and deliver all the deliverables and services named in the attached Request for Proposal (RFP). The price or prices offered herein shall apply for the period stated in the RFP. We further agree to strictly abide by all the terms and conditions contained in the City of Mableton Vendor Manual as modified by any attached special terms and conditions, all of which are made a part hereof. Any exceptions are noted in writing and included with this bid.

It is understood and agreed that this statement of Proposal and proposal constitutes an offer, which when accepted in writing by the Purchasing Division, City of Mableton, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the City of Mableton.

It is understood and agreed that we have read the City's specifications shown or referenced in the RFP and that this statement is made by the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this statement meet or exceed all such City specifications. We further agree, if you awarded a contract, to deliver goods and services which meet or exceed the specifications. The City of Mableton reserves the right to reject any or all offers, waive technicalities, and informalities, and to make an award in the best interest of the city. It is understood and agreed that this statement of Proposal and proposal shall be valid and held open for a period of sixty (60) days from the opening date.

Additionally, the proposer certifies compliance with the applicable provisions of the Official Code of Georgia Annotated (O.C.G.A.) Title 13, which governs public contracts, and Title 50, Chapter 5, which addresses procurement and bidding processes for public entities in the State of Georgia. The proposer acknowledges that any violation of these statutes may result in disqualification from future contracts and potential legal penalties.

Furthermore, the proposer acknowledges compliance with O.C.G.A. § 45-10-20 et seq., which prohibits conflicts of interest in public contracting and ensures that no public officer or employee has a direct financial interest in the contract. The proposer also certifies adherence to Georgia's Illegal Immigration Reform and Enforcement Act of 2011 (O.C.G.A. § 13-10-91), confirming that the proposer and all subcontractors have registered and participated in the federal E-Verify program to verify employment eligibility.

PROPOSAL SIGNATURE AND CERTIFICATION

(Proposer to sign and return)

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the proposer.

I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et seq. have not been violated and will not be violated in any respect throughout the contract.

_____ _____

Authorized Signature **Date**

_____ _____

Name **Company Name Here**

Request for Proposal (RFP) 27-09

City of Mableton On-Call IGA Transportation Program Management Services

Section I: Background

The City of Mableton is soliciting proposals from qualified consulting firms to provide On-Call IGA Transportation Program Management Services that will support the City's evolving transportation program and long-term infrastructure objectives.

As a newly incorporated municipality, the City currently operates under an Intergovernmental Agreement (IGA) with Cobb County, which provides transportation planning, engineering, traffic operations, roadway maintenance, capital project delivery, permitting coordination, and other transportation related services. As the City continues to expand its organizational capacity and establish an independent transportation framework, it seeks professional consulting services to strengthen internal capabilities, support strategic decision-making, and effectively manage transportation initiatives.

The selected consultant(s) will serve as a strategic partner to the City by assisting with transportation planning, program and project management, capital improvement planning, funding and grant opportunities, intergovernmental coordination, and technical support. Services should be designed to advance the City's transportation vision while ensuring effective collaboration with Cobb County, regional and state agencies, developers, utility providers, and community stakeholders.

The consultant(s) shall support the City's efforts to align transportation investments and initiatives with the City's Comprehensive Plan, transportation priorities, existing Intergovernmental Agreement, regional and state transportation programs, available funding opportunities, and industry best practices that promote safety, accessibility, sustainability, operational efficiency, and multimodal mobility.

Purpose

The purpose of this engagement is to obtain professional consulting services that will assist the City of Mableton in developing, implementing, and managing a comprehensive transportation program that supports the City's long-term vision, operational objectives, and infrastructure investment priorities. The selected consultants(s) will provide strategic planning, program and project management, engineering expertise, technical advisory services, and staff augmentation to strengthen the City's transportation capabilities and organizational capacity.

The consultant(s) shall support the City by coordinating transportation initiatives under the existing Intergovernmental Agreement (IGA) with Cobb County, advancing capital improvement planning and project delivery, identifying, and securing transportation funding opportunities, and enhancing multimodal transportation systems that promote safe, efficient, accessible, and sustainable mobility. Additionally, the consultant(s) will assist the City in improving transportation performance, fostering intergovernmental collaboration, and establishing a resilient transportation management framework capable of meeting the City's current and future transportation needs.

Section II: Scope of Work

The selected consultant(s) shall provide services that may include, but are not limited to, the following tasks.

Task 1 – Transportation Strategic Planning

The consultant shall assist the City in developing and implementing a strategic transportation framework that supports the City's long-term vision. Services may include:

- Review of existing transportation plans, studies, ordinances, policies, and the
- Comprehensive Plan.
- Review and assessment of transportation-related provisions contained within the City's IGA
- with Cobb County.
- Identification of transportation goals, objectives, performance measures, and
- implementation strategies.
- Development of a Transportation Strategic Action Plan.
- Identification of short-, mid-, and long-term transportation priorities.
- Development of transportation project prioritization criteria.
- Evaluation of multimodal transportation needs and opportunities.
- Recommendations for organizational structure, staffing, and transportation governance.

Task 2 – Transportation Program Management

The consultant shall provide program management services to support the City's transportation initiatives and investments. Services may include:

- Development and maintenance of transportation program work plans.
- Monitoring transportation projects and initiatives being delivered by Cobb County and
- other partners.
- Coordination with County staff regarding routine maintenance, capital projects, resurfacing
- programs, traffic operations, traffic signal maintenance, drainage improvements, and
- transportation infrastructure management.
- Program scheduling and milestone tracking.
- Budget tracking and financial reporting.
- Risk identification and mitigation.
- Preparation of program status reports for City leadership and elected officials.
  Development of transportation performance dashboards and metrics.

City of Marietta

Task 3 – Capital Improvement Program (CIP) Development and Management

The consultant shall assist the City in developing and managing transportation capital improvement programs. Services may include:

- Identification and prioritization of transportation capital projects.
- Development of project scopes, budgets, and implementation schedules.
- Coordination of SPLOST-funded projects.
- Coordination with Cobb County regarding project delivery responsibilities identified in the IGA.
- Development of future transportation investment strategies.
- Support for project agreements and intergovernmental coordination.
- Assistance with project procurement and consultant selection.

Task 4 – Transportation Funding and Grant Support

The consultant shall identify and pursue transportation funding opportunities. Services may include:

- Identification of federal, state, regional, and local funding opportunities.
- Grant strategy development.
- Preparation of grant applications and supporting documentation.
- Support for Local Maintenance and Improvement Grant (LMIG) coordination.
- Assistance with discretionary grant programs.
- Grant administration and compliance support.
- Funding forecasts and implementation strategies.

Task 5 – Staff Augmentation Services

The consultant shall provide qualified personnel to supplement City transportation functions on an as-needed basis. Positions may include:

- Transportation Program Manager
- Transportation Planner
- Transportation Engineer
- Project Manager
- Construction Manager
- Construction Inspector
- Traffic Engineer
- Transportation Funding Specialist
- Grant Administrator
- Public Involvement Specialist
- GIS Analyst
- Data Analyst

Staff augmentation personnel may provide:

- Day-to-day transportation program support.
- Project management and oversight.
- Development review coordination.
- Transportation engineering support.
- Capital project monitoring.

City of Mableton

- Coordination with County staff and consultants.
- Transportation asset management support.
- *** The City reserves the right to utilize one or multiple firms for staff augmentation services. ****

Task 6 – Transportation Engineering and Technical Support

The consultant shall provide transportation engineering and technical advisory services. Services may include:

- Traffic operations assessments.
- Traffic safety evaluations.
- Intersection and corridor studies.
- Pedestrian and bicycle facility planning.
- Transit accessibility analysis.
- Freight and goods movement assessments.
- Transportation asset management planning.
- Utility coordination support.
- Development review assistance.
- Review of transportation impact studies.
- Technical review of roadway, drainage, and transportation improvement projects.

Task 7 – Multimodal Transportation Planning

The consultant shall support implementation of a safe and connected multimodal transportation network. Services may include:

- Sidewalk and trail planning.
- Bicycle network planning.
- Safe Routes to School initiatives.
- Transit connectivity assessments.
- ADA accessibility evaluations.
- Complete Streets implementation strategies.
- Equity-focused transportation planning.
- First-mile and last-mile mobility improvements.

Task 8 – Transportation Safety Program Support

The consultant shall assist the City in advancing transportation safety initiatives. Services may include:

- Safety data analysis.
- High Injury Network identification.
- Crash analysis and countermeasure recommendations.
- Safe Streets and Roads for All (SS4A) implementation support.
- Vision Zero and systemic safety strategies.
- Safety performance reporting.

City of Mableton

Task 9 – Intergovernmental and Stakeholder Coordination

The consultant shall support coordination among transportation partners and stakeholders. Services may include:

- Coordination with Cobb County transportation staff.
- Coordination with state and regional transportation agencies.
- Coordination with utility providers.
- Coordination with developers and property owners.
- Public outreach and stakeholder engagement.
- Meeting facilitation and documentation.
- Preparation of presentations and briefing materials.

Task 10 – Organizational Development and Capacity Building

The consultant shall assist the City in developing long-term transportation management capabilities. Services may include:

- Evaluation of transportation staffing needs.
- Development of transportation policies and procedures.
- Creation of standard operating procedures.
- Training and mentoring of City staff.
- Organizational readiness assessments.
- Recommendations regarding future transportation service delivery models.

Deliverables

Deliverables may include:

- Transportation Strategic Action Plan.
- Transportation Program Management Plan.
- Transportation Capital Improvement Program.
- Funding and Grant Strategy.
- Project Prioritization Framework.
- Transportation Performance Dashboard.
- Quarterly and Annual Program Reports.
- Transportation Safety Assessments.
- Multimodal Transportation Plans.
- Staff Augmentation Work Plans.
- Standard Operating Procedures.
- Technical Memoranda and Recommendations.
- Presentations to City Council, staff, and stakeholders.

Consultant Qualifications

Respondents should demonstrate:

- Experience providing transportation planning and program management services for
- municipalities.
- Experience working with newly incorporated or rapidly growing local governments.
- Experience administering transportation capital programs.

City of Mableton

- Experience with SPLOST-funded projects.
- Experience with Georgia transportation funding programs, including LMIG.
- Experience coordinating with county governments and intergovernmental service delivery
- agreements.
- Expertise in transportation engineering, planning, funding, grants management, and
- multimodal transportation.
- Availability of qualified personnel for staff augmentation assignments.

Contract Structure

The City anticipates awarding one or more contracts under an on-call, task-order-based structure. Services may be procured on an as-needed basis for specific assignments and projects. The City reserves the right to select multiple firms to provide specialized services under this solicitation.

Project Goals

The successful consultant(s) shall help the City achieve the following outcomes:

- Establish a sustainable transportation management program.
- Improve coordination with Cobb County under the transportation IGA.
- Advance implementation of the Comprehensive Plan.
- Deliver transportation projects efficiently and effectively.
- Maximize transportation funding opportunities.
- Improve safety and mobility for all users.
- Expand multimodal transportation options.
- Build internal transportation management capacity.
- Promote equitable transportation investments throughout the City.
- Support data-driven transportation decision making.

Section III: Guidelines for Proposal Preparation and Response Requirements

The award of the contract resulting from this RFP will be based upon the most responsive Vendor whose offer will be the most advantageous to the City in terms of cost, functionality, and other factors as specified elsewhere in this RFP. The City is requesting to enter into an agreement with a vendor who can perform all the functions requested within this RFP. The vendor's proposal shall be submitted in several parts as set forth below. The Vendor will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for the City evaluation of the Vendor's proposal.

Proposals will be evaluated strictly in accordance with the above criteria. Proposers are encouraged to provide clear, concise, and complete responses that demonstrate both technical capability and an understanding of the City's public-sector operating environment. The RFP must contain the information outlined below. Please include a title on each page of your RFP and number the pages to ensure proper identification. Proposals must be organized in the order outlined below and clearly address each evaluation criterion. Failure to follow this format may result in the proposal being deemed non-responsive.

City of Marietta

Proposals Submission Requirements:

Proposals shall include:

1. Project Approach, Understanding of the Scope, and Technical Methodology
2. Firm Qualifications and Relevant Experience
3. Key Personnel and Staff Augmentation Capabilities
4. Transportation Program Management, Engineering, and Technical Expertise
5. Experience with Georgia Transportation Programs and Intergovernmental Coordination
6. Past Performance and Client References (minimum 5)
7. Project Management, Innovation, and Organizational Capacity
8. Cost Proposal & Value

Criteria	Weight
Project Approach, Understanding of the Scope, and Technical Methodology	15
Firm Qualifications and Relevant Experience	15
Key Personnel and Staff Augmentation Capabilities	10
Transportation Program Management, Engineering, and Technical Expertise	15
Experience with Georgia Transportation Programs and Intergovernmental Coordination	25
Past Performance and Client References (minimum 5)	5
Project Management, Innovation, and Organizational Capacity	5
Cost Proposal & Value	10
Total Possible Points	**100**

Proposal length and presentation: There is no proposal page limit and no prescribed font, margin, or line-spacing requirement. Keep responses concise, readable, and limited to information relevant to this solicitation.

Key personnel resumes: No prescribed resume template is required; firms may use their standard format.

Cost proposal format and placement: Use the firm's own cost sheet; a City-specific cost form is not required. Include the cost sheet within Part 8 of the main proposal PDF and provide the corresponding editable Excel pricing workbook. A separately sealed pricing package is not required.

City of Mableton

1. Project Approach, Understanding of the Scope, and Technical Methodology (15 Pts) Evaluation will consider the proposer's understanding of the City's objectives, overall approach to accomplishing the Scope of Services, implementation strategy, project management methodology, communication plan, risk management approach, and ability to deliver all required services identified within this solicitation.

2. Firm Qualifications and Relevant Experience (15 Pts) Evaluation will consider the firm's overall qualifications and demonstrated experience providing transportation planning, strategic planning, transportation engineering, program management, capital improvement planning, staff augmentation, and related consulting services for municipalities or comparable public agencies. Preference may be given to firms with experience supporting newly incorporated municipalities, rapidly growing communities, and organizations operating under intergovernmental service agreements.

3. Key Personnel and Staff Augmentation Capabilities (10 Pts)

Evaluation will consider the qualifications, experience, certifications, organizational structure, and availability of the proposed project manager, technical staff, and personnel available to provide staff augmentation services. Consideration will also be given to the firm's ability to provide specialized transportation professionals on an as-needed basis, including transportation planners, engineers, project managers, grant specialists, construction managers, inspectors, GIS analysts, and other technical personnel.

4. Transportation Program Management, Engineering, and Technical Expertise (15 Pts)

Evaluation will consider the firm's demonstrated expertise in providing comprehensive transportation planning, engineering, program management, and technical advisory services. The Evaluation Committee will assess the firm's experience in strategic transportation planning, Capital Improvement Program (CIP) development, transportation engineering, traffic operations, transportation safety, multimodal planning, project delivery, asset management, transportation funding and grant administration, and performance measurement. Consideration will also be given to the firm's technical capabilities in supporting roadway, pedestrian, bicycle, transit, and freight initiatives, as well as implementing Complete Streets, Vision Zero, ADA accessibility, and other transportation infrastructure improvements that promote safe, efficient, equitable, and sustainable mobility.

5. Experience with Georgia Transportation Programs & Intergovernmental Coordination (25 Pts)

Evaluation will consider the firm's demonstrated experience delivering transportation services for Georgia municipalities and coordinating with federal, state, regional, and local agencies. The Evaluation Committee will assess the firm's knowledge and experience with the Georgia Department of Transportation (GDOT), Atlanta Regional Commission (ARC), Cobb County, SPLOST and LMIG programs, federal and state transportation funding opportunities, grant administration, and Intergovernmental Agreements (IGAs). Consideration will also be given to the firm's ability to effectively collaborate with governmental agencies, utility providers, developers, consultants, and community stakeholders to successfully plan, fund, coordinate, and deliver transportation initiatives.

6. Past Performance and Client References (5 Points)

Evaluation will consider client references, prior project performance, quality of work, responsiveness, project outcomes, schedule adherence, budget management, communication, and overall client satisfaction. The City reserves the right to contact references not listed within the proposal.

7. Project Management, Innovation, and Organizational Capacity (5 Points)

Evaluation will consider the firm's organizational capacity, quality assurance and quality control procedures, innovation, technology utilization, data analytics capabilities, transportation performance management tools, implementation strategies, and ability to deliver multiple assignments under an on-call task order contract. Preference may be given to firms demonstrating innovative solutions that improve efficiency, accountability, transparency, mobility, safety, and long-term transportation program sustainability.

8. **Cost Proposal & Value** (10 Points) The evaluation committee will assess the overall value, competitiveness, and reasonableness of the proposed pricing in relation to the scope of services. The City will consider pricing, completeness of the cost proposal, and overall value. Award will be made to the proposer offering the best value to the City, not necessarily the lowest-priced proposal.

Optional Interviews and Presentations

Following the initial evaluation, the City may invite the highest ranked firm(s) to participate in interviews, presentations, or discussions to further evaluate qualifications, project approach, key personnel, organizational fit, and overall understanding of the City's transportation objectives. Interviews, if conducted, may be scored and incorporated into the final evaluation at the discretion of the City.

Protest Procedures

Any actual or prospective proposer who believes they have been aggrieved in connection with the solicitation, or the award of a contract may file a written protest with the City of Mableton Procurement Division. To be considered, a protest must be submitted in writing within five (5) business days following the issuance of the Notice of Intent to Award or the occurrence of the action being protested. The written protest must clearly state the specific legal and factual grounds for the protest and the remedy or corrective action requested by the protesting party.

Upon receipt of a timely protest, the City Manager or their designee will review the protest, the procurement record, and any supporting documentation. The City may request additional information from the protesting party or other parties involved, as necessary. A written determination will be issued within ten (10) business days unless additional time is required for review. The decision of the City Manager or their designee shall constitute the final administrative determination of the City of Mableton. The filing of a protest does not automatically stay the procurement process, unless the City determines that a temporary suspension is necessary to protect the integrity of the procurement process or the interests of the City.

Proposal Requirements and General Conditions

Corporate Information

Proposing firms organized as corporations shall provide documentation verifying their legal authority to conduct business, including a copy of the entity's registration or Certificate of Incorporation issued by the applicable Secretary of State, if requested by the City. Proposers shall also identify the firm's principal officers, owners, or authorized representatives responsible for executing contracts and conducting business on behalf of the organization. The City reserves the right to request additional documentation to verify legal standing or authority prior to contract award.

Financial Capacity

The City will evaluate each proposer's financial capacity to successfully perform the requested services throughout the term of the contract. Proposers shall provide sufficient information demonstrating financial stability, organizational resources, and the ability to fulfill all contractual obligations. Because financial information may contain proprietary or confidential business

information, the City reserves the right to conduct additional financial due diligence, including requesting supplemental documentation or verifying financial capacity through publicly available sources or other appropriate means, prior to making an award, in accordance with applicable law.

Evaluation Process and Interviews

Proposals will serve as the primary basis for evaluating each firm's qualifications, experience, technical approach, organizational capacity, and overall ability to perform the requested services. Following the initial evaluation, the City may, at its sole discretion, invite one or more of the highest- ranked firms to participate in interviews, presentations, demonstrations, or discussions. If interviews are conducted, the City will provide participating firms with instructions regarding the format, agenda, and presentation requirements. Final rankings and recommendations may be based upon the written proposal, interviews or presentations (if conducted), reference checks, clarifications, and any additional information requested during the evaluation process.

Reservation of Rights

Failure to submit a proposal that complies with the requirements of this Request for Proposals (RFP) may result in the proposal being deemed non-responsive and removed from further consideration. The City reserves the right, at its sole discretion, to:

- Reject any or all proposals.
- Waive minor informalities, technicalities, or irregularities.
- Request clarifications, supplemental information, or additional documentation from any proposer.
- Conduct reference checks, financial reviews, or other due diligence.
- Request Best and Final Offers (BAFO), when determined to be in the City's best interest.
- Modify, postpone, cancel, or reissue this solicitation at any time.
- Negotiate with one or more proposers.
- Award one contract, multiple contracts, or no contract.
- Make an award in the manner determined to be in the best interest of the City of Mableton.

The City may notify firms that are no longer under consideration following completion of the evaluation process. However, nothing contained herein shall obligate the City to make an award or proceed with any procurement action until all required approvals have been obtained.

All submissions are due at the location specified no later than the date and time specified herein. The RFP package must include detailed information related to the Request for Qualification Process and Selection Criteria, as required.

Protests

Any bidder or proposer aggrieved in connection with this solicitation may submit a written protest to the City of Mableton Procurement Manager. The protest must identify the solicitation and state the reasons for the protest. It must be submitted within seven (7) calendar days after the first date the protesting party knew or should have known of the facts giving rise to the protest.

The Procurement Manager shall review the protest and issue a written decision as soon as practical. The protesting party may appeal that decision in writing to the City Manager within seven (7) calendar days after the date of the Procurement Manager written decision. The City Managers decision shall be final.

A timely protest shall stay the procurement until all administrative remedies have been exhausted and a final decision has been rendered. This stay shall not apply if the City Manager issues a written determination that executing a contract without delay is necessary to protect substantial interests of the City.

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Public Records and Confidentiality

All proposals are subject to the Georgia Open Records Act. Proposers must clearly mark any information claimed to be confidential.

City of Mableton

CONTRACTOR AFFIDAVIT
O.C.G.A. § 13-10-91(b)

Complete ONE path below: Section A if the contractor has employees or will hire employees to perform the contract; **Section B** only if the no employee exception in **O.C.G.A. § 13-10-91(b)(5)** applies.

SECTION A - CONTRACTOR AFFIDAVIT O.C.G.A. § 13-10-91(b)(1)

The undersigned contractor ("Contractor") executes this Affidavit for a contract subject to O.C.G.A. § 13-10-91 and attests 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 the Contract.

e) The Contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the same information required by **O.C.G.A. § 13-10-91(b)(1)(A), (B)**, and **(C). O.C.G.A. § 13-10-91(b)(1)(D)**.

f) The Contractor acknowledges and agrees that these requirements shall be incorporated into any contract(s) subject to **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.

g) The Contractor acknowledges its responsibility to submit copies of any affidavits 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 Name of Project

_____
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 Signature: _____ My Commission Expires: _____	**NOTARY PUBLIC**

SECTION B - NO-EMPLOYEE ALTERNATIVE DOCUMENTATION
O.C.G.A. § 13-10-91(b)(5)

Use this section only if the contractor, subcontractor, or sub-subcontractor has no employees and does not hire or intend to hire employees to satisfy or complete any part of the original contract with the public employer. If this exception applies, the qualifying identification documents below are provided in lieu of the affidavit in Section A.

Summary of statutory requirements under subsection (b)(5):

In lieu of the affidavit required by subsection (b), a contractor, subcontractor, or sub-subcontractor who has no employees and does not hire or intend to hire employees for purposes of satisfying or completing the terms and conditions of any part or all of the original contract with the public employer shall provide a copy of the state issued driver's license or state-issued identification card of the contracting party and a copy of the state-issued driver's license or identification card of each independent contractor used to perform any part of the original contract. The identification must be issued by a U.S. state that verifies lawful immigration status before issuing the license or identification card. Copies are forwarded in the same manner as the affidavits and notices otherwise required by subsection (b). If the contractor later determines that employees will be needed to complete the physical performance of services, the contractor must first comply with the affidavit requirements of subsection (b).

DOCUMENTATION TO SUBMIT

☐ Copy of the contractor's qualifying state-issued driver's license or state-issued identification card.

☐ Copy of the qualifying state-issued driver's license or identification card for each independent contractor used in performance of the contract.

☐ If employees will be hired or used later, complete and submit the Section A affidavit before using those employees to perform the contract.

CONTRACT / PROJECT INFORMATION

_____
Name of Contractor

_____
Name of Project

_____
Name of Public Employer

End of Exhibit A

EXHIBIT B
SUBCONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91

Complete for applicable subcontracted services in accordance with O.C.G.A. § 13-10-91(b)(3), before the applicable services begin. Use a separate form for each applicable subcontractor. Legal must confirm this draft form before posting.

By executing this affidavit, the undersigned subcontractor verifies compliance with O.C.G.A. § 13-10-91 and states that it is engaged in the physical performance of services under a contract with the contractor identified below on behalf of the City of Mableton for RFP 27-09. The subcontractor has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or its lawful successor, in accordance with applicable law.

The subcontractor will continue program participation throughout the contract period and will contract for applicable services only with lower-tier subcontractors who provide the affidavits required by law. The subcontractor will forward notices and copies of lower-tier affidavits within the statutory time periods, including the applicable five-business-day notice requirements.

Subcontractor legal name _____

Contractor legal name _____

Federal work authorization user identification number _____

Date of authorization _____

Name of public employer City of Mableton _____

Project RFP 27-09 _____

Authorized officer or agent signature _____

Printed name and title _____

Date _____

SUBSCRIBED AND SWORN BEFORE ME

State of _____ County of _____

Subscribed and sworn before me on this _____ day of _____, 20____, by _____.

Notary public signature _____

Commission expiration _____

Notary seal

Submit a signed and notarized form with the proposal.

End of Exhibit B

EXHIBIT C
NON-COLLUSION AFFIDAVIT

I am authorized to make this affidavit on behalf of the proposer identified below. Being duly sworn, I state that this proposal for RFP 27-09 was prepared independently and without collusion, fraud, or an agreement with another proposer to fix prices, suppress competition, refrain from proposing, or submit a sham offer.

Neither I nor, to the best of my knowledge, the proposer's officers, employees, representatives, or agents have offered or agreed to provide an improper gift, rebate, commission, or thing of value to influence this procurement. Legitimate and disclosed arrangements with the proposer's identified subcontractors and partners are not represented as prohibited independent proposals.

I certify that the foregoing statements are true and correct to the best of my knowledge and understand that material false statements may result in rejection, termination, or other remedies available under applicable law.

Proposer legal name _____

Authorized signature _____

Printed name and title _____

Date _____

SUBSCRIBED AND SWORN BEFORE ME

State of _____ County of _____

Subscribed and sworn before me on this _____ day of _____, 20____, by

_____.

Notary public signature _____

Commission expiration _____

Notary seal

End of Exhibit C

EXHIBIT D
DRUG-FREE WORKPLACE CERTIFICATION

City of Mableton

EXHIBIT C
NON-COLLUSION AFFIDAVIT

Submit with proposal. This certification establishes the proposer's workplace commitment for this solicitation. Compliance with O.C.G.A. §§ 50-24-1 through 50-24-6 is required to the extent those provisions apply to the proposer and contract.

The undersigned certifies that the proposer will provide a workplace free from unlawful manufacture, distribution, dispensation, possession, or use of controlled substances during performance of the City contract. The proposer will communicate its workplace policy to personnel assigned to the services and comply with applicable drug-free workplace obligations.

The proposer will require applicable subcontractors to maintain the same commitment and provide any written certification required by applicable law or the executed agreement. This certification does not authorize the disclosure of employee medical information or impose testing requirements beyond those lawfully applicable and agreed.

Company legal name _____

Authorized signature _____

Printed name _____

Title _____

Date _____

End of Exhibit D

City of Mableton

EXHIBIT E

SUBMISSION CHECKLIST

RFP 27-09 City of Mableton On-Call IGA Transportation Program Management Services

Proposer legal name _____

Primary contact and title _____

Email and telephone _____

Complete and return this checklist with the proposal. Check each completed item and identify its proposal page, file, or attachment. If an item does not apply, state N/A and explain. This checklist supplements the RFP; it does not waive any requirement or resolve conflicting solicitation provisions. Request clarification from Procurement during the Q&A period when instructions conflict.

Part 1: Items to Include with the Proposal

☐ New, complete proposal for this reissue, organized in the eight part order in **Section III**, with a title and page number on each proposal page.

☐ Signed Proposal Letter and Certification, authorized signatory information, and acknowledgment of every issued addendum. Identify any exceptions in writing.

☐ Technical proposal addressing the scope, deliverables, qualifications, staffing, experience, references, management capacity, and cost/value criteria.

☐ Contractor E-Verify affidavit in Exhibit A when applicable, or supporting no employee exception documentation using the applicable Exhibit A path.

☐ Signed and notarized Non-Collusion Affidavit in Exhibit C and signed Drug-Free Workplace Certification in Exhibit D.

☐ Detailed pricing workbook, requirements response workbook. Identify any workbook requested by the RFP but not supplied by the City in a timely clarification request.

☐ Current business license or equivalent legal registration evidence as applicable under Business License Requirements.

☐ Separate list of proposed exceptions, assumptions, exclusions, and requested contract changes; state “None” if there are no exceptions.

Proposal page and file references for Part 1 _____

_____

City of Mableton

Part 2: Supporting Information for the Technical and Cost Proposal

Provide the following details to support the existing scope and evaluation criteria. Identify material limitations rather than leaving a response blank.

☐ **Project approach and work plan:** understanding of the City's IGA with Cobb County; proposed methods for **Tasks 1–10**; coordination responsibilities; priorities; schedule; deliverables; communication; and risk management.

☐ **Firm information and relevant projects:** legal business name, office location, organization, years of relevant experience, comparable municipal assignments, project scope, dates, client, and outcomes.

☐ **Key personnel:** project manager, organization chart, resumes, relevant certifications and professional licenses, assigned roles, availability, workload, and proposed staff augmentation resources.

☐ **Subconsultants and partners:** legal names, assigned services, key personnel, and the prime consultant's responsibility for coordination and quality. Identify any proposed subcontracted services requiring Exhibit B.

☐ **Transportation and Georgia experience:** engineering and technical capabilities; Cobb County and IGA coordination; GDOT and ARC experience; SPLOST and LMIG projects; grants; safety; multimodal planning; and capital program delivery.

☐ **At least five client references:** client agency, contact name and title, email, telephone, service dates, scope, and comparable work performed. Explain any reference limitations.

☐ **Management capacity:** approach to simultaneous task orders, mobilization, quality assurance and quality control, budget and schedule tracking, reporting, technology, innovation, and performance measures.

☐ **Pricing detail:** labor classifications and hourly rates; proposed personnel rates where applicable; subcontractor costs; reimbursables and markups; escalation assumptions; optional services; and exclusions. Explain the basis of pricing and how task-order budgets will be developed.

☐ **Financial and corporate information:** identify principal officers or authorized representatives and provide a concise statement of financial and organizational capacity. Additional registration or financial records may be requested by the City.

☐ **Confidential information:** specifically identify and clearly mark information claimed confidential and explain the basis for the claim. Do not assume that marking the entire proposal confidential prevents disclosure.

Proposal page and file references for Part 2 _____
_____

City of Marietta

Part 3: Delivery and File Review

☐ Confirm the final deadline and all addenda. The current schedule states November 24, 2026, at 10:00 a.m. Eastern Time; a City addendum may change the deadline.

☐ Use a submission method permitted by the RFP: email to purchasing@mableton.gov or one USB flash drive in a sealed package mailed to City of Mableton Procurement Division, 5656 Mableton Parkway, Mableton, GA 30126. **Hand delivery is not accepted**.

☐ For a mailed USB submission, label the sealed package with firm name, firm address, solicitation number RFP 27-09, and project title. Confirm the correct project title with Procurement because the package-label instruction contains the RFP name.

☐ Provide searchable, unencrypted files without password protection. Include the proposal and signed forms as PDFs and the pricing and requirements response as editable Excel files. Open every file and confirm that it is complete and readable.

☐ Arrange for actual receipt before the deadline. Retain delivery or email transmission records. Intent-to-submit notice is encouraged and is not a condition of eligibility.

Part 4: Documents From the Selected Proposer

Prepare these for the City's written request; they are not all initial proposal attachments. An item specifically required with the proposal elsewhere in the RFP is not deferred by this list.

☐ Vendor registration forms and W-9; required business license or legal registration evidence; certificates of insurance and required endorsements.

☐ Applicable subcontractor affidavits in Exhibit B within required timeframes and before applicable services begin. The RFP also contains an Exhibit B instruction to submit with the proposal and a later three business day award stage instruction; obtain Procurement clarification on timing.

☐ Final City approved agreement, scope, implementation plan, pricing, acceptance criteria, service levels, and applicable security terms; additional corporate, financial, or clarification records requested by the City.

Proposer Completion

Checklist prepared by and title _____

Signature _____ Date _____

Items marked N/A or requiring clarification _____

_____

End of Exhibit E

City of Mableton