

**Northeast Georgia Regional Commission**  
REQUEST FOR PROPOSALS (RFP) – RURAL AND HUMAN SERVICES TRANSPORTATION PLAN

**General**

The Northeast Georgia Regional Commission (NEGRC) issues this request for proposals (RFP) for a transit planning firm with a strong record of successfully working with local, regional, and state interests related to coordinated rural and human services transportation (RHST) planning in the twelve-county Northeast Georgia region. Specific services required include conducting stakeholder and public meetings, developing a long-term vision for coordination, and creating a short-term strategic plan.

**Background**

The NEGRC is committed to developing a long-term vision and short-term strategic plan with specific action items, based on stakeholder and public input, to guide coordinated RHST planning within Northeast Georgia. The document that identifies these measures will be an extension of the Georgia Department of Transportation’s recently-developed RHST plan, which includes a section focused directly on Northeast Georgia.

All proposals will be evaluated in terms of project approach, experience, quality of work, and capacity to perform. Prior experience in similar projects and qualifications of principal staff should be included.

**Activities**

The NEGRC has designated \$35,000 for the following functions to be completed:

1. Conduct targeted stakeholder and public involvement activities, including meetings, a questionnaire, a public hearing, and other related work, to form the basis of a long-term vision and a short-term strategic plan.
2. Develop a long-term vision for RHST coordination in the Northeast Georgia Region.
3. Create a short-term strategic plan, including an element-based work program that establishes specific implementation and action items.
4. Compose a concise RHST plan document outlining a vision, strategic plan elements, and involvement activities utilized.

**Information Required**

The proposal shall contain the following:

- A. A brief description of the firm, including any firms to be included as subcontractors. The lead firm must be clearly identified.
- B. Names, qualifications, and locations of principal staff who would be assigned to the project (résumé documents are not necessary, except for the primary project manager).
- C. Proposed consulting team organizational chart.
- D. Capabilities of the firm or firms to carry out the proposed work.
- E. Recent experience of the firm involving similar projects.
- F. References from prior projects similar in scope and type to this project.
- G. E-Verify affidavit for all participating consulting firms (per OCGA).
- H. A description of the firm's general approach to the proposed project and a tentative schedule, addressing each of the elements listed under “Activities” above.
- I. A description of what the firm would add to the project scope while remaining within the identified \$35,000-budget.
- J. A description of what the firm would add to the project scope with additions of \$5,000 and \$10,000 to the budget.

**Procedures**

The procedure involves a request for proposals followed by a review and ranking by the NEGRC. Basic text proposals are encouraged, and no in-person presentations are planned or currently permitted. An invitation to assist with development of the RHST plan will be issued to the selected firm. All respondents will be notified of selection results.

**Schedule & Milestones**

February 7, 2012	Request for Proposals Published
February 20, 2012	Proposals received ( <b>deadline</b> )
February 24, 2012	Vendors reviewed and selected by the NEGRC
May 15, 2012	Draft RHST plan delivered to NEGRC
May 22, 2012	NEGRC comments/edits delivered to consultant
May 29, 2012	Revised Draft RHST plan delivered to NEGRC
May 30, 2012	Draft RHST plan published on NEGRC website
(NLT) June 6, 2012	Public Hearing
June 8, 2012	NEGRC final comments/edits delivered to consultant
June 15, 2012	Final RHST plan delivered to NEGRC

All items except the receipt date for proposals will be subject to change by the NEGRC.

**Submission of RFP**

Proposals must be received at the NEGRC no later than 5:00 p.m. E.S.T., February 20, 2012. Late submissions will not be reviewed. Facsimile submittals will not be accepted. Proposals (1 original, 3 copies) should be sent directly to:

John Devine, AICP  
Senior Planner  
Northeast Georgia Regional Commission  
305 Research Drive  
Athens, GA 30605-2795

Proposals may also be emailed to [jdevine@negrc.org](mailto:jdevine@negrc.org). Email-based submissions must include a single PDF file that encompasses the entire proposal and must adhere to all other guidelines identified herein (10MB attachment limit, one email per proposal).

The proposal must be accompanied by a cover letter stating the name and role of the primary consultant and any subcontractors. It should be signed by officers of the primary consultant with the authority to submit a proposal from his/her firm.

Proposals must not exceed fourteen pages (fourteen sides of 8.5" x 11" paper, including cover letter). Double-sided printing is encouraged.

General questions regarding the project can be emailed to: [jdevine@negrc.org](mailto:jdevine@negrc.org). Answers and any additional information will be posted to the NEGRC website, [www.negrc.org](http://www.negrc.org).

**Miscellaneous Provisions**

Neither the NEGRC nor the participating government shall be responsible for any costs incurred in the preparation of the proposal or other related activities.

All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia and the United States of America and subject to the open records policies of the Northeast Georgia Regional Commission. All such materials shall remain the property of the Northeast Georgia Regional Commission and will not be returned to the respondent.

The consulting firm must, during project development, adhere to any federal and/or state requirements associated with the use of Federal Highway Administration funding.

All respondents to this RFP shall hold harmless the Northeast Georgia Regional Commission, the participating governments, and any of their officers and employees from all suits and claims alleged to be a result of this RFP. The issuance of this RFP constitutes only an invitation to present proposals. The Northeast Georgia Regional Commission reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFP. The Northeast Georgia Regional Commission also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFP is withdrawn or the project canceled for any reason, the Northeast Georgia Regional Commission and participating governments shall have no liability to any respondent for any costs or expenses in connection with this RFP or otherwise.

James R. Dove  
Executive Director  
Northeast Georgia Regional Commission