GLYNN COUNTY GEORGIA
BOARD OF COMMISSIONERS

COUNTYWIDE BICYCLE AND PEDESTRIAN MASTER TRAILS PLAN

REQUEST FOR PROPOSAL

RFP27-016

RESPONSE DEADLINE: December 17, 2026, 1:30 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

https://procurement.opengov.com/portal/glynncounty

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1. INTRODUCTION

1.1. SUMMARY

The Board of Commissioners of Glynn County, Georgia ("the Owner") seeks proposals from interested qualified firms to provide professional planning, analysis, public engagement, and technical services to develop a Countywide Bicycle and Pedestrian Master Trails Plan for the Brunswick Area Transportation Study (BATS) Metropolitan Planning Area, including all the details outlined and required in the Program Services section. This solicitation re-advertises services previously procured under RFP 26-007. The project is funded with federal transportation planning funds administered by the Georgia Department of Transportation (GDOT) under PI No. 0021179 and is subject to 2 CFR Part 200 and the federal provisions in Exhibit I.

1.2. BACKGROUND

Glynn County, the City of Brunswick, and Jekyll Island are experiencing increased demand for safe, connected, and accessible bicycle and pedestrian infrastructure. The community has a long-standing interest in expanding multimodal transportation options to enhance quality of life, improve public health, promote environmental sustainability, and support economic development through tourism and outdoor recreation.

The Brunswick Area Transportation Study (BATS) is the designated Metropolitan Planning Organization (MPO) for the region and is responsible for coordinating transportation planning within the Metropolitan Planning Area, which is coterminous with Glynn County. Recent updates to the County and City Comprehensive Plans, along with other local and regional initiatives, have highlighted the need for a cohesive, countywide strategy to address gaps in bicycle and pedestrian connectivity and to improve multimodal access.

The purpose of the Plan is not only to inventory existing facilities, but to understand how the existing bicycle and pedestrian network functions, where connectivity and accessibility deficiencies exist, what improvements are needed, and which improvements should be prioritized through a documented, data-driven evaluation process. Its recommendations must rest on quantified analysis of safety, network comfort and connectivity, travel patterns, demand, destination access, and the needs of residents with limited transportation options. The Plan will guide future investment in bicycle and pedestrian infrastructure, prioritizing projects that improve safety, connectivity, access, and recreational opportunities throughout Glynn County.

A Safe Streets and Roads for All (SS4A) Safety Action Plan for Glynn County began in September 2026 and is scheduled for completion by the end of 2027. The selected consultant will coordinate with that effort as described in Section 5 and Exhibit E.

The selected consultant will work closely with BATS staff, local jurisdictions, key stakeholders, and the public to produce an actionable, implementable Master Trails Plan aligned with the BATS 2050 Metropolitan Transportation Plan (MTP) and other relevant regional initiatives.

1.3. CONTACT INFORMATION

Project Contact:
Jason Hagen
Program Management Director
1725 Reynolds Street
Ste. 300
Brunswick, GA 31520
Email: jhagen@glynncounty-ga.gov
Phone: (912) 554-7139

Procurement Contact:
Resden Talbert
Procurement Officer
1725 Reynolds Street
Brunswick, GA 31520
Email: rtalbert@glynncounty-ga.gov
Phone: (912) 554-7135

Department:
PROCUREMENT

1.4. TIMELINE

Release Project Date	November 17, 2026
Pre-Proposal Meeting (Non-Mandatory)	November 24, 2026, 10:30am Administrative Conference Room #216 located on the 2nd floor of the Harold Pate Building 1725 Reynolds Street Brunswick, GA 31520. For those unable to attend in person, the pre-bid meeting will be streamed live via Teams. Meeting ID: 280 748 448 173 935 Passcode: WG6y7QK6 or Dial by Phone +1 912-244-3558, Phone Conference ID: 667 894 485#
Question Submission Deadline	December 2, 2026, 5:00pm
County Question Response Deadline	December 7, 2026, 5:00pm

Proposal Submission Deadline	December 17, 2026, 1:30pm At 2:00 PM the bids will be opened in conference room 224 located on the second floor of the Harold Pate Building 1725 Reynolds Street Brunswick, GA and will be publicly read. Bid openings are also streamed live on the County's Youtube Channel.
Intended Date for Contract Award	January 7, 2027

2. INVITATION TO PROPOSERS

Finance Department

1725 Reynolds St., Suite 300

Brunswick, GA 31520

Countywide Bicycle and Pedestrian Master Trails Plan, Project FY27

RFP27-016

2.1. INVITATION TO PROPOSERS

The Board of Commissioners, Glynn County, Georgia will receive sealed technical and fee proposals for: Countywide Bicycle and Pedestrian Master Trails Plan. Proposals will be received via the County's eProcurement Portal at https://procurement.opengov.com/portal/glynncounty until 1:30 pm on Thursday, December 17, 2026, for the above referenced service which are described in the schedules attached hereto. Proposals will be publicly opened and only the name(s) of those Proposers responding will be mentioned. All Proposers are invited to be present during the proposal opening.

There will be a Non-Mandatory Pre-proposal Conference held on Tuesday, November 24, 2026 at 10:30 am at Administrative Conference Room #216 located on the 2nd floor of the Harold Pate Building 1725 Reynolds Street Brunswick, GA 31520. For those unable to attend in person, the pre-bid meeting will be streamed live via Teams. Meeting ID: 280 748 448 173 935 Passcode: WG6y7QK6 or Dial by Phone +1 912-244-3558, Phone Conference ID: 667 894 485#. Any questions and /or misunderstandings that may arise from this request shall be submitted, in writing via the County's eProcurement Portal Q&A feature no later than 5:00 pm on Wednesday, December 2, 2026. All Questions and Answers submitted will be posted to the website no later than Monday, December 7, 2026. Answers to questions submitted that materially change the conditions and specifications of this Invitation for Proposal will be promulgated to all addressees as an addendum. All contact concerning this solicitation shall be made through the County's eProcurement Portal Q&A feature. Bidders shall not contact County employees, Department Heads, Evaluation Committee Members or Elected Officials with questions or any other concerns about the solicitation. Any discussions or documents will be considered non-binding unless incorporated and promulgated in an addendum. It shall be the Proposers responsibility to seek clarification as early as possible prior to the opening of proposals.

The Proposer’s response shall include a technical proposal and a separate fee proposal. Proposals should include all requested information as stated in this RFP.

Glynn County Board of Commissioners anticipates making a single contract award; however, it reserves the right to make multiple awards should it deem in the best interest of the County. Such an award, if any, is projected to be accomplished within sixty (60) days from the proposal opening.

The Board of Commissioners, Glynn County, Brunswick Georgia reserves the right to reject any or all proposal, waive technicalities and make the award in the best interest of the County.

Sincerely,
Resden Talbert
Director of Capital Development and Procurement
Glynn County Board of Commissioners

3. INSTRUCTIONS TO PROPOSERS

3.1. INTENT

It is intended that the Instructions to Proposers, General Conditions, and Detailed Specifications shall define and describe the complete work to which they relate.

3.2. WORK TO BE DONE

The Board of Commissioners of Glynn County, Georgia ("the Owner") seeks proposals from interested qualified firms to provide the services summarized below, including all the details outlined and required in the Program Services section.

The Board of Commissioners of Glynn County, Georgia ("the Owner") seeks proposals from interested qualified firms to provide professional planning, analysis, public engagement, and technical services to develop a Countywide Bicycle and Pedestrian Master Trails Plan for the Brunswick Area Transportation Study (BATS) Metropolitan Planning Area, including all the details outlined and required in the Program Services section. This solicitation re-advertises services previously procured under RFP 26-007. The project is funded with federal transportation planning funds administered by the Georgia Department of Transportation (GDOT) under PI No. 0021179 and is subject to 2 CFR Part 200 and the federal provisions in Exhibit I.

3.3. SITE EXAMINATION

The Proposer is advised to examine the location of the work and to inform himself fully as to its conditions; the conformation of the ground; the character, quality and quantity of the products needed preliminary to and during the prosecution of the work; the general and local conditions and all other matters which can in any way affect the work to be done under the Contract. Failure to examine the site will not relieve the successful Proposer of his obligation to furnish all products and labor necessary to carry out the provisions of his contract. The Proposer shall confine his examination to the specific areas designated for the proposed construction, including easements and public rights of way. The Proposer is solely responsible for any damages caused by his examination of the site.

3.4. DOCUMENT EXAMINATION

The Proposer is advised to examine all documents and current parameters of the services in becoming fully informed as to their conditions. This includes the conformity with specific standards and the character, quality and quantity of the reports and services provided. Failure to examine these areas will not relieve the successful Proposer of the obligation to furnish all products and services necessary to carry out the provisions of the contract.

3.5. PROPOSAL AND CONTRACT SECURITY

None required for this Request for Proposal.

3.6. DETERMINATION OF SUCCESSFUL PROPOSER

The Contract will be awarded to the Proposer with the highest score, if awarded.

A. **Responsibility**: The determination of the Proposer's responsibility will be made by the Owner. The Proposer shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any Proposal if the evidence submitted by, or investigation of, the Proposer fails to satisfy the Owner that he is properly qualified to carry out the obligation of the Contract.

B. **Responsiveness:** The determination of responsiveness will be made by the Owner based on a consideration of whether the Proposer has submitted a complete Proposal form without irregularities, excisions, special conditions, or alternative Proposals for any item unless specifically requested in the Proposal form.

3.7. PROPOSAL ALTERNATES

Proposers are requested to review proposal alternates, if any, as outlined on the Proposal Form.

3.8. SUBMISSION OF PROPOSALS

Proposals shall be submitted via the County's eProcurement Portal at 1:30 pm on Thursday, December 17, 2026 as indicated in the Invitation. Glynn County will not accept late Proposals. Proposers are reminded that documents and information in the possession of Glynn County will be treated as confidential/proprietary information only to the extent permitted by the Georgia Open Records Act, and will be exempt from disclosure to a third party only to the extent permitted by the Georgia Open Records Act. Should you believe that your Proposal contains any trade secrets you must submit an affidavit, along with the Proposal/proposal, that states that specific portions of the Proposal/proposal contain trade secrets as defined by Georgia law (Article 27 of Chapter 1 of Title 10 of the Official Code of Georgia). Furthermore, the affidavit must be detailed, citing specifically (citing paragraphs, articles, provisions, pages, etc.) the portions of the Proposal/proposal containing any trade secrets.

3.9. PROPOSAL FORM

Proposals shall be submitted via the County's eProcurement Portal by responding to all vendor questions included herein. The Proposer will submit a TECHNICAL PROPOSAL, and a separate FEE proposal as indicated in the Vendor questionnaire. For fee proposals prices shall be based upon unit prices for estimated quantities excepting where Proposal items require lump sum proposals as indicated by the Proposal Form. Where errors or omissions result in discrepancies in Proposal totals, prices per unit as submitted will be binding. Final payment will be based upon actual in-place measured quantities, excepting where lump sums are requested for Proposal items.

3.10. GRATUITIES

Glynn County acknowledges that, particularly during the holiday season, it may be customary to provide gifts to employees or departments. However, the Glynn County Personnel Policy prevents the acceptance of such gifts. Your cooperation in respecting the policy is appreciated.

3.11. GEORGIA OPEN RECORDS ACT

Proposers are reminded that documents and information in the possession of Glynn County will be treated as confidential/proprietary information only to the extent permitted by the Georgia Open

Records Act, and will be exempt from disclosure to a third party only to the extent permitted by the Georgia Open Records Act. Should you believe that your Proposal contains any trade secrets you must submit an affidavit, along with the Proposal, that states that specific portions of the Proposal contain trade secrets as defined by Georgia law (Article 27 of Chapter 1 of Title 10 of the Official Code of Georgia). Furthermore, the affidavit must be detailed, citing specifically (citing paragraphs, articles, provisions, pages, etc.) the portions of the Proposal containing any trade secrets.

3.12. PROPOSERS PRACTICAL AND FEE RESPONSE

These instructions are an integral part of any proposal. The Proposers' response shall include the required practical/technical proposal and fee proposal with all other information requested in this Request for Proposal (RFP). Practical response must not have fees listed therein. **If a fee is located in the practical/technical response, the submission will be considered non-responsive and will not be evaluated.** The fees shall be the full cost to the Board of Commissioners, Glynn County, Georgia. **Practical and Fee Proposals must be submitted separately as per the instructions in the Vendor Questionnaire. Failure to do so WILL result in disqualification of the Request for Proposal submission.**

Glynn County anticipates making a single award; however, it reserves the right to make multiple awards should it deem in the best interest of the County. It is anticipated that such an award, if any, will be accomplished within sixty (60) days (unless otherwise agreed upon by the Proposer(s) and the County) from the proposal opening.

Glynn County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, and handicap or veteran's status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Glynn County.

3.13. GDOT PREQUALIFICATION

The Prime proposer must be prequalified by the Georgia Department of Transportation in Area Class 1.02 (Urban Area and Regional Transportation Planning) and Area Class 1.13 (Non-Motorized Transportation Planning) as of the proposal due date. The Proposer shall upload its GDOT prequalification certification with its proposal. Proposals from Proposers not so prequalified will be deemed non-responsive.

A Prime cannot use a subconsultant to satisfy these mandatory prime classes.

4. DEFINITIONS AND GENERAL TERMS AND CONDITIONS

4.1. DEFINITIONS

Company - The Proposer

County - The Glynn County Board of Commissioners

County Employee - An employee of Glynn County subject to its personnel policies

Department - A unit of the Glynn County government that encompasses similar staff functions, purposes, and goals and operates under the direct supervision of the Glynn County Board of Commissioners, a Constitutional Officer or an Appointed Official

Fee - A dollar amount inclusive of all Proposer's costs (overhead, insurance, labor, equipment, advertisements, etc.), general & accounting, and profit charged for a specific service(s)

Principal - Any officer or Manager of the proposing organization, and any person, firm, corporation, partnership, joint venture, or other entity, who or which owns or controls three percent (3%) or more of the voting stock or any equivalent voting interest of a partnership or joint venture

Proposal - An offer or statement of a price and project description in response to a request for materials or services to be rendered to the County or its employees

Proposer - Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity that has submitted a bid which conforms in all material respects to the requirements set forth in the RFP

Request for Proposal (RFP) - Executed documents, including documents attached or incorporated by reference, utilized for soliciting proposals in accordance with the RFP procedures and instructions set forth herein.

Contractor – The successful Proposer(s)

4.2. NOTICE OF AWARD (NOA) OF CONTRACT

As soon as possible, and within 60 days after receipt of Proposals, the County shall notify the successful Proposer(s) of the award of the contract. Should the County require additional time to award a contract, the time may be extended by mutual agreement between the County and the successful Proposer. If an Award of Contract has not been made within 60 days from the Proposal date or within the extension mutually agreed upon, the Proposer may withdraw the Proposal without further liability on the part of either party.

4.3. EXECUTION OF CONTRACT DOCUMENTS

A. Within fifteen (15) days of Notification of Award of Contract, the County shall furnish the Contractor the conformed copies of Contract Documents for execution by him and his Surety.

B. Within fifteen (15) days after receipt, the Contractor shall return all the documents properly executed by himself and his Surety. Certificates of insurance for the required limits will accompany the Contract documents.

C. Within thirty (30) days after receipt of the documents executed by the Contractor and certificates of insurance, the County shall complete the execution of the documents. Distribution of the completed documents will be made upon completion. Should either party require an extension of any of the time limits stated above, this shall be done only by mutual agreement between both parties.

4.4. PERFORMANCE AND PAYMENT BONDS

None required.

4.5. INSURANCE

The Contractor shall not commence work under this contract until all insurance described below has been obtained and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on his subcontract until all similar insurance required of the subcontractor has been so obtained and approved by the Contractor.

A. **Liability** The Contractor shall maintain such insurance as will protect him from claims under workmen's compensation acts and from any other claims for damages to property, and for personal injury, including death, which may arise from operations under this contract, whether such operations be by himself or by any sub-contractor or anyone directly or indirectly employed by either of them. Certificates of such insurance shall be filed with the Owner. The Contractor shall be responsible for providing adequate limits of insurance when working within property owned by railroads, as established by such railroad company.

B. **Indemnity** To the fullest extent permitted by laws, statutes, rules and regulations, the Contractor shall indemnify and hold harmless the County, Engineer, Engineer's Consultants and the Officers, Managers, Employees, Agents, and other Consultants of each and any of them from and against claims, costs, damages, losses, and expenses, including but not limited to all fees and charges of engineers, architects, attorneys and other professionals and all court costs, arising out of or resulting from performance of the work, but only to the extent caused in whole or in part by negligent, reckless, willful and wanton, or wrongful acts or omissions of the Contractor, its Officers, Managers, Employees, Agents, and anyone directly, or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, cost, damage, loss, or expense is caused in part by a party indemnified hereunder, except that no party shall indemnify any other party or person for their own sole negligence. Such obligation shall not be construed to negate, abridge or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Paragraph.
Comprehensive General Liability The successful Proposer shall exercise proper precaution at all times for the protection of persons and property. He shall carry approved insurance from insurance companies authorized to do business in Georgia and having an A.M. Best's rating of B+ or better with the following minimums:
***The limits of insurance are as follows:** general liability insurance of at least One Million (1,000,000) Dollars (Combined Single Limit per occurrence) and Two Million (2,000,000) Dollars

aggregate; automobile insurance of at least One Million (1,000,000) Dollars (Combined Single Limit per accident for bodily injury or property damage); errors-and-omissions coverage insurance of at least One Million (1,000,000) Dollars per claim and in the aggregate, maintained for the duration of the work and for two (2) years after final payment, and Workers' Compensation Insurance as will protect potential Proposer or offeror from Workers' Compensation Acts.

***Contractors Liability Insurance shall be effective for the duration of the work as described in the contract documents, including authorized change orders, plus any period of guarantee as required herein.**

4.6. INDEMNIFICATION

The Contractor will indemnify and hold harmless the County and their agents and employees from and against all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from the performance of the work, provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom; and is caused in whole or in part by any negligent or willful act or omission of the Contractor, and subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. In any and all claims against the County or any of their agents or employees, by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under the Worker's Compensation Acts, Disability Benefits Acts or other employee benefits acts.

4.7. NOTICE TO PROCEED

The Notice to Proceed is typically issued within ten (10) days of the execution of the Contract Agreement by the County.

4.8. TERMINATION

Termination for Convenience of Owner. The Owner may, at will, upon written notice to the Contractor, terminate (without prejudice to any right or remedy of the Owner) the whole or any portion of the Work for the convenience of the Owner.

ermination for Cause. If the Contractor fails to perform any of its obligations under this Contract in a timely and proper manner, including failure to meet the due dates or acceptance criteria in Exhibit D, the County may give the Contractor written notice specifying the failure. If the Contractor does not cure the failure within ten (10) days after receipt of the notice, or within such longer period as the County may allow in writing, the County may terminate the Contract for cause, in whole or in part, by written notice. Upon termination for cause, the Contractor shall deliver to the County all completed and partially completed work products, data, and GIS files, and shall be paid only for work satisfactorily performed and Accepted before the termination date, less any costs the County incurs because of the Contractor's failure, including the excess cost of completing the work. If a termination for cause is later determined to have been improper, it shall be treated as a termination for the convenience of the

Owner. Termination by the Contractor. The Contractor may terminate this Contract only for the County's material breach that remains uncured thirty (30) days after the County receives written notice of the breach from the Contractor. The termination notice shall be deemed received three (3) days after placing the notice in the United States mail. Deliverables upon Termination. Upon any termination, the Contractor shall deliver to the County, within fifteen (15) days, all work products, data, GIS files, survey and engagement records, and native files prepared under this Contract, in the formats required by Exhibit G.

4.9. ASSIGNMENTS

The Contractor shall not assign the whole or any part of this Contract or any monies due or to become due hereunder without written consent of the County. In case the Contractor assigns all or any part of any monies due or to become due under this Contract, the Instrument of assignment shall contain a clause substantially to the effect that is agreed that the right of the assignee in and to any monies due or to become due to the Contractor shall be subject to prior liens of all persons, firms, and corporations for services rendered or materials supplied for the performance of the work called for in this contract.

4.10. SUBCONTRACTING

A. The Contractor shall not subcontract the complete work, or any major part thereof, and shall not award any work to any subcontractor without prior written approval of the County, which approval will not be given except upon the basis of written statements containing such information as the County may require.

B. The Contractor shall utilize the services of specialty subcontractors on those parts of the work which, under normal contracting practices, are performed by specialty subcontractors. If the Contractor desires to perform specialty work he shall submit a request to the County accompanied by evidence that the Contractor's own organization has successfully performed the work in question, is presently competent to perform the work, and the performance of the work by specialty subcontractors will result in materially increased costs or inordinate delays.

C. The Contractor shall be as fully responsible to the County for the acts and omissions of his subcontractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him. The Contractor must ensure payment is made in full to any and all sub-contractors. The Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind subcontractors to the Contractor by the terms of the General Conditions and other Contract Documents insofar as applicable to the work of subcontractors and to give the Contractor the same power as regards to terminating any subcontractor that the County may exercise over the Contractor under any provision of the Contract Document. Nothing contained in this Contract shall create any contractual relation between any subcontractor and the County.

4.11. AUTHORITY OF PROJECT MANAGERS

The Project Manager or his representative shall act as the County's Practical Representative during the execution of this contract. He shall decide questions which may arise as to quality and acceptability of

services and products furnished and work performed. He shall interpret the practical intent of the Contract Documents in a fair and unbiased manner. He will make random inspections to determine if the services are proceeding in accordance with the Contracts Documents. He shall judge as to the accuracy of quantities submitted by the Contractor in payment requests and the acceptability of the work which these quantities represent. The decisions of the Project Manager or his representative shall be final and conclusive and binding upon all parties to the Contract.

Key Personnel: The Project Manager and key personnel named in the proposal shall remain assigned to the project for its duration. Substitution requires the County's prior written approval of a replacement with equal or better qualifications. The County may require the removal of any individual whose performance it reasonably finds unsatisfactory.

4.12. SEPARATE CONTRACTS

A. The County reserves the right to let other contracts in connection with this project. The Contractor shall afford other Contractors reasonable opportunity for the execution of their work, and the Contractor and other Contractors shall properly connect and coordinate their work with each other. If the proper execution or results of any part of the Contractor's work depends upon the work of any other Contractor, the Contractor shall inspect and promptly report to the Engineer or his representative any defects in such work that render it unsuitable for such proper execution and results.

B. The County may perform additional work related to the project with his own forces. The Contractor will afford the County reasonable opportunity for the execution of work, and shall properly connect and coordinate his work with theirs.

4.13. LAWS AND REGULATIONS

A. The Contractor's attention is directed to the fact that all applicable Federal, State and County laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the contract throughout, and they will be deemed to be included in the contract as though written out in full herein. The Contractor shall keep himself fully informed of all laws, ordinances and regulations of the Federal, State, County and municipal governments or authorities in any manner affecting those engaged or employed in the work or the materials used in the work or in any way affecting the conduct of the work and of all orders and decrees of bodies or tribunals having any jurisdiction or authority over same. If any discrepancy or inconsistency should be discovered in these Contract Documents or in the specifications herein referred to, in relation to any such law, ordinance, regulation, order or decree, he shall herewith report the same in writing to the County.

B. He shall at all times observe and comply with all such existing and future laws, ordinances and regulations, and shall protect and indemnify the County and its agents the violation of any such law, ordinance, regulation, order or decree, whether by himself or by his employees. Permits and licenses of a temporary nature, necessary for the prosecution of the work shall be secured and paid for by the Contractor.

4.14. NOTICE AND SERVICE THEREOF

A. All Notices, demands, requests, instructions, approvals, and claims shall be in writing.

B. Any notice to or demand upon the Contractor shall be sufficiently given if delivered at the office of the Contractor specified in the Proposal (or at such other office as the Contractor may from time to time designate to the County in writing), or if deposited in the United States Mail in a sealed, postage-prepaid envelope, or delivered, with charges prepaid, to any telegraph company for transmission, in each case addressed to such office.

C. All papers required to be delivered to the County shall, unless otherwise specified in writing to the Contractor, be delivered to the County Purchasing Agent, Glynn County, Georgia. Any notice to or demand upon the County shall be sufficiently given if delivered to the Office of said Purchasing Agent or if deposited in the United States Mail in a sealed, postage-prepaid envelope, or delivered with charges prepaid to any telegraph company for transmission, in each case addressed to said Purchasing Agent or to such other representative of the County or to such other address as the County may subsequently specify in writing to the Contractor for such purposes.

D. Any such notice or demand shall be deemed to have been given or made as of the time of actual delivery or (in the case of mailing) when the same should have been received in due course of post or (in the case of telegrams) at the time of actual receipt, as the case may be.

4.15. SPECIFICATIONS

The Special Conditions, Practical Specifications, Statement of Work, Contract Documents, and all supplemental documents, are considered essential parts of the Contract Agreement, and requirements occurring in one are as binding as though occurring in all. They are intended to define, describe and provide for all work necessary to provide the services in an acceptable manner.

4.16. CHANGES IN THE CONTRACT

A. **Changes in the Work.** The County may at any time, as the need arises, order changes within the statement of the work without invalidating the Contract Agreement. If such changes increase or decrease the amount due under the Contract Documents, or in the time required for performance of the work, an equitable adjustment shall be negotiated culminate by the issuance of a Contract amendment. The Purchasing Agent, also, may at any time, by issuing a Contract amendment, make changes in the details of the work. The Contractor shall proceed with the performance of any changes in the work so ordered by the Purchasing Agent unless the Contractor believes that such order entitles him to a change in the fee or time or both, in which event he shall give the Purchasing Agent written notice thereof within fifteen (15) days after the receipt of the Contract amendment, and the Contractor shall not execute such amendments pending the receipt of an executed Notice to Proceed instruction from the County. The County may, when changes are minor or when changes would result in relatively small changes in the Fee or Contract Time, elect to postpone the issuance of a Contract amendment until such time

that a single amendment of substantial importance can be issued incorporating several changes. In such cases, the County shall indicate this intent in a written notice to the Contractor.

B. **Changes in Fee.** The Fee shall be changed only by a mutual agreement by the Contractor and the County transmitted as a Contract amendment. The value of any work covered by an amendment or of any claim for increase or decrease in the Fees shall be determined by one or more of the following methods in the order of precedence according to the following list:
l) By estimating the number of unit quantities of each part of the work which is changed and then multiplying the estimated number of such unit quantities by the fee Proposal for a unit quantity thereof.
2)The County shall fix the total lump sum value of the amendment in the work of the Contractor, and shall set out the price which shall be added to or deducted from the Fees. The Contractor shall, when required by the County, furnish to the County an itemized breakdown of the quantities and prices used in computing the value of any change that might be ordered.

4.17. PAYMENTS AND COMPLETION

A. **Breakdown of Cost.** Before the first application for payment, the Contractor shall submit to the Contract Practical Representative a breakdown of fees for the various portions of the work, including quantities if required by the Administrator, aggregating the total Fee prepared in such form as specified or as the Administrator and the Contractor may agree upon and supported by such data to substantiate its correctness as the Administrator may reasonably require. This schedule, when approved by the Administrator, shall be used only as a basis for the Contractor's application for payment.

B. **Certificate for Payments.** If the Contractor has made application for payment as above, the Contract Practical Representative will validate the application for such amount as is determined to be properly due, or state in writing the itemized and specific reasons for withholding an application as provided herein. After the Administrator has validated the application for payment, the County shall pay to the Contractor, within thirty (30) days, the amount covering services or work performed or completed. No application for payment, nor any payment, shall constitute an acceptance of any work or service not in accordance with the Contract Documents.

C. **Failure of Payment.** If the Contract Practical Representative should fail to approve an application for payment, through no fault of the Contractor, within seven (7) days after receipt from the Contractor, or if the County should fail to pay the Contractor within thirty (30) days after receipt of the Contract Practical Representative ‘s approval for Payment, then the Contractor shall receive interest on the balance due with the interest being one percent (1%) per month not to exceed three (3) months (3%). The County reserves the right to reject the Administrator's certification of any application for payment by the Contractor without the accrual of interest.

D. **Governing Document** All parties expressly agree that the provisions of the Georgia Prompt Pay Act, Title 13, Chapter 11, of the Official Code of Georgia Annotated, are superseded by the terms and conditions of this agreement.

4.18. CONTRACTOR'S CLAIM

No claim for additional or other compensation beyond the fees shall be allowable unless the Contractor makes and continuously maintains written demand therefor within thirty (30) days of the occurrence of any event which given rise to such claim.

4.19. CONTRABAND

Employees of the successful Proposer shall not enter County Buildings with goods or products that shall be considered contraband, i.e. drugs, drug paraphernalia, tobacco products smokeless or otherwise, etc.

4.20. OFFICE HOURS

Glynn County Board of Commissioners is open to the public Monday through Friday, 8:00 A.M. to 5:00 P.M.

4.21. WORK SCHEDULING

The successful Proposer shall arrange his work schedule as directed in the Statement of Work and approved by the Contract Practical Representative.

4.22. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

Pursuant to O.C.G.A. § 13-10-91 (Georgia Security and Immigration Compliance Act), every public employer, every contractor of a public employer, and every subcontractor of a public employer's contractor must register and participate in a federal work authorization program. No public employer shall enter into a contract for the physical performance of services within this state unless the contractor registers and participates in a federal work authorization program to verify the work eligibility information of all new employees. No contractor or subcontractor shall enter into a contract or subcontract with a public employer in connection with the physical performance of services within this state unless such contractor or subcontractor registers and participates in a federal work authorization program to verify the work eligibility information of all new employees. Contractor acknowledges that the awarding of this contract is conditioned upon initial and ongoing compliance by the contractor and any subcontractor with the requirements of O.C.G.A. § 13-10-91 and Rule 300-10-1-.02 of the Georgia Department of Labor; The requirements of O.C.G.A. § 13-10-91 pertaining to registering and participating in a federal work authorization program apply to public employers, their contractors, and subcontractors, as follows: On or after July 1, 2007, to contractors and subcontractors of 500 or more employees; On or after July 1, 2008, to contractors and subcontractors of 100 or more employees; and On or after July 1, 2009, to all other contractors or subcontractors. Contractor agrees that in the event it employs or contracts with any subcontractor(s) in connection with this contract, Contractor shall secure from the subcontractor(s) an indication of the employee-number category applicable to the subcontractor. Contractor agrees that its compliance with the requirements of O.C.G.A. § 13-10-91 and Rule 300-10-1-.02 of the Georgia Department of Labor shall be attested by execution of the Contractor Affidavit which is attached hereto and which shall be a part of this contract. Contractor agrees that, in

the event it employs or contracts with any subcontractor(s) in connection with this contract, Contractor shall secure from the subcontractor(s) an attestation of the subcontractor's compliance with O.C.G.A. § 13-10-91 and Rule 300-10-1-.02 of the Georgia Department of Labor by the subcontractor's execution of a Subcontractor Affidavit provided by Glynn County. Contractor shall maintain records of such attestation for inspection by Glynn County at any time. The Subcontractor Affidavit shall become a part of the contractor/subcontractor agreement.

4.23. CONTRACT REVIEW BY FHWA

The contract between the selected firm and the County may be submitted for review to FHWA. The County desires that the costs it incurs for services provided by the selected firm be eligible for FHWA reimbursement. While the County understands that the selected firm cannot guarantee that the services it provides will be eligible for FHWA reimbursement, the County nevertheless desires that the selected firm utilize its professional judgment and expertise in an effort to limit its services to those which are eligible for FHWA reimbursement.

4.24. COUNTY EXPENDITURES

The County desires to enter into a contract for professional services with a firm possessing a high level of expertise and professional skill in the areas described in this RFP. As such, the County desires that the selected firm be contractually required to guarantee that all documents generated pursuant to the contract shall be in compliance with FHWA regulations and will be in a form so as to ensure eligibility of FHWA reimbursement regardless of whether or not FHWA actually reimburses.

4.25. CLEAN AIR ACT / CLEAN WATER ACT

All contractors agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387).

4.26. CONFLICT OF INTEREST

This contract, and all subcontracts, are subject to the Glynn County Ethics Ordinance, sections 2-2-41 through 2-2-51. The Ethics Ordinance prohibits Glynn County officials and employees from attempting to realize personal financial gain through their service or employment with Glynn County. Officials and employees are likewise prohibited from having any financial or other private interest, direct or indirect, which is in conflict with the discharge of their duties or in conflict with the best interests of Glynn County.

4.27. DEBARMENT AND SUSPENSION REQUIREMENTS

A contract award will not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." The awardee will be required to provide their UEI and EIN for verification before the issuance of a contract.

4.28. EQUAL EMPLOYMENT OPPORTUNITY (EEO) CLAUSE

A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor,· state that all qualified applicants will receive consideration for employment- without regard to race, color, religion, sex or national origin.

C. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement, or other contract or understanding, a notice to be provided advising the said labor union or workers' representative of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

D. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.

E. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

F. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by the rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or

vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administrating agency may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

4.29. RECORD KEEPING AND INSPECTION

The Contractor agrees that Glynn County, the Georgia Department of Transportation, and the U.S. Department of Transportation, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to this Agreement for the purposes of making audit, examination, excerpts, and transcriptions for 3 years after final payment and all pending matters are closed.

4.30. BYRD ANTI-LOBBYING AMENDMENT

Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

A Byrd Anti-Lobbying certificate must be completed and returned with all bids.

4.31. NO OBLIGATION BY FEDERAL GOVERNMENT

The federal government is not a party to this contract and is not subject to any obligations or liabilities to the non-federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

4.32. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS

The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

4.33. FEDERAL REQUIREMENTS

All Federal 2CFR200 requirements will apply in this project and under this contract

4.34. TITLE VI/NON-DISCRIMINATION FHWA ASSURANCES

"Glynn County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business

enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

4.35. TELECOMMUNICATIONS AND VIDEO SURVEILLANCE

Glynn County, in accordance with the provisions of § 200.216 Prohibition on certain telecommunications and video surveillance equipment or services:

A. Recipients and subrecipents are prohibited from obligating or expending loan or grant funds to:

   1. Procure or obtain covered telecommunications equipment or services;

   2. Extend or renew a contract to procure or obtain covered telecommunications equipment or services; or

   3. Enter into a contract (or extend or renew a contract) to procure or obtain covered telecommunications equipment or services.

B. As described in section 889 of Public Law 115-232, "covered telecommunications equipment or services" means any of the following:

   1. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

   2. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

   3. Telecommunications or video surveillance services provided by such entities or using such equipment;

   4. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country;

C. For the purposes of this section, "covered telecommunications equipment or services" also include systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

D. In implementing the prohibition under section 889 of Public Law 115-232, heads of executive agencies administering loan, grants, or subsidy programs must prioritize available funding and technical support to assist affected businesses, institutions, and organizations as is reasonably necessary for those affected entities to transition from covered telecommunications equipment

or services, to procure replacement equipment or services, and to ensure that communications services to users and customers is sustained.

E. When the recipient or subrecipient accepts a loan or grant, it is certifying that it will comply with the prohibition on covered telecommunications equipment and services in this section. The recipient or subrecipient is not required to certify that funds will not be expended on covered telecommunications equipment or services beyond the certification provided upon accepting the loan or grant and those provided upon submitting payment requests and financial reports.

5. PROGRAM SERVICES

5.1. GENERAL

The Board of Commissioners of Glynn County, Georgia ("the Owner") seeks proposals from interested qualified firms to provide professional planning, analysis, public engagement, and technical services to develop a Countywide Bicycle and Pedestrian Master Trails Plan for the Brunswick Area Transportation Study (BATS) Metropolitan Planning Area, including all the details outlined and required in the Program Services section. This solicitation re-advertises services previously procured under RFP 26-007. The project is funded with federal transportation planning funds administered by the Georgia Department of Transportation (GDOT) under PI No. 0021179 and is subject to 2 CFR Part 200 and the federal provisions in Exhibit I.

5.2. BACKGROUND

Glynn County, the City of Brunswick, and Jekyll Island are experiencing increased demand for safe, connected, and accessible bicycle and pedestrian infrastructure. The community has a long-standing interest in expanding multimodal transportation options to enhance quality of life, improve public health, promote environmental sustainability, and support economic development through tourism and outdoor recreation.

The Brunswick Area Transportation Study (BATS) is the designated Metropolitan Planning Organization (MPO) for the region and is responsible for coordinating transportation planning within the Metropolitan Planning Area, which is coterminous with Glynn County. Recent updates to the County and City Comprehensive Plans, along with other local and regional initiatives, have highlighted the need for a cohesive, countywide strategy to address gaps in bicycle and pedestrian connectivity and to improve multimodal access.

The purpose of the Plan is not only to inventory existing facilities, but to understand how the existing bicycle and pedestrian network functions, where connectivity and accessibility deficiencies exist, what improvements are needed, and which improvements should be prioritized through a documented, data-driven evaluation process. Its recommendations must rest on quantified analysis of safety, network comfort and connectivity, travel patterns, demand, destination access, and the needs of residents with limited transportation options. The Plan will guide future investment in bicycle and pedestrian infrastructure, prioritizing projects that improve safety, connectivity, access, and recreational opportunities throughout Glynn County.

A Safe Streets and Roads for All (SS4A) Safety Action Plan for Glynn County began in September 2026 and is scheduled for completion by the end of 2027. The selected consultant will coordinate with that effort as described in Section 5.

The selected consultant will work closely with BATS staff, local jurisdictions, key stakeholders, and the public to produce an actionable, implementable Master Trails Plan aligned with the BATS 2050 Metropolitan Transportation Plan (MTP) and other relevant regional initiatives.

5.3. PURPOSE

The Consultant shall prepare a Countywide Bicycle and Pedestrian Master Trails Plan. The Plan shall:

- (a) document existing conditions through a verified inventory
- (b) analyze safety, network comfort, connectivity gaps, travel patterns, demand, destination access, and access needs using the methods specified in Exhibit E
- (c) engage the public and stakeholders
- (d) evaluate and prioritize network gaps and develop a recommended bicycle and pedestrian network
- (e) develop priority projects through a documented, points-based method
- (f) recommend policies and programs
- (g) provide an implementation plan with planning-level cost estimates and funding strategies

The purpose of the Master Trails Plan is not only to inventory existing bicycle and pedestrian facilities but to evaluate how the transportation network functions, identify deficiencies and gaps, assess current and future needs, and develop data-driven recommendations for facility modifications, new facilities, and gap closures that improve safety, connectivity, accessibility, and mobility.

5.4. STUDY AREA

The study area is the BATS Metropolitan Planning Area, which is coterminous with Glynn County. It includes:

- unincorporated Glynn County, mainland and islands, including St. Simons Island and Sea Island
- the City of Brunswick
- the intersection of U.S. Highway 17 and the Jekyll Island Causeway

Jekyll Island itself, beyond that intersection, is not part of the study area.

See Exhibit B.

Subareas. Subareas are used for reporting results. The reporting geography is the Character Areas of the 2023 Glynn County Comprehensive Plan for unincorporated Glynn County, with the City of Brunswick treated as a single reporting subarea. The Consultant shall confirm the subarea polygons in the Analytical Methods Memorandum. Once approved, subareas shall be used consistently in every deliverable.

Sea Island roads. For Sea Island, the Consultant shall inventory and analyze public facilities and documented public-access facilities. It shall identify where roads or paths are privately owned. Recommendations on private facilities shall be identified as requiring owner partnership.

5.5. DEFINITIONS

Inventory. Documentation of what facilities exist: location, type, dimensions, condition, ownership, and attributes. Inventory alone does not satisfy any analytical requirement of this RFP.

Analysis. A quantified result produced by applying a documented method to stated data. To count as Analysis, it must:

- be expressed with its numerator and denominator (for example, miles, counts, percentages, scores, rates)
- be presented as both a table and a map where geographic
- be traceable to its data sources and vintages

A narrative description of overlaid map layers does not constitute Analysis.
Deliverable. A product listed in Exhibit D.
Draft. A complete deliverable submitted for County review. It contains every required element of Exhibit E applicable to that deliverable.
Incomplete Submission. A submission missing any required element. It is returned without review, and the County review period does not begin.
Accepted. Written acceptance of a Final deliverable by the County Project Manager, applying the acceptance criteria of Exhibit D.
Notice to Proceed (NTP) Date. The date stated in the County's written Notice to Proceed, issued after the Contract is fully executed. No work shall begin, and no cost is reimbursable, before that date.
Day. Calendar day, unless "business day" is stated.
Segment. A portion of roadway or path between intersections or other break points, defined in the Analytical Methods Memorandum, used as the unit of analysis and scoring.
Gap. A location where a facility needed for a connected, low-stress network is absent or substandard, as typed and measured under Exhibit E-5.

5.6. DATA RESPONSIBILITIES

(a) Consultant-acquired data, included in the Contract price. The Consultant shall acquire, at its own cost, all data needed to complete Exhibit E, including:

- GDOT crash data (Numetric or equivalent GDOT source); the County and BATS do not have Numetric access to provide
- American Community Survey (ACS) 5-year estimates
- LEHD Origin-Destination Employment Statistics (LODES)
- GDOT traffic counts (TADA) and roadway characteristics
- functional classification and posted speed data
- FEMA flood hazard data
- school, park, and community facility locations
- OpenStreetMap or equivalent network data
- travel-pattern and origin-destination data under Section 5.6(b)
- all field data collection

(b) Travel-pattern data. The Consultant shall incorporate travel-pattern and origin-destination data into the analysis, using a commercially available dataset (Replica, StreetLight, or equivalent). The cost of acquiring, accessing, and using the data is included in the base fee and shall not be submitted as an optional item. The license shall permit the County and BATS to use, reproduce, and publish all outputs derived from the data in perpetuity.
(c) Data requiring prior approval. Any third-party data not listed above, and any data whose license restricts County use, requires the County's prior written approval before use.
(d) Data-source register. The Consultant shall maintain and deliver a data-source register. For each data set it shall list:

- name
- source agency
- vintage or date range
- geography
- date accessed

- license terms
- how the data was used

Third-party figures whose date range, metric definitions, or processing method are unknown shall not be used.

(e) Data limitations. A data limitation may be cited in any deliverable only if the Consultant notified the County in writing within thirty (30) days of the NTP date, or within ten (10) days of discovering the limitation. That notice must identify the limitation and a proposed alternative. Absence of data that the Consultant is responsible for acquiring is not a limitation.

5.7. TASK STRUCTURE AND INTERDEPENDENCIES

The work is organized into ten tasks. Exhibit D assigns every deliverable, and Exhibit E assigns every analytical output, to exactly one task.

Each required element shall be completed in the task to which it is assigned, by that task's due date. A statement that an element will be "carried forward," "addressed in a later phase," or "informed by subsequent tasks" does not satisfy the requirement.

Later tasks may refine earlier analysis. They do not substitute for it.

5.8. TASK 1 – PROJECT MANAGEMENT, QA/QC, AND ANALYTICAL METHODS

Purpose. To establish management controls and to fix analytical methods before analysis begins.

Required activities:

- A kickoff meeting with County and BATS staff within fourteen (14) days of the NTP date.
- A Project Management Plan (PMP) with:
  - organization
  - communication protocols
  - a baseline schedule consistent with Exhibit D
  - a deliverable list
  - document and graphic standards
  - a risk register
- A QA/QC Plan meeting Section 5.18
- Monthly progress reports, submitted with each invoice. Each report covers:
  - activities completed
  - activities planned
  - issues and corrective actions
  - percent complete by task
  - status of each Exhibit D deliverable
- Bi-weekly project management meetings, with written summaries of decisions and action items within three (3) business days.
- The Analytical Methods Memorandum, which specifies for every Exhibit E item:
  - the method
  - parameters (weights, thresholds, distance bands, cell sizes, crash years, data vintages)
  - data sources
  - proposed subarea polygons
  - the segmentation rule

The memorandum is presented to the BATS Technical Coordinating Committee (TCC).

Approval of the Methods Memorandum. Once Accepted by the County, the Analytical Methods Memorandum is binding. Changes require the County's written approval.
Deliverables: Kickoff Summary; PMP and Baseline Schedule; QA/QC Plan; Analytical Methods Memorandum; Monthly Progress Reports; Meeting Summaries.

5.9. TASK 2 – PUBLIC AND STAKEHOLDER ENGAGEMENT

Purpose. To inform and obtain input from the public, stakeholders, and BATS committees at each key project milestone in Exhibit H, and to document how that input shaped the Plan.
Required activities. The Consultant shall conduct engagement that is interactive, educational, and accessible. Engagement shall provide information on the planning process and gather comments through a variety of media (for example, illustrative graphics, maps, and surveys). Engagement shall meet the requirements of Exhibit H, including:

- the project website
- the online survey and interactive map
- public meetings (in-person)
- pop-up events (in-person)
- stakeholder interviews
- BATS Technical Coordinating Committee (TCC) and Policy Committee briefings

The Proposer shall propose the number, type, and location of public meetings and events for each milestone. The commitments in the Accepted Engagement Plan (D5) become minimum contract requirements.
All public-facing materials are subject to the County approval workflow in Exhibit H.
Deliverables:

- Public and Stakeholder Engagement Plan
- Project website
- Survey instrument
- Event materials
- Milestone engagement summaries
- Final Engagement Summary Report

The Final Engagement Summary Report shall include:

- participation counts by activity
- geographic distribution of participants by ZIP code or subarea
- a summary of input
- a table showing how input changed the network or priorities
- raw survey data

5.10. TASK 3 – DATA ACQUISITION, PLAN REVIEW, AND EXISTING CONDITIONS INVENTORY

Purpose. To assemble verified data and document what exists.
Required activities:

- Acquire the data under Section 5.6.
- Review the plans and projects in Exhibit F and summarize relevant recommendations. The summary

covers plan, year, agency, relevant recommendations, and status.

- Complete the facility inventory and the condition and ADA sampling required by Exhibits E-1 and E-2, including field verification.

Deliverables:

- Data-Source Register
- Plan and Project Review Technical Memorandum
- Existing Conditions Inventory Report
- Inventory GIS data per Exhibit G

The Inventory Report is a distinct deliverable from the Gap Analysis Report (Task 4) and the Needs Assessment Report (Task 5).

5.11. TASK 4 – EXISTING CONDITIONS ANALYSIS AND GAP ANALYSIS

Purpose. To analyze existing conditions in context, applying the safety, comfort, gap, and environmental methods. This will begin with the identification and analysis of the existing and planned multimodal networks throughout the County, evaluating local and regional existing facilities together with those planned, programmed, under design, or under construction. The Consultant shall review local, regional/MPO, and Georgia Department of Transportation (GDOT) planned roadway improvements to identify project phasing and the potential inclusion of bicycle and pedestrian facilities in those roadway projects.

Required analytical outputs:

- Exhibit E-3: Safety Analysis and Bicycle/Pedestrian High Injury Network
- Exhibit E-4: Bicycle and Pedestrian Level of Traffic Stress (LTS) analysis for non-motorized users
- Exhibit E-5: Gap Analysis
- Exhibit E-10: Environmental and Resilience Constraints

The Consultant shall assess how effectively the existing network functions as a connected transportation system and identify locations where deficiencies reduce access between residential areas, schools, employment centers, parks, commercial areas, and regional destinations.

Deliverables:

- Safety and Network Comfort Technical Memorandum
- Gap Analysis Report, a stand-alone deliverable containing every element of Exhibit E-5
- Task 4 GIS data

5.12. TASK 5 – NEEDS ASSESSMENT AND OPPORTUNITY MAPPING

Purpose. To identify where bicycle and pedestrian need and potential are greatest. The needs assessment builds on the Task 4 existing conditions analysis and uses the travel-pattern data required by Section 5.6(b) to determine countywide bicycle and pedestrian trends, travel demand, and travel hotspots. The Consultant shall identify and summarize existing multimodal movements, including trip counts and origin-destination analysis, supplemented by available counts. The Consultant shall apply the Task 4 safety analysis (Exhibit E-3) to identify safety needs, issue areas, and crash clusters relevant to future network recommendations. Task 5 uses the E-3 outputs; it does not repeat or replace them. The Consultant shall identify bicycle and pedestrian opportunity corridors based on demand, safety, access needs, destination access, and travel pattern analyses.

Required analytical outputs:

- Exhibit E-6: Destination Access
- Exhibit E-7: Walk and Bike Demand Index
- Exhibit E-8: Travel Patterns
- Exhibit E-9: Access Needs Analysis

Deliverables:

- Needs Assessment Report
- Access Needs Analysis, a distinct section or stand-alone memorandum
- Opportunity Maps, a composite synthesis of E-3 through E-9 identifying opportunity corridors and areas
- Task 5 GIS data

5.13. TASK 6 – NETWORK ANALYSIS AND PRIORITIZATION

Purpose. To identify, evaluate, and prioritize bicycle and pedestrian network gaps and deficiencies through a data-driven methodology, and develop network recommendations that focus on the highest-priority opportunities for improving connectivity, safety, and access. The recommended network shall be developed as an outcome of the evaluation and prioritization process.

Required activities:

- Develop and document a methodology to evaluate and score segments, based on factors including safety and crash history, connectivity, access needs, demand, and destination access, consistent with Exhibit E-11.
- Evaluate and score segments throughout the study area.
- Identify gaps, barriers, and missing connections within the existing and planned bicycle and pedestrian network, building on the Exhibit E-5 gap analysis and the Task 5 opportunity areas.
- Prioritize identified gaps based on the segment evaluation results and the relative benefit of closing each gap.
- Develop a recommended bicycle and pedestrian network informed by the prioritization process and focused on the highest-value connectivity improvements.
- Assign a recommended facility type to prioritized segments, using an adopted facility-selection guide (FHWA Bikeway Selection Guide or equivalent named in the Methods Memorandum).
- Coordinate recommendations with the SS4A Safety Action Plan and other local and regional planning efforts.
- Present the draft network and priorities for public and stakeholder review (Exhibit H, Milestone 2) and to the TCC.

Deliverables:

- Network Analysis and Prioritization Technical Memorandum, with the recommended network map and a segment table (ID, termini, length, existing LTS, owner, and, for prioritized segments, proposed facility and proposed LTS)
- Scored and ranked segment database
- Prioritized network gap inventory
- Typical cross-sections for each recommended facility type, minimum six (6), drawn from prioritized segments
- Segment table identifying priority level, score, recommended facility type, proposed limits,

ownership
- Network GIS data

5.14. TASK 7 – PRIORITY PROJECT DEVELOPMENT

Purpose. To translate the highest-priority network recommendations into implementable projects and identify candidate improvements for future advancement.
Required analytical output: Exhibit E-11, Prioritization Framework, applied to assign priority projects to implementation tiers. Required activities:
- Select the highest-priority network segments and gap-closure opportunities identified through Task 6.
- Develop concept-level recommendations for approximately ten (10) to twenty (20) priority projects.
- Refine facility recommendations and identify project termini.
- Develop planning-level cost estimates.
- Identify implementation opportunities and constraints.
- Develop project prioritization tiers for implementation.

Deliverables:
- Priority Projects Technical Memorandum, including criteria, weights, the scored segment and project table, and tier assignments
- Ranked list of priority projects
- Planning-level cost estimates
- Prioritization GIS data

5.15. TASK 8 – POLICY AND PROGRAM RECOMMENDATIONS

Required activities:
- Review County, City, and BATS policies, ordinances, and design standards affecting bicycle and pedestrian facilities. The review covers:
  - complete streets
  - sidewalk and bike requirements in development regulations
  - trail and greenway dedication
  - bicycle parking
  - traffic calming
  - lighting
  - maintenance responsibility
- Rate each topic for each jurisdiction, with a code citation.
- Recommend specific policy changes, and education, encouragement, safety, and data-collection programs (including a bicycle and pedestrian count program).

Deliverables:
- Policy Audit Matrix (topic by jurisdiction, with rating and citation)
- Policy and Program Recommendations Memorandum, in which each recommendation names the responsible agency, partners, timeframe, and cost range

5.16. TASK 9 – IMPLEMENTATION PLAN, COST ESTIMATES, AND PROJECT SHEETS

Purpose. To establish a practical implementation strategy for advancing priority bicycle and pedestrian projects and achieving the County's long-term network vision.

Required activities:

- Prepare planning-level cost estimates per Exhibit E-12
- Prepare a phased implementation plan (near, mid, and long term) tied to identified funding sources, with eligibility and match requirements.
- Prepare project sheets for not fewer than ten (10) Tier 1 projects.
- Develop performance measures and monitoring metrics.

Project sheet contents:

- termini
- length
- facility type
- existing and proposed LTS
- prioritization score by criterion
- crash history
- destinations served
- right-of-way and environmental considerations
- responsible agency and partners
- cost estimate
- candidate funding programs
- a concept graphic or cross-section

Deliverables:

- Implementation Plan
- Cost Estimates
- Funding Strategy
- Project Sheets
- Performance Measures Framework

5.17. TASK 10 – DRAFT AND FINAL PLAN; ADOPTION SUPPORT

Required activities:

- Prepare the Draft Plan, which incorporates all accepted deliverables.
- Present it to the public at the Draft Plan milestone (Exhibit H, Milestone 3) and to the BATS TCC and Policy Committee.
- Prepare a comment-response matrix.
- Prepare the Final Plan.
- Support adoption by the BATS Policy Committee and, if requested, the Glynn County Board of Commissioners and Brunswick City Commission.

Deliverables:

- Draft Plan
- Comment-Response Matrix
- Final Plan (print-ready and accessible digital PDF)
- Executive Summary suitable for public distribution
- Presentation slide decks
- Final data package per Exhibit G

5.18. DELIVERABLE STANDARDS AND QA/QC

Every report and memorandum shall include:

- a table of contents, list of figures, and list of tables
- a source and data vintage for every figure, table, and statistic
- the numerator and denominator (for example, miles versus segments) for every percentage
- page numbers
- for every Draft and Final submission, a QA/QC certification signed by the Consultant's QA/QC reviewer. The reviewer must be someone who did not author the deliverable. The certification confirms technical review, arithmetic and data checks, and compliance with Exhibits D and E.

Every Draft and Final deliverable submittal shall include an Exhibit E Compliance Checklist. The checklist identifies the page or file where each required element appears.

The Consultant shall use the County template provided as Attachment F, including its Data-Source Register, unless the County approves an equivalent format in writing.

5.19. SCHEDULE, NOTICE TO PROCEED, AND COMPLETION

Contract Term. The Contract term begins on the NTP date and ends eighteen (18) months after it. The completion date shall be stated in the Notice to Proceed.

Due Dates. Deliverable due dates are stated in Exhibit D as calendar days after the NTP date. The schedule in the Consultant’s proposal becomes the baseline schedule only when the County Accepts the Project Management Plan. The baseline schedule may provide for earlier delivery. It may not extend any Exhibit D due date unless the Contract is amended in writing.

County Review Periods. The County will review each Draft deliverable within the number of business days stated in Exhibit D. If County review exceeds the stated period, the affected downstream due dates are extended day-for-day by the excess only. Incomplete Submissions do not start the review period.

Event Scheduling. Public meeting and pop-up event dates are confirmed only by written County approval under Exhibit H. A proposed date not confirmed in writing is not a scheduled event.

Anticipated Schedule. Figure 5-1 shows the County’s anticipated schedule by task, based on a target Notice to Proceed date of March 1, 2027. It is provided for planning purposes. Exhibit D governs deliverable due dates, and each Proposer shall submit its own schedule with its proposal.

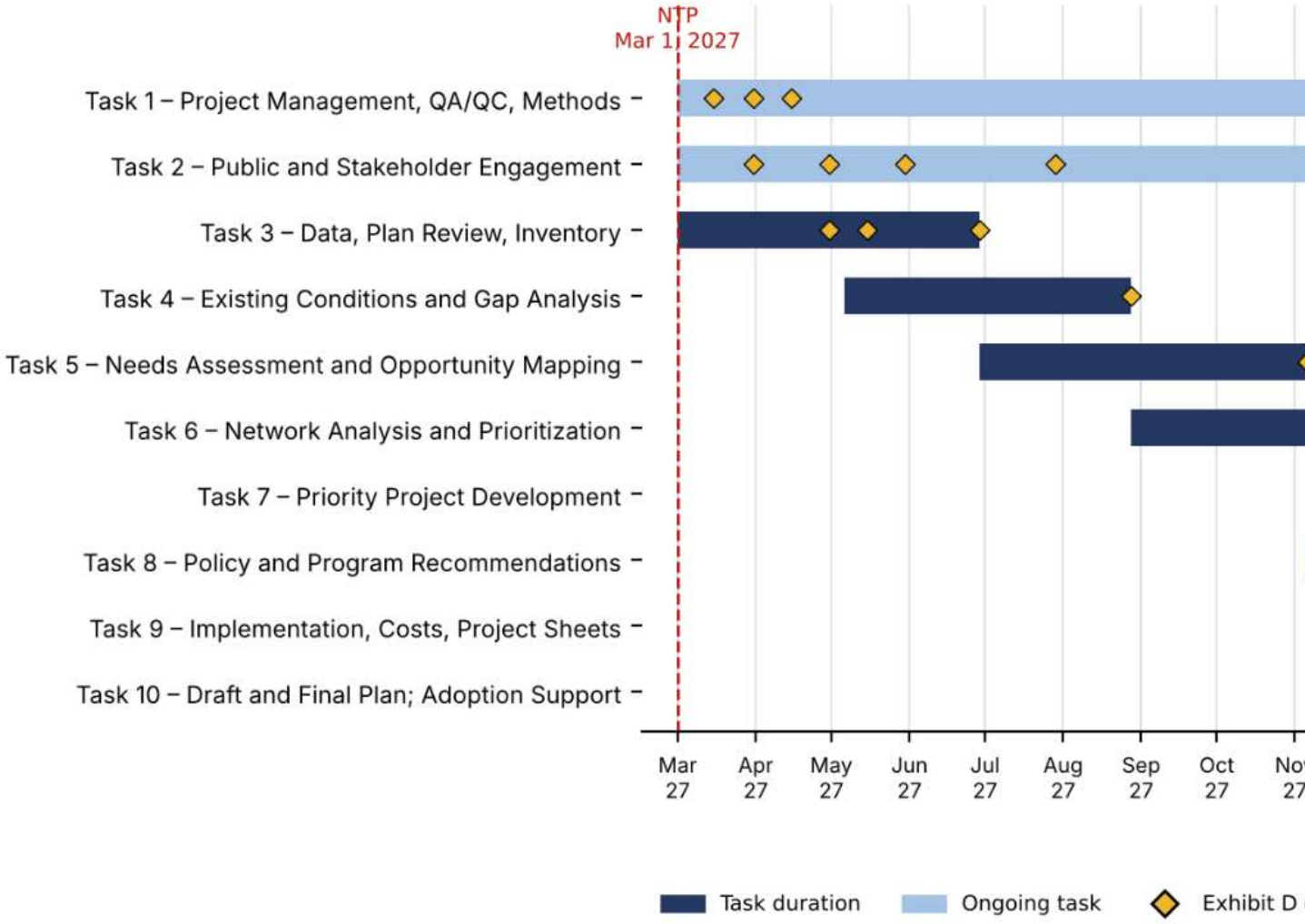


Figure 5-1. Anticipated Schedule by Task (target NTP March 1, 2027; contract completion approximately August 2028)

5.20. EXHIBIT A – GLYNN COUNTY CONTRACT FORM

See Attachment A – Glynn County Sample Contract. The executed Contract will incorporate this RFP, including its Exhibits, and the Consultant's proposal.

5.21. EXHIBIT B – STUDY AREA

The study area is the BATS Metropolitan Planning Area (Glynn County), which includes:

- unincorporated Glynn County, mainland and island.
- St. Simons Island
- Sea Island
- the City of Brunswick
- the intersection of U.S. Highway 17 and the Jekyll Island Causeway

Jekyll Island is otherwise excluded.

See Attachment D – Exhibit B Study Area Map

5.22. EXHIBIT C – COUNTY-PROVIDED DATA

The County provides the reference GIS data listed below as Attachment E (RFP27-016_Reference_GIS_Data.gdb), in NAD 1983 State Plane Georgia East (US Feet). The data was compiled from Glynn County GIS, GDOT, BATS, and other public sources under the County's prior planning contract. It is furnished for information only, as-is, without warranty of completeness, accuracy, or currency.

- Attribute values are incomplete and are not standardized in some layers.
- Fields beginning with "Prior_" record an unverified desktop review. They have not been field verified or accepted by the County and shall not be relied upon without verification under Exhibits E-1 and E-2.
- Furnishing this data does not reduce the Consultant's responsibility to acquire the data listed in Section 5.6(a) or to verify the inventory under Exhibit E-1.

Layers provided:

- Study area (BATS Metropolitan Planning Area), City of Brunswick limits, and Jekyll Island boundary
- 2023 Comprehensive Plan Character Areas
- Road centerlines with GDOT AADT, and 2024 GDOT AADT count stations
- Sidewalks; trails and paths; existing bicycle and pedestrian facilities; bike routes
- Georgia State Bike Routes, U.S. Bicycle Route 1, and the East Coast Greenway
- Crosswalks and curb ramps (with prior desktop review status)
- Schools, parks, beaches, beach access points, and railroads

5.23. EXHIBIT D – DELIVERABLE AND ACCEPTANCE MATRIX

Days are calendar days after the NTP date. Review is the County review period in business days. A Final deliverable is due fifteen (15) days after the Consultant receives County comments on the Draft, unless stated otherwise. Payment milestones are payable upon Acceptance.

No.	Deliverable	Task	Draft Due (Days)	Review (Bus. Days)	Acceptance Criteria (summary)
D1	Kickoff Meeting and Summary	1	14	5	Held; summary records decisions and action items
D2	Project Management Plan and Baseline Schedule	1	30	10	All Section 5.8 elements; schedule meets Exhibit D
D3	QA/QC Plan	1	30	10	Named reviewers; meets Section 5.18
D4	Analytical Methods Memorandum	1	45	15	Every Exhibit E item specified, with parameters, sources, vintages, subareas, and segmentation; presented to TCC
D5	Public and Stakeholder Engagement Plan	2	30	10	Meets every Exhibit H requirement; meetings and events stated for each milestone, with dates
D6	Project Website (live)	2	60	10	Exhibit H content; County approval before launch
D7	Survey and Interactive Map (launched)	2	90	10	Exhibit H requirements; County approval before launch
D8	Data-Source Register	3	60	10	Section 5.6(d) fields for every data set; updated with each later deliverable
D9	Plan and Project Review Technical Memorandum	3	75	10	Every Exhibit F item summarized
D10	Existing Conditions Inventory Report and GIS	3	120	15	Exhibits E-1, E-2, and G complete
D11	Milestone 1 Engagement and Summary (Existing Conditions and Needs)	2	150	10	Engagement Plan commitments for Milestone 1 met; summary with counts and geography
D12	Safety and Network Comfort Technical Memorandum	4	180	15	Exhibits E-3, E-4, and E-10 complete
D13	Gap Analysis Report and GIS	4	180	15	Every element of Exhibit E-5; stand-alone
D14	Needs Assessment Report, Access Needs Analysis, Opportunity Maps, and GIS	5	250	15	Exhibits E-6 through E-9 complete; opportunity synthesis
D15	Network Analysis and Prioritization Technical Memorandum and GIS	6	310	15	Section 5.13 contents; every segment scored; prioritized gaps identified
D16	Milestone 2 Engagement and Summary (Draft Network and Priorities)	2	340	10	Engagement Plan commitments for Milestone 2 met
D17	Priority Projects Technical Memorandum and GIS	7	380	15	Section 5.14 contents; Exhibit E-11 applied; priority projects tiered
D18	Policy Audit Matrix and Policy and Program Memorandum	8	400	15	Section 5.15 contents
D19	Implementation Plan, Cost Estimates, Project Sheets, Performance Measures	9	430	15	Exhibit E-12; at least 10 project sheets with all Section 5.16 fields
D20	Draft Plan and Executive Summary	10	455	15	Incorporates all Accepted deliverables; Section 5.18 met
D21	Milestone 3 Engagement (Draft Plan), Committee Presentations, Comment-Response Matrix	2, 10	480	10	Engagement Plan commitments for Milestone 3 met; every comment addressed
D22	Final Plan, Final Engagement Summary Report	10, 2	505	10	All comments resolved; accessible PDF
D23	Adoption Support and Final Data Package	10	520	5	Exhibit G complete; all native files delivered

Section 5.19 shows the anticipated schedule.

5.24. EXHIBIT E – MINIMUM ANALYTICAL STANDARDS

Each item states its assigned task, required outputs, method, data, and acceptance criteria. Parameters noted as "set in the Methods Memorandum" are proposed by the Consultant in D4 and fixed upon County Acceptance. Named methods may be replaced only by an equivalent method approved in the Methods Memorandum.

E-1 Facility Inventory (Task 3) — Inventory

Outputs. A GIS inventory of the following facility types, carrying the Exhibit G attributes:

sidewalks

bicycle facilities (by type)
shared-use paths and trails
marked crosswalks
signalized crossings
curb ramps
bicycle parking at public destinations
Tables of miles by facility type by subarea and by roadway owner (County, City, State route, U.S. route).
A table of shared-use paths and trails with name, termini, length, width, and surface.

Method. County data (Exhibit C), verified and supplemented through aerial imagery and field verification. The field-verification sample is set in the Methods Memorandum, with corridors and percentage stated.

Acceptance. Every feature carries the required attributes. Totals reconcile between tables and GIS. Field-verified features are flagged.

E-2 Condition and ADA Assessment (Task 3) — Inventory with Sampling

Outputs:

A condition rating (good, fair, poor, using defined criteria) for sidewalks and paths on all collector-and-above corridors, plus any additional corridors set in the Methods Memorandum.
ADA compliance for curb ramps and crossings on the same corridors, against stated PROWAG criteria, reported with counts (n) and percentages.
A location table of observed deficiencies (ID, location, type, photo reference) that the County can act on.
Acceptance. Criteria are stated. Counts and denominators are reported. Every narrative deficiency appears in the location table.

E-3 Safety Analysis and Bicycle/Pedestrian High Injury Network (Task 4)

Data. GDOT crash records for the five (5) most recent complete calendar years available at the NTP date. The data shall be validated for severity coding and geolocation, and the validation method documented.

Required outputs:

(a) Crash profile. Bicycle and pedestrian crashes reported as totals and as a percentage of all crashes, with:
breakdown by KABCO severity
annual trend
day/night (lighting condition)
roadway functional class
posted speed
roadway owner
subarea

(b) Exposure normalization. Crashes and killed-or-seriously-injured (KSI) crashes per centerline mile by functional class and speed band, and per AADT where available.
(c) Bicycle/Pedestrian High Injury Network. Requirements:
crashes weighted by severity, with weights set in the Methods Memorandum
weighted crashes assigned to segments
an index of weighted crashes per mile
a stated threshold, expressed as a share of bicycle/pedestrian KSI captured
results reported as percent of network miles versus percent of KSI and of all bicycle and pedestrian crashes captured, reconciled to the threshold
a map and segment table
(d) Crash-to-infrastructure table. For every bicycle and pedestrian KSI crash: the facility present, posted speed, lanes, lighting, and crossing presence.
(e) Hot-spot intersections. A ranked list of intersections.
SS4A coordination. The Consultant shall coordinate methods with the SS4A Safety Action Plan. If the SS4A High Injury Network is adopted before Task 6 scoring, the Consultant shall reconcile the two networks and document the differences in the Network Analysis and Prioritization Technical Memorandum.

Acceptance. Items (a) through (e) are complete. The crash years, totals, and weights are stated. HIN results are reconciled to the threshold.

E-4 Bicycle and Pedestrian Level of Traffic Stress (Task 4)

Outputs:

Bicycle LTS (1–4) and Pedestrian LTS (1–4) for every segment of the study network. The study network is all public roads and paths except limited-access freeways.
Countywide and subarea maps.
Tables of miles by LTS score, by subarea and by roadway owner.
A table of facilities located on roads with posted speeds of 40 mph or higher.
Identification of low-stress "islands" and the barriers separating them.
Method. Bicycle LTS per Mekuria, Furth, and Nixon (Mineta Transportation Institute, 2012) or an approved equivalent. Pedestrian LTS per a published method named in the Methods Memorandum.
Inputs:

posted speed
functional class
number of lanes
AADT where available
bike facility type and width
sidewalk presence, width, and buffer
Acceptance. Every segment is scored. The input sources and any assumed values are documented. Miles reconcile to the network total.

E-5 Gap Analysis (Task 4) — Stand-Alone Gap Analysis Report

Required elements:

(a) Gap typology, defined in the Methods Memorandum. At minimum it covers:
sidewalk gap, full (no sidewalk on either side)
sidewalk gap, partial (one side, where the context standard requires both)
bikeway gap (a segment at LTS 3–4 between or adjacent to LTS 1–2 facilities or destinations)
path or trail connection gap
crossing gap (crossing spacing exceeding the context standard on arterials and collectors)
regional connectivity gap (for example, causeways and bridges)
(b) Context standards stating where sidewalks are required on one side or both sides, by context zone.
(c) Gap records. Each gap identified with an ID, location, from/to, length measured along the roadway alignment, type, context zone, roadway owner, and route system (County road, City street, State route, U.S. route).
(d) Tiering. Gaps tiered by severity, combining length, LTS, HIN proximity, and destinations served. Tier rules are stated.
(e) Tabulations. Count and miles by gap type, by tier, by subarea, and by route system.
(f) Maps. Countywide and subarea maps by gap type and tier.
(g) Cross-reference. Each gap linked to its E-3 and E-4 results; linked to E-6 through E-9 in Task 5.
Acceptance. Every element (a) through (f) is present. Every gap has a measured length and an ID. Totals reconcile. A typology without located, measured gaps does not satisfy E-5.

E-6 Destination Access (Task 5)

Outputs:

Destination counts and density per square mile by type and subarea. Types include schools, parks and beaches, grocery stores, employment centers, health care, civic facilities, transit stops, and trailheads.
Network-based walksheds (¼ and ½ mile) and bikesheds (1, 2, and 3 miles) for key destinations, computed (a) on the full network and (b) on the LTS 1–2 network only.
The percent of population and households within each band under (a) and (b).
Acceptance. Distances are network-based, not straight-line. Results are reported as tables and maps. The (a) versus (b) comparison is presented.

E-7 Walk and Bike Demand Index (Task 5)

Outputs. A composite walk demand index and a composite bike demand index, each mapped on a grid. The cell size is set in the Methods Memorandum and shall not exceed ¼ mile.

Method. Weighted factors representing trip generators and attractors:

population and employment density
destinations, using distance-decay bands

zero-vehicle households
existing facilities
schools
parks
transit
Each factor is percentile-ranked, with weights totaling 100 published in a factor table with rationale.

Acceptance. The factor table and weights are published. The cell size is stated. The data vintages are stated. Results are summarized by subarea.

E-8 Travel Patterns (Task 5)

Required outputs:

(a) Commute flows. LEHD LODES commute origin-destination flows between subareas, with the current vintage stated. These are presented as a flow matrix and map, including island–mainland flows.
(b) Mode share. ACS journey-to-work mode share (walk, bike, transit, work-from-home) by block group or tract, mapped.
(c) Commute distance. The distribution of commute distances from LODES, with the share of resident commutes under 1, 3, and 5 miles, by subarea.
(d) Causeway and bridge volumes. GDOT count data on the causeways and key bridges.
Travel-pattern data (Section 5.6 (b)) outputs:

(e) Short-trip share. The share of all trips (not only commutes) under 1 mile and under 3 miles, by zone.
(f) Trip flows. Trip flows by purpose between subareas, including visitor travel to and on St. Simons Island.
(g) Corridor volumes. Bicycle and pedestrian activity estimates on key corridors, where the platform supports it.
Acceptance. Items (a) through (g) are complete. Item (g) is required where the platform supports it.

E-9 Access Needs Analysis (Task 5)

Outputs:

A composite index at the census block group level, using ACS 5-year data of the vintage current at the NTP date.
Variables:
zero-vehicle households
population below poverty (or 200% of poverty)
population under 18
population 65 and over
persons with a disability
limited-English-proficiency households
Tract-level variables are apportioned to block groups by a documented method.

Each variable percentile-ranked, with weights totaling 100, and a stated "highest need" threshold (for example, top quartile).
Required cross-tabulations:
miles of sidewalk gap and LTS 3–4 roadway in highest-need block groups
share of bicycle and pedestrian KSI crashes in highest-need block groups
percent of highest-need population within ½ mile of an LTS 1–2 facility, compared with the countywide percentage
A Title VI distribution summary of the proposed network.
Distinct from the Needs Assessment. The analysis is a distinct section or memorandum within D14. It is a required input to Tasks 6 and 7.

Method. The outputs above are minimum requirements. The Proposer shall propose the index method, any additional variables, and weights; the method is fixed in the Methods Memorandum. EPA EJScreen and CEJST are no longer available and shall not be required.

Acceptance. The variables, vintages, weights, and threshold are stated. All cross-tabulations are present.

E-10 Environmental and Resilience Constraints (Task 4)

Outputs:

Miles of existing facilities, and later of proposed network, within FEMA Special Flood Hazard Areas, marsh and wetlands, and conservation lands.
Identification of constraint locations relevant to trail feasibility.
Each environmental layer must be tied explicitly to bicycle and pedestrian conditions or needs. Layers not so tied shall not be included.
Acceptance. Results are quantified in miles, with sources and effective dates stated.

E-11 Prioritization Framework (Tasks 6 and 7)

Method. Segment-based, points-based scoring. Each criterion is tied to an Exhibit E layer. The required criteria are listed below. The Consultant shall propose weights in the Methods Memorandum. Weights are approved by the County and presented to the TCC before any scoring begins.

Criterion	Source	Weight
Safety (HIN, crash history)	E-3	Set in Methods Memorandum
Connectivity and gap closure	E-5	Set in Methods Memorandum

Network comfort (existing LTS 3–4)	E-4	Set in Methods Memorandum
Demand, travel patterns, and destination access	E-6, E-7, E-8	Set in Methods Memorandum
Access needs	E-9	Set in Methods Memorandum
Public input	Task 2	Set in Methods Memorandum
Total		100 points

A feasibility screen covering right-of-way, environmental constraints (E-10), and cost is reported alongside the score, not within it.

Outputs:

every segment and project scored by criterion
three (3) tiers with stated cutoffs
a ranked table
maps
Acceptance. Every network segment is scored. The scores are reproducible from the published criteria and GIS data.

E-12 Cost Estimates (Task 9)

Network-level estimates. Order-of-magnitude per-mile or per-linear-foot costs by facility type, applied to the prioritized gaps and reported in current-year dollars.

Tier 1 project estimates. Planning-level estimates for each Tier 1 project, itemized using GDOT item mean unit prices of a stated vintage, with:

stated contingency (minimum 20%)
separate lines for preliminary engineering, right-of-way (allowance or qualitative), and construction engineering and inspection
Acceptance. The unit-cost source, year of dollars, and markups are stated. The arithmetic is verified under the QA/QC Plan.

5.25. EXHIBIT F – PLANS, STUDIES, AND PROJECTS TO BE REVIEWED

- BATS 2050 Metropolitan Transportation Plan
- BATS Transportation Improvement Program (current)
- Glynn County Comprehensive Plan (2023)
- City of Brunswick Comprehensive Plan (2023)
- Glynn County Bike and Multi-Purpose Trail Study (2016)
- Brunswick Transit Service Plan (2022)
- Glynn County SS4A Safety Action Plan (in progress; coordinate per Exhibit E-3)
- Jekyll Island Authority plans relevant to the U.S. 17 / Causeway intersection
- County capital projects in development, including:
  - U.S. 17 (Ocean Highway) Sidewalk Design
  - SSI Gateway / Demere Road Improvements
  - Fort Frederica Road Sidewalk

5.26. EXHIBIT G – GIS DATA AND DELIVERABLE STANDARDS

GIS data shall be delivered as Esri file geodatabase feature classes in NAD 1983 State Plane Georgia East (US Feet). It shall include FGDC-style metadata, covering source, vintage, processing steps, and attribute definitions.

Minimum facility attributes:

- unique ID
- facility type
- width
- surface
- condition rating
- side of street
- owner
- maintaining agency
- data source
- verification status and date

Analysis feature classes:

- segments with Bicycle LTS and Pedestrian LTS
- HIN segments with index
- gap records
- demand grid
- the Access Needs block groups
- network segments with prioritization scores and tiers
- project polygons and lines

Native files and tables. All analysis tables shall be delivered in Excel. Native report files (InDesign or Word), ArcGIS Pro project files, and any scripts used shall also be delivered.

Timing. Data shall be delivered with each corresponding deliverable, and as a complete final package at D23.

5.27. EXHIBIT H – PUBLIC AND STAKEHOLDER ENGAGEMENT REQUIREMENTS

Key milestones. Engagement shall occur at three key milestones: (1) existing conditions and needs; (2) draft network and priorities; and (3) the Draft Plan. At each milestone, the public, stakeholders, and BATS committees shall be informed and given an opportunity to provide input.
Project website. The Consultant shall create and host the project website. The County, City of Brunswick, and Jekyll Island Authority will link to it. Requirements:

- Live date: Live by Day 60, after County approval.
- Accessibility: Accessible and mobile-friendly.
- Content:
    - project description
    - schedule
    - event notices
    - documents
    - the survey and interactive map
    - contact form
- Updates: Updated within five (5) business days of each milestone.
- Duration and transfer: Maintained through contract completion. All content and data shall then be transferred to the County in native form.

Survey and interactive map. Requirements:

- Location question: Collects home ZIP code or a map location, so responses can be tied to geography.
- Interactive map: Lets respondents identify destinations, barriers, and desired routes.
- Open period: Open for a minimum of forty-five (45) days.
- Paper option: Paper copies available at County and City locations designated by the County, upon request.
- Raw data: Raw response data delivered to the County in Excel and GIS formats.
    - Language access. Spanish-language materials are not required. Translation and interpretation shall be provided upon request, consistent with the BATS Participation Plan.

Public meetings and events. The Proposer shall propose the number, format, and location of public meetings and pop-up events for each milestone, and should address geographic coverage of the mainland, St. Simons Island, and the City of Brunswick. The commitments in the Accepted Engagement Plan (D5) become minimum contract requirements.
Stakeholder interviews. Interviews or small-group sessions, in a number proposed by the Consultant. Participants shall include the City of Brunswick and the Jekyll Island Authority, and may include County, GDOT, school district, health system, tourism, and advocacy representatives.
Steering committee. The BATS Technical Coordinating Committee (TCC) serves as the project steering committee. Minimum briefings:

- TCC: four (4), covering the Methods Memorandum, existing conditions and needs, draft network and

prioritization, and the Draft Plan

- BATS Policy Committee: two (2), covering the Draft Plan and adoption

Approval workflow:

- All public-facing materials shall be submitted for County approval at least ten (10) business days before release. This covers flyers, surveys, boards, presentations, social media content, and website content.
- Event date, location, and logistics shall be confirmed in writing by the County at least twenty-one (21) days before the event.
- No material may be released with placeholder text.

5.28. EXHIBIT I – FEDERAL CONTRACT PROVISIONS AND FORMS

The provisions of 2 CFR Part 200, Appendix II, apply as applicable to a professional services contract, as follows.

Retained from RFP 26-007:

- Termination for cause and convenience
- Equal Employment Opportunity
- Clean Air Act and Federal Water Pollution Control Act
- Debarment and Suspension (2 CFR 180; SAM.gov)
- Byrd Anti-Lobbying Amendment and certification
- Program Fraud (31 U.S.C. Chapter 38)
- No Obligation by Federal Government
- Affirmative steps for small, minority, and women's business enterprises (2 CFR 200.321)

Added:

- Remedies for breach of contract (2 CFR 200, Appendix II(A))
- Prohibition on certain telecommunications and video surveillance equipment or services (2 CFR 200.216)
- Domestic preferences for procurement (2 CFR 200.322)
- Procurement of recovered materials (2 CFR 200.323)
- USDOT Title VI assurances (USDOT Order 1050.2A, Appendices A and E)

Not applicable to this professional services contract: Davis-Bacon Act, Copeland Anti-Kickback Act, and Contract Work Hours and Safety Standards Act.

6. PROPOSAL REQUIREMENTS

6.1. GENERAL

The Proposer is to provide adequate information that will render it qualified and capable of cost effectively accomplishing the program services. The County's assigned Evaluation Team will grade and rank each proposal. Since there is no assurance of the Proposer having any other opportunity to communicate its ability, the proposals must negate any ambiguity with respect to the Proposer's ability and approach.

A. **Firm Experience -** Provide information on the Firms experience on projects of similar function and complexity including experience working with Bicycle and Pedestrian Trail Plans in Georgia, previous experience preparing reports required by FTA, FHWA and GDOT from Trail Plans. Describe three (3) projects, in order of most relevant to least relevant, which demonstrate the capabilities to perform the scope of work. For each project, provide the following information:

   1. Project name, location and dates during which services were performed.
   2. Brief description of project and physical description.
   3. Services performed by your firm.
   4. Provide any Owner-written letters of reference/recommendation about the firm's performance on the project.
   5. Explanation as to how the highlighted project relates to the current Project being considered. If the firm has multiple offices, indicate the office responsible for each highlighted project.

B. **Professional Qualifications of Team**

   1. Describe your firm's proposed organization for the program management team. Please designate all specific individuals and their roles on your team by submitting an organizational chart for the project: At a minimum, the project organization chart shall show the names of key program managers and staff; descriptions of responsibilities for all proposed staff.
   2. Provide for each of the above personnel current resumes listing relevant project experience and percentage of the person's time to be committed to this project.
   3. Please identify the individual who, from project start to finish, will be the leader of your team and the principal point of contact between your firm and the Owner. Provide detailed information on the qualifications of this individual and the direction, authority, and management tools that will be provided to the individual by the firm. This individual's competence, his/her leadership, and his/her ability to achieve customer satisfaction will be heavily considered in the selection.

4. Provide examples of your team's experience in three (3) similar projects, including the following information:

    a. Project name, location and dates during which services were performed.

    b. Services performed by your firm.

    c. If your firm has more than one office, indicate which office was responsible for each of the example projects.

    d. Owner's stated satisfaction in program management and/or overall service of your firm. Provide any Owner-written letters of reference/recommendation about the firm's performance on the project.

C. **Understanding of Project Scope and Management Plan**

1. The proposer shall provide their interpretation of what is required to meet the needs of the County. The proposer will use this document, their knowledge and experience, to develop their understanding of this project. Proposers are urged to develop scenarios or examples to fully explain their position. A detailed description of the Contractor's project approach including elements to be performed by the Contractor and elements expected to be performed by County Staff.

2. The Proposer shall provide any unique technical approaches the firm offers relative to addressing anticipated design concepts, use of an alternative method for delivery (if applicable) and/or management of the project. The proposer shall identify any unique challenges of the project and how the firm intends to mitigate these challenges, including quality assurance procedures. Proposers shall provide any specific qualifications, skills, knowledge of the project and project areas which may uniquely benefit the firm and project , and your ability and willingness to meet time requirements.

3. Provide a statement of your definition of your firm's proposed overall role in this project, your anticipated level of management responsibility and accountability for project concerns. Describe your process for efficiently resolving issues and maintaining the project commitments while working collaboratively with the Owner and stakeholders as applicable. Provide detailed procedures for routine solving of complex project issues without compromising your team commitments. Provide your proposed methods and plans of communication.

4. Technical Approach, Schedule, and Sample Work Products. Provide:

    a. The Proposer’s method for each Exhibit E item (E-1 through E-12), including data sources, parameters, and how each analysis feeds the Task 6 prioritization.

b. The engagement approach for each Exhibit H milestone, including the number, type, and location of public meetings and events, the website platform, and the survey approach.

c. A proposed schedule by task that meets every Exhibit D due date (Section 5.19).

d. The QA/QC process and the name of the QA/QC reviewer(s) (Section 5.18).

e. Two (2) sample analytical work products from comparable plans prepared by the proposed team (for example, a gap analysis, a Level of Traffic Stress analysis, or a prioritization framework).

D. **References and Reputation of the Firm**

1. The Proposer shall provide at least three (3) references for contracts of a similar size and scope, (if available) including at least two references for current contracts or those awarded during the past five years. Include the:

   a. name of the organization,

   b. the length of the contract,

   c. a brief summary of the work,

   d. the name and telephone number of a responsible contact person

   e. A reference letter if available should be included in the proposal from each reference..

2. Also provide a description of any conflicts occurring over the last 10 years with these or any other contracts for similar work.

3. References or project examples are requested in other sections of this proposal. The same references can be utilized to meet the requirement of this section, but the references need to still be listed in this section.

6.2. PROPOSAL EVALUATION FACTORS

It is the County's intent to evaluate the proposals based on practical merit and price. It is the intent of the County to choose the Proposer whose proposal provides the highest value to the County. The County reserves the right to waive any irregularities, reject any and/or all proposals, in whole or in part, when, in the County's opinion, such rejection is in the best interests of the County. The County reserves the right to seek Additional/supplemental representation on specific issues as needed.

Practical Evaluation Method

Each proposal will be reviewed by a team of qualified individuals. Their proposal review and evaluation will be subjective; however, the weighting values are established to minimize that subjectivity. The following delineates the value attributed to each section.

Firm Experience	20%
Professional Qualifications of Team	25%
Understanding of Project Scope and Management Plan	50%
References and Reputation of the Firm	5%
TOTAL	**100%**

6.3. FEE PROPOSAL AND NEGOTIATION

Each Proposer shall submit a lump-sum fee proposal by task through the pricing table in this solicitation. Fee proposals are not scored. They will remain sealed until the technical evaluation, including any oral presentations or interviews under Section 6.4, is complete and the ranking is final. The County will then negotiate scope and fee with the highest-ranked Proposer. Price will be considered in negotiation, in comparison with the County's independent cost estimate, and in determining that the award is most advantageous to the County. If a satisfactory contract cannot be negotiated with the highest-ranked Proposer on price or on other contract terms, the negotiations will be formally terminated, and negotiations will begin with the next highest-ranked Proposer, in sequence, until an agreement is reached. The procurement may be cancelled at any time if, in the opinion of Glynn County, the project goals will not be achieved by awarding a contract or the firms or teams are considered non-responsive. The process may be revised at any time during the solicitation, selection, evaluation, and negotiation phases up to final award. Award is subject to approval by the Board of Commissioners.

6.4. ORAL PRESENTATION

Following the evaluation of the proposals, the Team may request the top ranking firm(s) to make an oral presentation and/or be interviewed. If a determination is made that presentations are necessary, they will take place in Brunswick, Georgia at a mutually acceptable date and time that will be promulgated by the Contract Administrator.

Following any presentations, the finalist(s) shall be re-evaluated. Should it become necessary, the Contract Administrator shall negotiate with the Proposer(s) whose proposal(s) is/are determined to be most advantageous to the County.

6.5. CONTRACT FORMATION

If the negotiation produces mutual agreement, the draft contract provided herein shall be constructed and forwarded to the successful Proposer for execution and then to the County's Board of Commissioners for acceptance. The draft contract format will be the only acceptable document for execution. The Proposers are cautioned not to introduce their format or suggest an association's format, e.g. "AIA".

Glynn County will not entertain or accept any exceptions or amendments to the contract format provided. If exceptions are taken, please submit the request during the Q&A period.

7. EVALUATION

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	**Firm Experience**	0-10 Points	20 *(20% of Total)*
2.	**Professional Qualifications of Team**	0-10 Points	25 *(25% of Total)*
3.	**Understanding of Project Scope and Management Plan**	0-10 Points	50 *(50% of Total)*
4.	**References and Reputation of the Firm**	0-10 Points	5 *(5% of Total)*

8. PRICING PROPOSAL

Proposer will complete the Work in accordance with the Contract Documents for the following price(s):

TABLE 1

Line Item	Description	Unit of Measure	Unit Cost
1	Task 1 – Project Management, QA/QC, Analytical Methods	Lump sum	
2	Task 2 – Public and Stakeholder Engagement	Lump sum	
3	Task 3 – Data Acquisition, Plan Review, Inventory	Lump sum	
4	Task 4 – Existing Conditions Analysis and Gap Analysis	Lump sum	
5	Task 5 – Needs Assessment and Opportunity Mapping	Lump sum	
6	Task 6 – Network Analysis and Prioritization	Lump sum	
7	Task 7 – Priority Project Development	Lump sum	
8	Task 8 – Policy and Program Recommendations	Lump sum	
9	Task 9 – Implementation, Cost Estimates, Project Sheets	Lump sum	
10	Task 10 – Draft and Final Plan; Adoption Support	Lump sum	

9. VENDOR QUESTIONNAIRE

9.1. PROPOSER CONFIRMATION *

The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into an agreement with Owner in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Proposal Price and within the Proposal Times indicated in this Proposal and in accordance with the other terms and conditions of the Contract Documents.

Proposer accepts all of the terms and conditions of the Invitation and Instructions to Proposers, including without limitation those dealing with the disposition of Proposal security. This Proposal will remain subject to acceptance for 60 days after the day of Proposal opening, or for such longer period of time that Proposer may agree to in writing upon request of Owner.

In submitting this Proposal, Proposer represents, as more fully set forth in the Agreement, that:

A. Proposer has examined and carefully studied the Plans (if any), Specifications for the work, Deliverables and contractual documents relative thereto, and has read all Practical Provisions, Supplementary Conditions, and General Conditions, furnished prior to the opening of Proposals; that Proposer has satisfied himself relative to the work to be performed.

B. Addenda, if any, have been acknowledged via the County's eProcurement Portal Addenda Acknowledgment feature.

C. Proposer has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance and furnishing of the Work;

D. Proposer is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, performance and furnishing of the Work.

E. Proposer is aware of the general nature of Work to be performed by Owner and others at the site that relates to Work for which this Proposal is submitted as indicated in the Proposal Documents.

F. Proposer has correlated the information known to Proposer, information and observations obtained from visits to the site, reports and drawings identified in the Proposal Documents and all additional examinations, investigations, explorations, tests, studies and data with the Proposal Documents.

G. Proposer has given County Contract Administrator, if any, written notice of all conflicts, errors, ambiguities or discrepancies that Proposer has discovered in the Proposal Documents and the written resolution thereof by County Contract Administrators acceptable to Proposer. The Proposal Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work for which this Proposal is submitted.

H. This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any

group, association, organization or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham Proposal; Proposer has not solicited or induced any person, firm or corporation to refrain from Proposal; and Proposer has not sought by collusion to obtain for itself any advantage over any other Proposer or over Owner.

☐ Please confirm

*Response required

9.2. PRICING CONFIRMATION *

The prices submitted via the County's eProcurement Pricing Table feature are inclusive of ALL COSTS relative to performing ALL Statement of Work as described within this RFP.

☐ Please confirm

*Response required

9.3. PLEASE UPLOAD YOUR TECHNICAL PROPOSAL HERE WITHOUT COST/PRICING INFO.*

*Response required

9.4. ACCEPTANCE OF PROVISIONS*

Proposer accepts the provisions of the Exhibit D Schedule as to complete the work within the times specified in the Agreement.

☐ Please confirm

*Response required

9.5. W9*

Please attach W-9

*Response required

9.6. PROPOSER REPRESENTATION*

Please download the below documents, complete, and upload.

- REPRESENTATION_AFFIDAVIT_fo...

*Response required

9.7. GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT*

Please download the below documents, complete, and upload.

Contractors must attest to compliance with the requirements of O.C.G.A. 13-10-91 and the Georgia Department of Labor Rule 300-01-02 by executing the Contractor Affidavit in accordance with the requirements of the Georgia Security & Immigration Compliance Act.

- GEORGIA_SECURITY_AND_IMMIGR...

*Response required

9.8. GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR AFFIDAVIT*

Please download the below documents, complete, and upload.

In the event that your company is awarded the contract for this project, and will be utilizing the services of any subcontractor(s) in connection with the physical performance of services pursuant to this contract, the following affidavit must be completed by such subcontractor(s). your company must provide a copy of each such affidavit to the Glynn County Board of Commissioners, Finance Division, with the executed contract documents.

All subcontractor affidavit(s) shall become a part of the contract and all subcontractor(s) affidavits shall be maintained by your company and available for inspection by the Glynn County Board of Commissioners at any time during the term of the contract. All subcontractor(s) affidavit(s) shall become a part of any contractor/subcontractor agreement(s) entered into by your company.

- GEORGIA_SECURITY_AND_IMMIGR...

*Response required

9.9. PROPOSER'S OATH*

Please download the below documents, complete, and upload.

- GLYNN_COUNTY_OATH.docx

*Response required

9.10. GLYNN COUNTY LEGAL AND CHARACTER QUALIFICATIONS*

Please download the below documents, complete, and upload.

- GLYNN_COUNTY_LEGAL_AND_CHAR...

*Response required

9.11. BYRD ANTI-LOBBYING CERTIFICATION*

Please download the below documents, complete, and upload.

- Byrd_Anti-Lobbying_Certific...

*Response required

9.12. GDOT PREQUALIFICATION*

Upload your GDOT Prequalification showing area classes.

*Response required

9.13. SYSTEM FOR AWARD MANAGEMENT (SAM.GOV)*

Enter you **full entity name** or **unique entity ID** as it appears in SAM.gov.

*Response required

9.14. DO YOU HAVE THE EQUAL EMPLOYMENT OPPORTUNITY (EEO) PRACTICE IN PLACE?*

EEO Plan

The successful Proposer will develop and implement an EEO policy that, as a minimum, will recruit, hire, train, and promote, at all levels, without regard to race, color, religion, national origin, sex, or age, except where sex or age is a bona fide occupational qualification.

EEO For Veterans/Handicapped

The successful Proposer will also provide equal employment opportunities for qualified disabled veterans, handicapped persons and veterans of the Vietnam Era.

EEO For Successful Proposer Programs

The successful Proposer, will ensure equal employment opportunity applies to all terms and conditions of employment, personnel actions, and successful Proposer-sponsored programs. Every effort shall be made to ensure that employment decisions, programs and personnel actions are non-discriminatory. That these decisions are administered on the basis of an evaluation of an employee's eligibility, performance, ability, skill and experience.

EEO Acquisitions

The successful Proposer will develop and implement a policy that will give equal opportunity to the purchase of various goods and services from small businesses and minority-owned businesses.

Please respond by typing **YES** or **NO**. **If the Answer is NO**, will you have such a policy in place prior to commencing work on this project? Please respond **YES** or **NO**.

Maximum response length: 250 characters

*Response required

9.15. STATEMENT OF ASSURANCE*

The Proposer herein assures the County that it is in compliance with Title VI & VII of the 1964 Civil Rights Act, as amended, in that it does not on the grounds of race, color, national origin, sex, age, handicap, or veteran status, discriminate in any form or manner against employees or employers or applicants for employment and is in full compliance A.D.A.

☐ Yes
☐ No

*Response required

9.16. REFERENCES: THE BIDDER SHALL LIST BELOW WORK THEY HAVE DONE OF SIMILAR NATURE AS THIS SOLICITATION, AS REFERENCES THAT WILL AFFORD THE COUNTY THE OPPORTUNITY TO JUDGE AS TO EXPERIENCE, SKILL, BUSINESS STANDING, AND FINANCIAL ABILITY. A MINIMUM OF THREE (3) REFERENCES ARE REQUIRED.*

Please Provide:

- ORGANIZATION NAME

- NAME AND TITLE OF CONTACT PERSON
- PHONE NUMBER
- EMAIL ADDRESS

*Response required