



**REQUEST FOR QUALIFICATIONS 25-09
SR 141 and SR 140 Sidewalks**

I. Invitation to Service Providers

The City invites you to submit a Qualifications Proposal from your firm that clearly presents your experience, expertise, and professional capabilities on a project of this nature. The City of Peachtree Corners (hereinafter called “City”) will receive sealed technical proposals until March 20, 2026, 4:00 PM EST, for the above referenced project and the City invites consultants to submit proposals responsive to the specific requirements set forth in this Request for Qualifications (RFQ).

Any questions and/or specifications that may need clarification shall be submitted via email to the City’s representative at jnguyen@peachtreecornersga.gov. The email shall include the correspondent’s name, company, mailing address, email address, and a direct phone number. It shall be the consultant’s responsibility to seek clarification as early as possible prior to the opening of proposals. The deadline for the submission of questions via email is March 11, 2026, 4:00 PM EST. All responses to questions and clarifications will be issued as an Addenda uploaded to the City’s website and sent to all parties who notified the City as an interested consultant. Only questions answered by Addenda will be binding. The proposals must be sent via FTP, hard copy, or email to:

**James Nguyen, PE
City of Peachtree Corners
310 Technology Parkway
Peachtree Corners, Georgia 30092
jnguyen@peachtreecornersga.gov**

The proposal should be marked with the proposing firm’s full legal name and “**RFQ 25-09 SR 141 and SR 140 Sidewalks**” If submitted electronically, both the Email Subject and document should have the proposing firm’s full legal name and “**RFQ 25-09 SR 141 and SR 140 Sidewalks.**” Electronic submissions are adequate and are encouraged. Hard copy submittals must bear on the outside the name and address of the consultant and include an electronic version of the proposal on a flash drive. No proposal may be withdrawn or modified in any way after the deadline for the proposal. Proposals must be valid for ninety (90) days following the opening date.

The City may request additional information from suppliers to clarify elements of their proposals. The City also reserves the right to make independent investigations as to the qualification of each proposal.

The City reserves the right to reject any or all Proposals. The city further reserves the right to reject the Proposals of any consultant whom it finds non-responsive. The city may also reject the

Proposal of any consultant if the city believes that it would not be in the best interest of the Project to make an award to that consultant.

II. Project Description

The City of Peachtree Corners has a sidewalk engineering & construction project that will be funded by Georgia Department of Transportation (GDOT) Local Maintenance and Improvement Grant program.

The project will include design and construction of sidewalks along the following roads:

Street	From	To	Linear Feet	Side of the Road
SR 141/Peachtree Boulevard	Winters Chapel Road	Jones Mill Road	10,300	South
SR 140/Jimmy Carter Boulevard	Atlantic Boulevard	West Peachtree Street	3,900	West
Total:			14,200	Feet

The project will also include design and construction of sidewalks along a state route; therefore, the plans will need to go through the GDOT Special Encroachment Permit Process. However, the plans do not need to follow the GDOT Plan Development Process (PDP) as it will be locally let and not federally funded.

The design and construction plans shall be prepared under the guidance of a professional Consultant and shall be in accordance with AASHTO, GDOT & Gwinnett County Department of Transportation Design Policies.

III. Scope of Services

The services to be performed by the consultant pursuant to this Project, include, but are not limited, to the following:

Phase I: Survey & Data Collection as needed

Phase II: Construction Plans & Bid Documents

- Develop construction plans including but not limited to:
 - Cover sheet
 - Index
 - Typical Sections
 - Cut/Fill limits
 - Right of way and / or easement areas (to be included on mainline plans)
 - Drainage profiles
 - Driveway profiles if needed
 - Plan sheets
 - Erosion control plans

- Coordination with Utility Companies
- Preparation of a construction cost estimate
- Plans should be designed to be constructed generally within the city Right of Way and avoid utilities where possible. If right of way or easements are needed, areas will be included on the mainline plan sheets
- Address plan review comments
- Bid Document package, including construction plans, specifications, bidding details and bid cost worksheet.
- Provide a bid advertisement document
- Respond to questions from bidders
- Prepare addenda as needed
- Coordinate and attend the bid opening and review bids for award
- Review the bids and the qualification of the lowest bidder
- Preparation of a bid recommendation letter

Phase III: Construction Administration

- Preparation of the Contract Agreement between the City and the selected contractor
- Coordination of the pre-construction meeting
- Provide 7-day letter, as needed
- Provide responses to questions during the bidding and construction phases, as needed
- Coordination with Contractor and Utility Companies
- Review and approve Contractor's Pay Applications
- Periodically review Contractor's operations
- Coordinate and conduct final inspection and prepare final punch item list
- Process project's close out documents

IV. Proposal Format

Consultants shall submit original Qualification Proposals. Proposals should be marked with the firm's full legal name and "**RFQ 25-09 SR 141 and SR 140 Sidewalks**". Hard copy submittals must bear on the outside the name and address of the consultant and should include an electronic copy provided on a flash drive. Electronic submissions are adequate and are encouraged. Proposals must be in strict compliance with this Request for Qualification. Failure to comply with all provisions of the RFQ or to provide complete responses to all sections may result in disqualification.

Responses shall be concise while completely providing all information required. All responses shall be typed and kept to a maximum of ten (10) 8.5" x 11" one sided page. The Cover Page, Table of Contents, and Exhibits will not count toward the 10-page limit. Exhibits can include Addenda Signature Pages, Project Staff's Resumes, Disadvantage Business Enterprise Commitment Letters, and additional information on Similar Experiences. Exhibits may also be printed as 11" x 17" sheets and folded to fit the proposal. The required font size is 12-pt with the exclusion of fonts associated with tables, charts, and exhibits.

For the City to adequately compare and evaluate proposals, all proposals must include:

Cover Letter: A one-page letter that summarizes the key elements of the proposal. The letter must include the consultant’s company name, the address where the business resides, website, and contact information of the primary proposing person. The letter should state why the contractor feels they should be selected. The letter is required to be signed by an authorized officer and must provide a statement that they understand the contents of the Request for Qualifications will be valid for ninety (90) days from the opening date.

Proposed Schedule: Provide a GANTT chart styled schedule for completion of the scope of work that gives specific time frames for each phase of the project.

Project Staff: Provide the anticipated list of individuals who will be tasked to work on this project and indicate the functions that each will perform. Include each personnel’s experience that demonstrates their capability to successfully complete this project.

Similar Experience: Provide no less than three (3) project references completed in the last five years similar in size and scope to the proposed project that prove that the consultant and corresponding project staff have the experience capable of completing this proposed project. Each reference shall include project name, project description, key personnel, location, cost, status, and client contact information.

V. Proposal Schedule

Advertise Request for Proposal	February 18, 2026
Deadline for questions submitted	March 11, 2026, 4:00 PM EDT
Proposals due	March 20, 2026, 4:00 PM EDT
Potential notice of award	April 29, 2026

VI. Proposal Evaluation Process

Consultants will be selected by an evaluation team based on the weighted criteria below:

Criteria	Points
Schedule	30
Project Staff	30
Similar Experience	40
Total	100

ATTACHMENT I

SR 141 and SR 140 Sidewalks

Location Map

