

**NOTICE TO PROCEED**

TO: Atlas

RE: NOTICE TO PROCEED

Task Order 22-25-009 - Courthouse Road Realignment

Please consider this your NOTICE TO PROCEED on the above referenced project. In accordance with the terms of the contract, work is to commence within 24 hours receipt of the Notice to Proceed unless otherwise agreed and to be completed within \_\_\_\_ calendar days from that time.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2022

Effingham County Board of Commissioners

\_\_\_\_\_  
Wesley Corbitt, Chairman

**ACCEPTANCE OF NOTICE:**

Receipt of the above Notice to Proceed is acknowledged.

Contractor: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_



2450 Commerce Avenue | Suite 100  
Duluth, GA 30096-8910  
770.263.5945 | F 770.263.0166  
oneatlas.com

March 22, 2022

Effingham County Board of Commissioners  
ATTN: Purchasing Office  
804 South Laurel Street  
Springfield, Georgia 31329

Re: Request for Proposal  
RFP 22-25-009  
Courthouse Road Realignment Concept Plans, Final Design, and Construction  
Management Services

To whom it may concern:

Atlas Technical Consultants LLC (Atlas) is pleased to submit this proposal to the Effingham County Board of Commissioners for the subject project. Our experience on similar projects throughout the state has enabled us to quickly evaluate project needs and develop an efficient plan of action. With the leadership of Project Manager Alan Smith, supported by a staff of engineers, environmental specialists, and right-of-way acquisition professionals, we are poised to provide complete satisfaction to the County. I will provide project oversight and be available to you at all times if the need arises.

Please accept this proposal in response to the Request for Proposal. If you have any questions, please do not hesitate to contact me at 770.530.9194.

Sincerely,

A handwritten signature in blue ink that reads "Todd Long". The signature is fluid and cursive, with the first name "Todd" and last name "Long" clearly distinguishable.

Todd I. Long, PE, PTOE  
Principal in Charge

Addendum No.1  
RFP 22-25-009 – Courthouse Road Realignment

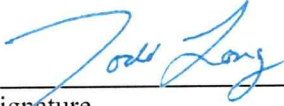
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17) QUESTION: Will the County require CADD files to be submitted in a specific format?  
ANSWER: See Answer #16

All other terms and conditions in RFP 22-25-009 remain unchanged.

Effingham County reserves the right to reject any and all proposals, to waive any technicalities or irregularities and to award the offer based upon the most responsive, responsible submission.

Please sign receipt of this Addendum No. 1 below:

Todd I. Long, PE, PTOE		3/21/2022
Print Name	Signature	Date

**END OF ADDENDUM NO. 1**

## B | PROPOSED WORK PLAN

### PROJECT UNDERSTANDING

The work outlined in Effingham County RFP No 22-25-009 is to provide engineering design, bidding assistance, and construction management services for a project to realign Courthouse Road as shown in the graphic below. The project and general scope of work are identified in the County's Transportation Master Plan. Funding for the project will be 100% local 2020 TSPLOST money, allowing the project to follow a plan development process defined by the County. One alternate under consideration involves work on State Route 21 and requires that GDOT encroachment permit guidelines and protocols be followed. We expect the schedule for the overall contract to last approximately 30 months if Alternate #2 is selected. If Alternate #1 is selected, the schedule will be approximately 15 months. The schedule included herein includes time for concept studies, design, right-of-way acquisition, and construction.

Alan Smith, who has over 30 years of experience in the transportation engineering field, will serve as the Project Manager and the County's single point of contact. He has worked on countless projects in middle Georgia and has worked on several projects in Effingham County. He is a hands-on project manager, a great communicator, and able to effectively lead a multi-disciplined team of engineers and environmental specialists. Todd Long will act as Principal-in-Charge and be responsible for project oversight and ensuring that Alan has access to the right personnel in the time frame he needs them.

There are two alternates that will be evaluated and those are shown here for reference purposes. Alternate 1 is shown in green and Alternate 2 is shown in yellow. During concept development another option may surface for consideration. This proposal, however, focuses on the two alternates presented in the RFQ. Our approach to the work is provided in the following pages.





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### PROJECT APPROACH

#### Phase 1 Engineering

Phase 1 will consist of validating the concepts for Alternates 1 and 2 and the selection by the County of the preferred alternate. Our approach and scope for this Phase will consist of the following tasks:

**Traffic Analysis** – Atlas engineers will evaluate the proposed realignment of Courthouse Road for both alternates from a traffic perspective. According to the County's Transportation Master Plan the intersection of McCall Road at Courthouse Road is expected to operate at Level of Service F by the year 2045 under no-build conditions. The proposed realignment was identified as a high priority project and selected for implementation. The study will analyze expected traffic conditions for the two alternates and recommend a preferred alternative. Alternate 1 will realign Courthouse Road to intersect McCall Road at Dasher Drive and install a single lane roundabout. Alternate 2 will realign Courthouse Road to intersect with Webb Road and install a single lane roundabout and continue on to intersect SR 21. The following tasks will be performed:

1. Assimilate traffic data and develop an existing traffic model.
2. Determine growth rate and project future traffic volumes.
3. Conduct a trip distribution/trip assignment for each alternate.
4. Conduct a capacity analysis of the existing year (2022), and for the no build/build scenarios in open year (2025) and design year (2045).
5. Prepare a memorandum describing the findings of the study.
6. Prepare a GDOT Intersection Control Evaluation (ICE) for the intersection of SR 21 at Webb Road (Alternate 2).

**Environmental Screening** – Atlas environmental specialists will conduct detailed due diligence study via desktop research to identify potential waters of the U.S., protected species habitat, historic and archaeological sites for both alternates. We will then conduct field surveys to delineate wetlands using the three-parameter approach (hydrophytic vegetation, hydric soils, and hydrology) as described in the 1987 U.S. Army Corps of Engineers (USACE) *Wetland Delineation Manual* and utilized in the *2010 Atlantic and Gulf Coastal Plain Regional Supplement*. Delineation boundaries will then be provided to the design team to aid in the selection of the alternate to pursue for Phase 2 Engineering. The Atlas team understands the important role that environmental permitting plays in the delivery process for projects such as this and will work hard to address concerns and problems early so changes can be made to avoid, minimize, mitigate any impacts. If wetlands are identified, our environmental team will also assist with the cost-benefit analysis by estimating wetland impacts and costs of compensatory mitigation for both alternates.

**Conceptual Roadway Plans** – Conceptual roadway plans will be developed from available County GIS data. Our roadway engineers will coordinate the findings of the traffic and environmental studies with proposed layouts for both Alternate 1 and 2. We will prepare a GDOT-style concept report for both alternates. While not required for locally funded projects, following the general GDOT framework has the advantage of ensuring the analysis is robust and thorough. It reduces the chance of an issue appearing up late in the design that impacts the schedule or right-of-way acquisition. In addition, in cases such as this where the alternates vary widely in scope and scale, a standard format will provide a common template from which to evaluate the pros/cons and costs of each alternate. The concept reports will confirm the proposed alignments, specify the intersection types, outline impacts to the traveling public, provide standardized cost estimates, and include a discussion on

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environmental issues that may require avoidance or mitigation. The concept layouts will also include the approximate construction limits and associated right-of-way impacts along with utility relocations. At the end of Phase 1, the County will have an “apples to apples” comparison from which to make their selection.

### Phase 2 Engineering

Phase 2 will consist of developing final construction plans for the County-selected alternate. Our approach for this Phase will follow the same pattern regardless of which alternate is chosen.

**Survey and Utility Identification** - Field surveys and utility identification will be completed by TR Long Engineering and commence within a week of receiving notice-to-proceed. The field surveys will be performed in Phase 2 to save engineering cost and avoid surveying areas not needed during the design process - we will only survey the selected alternate. Subsurface utility location will be determined by Quality Level B (QLB) location techniques. QLB level of accuracy requires that visible utilities be surveyed and that underground utilities be located horizontally. TR Long is a well-known and respected firm and Atlas has completed a number of projects with them over the years, including most recently the Louisville Road pipe culvert replacement. They know what we need, are familiar with the project area, and will be responsible for merging all currently available survey data and GIS information with the new field data to produce a digital terrain model our engineers can use in design. Survey work will be according to industry standards.

**Environmental Permitting** - Atlas ecologists will review the Phase 2 final plans and assess impacts to ecological resources. For design cost purposes, we have assumed no streams or buffered waters are present within the site (project is not anticipated to encroach upon the 25-foot buffer of Baker Lake). Our cost also assumes that the project will require authorization from the USACE for the use of Nationwide Permit 14 for impacts to one wetland area. A Pre-Construction Notification (PCN) will be prepared by Atlas ecologists and submitted to USACE requesting this authorization. Additional background research and field surveys would be performed by Atlas personnel. Cultural resources documentation would be prepared in support of the permitting of the selected alternate.

**Geotechnical Investigation** - Geotechnical scope will consist of an industry standard “soil survey” to establish the types and location of the soils within the project area. It will also determine the usability of excavated soil to be used as fill in another area of the project, if groundwater will be a problem, and the corrosive nature of the soils. To avoid delays, no borings will occur in the railroad right-of-way and no access permit will be required. If soft soils are found at the bottom of cuts or on existing grade where fills will be placed, the field crews will take Shelby tubes in these locations for settlement tests. Other tests will include: USCS, triaxial, consolidation, natural moisture, organic content, CBR tests, and general corrosivity.

**Construction and Right-of-Way Plans** - After the concept report and layout are approved for the selected alternate, we will begin work on the actual design. The project team will follow a general framework approximating the GDOT Plan Development Process (PDP) but it will be streamlined and abbreviated to the maximum extent possible. For locally funded projects, many of the time-consuming steps in the PDP can be either eliminated or significantly reduced, saving valuable time and design cost without impacting quality. We will apply our knowledge and experience from similar local government projects to create a project development plan that meets the needs of the project and the County. This process will be used as a framework to ensure that we uncover potential problems early, maintain the schedule, and have your project constructed in the shortest time possible. Our final construction plans and documents will include all elements traditionally found in a



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set of plans – bid quantities, general notes, construction plan and profile, drainage, driveway profiles, signing and marking plans, utility plans, cross sections, maintenance of traffic, and erosion control plans. Once we are comfortable the grading limits will not change, we will finalize right-of-way plans allowing acquisition negotiations to proceed. Right-of-way acquisition will be key because there is a good chance of relocations being required for both alternates. The earlier in the plan development process that we can identify right-of-way takes and easements, the better chance we will have to maintain the schedule.

**GDOT Encroachment Permit** - If Alternate 2 is selected to proceed, we will obtain the required GDOT encroachment permit at the intersection of State Route 21. Atlas staff has a thorough understanding of the encroachment permit process and the specific requirements of GDOT District 5. Our experience will enable us to move forward with confidence as quickly as possible.

**Railroad Coordination** - Alternate 2 utilizes the Norfolk Southern Railway (NS) passive warning device 620042X at the Webb Road grade crossing, requiring railroad coordination. The Webb Road crossing would need installation of gates, flashing lights and bell crossing signals based on increased highway traffic and over 12 trains per day at 49 mph maximum train speed using the crossing. Atlas has extensive experience in arranging for crossing signal installations by railroads, railroad easement acquisition, government-railroad agreements, railroad-related elements required in contract documents, and the arrangements required for Contractor work on railroad property. The \$300,000 crossing signal installation element may qualify for GDOT Section 130 Program funding.

**Utility Coordination** - Utility coordination will be handled by our project manager Alan Smith or one of our utility coordination specialists located in District 5. We expect to encounter both public and private utilities within the project corridor including Comcast, Georgia Power, Planters Rural Telephone Company, the City of Springfield Water & Sewer, and Windstream.

**Quality Assurance** - Atlas maintains a firm-wide quality assurance program designed to set forth policies and procedures to be observed in implementing any project. The plan includes designation of a quality assurance engineer responsible for ensuring the established plan is implemented, and that any observed deficiencies are corrected, including remedial measures to prevent recurrence. After we are selected and prior to design NTP we will develop a project QA/QC plan detailing how and when independent reviews are to occur. All reviews will be completed by Alan Smith or by a designated subject matter expert not involved with the project. Adherence to the QA/QC plan will ensure that both design and construction stay on schedule.



**Lighting** - If a roundabout is used at an intersection, it needs to have lighting that complies with current AASHTO roundabout lighting policies although the design and construction can comply with local regulations and custom. We will evaluate ambient lighting in the area and the presence of pedestrian traffic to determine the proper design classification to be used to light the roundabout properly. Design will be with a practical focus on any crosswalk areas and the need for approach lighting along each of the legs. Leg lighting can potentially be eliminated along some or all of the legs if there is adequate sight distance of the upcoming cross street. Lighting installation will be accomplished through agreements between the County and Georgia Power.



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### Right-of-Way Acquisition

All acquisition and relocation activities will be in accordance with Effingham County local guidelines. Acquisition and relocation activities will not follow guidelines pursuant to the Real Properties Acquisition and Relocation Act of 1970. The proposed project schedule, although realistic, will pose some challenges in terms of right-of-way acquisition. Atlas has experience acquiring right-of-way in Effingham County with turn-key acquisition services provided for the Effingham Parkway project currently under construction. Both Courthouse Road alternates have the potential to impact existing mobile homes and cause a displacement of the occupants. Using local guidelines, Atlas suggests we identify and contact the property owners and tenants early in the acquisition process to allow the time needed to successfully negotiate and relocate the individuals as required. Acquisition will begin at the soonest practical point and include:

#### Pre-Acquisition/Project Management/Appraisal

- Review of right-of-way and construction plans for inconsistencies with proposed construction limits, acquisition areas, or recent changes to the plans.
- Compare ownership verification reports with property owner names listed on plans.
- Coordinate project inspection with Atlas review appraiser detailing type, level, and number of appraisals needed along with any specialty reports.
- Determine which parcels can be valued using tax value data as a “fast track” method.



#### Legal

- Meet and review right-of-way plans with the project attorney.
- Establish deadlines for preliminary title opinion submissions and/or ownership verification reports with project attorney.
- Provide preliminary titles for distribution to appraisers and right of way agents.
- Prepare closing documents for use by the Effingham County attorney.

#### Acquisition/Negotiations

- Prepare offer packages with pre-approved forms including offer letter, summary basis of just compensation, availability of incidental payments, option agreement along with hi-lighted right-of-way plans with cross sections, driveway profiles, signing and marking plans.
- Meet with property ownership and any tenant interests for presentation of offer and explanation of proposed project and features of the parcel acquisition.
- Provide detailed account of the parcel transaction in negotiation log
- Secure written agreement with property owner and/or any tenant interests
- Attend parcel closings as directed by the project attorney

### Bidding and Contracting Assistance

Our contract administrator, Mr. John Solomon, will work directly with Effingham County staff to develop the contract documents and include any needed special provisions. When all applicable permit approvals have been obtained, we will submit the appropriate documents to the County's Purchasing Department, incorporating standard County Terms and Conditions and other standard



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documents. Prior to submittal, we will insert the project specific information and review these front-end documents for accuracy, completeness and conformation with the County's bidding requirements. Upon approval of the bid documents by the County, bids will be advertised and received through the County's Purchasing Department. Atlas will provide the following services:

- Prepare the final construction cost estimate based on the plans and final engineers' estimate.
- Attend the pre-bid conference and describe the scope of the project to attendees.
- Ensure questions from bidders are correctly answered and addenda are issued.
- Prepare a bid tabulation and distribute to County staff.
- Review all bids and check references.
- Make recommendation of award.

### Construction Management and Inspection

Prior to construction, construction project manager Will Murphy will work with County staff to schedule a preconstruction kick-off meeting. The meeting will include Effingham County contract administration staff, contractor representatives, and the construction inspection and testing team. If any requests for information (RFIs) arise, our team will work promptly to address all questions. For any issues arising during construction, Will Murphy can be on site in short order to assist as needed. The fee included in our cost proposal is based on a 9-month construction schedule and includes part-time field inspection base on an average of two days per week. Staff assignments and the level of inspection will vary depending upon the contractors work schedule, the type of work, and the County's preference on inspection frequency.

Will's staff consists of qualified and experienced construction inspectors who monitor the work in progress. They will observe progress of the work to determine conformity with contract plans and specifications, permits, County standards, and principles of good workmanship. Services provided by the inspectors may include but are not limited to the following:

- Keep daily diaries and accurate records of contractor's operations.
- Prepare daily inspection reports including date stamped photos.
- Document any items that are not in compliance with project plans and specifications.
- Document changes to the plans that are made in the field.
- Verify contractor pay quantities.
- Observe traffic control procedures and report problems immediately.
- Coordinate location of utilities and provide liaison with owners.
- Monitor the erosion control activity

**Erosion Control** - Atlas will provide certified inspectors who are qualified to inspect storm water management practices to ensure compliance with all permits. These individuals will monitor the contractor's erosion and sedimentation control procedures. We will perform inspections constantly and ensure that the contractor is performing inspections as required. Any deficiencies observed will be brought to the attention of the contractor

### Project Close-Out

Project closeout activities will consist of:

- Resolving all items on the final punch list
- Approving final quantities and payment to the Contractor
- Closing out any lingering project paperwork or reports
- Preparing a set of as-built plans





DESIGN HOURS and COST - Courthouse Road Realignment

	Principal	PM	Lead Eng	Proj Eng	Trans Planner	CAD 1	RLS	Survey/SUE Crew	Environment Specialist	Contract Admin	Construction Manager	Construction Inspector	Land Acquisition Manager	Appraiser	Direct Costs
IDC RATE =>	\$ 250.00	\$ 180.00	\$ 150.00	\$ 130.00	\$ 100.00	\$ 75.00	\$ 140.00	\$ 120.00	\$ 100.00	\$ 90.00	\$ 100.00	\$ 80.00	\$ 100.00	\$ 100.00	Pass Through
<b>Phase 1 - Concept</b>															
Project Management	0	48	0	0	0	0	0	0	0	6	0	0	0	0	\$ -
Environmental	0	0	0	0	0	0	0	0	26	0	0	0	0	0	\$ -
Traffic Analysis	0	0	11	115	85	0	0	0	0	0	0	0	0	0	\$ -
Preliminary Roadway Design	0	0	12	180	0	60	0	0	0	0	0	0	0	0	\$ -
Hours	0	48	23	295	85	60	0	0	26	6	0	0	0	0	\$ -
Cost	\$ -	\$ 8,640	\$ 3,450	\$ 38,350	\$ 8,500	\$ 4,500	\$ -	\$ -	\$ 2,600	\$ 540	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Phase 2 - Design</b>															
Project Management	0	154	48	0	0	0	0	0	0	32	0	0	0	0	\$ -
Environmental	0	32	0	0	0	0	0	0	126	0	0	0	0	0	\$ -
Survey	0	0	12	0	0	160	96	380	0	56	0	0	0	0	\$ -
Geotechnical	0	2	0	45	0	2	0	0	0	10	0	60	0	0	\$ 13,500
Roadway Design	0	0	72	328	0	332	0	0	0	0	0	0	0	0	\$ -
Right-of-Way Plans	0	0	6	40	0	68	0	0	0	0	0	0	0	0	\$ -
Hours	0	188	138	413	0	562	96	380	126	98	0	60	0	0	\$ -
Cost	\$ -	\$ 33,840	\$ 20,700	\$ 53,690	\$ -	\$ 42,150	\$ 13,440	\$ 45,600	\$ 12,600	\$ 8,820	\$ -	\$ 4,800	\$ -	\$ -	\$ 13,500
<b>Right-of-Way Acquisition</b>															
ROW Acquisition	0	0	0	0	0	0	0	0	0	0	0	0	600	140	\$ -
Hours	0	0	0	0	0	0	0	0	0	0	0	0	600	140	\$ -
Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 14,000	\$ -
<b>Construction Services</b>															
Construction Inspection	0	100	0	0	0	0	0	0	0	52	320	400	0	0	\$ 3,500
As-Builts	0	16	0	0	0	40	40	40	0	0	0	0	0	0	\$ -
Hours	0	116	0	0	0	40	40	40	0	52	320	400	0	0	\$ -
Cost	\$ -	\$ 20,880	\$ -	\$ -	\$ -	\$ 3,000	\$ 5,600	\$ 4,800	\$ -	\$ 4,680	\$ 32,000	\$ 32,000	\$ -	\$ -	\$ 3,500
<b>TOTAL COST</b>															
															\$ 496,180

\$ 74,000

\$ 106,460

\$ 66,580

\$ 249,140

\$ 496,180