Invitation To Bid (ITB)
City of Doraville
Comprehensive Plan Update
ITB 25-007

PROPOSAL DATE ISSUED
May 23, 2025

PROPOSAL DATE DUE
June 27, 2025 (by 12:00pm)

POINT OF CONTACT
Austin Shelton
Director of Planning + Community Development
austin.shelton@doravillega.us
770-451-8745

THE CITY OF Doraville
Diversity, Vitality, Community

1.0 INTRODUCTION + OVERVIEW

1.1 Purpose

The City of Doraville (hereafter, "City") has issued this Invitation to Bid (hereafter, "ITB") for the purpose of obtaining services to update its Comprehensive Plan ("The Plan").

1.2 Background

The City of Doraville was founded in 1871. For much of its early history, it was primarily agricultural, with connections to Atlanta and other nearby cities via railroad, (then) Peachtree Road, and eventually Buford Highway.

After World War II, General Motors (GM) chose Doraville as a location for a new assembly plant, which opened in 1947. The opening of the plant was a catalytic event for Doraville, propelling its growth from a simple railroad stop to a true suburb of Atlanta with a growing commercial sector.

Doraville is bisected by many large-scale public infrastructure projects, much of which has been detrimental to its sense of place. This includes two interstate highways, freight railroads, heavy rail transit, and state routes controlled by the Georgia Department of Transportation (GDOT).

Regionally, Doraville is best known for Buford Highway, a state route (SR-13) lined with restaurants and shops representing a tableau of cultures and ethnicities.

According to the 2023 American Community Survey, there are approximately 11,000 residents of the City, though a 2024 annexation added thousands more residents and businesses. Doraville is demographically and economically diverse, and cherishes its multicultural character. At least half of the City is zoned and used for industrial or commercial uses. Industrial land is clustered near I-85 and a cluster of petroleum storage and distribution facilities locally known as the "tank farms".

1.3 Goals

Doraville is a growing city and strives to manage this growth as effectively as possible while providing excellent service to its existing residents and businesses. Priorities include:

- Creating a safer, more walkable city.
- Providing better, safer connectivity within Doraville and to the larger metro region.
- Prioritizing maintenance and repair of existing infrastructure.
- Reducing car dependency.

This update includes much more than the typical Comprehensive Plan. There are several reasons for this, both practical and principled.

- Reduce the number of disparate plans and policy documents used to make decisions.
- Foster better cooperation between City staff, elected officials, and residents, and avoid silos of specializations and subject matter experts.

- Engender more holistic thinking on the part of staff and elected officials when making decisions regarding allocation of resources, grant writing, planning, and staffing.

1.3 Contract Expectations

The City expects to enter into a contract for services beginning on August 15, 2025 and ending on formal adoption by the Doraville City Council and the Georgia Department of Community Affairs (DCA). Per DCA, the City's next Comprehensive Plan update is due by **October 31, 2026**.

1.4 Inquiries

Questions related to the ITB should be submitted via email to Austin Shelton, Director of Planning + Community Development (austin.shelton@doravillega.us). Please include the ITB number and section number(s) for each question to ensure accurate responses.

Potential applicants should understand that the only official answer or position of the City will be the one stated in writing in response to appropriately directed questions, and that answers will be posted publicly for all interested parties.

Firms are advised that from the date of release of this ITB until award of the contract, NO contact with City personnel or officials is permitted regarding this ITB.

Any unauthorized contact will result in the disqualification of the firm's submittal.

1.5 Method of Source Selection

The City is using the standard competitive method of source selection for this procurement. An award, if made, will be made to the Offeror whose proposal is most advantageous to the City, taking into consideration the factors set forth in this ITB.

1.6 Projected Timetable*

ITB Issued:	May 23, 2025
Date for Receipt of Questions:	June 6, 2025
Addendum Issued for Questions:	June 13, 2025
Proposals Due:	June 27, 2025 (by 12:00pm) **
Selection Committee Recommendation:	By July 25, 2025
Doraville City Council Award:	August 13, 2025
Expected Contract Execution:	August 15, 2025

*The City reserves the right to adjust this timetable as required.

**All times are Eastern Standard Time (EST).

2.0 SCOPE OF WORK

The Plan shall incorporate all the subject material and sections typically required by the State of Georgia and the Georgia Department of Community Affairs (DCA).

Per Official Code of Georgia Annotated Chapter 110-12-1 of the Standards and Procedures for Local Comprehensive Planning Local Planning Requirements, duties of the potential applicant include:

1. Provide a project manager for the project.
2. Attend Project Management Team meetings with local government staff.
3. Ensure that timelines are met, in order to guarantee that the City will meet its DCA-designated Plan Update deadline and maintain Qualified Local Government (QLG) status with DCA.
4. Update the existing Community Vision and/or Goals from the existing Comprehensive Plan.
5. Complete and analysis of the Needs and Opportunities facing the community.
6. Update the Land Use Element.
7. Provide input on the new 5-Year Community Work Program (CWP) developed by local staff.
8. Complete a Report of Accomplishments showing the current status of each item in the Community Work Program from the existing Comprehensive Plan.
9. Develop a new Five-Year Community Work Program, with input from local government staff.
10. Review any adopted Housing of Urban Development Consolidated Plan, Local Comprehensive Transportation Plan, the ARC's Regional Transportation Plan/Transportation Improvement Program (RTP/TIP), and other plans as needed.
11. Provide a schedule for Steering Committee meetings, with input from local government staff.
12. Promote public awareness and invitations to Steering Committee and public meetings.
13. Provide timely notice to the City of all meetings that the local government staff should attend.
14. Present at the two (2) required public hearings (one at kick-off and on prior to transmittal for regional and state review).
15. Facilitate a maximum of three (3) Steering Committee meetings.
16. Facilitate a maximum of one (1) public meeting.
17. Provide an online public engagement portal and public survey to solicit plan input.
18. Provide advertisement and other public involvement materials.
19. Prepare and present a final plan presentation.
20. Complete any plan revisions request by DCA following the regional and state review.
21. Prepare the final plan document and other request supporting materials to document community feedback.

In addition, the City requests that the following topics and sections be explored as part of the Plan.

2.1 Land Use + Zoning

The Plan shall provide an update for the City's Future Land Use (FLU) map, including recommended changes based on market conditions, priorities of the City Council, and best practices.

In addition to FLU, the Plan shall review the City's Code of Ordinances related to zoning, building standards, and subdivision regulations, and provide recommendations for changes or updates that could better accomplish the City's goals. This includes a review of the existing "traditional" and form-based zoning ordinances, and whether it would benefit the City to move towards an entirely form-based zoning citywide.

2.2 City Center

The Plan shall include a discussion of the Doraville City Center. This includes its history, the current construction and form of Phase 1, as well as recommendations for future phases.

2.3 Housing

The City Council has made the development of additional housing units in the City a priority, especially near the Doraville MARTA station and along major corridors served by transit.

To facilitate these goals, the Plan should explore a variety of options, including but not limited to zoning reform, expedited permitting processes, removing regulatory hurdles, additional incentives for affordable housing, or other proactive measures the City could take to further development and redevelopment of housing units in Doraville.

2.4 Roads + Transportation

The Plan shall incorporate both the 2021 Citywide Mobility Plan and the 2022 Peachtree Creek Greenway Feasibility Study. This will include status updates on the project lists provided in each plan, and updating the design and construction cost estimates to reflect inflation and cost increases in the subsequent years since the adoption of both plans.

2.5 Parks Master Plan

The City's Parks and Recreation Master Plan is ten (10) years old, and in need of an update. The City of Doraville has six (6) public parks, as well as a privately-owned but publicly-accessible park on the Assembly site. Most of the City parks are neighborhood parks, designed primarily for recreational and passive use by nearby residents. Honeysuckle Park, the City's largest and home to most of its active and programmed activities, is undergoing a separate master planning process, as is the City's public pool.

The Plan will update and incorporate the Parks Master Plan, and shall include the following:

- New park projects, including but not limited to walking trails, playgrounds, public art, and other enhancements;
- Equipment and lifecycle recommendations; and
- Activity recommendations.

In addition to park-specific projects, the Plan should broaden recommendations for the parks to include how each park fits into its part of Doraville, and how it could be better connected to the City's growing network of trails.

2.6 Paving & Sidewalk Assessment

The City's paving condition assessment is currently being updated, which will include recently annexed territory from DeKalb County. The Plan should also incorporate the paving assessment into project recommendations, the work program, and as an appendix to the Plan itself.

Similarly, the Plan should also include an update to the Sidewalk Condition map, including the newly annexed areas as well as inclusion of sidewalk projects constructed in Doraville since the last update.

2.7 ADA Transition Plan Update

Doraville's ADA Transition Plan is currently being updated as well. The Plan should incorporate the ADA plan in its recommendations and as an appendix.

2.8 Stormwater Assessment

The Plan should incorporate and update a stormwater assessment from the newly annexed area.

3.0 OFFEROR RESPONSIBILITIES

Before submitting a proposal, each Offeror shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the successful Offeror from any obligation to comply with all provisions and requirements of the Contract documents or will be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the Offeror.

4.0 TERMS AND CONDITIONS OF CONTRACT FOR SERVICES

Offerors agree to execute a contract substantially in the form as provided by the City.

5.0 PROPOSAL COST FORMAT

Offerors ***must*** respond to this ITB by utilizing the Cost Proposal form found in Appendix A. The Cost Proposal form will be used as the primary representation of each Offeror's proposal during evaluations. Additional information should be included as necessary to explain in detail the proposed cost.

Cost proposals should be provided as a separate attachment in the email submission.

6.0 INSTRUCTIONS FOR PROPOSAL

6.1 Compliance with the ITB

Proposals must be in strict compliance with this ITB, including completion of the Response Sheet and the SAVE Affidavit.

Failure to comply with all provisions of the ITB may result in disqualification.

6.2 Acknowledgement of Insurance Requirements

By signing its proposal, the Offeror acknowledges that it has read and understands the insurance requirements for the ITB. The Offeror also understands that the evidence of required insurance must be submitted within fifteen (15) working days following notification of its offer being accepted; otherwise, the City may rescind its acceptance of the Offeror's proposal.

Workers Compensation:

Workers Compensation $500,000 per accident per employee with waiver of subrogation. Required documentation includes certificate from insurance company showing issuance of workmen's compensation coverage for the State of Georgia.

Comprehensive General Liability Insurance:

Commercial General Liability	$1,000,000 each occurrence
	$1,000,000 aggregate

Comprehensive Auto Liability Insurance:

Bodily Injury Liability	$1,000,000 each occurrence
Property Damage Liability	$100,000 each occurrence

Excess Umbrella Liability:

Combined Single Limit Bodily Injury	$1,000,000 each occurrence
and / or Property Damage	$1,000,000 aggregate

6.3 Payment and Performance Bond

No payment or performance bond is required.

6.4 Delivery of Proposals

All responses shall be sent **DIGITALLY** to Austin Shelton (austin.shelton@doravillega.us).

Responses must be received **by Friday, June 27, 2025 @ 12:00pm EST**. It is the responsibility of the respondent to ensure that the response is received by the date and time specified above.

Late responses will not be reviewed.

All addenda, notices, responses, etc. will be posted to the City of Doraville website.

6.5 Evaluation of Proposals (Procedure)

The City will first examine proposals to eliminate those that are clearly non-responsive to the stated requirements. Therefore, Offerors should exercise particular care in reviewing the proposal format required for this ITB.

The City shall then score all proposals based upon the evaluation factors detailed in Appendix C.

Upon completion of the scoring, the City may recommend short-listing the proposals that are potentially acceptable.

The detailed evaluation that follows the initial examination may result in more than one finalist. At this point, the City may request presentations by Offerors and carry out contract negotiations for the purpose of obtaining best and final offers.

The City reserves the right to withdraw this ITB at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.

Receipt of a proposal by the City or a submission of a proposal to the City offers no rights upon the

Offeror nor obligates the City in any manner.

The City reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of the City. Any such waiver shall not modify any remaining ITB requirements or excuse the Offeror from full compliance with the ITB specifications and other contract requirements if the Offeror is awarded the contract.

All ITB responses shall be documents subject to the Georgia Open Records Act and public documents. Any materials considered to be "proprietary" by the Offeror should be clearly marked; however, a final decision as to the exemption of same from the Open Records Act shall be in the full discretion of the City.

6.6 Ambiguity, Conflict, or Other Errors in the ITB

If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the ITB, they shall immediately notify the City of such error in writing and request modification or clarification of the document. The City will make modifications by issuing a written revision and posting a written notice on the City website. (www.doravillega.us).

The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the proposal prior to submitting the ITB, or it shall be waived.

6.7 Proposal and Presentation Costs

The City will not be liable in any way for any costs incurred by any Offeror in the preparation of its proposal in response to this ITB, nor for the presentation of its proposal and/or participation in any discussions or negotiations.

6.8 Rejection of Proposals

The City reserves the right to accept or reject in whole or in part any or all proposals submitted. The City may reject the proposal of an Offeror that is determined to be non-responsive, defined as a failure to supply information in connection with their proposal within a reasonable timeframe.

6.9 Acceptance of Proposals

The City shall accept all proposals that are properly submitted. However, the City reserves the right to request clarifications or corrections to proposals.

6.10 Requests for Clarification of Proposals

Requests by the City for clarification of proposals shall be sent in writing via email. Said requests shall not alter the pricing information contained in its proposal.

6.11 Validity of Proposals

All proposals are valid for a period of one hundred twenty (120) days from the submission date.

6.12 Technical Response Format

Organization of Proposal: Offerors must organize their submission in the following format.

Proposals shall include the following information:

- Title Page - List the ITB subject, the name of the firm, address, telephone number, name of contact person, and the date.

Section 1 – Firm Information

- Letter of Transmittal - Make a positive commitment to perform the required work within the allotted time period.
- Name, address, and contact information of the firm's owners, and full information about the corporate structure of the submitting firm.
- Location of the firm's primary place of business for legal purposes, and any subsidiary offices, years of business, and types of services offered.

Section 2 – Key Personnel

- Names and qualifications of personnel to be assigned to the project on an org chart.
- Resumes of principal associates and key personnel proposed to have primary responsibility for the project, including a central point of contact to coordinate project details and troubleshoot issues.
- Current and projected workload, including a list of all projects contracted for or anticipated.

Section 3 – Understanding of Scope of Work

- Indicate your understanding of the scope of work by describing your firm's approach, including specific illustrations of the procedures to be followed.
- Describe your firm's experience, background, staff capabilities, and examples of work, where your work will actually take place, and why the City should hire your firm.

Section 4 – Similar Projects and References

- Provide project history for a minimum of four (4) similar projects.

Section 5 – Litigation

- A list, with exact case name, number, and court, of all lawsuits in which the consultant or affiliated firm is, or has been involved in, over the last ten (10) years, as well as a list of all settlements or arbitrations in which the firm was involved during the same period.

Section 6 – Required Forms and Additional Information

- All executed forms and appendices.

- Any additional information that will allow the City to accurately evaluate the firm's capability.

6.13 Cost Proposal Format

- Include cost certification on Appendix A.
- Breakdowns are to be shown separately for each item Task under "Scope of Work."
- The Offeror shall be responsible for all required resources.

APPENDIX A

COST PROPOSAL FORM

The Offeror shall present:

- Breakdowns are to be shown separately for each item Task under "Scope of Work."
- Detailed description of additional services included within the projected budget and beyond the Minimum Project Scope Requirements.

Award will consider price and additional services to be included, but price and additional services included will not be the sole, determining factor.

Proposal Price Certification

In compliance with the attached specification, the undersigned understands the City's minimum scope requirements.

The undersigned offers and agrees that if this proposal is accepted by the City Council within one hundred twenty (120) days of the date of proposal opening, that the undersigned will furnish any or all of the deliverables and additional services offered, at the budgeted price, to the designated point(s) within the time specified.

COMPANY_____

ADDRESS_____

AUTHORIZED SIGNATURES_____

PRINT / TYPE NAME _____

CONTACT'S PHONE NUMBER _____

CONTACT'S EMAIL ADDRESS _____

APPENDIX B

AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

By executing this affidavit under oath, as an applicant for a City of Doraville, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application:

_____ [Name of natural person applying on behalf of individual, business, corporation, partnership or other private entity]

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States. *

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

_____ _____
Signature of Applicant Date

_____
Printed Name

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
___ DAY OF _____, 20__.

*_____
Alien Registration number for non-citizens

_____
Notary Public
My commission expires:

*Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien," legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.

_____

APPENDIX C

(DOES NOT NEED TO BE SUBMITTED WITH PROPOSAL)

EVALUATION CRITERIA

All proposals received will be reviewed by the Procurement Agent to ensure that all administrative requirements of the ITB package have been met, such as all documents requiring a signature have been signed and submitted. Failure to meet these requirements may be cause for rejection. All proposals that meet the administrative requirements will be turned over to the Evaluation Committee for further evaluation.

The Evaluation Committee will review all proposals received and determine a ranking based on the information provided in response to all information required for this ITB. As previously indicated, the Evaluation Committee may, in its sole discretion and in the course of its evaluation, arrange a site visit or request presentations/ demonstrations with one or more selected Offerors.

The selection of the winning proposals will be based on a numerical scoring system. There are five categories by which the proposals will be evaluated. The proposals will be assigned a score for each non-Pass/Fail category: **1 (poor), 2 (below average), 3 (average), 4 (above average) or 5 (excellent).** Each category will be weighted as shown.

1.	Previous Comparable Experience	30%
2.	Understanding of Project and Value of any Additional Services Offered	30%
3.	References	20%
4.	Cost Proposal	20%
	Total Evaluation	100%

If necessary, the Evaluation Committee may determine to create a short-list of the top scoring firms. These firms may be invited to an Interview/Presentation in order for the Committee to determine the most qualified firm for this project. In the event of an Interview/Presentation phase, only the selected firms will receive further evaluation. The scoring will be solely based on the assessment of the Interview/Presentation.