



Atlanta Regional Commission

REQUEST FOR PROPOSALS

Programming/Coding Services and Technical Assistance On Demand for Neighborhood Nexus Program

The Atlanta Regional Commission (ARC) is seeking proposals from firms or teams of firms with knowledge and experience in full stack application development using a variety of languages, frameworks, libraries, and packages to help support ARC's Neighborhood Nexus program. This will include a variety of client-determined projects. Because these projects aren't yet defined, the Scope of Services for the work is attached as Exhibit A and provides only examples of what these projects might entail as well as the level of effort that may be required.

Neighborhood Nexus is a program of ARC that provides custom insights to non-profits on a fee-for-service basis. Some of these engagements will require custom application design and development for data analysis and visualization based on client needs. These will be processed on a case-by-case basis and will require separate contracting processes as the need arises. Work activities may include full stack application development. Neighborhood Nexus projects are dependent upon funding availability and work activities defined through the Neighborhood Nexus work program. It is anticipated that the funds available for this project will not exceed \$75,000.

We are seeking firms to submit their qualifications for full-stack application development services. Please provide specific examples your firm has done using the languages, frameworks, libraries and packages enumerated below. ARC reserves the right to select a single firm or team to conduct both components or to select different firms or teams for each component. Successful firms or teams of firms should be able to demonstrate extensive experience in the design and development of highly customizable map-based data visualization applications and/or the conducting of complex analyses on large datasets.

Specific technical knowledge of the following is required:

- Languages
 - HTML
 - CSS
 - JavaScript
 - Python
 - R
- Frameworks and Libraries
 - Node
 - React
 - Express
 - Mongoose
 - Passport
 - Turf
 - Leaflet
 - MapBox
 - ReCharts
 - D3
 - Semantic UI
 - Material UI
- Databases
 - MongoDB (and associated JavaScript libraries)
 - SQL (and associated JavaScript libraries)
- Other
 - Git and GitHub
 - Heroku
 - AWS
 - Google API
 - ArcPro

ARC intends to award one contract through December 31, 2023 with the option of one one-year renewals through 2024 pending satisfactory performance and continued funding through the Neighborhood Nexus program. This will be contingent upon Neighborhood Nexus service needs and specific scope and budget will be agreed upon prior to receiving a Notice to Proceed for the specific activity under. ARC reserves the right to award all or part of the available funds for this project.

ARC anticipates that a contract (or contracts) will be awarded in December 2022, with the requirements that all work be completed by December 31, 2023. All references to years in this

RFP are to calendar years beginning January 1 and ending December 31, unless otherwise noted. The successful Consultant should be prepared to begin work immediately upon receipt contract execution. The scope for 2024 will comprise tasks similar in nature to those components awarded in 2022 and will use those deliverables as a foundation for continuous improvement of ARC's data visualization and mapping needs.

Interested firms should submit a proposal that addresses the requirements listed below and the Scope of Services in Exhibit A.

Proposals must include the following to be considered responsive:

1. Name of lead firm and any sub-consultants.
2. Point of contact (name, title, phone number, mailing address, and email address) at lead firm.
3. Description of relevant experience on projects of this type.
4. Qualifications and technical competence of consultant/or sub-consultants in the type of work required.
5. Description of experience on similar projects including a list of at least 3 references within the past 5 years, with current contact information.
6. Listing of key project personnel and their qualifications.
7. Geographic location of the consultant's office performing the work.
8. A price summary for staff labor rates in Exhibit B.
9. Completed contacts forms in Exhibit C.
10. Any other pertinent information.

The review of written proposals will be based on the following evaluation criteria, with the relative weights in parentheses:

1. Related experience and qualifications of the firm or project team (40%)
2. Project examples including work with Tableau and full stack web development with interactive mapping components (40%)
3. Knowledge of public policy and non-profit service delivery models (10%)
4. Project budget (10%)

It is the policy of ARC that Disadvantaged Business Enterprises (DBEs) (49 CFR Part 26) have the maximum opportunity to participate, either as contractors or as

subcontractors, in the performance of Commission contracts to the extent practical and consistent with the efficient performance of the contract. ARC's current DBE goal is 17.61%. Information regarding ARC's DBE Program can be found at www.atlantaregional.com/about-us/business-opportunities.

Additional information should not be required to respond to this RFP. However, technical questions should be submitted in writing to Mike Carnathan no later than 4:00 pm on Monday, November 21, 2022. Written questions should be mailed to the address provided above or submitted by email to mcarnathan@atlantaregional.com. All questions received, and responses to those questions, will be posted on the ARC website by 4:00pm on Tuesday, November 22, 2022.

Firms or teams of firms must respond to this RFP with hardcopy and electronic versions of their proposals in either Microsoft Word compatible format or a PDF file. Proposal evaluation will focus initially on the written proposals. Should it be determined that interviews are required, a "short list" of firms will be selected from the proposals received.

ARC must receive one (1) copy in digital format, either in Microsoft Word or PDF format, no later than 4:00 pm ET on Friday, December 2, 2022.

Proposals shall not exceed a total of 10 pages (8.5 x 11), single-sided, inclusive of resumes and firm experience. Proposals may be printed double-sided, but still must not exceed the 10-page single-sided maximum length of content. Covers, end sheets, budget exhibits, DBE documentation, and an introductory letter shall not count against this maximum. Font size shall be a minimum of 10 point in all cases. Proposals must be submitted to the following address:

Atlanta Regional Commission
ATTN: Mike Carnathan
229 Peachtree St, Suite 100
Atlanta, Georgia 30303

If interviews are necessary, the short-listed firms will be invited to participate in an interview process with an evaluation committee, to be scheduled between the first full week of December. ARC reserves the right to award this contract based on initial proposals received without formal interviews and to award all or part of this project to one or more firms.

CONFIDENTIALITY AND CONFLICT OF INTEREST

ARC is subject to the Georgia Open Records law. All proposals submitted will become public records to be provided upon request. Any information containing trade secrets or proprietary information, as defined by state law, must be marked as confidential to prevent disclosure. Confidential markings must be limited to the protected information. Entire proposals marked confidential will not be honored. Additionally, conflicts of interest are governed by the ARC Standards of Ethical Conduct available here: [Standards of Ethical Conduct](#). Respondents must disclose any potential conflicts of interest that may arise from the provision of services described herein. Such disclosure should include the name of individual(s) with whom there is a conflict, any relevant facts to the potential conflict, and a description of the internal controls proposed to mitigate any such conflict. ARC's Staff Legal Counsel will determine whether such disclosure presents a potential organizational conflict of interest that should preclude award to the respondent.

EXHIBIT A SCOPE OF SERVICES

I. General:

The work to be accomplished by the Consultant is in support of the following ARC work program component:

Cost Center: 201CN- Neighborhood Nexus

II. Work Tasks:

Below are examples of the types of projects Neighborhood Nexus regularly performs. These are not specific tasks, only illustrative of the types of products Neighborhood Nexus routinely develops.

NEIGHBORHOOD NEXUS TASK

Neighborhood Nexus routinely contracts with external clients to build customized data visualizations. It is anticipated that full-stack application development and other web services will be needed as additional funding becomes available from the Neighborhood Nexus program. These tasks will be enumerated based on conversations with individual clients and will be processed as separate contracting processes. Neighborhood Nexus service needs and specific scope and budget will be agreed upon prior to receiving a Notice to Proceed for the specific activity. Examples of types of projects are below:

Get Georgia Reading Campaign and Georgia Early Education Alliance for Ready Students (GEEARS):

Technical skills needed include Tableau, full-stack development and knowledge of [DataNexus](#), and ESRI's ArcGIS Online.

- <https://getgeorgiareading.org/data/find-data/>

HouseATL

This will include building data integration from multiple sources to feed a data management console as well as a front-facing mapping and dashboarding functionality. It also requires knowledge of housing policy, particularly as it pertains to Low Income Housing Tax Credit program.

<https://houseatl.org/> (No public facing visualization tool as of yet)

Learn4Life

This is a local education collaborative and requires advanced knowledge of Tableau and mapping principles.

- <https://l4lmetroatlanta.org/data/#anchoroverview>

**EXHIBIT B
PRICE SUMMARY**

POSITION/STAFF	LABOR RATE

EXHIBIT C
CONTRACT FORMS

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS AND LOBBYING**

1. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION- LOWER TIER COVERED TRANSACTIONS

The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 49 CFR Part 29, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

The terms "covered transaction", "debarred", "suspended", "ineligible", "lower-tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause have the meaning set forth in the Definitions and Coverage sections of rules implementing Executive Order 12549.

The prospective lower tier participant certifies that, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective lower tier participant is unable to certify to any of its statements in this certification, such prospective participant shall attach an explanation to this proposal.

2. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code (as implemented at 49 CFR Part 20), the applicant certifies that to the best of his or her knowledge and belief that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

NAME OF APPLICANT

AWARD NUMBER and/or PROJECT NAME

PRINTED NAME OF AUTHORIZED REPRESENTATIVE

TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or entity which is contracting with the Atlanta Regional Commission has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the Atlanta Regional Commission within five (5) business days after any subcontractor is retained to perform such service.

E-Verify User Identification Number

Date of Authorization

Company Name

BY: Authorized Officer or Agent

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 201__

[NOTARY SEAL]

Notary Public

My Commission Expires: _____

CONTRACTOR/VENDOR INFORMATION

Legal name & address of
entity with which
ARC is to contract: _____

If different from above-
Legal name of Payee: _____
Payment Address: _____

(If additional addresses are needed, identify each and its purpose on the reverse of this page).

Legal entity status (please mark all that apply):
 Corporation Partnership Individual Sole Proprietor
 501C3 501C4 Other Non-profit (describe) _____
 State Government County/Local Government
Other(describe): _____

(Federal) Employer Identification Number: _____
OR
Social Security Number (for an individual): _____

Is this contractor/vendor an attorney/law firm? YES NO

Is this contractor/vendor debarred, suspended, ineligible or excluded from participation in federally funded projects? YES NO

Is this contractor/vendor a:
Disadvantaged Business Enterprise under 49 CFR Part 26? YES NO
Minority or Women

If YES, attach a copy of current certification(s).

Is this contractor/vendor a Non-federal entity that expends \$500,000 or more in a year in Federal awards?
YES NO

If so, attach a copy of most recent single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133.

Certified true and correct:

Name: _____
Title: _____

Signature: _____
Date: _____