

Atlanta Regional

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## **REQUEST FOR PROPOSALS**

*Mobile Welding Trailer Operations and Maintenance*

**Tentative Contract Period – May 1, 2026 through June 30, 2028**

**Issuance Date – February 26, 2026**

**Submission Deadline – March 31, 2026 by 5:00 P.M.**

## **Introduction**

The Atlanta Regional Workforce Development Board (ARWDB) is a 21-member board established to administer workforce services and oversee the implementation of WIOA in a Local Workforce Development Area comprising a seven (7) county area covering: Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry, and Rockdale counties. This area is identified as Region 3, Area 7 as defined by the Technical College System of Georgia, Office of Workforce Development. Consistent with statewide branding, the ARWDB service area and programs are also known as WorkSource Atlanta Regional.

The Atlanta Regional Commission (ARC) serves as the fiscal and administrative agent, and workforce grant sub-recipient, for the ARWDB. As such, the ARC Workforce Solutions Group is charged with providing staff support to the ARWDB and implementing WIOA programs and services under direction of the ARWDB. For more information about ARWDB and the local and regional workforce plans, visit <http://www.atlantaregional.com/workforce-solutions/overview>.

ARC is soliciting proposals for the management, operations, and maintenance of the Mobile Welding Trailer (MWT). This unit provides state-of-the-art equipment and technology in support of occupational skills training in the area of welding, for the ARWDB seven county area, as well as partner activities throughout the metro Atlanta region. The MWT will be used to provide the expansion of welding training services to advance industry recognized credential attainment to job seekers, enhancement of existing skills to businesses and their current employees, as well as industry skills exploration by students throughout the region, meeting current and future industry needs, and supporting regional economic development.

## **Proposal Guidelines**

All proposals must be submitted electronically through the Atlanta Regional Commission (ARC) procurement website. Proposals submitted by any other method (including email, mail, fax, or hand delivery) may not be accepted unless specified within the solicitation document.

Respondents must register and complete the application on the ARC procurement website to access the solicitation and submit a proposal. It is the responsibility of the respondent to ensure successful registration and timely submission.

Proposals must be received no later than Tuesday, March 31, 2026 by 5:00 pm EST. The procurement system will automatically record the date and submission. Late proposals will not be accepted under any circumstances.

The Respondent(s) is solely responsible for:

- Uploading all required documents;
- Verifying that files are complete, readable, and properly labeled; and
- Ensuring submission is finalized prior to the deadline.
- Only one proposal containing all required information may be uploaded per responder (the system will only submit the latest upload).

ARC is not responsible for technical difficulties, internet outages, user errors, or system delays experienced by the respondent. Respondents are strongly encouraged to submit proposals well in advance of the deadline.

Upon successful submission, the system will provide email confirmation. This confirmation serves as proof of receipt.

If interviews are necessary, a short-list of organizations will be invited to participate in an interview process with an evaluation committee. ARC will organize a specific interview date and time with those selected organizations.

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 organizations.

ARC reserves the right to select for contract or negotiate a proposal that is not the lowest cost, to reject any and all proposals or portions of proposals received in response to this RFP, to make no award, to waive or request modification of any information, irregularity, or inconsistency in received proposals during contract review, and to negotiate any aspect of a proposal with one or more proposers at the same time.

### **Question Regarding the Solicitation**

All questions concerning this RFP must be submitted electronically through the procurement website by 5:00 pm EST on Tuesday, March 10, 2026. Questions submitted after this deadline or through any other means will not be considered.

To ensure fairness and transparency, respondents are prohibited from contacting any ARC staff, board members, or consultants regarding this solicitation outside of the formal Q&A process.

### **Response to Questions**

Official responses to all timely submitted questions will be posted on the procurement website as a written addendum on Thursday, March 19, 2026 by 5:00 pm EST. Only written responses issued through the website shall be considered official and binding.

It is the responsibility of each respondent to regularly check the procurement website for addenda, clarifications, and updates. Failure to review posted addenda shall not relieve a respondent from compliance with any requirements of the RFP.

### **Contract Term**

The tentative contract term under this solicitation is from May 1, 2026 through June 30, 2028. Provided that measurable outcomes are successfully achieved and that sufficient funds for the additional terms are available, ARC/ARWDB will have the option to extend the contract for up to three (3) additional one-year periods with Board approval as follows:

- Optional Extension One – July 1, 2028 to June 30, 2029
- Optional Extension Two – July 1, 2029 to June 30, 2030
- Optional Extension Three – July 1, 2030 to June 30, 2031

Note: The option to extend is not guaranteed and the award of the initial contract does not imply an exercise of the option to extend.

### **Applicant Eligibility**

Any non-profit, for-profit, educational, or public entity/organization properly organized in accordance with applicable federal, state or local laws is eligible to submit a proposal. Respondents must be authorized to do business in the state of Georgia. Minority and women-owned and operated businesses are encouraged to submit a proposal.

Proposers must have a clear and demonstrated understanding of ARC, the Local Workforce Development Boards, and the Atlanta region. ARC reserves the right to check all references furnished and consider the responses received in evaluating the proposals.

At a minimum, but not limited to, the selected organization will be required to adhere to the following:

- General Financial Requirements and Assurances.
- Required Certificates of Insurance.
- Assurance of Compliance with Title VI of the Civil Rights Act of 1964.
- Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as Amended, and the Americans with Disabilities Act of 1990.
- Disclosure of Lobbying Activities Form.
- Certifications Regarding Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; and Lobbying.

### **Proposal Format and Content**

Interested organizations should submit a proposal that addresses the requirements and capabilities desired. Organizations must respond to this RFP in PDF format. Proposal evaluation will focus initially on the written proposals.

Proposals must include the following information:

1. Legal name of the organization.
2. Point of contact (name, title, phone number, mailing address, and email address) at lead organization.
3. Qualifications and technical competence of the organization(s) in the type of work required.
4. Description of experience on similar projects including a list of at least three (3) references within the past 5 years, with current contact information.
5. Listing of key project personnel and their qualifications.
6. Geographic location of the organization's office performing the work.
7. A detailed description of the technical approach proposed for accomplishment of the work.
9. A proposed project budget in the format at Exhibit B to this RFP.
10. Any other pertinent information.

Proposals shall not exceed a total of 15 pages (8.5 x 11) printed double-sided, inclusive of resumes and organization experience. Covers, end sheets, budget exhibits, and an introductory letter shall not count against this maximum. Font size shall be a minimum of 11 point in all cases.

### **Proposal Evaluation**

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

1. Understanding of the Atlanta region, the workforce development system, and the needs of employers specifically related to welding skills (10%)
2. Experience in successfully implementing and managing similar projects. This includes demonstrated related experience, qualifications, and references of the organization(s) and project staff (30%).
3. Understanding of the needs associated with operating the ARC Mobile Welding Trailer and the ability to outline a detailed work plan for successful maintenance and operations of the MWT (40%)
4. Detailed proposed budget (20%)

### **Conditions for All Proposals**

The following conditions are applicable to all proposals:

1. It is the Respondent's responsibility to ensure that their proposal meets all submission requirements. Incomplete submittals and proposals submitted after the date and time stated in this RFP will not be considered.
2. If a Respondent submits a proposal in collaboration with other partners to provide components of the activity areas, only one proposal shall be submitted. The proposal should describe the nature of the collaboration and agreements between all parties involved.
3. No proposal will be considered if:
  - a. The entity or any of its partners has been disbarred by an action of any governmental agency; or
  - b. The entity had any contract(s) with ARC/ARWDB that had been canceled for cause within the past 3 years;
  - c. The entity has not complied with an official order of any State agency or the U.S. Department of Labor to repay disallowed costs incurred during its conduct of projects or services.
4. By submission of this proposal, the Respondent certifies that in connection with this proposal:
  - a. The fees or costs in the proposal have been arrived at independently without consultation, communication, or agreement with any other Respondent, or with any competitor for the purpose of restricting competition, as to any matter relating to such fees; and
  - b. No attempt has been made or will be made by the Respondent to induce any other person or firm to submit a proposal for the purpose of limiting or restricting competition.
5. Each person signing the proposal certifies that:
  - a. He/she is the person in the Respondent's organization legally responsible for the decision as to the prices or costs being offered in the proposal and that he/she has not participated in any action contrary to 4 (a) and (b) above; or
  - b. He/she is not the person in the Respondent's organization legally responsible for the decision as to the prices or costs being offered in the proposal; however, that he/she has been duly authorized in writing, with a copy attached, to act as agent for the persons legally responsible for such decision, and certifies that such persons have not

- participated, and will not participate, in any action contrary to 4 (a) and (b) above.
6. Service providers will maintain a drug-free workplace for employees and customers.

### **Additional Considerations**

This RFP does not commit or obligate ARC/ARWDB to award a contract, to commit any funds identified in this RFP document, to pay any costs incurred in the preparation or presentation of a proposal to this RFP, to pay for any costs incurred in advance of the execution of a contract, or to procure or contract for services or supplies.

Further, ARC/ARWDB reserves the right to:

1. Accept or reject any or all proposals in whole or in part, which it considers not to be in its best interest. No guarantees, expressed or implied, are made by ARC/ARWDB or its agents as to the availability of funds.
2. Change or waive any provisions set forth in this RFP.
3. Return non-sufficient proposals without review.
4. Waive informalities and minor irregularities in proposals received.
5. Negotiate any and all proposed terms, conditions, costs, staffing level, services/activities mix, funding amounts, and all other specifics.
6. Request: (a) additional data, (b) technical or price revisions, or (c) oral presentations in support of the written proposal.
7. Determine that an arms-length agreement exists between the Respondent and any subcontractors or vendors they might choose to use.
8. Conduct a pre-award review that may include, but is not limited to, a review of the Respondent's record keeping procedures, management systems, accounting and administrative systems, and program materials.
9. Change specifications and modify contracts as necessary to: (a) facilitate compliance with the legislation, regulations, and policy directives; (b) manage funding; and (c) meet the needs of the customers and funding agencies.
10. End contract negotiations if, as determined by ARC/ARWDB, acceptable progress is not being made within a reasonable time frame.

### **Conflict of Interest and Confidentiality**

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 the 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 Work**

The primary function of the ARC Mobile Welding Trailer (MWT) is to expand the access to occupational skills training in the area of welding by providing this service to local businesses, community organizations, faith-based groups, and schools within metro Atlanta.

All training on the MWT will be led by a licensed professional instructor. Prior to the use of the welding trailer, a use agreement must be completed by the intended user, the contracted MWT Operator, and the ARC program manager.

Priority use of the welding trailer is for occupational specific instruction of a short-term nature (2-8 weeks) at a variety of locations within metro Atlanta, for training programs that are on the State Eligible Training Providers List, and that lead to an industry recognized credential. Additional uses of the MWT include, but are not limited to:

- Providing entry level welding training to cover basic theory and hands on applications for Gas Metal ARC Welding (GMAW);
- Providing customized training for businesses seeking to upskill employees;
- Equipping students with the skills and training to successfully complete the welding course leading to welding industry credential as Certified Entry Level Welder and/or prepare students to complete and pass the AWS (American Welding Society) certification;
- Offer services to employers and community organizations which may include, employee recruitment for existing or new business openings, job fairs, occupational specific instruction of a short-term nature (2-8 weeks), incumbent worker training at employers' site, and other services as identified.
- Using the MWT to promote manufacturing careers at local school career days, summer camps, and spring break camps.
- Others as approved by the ARC program manager

Scheduling for use of the MWT is managed by the ARC program manager. The MWT Operator shall not schedule, agree to provide, or otherwise commit/use the MWT without prior written approval of the ARC program manager.

### **The contracted MWT Operator is responsible for the following tasks:**

#### ***Task 1. Documents Development and Updates***

- Prepare an MWT use agreement template, including but not limited to defining the intended use of the MWT, name of licensed instructor to be onsite at all times while in students are present, duration of use, number of customers intended, estimate of materials to be consumed, and cost estimate to be paid by the user.
- Review the current Standard Operating Procedures manual for the MWT. Recommend updates as necessary.

#### ***Task 2. Training Coordination and Implementation***

- Conduct training, secure appropriate trainers, or coordinate with and certify the user's proposed trainer.
- General coordination between all partners, stakeholders, staff, students, and services conducted on the MWT.

- Note: the MWT Operator will not be the sole provider for onsite instructions. At the ARC program manager's discretion, the MWT may be used by community partners that may provide their own onsite welding instructors.

### ***Task 3. MWT Move and Secure Set-Up***

The MWT is currently stored at the MARTA facility located at Lindbergh Station. The Contractor is responsible for having the trailer moved to the appropriate location for training use, safely setting up the trailer at the desired location, and securing for use by the user and training provider. Once training is complete, the Contractor will coordinate moving the trailer back to the Lindbergh MARTA station and securely/safely storing for future use.

Coordinating the move will require hooking a trailer cab to the unit for transporting to and from the training location. Contractor must provide the cab for this purpose (directly or through subcontract).

### ***Task 4. Maintenance and Inspections***

The Contractor is responsible for the overall maintenance, safety, and proper functionality of the MWT.

#### Before Use

- Inspect equipment to ensure safe and proper functioning of all systems on the trailer and training equipment.
- Inventory all supplies and materials, including personal safety equipment.
- Sign-off that the MWT is ready for use as intended during the planned training session.

#### After Use

- Inspect equipment to ensure safe and proper functioning of all systems on the trailer and training equipment.
- Inventory all supplies and materials.
- Make a list of consumptive use of all supplies and materials used during the training session.
- Reorder supplies and materials as needed.
- Identify maintenance items needed or other issues with the MWT.
- Coordinate with the ARC program manager to determine needed repairs, costs, and timeframe for completion.

**Exhibit B: Proposed Project Budget**

Provide a detailed budget listing all expected costs as they relate to the tasks listed below and project labor costs.

A. Task Focused Budget

<b>Task 1:</b> Document Development and Updates	\$ _____
<b>Task 2:</b> Training Coordination and Implementation	\$ _____
<b>Task 3:</b> MWT Move and Secure Set-up	\$ _____
<b>Task 4:</b> Maintenance and Inspections	\$ _____
<b>Total Cost:</b>	\$ _____

B: Labor Focused Budget

**1. Direct Labor**

Estimated Hours and Rate/Hour

Total Estimated Cost (List by position all professional personnel participating in project, including rates)

Total Direct Labor \$ \_\_\_\_\_

**2. Overhead Cost**

(OMB circulators A-87 and A-122) (Overhead percentage rate) X (Total Direct Labor)

Total Overhead \$ \_\_\_\_\_

**3. Other Direct Costs**

(List other items and basis for computing cost for each. Examples include collateral, printing, etc.)

Total Other Direct Costs \$ \_\_\_\_\_

**4. Subcontracts** (For each, list identity, purpose and rate)

Total Subcontracts \$ \_\_\_\_\_

**5. Travel**

a. Travel by common carrier from/to the ARC offices. (List number of trips and Economy class airfare, plus taxi and shuttle fares, etc.)

b. Travel by private automobile within ARC area. (List # of days x rate)

Total Travel \$ \_\_\_\_\_

**5. Profit (Percentage rate X basis)**

Total Profit \$ \_\_\_\_\_

**6. Total Estimated Cost and Profit** \$ \_\_\_\_\_