Perimeter Community Improvement Districts

Request for Proposals
To Provide
Commuter Trails Design Services

I. **General Project Information**

A. Overview

The Perimeter Community Improvement Districts (PCIDs) is soliciting Requests for Proposals (RFP) from qualified firms to provide design services for implementation of a Commuter Trails System for the Districts. This RFP seeks to select a consultant to provide design services for the development of construction documents for a non-motorized user transportation expansion program, as described in the PCID's Commuter Trail System Master Plan. PCIDs requires that the selected firm have the ability to provide, either with its own forces or through a sub-consultant, comprehensive services which may arise during the course of the anticipated contract.

B. All respondents to this RFP are subject to instructions communicated in this document, and are cautioned to completely review the entire RFP and follow the instructions carefully. PCIDs reserves the right to reject any or all Proposals, and to waive technicalities and informalities at its discretion.

Proposals are due on or before 12:00 pm eastern on Friday, March 31, 2014. Proposals received after this time and date will be unopened.

C. DBE Participation

PCIDs is interested in supporting DBEs as well as a diverse project team. The DBE goal for this project is 12%. PCIDs will monitor and assess each bidder for its DBE participation and / or good faith effort to promote equity and opportunity.

D. Contract Term

PCIDs anticipates the Agreements will be in force for a period of up to 24 months. PCIDs intends to immediately engage the successful firm for discussion of services.

II. **Selection Method**

A. Technical Proposals - Proposals will be primarily evaluated using a technical proposal. The technical proposal should be sufficiently detailed and complete to demonstrate your firm's understanding of the requirements, and should provide information pertinent to the evaluation criteria indicated below. A uniform organizational structure has been established that must be followed, consisting of the sections indicated in the following table. Do not exceed the page limitation indicated. *Please use a simple, letter format; elaborate proposals are not intended.*

Mandatory Technical Proposal Outline		
Section No.	**Description / Evaluation Criteria**	**Max. Total Pages (15)**
1.0	**Solutions / Approach for Successful Performance**	Max 5 pages
2.0 2.1 2.2 2.3	**Experience and Past Performance** • Representative Project No. 1 (Attachment A) • Representative Project No. 2 (Attachment A) • Representative Project No. 3 (Attachment A)	Max 4 pages total
3.0 3.1 3.2 3.3 3.4	**Company and Personnel Information** • Financial Strength • Corporate Resources • Key Personnel Organizational Chart • Resume Experience Forms (Attachment B)	Max 6 pages
Required Forms	• Attachment C – E-Verify Form • GDOT Prequalification Certificates • Business Licenses	

B. Evaluation Criteria
PCIDs will evaluate all firms using the following criteria:

Bidders must be prequalified in designated Georgia Department of Transportation (GDOT) Area Classes in order to be evaluated. Required proof of prequalification shall be submitted as indicated in Section III, below. (Pass / Fail)

Section 1.0 - Solutions / Approach for Successful Performance (40%)
Firms shall demonstrate an understanding of the project objectives. The firm must also demonstrate an understanding of PCIDs goals, the project issues and challenges and how they may affect project delivery.

Section 2.0 – Experience and Past Performance (30%)

Please provide a description of three (3) projects completed in the past five (5) years that involved requirements similar to the requirements specified in the Scope of Work for this project. For each of the representative projects, provide the client contact on the Past Performance form. Offerors failing to provide a contact for each project will be deemed non-responsive.

Section 3.0 – Company and Personnel Information (30%)

Section 3.1 – Financial Strength
Please provide a brief company history, including the financial strength of your company. Indicate if you are registered to do business in the State of Georgia with the Secretary of State and any area municipalities.

Section 3.2 – Corporate Resources
Please indicate specific resources owned by your firm that would contribute to the success of this project.

Section 3.3 – Key Personnel
Identify key personnel and their experience in development of construction documents for a non-motorized user transportation expansion program.

Section 3.4 – Resumes
Please provide a resume for each key personnel identified in the proposal.

C. Selection of Finalist
Based on the proposals submitted in response to this RFP, the Selection Committee will identify the most qualified firm. The Committee will evaluate all submittals deemed responsive and each evaluator will assign points using the criteria identified above. The points assigned to each criterion will be totaled for each evaluator and a rank will be determined. The rankings of all evaluators will be totaled for each submittal evaluated in order to determine the sum of the individual rankings. The firm with the highest rankings determined by using the sum of scores will be determined to be the most qualified firm. Should a tie exist for the highest ranking firm and qualifications appear to be equal, the Selection Committee shall proceed in the following order:

1. Defer to O.C.G.A. § 50-22-4(b) which states that "persons who maintain an office in Georgia shall be given preference when qualifications appear to be equal" and award to the firm who maintains an office in Georgia.

2. If multiple firms tied for the highest ranking maintain offices in Georgia, PCIDs shall defer to the sum of the individual points and the award shall be made to the finalist with the highest sum.

Negotiations shall then be negotiated with the top-ranked firm to finalize the terms and conditions of the contract, including the fees to be paid. In the event a satisfactory agreement cannot be reached with the highest-ranking firm, PCIDs will formally terminate the negotiations

in writing and possibly enter into negotiations with the second highest-ranking firm, and so on in turn until a mutual agreement is established and PCIDs awards a contract. The final form of the contract shall be developed by PCIDs.

III. Instructions for Preparing Proposals

The proposal must be submitted in accordance with the instructions below, must be categorized and numbered as outlined below, and must be responsive to all requested information. Prospective bidders should remember the nature of PCIDs and its charter when responding.

A. Minimum Requirements

Prime Consultants and their sub-consultants must meet the minimum qualifications in order to be fully considered.

1. The Prime Consultant MUST be prequalified by GDOT in the area classes identified below:

Number	Area Class
3.02	Two-Lane or Multi-Lane Urban Roadway Design
3.13	Facilities for Bicycles and Pedestrians

2. The team (either the Prime Consultant or any of the sub-consultants) MUST be prequalified by GDOT in the area classes identified below.

Number	Area Class
1.06c	Air Quality
1.06d	Noise
3.08	Landscape Architecture
3.10	Utility Coordination
3.12	Hydraulic and Hydrological Studies (Roadway)
3.13	Facilities for Bicycles and Pedestrians
3.15	Highway and Outdoor Lighting
5.01	Land Surveying
5.02	Engineering Surveying
5.04	Aerial Photography
5.08	Overhead/Subsurface Utility Engineering (SUE)
6.01a	Soil Survey Studies
9.01	Erosion, Sedimentation, and Pollution Control and Comprehensive Monitoring Program

Submit the "Notice of Professional Consultant Qualifications" for the Prime Consultant and all sub-consultants with your proposal. The Notice must be current by the deadline stated for this RFP.

B. Technical Proposal

The Technical Proposal shall be produced on 8 1/2" by 11" paper. It should be no more than 15 pages, single-sided, including covers and section dividers, but excluding mandatory exhibits, GDOT Prequalification Certificates and Attachments.

(Note: Do not include costs of any kind in the Technical Proposal.)

Section 1.0 - Solutions / Approach for Successful Performance

1. **Technical Approach**
   Consultants are required to describe the procedures and methods that will achieve the required outcome of this project.

2. **Project Management**
   Describe how the project will be organized and managed and identify the main point of contact, with their contact information. Please indicate the number of years of experience in areas that are project specific. Include the anticipated use of sub-consultants. Describe the resources necessary to accomplish the purpose of the project. Describe internal quality control and quality assurance practices and how those will apply to these services.

   Demonstrate familiarity with state and local regulations, if any, required criteria, standards and procedures with respect to development of the required construction documents.

Section 2.0 – Experience and Past Performance

1. **Experience of Consultant**
   Complete one Project Experience Form (Attachment A) for three (3) projects completed in the past five (5) years that involved requirements similar to the requirements specified in the Scope of Work for this project. One Project Experience Form should be submitted for each project.

   The proposal will address the following criteria and includes necessary information of any other professional firm to be involved through subcontract.

   The proposal is to include the qualifications of the bidder and the staff who will perform the services.

   The bidder shall demonstrate its experience in similar projects. Describe the past experience of the firm and of the staff on similar projects, as well as other relevant experience.

   The required GDOT pre-qualified classes for required services have been previously stated.

   If the Consultant proposes a team approach for the required services, then the Consultant shall provide 1 copy of the GDOT Prequalification Certificate for each member firm covering the above referenced classes.

Section 3.0 – Company and Personnel Information

1. **Financial Strength**

Please provide a brief company history, including the financial strength of your firm. Indicate if you are registered to do business in the State of Georgia with the Secretary of State and any area municipalities. Include as an attachment a copy of the business license for the Prime Consultant and each sub-consultant, along with copies of the GDOT Prequalification Certificate for the Prime Consultant and any sub-consultants.

2. Corporate Resources

Describe the experience and qualifications of the project manager and document the onsite time commitment on comparable projects.

Proposals should include a description of the qualifications and experience of the specific staff members of the project team to be involved in the project. Proposals should demonstrate the ability to retain project managers and key project personnel throughout the project. The Project Manager shall not be changed without the approval of PCIDs staff.

Local Office

The Consultant must have an office in the Atlanta metropolitan area or establish an office within 30 days of notice of award.

In addition, the Consultant shall include current workload and commitments of proposed key personnel, as related to their capacity to perform work satisfactorily.

3. Key Personnel

For this project the following positions have been identified as key personnel:
Project Manager
Bicycle and Pedestrian Design Expert
Public Involvement Manager

Organizational Chart

Include an organizational chart of all personnel, including any sub-consultants of the project team. The Consultant shall identify which sub-consultant team members are performing specific services.

4. Resumes

Include names and brief resumes of key personnel on the project team, citing their past and recent work on similar projects.

IV. Contract Administration

A. Six (6) copies of the Technical Proposal and one (1) electronic version of the Proposal must be submitted to the following address no later than 12:00 pm eastern on Friday, March 31, 2014.

Perimeter Community Improvement Districts
One Ravinia Drive, Suite 1125

Atlanta, Georgia 30346

Proposals must be clearly identified on the outside of the envelope with the responder's name and title of the RFP. Later proposals will not be opened.

B. Questions

All questions regarding this RFP should be addressed to Ms. Jennifer Harper, P.E., Program Manager for PCIDs, via e-mail at jharper@perimetercid.org with the title "RFP Question(s)" in the subject line.

All questions concerning the RFP shall be submitted via email only no later than 5:00 p.m. eastern on Wednesday, March 5, 2014. Questions received by the Program Manager after this date will not receive a response. All valid questions and responses will be posted on the PCIDs website by Monday, March 10, 2014.

C. Addenda

Addenda may be issued in response to changes in the RFP. Addenda must be acknowledged by signing and returning the Addendum Form to be included in the Technical Proposal. Failure to properly acknowledge any Addendum may result in a declaration of non-responsiveness by PCIDs. All Addendums issued for this project may be found on the PCIDs website at http://www.perimetercid.org.

D. Proposal Duration

Proposals submitted in response to this RFP must be valid for period of 120 days from the proposal submission deadline, and must be so marked.

E. Right to Cancel or Change RFP

The PCIDs reserve the right to cancel any and all RFPs where it is determined to be in the best interest of PCIDs to do so. PCIDs reserves the right to increase, reduce, add or delete any item in this RFP as deemed necessary.

F. Expenses of Preparing Responses to this RFP

The PCIDs accepts no responsibility for any expenses incurred by the responders to this RFP. Such expenses are to be borne exclusively by the responders.

G. Debriefings

Unsuccessful proposers may request a debriefing. If a respondent is notified of non-selection at any time during the procurement process, a Pre-Award Debriefing may be requested. Post-Award debriefings may be requested by a principal of the respondent, but will not be conducted until after the contract has been awarded.

I. Award of Contract

A Selection Committee will review all proposals submitted pursuant to this RFP. The Proposals will be evaluated on the qualifications and information provided in Section II, Selection Method, and Section III, Instructions for Preparing Proposals.

The Selection Committee will score all firms on the information submitted and will compile a ranking of those firms. After all ratings are completed, the Committee will provide the rankings with its' Recommendation for Award to the PCIDs Board of Directors, which will make the final decision as to contract award. The project specific contract amount will be determined based on negotiations with PCIDs. If the PCIDs are unable to reach agreement on reasonable rates to be paid for the services to be provided, the PCIDs reserves the right to terminate negotiations with the highest scoring finalist and begin negotiations with the next highest scoring finalist.

Scope of Work

Project Background:
The Perimeter Community Improvement Districts (PCIDs), representing both the Central (DeKalb) and Fulton Perimeter CIDs, are self-taxing districts that use additional property taxes from commercial property owners to help accelerate needed transportation and infrastructure improvement projects. This RFP seeks to select a consultant to provide design services for the development of construction documents for a non-motorized user transportation expansion program, as described in the PCID's Commuter Trail System Master Plan, for three to four walkability nodes; Central Parkway to Dunwoody MARTA at Perimeter Center Parkway, Lake Hearn Medical Center from Peachtree Dunwoody to Perimeter Summit Parkway, Ravinia North from Meadow Lane to Ashwood Parkway, and from Meadow Lane to Ashford Parkway. This implementation is important as Perimeter continues to evolve into a livable center.

Project Scope of Work:
The purpose for this project is to take advantage of existing opportunities and design improvements that will increase the transportation options for bicycle and pedestrian access within a 1500 foot radius around each of three chosen walkability nodes, as detailed in this Scope of Work. Design efforts should primarily focus on developing walking districts that aid

commuter trips between MARTA facilities, local community, shops, restaurants, and businesses, while incorporating strategies for sustainable growth. The non-motorized user corridor plans shall not only serve as transportation corridors, but as aesthetic recreational areas with site furniture, wayfinding signs, landscape, and accommodations for bicycle users.

The corridor design shall take advantage of low volume public rights-of-way and private roads, open space, stream corridors, and multi-modal transportation areas whenever possible. Connections shall be provided by separate but parallel shared use pathways and buffered bike lanes along converted roadways. The plans shall increase the quality of life and opportunities for bicycles, pedestrians, joggers, and recreational space users.

The proposal shall provide an approach that reflects a strong capacity and capability to complete the project in the required time. The proposal shall also provide by each major task/milestone a methodology that provides a comprehensive understanding of the topics identified in the PCID's Commuter Trail System Master Plan. The consultant should also propose how it can determine and incorporate best practices of other related strategic plans proposed by the PCID, as well as existing PCID public space and sidewalk design standards.

The planning and design services, to be provided by the Consultant, within the scope of this Request for Proposal (RFP) and subsequent contract are described in the following tasks:

1. Survey services:
    a. Preparation of a topographic and location survey of each trail system area including property and right of way boundaries, structures and existing conditions within each of the three project limits, existing vegetation (tree survey), and utilities including but not limited to electrical, cable, phone, fiber optic, natural gas, water, sewer, and stormwater system. The tree survey information shall include species, caliper, and crown diameter.
    b. Preparation of a soil survey geotechnical report for proposed pavement areas, structural elements and proposed landscape areas. The report shall include soil analysis boring readings and recommendations for soil enhancement where necessary.
2. Engineering design services:
    a. Preparation of an existing conditions plan, utilizing survey information, with all elements labeled.
    b. Preparation of a staging area opportunities plan that shows the Contractor land areas available for storage of equipment and materials, and any other related information that will aid the Contractor in planning the safe and secure location.
    c. Preparation of Paving, Grading and Drainage Plans, Details and Specifications
    d. Preparation of Pavement Marking and Traffic Control Sign Plans, Details and Specifications
    e. Preparation of Structural Plans, Details and Specifications for construction of informational Kiosks, way finding signs and related footers.

f. Preparation of Utility Plans, Details and Specifications for new, updated, relocated, or repaired utility equipment.

g. Preparation of Electrical Plans, Details and Specifications for street lighting, pedestrian lighting, security lighting, sign lighting, and emergency call boxes.

h. Preparation of Erosion Control Plans.

3. Way Finding Sign Program Development Services:

   a. Preparation of plans, details and specifications for sign design, way finding maps, graphics, lettering, and lighting. Designs shall include free standing pole signs and informational kiosks.

4. Aesthetics Planning services:

   a. Preparation of plans and details that select colors, materials, equipment selection for all structural elements, pavement, signs, furniture, light poles and fixtures. The plan shall include a photograph or color rendering of each design element in elevation. This document shall be submitted separately to the PCID for review and approval during the design phase. Coordination with the PCID Commuter Trail System Master plan is recommended prior to the preparation of this plan.

5. Landscape Planning Services:

   a. Preparation of a Vegetation Protection Plan and Details showing all existing trees and shrubs to remain, be removed, or relocated. The plan details shall include vegetation protection barriers and a maintenance/pruning/damage control plan during construction for all vegetation to remain. The plans shall include procedures and details for relocations, and symbols identifying vegetation slated for removal.

   b. Preparation of Landscape Plan , Details, and Specifications showing all proposed conditions, existing vegetation to remain, relocated vegetation, underground and overhead utilities, lighting, easements, and structural elements. The plan shall be prepared in accordance with governing regulations and include details for soil preparation, planting, staking and/or guying, mulching and grassing.

   c. Preparation of Irrigation Plans, Details, and Specifications that includes an underground automatic system, with a potable water source, that provides 100% coverage with 50% overlap. The design shall be prepared in accordance with governing regulations, and include equipment suitable for specific plant types. Controllers shall be powered by line voltage and include a rain sensor. The water main tap, back flow preventer and meter selection shall be coordinated with the area governing agency during the design phase.

6. Specification Preparation:

   a. Preparation of any necessary written construction specifications for all disciplines.

7. Design Meetings and Agency Coordination:

   a. Coordination and documentation of progress review meetings with PCID, GDOT, MARTA and governing municipalities, at each stage of completion, during the design

phase. The meeting schedule and agency contacts shall be coordinated through the PCID.

8. Opinion of Probable Construction Cost
    a. The selected Consultant shall provide an Opinion of Probable Construction Cost to the PCID, for each of the project areas at the 100% and Ready for Construction (RFC) stages of completion. Information shall be based on a bid item list generated by the Consultant during the design phase.
9. Deliverables – Construction Documents for each of the three to four locations shall be compiled and submitted to the PCID as separate design packages. Deliverable packages shall include the following:
    a. Plans shall be submitted for interim and final plan review submittals at 60%, 100%, and Ready for Construction (RFC) completion levels.
    b. Each design file submittal shall include one signed and sealed paper set and one compact disk of all files in electronic pdf format.
    c. Plans shall be provided in 24”x 36” format. Specifications, cost estimates and engineering calculations shall be provided in 8 ½” x 11” format. All deliverables shall be bound with project identifying cover sheets.
    d. Plans, calculations, specifications, and reports prepared by each discipline shall be signed and sealed by a Georgia registered professional.

Attachments:
Attachment A – Project Experience Form
Attachment B – Resume Experience Form
Attachment C – E-Verify Form