

**REQUEST FOR QUALIFICATIONS (RFQ) FOR ON CALL
PROFESSIONAL ENGINEERING AND DESIGN SERVICES
AND
PROGRAM MANAGEMENT SERVICES
FOR TRANSPORTATION AND INFRASTRUCTURE PROJECTS
Perimeter Community Improvement Districts
January 17, 2020**

The Perimeter Community Improvement Districts (PCIDs) request qualified individuals and firms (Consultants) with experience in engineering, design and program management services to submit proposals to provide professional engineering services for various transportation and infrastructure improvements.

Utilizing criteria described herein, the selected Consultant(s) will assist the PCIDs in the design and program management of various projects including but not limited to intersection improvements, sidewalk improvements, roadway improvements, bicycle and multi-use trails, streetscapes, localized drainage design, traffic signalization projects and other related projects meeting the described requirements.

The PCIDs are requesting firms submit for either Engineering and Design Services (II-A) OR Program Management Services (II-B). Please indicate in the cover letter to your proposal which service is being proposed.

I. INTRODUCTION

The PCID Board approved the Consolidated Master Plan in August of 2018, which identified and prioritized key transportation improvement projects within and related to the PCID area. The projects identified in the consolidated Master Plan are listed on the PCID’s website and can be accessed with this link <https://perimetercid.org/resources-downloads/>. Also attached is a list of additional projects (Attachment A to the RFQ) which is to be recommended for approval to the PCIDs Board of Directors.

The majority of the projects are to be locally funded with PCID funding and in some cases, there will be a combination of City or State/Federal funding. All projects will be coordinated with one or multiple of the three cities within the PCIDs boundary: City of Dunwoody, City of Sandy Springs and the City of Brookhaven.

In an effort to expedite the projects and select the most qualified consultants, the PCIDs have chosen to utilize a design services "work order" or “task order” type approach. For proposals for utilizing either II-A OR II-B, consultants may utilize sub consultants, as needed, to perform the varies areas of work required. The prime consultant will act as the point of contact/project manager and be responsible for all work performed by sub consultants, if utilized.

The contract will be for an initial period of three years, commencing ten (10) working days from receipt of notice to proceed, and renewal of one additional period of one year, at the option of the PCIDs (provided the Consultant agrees to the extension.) Work orders will be assigned only during the contract period. Any work assigned during the contract period will continue to completion of the work under the terms of the contract even though the expiration date may have passed. The PCIDs reserves the right to make multiple awards.

II. SCOPE OF WORK FOR CONSULTANT SERVICES

A. ENGINEERING AND DESIGN SERVICES

The following areas of work which are typically expected in the engineering and design phase of the PCID projects would include but not be limited to the following;

- Transportation design
- Land surveying
- Traffic engineering
- Environmental
- Geotechnical
- Landscape architecture
- Structural engineering
- Storm water/drainage design
- SUE and utility coordination
- Transit Planning

Perform consultant services for the types of projects described above and in Attachment A. Further description of some of the key area are below:

1. Transportation Design - Perform all design as needed to produce construction and right-of-way plans on a variety of transportation related projects such as road improvements, streetscapes, sidewalks, intersections and multi-use trails projects. Develop concept plans, landscape plans, produce base mapping/surveying data, construction plans, quantities, right-of-way plans, legal descriptions, cost estimates, etc. Provide design services for the development of water main and sanitary sewer relocation plans for inclusion into transportation plans. Estimate quantities and develop cost estimates. Develop designs, specifications and plan formats to meet PCIDs and GDOT requirements as necessary.
2. Land Surveying - Perform all land surveying services as needed to produce base mapping for the various projects. Produce base mapping, legal descriptions, boundary surveys, topographic surveys, right-of-way surveys, research land records, deeds, etc., necessary for various projects per the specifications described in approved Work Authorizations. It shall be the responsibility of the Consultant to insure all information provided including Geographic Information System (GIS) maps, aerial photography, etc., is up-to-date and accurate.

3. Traffic Engineering - Perform all necessary studies to produce traffic engineering plans and specifications in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and Local, State and Federal regulations. Develop traffic plans for construction in accordance with Local, State, and Federal guidelines. Produce intersection and roadway capacity analyses, as well as traffic forecasts, if required. Collect turning movement data in the field, perform traffic projections, produce signal timing plans, traffic signal and signal system plans, traffic models, and all related traffic studies and recommendations necessary for approval of the design of the various Local, State and Federal projects.
4. Environmental and Geotechnical - Perform all environmental services as needed for local and regional planning, and for meeting State and Federal requirements including National Pollution Discharge Elimination System (NPDES) and MS 4 requirements of local governments on the various projects. Prepare assessments, site investigations, categorical exclusions, archeological assessments, historic preservation analysis, various reports, and assist the PCIDs in a review capacity, if necessary, on environmental work for various projects. This includes assisting the PCIDs in environmental land acquisition issues and making recommendations regarding the environmental impacts of conceptual designs. Perform all geotechnical related work required for the projects. Produce geotechnical reports and perform all work required for concept development, construction plans and construction management.
5. Transit Planning - The Consultant may be asked to assist the PCIDs with transit planning and coordination with outside agencies. The PCIDs anticipates having a planning level involvement and/or at a minimum coordination with transit related issues with both the SR 400 MMIP and Top End 285 MMIP GDOT projects which are contemplating managed lane interchanges in the area and in particular within the PCID. Services will include coordination with surrounding Cities, MARTA, GRGA, ATL Transit and GDOT on potential BRT facilities and MARTA Station related access.

B. PROGRAM MANAGEMENT SERVICES

1. **Program Management Services** - Consultant shall act as an extension of the PCIDs' staff by assisting the PCIDs on an as-needed basis as determined by the PCIDs in project management and coordination, programming, land acquisition, scheduling and all other related services, including the following:

Written summarization of all meetings with the PCIDs Administration shall be prepared by the Consultant and returned within three (3) working days to the PCID for their review to ensure compliance with the scope of work and project schedules.

Provide proposed budget estimates for each specified project through and including PCIDs acceptance of the completed project, including all Program Management Services. Submit proposed program budget estimates for review by the PCIDs Administration within thirty (30) days of the notice to proceed. Make such revisions to the proposed program budget estimates as directed by the PCID.

Implement a cost/budget and schedule controls database to monitor and maintain the cost-effective and timely completion of program projects. Provide monthly and quarterly status updates cost and schedule data for input into the PCID program management software system (Microsoft Access).

Develop program progress reporting formats for PCID and public information needs. Prepare financial and accounting reports in support of project program development. Assist the PCID in preparing, selecting and administering Professional Engineering Services contracts, RFQs and work authorizations. Prepare progress and status reports and attend scheduled progress meetings as required by the PCID.

Coordinate monitor and report on all phases of project development with all project participants.

Participate in the bidding cycle for the projects. Review and analyze bids and recommend award.

Implement a cost and schedule trend reporting system to alert the PCIDs of potential cost overruns and schedule delays.

Perform comprehensive design reviews to confirm the accuracy and completeness of conceptual, preliminary and final design studies, reports and contract documents performed by Professional Engineering Consultants. Coordinate all design review work with applicable State and Federal agencies.

Review Professional Engineering Consultant's construction cost estimates to verify accuracy and review against planned budgets.

Perform value-engineering reviews to improve designs, reduce costs, and meet applicable design standards.

Perform constructability plan reviews of the projects as directed by the PCID.

Review Professional Engineering Consultant 's invoices to verify that project progress justifies billed amounts.

As required, provide oversight of construction management by the Project Engineer Consultants, and provide reports if required by the PCID.

As required, assist the PCIDs in the regional planning and coordination process with GDOT, ARC, ATL Transit and Georgia Regional Transportation Authority (GRTA).

Perform any additional consultant services related to transportation as required by the PCID.

- 2. Land Acquisition Services** - Perform all services necessary for land acquisition, including but not limited to: title searches, cost estimates, appraisals, negotiations and preparation of closing documents. Work will be performed on an as needed basis as determined by the PCIDs. Coordinate and monitor right-of-way acquisition activities on select projects through all phases of development. Conduct right-of-way impact studies and right-of-way and land acquisition coordination with all Local, State and Federal agencies. All acquisitions must comply with applicable Local, State, and Federal regulations.

Develop and implement a cost-effective approach to property acquisition to be submitted to the PCIDs for approval. Review right-of-way drawings. Perform environmental assessment of lands to be purchased or when obtaining easements. Assist the PCID in determining which properties to acquire based on the right-of-way plans. Prepare estimates of the cost of easements and rights-of-way (property) necessary for program funding as identified by the PCID. Attend and/or conduct public meetings as requested by the PCIDs Administration. Contact owners to verify ownership and property lines shown on the plans and advise owners of their rights and acquisition procedures under applicable local, state, and Federal guidelines.

Provide technical assistance during appraisals. Submit monthly progress reports of land acquisition activities in support of the PCIDs Administration's cost and schedule systems. Plan and implement relocation of obstructions plan for affected parcels.

Conduct appraisals in accordance with PCIDs, Local, State and Federal guidelines, as applicable. Obtain additional appraisals when required. Review appraisals when required.

Submit final appraisals to the PCIDs Administration for review. Perform negotiations with property owners in accordance with PCIDs, Local, State and Federal guidelines, as applicable. Notify owners in written correspondence. Assist owners to expedite the acquisition of property (paperwork, eligibility for relocation payments).

Conduct land acquisition negotiations in accordance with PCIDs procedures for approval and execution by the PCIDs Administration. Maintain organized project records of land acquisition process. Provide appraisal support for court-related land acquisition cases. Perform all coordination with the GDOT on Local, State or Federal funded projects.

3. Construction Management/Inspection Services

Provide construction management and/or inspection services as required by the PCIDs on an as-needed basis.

Provide inspection services for transportation projects in accordance with GDOT specifications.

Perform field plan reviews, review bid documents and review and prepare cost estimates. Provide status reports and cost to complete updates.

Manage contractors hired by the PCIDs on various Local, State and Federal funded projects. Review contractor invoices for approval by the PCIDs.

Provide inspection services that follow all GDOT specifications for road and bridge projects. Perform any required coordination necessary with GDOT on Local, State and Federal funded projects or on projects permitted by the State.

III. PROPOSAL FORMAT FOR SERVICES IN II-A OR II-B.

Consultants are required to submit their proposals in the following format.

A. 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, not including covers and section dividers, and GDOT Prequalification Certificates. **(Note: Do not include costs of any kind in this section.)**

1. Technical Approach

Consultants are required to describe the procedures and methods that will achieve the required outcome of this project using the types of projects listed in the Attachment A project list.

2. Project Management

Describe how the project will be organized and managed. Include the anticipated use of subconsultants. 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 those services. Demonstrate familiarity with applicable federal, state and local regulations, required criteria, standards and procedures.

3. Experience of Consultant and Sub-Consultants, if applicable

The proposal is to include the experience of the consultant firm and the staff who will perform the services listed in Section II of the RFQ as well as other relevant experience. The Consultant shall demonstrate experience in the design of similar facilities or program management of similar size programs. The proposal will also confirm listing by the GDOT as a pre-qualified consultant for all types of projects listed.

4. Qualifications of Staff and Sub-Consultants, if applicable

Include an organizational chart of all personnel, including joint venture firms, of the project team. (this may be on a legal-size or 11x17 sheet and folded). 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 projects. Proposals should demonstrate the ability to retain project managers and key project personnel throughout the project. Include names and brief resumes of key personnel on the project team (identified as to technical and/or management) to be assigned to proposed work, stating the capability of proposed key personnel as demonstrated in past and recent similar projects.

5. Local Office and Workload

The Consultant should have an office in the Atlanta metropolitan area or establish an office within sixty (60) 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.

B. Cost Proposal

There will be NO cost proposal required. Costs will be determined with the approved selected consultants in a task order on a project by project basis. Employee rates will be negotiated with selected firms on a yearly basis.

IV. CRITERIA FOR SELECTION

Consultants will be rated on only those categories in Section II-A that they choose to include in their proposal. They must, at a minimum, include work categories 1-4 under Required Services. The following selection criteria will be used as the basis for the evaluation of proposals. The criteria are not necessarily listed in order of importance.

- A. Technical Approach to the Project
- B. Project Management Capability

- C. Experience of Consultant on Similar Projects (Local and State)
- D. Experience and Qualifications of Staff on Similar Projects (Local and State)
- E. Local office and workload

V. CONTRACT ADMINISTRATION

A. Submittal Instructions

Five (5) sets of the Technical Proposal must be submitted to the following address no later than the 3:00 pm on February 10th, 2020.

Perimeter Community Improvement District
1100 Abernathy Road, N.E. Building 500, Lobby Suite 15
Sandy Springs, GA 30328

Proposals must be clearly identified on the outside of the envelope with the responder's name and title of the Request for Proposal. Late proposals will not be opened. Electronic submittals will be allowed.

B. Questions

All questions regarding this RFQ should be addressed to John Gurbal, Program Director for the PCIDs, via email jgurbal@perimetercid.org, and copied to Andrew Long, Project Manager, via email along@perimetercid.org, with the title "RFQ Question(s)" in the subject line. Please limit communications to email questions only.

All questions concerning the RFQ shall be submitted via email only, no later than 3:00 p.m. on February 3, 2020. Questions received by the Program Director after this date will not receive a response. All valid questions and responses will be posted on the PCID website no later than 3:00pm on February 5th, 2020.

C. Acknowledgment of Addenda

Addenda may be issued in response to changes in the RFQ. 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 the PCID. All Addendums issued for this project may be found on the PCID website

<http://www.perimetercid.org>

D. Georgia Open Records Act

Without regard to any designation made by the person or entity making a submission, PCID considers all information submitted in response to this

invitation or request to be a public record that will be disclosed upon request pursuant to the Georgia Open Records Act, O.C.G.A. § 50-18- 70 et ., without consulting or contacting the person or entity making the submission, unless a court order is presented with the submission. You may wish to consult an attorney or obtain legal advice prior to making a submission.

VI. AWARD OF CONTRACT

A Selection Committee will review all proposals submitted pursuant to this RFQ. Proposals will be evaluated on the qualifications and information provided in Section III, Proposal Format, and Section IV, Criteria for Selection.

The Selection Committee will then score all firms based on the information submitted and will compile a ranking of those firms. After all ratings are complete, the Committee will make their Recommendation for Award to the PCIDs Board of Directors, who will make the final decision as to Award of Contract.

The PCIDs reserves the right to reject any and all proposals, to waive informalities and to re-advertise.

Sincerely.

Ann Hanlon

Executive Director

Perimeter Community Improvement District

Attachment A

- 1. Abernathy Slip Ramp to NB GA400 -**
 - SB right-turn lane/slip ramp along Peachtree Dunwoody Road to operate as a free-flow right-turn lane with median along Abernathy Rd for access to NB GA400.
- 2. Hammond Right Turn Lane Extension to NB GA400 –**
 - Extending the right turn lane
- 3. Abernathy Westbound Approach to Diverging Diamond –**
 - Add additional lanes and realign lanes for the WB traffic from the Sandy Springs MARTA Station to the Abernathy DDI
- 4. Perimeter Center West at Perimeter Center Parkway –**
 - Install channelizing island and reconfigure traffic signal head locations, striping, and signage. Create a free flow right turn from EB Perimeter Center West onto SB Perimeter Center Parkway
- 5. Perimeter Summit Parkway at Ashford Dunwoody–**
 - Extending the EB dedicated left turn lane on Perimeter Summit Parkway
- 6. Crestline Parkway at Mount Vernon Highway and Peachtree Dunwoody Road Intersections Improvements –**
 - Additional right turn lane from NB Crestline Parkway onto WB Mount Vernon. Additional NB left turn lane along Peachtree Dunwoody Road. Two additional receiving lanes along Crestline Parkway to receive the movements
- 7. Glenridge Connector Left Turn Lane Addition at Johnson Ferry Road –**
 - Design a second left turn on Glenridge Connector NB turning onto Johnson Ferry Rd WB.
- 8. Ashford Dunwoody Road Corridor Improvements –**
 - Turn lane extensions, median installations, multi-use trail, gateway installations and optimized road striping and signal timing
- 9. Peachtree Dunwoody at Johnson Ferry Road Intersection Improvements –**
 - Engineering/scoping to evaluate potential solutions for the Peachtree Dunwoody at Johnson Ferry Road intersection
- 10. Perimeter Center West at Central Park Drive / Crown Pointe Parkway –**
 - Construct of NB left turn lane along Central Park Drive onto WB Perimeter Center West. Construct of SB left turn lane along Crowne Point Parkway onto EB Perimeter Center West. Construct of SB right turn lane from Crowne Point Parkway onto WB Perimeter Center West
- 11. Abernathy at Glenridge Right Turn Lane Extension –**
 - Construct of EB right turn lane along Abernathy Road onto SB Glenridge Drive
- 12. Peachtree Dunwoody Road Turn Lane Extension at Mount Vernon Hwy –**
 - Construct one NB right turn lane on Peachtree Dunwoody Road onto EB Mount Vernon Hwy