

Request for Proposal

Luckie Street Two-Way Conversion

April 5, 2010



**Central Atlanta Progress
Atlanta Downtown Improvement District**

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Introduction

Central Atlanta Progress (CAP) and the Atlanta Downtown Improvement District (ADID) are seeking qualified firms or teams with appropriate expertise to undertake planning, design and engineering work for the Luckie Street Two-Way Conversion Project. The project will convert Luckie Street NW between Peachtree Street NW and Centennial Olympic Park Drive NW from one-way westbound traffic to two-way traffic. The intent of the project is to improve transportation connections, particularly east-west mobility between the activity center around Centennial Olympic Park and the Peachtree Street corridor, as well as the Martin Luther King Jr. National Historic Site to the east. Anticipated improvements include:

- New traffic signals and existing signal upgrades;
- New and upgraded pavement markings for both vehicles and cyclists;
- Repaving the corridor; and
- Ensuring all intersections within the corridor comply with the Americans with Disability Acts (ADA) for pedestrian access.

Project funding is anticipated from the Atlanta Regional Commission (ARC) Livable Centers Initiative (LCI) implementation program. The Atlanta Downtown Improvement District (ADID) will provide initial scoping phase funding and the required local matching funds for the ARC funding. The project costs has been estimated to be \$1,045,100 (construction) and \$156,900 (preliminary engineering.)

Please reference Attachment A, located at the end of this document for the complete Scope of Work for this project.

Sponsor Goals, Objectives and Mission

Central Atlanta Progress, Inc. (CAP) is serving as the project manager for the project. CAP is a private, not-for-profit, 501(c)(4) corporation representing the interests of businesses and Downtown organizations that share the vision of a thriving, secure and vibrant Downtown Atlanta. With a Board of Directors comprised of Downtown's top business leaders, CAP is funded through the investment of businesses, foundations and institutions. CAP and its affiliate organizations, including the Atlanta Downtown Improvement District, Inc. (ADID), are a driving force in shaping Downtown development and public policy. Through its focus on economic development, the physical environment and marketing, CAP has been improving central Atlanta through innovative programs and public-private partnerships since 1941. CAP also manages the Downtown Atlanta Transportation Management Association.

The Atlanta Downtown Improvement District, founded in 1995 by CAP, is a public-private partnership that strives to create a livable environment for Downtown Atlanta. With a Board of Directors of nine private-and public-sector leaders, ADID is funded through a community improvement district within which private commercial property owners pay special assessments. Together, Central Atlanta Progress and the Atlanta Downtown Improvement District are

committed to a Downtown that is a central place for the diverse Atlanta community and all of Downtown's property owners, employees, residents, students and visitors.

Definitions

- ADID – Atlanta Downtown Improvement District, Inc.
- ARC – Atlanta Regional Commission
- CAP – Central Atlanta Progress, Inc.
- City – City of Atlanta
- Consultant – for the purpose of the Request for Qualifications, "Consultant" shall mean Planners, Landscape Architects, Architects, Engineers, Consultants, Consortiums, Joint Ventures, Firms or other persons submitting a response to this Request for Qualifications
- DPCD – City of Atlanta Department of Planning and Community Development
- DPW – City of Atlanta Department of Public Works
- FHWA – Federal Highway Administration
- GDOT – Georgia Department of Transportation
- GRTA – Georgia Regional Transportation Authority
- MARTA – Metropolitan Atlanta Rapid Transit Authority

Submittal Items

Submittals must include the following items to be considered complete and responsive to this Request for Proposals:

1. Cover letter summarizing the consultant's interest in the project and identifying the contact information of the project manager/key contact of the team.
2. Names and résumés (including an email address) of a principal and key staff members who will work on the project.
3. Names of any subconsultants (including key personnel and résumés) and their scope of services
4. Schedule to complete the project (time frame for deliverables after Notice to Proceed)
5. A project budget and fee itemized by each work task/phase detailed in Attachment A that identifies:
 - a) The standard hourly billing rate for each staff member (or employee classification) anticipated to work on the project;
 - b) The number of hours worked per staff member;
 - c) The percentage of total work completed by the prime consultant and any subconsultant(s); and
 - d) Total anticipated costs for all anticipated reimbursable expenses.
6. For the prime consultant and any subconsultants (as applicable): description of a minimum of three similar or related projects successfully completed within the last three years including references with names and contact information. Of particular interest would be any projects completed within large city downtowns.

7. A statement of project approach that addresses how the Consultant will accomplish the identified scope of work.
8. As necessary, additional information demonstrating understanding and insights related to the project scope.

Every effort should be made to make proposals as concise as possible. The body of the submittal shall include a maximum of twenty pages. An appendix of no more than 15 pages in length may also be provided with materials highlighting previous work and resumes.

Five (5) copies of the submittal must be received by 3:00 p.m., Wednesday, April 28, 2010. Submittals received after this date and time will not be considered. Address the submittal to:

Mr. Paul B. Kelman, FAICP
Executive Vice President
Central Atlanta Progress, Inc.
50 Hurt Plaza, Suite 110
Atlanta, Georgia 30303

Please address any questions in writing to Mr. Kelman via email at pbkelman@atlantadowntown.com, via fax at 404-658-1919 or write him at the above address. All questions must be received in writing by 5:00 p.m. Wednesday, April 14, 2010. Answers will be made available to all parties via the CAP/ADID website (www.atlantadowntown.com) by Friday, April 16th at 5:00 p.m.

Acceptance of Qualifications

CAP/ADID reserves and holds without any liability on the part of CAP/ADID the following rights and options:

- To select a Consultant to perform the scope of work described in this request
- To reject any and/or all submittals or portions of submittals
- To accept proposals in any order or combination
- To reject a subconsultant
- To re-advertise if deemed necessary
- To interview candidates prior to making a selection
- To issue subsequent Requests for Proposals
- To not negotiate or contract for the services
- To approve, disapprove, modify or cancel all work to be undertaken

Contract Negotiations

- CAP/ADID will negotiate the terms of the contract with the firm(s) submitting the top-ranked response(s) or another ranked choice should negotiations with the top-ranked firm fail.
- CAP/ADID will not reimburse any costs incurred prior to a formal notice to proceed should a contract award result from this solicitation.
- Proposal submittal costs in conjunction with this RFP shall be borne by the submitting firm.

- The contract for this project may be subject to approval by the City or GDOT.

Selection Procedures

Selection

It is CAP/ADID's intent to select directly from information gained from the submittal review. However, CAP/ADID reserves the right to call references provided in the submittal and to require phone or personal interviews with firms included on a short list

Criteria for Selection

CAP/ADID will use the following criteria in evaluating submittals. The list is not shown in any prioritized order:

- Abilities and capacity of professional personnel and subconsultants
- Commitment to complete work on a timely basis
- Understanding and insight related to project scope
- Related experience and past performance in similar transportation planning and design projects, specifically with large city downtowns
- Experience and past performance in working with diverse clients and complicated settings
- Experience and past performance in public involvement and stakeholder input in downtown environments
- Responsiveness to the RFP
- Presentation of the proposal

Equal Opportunity

CAP/ADID is an equal opportunity employer and will select a Consultant without regard to age, disability, religion, creed or belief, political affiliation, race, sex or ethnicity.

Attachment A Scope of Work

Planning, design and services will be provided for the Luckie Street Two-Way Conversion Project, which includes the following improvements:

- New traffic signals and existing signal upgrades;
- New and upgraded pavement markings for both vehicles and cyclists;
- Repaving the corridor; and
- Ensuring all intersections within the corridor comply with the Americans with Disability Acts (ADA) for pedestrian access.

Consultant Requirements

The Consultant is required to be a GDOT pre-qualified consultant. For information regarding GDOT pre-qualification, visit www.dot.state.ga.us.

Qualified firms or teams should demonstrate knowledge of GDOT's Plan Development Process (PDP), Plan Presentation Guide (PPG) and Context Sensitive Design Manual; City of Atlanta standard specifications and standards and details; the Manual on Uniform Traffic Control Devices (MUTCD); the American Association of State Highway and Transportation Officials (AASHTO) Green Book; and the Atlanta Regional Commission (ARC) LCI Transportation Project Scoping Phase Requirements.

Respondents must demonstrate competence and experience in all areas of expertise outlined in the scope of services, including, but not limited to: traffic signal design, urban design, bicycle facility design, transportation engineering, environmental impact assessment and historic preservation. Respondents also must demonstrate competence and experience in public speaking and graphic presentations for the purpose of conveying project information to large and diverse groups of community stakeholders. Similarly, respondents should demonstrate the ability to build consensus among public and private interest groups related to the project.

The Consultant will be expected to provide comprehensive professional services for the design of all project elements and preparation of contract documents for construction. The preparation of design documents must be consistent with GDOT Plan Presentation Guidelines and the Plan Development Process requirements. All work shall be performed in English units using either AutoCad or Microstation format. Generally, the scope of services is as follows.

Work Scope

Project Management and Coordination

1. The consultant will be required to work closely and attend meetings with CAP/ADID, DPCD, DPW and GDOT. In addition, presentations to, and input from, adjacent

neighborhoods, business organizations and appropriate public agencies will be sought where appropriate.

2. The consultant shall perform general administrative duties including coordination with subconsultants (if any), preparation of invoices, scheduling, record keeping and file management.

Phase I: Atlanta Regional Commission Scoping Phase

1. Complete all work and due diligence related to and listed in the LCI Transportation Project Scoping Phase Requirements document revised March 22, 2010. The document can be found at: www.atlantaregional.com/land-use/livable-centers-initiative/lci-transportation-program
2. Complete all required submissions related to this phase and attend all required meetings.

Phase II: Boundary and Topographic Survey

1. Prepare a survey of the project area public rights-of-way and areas to be impacted by construction activities to field verify and document existing conditions. The survey shall include:
 - a. the public right-of-way and the area adjacent to them for a minimum distance of 25 feet on each or to the nearest building face;
 - b. a minimum of 100 feet along all intersecting streets and alleys;
 - c. a baseline with station points at a minimum of 50-foot intervals that is clearly indicated on the survey and that can be easily recreated in the field during all phases of construction;
 - d. location, size and material of all existing above and below grade utilities as evidenced by visual observation and utility locates including all lines, downspouts, manholes, inlets/catch basins, vaults and appurtenant structures. Include water, sewer and gas lines, telephone, cable and fiber optic lines. Identify all pull box locations, telephone call boxes, water meters, valves, hydrants, post indicator valves, loop detectors and other miscellaneous infrastructure elements.
 - e. topographic conditions at one-foot contour intervals and spot elevations at all baseline station points, building faces, back of sidewalk, top of curb, bottom of curb, edge of pavement and street centerline;
 - f. curbs, sidewalks and walls (and their material), curb cuts, driveways, handicap ramps, corner radii, parking meters, bus stops, bus shelters, trees (with species and caliper) pedestrian amenities and building faces.
 - g. all property ownership boundaries that intersect the public right-of-way and ownership information of abutting parcels.
2. All survey work shall be performed under the supervision of an experienced land surveyor currently registered in the State of Georgia and shall meet, or exceed, minimum technical standards. The firm shall be pre-qualified to perform land surveying for GDOT. The finished drawings shall bear the seal and signature of the supervising registered surveyor.

Phase II: Concept Design

1. Prepare an analysis of existing conditions documented in a technical memorandum regarding existing conditions and initial recommendations regarding the proposed improvements associated with the project. This existing conditions documentation shall include an inventory of all signal equipment and the condition of said equipment (including vehicular and pedestrian displays, poles, arms, cabinets, controllers and communication equipment) for all signalized intersections within the corridor.
2. Collect and analyze existing and projected vehicular and pedestrian traffic data, including traffic counts and data related to accidents, injuries and fatalities, at all intersections along the project area. Specific additional data needs can be refined during consultant agreement negotiations.
3. Prepare a comprehensive Concept Report consistent with GDOT standard format and edit and update Report in response to CAP/ADID, GDOT and City comments. The Concept Report shall include an opinion of probable construction cost and a proposed schedule prepared according to GDOT requirements.
4. Prepare colored renderings of a quality and scale suitable for public presentation of site plan and ground-level perspective views illustrating key design features.
5. Provide presentation and handout materials in support of and attend a Public Information Open House meeting.
6. Participate in design development and Concept Report review meetings with CAP/ADID, the City and GDOT.

Phase III: Environmental Documentation

1. Conduct all necessary background research, perform field surveys, and produce documentation and communication required in the National Environmental Policy Act (NEPA) process to achieve an anticipated Categorical Exclusion (CE) for this project. Prepare the appropriate documentation according to GDOT and FHWA guidelines, specifically the Section 106 process. Both the history and archaeology portions of the Section 106 process must be completed by a GDOT pre-qualified consultant.

Phase IV: Design Development and Contract Documents

2. Prepare Design Development documents based on the previously approved concept design and opinion of probable cost incorporating any necessary revisions or changes as directed by CAP/ADID.
3. Prepare Right-of-Way documents consistent with GDOT standards for the purposes of demonstrating required rights-of-way and easements necessary (if any) for the implementation of planned improvements.

4. Prepare Contract Documents and Technical Specifications including additive and deductive bid alternates and/or unit prices where appropriate as required for bidding and contracting for the construction of the project. Final 100% Contract Documents and Technical Specifications are to be approved by GDOT and City for construction bidding.
5. The Contract Documents will consist of, but not be limited to the following:
 - a. Typical Sections/Roadway Profiles
 - b. Summary of Quantities
 - c. Existing Conditions (Boundary and Topographic Survey)
 - d. Demolition Plans
 - e. Mainline Plans
 - f. Drainage Plans and Profiles
 - g. Milling and Overlay Plans
 - h. Signing and Marking Plans
 - i. Signal Plans
 - j. Communication Plans
 - k. Sidewalk Layout Plans
 - l. Utility Plans
 - m. Erosion control plans
 - n. Construction Details
6. Submit 30, 60 and 90 percent Design Development documents and final Contract Documents including updated unit price cost estimates (including all alternates and contingencies) to CAP/ADID, the City and GDOT for review and approval.
7. Participate in design review and approval meetings with CAP/ADID, the City and GDOT, including, but not limited to a Preliminary Field Plan Review and Final Field Plan Review.
8. Prepare for, participate in and organize public meetings during the design phase.

Project Deliverables:

In addition to the deliverables listed in the above phases the anticipated fee for this project shall include the following deliverable formats, which shall be due upon request throughout the duration of the project scope.

1. A copy of all digital electronic files for this project shall be delivered on a CD and submitted at 100% completion of the project. These files should include, but are not limited to GIS shapefiles, pdf's, powerpoint presentations, etc.
2. Printing costs for design development, right-of-way and contract documents, as well as technical specifications and presentation materials.
3. Preparation and attendance at public meetings.

Project Time Frame

It is anticipated that the Notice to Proceed associated with this scope of work will be issued upon execution of an agreement for consultant services in May 2010. The Consultant must complete the Phase I: Atlanta Regional Commission Scoping Phase initial deliverables within six weeks of the Consultant's notice to proceed. Phase I services must be fully completed and approved by ARC before November 30, 2010 (at the very latest.) Subsequent phases of the scope of work are contingent upon successful completion of Phase I. It is a goal of CAP/ADID to complete Phases I, II and III of the scope of work before the end of fiscal year 2011, with phase IV (including construction authorization) following in fiscal year 2012