



December 21, 2018,

The Evermore Community Improvement District (ECID) is seeking a professional consulting firm, experienced with transportation and community planning, to undertake the development of a Concept Study for US Highway 78/State Route 10. The Concept Study will follow US Highway 78/State Route 10 (Stone Mountain Freeway) from Hewatt Road to Ross Road with roundabouts at various intersections (Ross Road, Killian Hill Road, McDaniel Bridge Road, and Hewatt Road). A pre bid conference will be held at **2:00 pm on January 08, 2019** at the Evermore office, **2795 Main Street West, Building 28 Suite A&B, Snellville, GA, 30078**, in order to address any questions or concerns regarding the proposal.

Questions regarding proposals should be directed in writing to Mr. Jim Brooks, Executive Director, at the office address listed above, by fax at 770-979-0712, or by email at jimbrooks@evermorecid.org no later than **5:00p.m. on January 11, 2019**. All responses to contractor questions or addendums to this RFP shall be forwarded **ONLY** to contractors providing their name, email address and contact number to the Executive Director. Responses to questions will be sent no later than **5:00p.m. on January 17, 2019** via email only. Proposals will be received until **5:00p.m. on January 31, 2019** in the Evermore CID office. Any proposal received after this date and time will not be accepted. Proposals are legal and binding upon the bidder when submitted and must be valid for a minimum of 30 days after the close of bid.

The award of the contract will be to the contractor whose responses comply with the requirements set forth in this Request for Proposal, and whose proposal represents the best overall value taking into consideration all aspects of the requests. The cost to perform the work may not be the sole determining factor in the contractor selection. The Evermore Board of Directors reserves the right to reject any or all proposals, to waive technicalities and to make an award in whole or in part and as deemed in its best interest. The written proposal documents supersede any verbal or written prior communications between the parties. All companies submitting a proposal will be notified of the award.

We look forward to your proposal and appreciate your interest in the Evermore CID.

Jim Brooks
Executive Director



Request for Proposal

**2019
US Highway 78/State Route 10 Concept Study
From Hewatt Road to Ross Road**

**RFP Responses Due:
January 31, 2019**

ISSUED BY:

**Evermore
Community Improvement District
2795 Main Street West,
Building 28, Suites A&B
Snellville, GA 30078
www.evermorecid.org
(770) 979-5800**



**Request for Proposal
2019
US Highway 78/State Route 10 Concept Study
From Hewatt Rd to Ross Rd**

**Evermore CID
Snellville, Gwinnett County, Georgia**

The Evermore Community Improvement District (ECID) is seeking a professional consulting firm, experienced with transportation and community planning, to undertake the development of a Concept Study for US Highway 78/State Route 10. The Concept Study will follow US Highway 78/State Route 10 (Stone Mountain Freeway) from Hewatt Road to Ross Road with roundabouts at various intersections (Ross Road, Killian Hill Road, McDaniel Bridge Road, and Hewatt Road).

Background

The Evermore CID is an organization of commercial property owners located on Highway 78, between Snellville and Stone Mountain, in Gwinnett County. The mission of the CID is to establish a vibrant, upscale destination area, improve business development opportunities, and enhance property values by developing and promoting coordinated transportation improvements and community character improvements to benefit property owners, business owners, and residents along the Highway 78 corridor.

Goals and Objectives

The Concept Study must support the goals and objectives of the Atlanta Region's Plan. The purpose of these studies is to develop project concepts that improve safety, mobility and access to all roadway users, while also preparing them for advancement to Scoping and/or PE phases (in future TIP project solicitations). The goal of the RFP is to select the most qualified firm, at a fair and equitable fee, to be paid for services that will be negotiated following selection.

Purpose

The purpose of this study is to develop viable, multimodal, and cost-effective mobility solutions and to study the feasibility of short- and long-range alternatives in improving the efficiency, operations, and safety of the US Highway 78/State Route 10 corridor. The study will make project recommendations based on the following criteria and considerations:



- Consistency with the vision and goals set forth in the CID's Comprehensive Transportation Plan, the County's Comprehensive Transportation Plan and the Atlanta Region's Plan, which are available online
- Public and stakeholder support
- Potential to address the existing and future mobility needs of the corridor for all users
- Sensitivity to current and future land use
- Access management strategies to maximize safety and efficiency
- Safety throughout the corridor

The study will involve several tasks including the identification of information that is available and what is needed, and the next steps to be accomplished in the concept development.

Task 1 – Alternatives Evaluation and Draft Concept Report

In order to develop a meaningful concept, and reduce the need for later concept rework, some elements of Preliminary plans may be incorporated into the concept layout and Concept Report.

A valid concept addressing horizontal and vertical alignments is required and will contain such information as:

- Discussion and analysis of information identified at the Initial Concept Meeting.
- Design guidelines proposed.
- Context and setting design requirements.
- Landscaping requirements.
- Environmental survey results, specifically the results of the field surveys and agency coordination for historic properties, other Section 4(f) resources, cemeteries, wetlands, open waters, streams and their buffers.
- Design exceptions and design variances expected.
- Coordinated preliminary horizontal and vertical alignments.
- Typical sections.
- Edge of pavements.
- Post-Construction Stormwater BMP Locations.
- Some preliminary cross section work, including estimated construction limits.
- Preliminary capacity analysis including locations of proposed signalized intersections.
- Interface with adjacent projects.
- Intersection profiles with touch down points.
- Structural concepts (bridges and retaining walls).
- Constructability
- Right-of-way requirements.
- Utility requirements, including Public Interest Determination findings (if applicable).
- Preliminary driveway tie-ins.
- Preliminary construction cost.
- Preliminary right-of-way cost.
- Estimated Utility and Railroad cost.



- Utility and railroad requirements, determination if any at-grade crossings will be eliminated or upgraded.
- Determine railroad/traffic signal preemption study requirements.
- Need for Transportation Management Plan (TMP)

Task 2 – Aerial Mapping, Survey Control and Property Database:

The goal of this task is to collect survey, mapping, topography, right-of-way (ROW), and property line data in accordance with GDOT's Survey Manual. Project photography flight(s) will be scheduled followed by digital mapping. All mapping done for GDOT projects will follow the latest electronic guidelines. Property investigations will begin and the results of this investigation will be entered onto a spreadsheet and used in initiating property owner notifications and to the Survey Party Chief for field verification of the required property corners.

Task 3 – Public Involvement

The goal of this task is to develop a planning outreach process that demonstrates to interested stakeholders the key design elements of proposed mobility solutions in the corridor. A concerted effort to reach out to senior, low-income and minority stakeholder populations should be made. The CID and its consultants will be responsible for designing an effective and innovative public involvement program with input from ARC.

Stakeholder and Public Engagement:

Minimum requirements are as follows:

- Engagement with the public at large will include educating about design alternatives and potential impacts, as well as, seeking input and consensus on preferred concept, typical sections or improvements. A variety of tools and approaches should be used, including social media, surveys, and hosting outreach activities in the study area (e.g. at schools, churches or businesses along the corridor).
- Project information will be uploaded to a project website (hosted by the CID or the consultant) to provide basic project information to the public, and shall include project materials, meeting summaries, and design alternatives being considered, and shall provide the opportunity to leave feedback. Project information and opportunities for input should also be shared on social media.
- Stakeholder involvement to include agency coordination with GDOT offices, Gwinnett County, City of Stone Mountain, DeKalb County, City of Snellville and other agencies as determined necessary
- A demonstrable effort shall be made to include persons or organizations that are or represent low-income, minority, persons with disabilities, or other disadvantaged stakeholders within reasonable proximity to the proposed study area.



Task 4 – Prepare Project Deliverables

The following shall be developed and submitted to Evermore CID in the format indicated below:

- Summary report that includes the study purpose and outline of the process, map of study area, summary of findings from the traffic analysis, crash and safety analysis and environmental scan, preferred and alternative concepts. Additional documentation and raw data may be attached as appendices, including:
 - Full traffic report including traffic counts, turning movements and other raw traffic data
 - Environmental/historic resources scan memo or survey
 - Right-of-way survey, data or mapping files
 - Any other raw data or documentation required for the concept development or Concept Report
- Draft Concept Report
- Preferred and Alternative Conceptual Plan Layouts and Typical Sections

Format:

- Single combined PDF file of the final report document which includes the summary report, concept layout, typical sections and the remaining full documentation as appendices (as described above).
- In addition to the final report, please provide *individual* PDF files of each of the following:
 - Preferred and alternative concept plan layout and typical sections
 - Traffic study
 - Environmental/historic resource scan memo or survey
- One (1) printed final report document and appendices in 8.5”x11” and concept plan and typical sections in 11”x17”.
- PDF of a draft preliminary GDOT Concept Report
- A USB thumb drive containing electronic files in their original formats with supporting graphics and GIS or other data files (Word, Excel, InDesign, CAD, etc.).

Qualifications and Capabilities

Qualified firms must demonstrate competence and experience in all areas of expertise required by the scope of services, including but not limited to multi-modal transportation planning and design, economic development, land use analysis, project costing and prioritizing future transportation needs.

Qualified firms must also demonstrate competence in graphic and oral communication to large and diverse groups and expertise in facilitating consensus from multiple public and private interests related to the project. In addition, the firm must demonstrate the ability to develop large-scale projects and present samples of similar projects developed in Gwinnett County, Atlanta and / or other metro areas, which have been successful in creating a positive, upscale image.



Inasmuch as the proposed ECID improvements directly affect business and real estate interests, qualified firms must also demonstrate experience working successfully with a variety of property and business leaders, as well as governmental entities, municipalities and other CIDs.

Study Approach

The Concept Study will extend parallel US Highway 78/State Route 10 (Stone Mountain Freeway) from Hewatt Road to Ross Road and will be managed by the Executive Director of the Evermore Community Improvement District. The consultant team will review the comprehensive plans of Gwinnett County, all regulatory ordinances, and the ECID Comprehensive Transportation Plan recommendations. A meeting will be held, most likely at the Evermore office, to present initial findings to the public. The Evermore CID board and staff, along with representatives from the selected study firm, will ensure public engagement to provide guidance and input for the possible plan.

Costs for Preparation

Neither the ECID, Gwinnett County, nor ARC is responsible for costs incurred by anyone responding to this Request for Proposal.

Content and Length

Responses to the RFP are limited to twenty (25) pages. At a minimum, the following shall be included:

- Experience working with creative solutions to transportation and community design projects,
- If using subcontracting firms, they must be identified and qualified,
- References for the firm, as well as for their subcontractors,
- Project approach,
- Availability of key personnel and percentage of time that key staff will be assigned to the project,
- Rate schedule for all personnel participating in study, and
- Fee proposal

Schedule of Events

This Request for Proposals will be governed by the following schedule:



12/21/2018	Release of RFP/ Posting on Evermore website
01/08/2019	Bidders conference, 2:00 p.m. at Evermore offices
01/11/2019	Deadline for written questions, by 5:00 p.m.
01/17/2019	Answers to questions posted on the Evermore website, by 5:00 p.m.
01/31/2019	Proposals due by 5:00 p.m.
02/27/2019	Recommendation to Board of Directors
03/01/2019	Contract award is announced; Consultant begins work immediately
August 2019	Public Stakeholder Meetings
10/11/2019	Project Deliverables

Final Product and Proposal Submittal

The selected firm must show that it can conduct the study and deliver its results and recommendations, including the list of deliverables and an executive summary, on or before **5:00p.m. on January 31, 2019.**

The final study results shall include a single unbound copy, and the consultant shall provide ten (10) printed and bound copies (in color), along with three (3) electronic copies of the document and graphics to the CID on a flash drive. All contents, graphics, maps, products, etc. generated by this project will become the property of the CID. The final product must be submitted to the CID on or before **5:00p.m. on October 11, 2019** to: Jim Brooks, Executive Director, Evermore CID at 2795 Main Street West, Suite 28, Snellville, Georgia, 30078.

Procedure for Consultant Selection

1. Proposals will be evaluated by Evermore CID.
2. Consultant proposals shall be evaluated on the following items:



Item:	Evaluation Factors:	Maximum Points:
A	Effective and substantive (relative to key objectives) experience of the firm in the provision of similar services in size and scope.	30
B	Relevant qualifications, experience and availability of proposed key personnel, with emphasis on staff location (Atlanta metro area). Current work load and demonstrated ability to meet schedules.	30
C	Demonstration of an understanding and approach showing ability to meet or exceed the minimum requirements and specifications.	35
D	Provide three (3) references for projects that are of the same size organization or larger. Do not include references that are significantly smaller than our current environment. Contact information must be current and correct. ECID will make no more than two (2) email attempts. If no response received, no points will be given.	5

Sub-Total	100
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Optional Interview: Evermore CID may choose to conduct on-site interviews.	20
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Total	120
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3. After an initial review of all responsive proposals, the CID may short-list one or more firms for further consideration.
4. One or more firms may be invited to an interview. If an interview is held, the firms to be interviewed will be given at least a three (3) day notice.
5. The CID may, at its discretion, negotiate the scope of work.
6. Selection will be determined by an evaluation of the approach proposed by the consultant, price structure and consultant interview, if applicable.
7. Contract with consultant is contingent upon Evermore CID.



Interviews

Interviews may be required of short listed applicants. If an interview is required, you will be contacted about setting up a time and date. Final notification will be given by email and/or telephone.

Right of Acceptance or Rejection

The CID reserves the right to reject any and all proposals or to waive any irregularity or informality in any proposal or in the RFP procedure and to be the sole judge of the responsibility of any applicant and of the suitability of the materials and/or services to be rendered.

Evermore CID Contact

Mr. Jim Brooks, Executive Director
Evermore Community Improvement District
2795 Main Street West, Suite 28
Snellville, Georgia 30078-0412
(770) 979-5800
Fax (770) 979-0712
jimbrooks@evermorecid.org



QUESTIONNAIRE

Complete this questionnaire in responding to this RFP

1. Name of individual and phone number who can be contacted for further explanation or clarification of your proposal.
2. Date local office was established and address.
3. A statement of previous/current experience in directly related projects.
4. Provide a listing of other CIDs/governments/large corporate developments in the metro-Atlanta area for which you have provided similar work.
5. Provide documentation outlining ability to secure insurance levels required by CID.
6. Provide Sample Agreement. (An award of bid will not imply the CID's acceptance of the terms of sample bidder's agreement.)
7. Provide information on financial stability.
8. Provide any alternative solutions for cost savings.
9. What are your billing and payment requirements?

IN COMPLIANCE WITH THE ATTACHED SPECIFICATIONS, THE UNDERSIGNED OFFERS AND AGREES, IF THIS PROPOSAL IS ACCEPTED BY THE **EVERMORE CID** BOARD OF DIRECTORS WITHIN NINETY (90) DAYS OF THE DATE OF PROPSAL OPENING, TO FURNISH ANY OR ALL OF THE ITEMS UPON WHICH THIS STUDY REQUIRES.

Company Name

Address

Signature of Authorized Representative

Printed Name of Authorized Representative

Phone: _____ Fax: _____

Cell: _____ Email: _____