

REQUEST FOR QUALIFICATIONS

Capital Projects: Program Management Support

April 14, 2023

Issued By:



Atlanta Downtown
Improvement District

Contact:

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Introduction

The Atlanta Downtown Improvement District, Inc. (ADID) (the “Client”) is seeking qualifications from interested firms or teams of firms with the appropriate personnel and expertise to assist in the implementation of transportation and public space improvements projects within Downtown Atlanta (the “Program Manager” or “Firm”).

It is anticipated that ADID will implement \$20 million dollars in capital improvements over the next three years with funding that has already been committed, as well as new projects that are being actively identified and funded. Projects identified to date include streetscaping, sidewalk construction, park upgrades, and multimodal transportation facilities. Projects are funded with a diverse range of ADID, city, state, and federal funds. Funded implementation projects anticipated to need project management assistance include the following:

Project	Total Cost	Timeframe	Partners
Woodruff Park Accessibility Project	\$450,000	2023	City of Atlanta, Park Pride
Courtland Street Bus and Bike Lane	\$7 million	2023-2025	GRTA, City of Atlanta, FTA
Baker Street Two-Way Conversion*	\$1.6 million	2023-2025	City of Atlanta
Peachtree Street Shared Street*	\$6.6 million	2024-2026	City of Atlanta, FHWA

* Projects are funded but awaiting approval to proceed from City of Atlanta.

Additional projects with smaller budgets are also in the pipeline and may require program management support.

To implement this program of capital improvements, ADID seeks a Firm to:

- work with staff to support project engineering and design;
- conduct document reviews with appropriate parties;
- oversee the production and administration of Project Manual/Specifications and associated bid requirements;
- review financial payments and accounting; and
- support ADID in all aspects of construction.

Projects will be identified and conceptualized by ADID staff, and the Firm will work under the direction of ADID Project Managers. ADID will lead design-phase tasks with assistance

from the Program Manager and third-party designers and engineers. The Project Manager will lead construction-phase tasks with support from ADID Project Managers and additional third-party consultants, as required.

ADID anticipates utilizing program management services both on a project-based negotiated task order approach for larger-scale projects, and an as-needed on-call technical assistance basis for other smaller projects and overall program related tasks.

The Program Manager will be required to work closely with ADID staff, its associated consultants, the City of Atlanta (City), the Georgia Department of Transportation (GDOT), the Georgia Regional Transportation Authority (GRTA), the Atlanta Regional Commission (ARC) and project specific stakeholders (adjacent property and business owners and residents). Collaborative and productive relationships among these parties are essential to project implementation success.

The successful Firm will demonstrate competence and experience in all areas of expertise required by the scope of services, including, but not limited to; urban design, landscape architecture, engineering, environmental impact assessment, construction and finance. It is desirable that firms demonstrate familiarity and experience in projects funded by federal sources, the City of Atlanta, and GDOT.

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

About Atlanta Downtown Improvement District, Inc. (ADID)

The Atlanta Downtown Improvement District (A-D-I-D) is a not-for-profit corporation organized under section 501(c)(3) of the U.S. Internal Revenue Code. ADID is funded through a Community Improvement District (CID) within which private property owners pay special assessments and is governed by a Board of Directors of nine private-and public-sector leaders. ADID strives to create a clean, safe and hospitable environment for Downtown Atlanta within the 200 blocks and 1.7 square miles of Downtown Atlanta.

Through an intercompany agreement, ADID's administration and operations are managed by Central Atlanta Progress, Inc. (C-A-P). CAP is a private, not-for-profit corporation organized under section 501(c)(4) of the U.S. Internal Revenue Code. Governed by a Board of Directors of Atlanta's business leaders who are dues-paying members of the corporation, CAP is a community development organization that provides leadership, programs, and services to preserve and strengthen the economic vitality and quality of life of Downtown Atlanta.

Together, CAP/ADID is 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. More about CAP/ADID can be found at www.atlantadowntown.com.

Submittal Process & Required Items

Consultant Selection Schedule

RFQ Release Date	April 14, 2023
Questions Due	April 28, 2023
Responses to Questions	May 3, 2023
Submittals Due	May 12, 2023
Interviews (if necessary)	Week of May 22, 2023
Selection	Week of May 29, 2023

Questions

Direct any questions in writing to Stacy Grolimund via email at sgrolimund@atlantadowntown.com by April 28, 2023, at 5pm EST using the subject line "Capital Projects Program Management Support." Answers to questions will be made available to all respondents via email and the CAP/ADID website by May 3, 2023.

Submittal Requirements

Respondents should submit a digital proposal in PDF format via email to the address below by 5pm EST on May 12, 2023. Submittals received after this time and date will not be considered.

Stacy Grolimund
sgrolimund@atlantadowntown.com

Submittal Items

- A. *Letter of Intent* - State the full name(s) and address(es), state of incorporation of the organization(s) and the branch office(s) or other subordinate element(s) that will perform or assist in performing the services described herein. Identify the firm contact name, phone, and email addresses. Indicate type of firm ownership (individual, partnership or corporation) and explain any proposed team or joint venture or partnership relationships.

- B. *Statement of Experience* - Submittals should provide a straightforward, complete and concise description of the firm's capabilities to satisfy the requirements of this RFQ.

Describe the experience, detailing a minimum of three recent, relevant projects in similar conditions and with similar size and/or scope. Summaries should include a narrative on the projects, the associated fees, and a point of contact who can be contacted as a reference.

- C. *Team Qualifications* - Provide the names and résumés (including email addresses) of a principal or key staff member(s) who will work on the project and a team organization statement defining their anticipated roles on the team. Indicate the percent of involvement of each team member and identify who will be the daily point of contact.
- D. *Statement of Project Understanding / Approach* - Demonstrate project understanding, including details of the firm's familiarity and experience with providing program management services in dense urban, mixed-use, multi-modal city centers. Outline experience with the City of Atlanta, CIDs, and the GDOT Plan Development Process (PDP). Provide any additional information that demonstrates the firm's understanding and insights. A detailed scope of services and project schedule are not needed, as ADID will develop the final scope of services with the successful firm upon selection.
- E. *Budget* - Provide standard 2023 hourly rates for the team members listed in Team Qualifications.

Submissions should be concise and limited to no more than 15 single-sided pages.

Acceptance of Qualifications

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

- To select a firm to perform the scope of work described in this request
- To reject any and/or all submittals or portions of submittals
- To accept submittals 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

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

Equal Opportunity Statement

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
Capital Projects: Program Management Support
Scope of Work

ADID will be responsible for program definition, grant applications, community involvement strategies, selection of design consultants, and preliminary schematic design of all projects. ADID is soliciting professional services through this RFQ for a Firm to provide implementation support services, as defined and needed per project and by phase. The range of anticipated services include the following:

For **ALL phases**, the Program Manager's work may include the following tasks:

- 1a. Serve as an information conduit to/from ADID from its designers, contractors and consultants when questions arise as to matters concerning the projects, and supports addressing questions and issues in a timely manner.
- 1b. Schedule and coordinate meetings with various parties involved in designing and constructing the projects and meet on a regular basis with ADID Project Managers, for purposes of coordination, scheduling and other matters concerning the projects.
- 1c. Provide updated and detailed budgets status reports to ADID for the projects. These reports may include:
 - (a) Project Cost Report - This report includes columns for Original Budget, Change Orders, Current Budget, Committed Cost (usually the contract values), Actual Cost to Date, Cost to Complete, Projected Final Cost and Variance from Current Budget.
 - (b) Project Cash Flow Report - This report tracks the Actual Cost to date and includes a month-by-month projection of expenditures.
 - (c) Invoice Payment Log - This report tracks all invoices on the project monthly.
 - (d) Funding Entity Report -A Sources and Uses of Funds Analysis spreadsheet for agencies, grantors, and private entities and to show that funds have been used appropriately.
- 1d. Assist in aligning progress with the City of Atlanta's Project Management Agreement (PMA) framework.

For the **preconstruction and bid phase**, the Program Manager's work may include the following tasks:

- 2a. Assistance in project definition, approach and schedule;

- 2b. Assist with the negotiations and in the development of the agreements with design consultants and engineers;
- 2c. Assist with obtaining and reviewing the existing conditions survey from qualified consultants;
- 2d. Develop an overall project schedule;
- 2e. Management of design consultants for performance of their contracts during the preparation of the construction documents;
- 2f. Review construction documents for constructability and review/validate budget estimates prepared by design consultants at milestone intervals such as 30%, 60% and 90% level of completion;
- 2g. Review of construction documents with ADID, surrounding property owners and appropriate governmental bodies;
- 2h. Review the drawings and project manual for compliance with federal, state and local regulations and procedures for construction.
- 2i. Establishment of bidding and construction procedures consistent with requirements per funding sources;
- 2j. Consult with ADID concerning recommendations regarding value engineering suggestions. Decisions on these items will ultimately be the responsibility of ADID and will be brought forward to ADID for consideration and collaborative decision-making.
- 2k. Technical coordination on the construction documents with associated utilities;
- 2l. Preparation of monthly tracking reports on project status, payment history, projected schedule and budget, outstanding issues;
- 2m. Coordination and expedition of applications and approvals from all concerned agencies, including all necessary permits;
- 2n. In accordance with the characteristics of ADID's grant funding agreements, preparation and oversight of the bidding of construction packages, pre-bid

meetings, advertising, and assistance with the response to bidder's questions;

- 2o. Verification of references and contract negotiations with responsive bidders;
- 2p. Participation in meetings with ADID and its consultants and presentation of status reports on all projects, including general status, outstanding issues, current schedule and associated budgets.

For the **construction phase**, the Program Manager's work may include the following tasks:

- 3a. Make regular jobsite inspections and monitor the work for conformance with the approved plans.
- 3b. Attend weekly or bi-weekly jobsite meetings with the Designers, and Contractor to review progress and issues.
- 3c. Prepare and maintain the Action Item Log to document and track the resolution of each issue.
- 3d. Log, date and track Requests for Information (RFI's) for resolution according to contract document requirements.
- 3e. Review and advise ADID on all submitted Change Orders.
- 3f. Maintain and update the Public Contact Log.
- 3g. Monitor and assist with review and approval of the contractor's Application for Payment.
- 3h. Support the preparation of reimbursement submittals to grant funders (e.g. City of Atlanta, GDOT, etc.).
- 3i. Facilitate resolution of any disputes that may arise between the Designer, Contractor, permitting agencies, funding sources or public utilities.
- 3j. Monitor to ensure that Contractor is obtaining the required inspections by City of Atlanta in a timely fashion.
- 3k. Monitor construction testing.

- 3l. Track and provide updates to the approved budget, contractual commitments, cumulative invoiced amounts, and projected costs to complete the project. Advise ADID of issues or potential issues that may impact budget and prepare and implement (with ADID's concurrence) recovery plans, if appropriate.
- 3m. Monitor Contractor's progress, revised schedules, advise ADID of any schedule issues and assist with recovery schedules and contingency planning, as necessary.
- 3n. Assist Designer and ADID to develop a Project Punch List.
- 3o. Ensure timely completion of all punch list issues and provide final inspection.
- 3p. Assist ADID with all aspects of Project Closeout, including verifying that all sub-contractors and materialmen have been paid.
- 3q. Ensure that the "as-built" drawings are prepared and reviewed as directed per the contract if required.
- 3r. Require every contractor and subcontractor to provide the appropriate warranties.