



Request for Proposal (RFP)

Professional Design and Engineering Services for 5th Street Complete Street Project

Issue Date: Thursday, February 1st, 2018 at 5PM EST

Inquiries: Cladie A. Washburn
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Cc: Todd Stuart tstuart@cps-atlanta.com
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Program Managers

Proposals Due: Friday, March 2nd, 2018 at 2PM EST

Midtown Alliance 5th Street Complete Street Project
RFP – Professional Design and Engineering Services

FACT SHEET

Title of RFP:	Professional Design and Engineering Services for 5th Street Complete Street Project
Date of Issue:	Thursday, February 1st, 2018 at 5PM, EST
Pre-Bid: (Strongly Advised but Not Mandatory)	Friday, February 9 th , 2018 at 11AM EST Location: Midtown Alliance 999 Peachtree St., Ste 730 Atlanta, GA 30309
Questions Due:	Tuesday, February 20 th , 2018 at 2PM, EST
Proposals Due:	Friday, March 2nd, 2018 at 2PM, EST
Copies of proposal required:	(1) Electronic PDF – Read - Only file
Proposal submission location:	Cladie@MidtownATL.com
Site location:	5th Street between Williams and Myrtle Streets
Funding source(s):	Midtown Alliance (design and construction) City of Atlanta TSPLOST (construction only)
Total project budget:	\$1.85MM
Desired project schedule:	April 1, 2018 – June 30, 2019 (design phase)

Midtown Alliance 5th Street Complete Street Project
RFP – Professional Design and Engineering Services

A. INTRODUCTION

Midtown Alliance is a non-profit organization backed by business and community leaders dedicated to building a vibrant urban experience in the heart of Atlanta. Guided by a visionary master plan, Blueprint Midtown, and in partnership with the Midtown Improvement District, Midtown has become a national model for urban excellence.

Midtown Alliance partners with the City of Atlanta to plan, design, and implement capital projects in the public right-of-way. These projects include sidewalk upgrades, bicycle facilities, ADA accessibility, street lighting, traffic signalization, beautification, and landscaping. Learn more about Midtown Alliance on our website at MidtownAtl.com. Construction funds allocated for this Project include a combination of City of Atlanta T-SPLOST and Midtown Improvement District (MID) contributions, totaling approximately \$1,850,000. The design should reflect this funding amount. The Midtown Alliance will be acting as the implementation agent for the Project on behalf of the City of Atlanta and the Midtown Improvement District.

Midtown Alliance has hired a Program Manager, Comprehensive Program Services, to facilitate the design and construction of the Project.

B. PROJECT BACKGROUND

As a key east-west corridor connecting Georgia Tech, the Midtown Improvement District, and the Midtown Garden District, 5th Street is one of the busiest multi-modal streets in Atlanta. Despite its many users, the existing street and sidewalk conditions on this major connector vary in quality and character, affecting user safety and experience. Current and anticipated future development along the corridor is anticipated to increase activity of all user groups, necessitating vehicular, pedestrian and bicycle improvements consistent with streetscape environments currently found throughout the rest of the Midtown Improvement District.

The Midtown Alliance is requesting proposals for Professional Design and Engineering Services related to the following improvements along 5th Street between Williams and Myrtle Streets (roughly 0.6 miles):

- Replacement of damaged sidewalks and curbing.
- Additional/upgraded ADA ramps and crosswalks at all intersections.
- Complete pedestrian lighting for safety.
- Infill street trees and furniture.

- Milling, repaving, and restriping of roadway.
- Refresh existing bike lanes and signage.
- Upgraded/extended bike lanes in key areas.

Recommended improvements shall be based on the established Midtown Streetscape Standards as detailed in the SPI-16 and SPI-17 zoning overlay standards.

C. GENERAL INFORMATION

A Selection Committee will determine the teams believed to be most qualified to provide Full Design and Engineering Services for Project Program, Design, and Construction Administration through final completion and acceptance of the constructed Project. Additionally, the selected team should be available for technical assistance during the One-Year Warranty Period as part of their Basic Services.

Presentations may be conducted with those teams deemed most qualified. Dates will be determined and communicated subsequent to proposal response and review.

Each team is to prepare their response according to the RFP format, i.e., by section and paragraph of this RFP. Midtown Alliance reserves the right to reject any proposal not submitted within the required time frame; reject any incomplete proposal submitted; contact client references; require further information; and/or require interviews with any responding firm. All costs related to the preparation, submittal, and/or presentation of proposals are the responsibility of the respondent and will not be assumed in full or in part by Midtown Alliance. All inquiries regarding this RFP **must** be in writing and addressed to:

Cladie A. Washburn
Midtown Alliance Director, Capital Projects Program
Cladie@MidtownATL.com
999 Peachtree St., Ste 730
Atlanta, GA 30309

Cc: Todd Stuart tstuart@cps-atlanta.com
Amy Tisenchek atisenchek@cps-atlanta.com

Written responses to all written inquiries received by Tuesday, February 20th, 2018 at 2PM, EST will be e-mailed to all teams on record with Midtown Alliance as having been issued the RFP on or before Thursday, February 22nd, 2018 at 2PM, EST. No other staff associated with the Project should be contacted regarding this RFP. Doing so may result in disqualification.

An electronic copy PDF of the technical proposals shall be submitted. All files submitted must be Read- Only. All documents are to be submitted to:

Cladie A. Washburn
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999 Peachtree St., Ste 730
Atlanta, GA 30309

Cc: Todd Stuart tstuart@cps-atlanta.com
Amy Tisenchek atisenchek@cps-atlanta.com

Proposals must be submitted no later than **Friday, March 2nd, 2018 at 2PM EST**. We appreciate your submittal and interest in assisting Midtown Alliance with this endeavor.

No proposal will be received or accepted after the above specified date and time of the proposal opening. Proposals submitted after the designated date and time will be deemed invalid and returned unopened to the proponent.

An order will be awarded to the Firm(s) whose proposal is determined to be the most advantageous for Midtown Alliance and The City of Atlanta, considering all the conditions set forth in this RFP. While design fees proposed will be an important factor, it alone will not be the deciding factor in the selection process. Issuance of this RFP does not constitute a commitment on the part of Midtown Alliance to award a contract pursuant to this RFP. Midtown Alliance reserves the right to reject any and all proposals submitted in response to this RFP, in whole or in part, and to award a contract pursuant to this RFP or cancel this RFP if it is considered to be in the best interests of Midtown Alliance. Midtown Alliance further reserves the right to make changes to this RFP at any time by issuance of written addendum/addenda, amendment(s) or clarification(s).

D. SCOPE OF SERVICES

I. EXISTING CONDITIONS ANALYSIS

- Midtown Alliance has engaged a Firm to provide survey services for the Project and will provide the design team with the survey data needed to advance design and develop construction drawings. Once the survey of the project corridor has been completed, the design team shall perform the following tasks:
- Upon receipt of survey data file(s), review the file and notify Midtown Alliance in writing of errors or deficiencies that could prevent the design team from proceeding.
- Upon receipt of survey data, lead a site walk with Midtown Alliance and related staff to identify issues and opportunities.
- Document these existing written conditions through a series of maps, diagrams, site

- photographs and narrative.
- Identify, research and summarize any planned overlapping capital improvement or transportation projects.

II. CONCEPTUAL & SCHEMATIC DESIGN

- Generate conceptual streetscape/mobility improvement plans relating to sidewalks, furniture zones, street trees, lighting, ADA facilities, crosswalks, laneage configurations, intersection treatments, transit stops, signage, markings and bike lane upgrades.
- Lead a client team work session to discuss initial design options.
- Refinement of design options based on client team and stakeholder feedback. Prepare illustrated, colored Schematic Design plans reflecting client and stakeholder feedback.
- Prepare supplemental graphics illustrating typical improved conditions such as section diagrams, renderings and/or character perspective illustrations.
- Produce opinion of probable construction cost (i.e. construction cost estimate) for preferred schematic design.
- Prepare a 30% plan submission (schematic design) with associated line-itemed OPCC (opinion of probable construction cost) suitable for initial review and comment by various City of Atlanta departments including Renew Atlanta and Office of Mobility Planning.

III. CONSTRUCTION DOCUMENTS

- Prepare detailed construction documentation package based on schematic design for the corridor and incorporating initial comments received by the City of Atlanta and the Midtown Alliance.
- Prepare a 60% plan submission (design development) with associated line-itemed OPCC.
- Prepare a 90% plan submission (construction documents) with associated line-itemed OPCC.
- Prepare a 100% plan submission (final construction documents for permit) with final line-itemed OPCC
- Construction documentation package shall generally follow the conceptual design, be consistent with City of Atlanta requirements to let the Project for construction, and at a minimum, include plans for new and/or relocated striping, signs, curb ramps complying with ADA standards, stormwater/green infrastructure, overhead and underground utilities, signal equipment, bicycle infrastructure, lighting and landscape improvements.
- Construction documents will be developed in coordination with the City of Atlanta and at a minimum, include Cover, Index Sheet, General and Project Notes, Summary of Quantities, Existing Conditions Plans, Demolition Plans, Layout Plans, Grading Plans, Striping and Signage Plans, Signal Plans, Erosion and Sediment Control Plans,

Tree Protection/Replacement Plans, Planting Plans, Utility Plans and all associated Construction Details.

- The team shall prepare a project Specifications Manual.
- The Midtown Alliance will take the lead on permitting activities through the City of Atlanta, but will require assistance as needed from the project team.
- Refine Construction Documents as needed based on City of Atlanta review comments received at 30%, 60%, 90% and 100% progress submissions
- Construction documentation set must meet all requirements for review, permitting and bidding through the City of Atlanta Department of Public Works.
- Construction document set must be signed and sealed by an Engineer and/or Landscape Architect registered in the State of Georgia.

IV. BIDDING AND AWARD SUPPORT

- Prepare Bid Form and Summary of Quantities.
- Attend contractor pre-bid conference.
- Respond to questions submitted by potential bidders.
- Develop amendments and addenda as needed for submission to the City of Atlanta Department of Procurement.
- Review contractor qualifications and provide recommendations.

V. CONSTRUCTION ADMINISTRATION

After the award of a Contract for Construction, the Design/Engineering consultant's services shall include the following Construction Administration work items:

- Bi-Weekly (on average) site visits to review and document construction work quality and conformance with construction documents.
 - Review and respond to contractors' submittals including shop drawings, product data, and similar.
 - Review and respond to contractor Requests for Information (RFIs) as needed.
 - Attend regularly-scheduled project Owner – Architect – Contractor (OAC) meetings.
 - Change order support.
 - Pay application review.
 - Participation in final punch list walks.
 - Be available for technical assistance during the One-Year Warranty Period.

VI. STAKEHOLDER & PUBLIC ENGAGEMENT

Because the project will be focused within the City of Atlanta public right-of-way, Stakeholder and Public Engagement activities are expected to continue throughout the Project's duration. The design team shall perform the following tasks:

- Lead two (2) public open house and/or engagement events open to the general public. The Midtown Alliance and the City of Atlanta will support the consultant with outreach and advertisement of such events. The public involvement meetings are expected to include a presentation of design plans and act as a forum to collect and document public input and ideas. The consulting team will be expected to provide graphics and answer technical questions to facilitate the conversation.
- Support the Midtown Alliance at up to five (5) stakeholder group meetings. Anticipated stakeholders include Georgia Tech, the Midtown Neighbors Association and various Homeowners Associations/Property Owners along 5th Street.
- Provide regular bi-weekly updates to Midtown Alliance and prepare for regular monthly in-person meetings with Midtown Alliance and City of Atlanta throughout project design.

E. SCHEDULE

The following project timeline is an estimate based on existing funding expectations and is subject to change based on unforeseen circumstances.

Proposals Due: March 2nd, 2018
 Presentations (optional): March 13, 2018
 Award Contract: March 16, 2018
 Execute Contract: March 23, 2018
 Begin Design: April 1, 2018
 100% CDs submitted for permit: June 30, 2019

F. PROPOSAL FORMAT

The evaluation by the selection committee will be based on the criteria listed below. The proposal should be prepared per the following Sections as well as a one-page letter of transmittal signed by an owner, officer, or authorized agent of the firm(s), acknowledging and accepting the terms and conditions of this RFP. This RFP shall be limited to 20 pages maximum.

- Personnel Qualifications – Evaluation of the list of personnel specifically assigned to the proposed Project, including their qualifications, overall experience and recent experience on projects of similar nature and complexity to the proposed Project. Please provide who will be the sole responsible person for the performance of design services for the duration of the Project. Also provide each personnel's existing commitments, their role on those commitments, and their percentage of time to be spent on this Project. (20 Points)
- Experience/Performance – Review of past performance on projects of similar nature and complexity as the proposed Project; evaluation of client references

whether included in the proposal response or not; overall responsiveness to Client's needs. (25 Points)

- Approach – Evaluation of the overall understanding of the scope of the proposed Project; completeness, adequacy and responsiveness to the required information of the request for proposals. This should include a preliminary Project schedule by task and milestones that will be used to administer the Project. (25 Points)
- Availability – Evaluation of the work load of the proposing firm and the staffing to be assigned to the proposed Project. Provide a time schedule of the proposer in relation to that of the proposed Project schedule. Explain location of the offices or facilities from which the services are to be provided to the Client. (10 Points)
- Financial Stability – Evaluation of the overall financial position of the firm as determined from financial information required by the Request for Proposal or from other independent sources. Provide a copy of the Firm's liability insurance certificate. (10 Points)
- Proposed Fee – Evaluation of fee proposed by responding team(s). (10 Points)

Firms submitting shall have experience on projects of equal size, equal cost, and equal complexity.

G. ATTACHMENTS

Attachment A: Project Limits

Attachment B: Construction Plans labeled "City of Atlanta, 5th Street NE /NW Bike Lanes", dated 4/09/14

H. DIVERSITY

While Midtown Alliance does not require Small, Disadvantaged, Female, and Minority owned business participation, it is strongly encouraged.

I. RESERVED RIGHTS

Issuance of this RFP does not constitute a commitment on the part of Midtown Alliance to award a contract pursuant to this RFP. Midtown Alliance reserves the right to reject any and all proposals submitted in response to this RFP, in whole or in part, and to award a contract pursuant to this RFP or cancel this RFP if it is considered to be in the best interests of Midtown Alliance. Midtown Alliance further reserves the right to make changes to this RFP at any time by issuance of written addendum/addenda, amendments(s) or clarification(s).

J. EVALUATION OF PROPOSALS AND ORAL PRESENTATIONS

A committee of key staff members (Selection Committee) will be chosen to review each response to this RFP and provide a rank list of all teams. The Selection Committee will convene and summarize their individual rankings for each team. This will establish a list of teams found by the Selection Committee to have submitted proposals reasonably susceptible of being selected for award. The Selection Committee may also choose for these teams to be invited to present their proposal to the Committee. After this, the Selection Committee will make a recommendation that Midtown Alliance enter into a contract with the team whose proposal is determined to be the most advantageous for Midtown Alliance, considering all the conditions set forth in the RFP. While price is obviously an important factor, it alone will not be the deciding factor.

K. CLIENT QUESTIONS

Any vendor that submits a proposal may be requested to provide additional information to Midtown Alliance. Such information is only for the purpose of clarification and in no way changes the vendor's proposal as originally submitted. Midtown Alliance reserves the right to ask any or all vendors to clarify any portion of their proposals after submission.

L. COSTS OF PROPOSALS

Midtown Alliance is not responsible or liable for any of the costs incurred by any vendor in preparing and/or submitting a proposal pursuant to this RFP.

M. GENERAL CONDITIONS

Upon submission of a bid, the bidder hereby certifies on behalf of his company or organization that:

- This proposal is genuine and not made in the interest of, or on behalf of, an undisclosed person, firm or corporation.
- This proposal is not submitted in conformity with any agreement or rules of any group, association, organization or corporation.
- The Firm(s) has not directly or indirectly induced or solicited any other bidder to submit a false or sham bid.
- The Firm(s) has not solicited or induced any person, firm or corporation to refrain from bidding.
- The Firm(s) has not sought by collusion to obtain for itself any advantages over any other bidder or over Midtown Alliance.

END OF RFP