



McPherson Implementing Local Redevelopment Authority

October 18, 2018

REQUEST FOR PROPOSALS FOR TRAFFIC STUDY

ATTENTION RESPONDENTS

The McPherson Implementing Local Redevelopment Authority (Fort Mac LRA) proposes to engage the services of a transportation planning, design and engineering team to develop a concept study for the Fort McPherson street Concept and new intersections, including a traffic study, an Intersection Control Evaluation (ICE study) and access permitting services for the redevelopment of Fort McPherson in Atlanta, Georgia. The selected firm(s) shall examine design and signalization options for proposed new entrances to the former Fort McPherson site, as well as street connections between the Lakewood MARTA Station and Oakland City MARTA station within the Fort Mac site, and will guide the project through all phases of the proposed access concept with the Georgia Department of Transportation (GDOT) and the City of Atlanta. The objective of this proposal is to provide Fort Mac LRA with a qualified applicant capable of carrying out the work defined in the Scope of Work and the City of Atlanta herein. The successful applicant will be responsible for providing these services solely based on the information provided by the design team as well as information that the proponent has already obtained through previous research.

A successful Respondent will be selected by Fort Mac LRA based on the Respondent's ability to provide the services described in the Scope of Services (as summarized below), competitive pricing for such services, and other factors herein listed.

Potential respondents are asked to direct all questions concerning this Request for Proposals (RFP) to Robert Mosby, Controller, via e-mail at rmosby@fortmaclra.com or by phone at (404) 477-6767.

Your complete response(s) to this RFP should be received in the Fort Mac LRA offices at 1794 Walker Avenue SW, Building 250, Atlanta, Georgia 30310, **no later than 2:00 pm E.S.T on November 15, 2018.**

Fort Mac LRA reserves the right, in its sole discretion, to reject any submittal it considers to be non-responsive. Fort Mac LRA reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any or all submittals when it is in the best interest of Fort Mac LRA. Should Fort Mac LRA fail to reach agreement with any Respondent(s) initially selected, Fort Mac LRA reserves the right to

commence negotiations with the next highest ranked Respondent. Fort Mac LRA shall select the Respondent (or Respondent team) it considers best qualified and as providing the best value to Fort Mac LRA in its sole discretion. Fort Mac LRA may select a Respondent without an interview or may choose to interview all or a limited number of respondents prior to selecting the successful Respondent (or Respondent team). The cost of preparing responses will be the responsibility of each Respondent and will not be reimbursed.

REQUEST FOR PROPOSALS

This Request for Proposals for the Fort McPherson Street Concept and Intersection Study, hereafter referred to as RFP, is hereby issued by Fort Mac LRA in accordance with applicable law. The Authority anticipates contracting with a contractor that has the experience and skill to provide the services outlined in the Scope of Services listed herein.

PROPOSAL FORMAT GUIDELINES

Interested respondents are to provide the Authority with a thorough proposal using the following guidelines:

Proposal shall be typed and must contain no more than 10 typed pages including proposal sections.

A 12-point font size is required for typed portion of the letters and proposal sections except small fonts are allowed for tables, charts and exhibits. The inclusion of 11" by 17" sheets are allowed if folded to fit the proposal.

Each proposal will adhere to the following order and content of sections:

Proposal must be straightforward, concise and provide "layman" explanations of technical terms that are used. Emphasis must be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals which appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of this contract may be rejected.

The following proposal sections are to be included in the Respondent's response:

A. Cover Letter

A cover letter, not to exceed two pages in length, must summarize key elements of the proposal. An individual authorized to bind the Respondent must sign the letter. The letter must stipulate that the proposal price will be valid for a period of at least 90 days from the proposal due date. The cover letter must list the person that will represent the Respondent and include the address and telephone number and email address for that representative.

B. Background and Project Summary Section

The Background and Project Summary Section must describe your understanding of the scope of this RFP, services to be provided, and the objectives to be accomplished. Please provide a company resume of projects completed that are similar in scope to those requested in this RFP.

C. Methodology Section

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Services of this RFP. The Methodology Section must include:

1. An implementation plan that describes in detail: (i) the methods, including controls by which your firm manages projects of the type sought by this RFP; (ii) and any other project management or implementation strategies or techniques that the Respondent intends to employ in carrying out the services that are being provided.
2. Detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Services" section.
3. A typical sample, project schedule, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion.
4. Detailed description of specific tasks you will require from Fort Mac LRA Staff. Explain what the respective roles of Fort Mac LRA Staff and your Staff would be to complete the tasks specified in the Scope of Services.

D. Staffing

Provide a list of individual(s) who will be working on this project and indicate the functions that each will perform. Include a resume for each designated individual.

Upon award and during the contract period, if the Respondent chooses to assign different Personnel to the project, the Respondent must submit their names and qualifications including information listed above to the Authority for approval before they begin work.

E. Qualifications

The information requested in this section must describe the qualifications of the individual or firm, key staff, and sub-consultants performing projects within the past five years in the State of Georgia, that are similar in size and scope to demonstrate competence to perform these services and all certifications held by the individual, firm, and staff.

Information shall include:

- 1) The key personnel that have participated on named project and their specific responsibilities with respect to this scope of services.
- 2) Summarize the Respondent's demonstrated capabilities, including length of time that your firm has provided the services being requested in this Request for Proposals for Contractors.
- 3) Provide at least three separate public-sector references that have received similar services from your firm. **Fort Mac LRA reserves the right to contact any of the organizations or individuals listed.** Information provided shall include:

- Category
- Qualifying Project Types
- Project Manager on the project who is also the Project Manager on the Proposal, and Key Personnel
- Public sector, primary contact, email and telephone number
- Name of Project
- Start/Finish (Months & years)
- Brief Project description
- Briefly describe change orders for the project and comparison of original contract and final contract amounts

SCOPE OF WORK

The work of Consultant is to be based on the information provided by the Ownership team (See Available Documents list), and information gathered/developed by the Consultant, as well as any information that is readily available to the prospective applicant. The Consultant shall provide all leadership, manpower and expertise required for the ICE study, and site civil engineering for site access negotiations with GDOT including, but not limited to the following:

General:

The work to be accomplished is in support of the following Atlanta Regional Commission (ARC) sub-element:

806ETS — Regional Transportation Planning Study Program

Area covered:

All the necessary services provided in this subgrant contract will support the development of a traffic and intersection study within the City of Atlanta. The study area includes two parallel streets, Lee Street and Hardee Ave, SW, from the Lakewood MARTA station to the Oakland City MARTA station, but may extend beyond these limits if needed for logical termini purposes.

I. Goal:

The Regional Transportation Planning Study (RTPS) program provides local governments and Community Improvement Districts funds for transportation plans, corridor studies and feasibility studies that 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).

II. Work Tasks:

The Fort McPherson Street Concept and Intersection Study will examine design and signalization options for proposed new entrances to the former Fort McPherson site, as well as street connections between the Lakewood MARTA Station and Oakland City MARTA station within the Fort Mac site. The new entrances and multi-modal street (known as the Fort Mac Mile or Hardee Ave. Extension) will facilitate the LCI Study's redevelopment vision to create a walkable and transit-oriented mixed-use center. The study will evaluate various design and operational options, connections to bicycle, pedestrian and street network, and will be developed in close coordination with GDOT and the public.

The work to be accomplished under this contract is divided into the following tasks:

Task 1— Technical Analysis:

Conduct traffic, environmental, geometric and operational study to determine feasibility of various cross sections and concepts for the Fort Mac Mile (aka Hardee Ave. Extension) and intersection traffic control options at the new Fort Mac entrances.

Please note: Traffic analysis and alternatives considered shall incorporate the planned new typical section for Lee Street which will be constructed as part of the City of Atlanta's Lee Street Trail project (ARC Project No. AT-299). The new typical section reduces Lee Street from 5 to 4 travel lanes, includes medians, and a 10' wide trail on east side of Lee St. All intersection designs will also incorporate safe trail crossings, bike and pedestrian access, walk signal timing, medians and other safety considerations

The following tasks shall be completed:

- Conduct traffic counts and projections, including turning volumes, along Lee Street and at the two proposed entrances.
- Conduct Intersection Control Evaluation (ICE) process (<http://www.dot.ga.gov/PartnerSmart/DesignManuals/Intersection%20Control%20Evaluation/ICE%20Policy.pdf>) to determine preferred intersection treatment (roundabout, traffic signal, or other). The ICE tool will require data on traffic volumes, intersection and roadway geometry, and crash data.
- Prepare a detailed survey of existing physical conditions, right-of-way widths and ownership, control of existing and needed access, and development plans along the existing Hardee Avenue and proposed extensions needed to create the "Fort Mac Mile". Collect data on utilities within the right-of-way, topography, structures, potential historic buildings and features, and other constraints to potential alignments;
- Review and consider recommendations from NACTO's *Urban Street Design Guide*, ARC's *Safe Streets For Walking & Bicycling (2018)*, FHWA's *Proven Safety Countermeasures*, and the 2016 Oakland City-Fort Mac LCI Study.
- Based on preferred intersection alternatives and street alignment and concepts, review the existing approved NEPA documentation and conduct additional environmental screening (as needed) to determine potential impacts to historic resources or other environmental impacts.

Task 2— Public Involvement & Agency Coordination:

The goal of this task is to develop a local planning outreach process that promotes the involvement of all stakeholders in the study area. A concerted effort to reach out to senior, low-income and minority stakeholder populations should be made. The public involvement and agency coordination process shall include the following:

- Project Management Team (PMT): Fort Mac LRA shall establish a Project Management Team that includes, at a minimum, a representative from Fort Mac LRA, the consultant, and the ARC. This team shall meet monthly (in-person or via conference call as appropriate) to discuss the study progress. The project's ARC project manager must be notified of all public meetings taking place.

- Public Engagement and Agency Coordination: The consultant will develop an outreach plan and schedule to be approved by Fort Mac LRA and ARC, and shall include, at a minimum, the following:
 - Agency coordination with the City of Atlanta (Office of Mobility Planning and Department of Public Works Traffic Engineering), GDOT District 7 (Metro Atlanta) Traffic Engineer, and MARTA (planning or operations staff) and other agency partners as needed.
 - The sponsor will conduct at least three opportunities for the public to provide feedback on the study and proposed project. Engagement with the public at large will include educating about design alternatives and potential impacts, as well as, seeking input and consensus on a preferred alignment or design. The format, location and scheduling of the public engagement events should be scheduled and designed to maximize the number of people attending, which may involve conducting outreach at the MARTA stations, farmers markets, apartment complexes, or other community locations or events. Efforts should be made to ensure that local residents, business and property owners, and other key stakeholders are reached. This may require additional meetings, conference calls, stakeholder interviews, focus groups or surveys.
 - Project information will be uploaded to a project website to provide basic project information to the public, including project materials and meeting summaries, and the opportunity to leave feedback. Project information and opportunities for input should also be shared on social media.

Task 3 —Conceptual Street Plan and Intersection Control Evaluation Report:

Based on technical analysis and public input, prepare a concept layout, typical sections, and Intersection Control Evaluation for proposed Fort Mac Mile, new entrances, driveway and site design. Specific task elements include:

- Concept plan layout and typical sections for preferred Fort Mac Mile alignment, including bicycle and pedestrian facilities and connections to existing street network, proposed new entrances and Lakewood MARTA and Oakland City MARTA stations.
- Completed ICE Report for the preferred intersection control alternative(s)
- Conceptual plan layout and typical sections for preferred and alternative intersection alignments, which will denote bicycle, pedestrian and trail connections.

Task 4 — Prepare Project Deliverables

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

Deliverables:

- Summary report that includes the study purpose and outline of the process, map of study area, a summary of public involvement, summary of findings from the existing conditions and right-of-way assessment, traffic analysis, safety audit, environmental screening and preferred and alternative concepts.
- Completed Intersection Control Evaluation reports for both new intersections ready for submission to GDOT.
- Preferred and alternative conceptual plan layouts and typical sections for the Fort Mac Mile and the intersections
- The following items shall be compiled into the appendix of the summary report:
 - Complete traffic study, counts or raw data;
 - Environmental/historic resources screening memo;
- Public involvement documentation (e.g. sign-in sheets, meeting summaries, photos, comments);
- Crash data;
- Any other raw data or documentation required for the ICE or street concept development

Format:

- 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).
- One (1) printed final report document and appendices in 8.5"x11" and concept plan and typical sections in 11"x17".
- Individual PDF files of each of the following:
 - ICE report(s)
 - Concept plan and typical sections for preferred and alternative street and intersection designs
 - Traffic study
 - Environmental/historic resource screening memo
- Complete public involvement documentation
- Crash/safety audit report and crash data
Electronic files in their original formats with supporting graphics and GIS or other data files (Word, Excel, InDesign, CAD, etc.).

DBE Participation: Fort Mac LRA encourages all interested respondents to promote opportunities for diverse businesses, including Female Business Enterprises ("FBE"), Minority Business Enterprises ("MBE") and Small Business Enterprises ("SBEs" and together with FBEs and MBEs, "DBEs") to compete for business as consultants, sub-consultants and/or suppliers. Goals are based on the Scope of Services and general availability of firms with the requisite experience and capacity to perform the services. Consultants are encouraged to involve DBEs in all aspects of the work. All respondents shall include specific information regarding DBE participation, if any.

Fee Proposal

Please present a fee proposal that is broken down by task, staff/personnel and DBE/Subs.

Submit five (5) originals and one (1) electronically formatted proposal document including the following:

Section 1

- Cover letter: Include a brief firm qualification narrative and description of your proposed scope of services.
- Project Approach: Include a brief narrative explaining your approach to the scope of work
- List experience and three (3) references for projects of similar size and scope of work. Please provide name, phone and email of each reference.
- Submit resumes showing experience of the assigned staff that will manage and provide services under this contract (1/2 page per staff person max.)
- Cost/budget (including DBE participation, if any)

PROCESS FOR SUBMITTING PROPOSALS

- **Content of Proposal**
The proposal must be submitted using the format as indicated in the proposal format guidelines.
- **Preparation of Proposal**
Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate, and reliable presentation.
- **Provide Insurance Documentation (or prospective documentation-at a minimum) as follows:**
 - Certificate of Insurance for General Liability in the amount of \$2 million.
 - Professional Liability insurance in the amount of \$1 million with a \$5 million aggregate.
 - Name of Workers Compensation Insurance Provider with statutory limits.

SCHEDULE

It is anticipated that the solicitation and selection process shall be conducted in accordance with the following schedule provided, however, Fort Mac LRA reserves the right to modify this schedule in its sole discretion.

RFP Invitation:	October 18, 2018
Questions Due:	October 31, 2018 - 2:00 p.m.
Answers Published:	November 5, 2018
Proposals Due:	November 15, 2018 - 2:00 p.m.
Interviews	November 27, 2018
Selection	November 30, 2018

SELECTION PROCESS AND NEGOTIATION

Fort Mac LRA may select one or more respondents for in-person interviews. The most responsive firm or Respondent will be identified, and Fort Mac LRA will proceed to the interview and the negotiation of an agreement process. Selection criteria for the most responsive respondents are listed below in the section marked "Selection Criteria". Fort Mac LRA and the successful respondents would negotiate an agreement promptly following the selection. If a mutually satisfactory contract cannot be reached with the selected respondents, Fort Mac LRA reserves the right to enter negotiations with the alternative respondents as determined under the selection criteria.

Selection criteria that will be used to select the successful Respondent are set forth below:

Criteria	Points
Background and Project Experience	25
Methodology	20
Staffing and Qualifications	10
Sample Plan	10
DBE	10
Fee	25
Total	100

CONTACT PERSONS

Questions concerning any aspect of this project, including the submittal process, should be directed to Robert Mosby, Controller, Fort Mac LRA, 1794 Walker Avenue, SW, Atlanta, Georgia 30310. Suggestions and questions regarding the RFP and the proposed Scope of Services should be made in writing via e-mail to rmosby@fortmaclra.com not later than **October 31, 2018 by 2:00 pm E.D.T.** Answers to those questions will be shared with all parties who have expressed interest, by close of business **November 5, 2018 E.S.T.**

FORT MAC LRA POLICY ON COMMUNICATIONS AND CONTACT

Respondents are required to conduct the preparation of their applications with professional integrity and free of lobbying activities. Respondents and their respective agents and consultants are not permitted to contact or communicate with, directly or indirectly, any member of the Fort Mac LRA Board regarding the subject matter of this RFP after the issuance date of this RFP, except as specifically permitted herein or approved in advance by Fort Mac LRA. Any verified allegation that a Respondent or team member, or an agent or consultant of the foregoing, has made such contact or attempted to influence the evaluation, ranking, and/or selection of respondents is cause for Fort Mac LRA to disqualify the Respondent and its team member from further consideration.

OPEN GOVERNMENT LAWS

All respondents should obtain and thoroughly familiarize themselves with the Georgia Open Records Act (O.C.G.A. S 50-18-70, et seq.) and Georgia Open Meetings Act (O.C.G.A. S 50-14-1, et seq.) (Collectively, the "Open Government Laws") applicable to the issue of confidentiality and public information. Fort Mac LRA will not advise a Respondent(s) as to the nature or content of documents entitled to protection from disclosure under the Open Government Laws, as to the interpretation of such laws, or as to definition of "proprietary." Each Respondent(s) shall be solely responsible for all determinations made by it under applicable laws. Each proposer/Respondent(s) is advised to contact its own legal counsel concerning the effect of applicable Open Government Laws to that Respondent(s)'s own circumstances.