

Point of Contact: Matt Gore
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July 23, 2018

Schedule of Events

Event	Date
Release of RFP	July 23, 2018
Proponents' Conference	None
Deadline for Written Questions *Submit via E-Mail to CID representative: matt@gateway85.com	August 3, 2018
Addendum with responses to questions to be posted at: www.gateway85.com	August 8, 2018
Proposals Due	August 20, 2018 at 2:00PM
Proposals are due to: FREIGHT PLAN Gateway85 CID 1770 Indian Trail-Lilburn Rd., Ste. 150 Norcross, GA 30093	
Technical Evaluation Complete	August 27, 2018
Interviews (if needed) week of	August 31, 2018
Evaluation Complete (On or about)	September 5, 2018
CID Board Approval (On or about)	September 13, 2018

One original (designated as the original) and four (4) copies of the proposal must be submitted in a sealed envelope or box before the listed deadline in order to be considered. Any proprietary information contained in the proposal should be so indicated. However, a general indication that the entire contents, or a major portion, of the proposal is proprietary will not be honored.

The full cost of proposal preparation is to be borne by the proposing firm.

Sole responsibility rests with the firm to see that the proposal is received on time at the stated location.

Proposals sent by telegraphic and/or electronic devices are not acceptable and will be rejected upon receipt. Firms are expected to allow adequate time for delivery of their proposal either by hand delivery, postal service or other means.

The CID encourages meaningful Disadvantaged Business Enterprise (DBE) participation in all of its projects. As this project is partially funded by ARC, please refer to the ARC DBE policy.

Proposals will be awarded by scoring the following criteria. Each criterion will be weighted as noted below:

- (a) Meets requirements and criteria in the request for proposal (5%);
- (b) Provides a specific approach to the project (30%);
- (c) Demonstrated experience on similar types of projects (15%);
- (d) Quality, availability, competence, qualifications, and capability of the proposer (30%);
- (e) Most advantageous and in best interest of the CID (10%);
- (f) Proposed budget, both overall and by task (5%); and
- (g) Other specific criteria set forth in the invitation (5%).

Restrictions on Communications with Staff

All questions about this RFP must be submitted in the following format:

The subject line should read **Freight Study RFP Question**

Company Name

1. Question

Citation of relevant section of the RFP (if applicable)

Questions must be directed in writing via email to the CID:

Matt Gore

(e-mail: matt@gateway85.com)

From the issue date of this RFP until a consultant is selected and the selection is announced, proponents are not allowed to communicate for any reason regarding this RFP with any CID staff or related elected official except as noted above. The CID reserves the right to reject the proposal of any proponent violating this provision. All questions concerning this RFP must be

submitted in writing (fax or email may be used) to the CID. No questions other than written will be accepted. No response other than written will be binding upon the CID.

Interviews

The CID may conduct interviews with the top proponents. The CID will make this determination and if scheduled, these interviews will be announced after the short list is finalized. Each proponent invited to interview with the CID will have a 30-minute time slot. Qualification evaluation scores will be added to the interview scores, and the list of proponents will be ranked in order. The CID will then recommend award of contracts to the top scoring team. The content of the interview, if held, will be a simple Q and A session. No formal presentation will be required.

Final awards must be approved by the CID Board of Directors.

MINIMUM REQUIREMENTS FOR SUBMISSION

This RFP is intended to foster effective, fair, and broad-based competition for public procurement within the free enterprise system. It is unethical for any person to offer, give, or agree to give any CID Board Member, employee, business associate, or relative a gratuity as an inducement for the award of a contract.

The firm shall execute a contract tendered by CID prior to initiating service. The funding for this project is being provided by the Atlanta Regional Commission (ARC), along with Gwinnett County (SPLOST) and the Gateway85 CID. The selected firm will need to abide by all regulations required by the ARC. Any contract award for this study is contingent upon ARC receiving adequate funding for this purpose from the Georgia Department of Transportation (GDOT).

All qualified proponents will receive consideration for employment without regard to age, handicap, religion, creed or belief, political affiliation, race, color, sex or national origin.

The proponent shall submit a proposal to include the following:

1. Background and Experience of Team with emphasis on similar type of work (public and private). Include date of establishment of prime firm and office where contract will be served (5 pages max).
2. Experience of the Project Manager/Supervisor assigned to manage the project with emphasis on experience working on freight plans (1 page max).
3. Experience of other key team members and their proposed roles on this project. (3 pages max)
4. Using the indicated scope of work outlined in this RFP, outline your approach for the work (10 pages max).

5. Fee proposal (1 page formatted by Task, Personnel, and Hours)
6. Schedule for the project (1 page, may be up to 11"x17")
7. References (minimum of 3 – at least one must be for Project Manager on a similar project using format below)
8. Other relevant information concerning your proposal shall be included in the appendix (no page limit).

Reference Format

Please list by organization name, based on services rendered by the staff listed in the RFP for projects similar in size and scope.

Organization Name:

Address:

Authorized Representative:

Name of Project, Name of Project Manager or Staff Who Worked on Project, and Date of Completion:

Telephone Number:

E-Mail:

The CID reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm. The firm may be requested to execute releases to obtain information from third parties. Failure to execute a release upon request may result in disqualification.

The CID reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the CID. An award will be made contingent upon the approval of the CID Board.

Background

In 2006, a group of commercial property owners in the southwestern portion of Gwinnett County formed Gwinnett's third Community Improvement District (CID). The CID was originally created as the Gwinnett Village CID, and it underwent a rebranding in 2017 to the Gateway85 Gwinnett CID. Gateway85 has become the largest CID in the state in size, representing just under 800 properties. The CID encompasses major corridors such as Buford Highway, Beaver Run Road, Indian Trail Road, Jimmy Carter Boulevard, and Best Friend Road. It operates with the goal of increasing property values in the southwestern part of Gwinnett County. For more information, please visit www.gateway85.com.

The CID works to promote redevelopment and improve mobility in the district. Upon its formation, the CID embarked on corridor studies of Indian Trail (2006) and Jimmy Carter Boulevard (2007). In 2012, we completed a Pedestrian and Bicycle Connectivity Study for the Indian Trail and Jimmy Carter LCI Corridors. In 2016, in partnership with Gwinnett County, the Gwinnett Place CID, and Explore Gwinnett, the CID completed the Gwinnett Way, a vision for Gwinnett's "main street" and the future of transit in the district. In addition, the CID completed a truck study in 2007, which surveyed truck infrastructure and mobility, and provided project recommendations and a project development plan. While many of the studies include truck and freight-related considerations, the CID has not undertaken a study exclusively focused on these issues in recent years. ARC has recently approved grant funding for freight plans, particularly in areas designated as Freight Intensive Clusters (as is the case for Gateway85). This has allowed the CID to undertake a major study to develop a plan related to freight mobility and transport options for the related workforce.

Project Goals

The freight plan will offer updated and thorough insight into freight activity, current and future, in the study area. It will also address workforce access and mobility. In addition to an expanded understanding of freight activity, the CID seeks to develop a list of projects to address the findings in the study. This may include, but is not limited to, roadway, bridge, and wayfinding improvements. In addition, the CID expects an implementation plan for the findings within the study.

Project Scope

The Freight Plan Study should follow ARC's recommended Scope of Work (Attachment A).

Coordination with Other Organizations

The consultant will be required to work closely with the Gateway 85 Gwinnett CID; Gwinnett County; the Cities of Norcross, Peachtree Corners, and Doraville; Georgia DOT; ARC; and other major stakeholders in the district. In addition, presentations to, and input from, adjacent

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

ATTACHMENT A

SCOPE OF WORK

I. General: Any contract award for this study is contingent upon ARC and the project sponsor receiving adequate funding for this purpose from the Georgia Department of Transportation (GDOT).

II. Area Covered: The study area is located within Gwinnett and DeKalb Counties. The study area is bounded by and inclusive of Peachtree Industrial Boulevard, Jimmy Carter Boulevard, McDonough Drive, and Interstate 285, including the municipalities within these boundaries. This area will be the primary area of focus for the study and plan and will receive the highest levels of analysis and planning, including all tasks outlined in the Scope of Work. In addition, the area outside of the primary focus area that is bounded by and inclusive of Peachtree Industrial Boulevard, Beaver Run Road (on the north side of I-85), Indian Trail Road (on the south side of I-85), McDonough Drive/Oakbrook Parkway, and Interstate 285, including the municipalities within these boundaries will be included in the study but will receive general consideration and a less detailed level of analysis. Detailed outlines of the areas covered are provided in the maps in Exhibit A-1. Coordination with all local jurisdictions within the study area and adjacent jurisdictions within an area of three to five miles outside the study area is also required in order to promote coordinated long-range transportation planning efforts across jurisdictional boundaries.

III. Goal: The Freight Cluster Plan Program provides local governments and Community Improvement Districts (CIDs) funds for local planning with a focus on freight movement. The purpose of freight cluster plans is to address transportation planning, traffic operations, and related planning needs, and to identify recommended projects and policy changes to address those needs.

The freight plan will offer updated and thorough insight into freight activity in the study area, and it will serve as a guide for managing freight activity in the area. It will also address workforce access and mobility. In addition to an expanded understanding of freight activity, the CID seeks to develop a list of projects to address the findings in the study. This may include, but is not limited to, roadway, bridge, access, mobility, technology, and wayfinding improvements. In addition, the CID expects the development of an implementation plan for the findings within the study.

Recommended projects should aim to be competitive for local, state, and federal funding with adequate information and cost estimates to complete potential grant applications and be prepared for advancement to Scoping and/or PE phases. These plans, while focused on local issues and needs, also serve as the groundwork for regional planning efforts led by the Atlanta Regional Commission.

IV. Work Tasks: The Gateway85 CID area is a Freight Intensive Cluster with access to two major interstates, a number of state routes, Gwinnett County Transit, and rail. However, its last-mile connectivity between the interstates and its freight centers is in need of upgrading. In order to better understand the freight-related challenges and growth opportunities, and to identify projects in the area that would improve freight access and mobility, the CID is commissioning a freight study and plan within the proposed project area. The purpose of this study is to identify opportunities for infrastructure improvements related to freight and workforce mobility, to recommend projects based upon the findings of the study, and provide for strategic and meaningful public involvement.

The CID anticipates the outcomes from the study to include:

- Greater understanding of current freight movement to, from, and within the study area, including general origins and destinations, peak times, routes, and traffic counts.
- Identification of infrastructure deficiencies and potential solutions for existing conditions.
- Identification of potential conflicts between existing plans and/or land-use restrictions and future changes in industrial design.
- Projection of five-year and 10-year growth opportunities and indication of additional infrastructure improvements needed to support growth.
- Public and stakeholder involvement in the freight planning process that includes ongoing input from participants representing a variety of interests in the study area.
- Establishment of a list of recommended projects, including prioritization, detailed cost estimates for high-priority projects, and planning-level estimates for others.
- Development of implementation plan or guidebook.

The work to be accomplished as a part of this study is divided into the following tasks:

Task 1: Project Management

The outcomes of this task are the establishment of a Project Management Team, development of a Project Management Strategy, and development of a Stakeholder Engagement and Outreach Strategy.

The Project Management Strategy will identify those agencies and organizations which must be involved in the overall direction of the plan development process due to the critical nature of their financial, technical, and/or political support. The key stakeholders will constitute the Project Management Team. The Project Management Strategy will establish protocols for communicating and sharing data, drafting materials for review, and developing other resources within the Project Management Team. A schedule for meetings of the team will be established and preliminary dates for key work task milestones and decision-making points will be defined.

The Stakeholder Engagement and Outreach Strategy will be developed and approved by the Project Management Team prior to significant work being undertaken on subsequent tasks.

The Stakeholder Engagement and Outreach Strategy will identify key individuals, businesses, agencies and organizations whose participation will be critical to properly address the various elements and emphasis areas defined in the work program. Outreach techniques to effectively involve these stakeholders will be defined. The Stakeholder Engagement and Outreach Strategy will also establish how members of the general public, as well as leadership and staff from private sector stakeholders will be engaged throughout the process and have the opportunity to contribute meaningful input prior to final decisions being made. Creativity to achieve comprehensive and meaningful participation is expected.

Comprehensive progress reports detailing progress on each task shall be submitted to the CID with each invoice. The consultant shall present deliverables to the CID for comment, involve the CID in relevant stakeholder and technical committee meetings, and work with the CID to plan public outreach activities. The consultant shall also work directly with the stakeholder representative from ARC, GDOT, Gwinnett County DOT, relevant transit agencies, and all local jurisdictions within the study area, presenting deliverables to these organizations for comment (after incorporating CID comments), involving them in relevant stakeholder and technical committee meetings, and notifying them of public outreach activities.

Deliverables:

- *Project Management Strategy (Draft and Final)*
- *Stakeholder Engagement and Outreach Strategy (Draft and Final)*

Task 2: Engagement

The most effective methods to involve private sector stakeholders of the freight and logistics industry as well as a diverse range of the general public in the plan development process will be developed for the Stakeholder Engagement and Outreach Strategy in Task 1. Specific direct engagement techniques, such as open houses, formal hearings, workshops, charrettes, surveys, advisory committees and technical committees and other innovative or creative methods will be defined by the consultant in coordination with the Project Management Team.

Critical stakeholders will include Gwinnett County; the Cities of Norcross, Peachtree Corners, and Doraville; Georgia DOT; ARC; and other major stakeholders in the district. Organizations such as, but not limited to, the Georgia Motor Trucking Association and the National Association of Industrial and Office Properties (NAIOP) may also be included. It is expected that the consultant will define and engage groups to be included.

The portfolio of techniques employed will be designed to maximize the potential for a broad range of private sector stakeholders and the public to participate and add value to the planning process. In particular, the outreach process should seek input from local business leaders, staff who work at local industrial businesses, and truck drivers who regularly travel in the study area, among others. Presentations to, and input from, adjacent neighborhoods will be sought where

appropriate. Efforts to engage those community members who have traditionally been underrepresented in the transportation decision making process, or will be most directly impacted by recommendations, will be emphasized. Private sector stakeholders and the public will be permitted the opportunity to review draft deliverables related to the inventory and assessment of the transportation system and plan recommendations prior to those deliverables being finalized.

An early deliverable of engagement and outreach activities will be to define the desired long-term outcomes which implementation of the Freight Cluster Plan will help support. These outcomes must support the regionally defined vision of World-Class Infrastructure, a Competitive Economy, and Healthy Livable Communities as adopted in The Atlanta Region's Plan. The regional vision will be scaled and interpreted as appropriate to be more directly applicable and responsive to the unique characteristics of the study area. The locally desired outcomes may be expressed in terms of a vision statement, goals, and objectives, or may use a different nomenclature which resonates more strongly with community members.

Information on the process, schedule, draft and final deliverables, and opportunities for engagement will be readily accessible at all times throughout plan development via a project page on the CID website. Content will be provided by the consultant team.

Deliverables:

- *Statement of Freight Cluster Plan Vision, Goals, and Objectives*
- *Robust Community Engagement Activities*
- *Project Information for Website*

Task 3: Best Practices Review

Early in the planning process, conduct a high-level review of best practices for freight planning to provide direction during the remainder of the planning efforts. Topics of this review may include:

- Local freight planning methods, including transportation planning and traffic operations focused on efficient freight movement
- ITS, changing technology, and other transportation innovation that may impact freight movement
- Managing land use conflicts between industrial and non-industrial land uses, particularly residential land uses
- Transportation innovation within the supply chain and logistics field which may impact the transportation system, focused on the private sector and/or public-private partnerships

Deliverables:

- *Best Practices Report (Draft and Final)*

Task 4: Inventory and Assessment

The Freight Cluster Plan shall include a detailed inventory of existing conditions, a projection of the future, and an assessment of current and future needs for the study area. These two tasks shall be combined for analysis and documentation purposes, because of the related nature of inventory and assessment activities.

The inventory shall begin with a review of previously completed local, regional, and state plans that are relevant to the study areas. The implementation of previous plans that included the study area, as well as other ongoing capital and maintenance projects in or adjacent to the study area, shall be documented as part of this task.

Data related to the existence, condition, and performance of the transportation network within the study area will be collected and documented. Data collection for the Freight Cluster Plan shall include at least the following core elements:

1. Transportation System State of Good Repair / Operations and Maintenance
2. Roadway Network Characteristics and Performance
3. Crash history (All Networks and Multi-Modal)
4. Transit Operations
5. Bike/Pedestrian Infrastructure
6. Transportation Demand Management (TDM) Programs
7. Technology / Intelligent Transportation Systems (ITS) / Connected and Autonomous Vehicle Infrastructure
8. Vulnerable Transportation Assets
9. System Performance Monitoring and Reporting Program

In addition to the aforementioned core elements, additional data shall be collected on the following aspects of freight transportation:

1. Designated truck routes – local, regional, state, and national
2. Routes with truck prohibition
3. Freight origin/destination patterns
4. Bridges – sufficiency ratings, weight restrictions, and low bridges
5. Authorized and unauthorized truck parking locations for overnight and staging needs
6. Rail crossing locations and safety issues (passenger and freight)
7. Freight rail facilities – intermodal, bulk transfer, and carload
8. Relevant truck related signage adequacy and effectiveness
9. Other intermodal facilities (air and pipeline), if present
10. Locations of all fuel facilities, including alternative fuel facilities – CNG, LNG, electric
11. Generators of truck trips (locally, regionally, and statewide) that impact Gateway85.
12. Locations for potential growth, with a focus on industrial growth
13. Existing land use/zoning conflicts between industrial and residential areas

14. Job accessibility options for individuals who don't own a car
15. The potential impact of the Port of Savannah expansion and growth from Hartsfield-Jackson International Airport Cargo Operations
16. Other relevant data specific to the study area

Field reviews shall also be employed as a supplement to data gathering, with a focus on identifying any discrepancies between data analysis results and existing conditions.

The inventory and assessment shall also consider changes in industrial development design and operations and the overall supply chain and logistics industry. This may include the impacts of high-cube warehouse design, growing use of automation in warehouses/distribution centers, operational and staffing changes related to e-commerce fulfillment centers, and other related issues. Industrial developments of today and in the future will be very different from industrial developments in the past, and these changes should be considered as part of the assessment. This shall also include the identification of properties that are strong candidates for redevelopment in a five-year and 10-year timeframe.

Using data and information gathered in the inventory, as well as input from technical staff, stakeholders, and the public, elements of the transportation system will be assessed to determine both existing and potential future conditions. The assessment will address both strengths and shortcomings of the system and the ability of existing facilities and services to meet the study area's needs. The assessment process may use any combination of regional and local area travel demand models, analytical tools, and methodologies which best suits the characteristics and issues of the study area and produce useful information in a cost-effective manner. While traditional methodologies may be employed in this task, the CID will also highly value creative and innovative approaches to developing data and conducting analyses. Preference will be given to approaches that maximize the quality, volume, and usefulness of data available for this project and other applications.

In addition to the assessment of facilities and policies, this task will include a discussion of how the Gateway85 CID and jurisdictions within the CID boundaries currently fund transportation. This will also incorporate transportation funding trends and opportunities at the local, state and federal levels.

Deliverables:

- *Inventory and Assessment Report (Draft and Final)*

Task 5: Traffic Study

A traffic analysis of key intersections and corridors within the study area shall be conducted to identify locations of traffic congestion, operational issues, and potential recommendations. The traffic analysis shall follow current Highway Capacity Manual (HCM) methodology, and shall determine intersection Level of Service (LOS) at key intersections. Traffic count data used for

this study must be no more than 3 years old at the time the analysis is being conducted. Traffic counts will be conducted, as needed, for this study, including:

- AM and PM peak hour intersection turning movement traffic counts
- Additional off-peak turning movement traffic counts, if needed due to local conditions
- Vehicle classifications counts, and/or
- Average annual daily traffic (AADT) counts
- Pedestrian counts

An Existing Conditions analysis will be conducted using the AM and PM Peak hour turning movement count data. A future year traffic analysis will be conducted using traffic volumes projected 10 years after the Existing Conditions analysis. Future year traffic volumes will be developed using historic growth rates, projected growth rates from the ARC regional travel demand model, ITE trip generation rates for planned developments, or a combination of these and other relevant data sources. Other methodologies may be recommended for consideration.

For each analysis timeframe, potential changes to lane geometry and/or operations shall be developed and analyzed for any intersections with an LOS below D so that the intersection may operate with an acceptable LOS. Other potential changes may be analyzed as additional alternatives as needed.

An operational and geometric design field review shall be conducted of key intersections and corridors as a part of the traffic study. This review shall focus on the overall traffic conditions in the study area as well as specific design and operations issues related to freight movement. At a minimum, the field review shall include the following:

- Identification of discrepancies between the existing condition traffic analysis results and the field conditions
- Queue lengths for turning movements that impact intersection operations
- Signal timing, phasing, and coordination along key corridors
- Intersection lane configuration or designation turning radii, median, and shoulder design issues
- Unsignalized intersection and driveway turning conflicts
- Horizontal and vertical sight distance issues
- Adequacy of signage and lighting
- Other local issues identified during the planning process

There are many interstate interchanges in the study area. A methodology for analyzing these to the extent necessary to determine how their operations impact freight activities, present and future, should be included in the traffic study.

The results of the field review shall be documented with a focus on how issues identified in the field may impact the study area's traffic conditions and multimodal safety. The documentation shall include key intersections and corridors that are a part of the traffic analysis as well as

unsignalized intersections, driveways, and mid-block locations that are not part of the traffic analysis but have design or operational problems.

Innovative, creative, and unique solutions are encouraged to solve problems identified.

Deliverables:

- *Traffic Study Report (Draft and Final)*
- *Traffic analysis files (i.e. Synchro, CORSIM, VISSIM, etc.)*
- *Travel demand model or other files as utilized in analysis*

Task 6: Recommendations

Recommendations may take a variety of forms, and the precise outcomes will be dictated by the level of emphasis placed on each cluster plan element. The Recommendations may include solutions for any issues identified in the inventory and assessment task, physical or traffic operations changes identified as part of the traffic study, and policy changes.

Recommendations shall consider innovation and new technology wherever practical.

Regardless of the unique needs and priorities of the Gateway85 CID, the following general outcomes shall be achieved:

- **Fiscally Constrained Short-Term Action Plan:** Five to ten year fiscally constrained list of transportation projects, policies, and action steps which reflect currently available funding sources and feasible policy actions that can be taken by the Subgrantee and by local government jurisdictions in the study area.
The Short-Term Action Plan shall be developed with a focus on implementation. Two to five High Priority projects shall be identified within the Short-Term Action Plan. These are projects that will move into implementation first. The same format may be used for these projects but without page limitation. Additional data shall be provided in the Recommendations Final Report on these projects to assist with potential grant applications, including the purpose of the project, a more detailed cost estimate, issues that may increase cost (i.e. wetlands, bridges/culverts, utility relocations), and other related data.
- **Fiscally Unconstrained Long-Term Vision Project List:** Prioritized list of transportation projects, policies, and action steps necessary to support the visions for infrastructure, economic development, and strong communities established by the community. This project list does not have to be fiscally constrained, and it may be broken into two tiers. Along with the Short-Term Action Plan, this will result in three tiers of recommended projects, policies, and action steps.
- **Recommendations shall:**
 - Be vetted through a robust community engagement process and formally adopted by local government policy officials as part of the final plan.
 - Leverage and complement regional facilities, services, and programs to address local needs and priorities.

- Consider innovative projects, technology advances, connected and autonomous vehicles, and changes in the supply chain and logistics industry
- Knit together previous plans and projects identified at the community level through Comprehensive Transportation Plans (CTPs), Livable Centers Initiative (LCI) studies, county/city Capital Improvement Programs (CIP), Community Improvement District (CID) work programs, corridor studies, and other initiatives previously undertaken within the study area.

A guidebook for proposed projects will be compiled that consists of two-page summary write-ups for each project identified. Each summary will include, but not be limited to:

- Project type and priority
- A description of the project (including a graphic)
- Project benefits
- Projected cost (high detail for high-priority projects, planning level for others)
- Implementation timeframe
- Challenges to implementation
- Other information that would assist in obtaining project funding

The Georgia DOT is going to be conducting a comprehensive analysis of I-85 in conjunction with Gwinnett DOT. Data collected and analyses performed that can provide value to their work should be provided as part of the final submittal.

Deliverables:

- *Fiscally Constrained Short-Term Action Plan (Draft and Final)*
- *Fiscally Unconstrained Long-Term Vision Project List (Draft and Final)*
- *Project Guidebook*

Task 7: Documentation

The planning process shall conclude with the Final Report and an Executive Summary. The Recommendations Final Report shall describe how recommended projects, policies, and actions were developed, evaluated, and prioritized, and will include the Fiscally Constrained Short-Term Action Plan and the Fiscally Unconstrained Long-Term Vision Project List. Summary information from previously submitted deliverables shall be included as needed to support the development of the Action Plan and Project List. A user-friendly Executive Summary will be prepared that explains the key recommendations and conclusions. The Executive Summary will also include an infographic with the most critical information to assist the CID in communicating the key elements of the study foundation and outcomes.

Deliverables:

- *Recommendations Final Report (Draft and Final)*

- *Executive Summary (Draft and Final)*

The use of innovative and creative approaches to documentation is encouraged. ARC shall be provided with electronic copies of each interim deliverable and the final plan. The plan webpage shall remain active for a minimum of five years or until the next plan update, whichever comes first.

To the extent possible, system inventory and assessment data, as well as the final project recommendations, should be mapped in ArcGIS. Relevant shapefiles shall be provided to ARC upon completion of the Freight Cluster Plan. Mapped information developed in other software, whether conceptual in nature or geographically accurate, shall also be provided, in either the original source format or exported into an intermediate format usable by ARC.

The minimum required deliverables for the completed plan, as defined in this work program and which will collectively constitute the Gateway 85 CID Freight Cluster Plan, are:

- Project Management Strategy
- Stakeholder Engagement and Outreach Strategy
- Inventory and Assessment Report
- Traffic Study Report
- Fiscally Constrained Short-Term Action Plan
- Fiscally Unconstrained Long-Term Vision Project List
- Recommendations Final Report
- Executive Summary
- Traffic analysis files (i.e. Synchro, CORSIM, VISSIM, etc.)
- Word, Publisher, and/or In-Design, PDF, Excel, ArcGIS, and other relevant electronic files

SCHEDULE

The Freight Cluster Plan should take 12-18 months to complete, including adoption by the CID Board. The main scheduling consideration within this program is to ensure coordination with project sponsors to develop deadlines for project deliverables in order to meet deadlines for project calls in future Transportation Improvement Programs (TIP) and Regional Transportation Plans (RTP). Funding opportunities from GDOT, FHWA, and other sources shall also be considered as the planning process moves forward.

All work and services required under this subgrant agreement shall be completed on or before March 31, 2020.

EXHIBIT A-1

Primary Focus Area



Secondary Focus Area

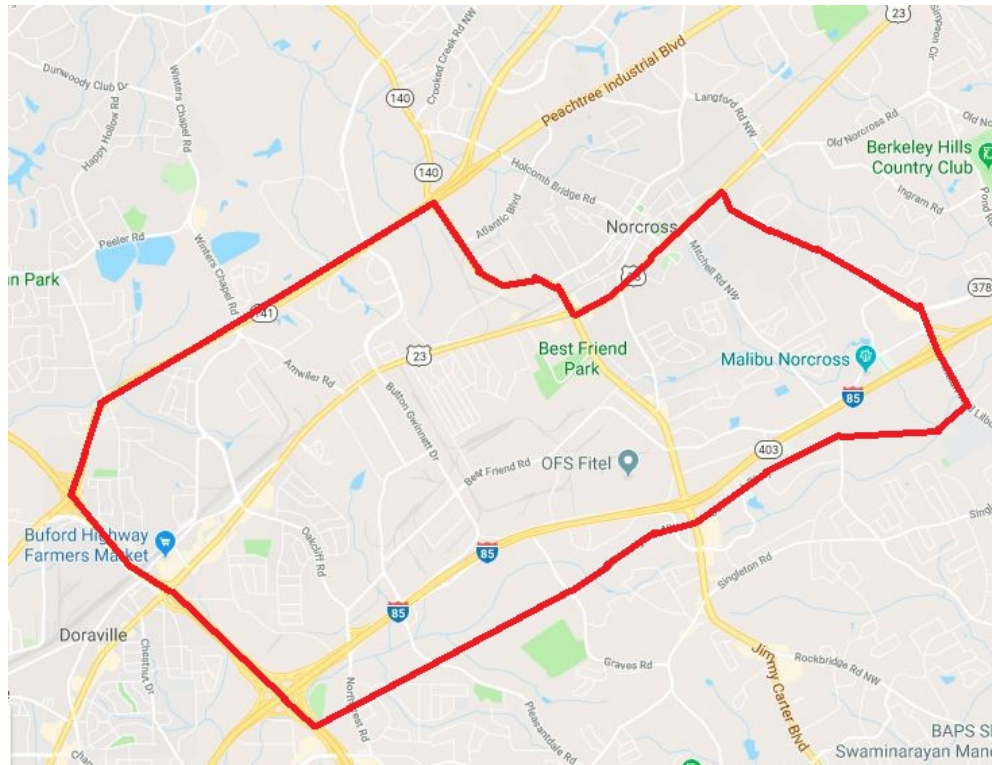


EXHIBIT B-1

Budget Estimate*

Task	Description	Personnel Hours	Fee	Total
1	Project Management			
2	Engagement			
3	Best Practices Review			
4	Inventory and Assessment			
5	Traffic Study			
6	Recommendations			
7	Documentation			

Direct Expenses (Not Included in Overhead):

Anticipated Budget for the Project

\$350,000

*Note that during the study process, the team may request be allowed to shift funds from one task to another, with CID approval, as long as the total budget is not exceeded.