

**Point of Contact:** Matt Gore  
**Gateway85 Community Improvement District (CID)**  
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July 9, 2018

### **Schedule of Events**

<b>Event</b>	<b>Date</b>
Release of RFP	July 9, 2018
Proponents' Conference	None
Deadline for Written Questions	July 23, 2018
*Submit via E-Mail to CID representative: <a href="mailto:matt@gateway85.com">matt@gateway85.com</a>	
Addendum with responses to questions to be posted at <a href="http://www.gateway85.com">www.gateway85.com</a>	
Proposals Due	August 8, 2018 at 2:00PM
Proposals are due to: <b>GREENWAY CONCEPT STUDY</b> Gateway85 CID 1770 Indian Trail-Lilburn Rd., Ste. 150 Norcross, GA 30093	
Technical Evaluation Complete	August 22, 2018
Interviews (if needed)                      week of	August 27, 2018
Evaluation Complete (On or about)	August 31, 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.

Proposals will be awarded by balancing the following criteria:

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

### **Restrictions on Communications with Staff**

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

The subject line should read **Greenway Concept 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](mailto: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 the 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 greenway 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 Ruin Road, Indian Trail Road, Jimmy Carter Boulevard, and Singleton 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](http://www.gateway85.com).

The CID works to promote redevelopment and improve mobility in the district. Upon its formation, the CID embarked on a corridor study of Indian Trail-Lilburn Road (2006), and it has since completed five and 10-year updates to the plan. To implement the LCI plans and improve the redevelopment capacity in the area, the CID has undertaken landscaping and beautification projects as well as transportation improvements such as sidewalks, intersection improvements, and transit feasibility studies. In 2012, we completed a Pedestrian and Bicycle Connectivity Study for the Indian Trail and Jimmy Carter LCI Corridors with LCI Supplemental study funding. The study lays out a long-term plan for a bicycle and pedestrian network throughout the CID. One high priority project that emerged from that study was a multi-use trail along the Indian Trail LCI corridor connecting the cities of Norcross and Lilburn. This multi-use trail would create a spine that would connect 5 LCI areas through the Indian Trail LCI Corridor. The recently-completed 10-Year Update to the Indian Trail-Lilburn Road Corridor LCI identified a potential greenway project in the area of Beaver Ruin Creek. This greenway will be an integral part of, and help complete one phase of, the Norcross-to-Lilburn Multi-Use path. The CID has applied for grant funds from ARC to do a concept study of the proposed greenway, with a focus on the creation of a trailhead.

## **Project Goals**

The CID seeks to further develop the greenway concept proposed in the Indian Trail-Lilburn Road LCI 10-Year Update through a scoping plan. This plan will include concepts for the trailhead and feasibility information for the greenway.

## **Project Scope**

The Gateway85 LCI Greenway Concept Study will follow ARC's recommended Scope of Work (Attachment A)

## ***Coordination with Other Organizations***

The consultant will be required to work closely with the Gateway85 CID, Gwinnett County, ARC, Gwinnett County Schools, 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:** The work to be accomplished is in support of the following Atlanta Regional Commission (ARC) subelement:

802 CAS - Livable Centers Initiative Investment Policy Studies (LCI)

**II. Area covered:** All the necessary services provided in this subgrant contract will support the study of LCI-related programs and projects within the Indian-Trail LCI Corridor.

**III. Goal:** Portions of the Atlanta Metropolitan Transportation Planning Area are in maintenance for both ozone and PM2.5 standards under the Clean Air Act under the Clean Air Act Amendments of 1990. Because of this designation, the region must look toward better development practices that support increased use of transportation modes other than single occupant vehicles (SOV) to help reduce emissions and meet air quality requirements. The LCI Program seeks to increase the use of alternatives to driving alone by developing transportation projects and other programs to improve accessibility, expand mixed-uses, utilize transit and support further development in the study area. Evaluation of the existing structure and development of likely scenarios should produce recommendations for future investment that support ARC's Livable Centers Initiative Program.

#### **IV. Work Tasks:**

The Gateway85 LCI Greenway Concept Study will develop a scoping concept plan for a greenway trail within the Beaver Ruin Creek area. The limits of the study area are Oakbrook Parkway, Indian Trail Road, Willow Trail Road, and Hillcrest Road. The study will recommend a preferred alignment, typical section, environmental impacts, and cost estimates for constructing a multi-use trail. The work to be accomplished under this contract is divided into the following tasks:

##### **Task 1 – Existing Conditions & Technical Analysis:**

The subgrantee will conduct a thorough review and assessment of previous plans and existing conditions in the corridor and connecting communities. The focus of the assessment will include the following:

- A detailed survey of existing conditions in the Beaver Ruin Creek area via a Phase I Site Assessment
- Review of existing plans covering the area including LCI studies for the Indian Trail LCI Plan Center, the Gwinnett County Trail Master Plan and the Norcross to Lilburn Trail plan.

- Review road crossings, driveway locations, connections to destinations such as schools, parks, shopping opportunities, and crash data at relevant locations.
- Identify physical constraints such as topography, lack of right-of-way, impacts to potentially historic properties, environmental features and locations of utilities.
- Identify opportunities for connections to adjacent trail projects.

#### **Task 2– Public Involvement:**

- The subgrantee will conduct an outreach process that promotes the involvement of all stakeholders in the study area. In addition to local residents, businesses, and property owners, key stakeholders in this process should also include ARC, GDOT, Gwinnett County DOT, and Gwinnett County Parks Department. A concerted effort to reach out to senior, low-income and minority stakeholder populations should be made.
- The subgrantee will seek input and comments from a project advisory group of major stakeholders. This stakeholder group will meet (either in person or via conference call) at least twice during the study process, and will be provided draft concepts, typical sections and scoping study documents for comment.
- Project information will be uploaded to a project page on the CID website to provide basic project information to the public along with project materials and meeting summaries. Such materials will be prepared by the consultant.
- The subgrantee will schedule at least two public involvement meetings – an initial meeting to understand needs, desired outcomes and to gather input on design and desired connections, potential problem areas, and another meeting towards the end of the process to review and comment on preferred alternatives. Additional types of outreach, such as surveys or workshops, are encouraged and should be conducted as necessary throughout the process.
- The project’s ARC project manager must be notified of all meetings taking place.

#### **Task 3 –Conceptual Plan and Concept Report Development:**

Prepare a Concept Layout, typical sections and a draft GDOT Concept Report for the project based on the existing conditions, technical analysis, and public involvement. Specific elements shall include:

- Preferred and alternative alignments and typical sections for each segment of the greenway
- Concept location for potential storm water management features
- Greenway Trailhead location
- Preparation of draft GDOT Concept Report, which includes analysis of potential environmental impacts, ROW, utility and cost estimates.
- Summary of public involvement

#### **Task 4 – Prepare Project Deliverables**

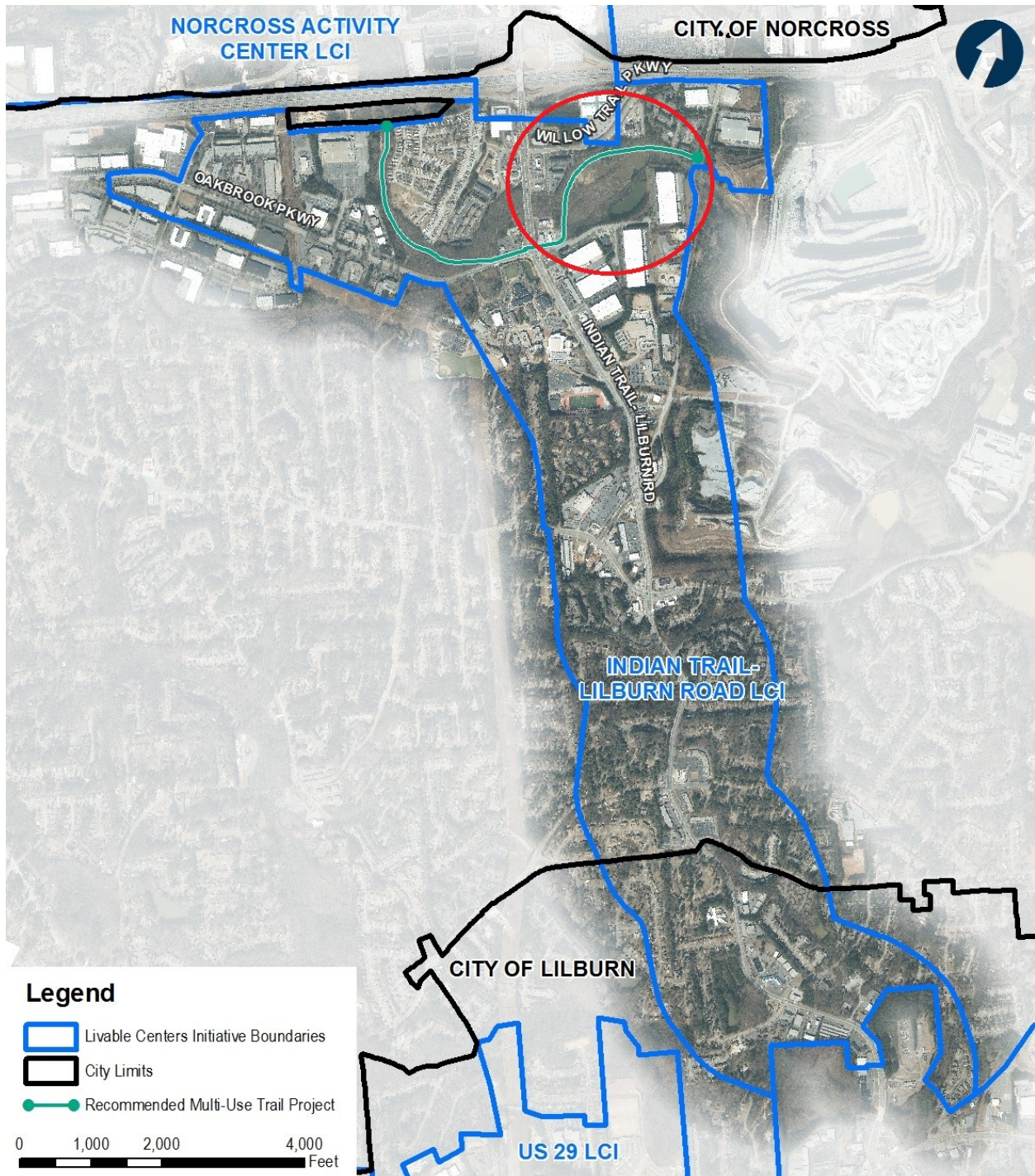
The following shall be developed and submitted to ARC in the format indicated below:

- Deliverables:



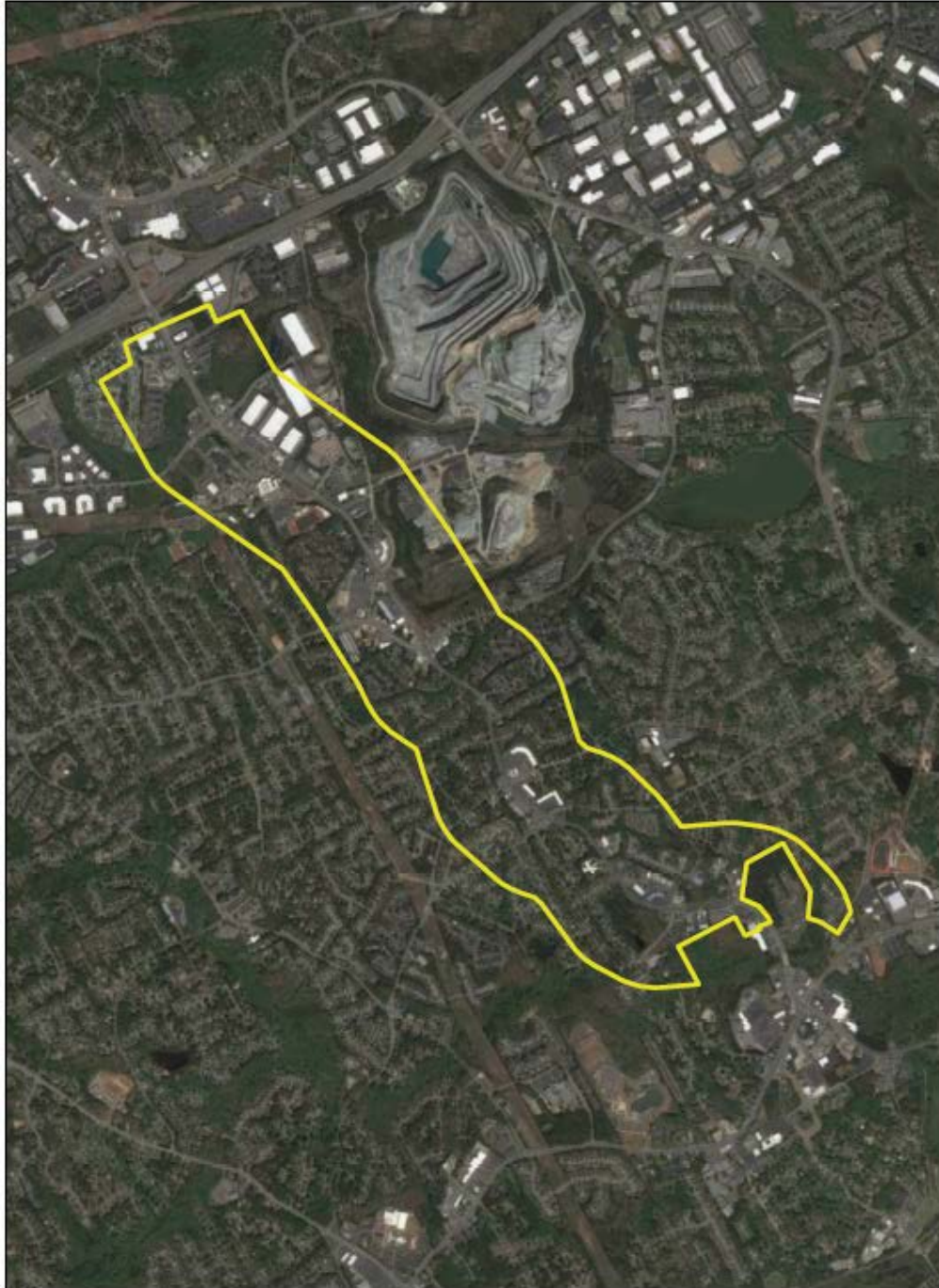
- Greenway Concept Study Summary document: Brief document summarizing the goals of the project, methodology, public involvement, and alternatives considered.
  - Preferred and alternative Concept Layout
  - Preferred and alternative typical sections
  - Complete GDOT Concept Report Form
- Format:
  - One printed copy of all of the above as a combined final report. Summary document and Concept Report in 8.5"x11", and Concept Layout and Typical Sections in 11"x17".
  - Once single combine PDF file of the final report document
  - Electronic editable original documents for each report element, such as MS Word documents of Concept Report and summary documents, GIS shape files, InDesign files, Excel/CAD or other files.

EXHIBIT A-1





Attachment A  
Indian Trail-Lilburn LCI Study Area



## EXHIBIT B-1

### Budget Estimate

Task	Description	Personnel Hours	Fee	Total
1	Existing Conditions			
2	Public Involvement			
3	Concept Plan			
4	Prepare Deliverables			

#### Direct Expenses (Not Included in Overhead):

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**Anticipated Budget for the Project**

**\$55,000**