

Request for Qualifications

For

Professional Design Services

**Beaver Ruin Safe Routes to School
Pedestrian and Bicycle Improvements**

P.I. #0012640

Gwinnett Village CID/City of Norcross

Project Design Administration by:
Gwinnett Village CID
5855 Jimmy Carter Boulevard, Suite 122
Norcross, GA 30071
770-449-6515

DESCRIPTION

The Gwinnett Village CID and the City of Norcross (Gwinnett County) have been awarded Transportation Improvement Program (TIP) funds for preliminary engineering for Safe Routes to School Pedestrian and Bicycle improvements on Beaver Ruin Road (SR 378) between Buford Highway (SR 13) and Indian Trail Road. The project is being funded under the Last Mile Connectivity Program, a regional program defined in the Atlanta Regional Commission's (ARC) PLAN 2040 to improve pedestrian and bicyclist mobility, accessibility and safety along transit corridors, within employment and commercial centers, and in the vicinity of other major origins and destinations such as schools. The selected consultant would provide final construction plans to Gwinnett Village CID. Submitting firms must demonstrate they have knowledge of Safe Routes to School/Pedestrian and Bicycle implementation projects and the Georgia Department of Transportation's (GDOT) Plan Development Process (PDP). Submitting firms must also be pre-qualified with GDOT.

The project will implement key recommendations of the 2012 Safe Routes to School Travel Plan for Summerour Middle School, which found that over half of the students who walk and bike to school travel along or across Beaver Ruin Road as part of their route. High traffic speeds and volumes deter many parents from allowing children to walk along or across this road. The Gwinnett County School System plans to add an additional elementary school at this location and move Summerour Middle School to the current GIVE West campus at Beaver Ruin and Price Place. Together, these two schools will house a student population of over 2,000. This project will connect a densely populated corridor that also includes single and multi-family residences, commercial properties, churches, Gwinnett County transit, and facilities for the Department of Labor and the Department of Family and Children's Services. It will also tie into the CID's and the City's plans for an integrated pedestrian and bicycle network.

Improvements will provide increased mobility and access with the installation of pedestrian and bicycle facilities along Beaver Ruin in the area between Buford Highway and Indian Trail-Lilburn Road (including a potential multi-use trail). Other accessibility improvements include upgrades to the existing crossing at Price Place and Beaver Ruin, installation of crossing islands, and a pedestrian hybrid signal. All improvements will provide ADA accessibility. The project proposes to narrow the travel and center turn lanes where appropriate, minimizing ROW impacts.

SCOPE OF WORK

Basic Services shall include all necessary architectural/landscape architectural, civil, structural, electrical, mechanical, geo-technical, utility, communications, engineering services, lighting design, graphic design or other professional services necessary for the design of the project.

Project specific activities to be provided include preparation of a design program, public presentation of design proposals at the conclusion of the Schematic Design and Construction Documentation Phases, meetings with affected property owners to review design options, right-of-way drawings preparation, easement and/or right-of-way acquisition drawings preparation, construction documents preparation, cost estimating, assisting with the bid process, and coordination of design with affected utilities and public jurisdictions, including the City of Norcross, Gwinnett County and the Georgia Department of Transportation.

Since this is a federally funded project, the consultant will prepare, reproduce, and distribute the required National Environmental Policy Act (NEPA) documentation and attain GDOT and Federal Highway Administration (FHWA) approval per the GDOT PDP process. These environmental tasks include:

1. NEPA Special Studies
2. NEPA Environmental Document and any re-evaluations

3. Obtain necessary Environmental Permits

Making site-specific adjustments require working with individual business and property owners to identify and incorporate their needs and expectations. While the Gwinnett Village CID and the City of Norcross will take primary responsibility for interaction with business and property owners, some interaction by the consultant is necessary as are various design adjustments to address these interactions in the design phases. Please note all project correspondence must be copied to the Project Manager.

The Scope of Work also includes preparation of right-of-way drawings and site specific easement drawings describing the areas of permanent or temporary easements and the installations therein, suitable for recording, for each property fronting the Project Area for which an easement is necessary – either permanent or temporary/construction. A property-specific drawing will be required for each individual easement/parcel to be acquired.

All construction documentation is to be produced using GDOT-approved design software and formats. Refer to DOT Standard Specifications- Construction of Transportation Systems, 2001 Edition, and Supplemental Specifications. Digital files of final construction bid documents are to be furnished to the Gwinnett Village CID in digital media as well as hard copy.

SURVEYING SERVICES

The selected consultant would be responsible for producing surveys in order to provide appropriate field information to produce easement, right-of-way and construction drawings. The survey information should extend 10 to 20 feet beyond the public right-of-way, should easements or property acquisition be required to implement the project. The following survey items are anticipated to be included in the scope of work:

- Provide spot elevations at centerline of road, top and bottom of curb, face of building (where applicable) every 50 feet along the length of each street.
- Provide property lines and rights of ways (including roadways and swales within ROW).
- Provide boundary lines between adjoining properties and identification of owners, including name, mailing address, and phone number.
- Provide spot elevations at corner face of building and parking lot at each cross street and at each curb cut (handicap ramps, driveways, etc.). Provide exact location of existing striped centerline of street, location and width of each travel lane every 100' along the length of each street.
- Provide all above ground built elements including but not limited to guard rails, headwall, light standard, fencing, location of existing overhead and freestanding signage structures, other signage, fire hydrants, utility boxes, vault covers, manhole covers, etc.
- Field-verify as-built underground utility information.
- Provide location of all utilities including but not limited to drainage structures, storm and sanitary sewer, power and communications poles, gas lines, water lines, fire hydrants, location of all existing roof drain pipes which are located in sidewalks between building face and curb, etc.
- Provide same utility information on all private utility providers for gas, water, telephone, cable, etc. The surveyor is responsible for acquiring both private and public utility information and shall coordinate getting this information from private agencies.

- Provide existing rim and invert elevations of storm drainage system and catch basins. Identify type of material in all storm drain lines.
- Within the sidewalk/trail area, provide location for all existing horizontal or vertical elements located in existing sidewalk areas including but not limited to subterranean vaults, surface grates, light poles, telephone poles, disused sign, pole or other exposed footings and anchors, historic features or any other existing elements.
- Provide line of existing building, edge, alignment of building face along main and side streets. Include delineation of doorways, awnings, setbacks, or any other variation from building face along ROW. In addition, provide threshold spot elevation at all entrances to each building.
- Provide existing parking striping in all locations parking is present, whether on public or private property.
- Provide location of existing natural elements. Provide tree caliper, species of existing trees, and edge of canopy of existing vegetation and existing major tree species.
- Provide all of the above survey information in electronic data format: AutoCAD.dwg files, version 2004 or later, on CD-ROM. No reproducible plots will be required.
- The selected consultant will be responsible for developing right-of-way certification drawings for City Attorney and GDOT review and approval. In addition, the design firm must provide drawings for all easements required, to include adjoining property boundaries, easement boundary and size in acres, and owner name, address and phone number.

GENERAL INSTRUCTIONS

1. The qualification package and 5 copies (6 total) should be submitted in a sealed envelope, clearly marked "BEAVER RUIN ROAD SAFE ROUTES TO SCHOOL PEDESTRIAN AND BICYCLE IMPROVEMENTS" on its face, to:

Gwinnett Village Community Improvement District
 5855 Jimmy Carter Boulevard, Suite 122
 Norcross, GA 30071
 Attn: Alyssa Sinclair, Project Manager
2. **Qualifications must be received at the above address no later than 12 PM on Friday, April 26, 2013 to be considered.**
3. Qualifications should be limited to 10 pages, excluding resumes of assigned personnel and firm experience, and should contain at least the following items:
 - a. Summary of your understanding of the project and your approach to it.
 - b. Experience of any sub-contractors/consultants. Include an annotated list of related work completed or in progress.
 - c. Summary of the qualifications of all key personnel assigned to this project.
 - d. Annotated list of references (with addresses and telephone numbers), including references for sub-contractors.
 - e. Estimated Time Schedule based upon the Scope of Work outlined above.

- f. Appropriate GDOT prequalification
 - g. DBE qualified firms' participation.
 - h. Certificate of Professional Liability Insurance coverage indicating limits of coverage.
 - i. Any proposed modifications to standard form of agreement.
4. This project will require coordination with Gwinnett Village CID's Pedestrian and Bicycle Connectivity Plan. Applicants may familiarize themselves with the projects and initiatives of Gwinnett Village CID and the City of Norcross at www.gwinnettville.com and www.norcrossga.net.
 5. Qualifications must be typed or printed in ink. All corrections made by the proposer prior to the opening must be initiated and dated by the proposer. No changes or corrections will be allowed after qualification packages are opened.
 6. It is anticipated that many firms may not have the entire range of skills and experience necessary to perform the entire Scope of the Work envisioned under this RFQ. Therefore qualifications submitted by joint ventures, lead consultants with specialty sub-contractors and other forms of professional association created to execute the work will be accepted. In every case, however, the relationships of the parties, primary responsibilities for elements of the project deliverables and project management must be made clear in its qualification package.
 7. Proposers are expected to carefully examine the scope of work, delivery schedule, and evaluation criteria and all general and special conditions of the RFQ prior to submission. Each proposer shall examine these documents carefully and shall make a written request to Alyssa Sinclair, Project Manager, for interpretations or corrections of any ambiguity, inconsistency or error which may be discovered by April 10, 2013 at 4 pm. All interpretations or corrections will be issued as addenda and posted at www.gwinnettville.com.
- Proposers are notified that all inquiries of a technical nature regarding this RFQ shall be made through the project administrator who will serve as the point of contact.
8. The qualification package must contain a manual signature of an authorized representative of the firm on the cover sheet for proposal.
 9. Proposals received prior to the time of opening will be secured unopened. The Purchasing Agent opening the Proposals will do so on or after the specified time. Proposals received after the scheduled receipt time will not be accepted and will be marked "LATE".
 10. Questions concerning the required submittals and procedures should be addressed in writing to Alyssa Sinclair, Project Manager, at 5855 Jimmy Carter Boulevard, Norcross, GA 30071 or at alyssa@gwinnettville.com . All questions must be received by April 10, 2013 at 4pm. All questions and their respective answers will be posted on the CID website at www.gwinnettville.com on April 12, 2013.
 11. The insurance must be written by a licensed Georgia agent or a company licensed to write insurance in the State of Georgia.

12. REJECTION OF PROPOSALS: The Gwinnett Village CID reserves the right to reject any and/or all proposals, in whole or in part. The successful proposer will be notified by May 24, 2013 and must have a contract prepared for approval at the CID Board of Directors Meeting on June 13, 2013. This time limit will be strictly adhered to.
13. FORM OF AGREEMENT: Contract shall be AIA document B101 Standard Form of Agreement Between Architect and Owner. Should the Proposer wish to use any other form of agreement or wish any modification to the standard AIA form, all such materials shall be submitted as part of the Proposal.
14. RFQ REQUIREMENTS SUPREMACY: This RFQ must be attached to the agreement/contract as exhibit one, and must be recognized and adhered to as the basis of all contract obligations. Any deviations from the RFQ requirements in other sections of the contract will be superceded by the requirements noted in this Request for Qualifications.
15. TIME LIMITATION: The survey and design phases of the scope of work defined under this RFQ must be completed within 30 months from the date of contract execution with the selected firm (i.e. construction bid process completed, and Notice to Proceed with construction issued by GDOT). The anticipated starting date for the PE phase of the Project is approximately June 13, 2013.
16. REPORTS AND PRESENTATIONS: No more than three, but at least two, interim public presentations will be required in addition to normal coordination with client and other affected parties. The number and types of presentations will be subject to negotiation with the selected firm or firms.
17. MAINTENANCE OF RECORDS: The design firm will be required to maintain, for a period of three years, documentation for all charges against the City of Norcross, and these records will be subject to audit and should be made available to the City of Norcross or its agent for that purpose upon reasonable notice during normal business hours.
18. PAYMENTS: Payments under the Contract shall be made upon submittal of monthly invoices after performance of that portion of the services which each payment represents. Invoices are due to Alyssa Sinclair, Project Manager, by noon upon the first of each month (FAX submittals are permitted, with original to follow by mail, courier, etc.). Payment will be issued after review and approval by the CID. The final payment shall be made upon final approval of the completed work by the CID/City of Norcross and acceptance of the final report/recommendation of acceptance.
19. REUSE OF DRAWINGS, TABLES, GRAPHICS, AND OTHER WORK PRODUCTS: Part of the purpose of this project is to establish a standard and level of quality for the future development of public spaces, places and systems in the CID/City of Norcross. Development of standard details, materials, assemblies, products and processes will be an integral part of this effort and the project team will be required to waive any restrictions on the reuse of such items produced with the intention of being incorporated in such standards and documentation in future projects.
20. SELECTION PROCESS: Qualifications will be evaluated by CID/City Staff and/or a selection committee. Firms (or teams of firms) with the top submittals may be asked to make a formal presentation to the selection committee.

Firms selected for personal appearances will be notified by telephone regarding the time and date of their interviews. Firms not selected for interviews will be so notified in writing. A contract may be awarded based on evaluations/interviews. However, any or all qualification packages may be rejected if it is deemed to be in the best interest of the City of Norcross.

21. **EVALUATION CRITERIA:** The Qualifications will be scored on the following 100 point scale:
- 25 Pts Nature and quality of previously completed and related work;
 - 35 Pts Consultant understanding of the project;
 - 20 Pts Qualifications of personnel, with emphasis on lead/contact person;
 - 10 Pts Commitment to complete work on a timely basis; and,
 - 10 Pts Proposed participation by certified or certifiable DBE's.
22. **EQUAL OPPORTUNITY:** The Georgia Department of Transportation in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d -42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.
23. **ACCEPTANCE OF QUALIFICATION PACKAGES:** The CID reserves and holds the following rights and options:
- To reject any and all firms' submittals;
 - To re-advertise if deemed necessary;
 - To interview candidates prior to making a selection;
 - To issue subsequent Requests for Qualifications;
 - To not negotiate or contract for the services;
 - To approve, disapprove, or cancel all work to be undertaken; and,
 - To designate another public body, agency, group, or authority to act in its behalf for contract negotiations.

No reimbursement will be made by Gwinnett Village CID for any costs incurred prior to a formal notice to proceed should a contract award result from this solicitation.

SCHEDULE FOR SELECTION OF CONSULTANT

- Issue Request for Qualifications – Monday, March 25, 2013
- Deadline for Questions to CID – Wednesday, April 10, 2013, 4 pm
- Answers for Questions – Friday, April 12, 2013
- Proposals due to CID Office – Friday, April 26, 2013 at 12 pm
- Notification of selected consultant – Friday, May 24, 2013
- Approval of contract at CID Board of Directors Meeting – Thursday, June 13, 2013

PROJECT BUDGET

The project is being funded by a combination of CID/City and federal funds through reimbursements from the TIP Last Mile Connectivity Program managed by the ARC and GDOT. Total funds anticipated for preliminary engineering are \$125,000, for right-of-way are \$100,000, for utilities are \$50,000 and for construction are approximately \$945,000, which includes a required 10% contingency.

It will be incumbent upon the design team to produce a design that is constructible within the Project Budget listed above. As a stipulation of the agreement, the design team must revise at no additional cost to the CID any design or documentation, etc., which results in greater construction bids, including Contingency, of this amount, until a qualified bidder for the construction contract agrees the project is within this budget and will contract to construct it.