

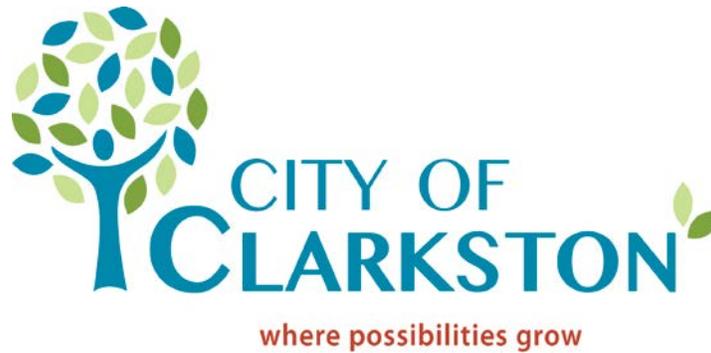
CITY OF CLARKSTON, GEORGIA

REQUEST FOR PROPOSALS

“PROFESSIONAL ENGINEERING DESIGN SERVICES

FOR

“MULTI-MODAL CROSSING IMPROVEMENTS”



Date of RFP Issuance: October 17TH, 2017

CITY OF CLARKSTON, GA
CITY HALL ANNEX
1055 ROWLAND STREET
CLARKSTON, GA 30021
www.cityofclarkston.com

REQUEST FOR PROPOSAL

Professional Engineering Design Services for “MULTI-MODAL CROSSING IMPROVEMENTS”

The City of Clarkston is seeking proposals from qualified civil engineering design firms for the following scope of work: “Provide engineering design/construction/utility/right-of-way plans, surveying, specifications and related services for pedestrian, vehicular and bike improvements at the off-system intersections of North Indian Creek and Rowland Street” and Montreal Road near entrance into Avalon Apartments.

Project is funded by the City and PATH Foundation. No state or federal funds are utilized on these projects.

Separate sealed technical and fee proposals, plainly marked **“RFP – Multi-Modal Crossing Improvements”** on the outside of the envelope, shall be addressed to the Finance Department, City of Clarkston Annex, 1055 Rowland Street, Clarkston, Georgia 30021. Technical and fee proposals will be accepted until 1:00 PM on November 7th, 2017. The process for selection of engineering firms will be generally the Qualification-Based Selection (QBS). A Selection Committee will identify the short-listed firms. Interviews are not included in the selection process.

The Request for Proposal (RFP) is available on the City web site; www.cityofclarkston.com. Addenda to this proposal, if any, including any responses to questions, will be posted on the City web site. Questions regarding this RFP shall be addressed to the cities Project Engineer, Larry Kaiser, P.E. at kaiser@co-infra-services.com. The deadline to submit questions is 5:00 P.M., October 31st, 2017. Pre-bid meeting will not be held on this project.

The City of Clarkston reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the City.

The City has a Disadvantaged Business Enterprise (DBE) contract goal of 12% on this project.

**CITY OF CLARKSTON
REQUEST FOR PROPOSAL**

TABLE OF CONTENTS

SECTION I: INTRODUCTION & OVERVIEW

A. Purpose of the RFP	1.
B. Background	1.
C. Information Available	2.

SECTION II: SCOPE OF WORK

A. Tasks and Deliverables	3.
B. Project Implementation Schedule	5.

SECTION III: RFP SUBMISSION INFORMATION

A. Submission Details	6.
B. Selection Process & Fee/Scope Negotiations.....	7.
C. Selection Criteria	7.
D. Clarification of Request for Proposal.....	7.
E. Issuance of RFP	8.
F. Contact Information & Project Administration	8.
G. Indemnification and Insurance Requirements	8.
H. Special Conditions	8.

SECTION IV: CONTRACT DOCUMENT 9.

SECTION IV: EXHIBITS

Exhibit A - Conflict of Interest Statement	10.
Exhibit B - Acceptance Form	11.
Exhibit C - Immigration E-Verify Affidavit.....	12.
Exhibit D – Vendor Affidavit of Compliance – Fair Hiring Practices.....	14.

SECTION I – INTRODUCTION & OVERVIEW

A. Purpose of the RFP

The purpose of this Request for Proposal (RFP) is to solicit proposals for the purposes of entering into a contract through competitive negotiations for the services of a Professional Engineering firm, authorized to do business in the State of Georgia, that will lead to the design development and construction drawings for improved multi-modal (vehicular/pedestrian/cyclist) crossing at the North Indian Creek at Rowland Street intersection. The selected firm will have successful and quantifiable experience with design of Rectangular Rapid Flashing Beacon (RRFB) signals on multi-lane collector/arterial roads, access management improvements at the side streets including all corresponding signage. This RFP describes the project in general, the required scope of services, the selection process, the minimum information that must be included with the submittal and various other items. The firm shall provide the tasks and deliverables as described in Section II of this RFP.

B. Background

PROJECT #1

The City, in association with the PATH Foundation, are currently in the early phases of planning, designing and implementing the conversion of Rowland Street Corridor to a “*multi-modal public space*”. The ultimate goal is a balanced “use” of the street corridor right-of-way that will safely accommodate bike and pedestrian travel modes.

The PATH Foundation recently commenced with a critical component of the city street conversion with the trail improvements to Church Street and the former Georgia Power Trolley easement that ends at Lovejoy Street. This one mile section (defined as the Decatur to Stone Mountain PATH Trail network), which includes Rowland Street, was not constructed prior to the 1996 Olympics. Permitting with CSX for construction parallel to the RR and a dedicated bike/pedestrian bridge across I-285 could not be accomplished and consequently no activity occurred until 2017. The PATH Foundation recently constructed a concrete trail from Church to Lovejoy (on the former trolley easement) and the PATH Trail bridge across the interstate will be under construction Fall 2017.

The Rowland Street Corridor conversion is in the early planning stages with the exception of the Rowland Street at North Indian Creek crossing. Rowland Street intersects North Indian Creek with Rowland Street as a “stopped” condition. The City, in association with PATH, desires to provide a safe crossing for vehicles, bicyclist and pedestrians at this crossing. The City contracted with Wolverton & Associates in early 2017 to provide an assessment of various multi-modal crossing improvements to facilitate safe movements at this intersection. City and Wolverton staff developed a combination of alternatives which were presented to City Council. The City selected the RRFB signal alternative. The City subsequently chose to further reduce crossing conflicts while enhancing the “public space street conversion” effort, with additional planned modifications to the east and west bound movements of Rowland Street at North Indian Creek. This modification will include “Right-In/Right-Out” (channelized raised island) access on Rowland Street at both approaches to North Indian Creek. ADA must be satisfied with all proposed design elements.

The Wolverton Report provides a conceptual detail for this plan.

The channelization of Rowland Street at North Indian Creek will likely require utility relocations, modifications to the intersection radii, fee simple and/or temporary construction acquisition and related tasks.

“Design Vehicle” for the Rowland/North Indian Creek intersection radii improvements to be for a single axle passenger vehicle.

PROJECT #2

The Montreal Road corridor consists of numerous apartment complex’s with a significant number of MARTA and school bus stops. Pedestrian’s accessing these transportation modes often result in pedestrian movements crossing Montreal Road throughout the corridor. The City is in the early planning stages for enhanced pedestrian crossings and sidewalk improvements on the Corridor. The 1st planning project to move into the design phase. The location is adjacent to the Avalon Apartment Complex entrance.

A MARTA bus stop (east side) and bus shelter (west side) exists on Montreal Rd near the Avalon Apartments main entrance. A non-complaint pedestrian ramp exists from the apartment driveway to the sidewalk leading to the bus shelter. No pedestrian ramp or landing exists at the roadway curb either at the shelter or across the street at the bus stop. No crosswalk exists at this location.

One potential solution for a safe crossing environment could be as follows:

- Remove and construct a new pedestrian ramp from Avalon Apartments driveway to the sidewalk leading to the bus shelter
- Remove and construct a new sidewalk from the pedestrian ramp to the bus shelter
- Relocate bus shelter (if required by MARTA) with new slab for shelter
- New pedestrian ramp and landing on Montreal Rd at the bus stop and bus shelter
- Install Rectangular Rapid Flashing Beacon (RRFB) including electrical and setting meter at crossing
- New crosswalk
- ADA must be satisfied with all proposed design elements.

C. Information Available

Each proposer should be familiar with the following relevant information resources. These documents will be placed on the City web site in conjunction with the RFP document and related information:

- Wolverton & Associates Report; dated March 20th, 2017
- “Multi-Modal” Public Space/Greenway Corridor presentation to council; June 2017
- Line drawing of the proposed improvements on Montreal Rd

SECTION II – SCOPE OF WORK

A. Tasks and Deliverables

The City of Clarkston, Georgia is requesting proposals from qualified firms for the engineering design and plan development, surveying, construction plans/specifications, surveying, right-of-way plans and related services to provide for safe vehicular/bike/pedestrian travel modes at two public right-of-way crossing locations.

The project location maps are provide for in Attachment A. The Consultant’s role will be to carry out the scope of work generally described below. The Consultant may modify the desired scope presented below if, based on their professional expertise and knowledge, they can provide an approach that will more effectively address the goals of this project.

The City is receptive to alternate approaches to solve the travel mode conflicts that exist at both locations. Any alternatives must be identified as such in the Technical Proposal and the corresponding fee to provide the technical services must be included in the fee submittal.

The consulting firm selected to perform the services outlined in this RFP will be responsible for the following:

- ✓ Database Preparation
- ✓ Conceptual Plans
- ✓ Preliminary Design Plans
- ✓ Right-of-Way and Easement Plans
 - (a) Includes plats and legal descriptions for max. of 4 parcels
- ✓ Utility Relocation Plans
- ✓ Electrical/Power Service plans
- ✓ Landscaping Plans
- ✓ Final Design and Construction Plans & Specifications (biddable plan set)
- ✓ Meetings
 - (a) Attendance at 1 public meeting including providing foam boards/handouts at completion of Conceptual Phase (5 hours)
 - (b) 1 kick-off meeting with the project engineer and City Manager (3 hours)
 - (c) 3 on-site status meetings (3 hours per meeting)

NOTE: (1) Environmental Services (Reports/Studies) not required

(2) Bidding and Construction Administration Services not required

(3) ROW Acquisition Services not required

(4) All improvements shall be in accordance with GDOT specifications unless directed otherwise by the city

Additional required tasks set forth by the City are as follows:

- Conceptual level “Opinion of Probable Construction Cost” at completion of Concept Phase for each project

- “Opinion of Probable Construction Cost” at completion or preliminary plans (60% stage) for each project
- “Opinion of Probable Construction Cost” at completion of Final Plans (100% stage) for each project
- Aerial mapping on construction plan depicting improvements (shown in color); Concept & Final Phase for each project
- Lump Sum fee for each project to be included in the Fee Proposal submittal
- Both projects will be included in one set of plans for bidding purposes

B. Project Implementation Schedule

The following is the City's proposed schedule for project implementation:

TASK	PROPOSED SCHEDULE
Staff Recommendation to City Council	November 7 th , 2017
Contract Signed	November 15 th , 2017
Kickoff Meeting	November 17 th , 2017
Concept Plan City Review	December 15 th , 2017
Public Meeting	January 9 th , 2018
Preliminary Engineering Plan City Review (60%)	January 26 th , 2018
Final Plan City Review	February 9 th , 2018
Advertise to Bid	February 19 th , 2018
Let to Construction	March 19 th , 2018
Project Completion	May 7 th , 2018

III. SECTION III – RFP SUBMISSION INFORMATION

A. Submission Details

Two (2) copies of the technical & fee proposals, sealed and plainly marked “**RFP – Multi-Modal Crossing Improvements**” on the outside of each envelope, shall be submitted to the attention of the Finance Department, City of Clarkston Annex, 1055 Rowland Street, Clarkston, Georgia 30021. Proposals will be accepted until 1:00 PM on November 7th, 2017. Technical proposals shall be in a sealed envelope.

Proposals shall include the following information in the order detailed:

III.A.1 Title Page: List the RFP subject, the name of the firm including all proposed sub-Consultants, name of contact person and the date.

III.A.2 Table of Contents: Include a clear identification of the material included in the proposal by page number

- III.A.3 Letter of Transmittal: Ability to perform the required work within the time frame identified in Table 1. If time frame is not feasible, explain why and provide rationale. Also give the name (s) of the person (s) who will be authorized to represent the firm, their title and telephone number (cell and office) (2 pages maximum)
- III.A.4 Statement of Qualifications of Project Team:
- A.4.1 Name, address and telephone numbers (cell and office) of the lead firm's owner (s) and full information about the corporate structure of the submitting lead firm including financials and/or audit of the firm's financials (2 pages maximum)
- A.4.2 Names and qualifications of personnel to be assigned to the project design (2 pages maximum)
- A.4.3 List of similar projects done for city/county entities or state/federal agencies in the State of Georgia in the past three (3) years (2 pages maximum)
- A.4.4 The Project Manager assigned to this project shall be identified and a description of his/her relevant previous/present projects listed. This includes a list of past relevant projects, which proposed project staff have played a central role in designing shall also be provided (1 page maximum)
- III. A.5 Statement of Project Understanding and Approach: The Consultant shall state in succinct terms their understanding of what is required by the Scope of Work, including providing a narrative of the Consultant's approach and technical plan for accomplishing the work herein. The Consultant is encouraged to elaborate and improve on the tasks listed in the RFP. Specific illustrations of former or current similar design projects shall be submitted and why your firm's past experiences are relevant to the city hiring your firm (3 pages maximum)
- III.A.6 Time Schedule: The Consultant shall state whether the City's Proposed Schedule for design plan submittals (as shown in Section II.B.) is workable and if not, explain why including your proposed revised schedule (1 page maximum)
- III.A.7 Intangibles: The Consultant may include any other information that they believe will strengthen their position as the firm of chose (1 page maximum)
- III. A.8 Attachments: Attachments (Section V) that require signatures and/or completed information shall be included in the proposal submittal.
- III. A.9 Contract Fees:
- Contract shall be lump sum. Separate lump sum fee required for each project.
- The firms requested to submit a fee will be required to provide man-hours broken down by type of personnel and itemized for EACH PROJECT.
- Overhead and all multipliers shall be included in the hourly rates for each billing class. An estimate of reimbursable expenses shall also be included.
- The compensation for professional services will be an "Hourly Rate Not-to-Exceed" method of payment

B. Selection Process & Fee-Scope Negotiations

The Selection process is primarily Qualifications-Based where the technical skills, experience and the interview process are the most significant components of the evaluation process. The following outlines the process to be utilized by the Recommendation Committee.

- III.B.1 The Recommendation Committee will review the Technical Proposals of the firms who submit for this project
- III.B.2 The highest ranked technical proposals (no defined number) will be defined as the “short list”
- III.B.3 The fee proposals from the “short list” will be opened.
- III.B.4 The fee and technical scores will be added together for a final score
- III.B.5 Negotiation of the terms, conditions, scope and fees related to the contract for design services shall be limited to ten (10) days following the commencement of negotiations. If an agreement cannot be reached within that time frame, negotiations with the next top-ranked short-listed firm.

C. Selection Criteria

Proposals will be evaluated according to the criteria:

- (a) Responsiveness to the submission requirements – **0 to 10 points**
- (b) Qualifications of the firm and project team members. Particular attention will be given to the experience and demonstrated ability of the project manager to proactively complete all tasks, quantifiable skill set on delivering projects of similar scope on time and within budget - **0 to 25 points**
- (c) Demonstrated understanding of the project scope and other relevant issues – **0 to 25 points**
- (d) References from current or former clients – **0 to 10 points**
- (e) Willingness and demonstrated ability to meet deadlines/Workload of Project Manager and Team – **0 to 5 points**
- (f) Time Schedule and intangibles – **0 to 5 points**
- (g) Fee – **0 to 20 points (if short-listed)**

D. Clarification of Request for Proposal

Requests for clarification of any items or requirements in the RFP must be received via email no later than 5:00 PM on October 31st, 2017. All requests for clarification shall be directed to Larry Kaiser at kaiser@co-infra-services.com. Mr. Kaiser will acknowledge receipt of the email within four (4) hours of receiving it. If he does not acknowledge receiving it within four (4) hours, it is incumbent of the respective firm to contact Mr. Kaiser to ensure it was received.

Any Addendum or “Response to Questions” will be posted on the city web site by no later than 5:00 PM on November 2nd, 2017.

All Addendum and/or “Response to Questions” must be acknowledged by each firm when the Technical Proposal is submitted. This acknowledgment shall be in the form of submitting the actual city’s responses and/or addendum.

E. Issuance of Request for Proposal

The selected Consultant shall be expected to begin work within two (2) weeks of contract signing. The Consultant is also expected to complete all tasks in their entirety by the date shown in the Project Implementation Schedule (II-B). Certain reasonable allowances for satisfying the project completion date will be allowable with respect to permitting and other tasks not within control of the Consultant.

F. Contact Information & Project Administration

The City’s representation, Collaborative Infrastructure Services, Inc (CIS), will be responsible for administering the project and overseeing the design and construction activities for this project. Specifically, Larry Kaiser, P.E., with CIS will be the point of contact. Mr. Kaiser can be reached at 404-909-5619 or kaiser@co-infra-services.com.

G. Indemnification and Insurance Requirements

The consulting firm shall acquire and maintain statutory workman’s compensation insurance, automobile bodily injury and property damage liability insurance, and comprehensive general liability insurance. The consulting firm shall also provide professional liability insurance coverage for errors and omissions of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate. The consulting firm shall provide certificates of such insurance to the City prior to performing the work. If unable to provide these certificates, the City will undertake contract negotiations with the next ranked firm.

In recognition of the relative risks and benefits of the project to the City, the City’s Representative (CIS) and the consulting engineer, the City agrees to limit the consulting firm’s liability to the City and their Representative due to the consulting firm’s professional negligent acts, errors and omissions to the extent of coverage provided for in the above paragraph. The City shall require its contracts for this project with its construction contractors and any subcontractors to include this same limitation of consulting firm’s liability with respect to each of the City’s contractors and subcontractors.

H. Special Conditions

- III. I.1 This RFP does not commit the City to procure or award a contract for work
- III.I.2 This RFP does not commit the City to defray any costs incurred in responding to or preparing the RFP
- III.I.3 All information submitted in response to this RFP shall become the property of the City, and as such, may be subject to public review as public record
- III.I.4 The City reserves the right to cancel, alter or amend this RFP

- III.I.5 The City reserves the right to request clarifications from any or all members of submitting consultants, however, the City shall not be required to request missing information from the submittal which may cause the Consultant to be considered non-responsive.
- III.I.6 The City shall provide the release of all public information concerning the project including selection announcements and contract awards. Those consulting firms desiring to release information to the public must receive prior written approval through the City.
- III.I.7 Members of the consultant teams, their agents, lobbyists, attorneys, members of boards or agencies for the City and others shall not contact members of the City Council or any employee and of the City (except the City Manager) with regards to this project, process or any other question in reference to this project. Any such contact may result in automatic disqualification of the consultant team submittal.

SECTION IV – CONTRACT DOCUMENT

The City of Clarkston will utilize a standard form of contract for this professional services agreement. This contract will be provided to the selected consulting firm when fee and scope negotiations commence.

The contents of this RFP, of a proposed submitted in response thereto, and of the City's official response to questions, request for clarifications or interpretations regarding the RFP, addendum, and any exception to the RFP submitted by the successful proposer and accepted by the City, shall become part of the contractual obligation and shall be deemed incorporated into the ensuing contract

SECTION V - EXHIBITS

EXHIBIT A

**CONFLICT OF INTEREST
CERTIFICATION**

I, _____, as the legal representative of _____, do certify that this proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that _____ has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that _____ has not in any manner, directly or indirectly sought by agreement, communication or conference with anyone to fix the proposal price, or to secure any advantage against or with the public or private body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that _____ has not, directly or indirectly, submitted his/her price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any corporation, partnership, company, association, organization, or to any member or agent thereof, to effectuate a collusive or sham proposal. If applicable, _____ shall disclose all public and private sector clients, including authorities, which may exist within incorporated City of Clarkston, Georgia at the time the Contract is executed. In addition, _____ will be required for the duration of the Contract to continue this disclosure throughout the project duration, and if any conflict or potential conflict of interest occurs during the project duration, _____ shall disclose conflict or potential conflict as soon as it is known. No gift, gratuity or monetary contribution has been provided to any City of Clarkston government employee, any member of the City of Clarkston City Council or consultant under contract with the city to provide Project Engineering Services on this project from _____ as a corporate entity or employee of

_____.

Name: _____

Title: _____

Date: _____

EXHIBIT B

ACCEPTANCE FORM

Sealed technical proposals, plainly marked “**RFP – Multi-Modal Crossing Improvements**” on the outside of the envelope, shall be addressed to the Finance Department, City of Clarkston Annex, 1055 Rowland Street, Clarkston, Georgia 30021. Proposals will be accepted until 1:00 PM on November 7th, 2017. Technical proposals received after that date will not be accepted and will not be returned to the proposer. The process for selection of engineering firms will be Qualification-Based (QBS). Technical and fee proposals shall be submitted in separate envelopes by the submission deadline. A Recommendation Committee will identify the short-listed firms.

In compliance with this Request for Proposal dated October 17th, 2017, which includes the Table of Contents and all provisions, appendices and exhibits attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFP

Cited above and submit this signed technical & fee proposals which includes this completed and signed page and other data as required by the RFP. It is understood that the technical scope of work and associated fee proposal may be modified, by mutual agreement in subsequent negotiations.

NAME AND ADDRESS OF FIRM:

DATE: _____

By: _____
(signature)

(print)

Title: _____

Phone: _____

EIS # : _____

EXHIBIT C
E-VERIFY AFFIDAVITS

City of Clarkston, Georgia
CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Clarkston has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603), in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract the City of Clarkston, contractor will secure from such contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Clarkston at the time the subcontractor(s) is retained to provide the service.

EEV/ Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent

COMPANY

Date

Title of Authorized Office or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____ 20____

Notary Public

My Commission Expires:

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration

