

**REQUEST FOR QUALIFICATIONS (RFQ) FOR ON CALL
PROFESSIONAL ENGINEERING AND DESIGN SERVICES**

FOR TRANSPORTATION AND RELATED PROJECTS

Perimeter Community Improvement Districts

January 9, 2024

The Perimeter Community Improvement Districts (PCIDs), comprised of the Fulton CID and the Central/DeKalb CID, request qualified individuals and firms (Consultants) with experience in engineering, project management, survey, design, right of way acquisition, construction management and related services to submit their qualifications to provide these services for various transportation and infrastructure improvements.

Utilizing the scope of work and criteria described within this RFQ, the selected Consultant(s) will assist the PCIDs in the planning and delivery of various projects including but not limited to intersection improvements, sidewalk improvements, roadway improvements, bicycle and multi-use trails, streetscapes, traffic signalization projects, alternative transportation and transit enhancements, corridor studies and other related projects, in close partnership and project funding and delivery with the three City governments in the Fulton and Central/DeKalb Districts (Sandy Springs, Dunwoody and Brookhaven).

The PCIDs are requesting firms submit Qualifications for any of the Services listed in Section A thru F of the Scope of Work. Please indicate in the cover letter to your proposal which service(s) are being proposed.

I. INTRODUCTION

The PCID Board approved the Consolidated Master Plan in 2021 and is being updated in early 2024 for the 2024-2030 time period, which identifies and prioritizes key transportation improvement projects within and related to the PCID area. The projects identified in the consolidated Master Plan are listed on the PCID's website and can be accessed with this link.

Website: <https://perimeteratl.com/resources/>

Dropbox: <https://www.dropbox.com/scl/fi/hs3xp59k49q0zp6rn4dx2/PCID-2021-Consolidated-Plan-Final-compressed.pdf?rlkey=131y8vzrfei1c3c482lbty0ar&dl=0>

The majority of the projects are to be locally funded, but in some cases, there will be a combination of City and State or Federal funding. All projects will be coordinated closely with one or more of the three cities within the CIDs' boundaries, and the city governments are usually responsible for the final project delivery and construction.

In an effort to expedite the projects and select the most qualified consultants, the PCIDs have chosen to utilize a professional services "work order" or "task order" approach. It is anticipated that selected Consultants will self-perform the work assigned on a task order but may propose the use of subconsultants if pre-approved for the specific task assigned.

The contract will be for an initial period of three years, commencing upon execution of the contract, and renewal of one additional period of one year, at the option of the PCIDs (provided the Consultant agrees to the extension.) Work orders will be assigned only during the contract period. Any work assigned during the contract period will continue to completion of the work under the terms of the contract even though the expiration date may have passed. The PCIDs reserves the right to make multiple contract awards from this RFQ.

II. SCOPE OF WORK FOR CONSULTANT SERVICES

The following areas of work which are typically expected in the engineering and design phase of the PCID projects would include but not be limited to the following:

- A.** Transportation and Related types of Design, Land Survey (including SUE and utility coordination), Environmental and Geotechnical engineering services
- B.** Traffic engineering and Roadway lighting design
- C.** Transit Planning and design services
- D.** Right of Way and Easement acquisition services
- E.** Transportation Project Management services
- F.** Construction Management and Inspection services

Further description of the services in Categories **A** through **F**:

- A.** Transportation Design: Perform all design as needed to produce construction and right-of-way plans on a variety of transportation related projects such as road improvements, streetscapes, sidewalks, intersections, and multi-use trails projects. Develop concept plans, landscape plans, produce base mapping/surveying data, construction plans, quantities, right-of-way plans, legal descriptions, cost estimates, etc. Estimate quantities and develop cost estimates. Develop designs, specifications, and plan formats to meet City government, PCIDs and GDOT requirements as necessary. Land Surveying: Perform all land surveying services as needed to produce base mapping for the various projects. Produce base mapping, legal descriptions, boundary surveys, topographic surveys, right-of-way surveys, research land records, deeds, etc., necessary for various projects per the specifications described in approved Environmental and Geotechnical: Perform all environmental services as needed for local and regional planning, and for meeting State and Federal requirements including National Pollution Discharge Elimination System (NPDES) and MS 4 requirements of local governments on the various projects. Prepare assessments, site investigations, categorical exclusions, archeological assessments, historic preservation analysis, various reports, and assist the PCIDs in a review capacity, if necessary, on environmental work for various projects. This includes assisting the PCIDs in environmental land acquisition issues and making

recommendations regarding the environmental impacts of conceptual designs. Perform all geotechnical related work required for the projects. Produce geotechnical reports and perform all work required for concept development, construction plans and construction management.

- B. Traffic Engineering and Roadway Lighting plans:** Perform all necessary studies to produce traffic engineering plans and specifications in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and Local, State and Federal regulations. Develop traffic plans for construction in accordance with Local, State, and Federal guidelines. Produce intersection and roadway capacity analyses, as well as traffic forecasts, if required. Collect turning movement data in the field, perform traffic projections, produce signal timing plans, traffic signal and signal system plans, traffic models, and all related traffic studies and recommendations necessary for approval of the design of the various Local, State and Federal projects. Complete roadway and pedestrian lighting studies and lighting plans based on Georgia Power and related lighting design and engineering standards.
- C. Transit Planning:** Assist the PCIDs with transit planning and coordination with outside agencies. The PCIDs anticipates having a planning level involvement and/or at a minimum coordination with transit related issues with both the SR 400 MMIP and Top End 285 MMIP GDOT projects which are contemplating managed lane interchanges in the area and in particular within the PCID. Services will include coordination with surrounding Cities, MARTA, GRTA, ATL Transit Authority and GDOT on potential BRT facilities and MARTA Station related access.
- D. Right of Way and Easement Acquisition Services:** Perform all services necessary for land acquisition, including but not limited to: title searches, cost estimates, appraisals, negotiations and preparation of closing documents. Work will be performed on an as needed basis as determined by the PCIDs and the 3 partner City governments. Coordinate and monitor right-of-way acquisition activities on select projects through all phases of development. Conduct right-of-way impact studies and right-of-way and land acquisition coordination with all Local, State and Federal agencies. All acquisitions must comply with applicable Local, State, and Federal regulations.

Develop and implement a cost-effective approach to property acquisition to be submitted to the PCIDs and cities for approval. Review right-of-way drawings. Perform environmental assessment of lands to be purchased or when obtaining easements. Assist the PCIDs and 3 Cities in determining which properties to acquire based on the right-of- way plans. Prepare estimates of the cost of easements and rights-of-way (property) necessary for program funding as identified by the PCIDs. Attend and/or conduct public meetings as requested by the PCIDs.

Contact owners to verify ownership and property lines shown on the plans and

advise owners of their rights and acquisition procedures under applicable local, state, and Federal guidelines.

Provide technical assistance during appraisals. Submit monthly progress reports of land acquisition activities in support of the PCIDs Administration's cost and schedule systems. Plan and implement relocation of obstructions plan for affected parcels.

Conduct appraisals in accordance with PCIDs, Local, State and Federal guidelines, as applicable. Obtain additional appraisals when required. Review appraisals when required.

Submit final appraisals to the PCIDs Administration for review. Perform negotiations with property owners in accordance with PCIDs, Local, State and Federal guidelines, as applicable. Notify owners in written correspondence. Assist owners to expedite the acquisition of property (paperwork, eligibility for relocation payments).

Conduct land acquisition negotiations in accordance with PCIDs procedures for approval and execution by the PCIDs Administration. Maintain organized project records of land acquisition process. Provide appraisal support for court-related land acquisition cases. Perform all coordination with the GDOT on Local, State or Federal funded projects.

- E. Transportation Project Management Services:** Consultant shall act as an extension of the PCIDs' staff by assisting the PCIDs on an as-needed basis as determined by the PCIDs in project management and coordination, programming, land acquisition, scheduling, and all other related services, including the following:

Provide proposed budget estimates for each specified project assigned through and including PCIDs acceptance of the completed project, including all Program Management Services. Implement a cost/budget and project schedule controls system to monitor and maintain the cost-effective and timely completion of assigned projects. Develop program progress reporting formats for the PCIDs. Prepare financial and accounting reports in support of project development. Assist the PCID in administering Professional Engineering Services task orders assigned to other on-call firms for Design, Traffic Engineering, Transit Planning or Right of Way and Easement Acquisition services, to achieve the most cost-effective and timely delivery of projects, and in coordination with the 3 Cities. Prepare progress and status reports and attend scheduled progress meetings as required by the PCID. Coordinate monitor and report on all phases of project development with all project participants. Participate in the bidding cycle for the projects. Review and analyze bids and recommend

award. Implement a cost and schedule trend reporting system to alert the PCIDs of potential cost overruns and schedule delays. Perform comprehensive design reviews to confirm the accuracy and completeness of conceptual, preliminary and final design studies, reports and contract documents performed by Professional Engineering Consultants. Coordinate all design review work with applicable State and Federal agencies. Review Professional Engineering Consultant's construction cost estimates to verify accuracy and review against planned budgets. Perform value-engineering reviews to improve designs, reduce costs, and meet applicable design standards. Perform constructability plan reviews of the projects as directed by the PCID. Review Professional Engineering Consultant 's invoices to verify that project progress justifies billed amounts. As required, provide oversight of construction management by the Project Engineer Consultants, and provide reports if required by the PCID. As required, assist the PCIDs in the regional planning and coordination process with GDOT, ARC, MARTA, ATL Transit and Georgia Regional Transportation Authority (GRTA). Perform any additional consultant services related to transportation as required by the PCID. **Note: Firms Assigned Transportation Design work authorizations may not also serve as Project Manager on those same projects.**

- F. Construction Management/Inspection Services: Provide construction management and/or inspection services as required by the PCIDs on an as-needed basis. Provide inspection services for transportation projects in accordance with GDOT specifications.

Perform field plan reviews, review bid documents and review and prepare cost estimates. Provide status reports and cost to complete updates. Manage contractors hired by the PCIDs on various Local, State and Federal funded projects. Review contractor invoices for approval by the PCIDs. Provide inspection services that follow all GDOT specifications for road and bridge projects. Perform any required coordination necessary with GDOT on Local, State and Federal funded projects or on projects permitted by the State.

III. PROPOSAL FORMAT

Consultants are required to submit their proposals in the following format.

A. Cover Letter and Background information on the Consultant

Provide a concise summary of the Consultant's Transportation experience and GDOT Prequalifications among the six key categories (A through F) in Section II, Scope of Work, for the category or categories for which the Consultant wishes to be considered. Provide this and other sections of the Proposal Format on 8 1/2" by 11" paper. This section should be no more than 20 pages, single sided, not including covers and section

dividers, and GDOT Prequalification Certificates.

Please list any current Transportation projects, or recent projects within the last 3 years, for which the Consultant worked for the Cities of Sandy Springs, Dunwoody, or Brookhaven.

Please provide 3 references with Names, Titles, e-mails and phone numbers for the Consultant's most relevant Transportation experience for City, County, GDOT, MARTA or CID projects. (Three references in total are sufficient for whatever mix of Scope Categories A through F the Consultant submits.)

B. Qualifications of Staff Proposed for PCID Services

Include an organizational chart of all Consultant personnel proposed to work on PCID Services. Concisely describe the most relevant experience and qualifications of each of the team members proposed. Include brief resumes of no more than two pages each, for the key personnel (the lead individual or individuals proposed for each of the Services A through F, in Section II Scope of Work, for which the Consultant wishes to be considered, and state the capability of the proposed key personnel as demonstrated in past and/or recent similar projects. Please provide 2 references with Names, Titles, e-mails and phone numbers for each of the key personnel on the team. This section should be no more than 10 pages long, excluding the attached resumes and references for the key personnel proposed.

- A. Cost Proposal, and Rates and Fees. There will be NO cost proposal required for this Qualifications-based selection process. Costs will be determined with the approved selected consultants in a task order on a project by project basis. Firms selected in this Request for Qualifications process will be required to provide proposed employee hourly rates (direct cost plus overhead rates), which will be negotiated with the selected firms on a yearly basis, for each executed contract agreement.

IV. CRITERIA FOR SELECTION

Consultants will be rated for each of the Categories A through F in Section II that they choose to include in their proposal. The following selection criteria will be used as the basis for the evaluation of proposals, totaling 100 points. The criteria are not necessarily listed in order of importance.

- A. Consultant/Firm experience and qualifications. (40 points)
- B. Individual key personnel and team members' qualifications and experience, and references (50 points)
- C. Current or recent experience on Transportation related projects for the cities of Sandy Springs, Dunwoody or Brookhaven (10 points)

V. Proposal Submittal

Please submit your proposals digitally, in PDF electronic format, via e-mail to Ted Rhinehart, trhinehart@perimetercid.org with a copy to Andrew Long, along@perimetercid.org, by Wednesday, February 14, 2024, at 3:00 p.m. Eastern Standard Time.

Please note in the Subject line of the e-mail transmittal that this is a Proposal for the RFQ for On-call Engineering and Design Services.

A. Questions

All questions regarding this RFQ should be addressed to Ted Rhinehart with a copy to Andrew Long, at the e-mail addresses above. Please limit communications to e-mail questions only.

All questions concerning the RFQ shall be received no later than 5:00 p.m. on Wednesday, February 7th, 2024. Questions received after this date and time will not receive a response. All valid questions and responses will be posted on the PCID website, <https://perimeteratl.com/resources/>, no later than 5:00pm on Friday, February 9th, 2024.

B. Georgia Open Records Act

Without regard to any designation made by the person or entity making a submission, PCID considers all information submitted in response to this invitation or request to be a public record that will be disclosed upon request pursuant to the Georgia Open Records Act, O.C.G.A. § 50-18- 70 et ., without consulting or contacting the person or entity making the submission, unless a court order is presented with the submission. You may wish to consult an attorney or obtain legal advice prior to making a submission.

VI. AWARD OF CONTRACT

A Selection Committee will review all proposals submitted pursuant to this RFQ. Proposals will be evaluated on the qualifications and information provided in Section III, Proposal Format, and Section IV, Criteria for Selection.

The Selection Committee will then score all firms based on the information submitted and will compile a ranking of those firms. After all ratings are complete, the Committee will make their Recommendation for Award to the PCIDs Board of Directors for the Central/DeKalb and Fulton CIDs, who will make the final decision as to Award of Contract(s).

The PCIDs reserves the right to reject any and all proposals, to waive informalities and to re-advertise.