



**REQUEST FOR PROPOSALS PTC 19-05
CROOKED CREEK TRAIL CONCEPT AND FEASIBILITY STUDY**

I. Invitation to Service Providers

The city of Peachtree Corners (hereinafter called “City”) will receive sealed technical and fee proposals until April 26, 2019, 12:00 PM EDT, for the above referenced project and the City invites consultants to submit proposals responsive to the specific requirements set forth in this request for proposals (RFP).

Any questions and/or specifications that may need clarification shall be submitted via email to the City’s representative at jnguyen@peachtreecornersga.gov. The email shall include the correspondent’s name, company, mailing address, email address, and a direct phone number. It shall be the consultant’s responsibility to seek clarification as early as possible prior to the opening of proposals. The deadline for the submissions of questions via email is April 17, 2019, 5:00 PM EDT All responses to questions and clarifications will be issued as an Addenda sent to all parties who notified the City as an interested consultant. Only questions answered by Addenda will be binding. The envelopes containing the proposal must be sealed and addressed to:

**James Nguyen
City of Peachtree Corners
310 Technology Parkway
Peachtree Corners, Georgia 30092**

And plainly marked “**RFP 19-05 Crooked Creek Trail Concept and Feasibility Study.**” The envelope must bear on the outside the name and address of the consultant. No proposal may be withdrawn or modified in any way after the deadline for the proposal. The envelope should all contain one electronic version of the proposal on a flash drive.

Proposals must be valid for ninety (90) days following the opening date.

The consultant’s response shall include a technical proposal and fee proposal with all other information requested in this Request for Proposal (RFP).

The City may request additional information by suppliers to clarify elements of their proposals. The City also reserves the right to make independent investigations as to the qualification of each proposal.

The City reserves the right to reject any or all Proposals. The City further reserves the right to reject the Proposals of any consultant whom it finds non-responsive. The City may also reject the Proposal of any consultant if the City believes that it would not be in the best interest of the Project to make an award to that consultant.

II. Project Description

Ranked as one of the most popular and prioritized capital projects during the Holcomb Bridge Corridor Study and the City's Comprehensive Transportation Plan, this 2.4-mile trail segment can potentially connect the City of Sandy Springs' forthcoming Crooked Creek Park at Spalding Drive with an existing trail near the intersection of Holcomb Bridge Road and Peachtree Parkway (SR 141). The trail would not only serve as a key piece of a larger trail network, but would allow accessibility to Crooked Creek itself, a hidden natural feature abutting many multifamily parcels.

To work toward the development of the trail, the City would like to complete a Concept and Feasibility Study of the Crooked Creek Trail including but not limited to consideration of design and alignment alternatives as well as the development of trail access points and trailheads.

The Concept and Feasibility Study shall be prepared using Georgia Department of Transportation's (GDOT) Plan Development Process and under the guidance of a professional Consultant and shall be in accordance with AASHTO, GDOT and Gwinnett County Department of Transportation Design Policies.

III. Scope of Services

The services to be performed by the consultant pursuant to this Project, include, but are not limited, to the following:

A. General: The work to be accomplished is in support of the following Atlanta Regional Commission (ARC) sub-element:

906ETS – Regional Transportation Planning Study Program

B. Area Covered: All the necessary services provided in this subgrant contract will support the development of a trail concept and feasibility study within the City of Peachtree Corners. The study area includes the 2.4-mile trail segment along Crooked Creek, connecting Sandy Springs' forthcoming Crooked Creek Park at Spalding Drive to a trailhead near Holcomb Bridge Road/ Peachtree Parkway intersection. Study limits may extend beyond these limits if needed for consideration of alternate alignments or logical termini of the trail connections. Attached is a map of the proposed trail layout.

C. Goal: The Regional Transportation Planning Study (RTPS) program provides local governments and Community Improvement Districts funds for transportation plans, corridor studies and feasibility studies that support the goals and objectives of the Atlanta Region's Plan. The purpose of these studies is to develop project concepts that improve safety, mobility and access to all roadway users, while also preparing them for advancement to Scoping and/or PE phases (in future TIP project solicitations).

D. Project Objectives: The Crooked Creek Trail Concept and Feasibility Study will have the following objectives:

1. Development of a feasibility study and concept plan for the Crooked Creek Trail, including consideration of design and alignment alternatives and development of trail access points and trailheads.
2. Incorporation of wayfinding signage, public amenities and creative placemaking opportunities to enhance the user experience, encourage new users, and a provide secure facility.
3. Assess potential right-of-way, utility and environmental impacts and determine mitigation or avoidance strategies.
4. Develop implementation plan with schedule, funding sources and project cost estimates.

E. Work Phases: The work to be accomplished under this contract is divided into the following phases:

Phase 1 – Existing Conditions & Technical Analysis:

Conduct a thorough assessment of environmental and right-of-way needs and impacts for alternative alignments, and review and assess previous plans and existing conditions in the study area. Tasks include:

- Review and assessment of available base data, GIS information, property plats, relevant plans and studies (including but not limited to Holcomb Bridge Corridor Study, Peachtree Corners LCI Study, Peachtree Corners Comprehensive Transportation Plan), engineering design plans for planned or programmed transportation projects in the study area, current land use, regulations, zoning or policies that impact the study area, and developments and projects underway, permitted or programmed in the study area.
- Conduct environmental analysis consisting of electronic database record research to document environmentally sensitive resources within the natural, social, and cultural environments.
- Conduct survey to determine potential impacts, and the need for avoidance or mitigation, as relates to cultural and historic resources, MS4 permits, floodplains, wetlands, stream buffer, erosion, existence of underground storage tanks or Hazmat sites, threatened and endangered species, noise and air quality impacts, and other resources covered by NEPA.
- Research right-of-way (ROW) information to determine number of parcels, driveways, easements, property owners, potential relocations and other impacts, and estimated costs for acquisitions including easements.
- Identify pre-existing utilities that could be impacted by any of the alternative concepts identified.
- Inventory and prioritize potential user destinations along the trail such as Crooked Creek Park, connections to existing trails, public facilities, schools, parks, neighborhoods, shopping opportunities, restaurants, entertainment, etc.
- Evaluate traffic operations and safety at street crossings and trail access points. Identify potential conflict points in the trail corridor and recommended countermeasures.
- Review of state-of-the-practice trail design guides

Phase 2 – Public Involvement & Agency Coordination:

The City and its consultant will conduct an outreach process that promotes the involvement of all stakeholders in the study area. A concerted effort to reach out to senior, low-income and minority stakeholder populations should be made. The consultant will be responsible for designing an effective and innovative public involvement program with input from the City and ARC.

Project Management Team: The City shall establish a Project Management Team that includes, at a minimum, a representative from the City, the consultant, and ARC. This team shall meet monthly (in-person or via conference call as appropriate) to discuss the study progress. The project's ARC project manager must be notified of all public meetings taking place

Public Engagement:

The outreach plan and schedule shall include the following, at a minimum, and must be approved by the Project Management Team prior to commencing public outreach:

- Outreach to key stakeholders, including property owners, residents and tenants adjacent to the proposed trail. The format may include, but not limited to, meetings (in person, phone or web-conference), focus groups and/or individual stakeholder interviews.
- Agency coordination with relevant City departments (e.g. planning, economic development, public works, parks, etc.), Gwinnett County, City of Sandy Springs, ARC, GDOT (District Office and/or GDOT Planning Office), relevant transit agencies and other agency partners as needed.
- Engagement with the public at large will include educating about design alternatives and potential impacts, as well as, seeking input and consensus on a preferred alignment, design, or public amenities. A variety of tools and approaches should be used, including social media, surveys, creating special events, or bringing outreach activities directly to the people (e.g. at shopping centers, apartment complexes, churches, school events, festivals, or coordinated with other planned community meetings or events).
- Project information will be uploaded to a project website (hosted by the City or the consultant) to provide basic project information to the public, including project materials and meeting summaries, and the opportunity to leave feedback. Project information and opportunities for input should also be shared on social media.

Phase 3 – Alternatives Analysis & Concept Plan Development:

Prepare a concept layout, typical sections and a draft GDOT Concept Report for the trail project based on the existing conditions, technical analysis, and public involvement, as well as trailhead design, green infrastructure, and a wayfinding and creative placemaking plan. Specific elements shall include:

- Evaluation of the relative feasibility and constructability of alternative trail alignments and sections in logical phases or segments.

- Preferred and alternative alignments and typical sections for each segment of the path.
- Site design for trailheads and access points.
- Incorporation of green stormwater management treatments in the design of the project alternatives.
- Preparation of draft GDOT Concept Report for the preferred alternative, which includes analysis of potential environmental impacts, ROW, utility and cost estimates.
- Wayfinding, creative placemaking, and public amenities plan.

Phase 4 - Prepare Implementation and Management Plan

Prepare an implementation plan that identifies the logical phases of implementation, potential implementation partners, responsibilities, cost estimates, timeline and potential sources of funding for each phase.

Recommend a program for operations, security and maintenance of the trail, access points and trailhead(s) to ensure its continued accessibility and public safety.

Phase 5 – Prepare Project Deliverables

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

- Deliverables:
 - Crooked Creek Trail Concept Final Report document: Prepare a document summarizing the goals of the project, methodology, public involvement process, existing conditions, technical analysis and alternatives considered. The report should also include complete environmental and ROW assessments, concept layout and typical sections for each alternative and the preferred alignment, and the implementation and management plan. Complete public involvement documentation and other raw data or technical information should be provided in an appendix.
 - An Executive Summary of the Concept Final Report
 - A presentation summarizing all the findings in the Concept Final Report
 - Wayfinding, creative placemaking, and public amenities plan
 - A *Draft* GDOT Concept Report, including concept layout and typical sections
- Format:
 - One printed copy of each the above in 8.5”x11”, and concept layout and typical sections in 11”x17”
 - A PDF file of each of the above deliverables

IV. Fee Proposal

The engineering and design services will be performed in a lump sum approach as follows:

Phase 1: Existing Conditions & Technical Analysis	\$
Phase 2: Public Involvement & Agency Coordination	\$
Phase 3: Alternatives Analysis & Concept Plan Development	\$
Phase 4: Prepare Implementation and Management Plan	\$
Phase 5: Prepare Deliverables	\$ _____
Total Lump Sum Fee	\$

The City shall pay the consultant for additional services not described above at the hourly rates stated on the attached Schedule of Hourly Rates.

V. Proposal Format

Consultants shall submit an original and one (1) copy of its technical proposals and an original and one (1) copy of the Fee Proposal and hourly schedule rates, as well as an electronic version of both documents on a separate flash drive. Proposals must be in strict compliance with this Request for Proposal. Failure to comply with all provisions of the RFP or to provide complete responses to all sections may result in disqualifications.

Responses shall be concise while completely providing all information required. All responses shall be typed and kept to a maximum of ten (10) 8.5" x 11" one sided pages. Exhibits may be printed as 11" x 17" sheets and folded to fit the proposal. The required font size is a 12 point with the exclusion of fonts associated with tables, charts and exhibits.

For the City to adequately compare and evaluate proposals, all proposals must include:

Cover Letter: A one-page letter that summarizes the key elements of the proposal. The letter must include the contractor's contact information and address where the business resides. The letter should state why the contractor feels they should be selected. The letter is required to be signed by an authorized officer and must provide a statement that they understand the contents of the Request for Proposal and the proposal will be valid for ninety (90) days from the opening date.

Project Summary: A summary of the project displaying the consultant's understanding of the proposed project and impacts it may make for the City of Peachtree Corners. The summary shall include the consultant's understanding of the scope of work and the purpose of the proposal.

Methodology: Description of the overall approach the consultant will take to complete the scope of work within this Request for Proposal, including any innovative efforts that may occur. Include all the tools or applications that will be used to complete the project. Include details on how the project team will ensure the City's satisfaction and what task is required by the City to assist.

Proposed Schedule: Provide a GANTT chart styled schedule for completion of the scope of work that gives specific time frames for each phase of the project.

Project Staff: Provide the anticipated list of individuals who will be tasked to work on this project and indicate the functions that each will perform. Include each personnel's experience that demonstrates their capability to successfully complete this project.

Similar Experience: Provide no less than three (3) project references completed in the last five years similar in size and scope to the proposed project that prove that the consultant and corresponding project staff have the experience capable of completing this proposed project. Each reference shall include project name, project description, key personnel, location, cost, status, and client contact information.

Disadvantage Business Enterprise Involvement: The City encourages all consultants to promote opportunities for Diverse Business Enterprises (DBEs) to compete for business as consultants, sub-consultants and/or suppliers. Goals are based on the Scope of Services and general availability of firms with the necessary experience and capacity to perform the services. Consultants are encouraged to involve DBEs in all aspects of the work. All consultants responding to the proposal

shall specify information regarding DBE participation, if any. Information should include name and addresses of DBE firm committed to participate in the Scope, description of the work each DBE will perform, as well as written confirmation from the DBE committed to participate.

VI. Proposal Schedule

Advertise Request for Proposal	March 29, 2019
Submission of questions via email	April 17, 2019 5:00 PM EDT
Questions and answers posted as an addendum	April 19, 2019 4:00 PM EDT
Proposals due	April 26, 2019 12:00 PM EDT
Potential notice of award	May 10, 2019

VII. Proposal Evaluation Process

Consultants will be selected by an evaluation team based on the weighted criteria below:

Criteria	Points
Project Understanding	10
Methodology	20
Schedule	20
Project Staff	20
Similar Experience	20
Disadvantaged Business Enterprise	10
Total	100

ATTACHMENT I
PROPOSED CROOKED CREEK TRAIL MAP

Crooked Creek Trail

