

Request for Design Services Proposal

Project: 7th Street Two-way Traffic Conversion

Sealed proposals will be received by Midtown Alliance at 999 - Suite 730 Peachtree Rd., Atlanta, GA 30303, until **1:59 pm on August 7, 2015** for a qualified consultant to provide construction documents to facilitate the conversion of select segments of 7th Street NE to two-way traffic operation.

The goal of this Request for Proposal process is to select a Consultant that demonstrates the greatest capabilities, has relevant experience, and has proposed an appropriate fee. Proposals received after the designated time will not be accepted.

The project generally includes the development of construction documents for all work items necessary to convert 7th Street NE from West Peachtree to Piedmont Ave., Atlanta, GA from one-way to two-way traffic operations.

The successful Proposer shall commence work on a date to be specified in a written Notice to Proceed by the Midtown Alliance and shall complete the work within 23 consecutive calendar days.

Formal inquiries, questions, and to obtain the Request for Proposal document please submit an email to Midtown's Program Management consultant which is MidtownAtl Solutions, LLC. Unwritten inquiries and questions will not be considered. All inquiries must be directed to:

Mr. Bruce Pinkney
MidtownAtl Solutions, LLC
Bruce@MidtownAtl.Solutions



Request for Design Services Proposal

Project: 7th Street Two-way Traffic Conversion

Date Issued: July 14, 2015

Due Date: August 7, 2015

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Section I – Project Scope of Services

A. Introduction

Midtown Business Association, Inc. (dba Midtown Alliance) is seeking qualified consultant to provide construction documents for the conversion of select segments of 7th Street NE to two-way traffic operation.

The goal of this Request for Proposal (RFP) process is to select a Consultant that demonstrates the greatest capabilities, has relevant experience, and has proposed an appropriate fee. The requirements of the response to this RFP are set forth in Section II.

The contract format to be used shall be submitted by the Consultant with the proposal for review by Midtown. If Midtown desires modifications to the Agreement, the Consultant shall be notified during the interview process.

B. Scope of Services Description

The Consultant shall provide construction documents for all work items necessary to convert 7th Street NE from West Peachtree to Piedmont Ave., Atlanta, GA from one-way to two-way traffic. This shall include, but not limited to, the following work items and as listed on Exhibit F:

1. Prepare a survey reflecting horizontal location of existing conditions, only and property data between the intersections of West Peachtree Street and Piedmont Avenue to the east. The corridor width will include the existing right-of-way and 5 feet past each side of the right-of-way. Each intersection within the corridor will be included to 50 feet each side of the centerline intersection.
2. All striping adjustments including eradication and new applications.
3. Determination of which striping should remain and which should be refurbished.
4. All necessary signage adjustments.
5. Changes and adjustments necessary to existing traffic equipment, facilities, and control devices and specification of new equipment necessary to achieve the project scope Including but not limited to the following:
 - i. New mast arm and pole with signalization at the southeast corner of Peachtree and 7th Street.
 - ii. New east bound traffic signal at 7th Street and Juniper.
 - iii. Identification of traffic loop installations.
 - iv. New east bound traffic signalization at Piedmont and 7th Street.
6. The Consultant shall identify all overhead and underground utilities conflicts, develop a solution to eliminate the conflicts, and present this solution to Midtown for approval.
7. The Consultant shall provide specifications for all materials and equipment.
8. The Consultant shall be responsible for receiving governmental approvals.

9. The Consultant shall be responsible for the design, documentation, and shall perform the adjustments necessary to reprogram traffic controllers.
10. The Consultant shall be responsible for the design and documentation of all necessary pedestrian control devices.
11. The Consultant shall provide a detailed Opinion of Probable Construction Costs at 90% design for review by the Client.

The following items shall NOT be included within the Scope of Services.

1. Design to relocate utilities.
2. Develop new road profiles.
3. Construction traffic control plans.
4. Development of the General Conditions for the General Contractor bidding documents.

C. Project Schedule

The Consultant shall base their response to this RFP upon the following schedule.

- | | |
|---|--------------------|
| • Requests for Proposal Published | July 17, 2015 |
| • Requests for Proposal Due | August 7, 2015 |
| • Engage Consultant | August 12, 2015 |
| • 90% design for review by Client | September 4, 2015 |
| • Submittal to City of Atlanta for approval | September 4, 2015 |
| • Start of Bidding | September 4, 2015 |
| • Receipt of bids | September 30, 2015 |
| • Award of Construction contract | October 8, 2015 |
| • Start construction | October 12, 2015 |
| • Complete construction | December 11, 2015 |

D. Rights Reserved

This RFP does not commit Midtown to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. Midtown reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of Midtown to do so. Midtown may require the Firm selected to participate in negotiations, and to submit such price, technical or other revisions in their proposal as may result from negotiations.

E. Selection Process/Criteria

The selection of the Consultant will be by Midtown. Upon receipt, Midtown will review the submitted Proposals. Using objective criteria shown in the chart below, Midtown will select the best submittal.

	Evaluation Criteria	Highest Possible Score	Score
1	Project Management	10.0	
2	Project Organization/Schedule	25.0	
3	Personnel	10.0	
4	Proposed Cost	20.0	
5	Proposed DBE goal	20.0	
6	Organizational Qualifications	15.0	
TOTAL SCORE		100.0	

The successful Consultant will be notified and should expect to immediately commence services upon the issuance of a Notice to Proceed by Midtown.

F. Submittal

1. Inquiries & Questions

Formal inquiries or questions must be made in writing or email to Midtown’s Program Management consultant for this project which is MidtownAtl Solutions, LLC. Unwritten inquiries and questions and any verbal responses and/or comments will not be considered. All inquiries must be received by MidtownAtl Solutions by 2:00 PM, July 29, 2015. MidtownAtl Solutions will provide all written questions and responses to interested respondents by 5:00 PM on August 3, 2015. Inquiries and questions regarding this Request for Proposal should be directed to:

Mr. Bruce Pinkney
MidtownAtl Solutions, LLC
Bruce@MidtownAtl.Solutions
Phone: 404-447-8151

2. Proposals/Deadline

All proposals shall be submitted in hard-copy format, and in electronic format via email. The submittals shall be organized in the order requested in Section II Proposal. In consideration of the reviewer’s time, every effort should be made to avoid duplicating the information presented in the submittals. **Submit one (1) original and an electronic copy of your proposal no later than 3:00 PM on August 7, 2015 to:**

Cladie A. Washburn, RLA
Director, Capital Projects Program
Midtown Alliance
999 Peachtree Street, Suite 730
Atlanta, GA 30309
Cladie@MidtownATL.com

Proposals received after that date and time may be rejected

Section II – Proposal

The Consultant is required to submit all information requested below. The Consultant must follow this format closely to ensure ease of review. The Consultant is encouraged to keep responses brief, clear and concise.

A. General Qualifications

1. Proposer Overview

- Proposer’s Name and Primary Contact for this Proposal.
- Address of proposer’s headquarters and, if applicable, the address of the branch office designated for this project. Provide telephone, fax number and email address.
- How many years have you been in business under the name stated above? Describe firm ownership structure and provide a brief firm history.
- List number of permanent employees by professional discipline and provide an organization chart identifying key individuals and their responsibilities. If a branch office will be utilized, further indicate the employee breakdown by professional discipline for that office and an organization chart for that office.

2. Insurance Requirements

The Consultant must purchase and maintain the policies and policy limits as per Exhibit A attached.

3. Quality Assurance/Control

Please describe how you provide QA and QC. Who is responsible for QA and QC? Does your company have a formal Quality Program?

B. Project Approach

1. Relevant Experience/Project Team

Provide a description of the most comparable projects in which your firm has been involved over the past five years. Work shown must include projects on which key team members that are being included in this proposal had a significant role.

The following must be included for each project:

- Name of project, location, and general project description
- Project costs
- Services provided.
- Completion date.
- Key personnel included in this proposal and the role they have with this project.
- References: owner (with name and phone number of contact) and architect (with name and phone number of contact).

2. Minority Participation

Midtown believes that it is important to encourage the participation of small and local businesses and that the participation of these types of businesses will strengthen the overall economic fabric of the project and provide employment to local residents. Midtown shall

review the Proposer's written documentation showing the total contract award which will be performed by certified DBE/EBO companies.

This written documentation shall be in the form of a DBE/EBO Commitments Declaration (Attached hereto as Exhibit B) and a notarized Schedule of DBE/EBO Participation (Attached hereto as Exhibit "C"). Proposers must demonstrate Good Faith Efforts in accordance with Exhibit B and Exhibit C. Failure to complete and submit these Exhibits may result in the proposal being rejected.

3. Other Information

- What is your firm's approach to keeping the project team informed and to anticipate and resolve problems without impacting cost, schedule or budget?
- b. Include any additional or supplementary information that you believe is relevant to this project, including suggestions for delivering a quality project at the lowest possible cost and on schedule.

C. Fee Proposal

Please provide the following for your Fee Proposal:

1. Fee Proposal:

- Provide your proposed fee for Design Services as an itemized **LUMP SUM FEE**, along with a schedule table containing service milestone dates, estimated durations, and costs of services.
- Please provide normal hourly rate of each staff member whose resume is provided or whose job category may be required, and the rate used in the proposal.
- Excluded services: Please list any other fees or charges.

2. Reimbursement & Expenses:

Please provide estimated monthly reimbursable expenses and the rate charged for each without markup. Please indicate reimbursables in a detailed list of items which are not included in basic services covered by the proposed fee schedule and the cost for each. Alternatively, if some or all of these are included as basic services, please so indicate.

3. Please list any services that may be excluded from your proposal.

Section III – Exhibit A – Sample Certificate of Insurance

**Section III – Exhibit B – DBE/EBO Commitments
(to be completed and returned in submittal)**

Exhibit B - DBE/EBO Commitments - Declaration

PROPOSER'S NAME:

NAME OF PROJECT:

WE PROPOSE TO UTILIZE THE FOLLOWING DBE/EBO CONTRACTOR(S) FOR THIS PROJECT:

LIST OF DBE/EBO PARTICIPANTS

Contractor Name	Address	Type of Work	Proposed Contract Amount

TOTAL PERCENT OF BID _____%

Midtown believes that it is important to encourage the participation of small and local businesses and that the participation of these types of businesses will strengthen the overall economic fabric of the project and provide employment to local residents.

Midtown shall review the Proposer's written documentation showing the total percentage of the contract award which will be performed by a certified DBE/EBO(s). This written documentation shall be in the form of Exhibit C - Schedule of DBE/EBO Participation. Exhibit C shall list all proposed certified DBE/EBO(s) describing the work, material, equipment and/or services to be performed or provided by the DBE/EBO(s) and the proposed dollar value.

**Section III – Exhibit C – DBE/EBO Participation Tracking
(to be completed and returned in submittal)**

**Exhibit C - SCHEDULE OF DISADVANTAGE BUSINESS ENTERPRISE
PARTICIPATION AND OPPORTUNITY TRACKING FORM**

As specified PROPOSERS are to present the details of their DBE/EBO participation below.

PRIME PROPOSER _____

PROJECT: 7th Street Two-Way Conversion

My firm, as the prime PROPOSER on this unit of work, is a certified (check all that apply):

_____ DBE _____ EBO _____ WBE _____ MBE _____ Other)

1. If you are a Certified DBE, EBO, MBE or WBE, please indicate below the portion of work (including the percentage of the amount bid/proposal) that your firm will carry out directly:
2. If the prime PROPOSER is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the LSBE, MBE or WBE joint venture firm.

DBE, EBO, and/or WBE Subconsultants and/or firms (including suppliers) to be utilized in performance of this contract, if awarded. No changes can be made in the Subconsultants listed below without the prior written approval of Midtown Business Association, Inc.

Name of Consultant _____

Address _____

Contact Person _____

Telephone _____

Email _____

Check all that apply: __ DBE __ WBE __ EBO __ MBE

Attach proof of DBE, MBE and/or WBE certification.

Type of Work/Contract Item _____

Percentage of Work or Estimated Contract Award Amount to be performed _____

Check List for Good Faith Efforts

1	YES	NO	Advertisement for solicitation of Local Small Business Enterprises in general circulation.
2	YES	NO	Used media, trade association publications, and minority-focus media, to provide notice of sub-contracting opportunities.
3	YES	NO	Advertisement in general circulation media at least seven (7) calendar days prior to bid or proposal opening any and all sub-contractor opportunities. Proof of advertisement must be submitted with the bid or proposal.
4	YES	NO	Provide interested BDEs with timely, adequate information about the plans, specifications, and other such requirements of the contract to facilitate their quotation and conduct follow up to initial solicitations.
5	YES	NO	Provide written notice to DBE/EBOs that their interest in sub-consultant opportunities is solicited. Provide a contact log showing the name, address email and contact number used to contact the proposed certifies Sub-consultants, nature of work requested for quote, date of contact, the name and title of person making the effort and the amount of the quoted price if one was obtained.
6	YES	NO	Efforts made to divide the work for DBE sub-consultant in

			in areas likely to be successful an identify portions of the work available to DBE/EBOs consistent with their availability. Include a list of divisions of work not subcontracted and the corresponding reasons do not including them. The ability or desire of a bidder/proposer to perform the work of a contract with its own organization does no relieve it of the responsibility to make good faith efforts on all scopes of work subject to subcontracting.

7	YES	NO	Efforts made to assist potential DBE/EBO sub-consultants meet bonding, insurance or other governmental contracting requirements.

8	YES	NO	Utilization of services of available minority community organizations, minority Consultant groups, and other organizations that provide assistance in the recruitment and placement of DBE/EBO(s).

9	YES	NO	Other action taken (specify)

10	YES	NO	Please explain any "NO" response by number.

**Section III – Exhibit D - Proposer Statement of Compliance
(to be completed and returned in submittal)**

Exhibit D - PROPOSER Statement of Compliance

PROPOSER hereby states that they have read and understand that reasonable effort were made to Midtown in providing the maximum practicable opportunity for the utilization of DBE/EBO(s) consistent with the efficient and economical performance of this contract. The Bidder and any subconsultants shall file compliance reports at reasonable times and intervals with Midtown. Compliance reports, filed at such times as directed, shall contain information as to the employment practices, policies, programs and statistics of Consultants and their subconsultants.

Non-Discrimination Policy

1. During the performance of this agreement, Consultant agrees to follow Non-Discrimination Policies.
2. Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The Consultant will take action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or disability.
3. Consultant shall, in all solicitations or advertisements for employees placed by or on behalf of Consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability.
4. Without limiting the foregoing, Consultant shall not discriminate on the basis of disability in the admission or access to, or treatment or employment in, the programs and activities, which form the subject of the contract. The Consultant will take action to ensure that applicants for participation in such programs and activities are considered without regard to disability. Such action shall include, but not be limited to, the following:
 - Consultant agrees to post in conspicuous places available to participants in its programs and activities notices to be provided setting forth the provisions of this non-discrimination clause.
 - Consultant shall, in all solicitations or advertisements for programs or activities, which are the subject of the contract, state that all qualified applicants will receive consideration for participation without regard to disability.

Firm Name (Please Type or Print)

Firm's Officer Name (Please Type or Print)

(Authorized Signature and Title Required)

**Section III – Exhibit E – Commitment
(to be completed and returned in submittal)**

Exhibit E – Commitment

The undersigned certifies that he/she has read, understands, and agrees to be bound by the Request for Proposal specifications, including the accompanying Exhibits and other terms and conditions of the Request for Proposal regarding DBE/EBO utilization. The undersigned further certifies that he/she is legally authorized by the Responder to make the statements and representations in all exhibits and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned understands and agrees that if any of the statements and representations are made by the Responder knowing them to be false, or if there is a failure of the successful Responder (i.e., Consultant) to implement any of the stated agreements, intentions, objectives, goals and commitments set forth herein without prior approval by Midtown, then in any such events the Consultant's act or failure to act, as the case may be, shall constitute a material breach of contract, entitling Midtown to terminate the Contract for default. The right to so terminate shall be in addition to, and not in lieu of, any other rights and remedies Midtown may have for other defaults under the Contract.

Firm Name (Please Type or Print)

Firm's Officer Name (Please Type or Print)

(Authorized Signature and Title Required)

Sworn to and subscribed
before me this _____ day
of _____, 2015.

Notary Public (Seal) My Commission Expires:

**Section III – Exhibit F – CITY OF ATLANTA PROJECT SCOPE
AND PROJECT SPECIFICATIONS**

EXHIBIT F

City of Atlanta Project Scope and Project Specifications

March 17, 2014

Overview:

The following includes details on the Seventh Street one-way to two-way conversion project that was approved by Atlanta City Council on October 21, 2013. This Project should be implemented in coordination with the one-way to two-way conversion of 7th Street between Peachtree Street NE and Juniper Street NE. The Project Specifications section includes specifications that may or may not apply to this specific project, depending on the final project design. The Project Table includes a brief project description and project scope, as well as other details related to the Project. In order to accelerate the completion of this Project, it is recommended that it be delivered by Midtown Alliance, under contract with the City of Atlanta.

Project Specifications:

- Project shall meet the design requirements included in the latest editions of the Manual of Uniform Traffic Control Devices, the City of Atlanta's Public Right of Way Manual, City of Atlanta Standard Details, and Accessibility Guidelines. Project shall include MUTCD-compliant bicycle wayfinding signage at all intersections with existing bicycle facilities and at intersections with Core Bicycle Connections and Secondary Bicycle Connections identified in the Connect Atlanta Plan. Such signage shall conform to standards set forth by the City of Atlanta.
- Existing pavement markings shall be removed using hydroblasting (or other method approved by the Department of Public Works – Office of Transportation) until no markings are visible during the day or night.
- All new pavement markings shall be thermoplastic and affixed to pavement using industry best practices.
- All signs shall be aluminum 0.08" with diamond grade sheeting, auto-reflective per MUTCD and affixed to city-standard u-channel post unless otherwise directed by the Department of Public Works – Office of Transportation.
- If Project includes asphalt/concrete point repair or milling and overlay, it shall adhere to the following practices:
 - **New surfaces:** the new pavement surface should be shaped to match existing features such as pit covers, edgings or driveways, to within 1/5".
 - **Existing surfaces:** parallel to the direction of travel, grooves must be no wider than 1/2" and steps no higher than 2/5". Perpendicular to the direction of travel, steps should not be higher than 3/4" and preferably no higher than 2/5".
- All contractors will be required to secure a right-of-way permit from the Department of Public Works – Office of Transportation prior to starting construction.
- In addition to calling GA 811, all contractors shall be required to contact the City of Atlanta Traffic Signal Installation Chief at 404-658-7864 for marking underground traffic signal infrastructure.

Damages caused to any traffic signal infrastructure throughout the duration of the Project shall be corrected by the contractor at no additional expense to the City.

Project Table:

Seventh Street Project – One-way to two-way conversion

<p>Description:</p>	<p>This project will convert 7th Street, N.E. from one-way to two-way operation between West Peachtree Street, N.E. and Peachtree Street, N.E. and between Juniper Street, N.E. and Piedmont Avenue, N.E. Scope includes the removal of pavement markings appropriate for one-way operation and on-street parking, the installation of new thermoplastic pavement markings appropriate for two-way operation, pavement patching, installation of parking/regulatory signage and bicycle wayfinding signs, and the addition of new traffic control equipment, including signal timing plans, revise wiring cabinet output files, vehicle detection, poles with mast arms or span wire attachment and signage.</p>
<p>Scope*:</p>	<ul style="list-style-type: none"> • Asphalt and concrete point repair on 7th St N.E. between West Peachtree Street, N.E. and Peachtree Street, N.E. and between Juniper Street, N.E. and Piedmont Avenue, N.E. • Remove pavement markings for on-street parking on south side of 7th Street between West Peachtree Street, N.E. and Cypress Street, N.E. • Retrofit stop bar to support two-way operation at eastern leg of 7th Street, N.E. and West Peachtree Street, N.E. • remove existing ONE WAY and DO NOT ENTER regulatory signs where appropriate • add double yellow lane markings on each segment of 7th Street • paint curb yellow on either side of driveways to allow for safe sightlines and at intersections • install regularly-spaced NO STOPPING STANDING PARKING aluminum signs on u-channel posts on the south side of 7th Street between West Peachtree Street, N.E. and Cypress Street, N.E. and remove all existing parking-related signage in this section • Consult with City of Atlanta/Park Atlanta regarding the removal of parking meters on south side of 7th Street, N.E. between West Peachtree Street, N.E. and Cypress Street, N.E. <p>install new traffic signal equipment at the intersection of 7th Street and Piedmont Avenue to accommodate eastbound vehicles, including vehicle detection</p> <ul style="list-style-type: none"> • install new traffic signal equipment at the intersection of 7th Street and Peachtree Street to accommodate eastbound vehicles, including vehicle detection and mast arm pole • Install bicycle wayfinding sign/s on 7th Street, N.E. at the westbound approach to West Peachtree Street, N.E.