



CITY OF ATLANTA

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Mayor

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DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP,
CIPC, CISCC, CIGPM, CPPC
Chief Procurement Officer
asmith@atlantaga.gov

May 26, 2016

Dear Potential Proponents:

Re: FC-8828 Comprehensive Transportation Plan Update.

Attached is one (1) copy of **Addendum Number 3**, which is hereby made a part of the above-referenced project.

For additional information, please contact Mrs. Teresa Slayton, Contracting Officer, CPPB, CISM, CPP, CPPM, GCPM, GCPA at (404) 865-8757 or by email at tslayton@atlantaga.gov.

Sincerely,

Adam L. Smith

ALS/ts

cc: Jonathan Lewis



ADDENDUM NO. 3

This Addendum No. 3 forms a part of the Request for Proposals and modifies the original solicitation package as noted below and is issued to incorporate the following:

- **Revised Due Date:** Wednesday, June 8, 2016, at 2:00 P.M. EDT.
- **Revised Additional Questions Due Date:** Wednesday, June 1, 2016, at 1:00 P.M. EDT.
- **Attachment No. 1: Answer to Questions (3 Questions)**
- **Attachment No. 2: Revision of Scope of Services:**
The Scope of Services is hereby removed and replaced with a revised Scope of Services dated 5/24/2016 and attached hereto as Attachment No.2.
- **Changed Item: Part I, Instructions to Proponents, Section 8.1; Proposal Guarantee:** Section 8.1; Proposal Guarantee is hereby revised as follows:
 - 8.1. Each Proponent is required to furnish a Proposal Guarantee in the amount Fifty Thousand dollars (\$50,000.00) of the proposal amount. At the option of the Proponent, the Proposal Guaranty may also be cash, a certified check payable to the order of City or a Proposal Bond in a form acceptable to the City (Form 8, Proposal Bond). A surety executing a Proposal Bond must meet the requirements set forth in Appendix B-Insurance and Bonding Requirements attached to the Services Agreement included in this RFP.
- **Changed Item: Part II, Contents of Proposals and Required Submittals:** Section 3.2.3.1.1. is hereby revised as follows:
 - 3.2.3.1.1. Project Manager – Minimum of ten (10) years of experience working on projects similar in scope, highlighting experience and ability to communicate skillfully and effectively as part of a team, including the ability to successfully communicate complex transportation trade-offs with a diverse array of community members and organizations, and gain and incorporate feedback in a meaningful way; and
- **Deleted: Part II, Contents of Proposals and Required Submittals:** Sections 3.2.3.1.2. and 3.2.3.1.3 are hereby deleted in their entirety.
- **Changed Item: Part II, Contents of Proposals and Required Submittals:** The following subsections, 3.2.4.2.1., 3.2.4.2.2., 3.2.4.2.3., and 3.2.4.2.7., in Section 3.2.4.2. are hereby revised as follows (all other subsections of 3.2.4.2 are to remain unchanged):
 - 3.2.4.2.1 Relevant project experience on completed projects in the United States within the last seven (7) years, up to five (5) projects for the prime firm and two (2) for each subconsultant;
 - 3.2.4.2.2 Relevant project experience on completed projects in the State of Georgia within the last seven (7) years, up to five (5) projects for the prime firm and two (2) for each subconsultant;
 - 3.2.4.2.3 Relevant project experience on completed projects in the City of Atlanta and surrounding areas within the last ten (10) years, up to five (5) projects for the prime firm and two (2) for each subconsultant;
 - 3.2.4.2.7 For four or five key project staff (four or five total from the entire project team), each Proponent must provide two (2) letters of recommendation from clients for whom those employees, consultants

and/or team member held a similar role in the past seven (7) years. The letter must state at a minimum:

- **Deleted: Part IV, Required Submittal Forms, Form 4.2:**
Form 4.2 is hereby deleted in its entirety.
- **Attachment No. 3: Revised Exhibit A.1 Cost Proposal:**
Exhibit A.1 Cost Proposal is hereby removed and replaced with a revised Exhibit A.1 Cost Proposal dated 5/24/2016 and attached hereto as Attachment No.3.
- **Deleted Exhibit C, Authorizing Legislation**
Exhibit C, Authorizing Legislation is hereby deleted in its entirety.

All questions and inquiries concerning this project should be directed in writing to Teresa Slayton, CPPB, CISM, CPP, CPPM, GCPM, GCPA, Contracting Officer, Department of Procurement, 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303 or questions may be e-mailed to tslayton@atlantaga.gov or by eFax to (404) 979-7356.

The Proposal due date HAS been modified and Proposals are due on Wednesday, June 8, 2016 and must be time stamped in no later than 2:00 P.M. EDT and delivered to the address listed below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP,
CIPC, CISCC, CIGPM, CPPC
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S. W. , City Hall South, Suite 1900
Atlanta, Georgia 30303

****All other pertinent information is to remain unchanged****

FC-8828, Comprehensive Transportation Plan Update

Addendum No. 3

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Acknowledgment of Addendum No. 3

Proponents must sign below and return this form with Proposal to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of Addendum No. 3 **FC-8828 Comprehensive Transportation Plan Update** on this the _____ day of _____, 20____.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date

ATTACHMENT I

Question 1:

The OCC section of the FC-8828 solicitation/RFP includes forms for the Atlanta Workforce Development Agency (“AWDA”), including AWDA Agreement (5 pages), Exhibits A-E. Does the DBE Utilization Form have to be required even if the same information will to be provided in the previous AWDA pages?

Answer: No, the Utilization Form does not have to be completed for this solicitation.

Question 2:

Per the Solicitation, this is a Professional Services project and proponents must provide a Proposal Guarantee, can the Proposal Guarantee be waived for this project?

Answer: No.

Question 3:

How can I obtain information and a list of the Disadvantaged Business Enterprise (DBE) sub-consultants?

Answer: The website for the DBE is <http://www.dot.ga.gov/PS/Business/DBE>.

ATTACHMENT NO. 2

Revised Scope of Services
(Revised 5/24/16)

INTRODUCTION

City of Atlanta Comprehensive Transportation Plan Update

Project Goals and Local Background

In 2008, the City of Atlanta adopted its first citywide Comprehensive Transportation Plan (CTP) locally branded the Connect Atlanta Plan. The forthcoming CTP will be a major update to the existing Connect Atlanta Plan. Additionally, the city is beginning a new planning effort, the Atlanta City Design process. The CTP Update will be fully integrated into this larger citywide effort, essentially functioning as a project within a project.

The City of Atlanta is committed to bringing the best policies and practices of other cities around the nation and the world to build upon our existing infrastructure and assets. The City Design and CTP Update will set the long-term vision and implementation actions as Atlanta continues to build a world class, sustainable transportation system in a growing and evolving city. The final CTP Update will be incorporated into the City Design plan and will be adopted by the Mayor and City Council.

The successful consultant or team of consultants will demonstrate experience with the following skills and tasks:

- Communicating skillfully and effectively as part of a team, including the ability to successfully communicate complex transportation trade-offs with a diverse array of community members and organizations, and gain and incorporate feedback in a meaningful way.
- Analyzing the current state of travel within the City of Atlanta using, not only existing data such as traffic counts and transit ridership, but also finding new ways to estimate and collect data on travel by bicycle, walking, and shared services such as Uber, Lyft, and Zipcar. Finding new and creative ways to accurately measure travel patterns across all modes and travel types will help Atlanta understand and measure travel today and in the future.
- Evaluating the broadest menu of transportation options for Atlanta including all forms of public transit, emerging technologies, and bicycle and pedestrian infrastructure.
- Understanding of urban transportation including best practices from across the country and around the world. Applicants should be familiar with best practices on speed management, affordable transit systems, innovative bikeway design, ITS, and travel demand management.

Regional Background

The CTP Program assists local governments by clearly defining city-wide goals, needs, and priorities. While ARC typically completes needs assessments and transportation plans focusing on regional needs and solutions, a successful local transportation plan and program is also critical. Local transportation plans are a key mechanism in which governments define programs and projects they are prepared to support and assist in funding. It is a critical program objective that these identified priorities will form the basis for future funding requests submitted to ARC and GDOT during Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP) update cycles. No RTP can be successfully implemented without local support for plan goals, programs, and projects.

Transportation plans resulting from the CTP Program will support county and city comprehensive plans. Projects identified through a collaborative, city-level, transportation plan will receive additional consideration during project funding cycles.

Each CTP will also address connections between land use and transportation, giving explicit consideration to the ability of recommendations to support local and regional land use plans. Land use linkages and access management will be examined and considered in CTP recommendations. ARC will give priority to areas making substantial progress on implementing CTP-supportive land use measures in future TIP/RTP updates. Criteria to monitor the achievement of land use goals and for tracking project and program implementation will be developed by ARC.

Approximate distribution is as follows, but applicants should develop their own fee schedule.

1. Project Management (approximately 10% of budget)
2. Community Engagement (approximately 20% of budget)
3. Inventory of Existing Conditions (approximately 5 to 10% of the budget)
4. Vision, Goals, and Needs Assessment (approximately 5 to 10% of budget)
5. Recommendations (approximately 35% of the budget)
6. Final Deliverables (approximately 20% of the budget)

SCOPE OF SERVICES

CITY OF ATLANTA COMPREHENSIVE TRANSPORTATION PLAN UPDATE

Required and Optional Services

The estimated project budget may be in the range of \$775,000.00 to \$1,250,000.00. Proposals should include a base proposal fee for all required services within the scope of services, broken down by task and sub-task. Proposals should also include a proposed fee for most, if not all, of the optional services. As appropriate, the proposal should clearly document any clarifications or assumptions particular to a proposal or fee proposal. Where an optional task is open ended, applicants should focus on optional services that draw upon their experience and expertise. The selected Consultant will be contracted to include the base scope of services along with some or all of the optional services.

Study Area

- Entire City of Atlanta
- To promote coordinated planning efforts, all land within three miles of the City of Atlanta may be considered

Schedule

The City of Atlanta CTP Update planning process must conclude prior to September 30, 2017.

Notes on Team and Project Manager

Consultant teams that are too large will be penalized in the scoring regime. Proposed project manager should be familiar with the City of Atlanta. The City of Atlanta is a dynamic and diverse community; the best project manager must be able to effectively communicate throughout the city and tailor their message to meet the needs of the varied neighborhoods, community and business groups, and advocacy organizations that will be part of the process.

Experience section of the proposal

Each proposal must include project profiles of recently completed work. Project profiles must have been completed by proposing staff.

Build on Recent Studies. Coordinate with ongoing Studies.

- Atlanta's Project Greenspace (2009)
- Cargo Atlanta: A Citywide Freight Study (2015)
- City of Atlanta Climate Change Action Plan (2015)

- City of Atlanta Streetcar System Plan (2015)
- Comprehensive Development Plan (2011)
- Connect Atlanta Plan (2008)
- Cycle Atlanta: Phase 1.0 Study (2015)
- Cycle Atlanta: Phase 2.0 Study (kickoff expected in 2016)
- Downtown Atlanta Parking Assessment (2014)
- Downtown Atlanta Transportation Study and update to the Imagine Downtown Study (kickoff expected in 2016)
- Georgia Institute of Technology Bicycle Master Plan (2015)
- Georgia State University Bicycle Master Plan (ongoing)
- MARTA and Atlanta Streetcar expansion federal environmental studies (ongoing)
- Midtown Atlanta Comprehensive Transportation Study (ongoing)
- Midtown Atlanta Parking Study and Action Plan (2015)
- Move Atlanta: A Design Manual for Active, Balanced, & Complete Streets. (adoption pending)
- Oakland City LCI Update Study (ongoing)
- Transit Oriented Atlanta: A Strategy for Advancing Transit-Oriented Development (2015)
- Turner Field LCI Study (ongoing)

Task 1: Project Management (approximately 10% of budget)

The Project will require ongoing project management to ensure coordinated, timely, and thorough deliverables. The Project Team as referenced in this document will be led by the DPCD Office of Planning and may include, as necessary, representatives from other city Departments and partner organizations (such as Invest Atlanta, Atlanta BeltLine, Inc, and CIDs).

Task 1.1: Project Management and Community Engagement Plan

The Consultant will work with DPCD staff to develop a Project Management and Community Engagement Plan (PMCEP). DPCD will approve final PMCEP. At a minimum, the PMCEP will include:

- Overall schedule
- Community engagement schedule
- Plan to meet project milestones
- Communications protocol
- Process for addressing concerns/issues
- City staff review process
- Community outreach and communications strategies
- Communications and on-line process and protocol
- City Design style guide

Timeframe:

- One month from Notice to Proceed

Deliverables:

- Project Management Plan

Task 1.2. Project Management Meetings

The Consultant will lead biweekly (every two weeks) meetings with the DPCD Project Manager. These meetings may include other members of the Project Team, as necessary, to discuss the overall project, any interdependent tasks, and coordination with the City Design process. The Consultant will be responsible for creating and distributing the agenda for these meetings 24 hours before the meeting. The Consultant will be responsible for creating and sending out a meeting summary and action items from the meeting. The project management meetings are separate and in addition to any task management meetings, which should be accounted for within those tasks. The meetings described here pertain to contract administration, overall project budget, scope, and timeline.

Timeframe:

- Biweekly for the duration of project

Deliverables:

- Agendas, meeting summary, and action items from each biweekly meeting

Task 1.3. On-going Project Management

The Consultant will maintain the contract scope, schedule, and budget, as needed. Consultant will also work closely with the DPCD Project Manager to ensure coordination between various efforts and tasks within the Project. Consultant is responsible for communicating any budgetary or scheduling issues to the project team as soon as they are identified. Similarly, the Consultant will communicate if a task request is outside of the original Scope of Services or Project Management Plan.

Timeframe:

- Duration of project

Deliverables:

- Monthly status reports included with invoices

Task 2: Community Engagement (approximately 20% of budget)

All aspects of community engagement will be conducted in coordination with the City Design planning process. All community meetings will be supported by DPCD staff. Consultant will not overstaff meetings. All community engagement materials will be consistent with the style guide.

Task 2.1 On-line engagement and Photo Sharing Environment

Community engagement will include a myriad of far reaching and multi-platform engagement strategies, which will make public engagement accessible and bring new stakeholders into the planning process. The Consultant will develop on-line tools such as a website and photo sharing environment to assist in conducting outreach and engagement throughout the planning process. The PMCEP from **Task 1.1** will develop the specific framework for the on-line tools and photo sharing site. Working in conjunction with the DPCD project manager, the Consultant will also be responsible for content required for the on-line tools and photo sharing site and all updates as needed throughout the planning process. The website will include tools for participation and input, interactive map tools for commenting on and nominating projects, an environment for nominating and commenting on policies, strategies or initiatives, and interactive tools that help participants weigh trade-offs in transportation decision making and funding. The Consultant will be responsible for hosting the website during the planning process. The website will be designed to transition to the city server and become a post-planning website.

The photo sharing environment will provide for a wide array of opportunities to share photos that may include (1) great streets from Atlanta and other cities, (2) a way to connect great photos from other places to opportunities in Atlanta, (3) opportunities for improvement in Atlanta, and (4) opportunities to submit and vote on photos to include in the final report and materials.

Timeframe:

- Initial launch of the website and photo sharing environment within six weeks of Notice to Proceed
- Duration of the project

Deliverables:

- Website with ongoing updates
- Photo sharing environment with ongoing updates
- Periodic summaries of public feedback and/or survey results

Task 2.2. Community Meetings/Work Sessions

The Consultant will conduct three series of community meetings/work sessions with the public. Each meeting series will include one meeting in each of four planning areas for a

total of 12 community meetings. The series agenda and schedule will be detailed within the PMCEP from **Task 1.1**, but they will likely align with the (A) visioning, (B) needs assessment, and (C) recommendations development phases of the project. In general, each series will include four relatively similar meetings. Each meeting will include an interactive component for gathering input and feedback from the public. The Consultant will prepare a survey instrument for each series of meetings to be available at each meeting and shared digitally.

The Consultant will be responsible for preparing meeting materials, handouts, presentations, etc. The Consultant will be responsible for preparing and distributing announcements and advertisements of meeting material.

The DPCD Project Manager will be responsible for identifying potential meeting locations, reserving City of Atlanta meeting locations, and reviewing and approving all meeting materials. (City of Atlanta meeting locations may not be available, in which case, the Consultant will locate and reserve the meeting location.) The DPCD Project Manager will be responsible for helping distribute meeting announcements and advertisements through City of Atlanta channels.

A complete “dry run” of each community meeting will occur at least one week prior to the first meeting in each of the three series.

Deliverables:

- Materials for each working session including agenda, presentation deck, and any facilitation materials
- Meeting summaries and sign-in sheets

Task 2.3. Open Houses

Near the completion of the Recommendations phase of the project, prior to finalization of the Final Deliverables phase of the project, the Consultant will host three Open Houses within the City of Atlanta to share the final recommendations.

The Consultant will be responsible for preparing meeting materials, handouts, presentations, etc. Meeting material must clearly connect previous engagement efforts to the recommendations. Meeting material will include a summary of previous engagement efforts. The Consultant will be responsible for preparing and distributing announcements and advertisements of meeting material.

The DPCD Project Manager will be responsible for identifying potential meeting locations, reserving City of Atlanta meeting locations, and reviewing and approving all meeting materials. The DPCD Project Manager will be responsible for helping distribute meeting announcements and advertisements through City of Atlanta channels.

Deliverables:

- Materials for each working session including agenda, presentation deck, and any facilitation materials
- Meeting summaries and sign-in sheets

Task 2.4. Stakeholder Committee

Consultant to lead three facilitated working sessions with the Stakeholder Committee. These sessions will focus on preparing for upcoming community engagement opportunities and informing and reviewing key decisions within the planning process. The sessions will occur throughout the planning process and the agenda and schedule will be outlined within the PMCEP from **Task 1.1**. The DPCD Project Manager will be responsible for hosting the meetings. The Stakeholder Committee will include an array of stakeholders representing community and advocacy organizations. The Consultant will be responsible for creating the list of attendees preparing meeting materials, inviting attendees, facilitating the meetings, and providing a meeting summary of each meeting.

Deliverables:

- Materials for each working session including agenda, presentation deck, and any facilitation materials
- Meeting summaries and sign-in sheets

Task 2.5. Technical committee

Consultant to lead three facilitated working sessions with the Technical Committee. These sessions will focus on preparing for upcoming community engagement opportunities and informing and reviewing key decisions within the planning process. The sessions will occur throughout the planning process and the agenda and schedule will be outlined within the PMCEP from **Task 1.1**. The Technical Committee will include an array of technical stakeholders including staff from partner organizations, ARC, GDOT, MARTA, GRTA, and other organizations operating transit in the city. The DPCD Project Manager will be responsible for creating the list of attendees and hosting the meetings. For each meeting, the Consultant will be responsible for preparing meeting materials, inviting attendees, facilitating the meeting, and providing a meeting summary.

Deliverables:

- Materials for each working session including agenda, presentation deck, and any facilitation materials
- Meeting summaries and sign-in sheets

Task 2.6. Interviews

The Consultant will conduct up to 30, 45-minute interviews with commercial property owners, partner organizations, and community organizations. One or more individuals may participate in each of the 30 interviews. A summary of the information gathered in these

interviews will be shared in open and public forums. DPCD Project Manager will provide the list and contact information for interviewees.

Deliverables:

- White paper summary of interviews

Task 2.7. Working Sessions and Planning Coordination Sessions

Consultant to facilitate seven working sessions with City of Atlanta city council, staff and partner organizations. These sessions will focus on making, validating, or finalizing key decisions within the planning process. The sessions will occur throughout the planning process and the agenda and schedule will be outlined within the PMCEP from **Task 1.1**. The DPCD Project Manager will be responsible for creating the list of attendees, meeting invitations, and hosting the meetings. For each meeting, the Consultant will be responsible for preparing meeting materials, facilitating the meeting, and providing a meeting summary.

Consultant to facilitate three specific work sessions with other on-going planning efforts including Cycle Atlanta: Phase 2.0 Study, City Design, Zoning Code Update, Livable Centers Initiative studies, or other ongoing studies to create a level of collaboration between other city consultants, and city departments, to be informed of other on-going efforts, and to create a unifying design palate between the studies if needed.

Deliverables:

- Materials for the work sessions including agenda, presentation deck, and any facilitation materials
- Meeting summary and sign-in sheet of each session

Task 2.8. Social Media and Traditional Media Strategy

Consultants will propose a social media and traditional media strategy. The proposed strategy should include, at a minimum, using the DPCD Facebook page and Twitter handle. Consultants should consider ways to leverage other activities within **Tasks 2**.

Deliverables:

- Develop and execute social media and traditional media strategy

Task 2.9. Additional Outreach Activities

The City anticipates the need for additional outreach will arise throughout the course of the project. Additional outreach may be requested. Consultant shall reserve 10% of their **Task 2** budget for additional outreach activities.

Task 2.10. Smart Phone App (Optional)

As an optional community engagement task, applicants may propose to develop a smart phone app. App must be developed for both the Google and Apple platforms. App could serve a variety of functions that might include:

- Crowdsourcing data collection and inventory efforts such as a sidewalk conditions survey, locations of ADA ramps, bike racks, or bike fix-it stations.
- Mimicking functionality found on the project website
- Expanding access to the photo sharing site.

Timeframe:

- App should be available for download within three months of the Notice to Proceed

Deliverables:

- App available for download for at least 24 months

Task 2.11. Other Community Engagement Activities (Optional)

As an optional task, applicants may propose additional community engagement activities. Creativity is encouraged. Proposals should build on the strengths and successful experiences of the Consultant. Additional activities may include:

- Engagement directed toward seniors and older adults or students
- Engagement directed toward transit dependent/low income communities
- Focus groups
- Neighborhood walks or bike rides
- On-line meetings
- Planning field office hours, studios, or charrettes
- Planning roadshow (create a booth, curriculum, or activity that can be taken to schools, festivals, or events)
- Statistically significant survey
- Topical committees
- Additional activities per applicant discretion

Deliverables:

- Proposals should document recommended deliverables for this task.

Task 3: Inventory of Existing Conditions (approximately 5 to 10% of the budget)

Task 3.1. Inventory of Existing Conditions

With the previously completed 2008 Connect Atlanta Plan serving as a foundation, an update to the CTP's inventory will be conducted of the transportation network and its level of service including existing conditions and recent trends, specifically targeting problem areas and corridors. Adequate data will be collected to allow a thorough assessment that identifies and addresses potential issues and solutions for all subsequent tasks and deliverables. Much of the inventory data will be provided by the City of Atlanta, the Atlanta Regional Commission or a partner organization. The Consultant will be responsible for compiling, updating and quality control on all data collected. At a minimum, the inventory will include all significant:

- Streets, roads and highways (both public and private), including the HOV system and block size
- Bridge inventory and conditions
- Freight corridors, centers, and at-grade railroad crossings
- Roadway ADT, congestion, hotspots/bottlenecks, and speeding
- Car sharing locations (e.g. zipcar)
- Crash locations
- Pavement condition assessment
- Multi-use trails, bicycle facilities and bicycle parking (see optional **Task 3.3**), including existing count data
- Bicycle sharing locations
- Pedestrian facilities (see optional **Task 3.3**)
- Parking facilities (limited to the Downtown and Midtown business districts, and neighborhood commercial districts)
- Public transportation and services
- Airports
- Development policies and regulations as they relate to the transportation system
- Projects and policies recommended by previous plans and LCI studies, including assembly of all street grid plans
- Projects that are funded, partially funded, or within the project development process
- Major employment and retail centers
- Transportation Demand Management policies and programs
- Municipal transportation funding
- Regional Thoroughfare Intelligent Transportation Systems (ITS) and signalization inventory

All inventoried items, as appropriate, must be mapped using ESRI GIS. All GIS files must be provided in a portable ESRI format and conform to ARC data standards. All GIS files must include a data dictionary in the metadata. Much of the inventory data will be provided by the City of Atlanta, the Atlanta Regional Commission or a partner organization. The Consultant will be responsible for compiling, updating and quality control on all GIS data collected.

Data collected may include (and is not limited to) location, facility type (e.g. functional classification), conditions, average daily travel volumes, origin/destination data, traffic counts including turning movements and TIP/RTP programs and projects. The inventory of Streets, Roads and Highways will include current and planned ITS elements and signal systems that are along or could be added to the ARC Regional Thoroughfare Network (RTN): Intersection configurations of signalized intersections, Communication between signals, CCTV, Video Detection, CMS locations and conditions.

The inventory will include a complete compilation of all crash data for the most recent three years available in the GDOT GEARS database. A similar mapping and analysis will be completed for all fatality crashes from 2004 to the most recent year available in the GDOT GEARS database. The crash data must be mapped using ESRI GIS and thoroughly analyzed for crash hot spots, areas, and corridors for potential safety-related projects. The crash analysis will include a special focus on crashes involving people walking and biking.

The inventory will include a complete compilation of ADT, congestion, hotspots/bottlenecks, and speeding. The Consultant will rely on traffic count data from GDOT, the regional transportation model output, and Inrix data provided by the Atlanta Regional Commission. The inventory will include a review of changes in street ADT over time. The Inrix data will be used, at a minimum, to assess congestion, hotspots, and speeding.

The inventory of bicycle facilities will include the entire city. Existing and planned bikeways, sidepaths, multi-use trails, and signed bicycle routes will be identified. The Consultant will assign a rating of quality and stress to each existing and funded bikeways based on criteria to be developed with the DPCD Project Manager, but to include metrics such as vehicle speed, facility type, and ADT. The inventory may include mapping locations of publicly accessible bicycle parking (see optional **Tasks 2.10 and 3.3**).

The inventory of pedestrian facilities will focus within 0.5 miles of rail transit stations and in major employment centers (Downtown, Midtown and Buckhead) and include available data from existing Livable Centers Initiative Studies, corridor studies, or other relevant studies. The inventory will include existing facilities that will need to be brought into future compliance with Americans with Disabilities Act (ADA) requirements for transportation facilities. The inventory may include completing the sidewalk inventory for the entire city (see optional **Task 2.10 and 3.3**).

The inventory of projects and policies recommended by recent plans is intended to help avoid duplicating or conflicting with ongoing or recently completed planning efforts in the study area. The Consultant will coordinate with the Technical Committee to ensure applicable recent plans are included in this inventory.

The inventory of public transportation and services must include existing public transit routes and service areas, ridership, service frequency, existing rights-of-way, major public transit trip generators and attractors and major public transit intermodal terminals and facilities, transit terminals and transfer stations. Access to these facilities for automobiles, car share services, bicyclists, and pedestrians must also be considered.

In addition to data on transportation facilities and policies, **Task 3** will include an assessment of how the city currently funds transportation. This will also incorporate transportation funding trends at the state and federal levels.

The ARC will make the following data available to the Consultant:

- Project Compilation Database
- Modeling Data
- GIS Shapefiles
- Forecasts
- ARC-Sponsored Studies

The City will make the following data available to the Consultant:

- GIS shapefiles
- Previous studies

Deliverables:

Existing conditions information will be incorporated into an approximately five to ten page summary in each implementation strategy document and the overview document. The deliverables for this task will provide the existing condition summary excerpt for each strategy document and the overview document and an interim delivery of all GIS files compiled or created. In addition, a complete white paper summary of existing conditions will be prepared.

- Draft and final existing conditions excerpts including all graphics in MS Word
- Draft and final existing conditions white paper in MS Word to include report excerpts and any additional information not prepared for or included in the implementation strategy documents and the overview document
- Interim delivery of all GIS files

For the final reports, the existing condition excerpts will be incorporated and formatted in Adobe InDesign within each implementation strategy document and the City Design overview document.

Task 3.2. Report of Accomplishments

Consultant will prepare a six to ten page Report of Accomplishments, summarizing implementation efforts since the 2008 Connect Atlanta Plan. The report will draw heavily from the preparation of existing conditions and stakeholder interviews. The report is intended to celebrate the accomplishments since 2008 and highlight the important role the CTP plays in guiding investment decisions within the city.

Deliverables:

- Draft Report of Accomplishments including all graphics in MS Word
- Draft, complete report in InDesign
- Final report in InDesign

Task 3.3. Expanded Inventory of Existing Conditions (Optional)

Consultant may undertake complete inventories of additional existing conditions described below. This work may be proposed to be completed by the Consultant, or it may be crowdsourced through the website, existing app platform, or optional app in **Task 2.10**. Optional items for a complete citywide inventory are:

- Bicycle travel patterns
- Pedestrian travel patterns
- Shared services such as Uber, Lyft, and Zipcar
- Sidewalks
- ADA compliant intersections including ramps, crosswalks, push buttons, and countdown timers
- Bicycle parking
- Bicycle fix-it stations
- Others as proposed by the Consultant

Task 4: Vision, Goals, and Needs Assessment (approximately 5 to 10% of budget)

Task 4.1. Establish Vision and Goals

The Vision will be developed in conjunction with the citywide vision developed within the City Design process. The transportation aspect of the vision will create the guiding framework for crafting the update to the CTP and inform development of the City Design plan. It will also inform the development of each implementation strategy. The Vision will describe an aspirational transportation system for approximately 30 years in the future, and backcast to imagine the policies and investments necessary to get us to that future over time.

The long-term efforts will explore the following questions:

- How much might the city grow (housing and jobs) in the next 30 years? Where will this growth happen and where might it happen given different transportation investments? What land use patterns best support transportation infrastructure and vice versa?
- How will geographic travel patterns change in the future and what will be the magnitude of these flows?
- What transportation trends that would change the nature of urban travel might we imagine in approximately 30 years? (e.g., changes in demographics and the implication for commuter travel patterns, innovations in technology, trends in shared mobility, attitude changes around mode preference, home-working, changes in spatial and temporal commute patterns.)
- How will we serve the future population (including existing and future demand) to maintain mobility and economic competitiveness?
- What are the mobility goals for the transportation sector, including mode split and accessibility goals?
- How can the transportation system serve the geographic and social equity goals of the City?
- What are the environmental sustainability goals for the transportation sector? How can we minimize environmental impacts from the transportation sector, including greenhouse gas emissions and air quality?
- What are the quality of life and safety goals for the transportation system? How can we minimize conflicts between modes? How/where can transportation investments or changes improve the urban environment physically and socially?
- What is our vision (or alternate visions) for the city's transportation system in 30 years that meets the goals above? How will people travel to, from, and around the city?
- What big investments are necessary to get to this vision? What are the big moves in terms of new/expanded/enhanced transportation infrastructure? What corridors would need additional investments in transportation capacity? What "back of

house” investments (e.g. maintenance and storage facilities) will be needed to support this growth?

- How can we optimize our surface transportation networks/allocation of roadway space to help us achieve this vision? How do we resolve tradeoffs between modes?
- What are the big moves in terms of managing transportation demand to help us achieve this vision? What policies will get us there?
- What are the consequences of doing nothing or not implementing the actions that should stem from the vision?
- What strategies should be employed to resolve transportation challenges at a regional scale?
- How does transportation serve a larger economic strategy?

The Vision would create a master multi-modal vision for the 30-year build-out of the transportation system to meet anticipated needs and goals. This vision will inform and lay the foundation for all long-range transportation planning efforts.

A cornerstone of the Vision will be modal and accessibility goals for the city. These goals will include both citywide and district level metrics. The modal goals will, at a minimum, include: drive alone, carpooling, transit, bicycling, walking, and teleworking. Modal goals should be established for both Journey-to-Work Trips and Total Trips. The accessibility goals will also be developed citywide and at the district level. The accessibility goals will, at a minimum, include distance-based proximity to transit, frequent transit (frequent bus and rail), protected bike lane/multi-use trail, sidewalks, car share, and bike share. Modal and accessibility goals will be established for both residents and workers.

Within the context of developing a Vision for the City of Atlanta, the Consultant will prepare high-level transportation goals and objectives, and an evaluation framework for the transportation system. The goals will be high-level policy and value statements about the future transportation system. Objectives would be second-order policy and value statements about same. The evaluation framework would describe the metrics for evaluation without setting specific targets, and would measure the performance of the proposed network in achieving the vision.

Deliverable:

- Vision, goals, and objectives summary will be incorporated within the needs assessment report in **Task 4.3** and within the final overview document, and, as appropriate, within the implementation strategy documents

Task 4.2. Prepare Forecasts (Optional)

The needs assessment will utilize population and employment growth forecasts from the ARC. These will form the principal planning basis for the study.

In addition to the ARC forecasts, the Consultant will prepare an aggressive/long range growth scenario that results in a city population of approximately 1,350,000 and

approximately 800,000 jobs. The forecast will be informed by the City Design plan and land use policies and Character Areas in the CDP, especially targeting infill growth around existing or near-term rail expansion and within Atlanta's three regional centers (Downtown, Midtown, and Buckhead). The forecasts will be prepared at the TAZ level using the same geography as the ARC.

Deliverable:

- *TAZ-level population, housing, and employment forecasts in MS Excel and ESRI GIS (draft and final)*

Task 4.3. Needs Assessment

Transportation facilities will be assessed to determine if current levels of service and conditions are adequate to meet community needs, vision, and goals. Future needs will be determined based on the capacity of existing facilities and services to achieve the community needs, vision, and goals, or if improvements are needed to accommodate growth and protect natural and cultural resources. In addition to the activities specifically described below, the needs assessment must include all activities necessary to inform preparation of the overview document, implementation strategies, and other final deliverables included in **Task 6**.

The analysis will address the need to improve or utilize transportation facilities during the planning period in a way that will preserve and enhance the existing system, provide a safe and efficient transportation network, and enhance mobility and accessibility. Steps to eliminate or shorten trips, or increase trip reliability will be a key focus of the needs assessment. This includes exploring shortcomings and opportunities within Transportation Demand Management (TDM) techniques, land use policy, and access management in addition to capital investment in streets and transit. The needs assessment will also focus on alternatives to improve operations along the RTN and identify needed ITS and signalization strategies. Analysis will identify needed intersection signalization and other ITS Enhancements to address both existing and projected deficiencies. Special attention will be given to providing safe, complete, and low-stress pedestrian and bicycle connectivity to schools, employment centers, and rail transit stations and stops. Particular attention may be given to specific geographic areas, transportation corridors, modes, solutions, issues or other areas, such as crash hot spots, identified during development of the Plan.

Building off the inventory of local transportation funding in **Task 3**, the needs assessment will also determine whether current transportation funding methods are adequate for both current and future needs and identify any current or future funding needs and opportunities.

Transportation facilities will be assessed at approximately 5 to 10-year intervals (approximately 2022, 2030 and 2040) over a 30-year planning horizon on:

- A. Existing Transportation System Levels of Service and System Needs (Design and Operating Capacities, Level of Service, ADT and/or peak hour vehicle trip, existing modal split)
- B. Existing Public Transit Facilities Needs
- C. Availability and Adequacy of Transportation Facilities and Services to Serve Existing and Future Land Uses
- D. Projected Overall Transportation System Levels of Service and System Needs

The assessment must also determine whether or not mobility needs of people and goods can be accommodated on alternative modes of transportation. The assessment of transit facility needs will also relate to trends in commuter travel, for example, including the forecasted needs of an aging population. Growth trends and travel patterns, including the interaction between land use and transportation, must be reviewed. The assessment will provide an analysis of needs relative to the City's existing Comprehensive Plan character area map or local future land use map/future development map and the region's Unified Growth Policy Map. The analysis of needs and deficiencies must also include (if applicable) intermodal terminals and connections, high occupancy vehicle lanes, park-and-ride lots, pedestrian connections and other facilities. Finally, the assessment will include a review of the City of Atlanta's disaster and evacuation plan.

The Consultant will utilize the most recent output from the ARC travel demand model. While the model output data is an important tool used for understanding future needs, it is just one of many used for that purpose. The vision, goals, and policies identified in the CDP and as part of this process, community and technical input, and the future land use plan will be also be considered. The Consultant will NOT run the ARC travel demand model as part of this study and should not include scenario modeling in their proposals.

Deliverable:

A report will be prepared detailing the vision, goals, needs, issues, and opportunities. The report will be submitted to the DPCD Project Manager and the ARC for review and comment before commencing work on **Task 5**. This report will be presented to the stakeholder and technical committees and shared with the public. Stakeholder and public participants will be provided the opportunity to comment and participate during the preparation of the Needs Assessment Report.

The needs assessment information will be incorporated into an approximately 5 to 10 page summary in each implementation strategy document and the overview document. The deliverables for this task will provide the needs assessment summary excerpt for each strategy document and the overview document. In addition, a complete white paper summary of the needs assessment will be prepared.

- Draft and final vision and needs assessment excerpts including all graphics in MS Word

- Draft and final vision and needs assessment white paper in MS Word to include report excerpts and any additional information not prepared for or included in the implementation strategy documents and the overview document.

For the final reports, the needs assessment excerpts will be incorporated and formatted in Adobe InDesign within each implementation strategy document and the overview document.

Task 5: Recommendations (approximately 35% of the budget)

Task 5.1. Prepare Recommendations

Development of recommendations will include financial analysis, policy development, project development, GIS analysis and mapping, implementation strategies, action items, administrative recommendations, and prioritization. The recommendations phase, along with tasks specifically outlined in **Task 5**, should include all analysis, planning and engagement needed to prepare the overview document and implementation strategies detailed in **Task 6**. All of the details required for those documents require extensive work within **Task 5**, but, for brevity, are not duplicated in this section of the scope.

Task 5.2. Intersection Analysis (Optional)

The Consultant will collect AM and PM peak turning movement counts for up to 25 intersections to be identified by the DPCD project manager. The Consultant will prepare current year level of service analysis using **SYNCHRO** for up to 50 intersections, including up to 25 based on turning movement counts provided by the DPCD project manager. The consultant will study up to three reconfiguration scenarios for each intersection, which may include a roundabout, and analyze their impact on current and future year level of service. This analysis will inform formation of the recommendations and will be summarized in a technical white paper.

Deliverables:

- Draft technical white paper summarizing the intersection analysis, including all analysis reports.
- Final technical white paper.

Task 5.3. Implementation and Funding Options

A detailed financial analysis based on the financial inventory and needs assessment will be completed which will include realistic projections of future transportation funding at local, state, and federal levels. This analysis along with project costs and prioritization will be used to create a short term (5 years), midterm (10-15 years), and long range (approximately 2040) work program for all modes of travel, including roadway, transit, pedestrian, and bicycle. Additional project will be included in a financially unconstrained aspirations plan of transportation projects, prioritized by mode.

The Consultant will identify overall approaches to funding the transportation system based on best practices from other cities and with an understanding of Atlanta's unique opportunities and challenges.

The Consultant will identify and evaluate traditional, alternative, and innovative funding mechanisms and instruments. The Consultant will employ a multi-step approach in developing a funding strategy for long-range multimodal transportation plan recommendations:

1. Evaluation of funding sources and capacity and funding strategy: the Consultant will develop an estimate of future revenues and the share of these funds that have already been committed or pledged to existing projects. Traditional funding sources will be considered along with other sources of revenue that are reasonably stable and predictable.
2. Identify potential uncertain funding sources for planned improvements: the Consultant will identify planned improvements eligible for FHWA, or FTA funding programs.
3. Identify new sources of revenue: the Consultant will identify potential alternative funding sources and provide general examples where these funding sources are being used in other areas. This step should build on the work completed within the 2008 Connect Atlanta Plan.
4. Innovative finance opportunities: the Consultant will evaluate the potential for new revenue through use of "value capture" mechanisms and user fees. This step should build on the work completed within the 2008 Connect Atlanta Plan.

Task 5.4. Project Prioritization

Inputs into project selection and prioritization will include, but not be limited to, the plan's vision, identified goals, needs, and opportunities, a benefit-cost analysis consistent with the PLAN 2040 RTP, context sensitivity, and feasibility. Other key elements include the identification of steps to implement the CTP such as new revenue streams, consensus building activities, zoning and development code change, and policy change recommendations. Project listings and maps will be developed, as appropriate. Recommendations shall be developed in a consultative environment involving the public and key stakeholders. Recommendations shall be presented to the public and ARC for review and comment prior to final documentation.

The Consultant will identify short-, medium- and long-term actions to achieve the future vision, including both policy and investment needs, and potentially including actions by external stakeholders necessary to help support achieving the vision and goals for Atlanta's transportation system.

The Consultant will develop a project programming and prioritization methodology and tool for the organization of recommended transportation projects. The prioritization methodology will be based on current federal and state transportation program requirements and federal and state planning factors as well as the plan vision, goals, and objectives.

Utilizing the financial analysis along with project costs and prioritization, the Consultant will create a short term (5 years), midterm (10-15 years), and long range work program for all modes of travel, including roadway, transit, pedestrian, and bicycle. Additional project will be included in a financially unconstrained aspirations plan of transportation projects, prioritized by mode. The project prioritization must specifically and directly connect to the city's modal and accessibility goals.

Task 6: Final Deliverables (approximately 20% of the budget)

All final deliverables, except as otherwise noted, will include a two-stage draft document review: first in MS Word, then in Adobe InDesign/Creative Suite. All deliverables in MS Word will not be formatted as final products and should reference external graphic content (e.g. “Map 1 to be located about here”). All final deliverables will be prepared consistent with the style guide. The deliverables in **Tasks 6.1 and 6.2** will be fully integrated into the City Design documentation. **Tasks 6.3 and 6.4** will be prepared as separate, freestanding documents, sharing a consistent look and feel to the City Design documents.

Task 6.1. Infographic Development

The City Design and CTP documents will be extremely reader-friendly and visually rich. To achieve that goal, DPCD anticipates that the final document will rely heavily on non-textual ways to communicate information, including infographics. Together, DPCD and the Consultant will identify up to ten transportation-related “stories” or sets of information that would be best communicated through an infographic. The Consultant will develop draft and final infographics in InDesign/Adobe Creative Suite and using the style guide.

Deliverables

- Draft list of stories best told through infographics
- Draft infographics
- Final infographics

Task 6.2. Overview Document Production

The Consultant will prepare a 60 to 100 page CTP overview that summarizes the entire planning process and recommendations. The overview will be prepared in MS Word only and finished by the City Design team (not the CTP consultant) in Adobe InDesign/Creative Suite. The MS Word version will include all content, images, maps, infographics developed in **Task 6.1**, graphics, photos (which should include images from the photo sharing site), charts, tables, and other information as needed to prepare a complete, final report.

The Consultant will develop a complete, draft CTP overview document for DPCD to review. Based on review and comment by DPCD, document will be revised and updated as necessary. The Consultant will prepare a final deliverable in MS Word.

Deliverables

- Draft overview document including all graphics in MS Word
- Draft, complete overview document including all graphics in MS Word

Task 6.3. Detailed Project Profiles

Beyond basic project details that will be prepared for all projects included in the plan, the Consultant will prepare up to 30 project profiles for the highest priority projects developed

in **Task 5.4**. For each project, these profiles will include (1) a two-page project summary for the final documents and (2) a completed “2014 TIP Project Solicitation Infrastructure Application” from the ARC. The two-page project profiles will be organized into an appendix. The 2014 TIP Project Solicitation Infrastructure Applications will be delivered separately.

Deliverables

- Draft project profiles appendix including all graphics in MS Word
- Draft, complete project profiles appendix in InDesign
- Final project profiles appendix in InDesign

- Draft 2014 TIP Project Solicitation Infrastructure Applications in Adobe Acrobat
- Final 2014 TIP Project Solicitation Infrastructure Applications in Adobe Acrobat

Task 6.4. Implementation Strategy Documents

The Consultant will compile documents prepared throughout the planning process into a set of transportation implementation strategy documents to conclude the plan development process. Each implementation strategy document will be easy-to-read, graphically-oriented, and technically complete. Each implementation strategy will build on findings and recommendations developed throughout the planning process. The following implementation strategy documents will be required:

- Vehicular
 - The Consultant will use outcomes from visioning, existing conditions analyses, needs assessment and recommendations to develop the vehicular implementation strategy. Vehicular needs and recommendations will be integrated with other plan elements. The recommended multimodal network will be supported by policies. The vehicular implementation strategy will include a focus on congestion hot spots, or bottlenecks, and identify specific projects that address and alleviate the bottlenecks. The vehicular strategy will also include a focus on streets that have too much vehicular capacity and/or high speeds. The vehicular implementation strategy will include recommendations for how the development of green streets can be part of a broader environmental restoration strategy for the city. The vehicular implementation strategy will also include recommendations for the management and incorporation of shared services such as uber, lyft, and cars2go. The Consultant will guide curbside policies, such as rush hour restrictions, and suggest changes needed to deliver the multimodal network identified.
- Signature Streets
 - Drawing from a list of signature streets developed through the planning process, the Consultant will develop an urban design and complete street

strategy for Atlanta's signature streets. The plan will integrate context sensitivity, complete street policy, sustainability, and implementation feasibility.

- Street Framework
 - Consultant will prepare a complete, citywide street framework plan for Atlanta. The plan will include an official map documenting the location of all future streets and connecting each street segment to a proposed typical section. The Street Framework Plan will be sufficient to serve as an Official Map to the zoning ordinance. The plan will include implementation policies and procedures.
- Safer Streets/Vision Zero
 - The Consultant will identify policies and programmatic deployment of traditional and innovative countermeasures to meet plan goals with regard to vehicular and non-vehicular safety.
- Pedestrian
 - The Consultant will use outcomes from visioning, existing conditions analyses, citywide and regional profiles, and modeling and forecasting process to assess pedestrian needs and develop the pedestrian implementation strategy of the transportation plan. The Consultant will develop pedestrian recommendations that encompass policy and program changes, facility and network modifications, implementation, and maintenance. Recommendations to include data collection strategies such as installation of counters, cameras, annual counts, and other best practices from across the country.
- Bicycling
 - The Consultant will use outcomes from visioning, existing conditions analyses, citywide and regional profiles, and modeling and forecasting process to assess bicycle needs and develop the bicycle implementation strategy of the transportation plan. The Consultant will develop bicycle recommendations that encompass policy and program changes, facility and network modifications, implementation, and maintenance. The bicycle implementation strategy will integrate the on-street bikeway plan with the multi-use trail and greenway plan. The bicycle implementation strategy will explore how the development of multi-use trails and greenways can be part of a broader environmental restoration strategy for the city. Recommendations to include data collection strategies such as installation of counters, cameras, annual counts, and other best practices from across the country.
- Urban Access Management
 - The urban access management implementation strategy will overhaul the current access, curbside, and right-of-way management policies and practices in Atlanta. The strategy will include policy and implementation strategies. The urban access management will address (1) state highways

within the city, (2) streets within Atlanta's three regional centers (Downtown, Midtown, and Buckhead), and (3) collector and arterial streets outside of the three regional centers. The strategy will be developed in coordination with the Signature Streets implementation strategy. The urban access management implementation strategy will include preparation of a model urban access management ordinance. (The Consultant will not be responsible for adopting, or providing staff support related to adoption of, the ordinance.)

- Transportation Demand Management
 - Based on TDM's role as identified in the Vision, and any specific TDM needs or opportunities that are identified through the planning process, the Consultant will conduct TDM planning and analysis. The TDM strategy document will include identification of long-term TDM strategies, analysis of specific TDM strategies and the impacts they might have, development of key policies to support TDM, and development of long-term implementation plans for TDM programs/strategies. Any work done under this task will be closely coordinated with existing TDM initiatives underway in the city.
- Intelligent Transportation Systems
 - The ITS implementation strategy will define a ten year approach for implementing Intelligent Transportation Systems (ITS) in Atlanta. ITS employ electronics and communications technologies on the street, and automated traffic systems, to enhance mobility for all modes by increasing the efficiency and safety of the transportation infrastructure. The ITS implementation strategy will include a section on planning for, adapting to, and incorporating autonomous vehicle technology within Atlanta.
- State of Good Repair/Maintenance
 - Prepare an implementation strategy recommending policy and implementation strategies related to state of good repair and maintenance of the entire transportation system and right of way.
- System Performance Monitoring and Reporting
 - Prepare an implementation strategy documenting a process for monitoring program implementation progress.
- Parking (Optional)
 - Parking implementation strategy would include a summary of the recent parking studies completed in Downtown and Midtown. It would include recommendations for improving the on street parking, including metered parking. It would include recommendations for improving parking within the neighborhood commercial centers of Atlanta (such as Westview Village, Virginia-Highland, and East Atlanta Village).
- Gateways (Optional)
 - Prepare a specific plan for improving Atlanta's gateway signage.

ATTACHMENT NO. 3

Revised Exhibit A.1 Cost Proposal

(Revised 5/24/16)

CITY OF ATLANTA

EXHIBIT A.1 COST PROPOSAL

FC-8828: COMPREHENSIVE TRANSPORTATION PLAN UPDATE

BID SCHEDULE/COST PROPOSAL

Change From:

Cost Proposal

Total Fee: \$1,250,000.00

All applicants should prepare a proposal for a total fee of \$1,250,000.

Approximate distribution is as follows, but applicants should develop their own fee schedule.

1. Project Management (approximately 10% of budget)
2. Community Engagement (approximately 20% of budget)
3. Inventory of Existing Conditions (approximately 5 to 10% of the budget)
4. Vision, Goals, and Needs Assessment (approximately 5 to 10% of budget)
5. Recommendations (approximately 35% of the budget)
6. Final Deliverables (approximately 20% of the budget)

Required and Optional Services

This contract will be awarded for the full amount of \$1,250,000.00. Proposals should include a base proposal fee for all required services within the scope of services, broken down according to the following Cost Proposal form. Proposals should also include a proposed fee for most, if not all, of the optional services. As appropriate, the proposal should clearly document any clarifications or assumptions particular to a proposal or fee proposal. Where an optional task is open ended, applicants should focus on optional services that draw upon their experience and expertise. The selected Consultant will be contracted to include the base scope of services along with some or all of the optional services, such that the total fee will equal \$1,250,000.00.

Change To:

Estimated Project Budget Range: \$775,000.00 to \$1,250,000.00

Approximate distribution is as follows, but applicants should develop their own fee schedule.

7. Project Management (approximately 10% of budget)

8. Community Engagement (approximately 20% of budget)
9. Inventory of Existing Conditions (approximately 5 to 10% of the budget)
10. Vision, Goals, and Needs Assessment (approximately 5 to 10% of budget)
11. Recommendations (approximately 35% of the budget)
12. Final Deliverables (approximately 20% of the budget)

Required and Optional Services

The estimated project budget may be in the range of \$775,000.00 to \$1,250,000.00. Proposals should include a base proposal fee for all required services within the scope of services, broken down by task and sub-task. Proposals should also include a proposed fee for most, if not all, of the optional services. As appropriate, the proposal should clearly document any clarifications or assumptions particular to a proposal or fee proposal. Where an optional task is open ended, applicants should focus on optional services that draw upon their experience and expertise. The selected Consultant will be contracted to include the base scope of services along with some or all of the optional services.

Table 1. Summary Table of Resource, Cost Staff Hours ad Mean Hourly Rates for Task/Subtask

TASK/SUB-TASK	COST	STAFF HOURS	MEAN HOURLY RATE
TASK 1. PROJECT MANAGEMENT (10% of budget)			
Task 1.1: Project Management and Community Engagement Plan			
Task 1.2. Project Management Meetings			
Task 1.3. On-going Project Management			
TASK 2. COMMUNITY ENGAGEMENT (20% of budget)			
Task 2.1 On-line engagement and Photo Sharing Environment			
Task 2.2. Community Meetings/Work Sessions			
Task 2.3. Open Houses			
Task 2.4. Stakeholder Committee			
Task 2.5. Technical Committee			
Task 2.6. Interviews			
Task 2.7. Working Sessions and Planning Coordination Sessions			
Task 2.8. Social Media and Traditional Media Strategy			
Task 2.9. Additional Outreach Activities			
Task 2.10. Smart Phone App <i>(Optional)</i>			
Task 2.11. Other Community Engagement Activities			
TASK 3. INVENTORY OF EXISTING CONDITIONS (5 to 10% of budget)			
Task 3.1. Inventory of Existing Conditions			
Task 3.2. Report of Accomplishments			
Task 3.3. Expanded Inventory of Existing Conditions <i>(Optional)</i>			
TASK 4: VISION, GOALS, AND ASSESSMENT (5 to 10% of budget)			
Task 4.1. Establish Vision and Goals			
Task 4.2. Prepare Forecasts <i>(Optional)</i>			
Task 4.3. Needs Assessment			
TASK 5: RECOMMENDATIONS (35% of the budget)			
Task 5.1. Prepare Recommendations			
Task 5.2. Intersection Analysis <i>(Optional)</i>			
Task 5.4. Project Prioritization			
TASK 6: FINAL DELIVERABLES (20% of the budget)			
Task 6.1. Infographic Development			
Task 6.2. Overview Document Production			
Task 6.3. Detailed Project Profiles			
Task 6.4. Implementation Strategy Documents			
• Vehicular			
• Signature Streets			
• Street Framework			
• Safer Streets/Vision Zero			
• Pedestrian			
• Bicycling			
• Urban Access Management			
• Transportation Demand Management			
• Intelligent Transportation Systems			

• State of Good Repair/Maintenance			
• System Performance Monitoring and Reporting			
• Parking <i>(Optional)</i>			
• Gateways <i>(Optional)</i>			
Task 6.5. Other Final Deliverables			
• Map Book			
• Capital Improvement Element			
• Appendix: Community Engagement Report			
• Everything else			
• Training module(s) <i>(Optional)</i>			
Task 6.6. GIS Deliverables			
Subtotal			
Direct Costs			
Total Fee	\$ _____	_____	\$ _____

(Total Bid Amount in Numbers) \$ _____

Total = (Task 1 + Task 2+ Task 3+ Task 4+ Task 5+ Task)

(Total Bid Amount in Words) _____