

TUCKER-NORTHLAKE COMMUNITY IMPROVEMENT DISTRICT



REQUEST FOR PROPOSALS
Tucker Downtown Grid Plan and LCI Update
RFP #2019-01
Proposals Due September 16, 2019 5:00 PM

Tucker-Northlake CID
3350 Northlake Parkway
Atlanta, GA 30345

The Tucker-Northlake Community Improvement District (CID) invites interested firms or qualified individuals to submit written proposals for the Tucker Downtown Grid Plan and LCI Update Project, in support of the Atlanta Regional Commission (ARC)'s Livable Centers Initiative Program.

BACKGROUND

Downtown Tucker was established as a railroad town in the late 1800's. Like many historic downtowns, it was built on a traditional grid system with avenues running east-west and streets running north-south. Each block was bisected by an alley running in each direction, facilitating coal delivery. Over time, modifications to the street grid were made to accommodate suburban-style development patterns, and alleys went away as the use of coal was phased out. The foundation of this grid still exists, but with significant gaps. A map of Downtown Tucker ca. 1891 is shown in Attachment A-1.

The goal of this project is to conduct a feasibility study and develop an implementation plan for reconnecting the pedestrian and vehicular grid in Downtown Tucker, in order to create a more walkable, accessible, and pedestrian-friendly city center. This project supports the goals of the Tucker-Northlake LCI Plan and the City of Tucker Comprehensive Plan by increasing opportunities to live, work, and gather as a community in a unique downtown.

In addition, this project includes a five-year minor update to the Tucker-Northlake LCI Plan to incorporate the relevant recommendations from plans recently completed by the City of Tucker, DeKalb County and other entities. A detailed project scope is shown in Attachment A.

SUBMITTAL ITEMS

Submittals must include the following items to be considered complete and responsive to this Request for Proposals:

1. One-page cover letter summarizing the consultant's interest in the project and identifying the contact information of the project manager/key contact.
2. Detailed Executive Summary describing the stability of the firm, the experience and qualifications, and general suitability of the consultant to perform this work.
3. Names and resumés (including an email address) of a principal, the project manager/key contact (if different) and key staff members who will work on the project. An organizational chart of the team (including sub-consultants) should also be submitted.
4. Names of any sub-consultants (including key personnel and resumés) and a summary of their scope of services.
5. A statement of project approach that addresses how the consultant will accomplish the identified scope of work.

6. A proposed schedule that shows how the consultant will be able to complete the project by the October 30, 2020 deadline. This should include key milestones and a schedule for deliverables after Notice to Proceed. Please identify any risks that could prevent the completion of the project by the deadline, and an explanation of how these risks will be managed by the consultant.
7. A budget and fee itemized by each task outlined in Attachment A that identifies:
 - a) The standard hourly billing rate for each staff member (or employee classification) anticipated to work on the Project
 - b) The number of hours worked per staff member
 - c) The percentage of total work completed by the prime consultant and any subconsultant(s)
 - d) Total cost for all anticipated reimbursable expenses
8. For the consultant and any sub-consultants: description of a maximum of three (3) similar or related projects successfully completed within the last five years including references with names and contact information. In each description, please describe the role of the firm in the project, as well as the roles played by any of the project team members who will be part of this study. For each project, please clearly demonstrate the quality of the work, and provide evidence of the firm's ability to meet established time requirements, the firm's response to project needs during the project and the firm's control of quality and budget. Letters of reference from past clients are welcome.
9. A letter(s) from the consultant or any sub-consultant(s) identifying the firm's DBE status (as applicable) and percentage of work proposed to be conducted for the project.
10. As necessary, additional information demonstrating understanding and insights related to the project scope.

SUBMITTAL REQUIREMENTS

Submit your response with two (2) hard copies and one (1) electronic copy on a USB drive in a sealed envelope. Submit to:

Tucker-Northlake CID
ATTN: Matthew Lee, Executive Director
3350 Northlake Parkway
Atlanta, GA 30345

Your response must be received by the date and time specified. Late receipt of bids will not be considered regardless of postmark/carrier. Proposals received after the bid deadline will be filed unopened. Emailed responses or other forms of electronic communication and other responses to this Request for Proposals will NOT be accepted. Deadline for bid proposals will be Monday, September 16, 2019 at 5:00 PM local time.

The body of the submittal shall include a maximum of twenty (20) double-sided pages (or 40 single-sided pages). Every effort should be made to make proposals as concise as possible. Proposals utilizing sustainable materials and delivery methods are encouraged.

All questions regarding the bid documents shall be made via email to the Project Manager, Beth Ganga, at bganga@tuckernorthlake.com. Responses to questions received before 5:00 PM on August 23, 2019 will be posted on the Tucker-Northlake CID's website no later than 5:00 PM on August 27, 2019.

Interested consultant firms or teams are encouraged to submit proposals that exhibit multidisciplinary and creative approaches to public engagement and public space design. Please reference Attachment A located at the end of this document for the complete Scope of Work proposed for this project and the Study area. The contract is contingent upon receipt of funding.

A Pre-Proposal Conference will be held on Friday, August 23, 2019 at 10:30 AM at the City of Tucker City Hall Annex, 4228 1st Avenue Tucker, GA. The purpose of the Pre-Proposal Conference is to provide respondents with detailed information regarding the project and to address questions and concerns. All respondents are urged to attend the Pre-Proposal Conference.

EVALUATION CRITERIA

The selection will be based on the qualifications of the consultant to complete the scope of work on time, within budget, and completing all tasks. It is the CID's intent to select directly from information gained from the submittal review. The CID reserves the right to call references provided in the submittal and to require phone or personal interviews with firms requiring additional evaluation. The following criteria will be used for the evaluation:

1. Qualifications of the firm to perform the required services, the key personnel to be assigned to perform the services and, the results-oriented track record of the firm.
2. Prior experience of the firm in completing work of this or similar nature.
3. The firm's understanding of the Tucker-Northlake CID's professional service needs, the firm's ability to meet those needs in a cost effective and timely manner, and the proposed approach to meeting the CID's needs.
4. The firm's demonstrated understanding of the Tucker-Northlake area and a commitment to execute creative, unique, and contextual approaches.
5. The overall structure, content, and quality of the proposal.

RFP AND SELECTION TIMELINE

Release and Distribution of RFP	August 15, 2019
Pre-Proposal Conference	August 23, 2019 (10:30 AM Eastern)
Deadline for Questions	August 23, 2019 (5:00 PM Eastern)
Responses to Questions	August 27 (5:00 PM Eastern)
Deadline for Submitting Proposals	September 16, 2019 (5:00 PM Eastern)
Meetings with Finalist(s)	September 20-25, 2019
Notification of Selection	September 30, 2019

Contract Finalization	October 18, 2019
Notice to Proceed	October 21, 2019
Project Completed by	October 30, 2020

BUDGET

The total budget for this project is \$100,000.00. Monthly progress reports will be required to be submitted along with monthly invoices for work completed. Reports and invoices will be due by the 5th of the month for the prior months' work. All work must be completed by October 30, 2020.

LCI PROGRAM REQUIREMENTS AND DBE PARTICIPATION

Projects funded through the Livable Centers Initiative program must use competitive procurement procedures and follow applicable Federal regulations (49 CFR Part 18). Contracts executed for completion of this Project must comply with the Georgia Security and Immigration Compliance Act as prescribed in O.C.G.A. Section 13-10-91. Additionally, Disadvantaged Business Enterprise (DBE) requirements of 49 CFR Part 26 applies to LCI projects since federal funds are utilized. It is a Tucker-Northlake CID objective to ensure that DBEs have an equal opportunity to participate in the Project. A DBE goal of 17.6 percent, as the overall DBE goal for ARC, is the goal for this Project. Consultants are encouraged to involve DBEs in all aspects of the work.

EQUAL OPPORTUNITY STATEMENT

Tucker-Northlake CID is an equal opportunity employer and will select a consultant without regard to age, disability, religion, creed or belief, political affiliation, race, sex or ethnicity.

Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of the Tucker-Northlake CID shall be directed to Matthew Lee, Executive Director, Tucker-Northlake CID; 678-939-8947 or mlee@tuckernorthlake.com.

ATTACHMENT A

Scope of Work

I. General: The work to be accomplished is in support of the following Atlanta Regional Commission (ARC) subelement:

902 CAS - Livable Centers Initiative Investment Policy Studies (LCI)

II. Area covered: All the necessary services provided in this subgrant contract will support the study of LCI related programs and projects within the Tucker-Northlake LCI Area.

III. Goal: Portions of the Atlanta Metropolitan Transportation Planning Area are in maintenance for both ozone and PM2.5 standards under the Clean Air Act under the Clean Air Act Amendments of 1990. Because of this designation, the region must look toward better development practices that support increased use of transportation modes other than single occupant vehicles (SOV) to help reduce emissions and meet air quality requirements. The LCI Program seeks to increase the use of alternatives to driving alone by developing transportation projects and other programs to improve accessibility, expand mixed-uses, and support further development in the study area.

IV. Work Tasks:

The subgrantee will examine the feasibility to restore the historical grid pattern within downtown Tucker.

The subgrantee and ARC anticipate the following outcomes from the study to be:

- Inform stakeholders about potential of restoring the grid
- Develop a framework of policies and programs to help accomplish restoring the grid
- Develop guidance for development type, scale, and character in the study area.
- List and prioritize implementation strategies, specifically to help accomplish restoring the grid
- Review and update zoning regulations in study area to help accomplish restoring the grid

The work to be accomplished under this contract is divided into the following tasks:

Task 1 – Feasibility Assessment

The subgrantee will conduct a thorough review and assessment of existing conditions within the study area including a review of the current LCI plan assessment of the grid inventory. The focus of the assessment will include, at a minimum, the following:

- Determine what R/W the City owns within project boundaries
- Determine ownership of former R/W that has been abandoned (or appears to have been abandoned);

- Conduct additional technical analysis to determine which segments of the original alley/street grid are appropriate to restore. Considerations to include:
 - Current (and future) land use
 - Likelihood of redevelopment
 - Connectivity to existing R/W
 - Connectivity to PATH system
 - Potential difficulties with utility relocation
 - Topography
 - Loss (or addition) of parking
 - Determine ownership of former R/W that has been abandoned (or appears to have been abandoned)
- Develop a prioritization framework of segments. Considerations to include:
 - Segments that are currently not being utilized and can be acquired right away
 - Segments that could be developed as a part of a larger redevelopment project
 - Segments that have the biggest impact on improving connectivity and walkability
 - Ease of acquisition
 - Expense of acquisition

Task 2 – Implementation Plan

Develop an implementation plan based upon the feasibility assessment:

The focus of the assessment will include, at a minimum, the following:

- Cost estimates for each segment (R/W acquisition plus cost of improvements)
- Funding strategies
- For R/W acquisition. Consider:
 - Donations/Easements
 - Fee Simple purchase
 - DDA incentives/abatements
- Funding Plan
- Zoning Changes required to implement the vision
 - Address R/W acquisition in zoning code for properties that are redeveloped
 - Ensure owners who sell/donate R/W maintain density allowances
 - Address alley setbacks in zoning code

Task 3 – Public Input

The goal of this task is to develop a local planning outreach process that promotes the involvement of all stakeholders in the study area, with efforts and accommodations made to include low to moderate income, minority, ethnically diverse and elderly or disabled citizens. The Subgrantee will identify all stakeholders and facilitate their involvement in the study process. These tasks will be documented through meeting notices, meeting summaries and other written communications. Responses and acknowledgement of public comments will be

addressed in the study reports. The public involvement process shall, at a minimum, include the following component:

- Project Management Team

The Subgrantee shall establish a Project Management Team that includes a representative from the Subgrantee, the consultant, The City of Tucker and ARC. This team shall meet or hold a conference call monthly to discuss the study progress and advise on public involvement and other planning process issues.

- Final Plan Review

A final plan review by ARC is required to be conducted prior to finalizing the LCI plan recommendations.

Task 4 – Updated LCI Plan

Review existing plans completed by the City of Tucker, DeKalb County, and others that may impact the existing LCI plan.

- Identify projects and goals of existing plans
- Update the LCI Work Program Document

Task 5 – Prepare Project Deliverables

The goal of this task is to compile the results of the overall work effort, the study process, relevant findings, and recommendations into a final study/plan document. The final study document shall include the following (not necessarily in this order) into an easy to read format:

- **Executive Summary**
- **Assessment of Existing Conditions from Task 1**
 - A summary of the findings from Task 1
- **Summaries of the plan development process from Task 3:**
 - a) A description of the study process and methodology, data gathering techniques and findings, and general outcomes.
- **Implementation Strategy From Task 2:**
 - a) Describe the organizational structure and process that will be used to ensure the action plan items are implemented. Focus should be given to collaboration opportunities with other organizations and strategies to ensure continued support from local elected officials, citizens and businesses.

- **Format of Final Deliverables:**
 - PDF file of Final Report and all appendices
 - The 5-Year Implementation Plan in Excel using the ARC template.
 - All electronic files in their original formats (e.g. MS Word, Excel, InDesign, etc.) with supporting graphics and GIS shape files.
 - Five printed copies each of the Downtown Grid Plan as well as the LCI Update

Exhibit A-2 Downtown Grid Study Area

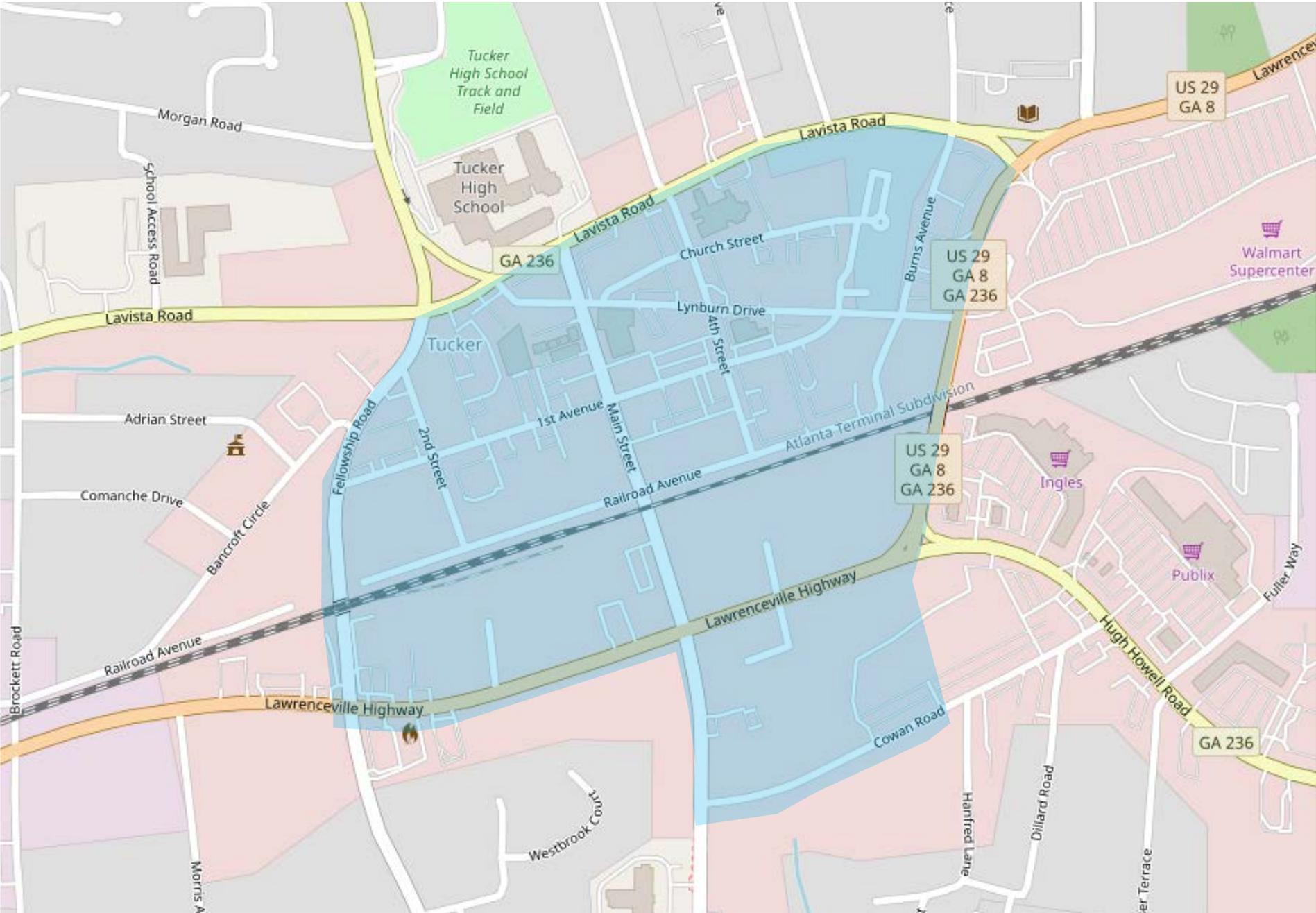


Exhibit A-3 LCI Study Area

