



REQUEST FOR QUALIFICATIONS

**DESIGN SERVICES AND CONSTRUCTION ADMINISTRATION
NORTH BROAD STREET, EAST HIGHLAND AVENUE, AND
NORTH LUMPKIN STREET**

**TRANSPORTATION ALTERNATIVES PROGRAM (TAP)
IMPLEMENTATION**

CITY OF MONROE, GEORGIA

March 25, 2019

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CITY OF MONROE, GEORGIA**

Scoring Sheet for: **Development Planning & Engineering, Inc.**

The City of Monroe, Georgia will receive Statements of Qualifications (SOQ's) from qualified firms for design services at Monroe City Hall, until 5:00 p.m. on Monday, April 29, 2019. The City is seeking the services of a firm, partnership, joint venture, or team to provide scoping phase services, design, bidding assistance, and construction administration for the Transportation Alternatives Program Implementation Project. Services shall include ARC Scoping Phase requirements and related submissions, topographic survey, transportation planning and traffic management, civil engineering and storm drainage design, landscape architecture, electrical engineering, structural engineering, environmental services; and related professional services, including design development drawings, construction drawings, specifications, and bid documents as deliverables.

Funding for construction of the improvements is expected to be provided by the City of Monroe, the Federal Highway Administration (FHWA) and the Georgia Department of Transportation (GDOT) through the Transportation Alternatives Program (TAP). Firms or teams will be required to comply with all applicable regulations of the City of Monroe, ARC, GDOT and the FHWA. Consultants must show evidence of prequalification with the GDOT in appropriate areas. Funding for design of the improvements is to be provided by the City of Monroe.

Responses to this Request for Qualifications (RFQ) shall include qualifications only along with all other information requested in this RFQ. A qualifications-based selection process will be used. Evaluation of SOQs will be based on the following criteria:

1. Team experience on TAP Implementation and similar projects, especially related to pedestrian, bicycle, and vehicular transportation improvements (**20 points**). **17**
2. Staffing plan, project approach, and schedule (**20 points**). **18**
3. Understanding of the project (**20 points**). **18**
4. Experience which indicates an ability to collaborate and communicate with, and facilitate consensus among, a variety of stakeholders (**20 points**). **15**
5. Familiarity with the City of Monroe and the region (**20 points**). **12**

No fee or cost proposal is to be submitted. The City of Monroe anticipates making a single award. Such an award is projected to be accomplished within thirty (30) days from the SOQ submittal date.

Submittal of an SOQ indicates acceptance of the conditions contained in the RFQ. The City of Monroe reserves the right to retain all SOQs submitted. All SOQs are public records to the extent required by the Georgia Open Records Act. The City of Monroe reserves the right to accept or reject any or all SOQs, to waive informalities, to negotiate changes in the scope of work or services to be provided and to otherwise waive any technicalities. For additional information, contact Chad Gravette, Purchasing Agent, at 770-266-5415 or by email at: CGravette@MonroeGA.gov

TOTAL: **80/100**

**REQUEST FOR STATEMENTS OF QUALIFICATIONS
DESIGN SERVICES and CONSTRUCTION ADMINISTRATION
NORTH BROAD STREET, EAST HIGHLAND AVENUE, AND
NORTH LUMPKIN STREET
CITY OF MONROE, GEORGIA**

INSTRUCTIONS

1. **Intent:** It is intended that these Instructions shall describe the complete services to be provided by the consultant team and the requirements for submitting a Statement of Qualifications.
2. **Selection of Consultant Team:** The contract will be awarded to the firm or team that in the City's opinion is the most qualified according to the criteria provided in this RFQ.
3. **Submission of SOQ's:** It is the firm's responsibility to have its sealed SOQ at Monroe City Hall by 5:00 p.m. on Monday, April 29, 2019, the deadline for submission. SOQ's received after the deadline will remain unopened and will not be considered. The following address should be used on the outside of the envelope containing the SOQ:

**Attn: Chad Gravette, Purchasing Agent
City of Monroe
215 N. Broad St., 2nd Floor
Monroe, GA 30655**

**Statement of Qualifications:
TAP Implementation Project**

4. **SOQ's:** Five copies of the SOQ shall be submitted.

SECTION A

SCOPE OF SERVICES

The City of Monroe, Georgia, is seeking the services of a firm, partnership, joint venture or team to provide consulting services for the TAP Implementation Project as detailed below.

GENERAL

Qualified firms must demonstrate competence and experience in all areas of expertise required by the scope of services, including but not limited to civil engineering, landscape architecture, environmental documentation, transportation planning and traffic management. Firms or teams must be prequalified by the Georgia Department of Transportation in the appropriate areas, including the following area classes: **3.01, 3.02, 3.06, 3.07, 3.08, 3.10, 3.13, 5.01, 5.02, and 9.01**. Firms or teams also must be pre-qualified in the appropriate **1.06** subclasses to complete an environmental analysis and prepare environmental documentation in compliance with GDOT and FHWA regulations.

Qualified firms must also demonstrate competence and expertise in graphic and oral communications to diverse groups and expertise in facilitating consensus from multiple public and private interests related to the project.

BACKGROUND

The TAP Implementation Project is a prequalified project from the Georgia Department of Transportation that has recently awarded funds for the implementation of this project. The connecting streets for the project are N. Broad St. East Highland Avenue, and N. Lumpkin St.

SCOPE OF SERVICES

The professional services sought in this request include comprehensive design of all project elements, including field surveys, site analysis and master planning, design development (fully describing project scope, design, materials, details of full design services and preliminary cost estimates), preparation of contract documents (including plans, specifications and bid documents for construction), detailed cost estimates of the work, bidding, and construction administration.

The consultant will report to the City Administrator or his designated representative during the term of the contract. Firms or teams will be required to comply with all applicable regulations of the City of Monroe, GDOT, and FHWA.

Coordination with Other Organizations

The consultant will be expected to work closely with a variety of government and community representatives, including but not limited to the staffs of Monroe's Planning & Zoning Department, Monroe Public Works Department, Monroe residents and business owners, staff of the Atlanta Regional Commission, and the Georgia Department of Transportation. It is anticipated that workshops, presentations to and input from these organizations, and from nearby neighborhood groups will be required.

These parties are involved in the TAP Implementation Project:

1. The City of Monroe, which will act as the owner for the project during the design and construction phase.
2. The Georgia Department of Transportation, which are providing the federal funding for the project.

Phases, Tasks and Products

1.Scoping Phase

Complete all work and due diligence related to and listed in “TAP Scoping Phase Requirements” as most recently updated. Complete all required submissions and attend all required meetings. Full details of the Scoping Phase requirements may be found on the Atlanta Regional Commission website. This work generally includes the following components:

- a. Conduct a kickoff meeting
- b. Prepare a project schedule
- c. Prepare an Impact Analysis
- d. Prepare Scoping Phase Project Overview

2.Design Development

- a. Prepare a Concept Report consistent with GDOT’s Plan Development Process and facilitate associated meetings and activities. Coordinate with the project stakeholders for Concept Report approval by GDOT.
- b. Prepare design development documents, including description of all design work, demolition, grading and paving plans, storm drainage, utilities adjustment issues (not utility relocation plans), and other necessary civil engineering work, safe and accessible sidewalks and pedestrian ways, bicycle facilities, roadways, traffic signals, parking, streetscape elements, special features such as street furniture, including benches, litter containers, street trees, plant materials, signing, lighting, etc. Use of the City of Monroe’s approved streetscape details and elements is expected.
- c. Prepare revised views as necessary to describe the project.
- d. Prepare a detailed cost estimate of all elements of the work.
- e. Provide evidence of project's compliance with all relevant local, state and federal codes and regulations including compliance with Georgia DOT's plan development process, environmental process and historic preservation requirements.
- f. Respond to review by the City staff, GDOT and other parties.
- g. Prepare Environmental Document.

3.Construction Documents

- a. Prepare construction documents, including plans, specifications (in CSI or similar format), general and supplemental conditions, and bid documents, adequate to let a guaranteed maximum price contract including detailed description of all design work, details of all required demolition of existing structures and other appurtenances, soil erosion and sedimentation control, physical improvements, equipment, demolition, grading and paving plans, storm drainage, and other necessary civil engineering work, safe and accessible sidewalks and pedestrian ways, bicycle facilities, roadways, traffic signals, parking, streetscape elements, special features such as street furniture, including benches, litter containers, street trees, plant materials, signage, lighting, etc.
- b. At the point of 75% completion of construction documents, submit plans and specifications to the City for review with a detailed cost estimate of all elements of the work.
- c. Provide evidence of project's compliance with all relevant local, state and federal codes and regulations including compliance with Georgia DOT's plan development process, environmental process, historic preservation requirements, and NPDES, soil erosion and sedimentation control.

Consultant shall be responsible for obtaining all required approvals and permits, including soil erosion permits, NPDES approval and filing NOI.

- d. Prepare pedestrian and traffic control plan to ensure that construction impacts on pedestrian, vehicular and existing and nearby residential, institutional and businesses properties are minimized.
- e. Respond to review by the City staff, GDOT and other parties as necessary.

4. Bid Assistance

- a. Make available a complete set of contract documents marked "Approved for Construction." Provide up to four (4) sets of final plans and specifications marked "Approved for Construction." Cost of plans and specifications will be borne by bidders.
- b. Attend pre-bid meeting with contractors to discuss the project.
- c. Respond to bidders questions and issue addenda.
- d. Attend bid opening.
- e. Tabulate and evaluate bids and review to determine if bids are complete and responsive.
- f. Recommend award.

5. Construction Administration

- a. Conduct a pre-construction conference.
- b. Perform periodic construction review.
- c. Advise the City on the amounts owing to the Contractor.
- d. Assist the City in preparation of Change Orders.
- e. Conduct a final inspection.
- f. Review and process project close-out documents.

SECTION B

STATEMENTS OF QUALIFICATIONS

INTRODUCTION

Overview. Firms shall provide detailed information so as to demonstrate understanding of the services requested.

Documents. SOQs shall be limited to no more than 20 pages single-sided and should be in an 8½" x 11" format. Five copies of the SOQ shall be submitted. SOQ's shall include any forms provided in the RFQ.

Submission. The firm shall package and seal its proposal so that it will not be damaged in mailing or shipping. All SOQs and supporting documents will be submitted in accordance with the "Instructions" Section.

QUALIFICATIONS

Design Services: Firms/Teams responding to this RFQ must have been engaged in engineering and landscape architectural design and related services for at least five years and be licensed to practice in their appropriate field in the State of Georgia. Consultants must show evidence of prequalification with the Georgia Department of Transportation in appropriate areas on or before the submittal date.

These services are to be directly related to the project described in Section A. Prequalification forms are not included in the page limit.

Personnel: Firms/Teams shall have personnel available for assignment to this project who are experienced in all areas of expertise required by the scope of services, including but not limited to civil engineering, landscape architecture, environmental impact assessment, historic preservation, transportation planning and traffic management, and the preparation of construction documents.

References: Firms/Teams shall provide references for three similar assignments within the past five years.

Insurance: The lead firm shall carry a minimum of Two Million Dollars (\$2,000,000) professional liability policy to protect the City in case of negligent errors, acts or/and omissions of the firm. Please refer to the Sample Agreement for complete insurance requirements.

Independence: Firms shall be completely independent of any manufacturer or supplier of the types of material and/or equipment that may be required for the project.

TECHNICAL APPROACH

Methodology: Explain the methodology you propose to successfully perform the services outlined in Section A.

Schedule: Include in your proposal a project schedule indicating key milestones related to the firm's methodology.

FIRM EXPERIENCE

Projects. In this section, the firm shall provide a detailed description of three similar assignments, on behalf of local governments or similar clients (e.g., boards of education, community improvement districts, public authorities, etc.) within the southeastern United States completed during the past five years and/or in which it is presently engaged. Include for each engagement:

- Client name
- Contact person
- Telephone and fax numbers, email address
- Brief description of the projects, their costs and services provided on each.
- Describe in detail whether project was/was not completed on time and within budget.
- Photo of project

Company Capabilities. The firm shall provide a description of its limitations relative to facilities, staff personnel, on-going projects/contracts, etc. Specifically, what priority it intends to place on this project and how it intends to "staff up" if necessary, should it be chosen as the designer.

Company Primary Business. Provide the firm's primary business interest and/or operations including organization and affiliations.

Company Information. Provide the following:

- List firm name, address, telephone number, fax number, and email address.
- Name of firm's primary contact person(s) and telephone number(s).
- List firm's total number of employees, by discipline.
- List year firm was established.
- List amount of professional liability (errors & omissions) insurance carried.

PERSONNEL EXPERIENCE

Project Team Information

Organizational Chart. Show an organizational chart for this project.

Personnel. Include resumes of proposed personnel showing education, qualifications, and experience. The Project Manager must be PDP certified. Provide a statement that a person assigned to a specific project will remain with that project until completed. The City will permit substitution only after it has given written approval and reserves the right to reject or accept any substitution in personnel proposed during the project.

SUPPLEMENTAL INFORMATION

Provide a statement explaining any exceptions taken to this RFQ. In every case, the City will assume compliance unless a specific exception is taken.

EVALUATION FACTORS

The City will evaluate the SOQs based on technical merit. It is the intent of the City to choose the firm whose SOQ provides the best service to the City. The City reserves the right to waive any irregularities, reject any and/or all SOQs, in whole or in part, when, in the City's opinion, such rejection is in its best interests.

Evaluation Method. An evaluation team will review each SOQ. Its review and evaluation will be based on the following factors:

1. Team experience on TAP Implementation and similar projects, especially related to pedestrian, bicycle, and vehicular transportation improvements (**20 points**).
2. Staffing plan, project approach, and schedule (**20 points**).
3. Understanding of the project (**20 points**).
4. Experience which indicates an ability to collaborate and communicate effectively with, and facilitate consensus among, a variety of stakeholders (**20 points**).
5. Familiarity with the City of Monroe and the region (**20 points**).

Oral Presentations and Interviews. Following the evaluation of the SOQs, the Evaluation Team may request a limited number of firms to make oral presentations and/or be interviewed. If a determination is made that presentations are necessary, the presentations will take place in the City of Monroe at a mutually acceptable date and time.

Negotiations. Following any presentations, the finalists shall be re-evaluated. The City will negotiate with the firm ranked highest by the selection committee. If negotiations with the selected firm fail, negotiations shall be initiated with the next highest ranked firm, continuing likewise until an

agreement is reached. The City reserves the right to reject all offers and end the process without executing a contract.

Agreement. If the negotiation produces mutual agreement, a contract acceptable to the City will be completed and forwarded to the firm for execution.

The agreement will include prohibitions against conflicts of interest and contingent fees. The successful firm shall require each of its subconsultants to comply with all applicable terms of the agreement. The City reserves the right to select a firm from SOQs submitted and enter directly into a contractual agreement with that selected firm.

Reservations. Submittal of a SOQ indicates acceptance of the conditions contained in this request. The City of Monroe reserves the right to retain all SOQs submitted. All SOQs are public record to the extent required by the Georgia Open Records Act. The City of Monroe reserves the right to accept or reject any or all SOQs. The City of Monroe reserves the right to waive informalities and negotiate changes in the scope of work or services to be provided and to otherwise waive any technicalities.