

REQUEST FOR PROPOSALS (RFP)

TO: All Prospective Providers

FROM: Kevin Keller, Planning and Development Director

RE: Request for Proposals – Town Green and Streetscape Improvements – Consulting and Engineering Services for the Town of Braselton Phase 2 Downtown Streetscapes and Town Green Project – P.I #0010697

DEADLINE FOR SUBMITTAL: March 2, 2012 @ 5:00pm

The Town of Braselton, Georgia, is soliciting professional service proposals from interested, experienced and qualified firms interested in participating in the Town's Phase 2 Downtown Streetscapes and Town Green Project. This project will be partially funded through the Transportation Enhancement (TE) program – P.I #0010697. Firms must be registered as Pre-Qualified Consultants with the Georgia Department of Transportation.

The engineering services the Town is seeking shall include, but shall not be limited to, the preparation of the concept report, environmental documentation, right-of-way (R-O-W) plans (if applicable), surveys, legal descriptions, construction drawings, construction bid documents, utility coordination, and any other associated documents required for the project. The services shall also include diligence that all applicable state and federal regulations and requirements under the TE program are satisfied throughout the development and implementation of the project.

Prospective Service Providers requesting a site visit, requiring general information, minor clarification or interpretation of the proposal documents may direct their request(s) to Kevin Keller, Planning and Development Director, via e-mail at kdkeller@braselton.net.

Prospective Service Providers seeking amendment of the RFP specifications or requirements, or an extension of the RFP due date must submit their request(s) in writing to Kevin Keller, Planning and Development Director, 4986 Hwy. 53, Braselton, Georgia 30517. The deadline for receipt of any and all such inquiries is Close of Business on February 24, 2012 (Please note: this is NOT the RFP Due Date.) Electronically submitted (faxed and / or emailed) requests for changes and/or time extensions shall be given consideration if they are concise, clearly worded and submitted in a timely manner.

Prospective vendors wishing to submit proposals must follow the instructions detailed in the RFP and provide all the information requested in the RFP. Incomplete RFP submittals shall not be given award consideration.

Each Prospective Service Provider must submit one (1) unbound original and five (5) identical copies of their proposal to the Town of Braselton Planning and Development Department, attn: Kevin Keller, 4986 Hwy. 53, Braselton, Georgia 30517. The proposal must be placed in a sealed, opaque envelope / package and clearly marked as follows on the outside:

“Proposal for Engineering and Professional Services – Braselton Phase 2 Downtown Streetscapes and Town Green Project”. The outside of the envelope / package must also contain the name, address and telephone number of the Prospective Service Provider. All such markings must be affixed in a legible and indelible manner.

The deadline for receipt of such proposals is March 2, 2012 @ 5:00 pm.

Upon submission, any and all proposals and supportive / accompanying materials become the property of the Town of Braselton, Georgia, and are subject to disclosure as required under applicable Federal Freedom of Information and State Open Records Acts. The Town shall not be held liable for the reimbursement or payment of any cost(s) incurred by prospective providers in the preparation or provision of responses to this RFP or any other solicitation issued by the Town of Braselton, GA. Any and all selected providers, by entering into a service and / or contractual agreement with the Town of Braselton, agree to be bound by and comply with all applicable provisions of the Town of Braselton Ethics Ordinance. Full text of this ordinance may be obtained from the City Clerk’s Office by e-mailing jdees@braselton.net.

INTRODUCTION

The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) created the Transportation Enhancement (TE) program. Ten (10%) percent of the funds within the Surface Transportation Program (STP) of the Federal-aid Highway Program are reserved for the TE program. Projects implemented under the TE program must embrace one or more of the following activities:

- Provision of facilities for pedestrians and bicycles
- Provision of safety and educational activities for pedestrians and bicycles
- Acquisition of scenic easements and scenic or historic sites
- Scenic or historic highway programs including the provision of tourist and welcome center facilities
- Landscaping and other scenic beautification
- Historic preservation

- Rehabilitation and operation of historic transportation buildings, structures, or facilities including historic railroad facilities and canals
- Preservation of abandoned railway corridors including the conversion and use thereof for pedestrian or bicycle trails
- Control and removal of outdoor advertising
- Archaeological planning and research
- Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity
- Establishment of transportation museums

Projects funded in the TE program must meet two (2) basic requirements:

1. The proposed action must be one of the activities listed above, and
2. The proposed action must be related to the Surface Transportation System

PURPOSE

The Town of Braselton is seeking professional engineering services for Phase 2 of the Downtown Streetscapes and Town Green Project. Firms must be registered as Pre-Qualified Consultants with the Georgia Department of Transportation (GDOT).

Engineering services shall include, but are not limited to, the preparation of the concept report, environmental documentation, right-of-way (R-O-W) plans (if applicable), surveys, legal descriptions, construction drawings, construction bid documents, utility coordination, and any other associated documents required for the project. The services shall also include diligence that all applicable state and federal regulations and requirements under the TE program are satisfied throughout the development and implementation of the project.

PROJECT AREA AND DESCRIPTION (see exhibits A and B)

The Town of Braselton Downtown Phase 2 Streetscapes and Town Green project entails the creation of a new Town Green in front of the historic Braselton Brothers Store building located at the SR53/SR124 intersection. An asphalt surface parking lot currently comes directly up to the front (north facade) doors of the building facing SR 124. An offset intersection of SR 124 and SR 53 currently exists adjacent to the property. A GDOT road realignment project is currently underway that will relocate the existing SR 124 behind the historic buildings to intersect SR 53 at a new four way intersection, thus eliminating the existing offset. When the realignment is complete, the Town plans on converting the existing asphalt parking lot and decommissioned SR 124 ROW into a new Town Green. The specific scope of this project will be to remove the existing pavement and to install pedestrian facilities and amenities, public open space areas, parking areas, drainage, landscaping, lighting and a linkage to the sidewalks constructed as part of the Phase I Downtown Streetscapes project.

SCOPE of WORK

The successful provider will be responsible for preparing all project documents as outlined in the General Conditions. The successful bidder shall be further responsible for activities outlined in the Special Conditions. These conditions are in accordance with the Sponsor Guidebook for Transportation Enhancement (TE) Projects written by GDOT. The guidebook can be downloaded at www.dot.state.ga.us/dot/plan-prog/planning/projects/te/index.shtml

GENERAL CONDITIONS

A. Concept Report

The concept report documents the scope of work to be completed using the awarded TE funds. It is also used by GDOT to communicate information about the proposed TE project. This Concept Report makes various offices within GDOT aware of the project, its significant design features, and its relationship to the State Highway system. This information is critical to assure that proposed improvements to the State transportation system are implemented in a coordinated manner.

B. Environmental Clearance (NEPA)

All TE projects are required to comply with the National Environmental Policy Act of 1969 (NEPA). Environmental compliance requires documentation of the TE project environmental effects and review by applicable State and Federal agencies.

C. Complete Design Plans

Preparation of preliminary plans, right-of-way plans, final construction plans and all matters related to the relocation of utilities. General and specific design criteria should adhere to GDOT approved design guidelines. The project plans must meet GDOT design standards; the GDOT Standard Specifications for the Construction of Transportation Systems, 2001 Edition; applicable American Association of State Highway and Transportation Officials (AASHTO) Guidelines; and Americans with Disabilities Act (ADA) requirements and guidelines.

D. Property Acquisition

If property acquisition is required, including permanent or temporary easements, Three (3) paper copies of the R-O-W plans for review and approval by GDOT must be prepared and submitted. This will include preparation of surveys for R-O-W acquisition, legal descriptions, and appraisal preparation.

E. R-O-W Certification

After all R-O-W has been acquired or is otherwise available for the project, a Right-of Way Certification Form must be submitted.

F. Prepare Construction Plans & Bid Documents

Prepare construction plans that include all the proposed work for the project.

G. Construction Cost Estimates

Prepare accurate construction estimates. GDOT will assist in determining whether the Davis-Bacon Act applies to the project. In addition, materials and materials suppliers must be listed in the GDOT Qualified Products List.

H. Construction Bid Documents

Prepare bid documents, to include advertisements, instructions to bidders, bid form, and supplemental specifications for GDOT review and approval.

I. DBE Goal

GDOT requires that TE projects adhere to its Disadvantaged Business Enterprise (DBE) goals. GDOT's DBE Committee will review the construction cost estimate and assign a DBE goal.

J. Other Work Items

Other administrative, planning and oversight functions directly associated with the implementation of this project will be required and should be included as part of the respondent's project management capacity.

SPECIAL CONDITIONS

A. Project/Construction Manager

The successful bidder shall identify a key staff person to serve as Project/Construction Manager during the construction phase of the project.

B. Public Participation

The successful bidder shall conduct three (3) public information meetings:

1. Mayor and Council
2. Downtown Development Authority
3. General Public

INFORMATION TO BE SUBMITTED

A. References – Provide a minimum of three (3) references, contacts and telephone numbers that may be contacted regarding the firm’s performance.

B. Organization Work History – Provide a description of experience that the firm has had with contracts similar to the one described herein. Include contact person, name of company, and telephone number other than members of your firm that can be contacted regarding experience.

C. Qualifications of Key Staff Members – Provide a narrative describing the experience of each key staff member assigned to this project.

D. Current Workload – Provide the existing workload of personnel to be assigned, showing the ability to meet the needs of this project.

E. Contract Management Plan/Approach of Work – Provide a plan indicating how the work would be performed and a schedule that indicates the time required to perform the work as outlined in the GENERAL CONDITIONS and SPECIAL CONDITIONS.

F. Claims and Suits – Provide answers to questions regarding the firm’s legal issues (if any) with previous projects. Appendix A

G. Sworn Signature – Signed, notarized copy of statement indicating all information submitted in proposal is true and accurate. Appendix B

Please note: Each Prospective Service Provider must submit one (1) unbound original and five (5) identical copies of their RFP submittal to the Town of Braselton Planning and Development Department no later than the RFP Due Date stated herein.

VENDOR QUALIFICATIONS

A. Firms shall be licensed to do business in the State of Georgia. (Submit copy or license number with proposal).

B. Firms shall be registered as a “Pre-qualified Consultant” with the Georgia Department of Transportation.

C. Firms must have an acceptable accounting system as determined by the GDOT Office of Audits.

C. Firms shall have knowledge and understanding of landscape architecture, urban design, historic preservation, civil site work, transportation and other related areas pertaining to state route design and construction.

D. Firms shall exhibit at least seven (7) years of experience.

E. Firms shall have worked with local governments, other planning organizations and/or communities on similar projects.

Failure to meet any of the above qualifications may result in disqualification of the Proposal.

SELECTION PROCESS

Firms must submit one (1) unbound and five (5) identical copies of their proposal. A duly appointed Evaluation Committee shall evaluate the proposals and make a recommendation to the Braselton Mayor and Council for award of the contract. The Evaluation Committee shall first select three firms whose proposals best meet the evaluation criteria for an interview. After the interviews are completed, the Evaluation Committee will select the most qualified firm. Determination shall be based on the following criteria:

Criteria Percentage Points

Strength of the Project Team 45%

Project Team Capacity to Deliver the Project 35%

Reputation of the Firm 20%

If a satisfactory contract cannot be negotiated with the most qualified firm on price or on other contract terms, the negotiations will be formally terminated. Negotiations will then be started with the next highest rated firm, in sequence, until an agreement is reached.

CONFLICT OF INTEREST STATEMENT

The Town of Braselton reserves the right to terminate the contract if it is determined that the awarded firm is involved in activities that are in conflict with the requirements and Scope of Work stated in this Invitation for Proposals. Payment will be made only for work completed.

APPENDIX A

Claims and Suits – Please answer the questions listed below. If the answer to any of the questions is yes, in whole or part, please provide a detailed explanation.

1. Has your firm ever failed to complete any work awarded? Include name of the project, owner, location and circumstances.
2. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your entire firm, including subsidiaries, affiliates or parent companies, or officers? If so, please provide details on a separate sheet of paper and attach.
3. Has your firm filed any lawsuits or demands for arbitration with regard to contracts within the last five (5) years? If so, please provide details on a separate sheet of paper and attach.
4. Within the last five (5) years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a contract? If so, please provide details on a separate sheet of paper and attach.

7. Has your firm ever been assessed and / or paid damages for late completion of a contract, whether actual or liquidated? Include name of the project, owner, location and circumstances.

APPENDIX B - SWORN SIGNATURE

The preceding RFP and answers to related questions are herewith answered under oath or affirmation of the undersigned who is fully authorized to do so and who swears or affirms that all information provided in the proposal and in Appendix A is true, accurate and sufficiently complete so as not to be misleading nor misunderstood.

Signed at _____ (location) this
_____ day of _____, 2009.

Name of firm:

Signed by: _____/

Print Name Signature

Subscribed and sworn before me this _____ day of
_____, 2009.

Notary Public: _____

My commission expires: _____

EXHIBIT B - THE TOWN GREEN VISION

THE HISTORIC BRASELTON TOWN CENTER

The Citizen Committee's Vision for Quality Revitalization

This picture overlooking the historic downtown core was taken in April 2007. This is the view as you drive down Highway 124 towards the intersection of Highway 53.



A citizens committee prepared a 20 year redevelopment plan for the Historic Downtown area of Braselton. The Town adopted the committee's recommendations in 2003 and began to move forward laying the groundwork to implement the citizens committee's vision.

*The picture below is an enhanced view of the historic downtown core. Our citizens committee recommended the creation of a "Town Green" to become the community focal point of the Historic Town Center. Highway 124 has been rerouted behind the historic store buildings and new private investment has lined the "Town Green" with shops and restaurants.



**For information purposes only. The final Town Green design has not been developed.*

The Citizen Committee's Vision for Quality Revitalization

The pictures below show the existing road behind the historic store building and an enhanced view of the new realigned intersection of Highway 53 and 124.



This intersection improvement will greatly enhance safety and traffic flow in downtown and also provide much needed pedestrian crosswalks. Parking for the store has been added, and the small historic telephone building has been relocated to allow for private investment to construct a mercantile style building on that corner.

STEPS TAKEN TO IMPLEMENT THE CITIZEN COMMITTEES REVITALIZATION PLAN:

- *2002 Citizens committee and consultants prepared a 20 year revitalization plan.*
- *2003 Plan was adopted and a future land use map was developed.*
- *2004 Historic Overlay Zoning allowing "mixed use" development within the district was established including architectural guidelines for all new infill development.*
- *2005 Hired an engineering firm to design the Hwy 53 -124 intersection improvements. Paid for with existing SPLOST funds.*
- *2005 Placed the Town's share of the current SPLOST funding from Jackson County into road projects. Approximately estimate \$680,000.*
- *2005 thru 2007 The Town invested approximately \$9 million dollars in the Historic District with a new Police and Court facility, a new Library, and a Planning & Public Utilities building.*
- *2006 Adopted a resolution seeking legislation from the State to allow the Town to utilize redevelopment powers in the downtown district.*
- *2007 Created an economic development video of the downtown using the revitalization plan established by our citizens committee.*
- *2007 The Governor signed legislation (HB#312) allowing Braselton citizens to consider, by voter referendum, redevelopment powers and the option of creating a "Tax Allocation District" a TAD.*