



Request for Proposals

**“Develop a Concept Based On The
Feasibility and Operational Assessment of Various Roundabout Design
Options at an existing 5-legged intersection”**

Issuance Date of RFP: June 6, 2024

Deadline for Proposal Submittal: July 9, 2024 (3:00 PM)

Legal Advertisement

“Develop a Concept Based On The Feasibility and Operational Assessment of Various Roundabout Design Options At An existing 5-legged intersection”

The Metro South Community Improvement District (MSCID) is seeking proposals from qualified transportation planning and design firms for the following scope of work: “Develop a Concept Based on the Feasibility and Operational Assessment of Various Roundabout Design Options at the existing 5-legged intersection of Thurman Rd (SR 160), Cedar Grove and Old McDonough Roads”.

Project is funded through the Atlanta Regional Transportation Commission “Regional Transportation Planning Study Program (AR-038-2425) and the Metro South Community Improvement District (MSCID). In addition to transportation planning, traffic operational and safety analysis, site investigation and data collection, public engagement and related planning needs, this scope of work will also require limited surveying to fulfill the requirements of this scoping and feasibility study.

The MSCID will receive technical proposals electronically until 3:00 PM; July 9, 2024. Proposals received after that time and date will not be accepted. Technical proposals are to be submitted via email to:

Larry@metrosouthcid.org.

ATTN: Lawrence Kaiser, P.E.
Executive Director

The subject line of the email shall contain the following language: ***MSCID Roundabout Design Options***

It is strongly recommended that proposers text or call Lawrence Kaiser (404-909-5619) to verify receipt of the submitted proposal.

Only electronic submissions will be accepted. The process for selection of engineering firms will be based on a number of factors as outlined in this RFP. A “Proposal Review Committee”, consisting of DeKalb County Transportation and MSCID Representatives will identify the short-listed firms. These firms may be required to attend an interview. The proposal submittal shall include the fee and technical approach.

There will be a virtual **non-mandatory** pre-submittal meeting on June 26, 2024 at 1:00 PM. The zoom meeting link is as follows: <https://us02web.zoom.us/j/84633132899?pwd=iNcHn0YuiSyfaKYBfrSMVxfEEJai9p.1>

The Request for Proposal (RFP) is available on the MSCID web site; metrosouthcid.org. Addenda to this proposal, if any, including any responses to questions, will be posted on the MSCID web site. Questions regarding this RFP shall be addressed to the CID’s Executive Director, Larry Kaiser, P.E. at larry@metrosouthcid.org. The deadline to submit questions is 5:00 PM; July 2, 2024. The MSCID will respond to all questions and issue addenda, as applicable, by no later as 5:00 PM, July 3, 2024. Phone correspondence is not allowed. No contact regarding this RFP with DeKalb County Transportation staff or MSCID Board members is allowed. Any form of contact may result in disqualification from submittal of this RFP.

The MSCID reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the CID. The contract for Transportation Planning Consulting services will be with the MSCID.

The CID encourages meaningful Disadvantaged Business Enterprise (DBE) participation in all of its projects. The CID's DBE minimum goal is 15%. Any selection made as a result of this notice will be made without regard to race, color, religion, sex, or national origin. The selected firm will be required to comply with all Equal Employment Opportunity (EEO) laws and regulations, including nondiscrimination under Title VI of the Civil Rights Act. The MSCID is an Equal Opportunity Employer.

MSCID Request for Proposals

I. INVITATION

The MSCID is accepting proposals from qualified professional transportation planning and design consultants to “Develop a Concept Based on the Feasibility and Operational Assessment of Various Roundabout Design Options at the existing 5-legged intersection of Thurman Rd (SR 160), Cedar Grove and Old McDonough Roads”. Deadline for a Proposal submittal is **3:00 PM (EST) on July 9, 2024**. Submittals are to be emailed to Executive Director Larry Kaiser. Proposals will be considered from any professional planning and engineering consulting firm, including sub-consultants, with experience and success in providing professional transportation planning services for local governments, CID’s and the GDOT and who are GDOT pre-qualified in the following Area Class categories: 1.01, 1.02, 1.10, 3.06, and 3.07.

Proposed Schedule	
Release of Request for Proposal	June 6, 2024
Pre-Submission Conference	June 26, 2024; 1:00 PM (virtual)
Deadline for Questions	July 2, 2024; 5:00 PM
Deadline for CID Response(s) To Questions and/or Addendum(s) Posted	July 3, 2024; 5:00 PM
Deadline for Proposals	July 9, 2024; 3:00 PM
Interviews (if applicable) with Short-Listed Firms	July 11-14, 2024 (if applicable)
MSCID Board Vote on Highest Ranked Firm – Called Meeting	July 2024
Award	July 2024
Proposed Notice to Proceed	July 2024

Any questions shall be submitted via email to Larry Kaiser, larry@metrosouthcid.org. Subject line of email shall be as follows:

MSCID Roundabout Design Options

The CID will hold a virtual, non-mandatory pre-submission conference, on June 26, 2024 at 1:00 PM (EST). Zoom link is as follows:

<https://us02web.zoom.us/j/84633132899?pwd=iNcHn0YuiSyfaKYBfrSMVxfEEJai9p.1>

II. PROPOSAL DETAILS

General:

The Metro South Community Improvement District (CID) is issuing a Request for Proposals (RFP) from qualified firm(s) or organization(s) for the “Development a Concept Based on the Feasibility and Operational Assessment of Various Roundabout Design Options at the existing 5-legged intersection of Thurman Rd (SR 160), Cedar Grove and Old McDonough Roads”. Proposal must be submitted electronically prior to the specified deadline. Any proprietary information contained in the proposal is to be indicated. A general indication that the entire content, or a major portion, of the proposal, is proprietary will not be honored. Cost of proposal preparation is the responsibility of the proposing firm. It is the responsibility of the proposing firm to deliver the proposal per the instructions.

The CID encourages meaningful Disadvantaged Business Enterprise (DBE) participation in all of its projects. The CID’s DBE goal is 15%.

Proposals will be awarded by scoring the following criteria and weight:

- a) Meets requirements and criteria in the request for proposal (5%)
- b) Provides a specific approach to the project (25%)
- c) Demonstrated experience in similar types of projects (15%)
- d) Quality, availability, competence, qualifications, and capability of the proponent (30%)
- e) Most advantageous and in the best interest of the CID (10%)
- f) The proposed budget, both overall and by task (5%)
- g) Other specific criteria; i.e. unique and innovative operational and safety planning and/or design approaches (roundabout design options) to solving freight movement, economic benefits or other techniques that have been shown to be successful in other industrial areas where freight is critical to the efficient movement of goods and services (5%).
- h) Interview (5%).

Restrictions on Communications with Staff:

All questions must be submitted to the CID point of contact; Larry Kaiser, P.E. email address in the following format:

- ✓ Subject line: MSCID Roundabout Design Options
- ✓ Concisely written question
- ✓ Identification of relevant section of the RFP (if applicable)
- ✓ Proposing firm contact information
- ✓ Any other appropriate information

From the issue date of this RFP, until a firm selection is announced, proponents are not allowed to communicate for any reason regarding this RFP with any CID staff or Board member except as noted above. The CID reserves the right to reject a proposal of any proponent violating this provision. No questions other than in written format will be accepted. No response other than written (email) will be binding upon the CID.

Interviews:

The CID may conduct interviews with the top proponents. This will be determined during the RFP evaluation. If held, the interview details will be provided after the shortlist of proponents are identified.

Minimum Requirements for Submission:

This RFP is intended to foster effective, fair, and broad-based competition for public procurement within the free enterprise system. It is unethical for any person to offer, give, or agree to give any CID representative or relative a gratuity as an inducement for the award of a contract.

The firm shall execute a contract tendered by the CID prior to initiating service. The funding for this project is being provided by the Atlanta Regional Commission (ARC) and the CID. The selected firm will need to abide by all regulations required by the ARC; this includes the Scope of Work identified in Attachment A. Any contract award for this study is contingent upon the ARC receiving adequate funding from the GDOT.

All qualified proponents will receive consideration for employment without regard to age, handicap, religion, creed or belief, political affiliation, race, color, sex, or national origin.

Proposal Submission:

The submission of the proposal shall include the following:

1. Background and Experience of Team with an emphasis on similar type of work (public and private). Include the date of the prime firm's establishment and the location where the contract will be served (5 pages max).
2. Experience of the Project Manager/Supervisor assigned to manage the project with emphasis on experience working on freight studies (1-page max).
3. Experience of other key team members and their proposed roles (3 pages max).
4. Using the indicated scope of work in this RFP (Attachment A), outline your approach (10 pages max).
5. Fee proposal (1 page formatted by Task, Personnel, and Hours) as outlined in Exhibit A-1.
6. Schedule for the project (1 page; maximum page format of 11"x17").
7. Minimum of three (3) references. At least one must be for Project Manager on a similar project using the format below.
8. Other relevant information shall be included in the appendix (no page limit).

Reference Format: Please list by organization name based on services rendered by the staff listed in the RFP for projects similar in size and scope. Include: Organization Name, Address, Authorized Representative, Name of Project, Name of Project Manager or staff that worked on the Project, and Date of Completion, Telephone Number, and E-Mail.

The CID reserves the right to make inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm. The firm may be requested to execute releases to obtain information from third parties. Failure to execute a release upon request may result in disqualification.

The CID reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the CID. An award will be made contingent upon the approval of the CID Board.

III. BACKGROUND

The CID was formerly known as the Greater Conley CID formed by the Conley Area Business Association. The CID was formed in 2016. The area is known as Truckers Alley and is home to some of the largest logistics and transportation companies in the world. The CID generates revenue through self-taxation for economic development, transportation, and infrastructure projects. The CID boundary spans a unique area. It starts just south of the intersection of Moreland Avenue and Custer Road and it continues south crossing the I-285 and I-675 interchange to Conley Road. The western boundary generally follows the Fulton County line and to the east from Bowman Industrial Court and the Bouldercrest at I-285 interchange. See <https://www.metrosouthcid.org/about-us/metro-south-cid-map/> for more information.

The origins of this Transportation Planning Study originated from a MSCID funded Master Plan in 2016 and an ARC funded Freight Cluster Plan (available on the CID web site). Both studies identified an immediate need for a Roundabout Scoping & Feasibility Planning Study at the subject intersection.

IV. PROJECT GOALS

The Transportation Study will assess the various roundabout design options for the existing signalized intersection with the goal of obtaining funding for PE and Construction. As this RFP was being developed by the MSCID, the DeKalb County Transportation Department will have submitted to ARC a TIP request for PE and Construction funding for the subject intersection. The recommendation (s) developed with this study will be provided to the county for the PE phase if ARC funding is obtained.

V. PROJECT SCOPE

The Transportation Study deliverables will follow the Scope of Work as outlined in Exhibit A.

VI. EXISTING CONDITIONS

Existing conditions within the limits of work are described as follows:

Given the offset and skewed angles of Old McDonough and Cedar Grove Roads, and the queuing of trucks on the 2 lane Old McDonough Road due to a truck wash bay; in combination with the significant percentage of truck volumes traversing through this intersection, requires an “outside the box” approach to resolving the operational and safety issues that exist.

VII. RFP STANDARD INFORMATION

Authority

This RFP is issued under the authority of the CID. The RFP states the relative importance of all evaluation criteria. No other evaluation criteria, other than as outlined in the RFP, will be used.

Offeror Competition

The CID encourages free and open competition among offerors. Whenever possible, the CID will prepare documents and conditions to accomplish this objective, consistent with the necessity to satisfy the CID’s need to procure technically sound and cost-effective services.

Public Information

All information received in response to this RFP, including copyrighted material, is deemed public information and will be made available for public viewing and copying shortly after the time for receipt of Proposals has passed with the following four exceptions: (1) bona fide trade secrets meeting confidentiality requirements that have been properly marked, separated and documented; (2) matters involving individual safety as determined by the CID; (3) any company financial information requested by the CID to determine consultant responsibility, unless prior written consent has been given by the offeror; and (4) other constitutional protections.

Executive Director Review of Proposals

Upon opening the Proposals received in response to this RFP, the CID Executive Director is responsible in charge of the solicitation and will review the Proposals, along with a Recommendation Committee, and separate out any information that meets the referenced exceptions, providing the following conditions have been met:

- Confidential information is clearly marked and separated from the rest of the Proposals.
- An affidavit from an offeror's legal counsel attesting to and explaining the validity of the trade secret claim is attached to each Proposal containing trade secrets.

Information separated out under this process will be available for review only by the Executive Director, the evaluation committee members, and limited other designees. Offerors must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a "right to know" (open records) request from another party.

Initial Classification of Proposals as Responsive or Non-responsive

All Proposals will initially be classified as either "responsive" or "non-responsive". Proposals may be found non-responsive any time during the evaluation process or contract negotiation if any of the required information is not provided; the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP; or if any requirements stated in the RFP are absent in the Proposal. If a Proposal is found to be non-responsive, it will not be considered further.

Determination of Responsibility

The Executive Director will determine whether an offeror has met the standards of responsibility. Such a determination may be made at any time during the evaluation process and through contract negotiation if information surfaces that would result in a determination of non-responsibility. If an offeror is found non-responsible, the determination must be in writing, made a part of the procurement file and mailed to the affected offeror.

Evaluation of Proposals

All responsive Proposals will be evaluated based on stated evaluation criteria. In scoring against stated criteria, the CID may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of references, satisfaction of the required criteria, etc. These scores will be used to determine the most advantageous offering to the CID.

Completeness of Proposals

Selection and award will be based on the offeror's Proposals and other items outlined in this RFP. Submitted responses may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested. Information or materials presented by offerors outside the formal response or subsequent discussion/negotiation or "best and final offer," if requested, will not be considered, will have no bearing on any award, and may result in the offeror being disqualified from further consideration.

CID's Rights Reserved

Issuance of the RFP in no way constitutes a commitment by the CID to award and execute a contract. Upon a determination such actions would be in its best interest, the CID, in its sole discretion, reserves the right to:

- cancel or terminate this RFP;
- reject any or all Proposals received in response to this RFP;
- waive any undesirable, inconsequential, or inconsistent provisions of this RFP which would not have significant impact on any Proposal;
- not award if it is in the best interest of the CID not to proceed with contract execution; or
- If awarded, terminate any contract if the CID determines adequate CID funds are not available.

General Information

1. It is extremely important that project schedules are met. Only those firms or teams with the necessary resources and a commitment to complete all work on schedule should submit a Proposal. This project is on a fast-track and a detailed schedule will be provided during the advertisement period.
2. Firms are expected to be knowledgeable of DeKalb County and GDOT's transportation and traffic engineering planning and design policies
3. Consultant must be pre-qualified for work with Georgia Department of Transportation in the following Area Classifications: 1.01, 1.02, 1.10, 3.06, and 3.07.
4. CID will expect to liaison with a single project manager representing the prime consultant firm and the sub-consultants.
5. The CID and the County may select the best qualified consultant based on the information received from interested firms as a result of this solicitation. If necessary, interviews will be held.
6. The CID reserves the right to cancel any and all Request for Proposals at any time when it is determined to be in the best interest of the CID.
7. The CID also reserves the right to increase, reduce, add or delete any task or item in this solicitation as deemed necessary.
8. The CID will require a minimum 15% Disadvantaged Business Enterprises Participation. DBE firms should be pre-qualified with the Georgia Department of

- Transportation. Any selection made as a result of this notice will be made without regard to race, color, religion, sex, or national origin.
9. The CID anticipates issuing a Notice-to-Proceed for each task based on the proposal to be awarded as a result of this advertisement.
 10. Generally, the CID's position is **not** to provide Debriefings until after the contract has been awarded, except for firms disqualified during the Due Diligence Process, in which case a **Pre-Award Debriefing** can be requested following Due Diligence. For these contracts, pre-award debriefings would be provided after the announcement of the short-listed firms. Requested debriefings will only occur within 30 days after consultant contract award occurs with CID Board of Directors. **All requests must be made and scheduled within this time frame.**
 11. It is the responsibility of all firms interested in submitting proposals for this advertisement to routinely check the posting on the MSCID website for any revisions to this RFP.
 12. Incomplete submittals will not be considered. Late submittals will not be accepted.

VIII. PROPOSALS SUBMISSION AND EVALUATION

Preparation of Proposals

Each Proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. If supplemental materials are a necessary part of the technical Proposals, the Offeror should reference these materials in the technical Proposals, identifying the document(s) and citing the appropriate section and page(s) to be reviewed.

Packaging of Proposals

The Offeror's Submission is to be submitted electronically to MSCID Executive Director Larry Kaiser; Larry@metrosouthcid.org; no later than 3:00 PM; June 19, 2024.

The subject line of the email shall be – MSCID Roundabout Design Options

Proposal received after the due date and time will not be evaluated.

It is strongly encouraged that Larry Kaiser be texted or called at 404-909-5619 to ensure the proposal was received.

Number of Proposal Copies

Not required – electronic submission

Acknowledgment of Addendum and/or Response to Questions

Included in the submitted proposal shall be an acknowledgement (listing) of all Addendum and/or Response to Questions. All addendum and/or Response to Questions shall be placed on the MSCID web site

Evaluation Process

The Selection process is primarily based on the technical skills, experience and satisfying the requirements set forth in the RFP. The interview process, if utilized, will be scored as part of the technical assessment.

All responsive Proposals will be evaluated based on stated evaluation criteria. In scoring against stated criteria, the CID and the County may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of differing price, quality, and contractual factors. These scores will be used to determine the most advantageous offering to the CID and the County.

Mandatory Requirements Review

Proposals which pass the administrative review will then be reviewed by the Technical Evaluation Team to ensure all requirements identified in Section 3.0 are addressed satisfactorily. The Technical Evaluation Team will consist of the CID and the County Transportation staff.

The Selection process will consist of a technical review, experience of the firm and specifically of the Project Manager assigned to the planning study, as described in this RFP. The following outlines the process to be utilized by the Recommendation Committee.

1. The Recommendation Committee will review the Proposals of the firms who submit for this project
2. The highest ranked technical proposals (no defined number) will be defined as the "short list"
3. The "short-listed" firms will be further reviewed and may be requested to provide further information to the Recommendation for clarification purposes and/or be asked to attend an interview. If an interview is held, the "short-listed" firms will be provided a date and time in which to appear. The "short-listed" firms will be given specific direction as the information expected of the firms if a presentation is held. The Interview Team will desire to interview the Project Manager, the responsible staff person for the sub-Consultants, etc. The Short-Listed firms are encouraged to bring any data, information, visuals, etc. that will present their case for being selected.
4. Following the interviews, the Recommendation Committee will score the firm's performance from 0 to 100. The scores from the interview (if an interview is undertaken) will be added to the proposal score. The rankings of the short-listed firms and the Recommendation Team's "highest ranked firm" will be presented to CID Board. CID and the County will collaborate in recommending the highest ranked firm to the CID Board of Directors.

6. Negotiation of the terms, conditions, scope and fees related to the contract with the highest ranked firm for transportation planning services shall be limited to three (3) days following the commencement of negotiations. If an agreement cannot be reached within that time frame, negotiations with the next top-ranked short-listed firm.

Rejection of Proposals/Cancellation of RFP

The CID reserves the right to reject any or Proposals, to waive any irregularity or informality in a Proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the CID. It is also within the right of the CID to reject Proposals that do not contain all elements and information requested in this document. The CID reserves the right to cancel this RFP at any time. The CID will not be liable for any cost/losses incurred by the Offerors throughout this process.

Offeror Informational Requirements

In determining the capabilities of an offeror to perform the services specified herein, the following informational requirements must be met by the offeror. (Note: Each item must be thoroughly addressed. Offerors taking exception to any requirements listed in this section may be found non-responsive or be subject to point deductions.)

10.0 TERMS AND CONDITIONS

10.1 RFP Amendments

The CID reserves the right to amend this RFP prior to the due date. All amendments and additional information will be posted to the CID's website at: www.metroouthcid.org. Offerors are encouraged to check this website frequently for any RFP updates.

Proposal Withdrawal

A submitted Proposal may be withdrawn prior to the due date by a written request to the CID Executive Director. A request to withdraw a Proposals must be signed by an authorized individual.

Cost for Preparing Proposals

The cost for developing the Proposal is the sole responsibility of the Offeror. The CID will not provide reimbursement for such costs.

Term

The term of this contract shall for 12 months from the beginning date, or such shorter time as may be indicated on the bid document. If selected to submit a fee, hourly rates and any escalation of said rates over the term of the contract will be negotiated.

Conflict of Interest

If an Offeror has any existing client relationship that involves the CID or the County, the Offeror must disclose each relationship.

Minority Business Policy

It is the policy of the CID and the County that minority business enterprises shall have a fair and equal opportunity to participate in the CID purchasing process. Therefore, the CID and the County encourages all minority business enterprises to compete for, win, and receive contracts for goods, services, and construction. Also, the CID encourages all companies to sub-contract portions of any CID contract to minority business enterprises. **The DBE minimum goal for this project is 15 percent.**

ADA Guidelines

The CID and the County adheres to the guidelines set forth in the Americans with Disabilities Act. Offerors should contact the Issuing Officer at least one day in advance if they require special arrangements when attending the Offeror's Conference, if any. The Georgia Relay Center at 1-800-255-0126 (TDD Only) or 1-800-255-0135 (Voice) will relay messages, in strict confidence, for the speech and hearing impaired.

Compliance with Laws

The Consultant will comply with all CID, DeKalb County, State of Georgia, Title VI and Federal laws, rules, and regulations.

Indemnification

Consultant shall be responsible for and shall indemnify and hold CID and the County harmless from any and all claims, demands, costs, damages and expenses of whatever nature (including, without limitation, attorney's fees) relating to or arising from (a) Consultant's breach of any of the representations and warranties contained herein; (b) Consultant's failure to follow CID's and County's specifications; (c) Consultant's other breach of the terms hereof; or (d) any other act(s) or omissions(s) of Consultant, its employees, independent Consultants, agents, and suppliers, but only to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the Consultant or other persons employed or utilized by the Consultant in the performance of the contract.

Insurance

Consultant shall maintain the following insurance (a) comprehensive general liability, including blanket contractual, covering bodily injuries with limits of no less than \$1,000,000.00 per person and \$1,000,000.00 per occurrence, and property damage with limits of no less than \$1,000,000.00 per occurrence; and (b) statutory worker's compensation insurance, including employer's liability insurance. In addition to above general coverages, Consultant shall maintain Professional Liability Insurance with limits of \$2,000,000 per occurrence and in aggregate. All insurance shall be provided by an insurer(s) acceptable to CID, and shall provide for thirty (30) days prior notice of cancellation to CID. Upon request, Consultant shall deliver to CID a certificate or policy of insurance evidencing Consultant's compliance with this paragraph. Consultant shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage. The County shall be named as "additional insured" on the policy.

Cancellation

CID may cancel this agreement at any time prior to CID's acceptance of the Services, upon giving written notice of cancellation to Consultant. In such event, in lieu of the price(s) specified on the reverse hereof, Consultant shall be entitled only to payment of the direct non-cancelable costs theretofore incurred by Consultant and any direct non-cancelable committed costs theretofore committed by Consultant, as directly relating to the performance of Consultant's obligations hereunder prior to such cancellation; provided, however, the total amount of such costs shall not exceed the price(s) specified on the reverse side. CID shall not be responsible for any other amounts whatsoever including, without limitation, penalties.

EXHIBIT A
METRO SOUTH COMMUNITY IMPROVEMENT DISTRICT
SCOPE OF WORK

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

306ETS – Regional Transportation Planning Study Program

II. Area Covered: All the necessary services provided in this subgrant contract will support the development of a concept based on the feasibility and operations for assessing various roundabout design alternatives at the existing 5-legged signalized intersection identified as Thurman Road (SR 160), Cedar Grove Road and Old McDonough Road,

III. Goal: The Regional Transportation Planning Study (RTPS) program provides local governments and Community Improvement Districts funds for transportation plans, corridor studies and feasibility studies that support the goals and objectives of the Atlanta Region’s Plan. The purpose of these studies is to develop project concepts that improve safety, mobility and access to all roadway users, while also preparing them for advancement to Scoping and/or PE phases (in future TIP project solicitations).

IV. Project Considerations & Objectives:

The purpose of this scoping study is to develop viable and cost-effective solutions to the project and to study the feasibility of roundabout alternatives in improving the efficiency, operations, and safety of the intersection. The study will make project recommendations based on the following objectives:

- Maximize safety, connectivity, and efficiency at the 5-legged intersection
- Address the existing and future needs for all users
- Consistency with the vision and goals set forth in DeKalb County’s County’s Comprehensive Transportation Plan, Unified Development Ordinance and the Atlanta Regional Transportation Plan
- Develop an implementation plan to include timeline, material and cost estimates, and various concept design layouts, typical sections and renderings as necessary to apply for federal funds through ARC and advance to preliminary engineering phase

V. Existing Conditions and Background

The intersection to be assessed is 5-legged with Thurman Road (SR 160) on the north and south approaches, Cedar Grove Road on the east side and Old McDonough Road on the west end. The northbound Old McDonough approach is a stop condition and at a skewed angle with its proximity only a few feet from the intersection in question. The intersection is within quarter mile of Moreland Ave (SR 42) and a half mile within I-285.

Within a half mile of the intersection are over a dozen truck terminals, warehousing and logistics facilities and related service industries. A recently redeveloped terminal site within a few thousand

feet of this intersection has been permitted by DeKalb County as a new truck terminal including a truck driving school. These facilities have been in operation since 2022. Within half-mile of this study location, a 3000 space freight logistics center received zoning approval and a land disturbance permit in 2023.

The intersection was identified in the Metro South Community Improvement Districts's (MSCID) Planning Study in 2016, in the Atlanta Regional Commission funded MSCID "Freight Cluster Plan" as a high priority transportation need and identified as a Long Range Transportation project in DeKalb County's Comprehensive Transportation Plan. The major key stakeholders in the scoping study area will include the Georgia Department of Transportation, DeKalb County Department of Transportation, the Metro South Community Improvement District Board of Directors and the numerous freight logistics, warehousing and distribution companies within 1 radial mile of this location who utilize this intersection on a daily basis.

VI. Work Tasks:

The work to be accomplished under this scoping study contract will be divided into the following tasks:

Task 1 - Project Management

The Metro South Community Improvement District (MSCID) shall establish a Project Management Team (PMT) that includes, at a minimum, MSCID Executive Director, the consultant project manager and related consultants, DeKalb County DOT and Planning staff, a representative from ARC and the Georgia Department of Transportation. A kick-off meeting will be held with the project management team to discuss the goals of the study and refine the scope as necessary. The consultant will develop a Project Management Plan to identify approaches for communication, coordination, QA/QC, and schedule management after the kick-off meeting. The project management team will meet with the consultant monthly, at a minimum. Additional representatives and County staff may be included, as needed.

Deliverables:

- Kick-off meeting and meeting summary
- Project Management Plan
- PMT meeting minutes

Task 2 – Stakeholder and Public Engagement

The goal of this task is to develop a planning outreach process that promotes the involvement of all stakeholders in the study area and, more specifically, any potential partners identified for future implementation. The key stakeholders are the freight logistics, warehousing and distribution businesses that utilize this intersection on a daily basis. A concerted effort to reach out to senior, low-income and minority stakeholder populations should be made. The MSCID and its consultants will be responsible for designing an effective and innovative public involvement program with input from ARC.

The Stakeholder and Public Engagement Strategy and schedule must be approved by the Project Management Team and shall include outreach and coordination with targeted stakeholders and agency partners, as well as broad outreach to the public and the freight industry within the zone of influence of this project specifically one radial mile. Minimum requirements are as follows:

- Stakeholder Steering Committee (SSC):
 - Agency coordination with relevant DeKalb County departments, GDOT offices, ARC and other agency partners as needed.
 - The Project Management Team with consultants shall identify individuals and agencies to approve the SSC members in advance of notification.
 - The SSC will be convened at least six (6) times over the project schedule and will assist the PMT with methodologies, background, outreach strategy, implementation plans and other milestones, as needed.
- Public Engagement and Outreach:
 - Outreach to key stakeholders, including property owners, business owners, schools, churches, residents and tenants adjacent to the study area. The majority of the stakeholders consist of the freight logistics, warehousing and distribution business owners. The format may include, but not limited to, meetings (in person, phone and/or virtual opportunities), focus groups and/or individual stakeholder interviews.
 - Establishment of a communication protocol within this task will be undertaken to ensure a central message amongst the PMT, stakeholders and the public. This will include branding the plan that is consistent with the MSCID's strategic master plan and DeKalb Counties CTP
 - A demonstrable effort shall be made to include persons or organizations that are or represent low-income, minority, persons with disabilities, or other disadvantaged stakeholders within reasonable proximity to the proposed study area.
 - Engagement with the public at large will include educating about roundabout design alternatives and potential impacts, as well as, seeking input and consensus on preferred concept, typical sections or improvements. A variety of tools and approaches should be used, including social media, surveys, and hosting outreach activities in the study area (e.g. at schools, churches or businesses along the corridor). A minimum of two (2) public events shall be held. Meeting format and timing in the project schedule will be determined as part of the PMT deliverables.
 - Minimum of two (2) targeted meetings to be held with the business community (freight/logistics firms)
- Project information will be uploaded to a MSCID website to provide basic project information, project materials, public event notifications and design alternatives being considered, and a method to leave feedback.
- Provide a project update briefing at a minimum of two MSCID meetings, to participate/lead the conversation in all Public Involvement Plans and to present at one DeKalb County Public Works Infrastructure Committee meeting
- Develop and maintain content to be incorporated into the MSCID existing website where it will serve as a means of public interface for the Plan development process
- Conduct a ½-day workshop to review and discuss the evaluation results of various roundabout design alternatives

- Develop a specific plan for outreach to the freight and logistic industries. One element of this plan will include an off-site demonstration project; i.e. a “truck rodeo” event, where full-scale roundabout layouts (using paint/cones or other low-cost removable/temporary items) with the intent of testing various roundabout shapes. Truck companies in the area that utilize the existing signalized intersection will be asked to participate in this “rodeo”. This event will allow the freight industry to visualize the functionality of the proposed roundabout design alternatives and offer input in the design process. This event will also serve to refine the roundabout design options in a Scoping Study

Deliverables:

- Stakeholder and Public Engagement (SPE) Strategy
- Project website and communication materials
- Meeting facilitation, presentation materials and/or interactive tools
- SSC meeting minutes
- Project Engagement Summary in Final Report
- Videos of the “truck rodeo” event
- Developing a questionnaire or poll for use by any member of the PMT or stakeholder team
- Prepare information and displays for meetings
- Written responses to comments received from public meetings or questions from the stakeholder committee, and

Task 3 - Site Investigations, Data Collection, Existing Conditions and Technical Analysis

The selected consultant will conduct site investigations in order to determine existing conditions. These site investigation should document land uses, travel patterns and roadway/driveway access at the intersection. This investigation shall include, but not limited to, obtaining relevant existing transportation plans and studies from the Georgia Department of Transportation (GDOT), DeKalb and other agencies. Other relevant information will also be obtained to assist with the required desktop environmental screening, utility and right-of-way conflicts/impacts and cultural and historical resources. Images of existing conditions shall be provided to support the analysis for each alternative.

The MSCID’s selected consultant will procure the data/research/trends for various roundabout design types that will be analyzed for assessing how to improve freight movement and vehicular mobility, improving capacity and addressing traffic safety concerns at this study location. The MSCID’s consultant will complete an inventory of existing conditions and perform a technical analysis that includes the following:

- Review of all relevant studies and plans (including DeKalb County approved development plans and land disturbance permits within the area of influence (within 1 radial mile) of this project
- Roadway physical conditions (location, route number, local road name, number of lanes, posted speed limit, pavement conditions) from GDOT data bases
- Traffic volumes, classification counts, turning movement counts (TMC), level of service,

congested locations and crash history from, at a minimum, from GDOT, MSCID, DeKalb County, traffic studies from the private sector through county development plan review process or other sources and from ARC's database

- Topographic data and roadway attributes
- Property plats within the project scope including existing right-of-way research, utilities impacted and number of parcels impacted and existing driveway attributes within the project scope
- Bicycle facilities and plans
- MSCID's 2016 master plan and ARC's Freight Cluster Plan (developed by the MSCID)
- Past, current, and future growth – including population, employment, and land uses from DeKalb County's Unified Development and Transportation Plans and from any other plans at the County or State level, including ARC data
- Planned and programmed transportation improvements – from ARC, DeKalb County, and GDOT
- Implementation of pertinent previous plans, past and present funding for capital, as well as for maintenance and operations from the MSCID, DeKalb County, ARC, GDOT
- Conduct preliminary environmental screening to determine potential for significant impacts to historical, social and cultural resources/environments or other environmental impacts with the understanding that adjoining uses are industrial in nature
- Conduct desktop surveys to determine potential impacts and the need for avoidance or mitigation as it relates to various resources, MS4 permits, floodplains, wetlands, stream buffers, existence of underground storage tanks, etc.
- Research right-of-way information to determine the number of parcels, driveways, easements, property owners, potential relocations and other impacts and probable estimated cost of construction
- Identify pre-existing utilities that could impact any of the roundabout alternatives
- Perform Intersection Control Evaluation (ICE) utilizing the most recent GDOT Technical Analysis
- Utilize the most recent GDOT Roundabout check list for concept-level alternatives
- Concept level Maintenance of Traffic (MOT) Plan
- Assessment of storm water management treatment (bioswales, bioretention and various other "green" options for storm water runoff) for each roundabout design
- Provide a current and future year AM and PM peak hour traffic simulation using VISSIM or comparable visualization software for a minimum of two (2) identified roundabout alternatives
- Lighting and landscaping to be included in the selected alternative. The center island will include landscaping and a monument structure that is appropriate for the freight industry

- Prepare a “planning-level” air quality analysis. A detailed analysis is not required. At a minimum, the following emission reductions shall be identified: hydrocarbons, PM 2.5 and NOx
- Prepare travel demand modeling and analyses of year 2040 travel conditions. Year 2040 analyses will use ARC’s current travel demand model

Deliverables:

- Existing Conditions Analysis Document

Task 4 – Alternative Analysis and Concept Plan Development

Develop at least three roundabout alternatives based on the existing conditions, technical analysis, and public and stakeholder involvement. Specific tasks include:

- Preliminary layout, typical sections should be provided for each alternative.
- Evaluate the performance of each alternative. Based on the study on current AADT/LOS, the consultant should provide the projected approximately AADT or LOS for the alternatives and provide the evaluation of each alternative. The evaluation shall address safety, health or other community impacts, inter-jurisdictional coordination needs of each alternative.
- Evaluation of relative cost, feasibility, and constructability of alternative alignments and sections in logical phases or segments.
- Evaluate the impact for each alternative on transit, environmental resources, historical properties, utilities, and right-of-way impacts.
- Alternatives shall include solutions to address potential environmental issues, FHWA proven safety countermeasures, and other principals and techniques for freight movement.

Based on the standard and evaluation, the study will identify a preferred concept or combine the alternatives into one optional concept. Justification and decision-making process for selecting the preferred concept shall be included in the study documentation.

Deliverable:

- Prepare minimum of three (3) concept layouts (at 30% design completion); the preferred and alternative layouts. The concept roundabout layouts will be based on the analysis and data gathered, the field demonstration event and input from the freight industry
- A Technical Memorandum which addresses the existing conditions, evaluation matrix that addresses the preferred roundabout design and the two (2) alternatives. This Memorandum will provide narratives for each design and the technical details will be summarized in tables, graphs and maps to the greatest extent practicable rather than including lengthy data tables; including the uses of line drawings depicting existing and proposed conditions.

Task 5 – Final Project Deliverables

The following shall be developed and submitted to ARC in the format indicated below:

- Final Report document - prepare a document summarizing the goals of the project, methodology, public involvement process, existing conditions, technical analysis,

alternatives considered, environmental and ROW assessment, concept layout and typical sections for preferred alignment, and implementation and management plan.

- Detailed cost estimate (engineering, acquisition, utilities, construction, etc.) for the optimal and for the alternative with inflation rate.
- Prepare an Implementation Plan that identifies the logical phases of implementation, potential implementation partners, responsibilities, cost estimates, timeline and potential sources of funding for each phase.

Format:

- Single combined PDF file of the final report document which includes the summary report, concept layout, typical sections and the remaining full documentation as appendices (as described above).
- In addition to the final report, please provide *individual* files of each of the following:
- Preferred and alternative concept plan layout and typical sections (PDF)
- Environmental/historic resource scan memo or survey (PDF)
- Cost Estimate (PDF & Excel)
- One (1) printed final report document and appendices in 8.5"x11" and concept plan and typical sections in 11"x17".
- A USB thumb drive containing electronic files in their original formats with supporting graphics and GIS or other data files (Word, Excel, InDesign, CAD, etc.).

VII. Schedule

The MSCID will expect this Transportation Planning Study to be completed within 12 months upon issuance of a NTP.

EXHIBIT A-1

Budget Estimate *

As part of their RFP submission, project consultant teams should submit a breakdown of proposed dollar amounts to be allocated to each subtask in the format as seen below*.

Task	Description	Personnel Hours	Fee	Total
1	Project Management	_____	_____	_____
2	Stakeholder & Public Engagement	_____	_____	_____
3	Site Investigations, Data Collection, Existing Conditions and Technical Analysis	_____	_____	_____
4	Alternative Analysis and Concept Plan Development	_____	_____	_____
5	Final Project Deliverables	_____	_____	_____

Grand Total: _____

Anticipated Maximum Total Budget for this Project: \$175,000

Direct Expenses (Not Included in Overhead):

* Note: The estimates listed above are preliminary and actual costs by task may vary so long as the total contract value does not increase. Any change to the budget estimates shown above must be requested in writing and approved by the MSCID.

EXHIBIT B

CONFLICT OF INTEREST CERTIFICATION

I, _____, as the legal representative of _____, do certify that this proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that _____ has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that _____ has not in any manner, directly or indirectly sought by agreement, communication or conference with anyone to fix the proposal price, or to secure any advantage against or with the public or private body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that _____ has not, directly or indirectly, submitted his/her price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any corporation, partnership, company, association, organization, or to any member or agent thereof, to effectuate a collusive or sham proposal. If applicable, _____ shall disclose all public and private sector clients, including authorities, which may exist within the CID district boundaries at the time the Contract is executed. In addition, _____ will be required for the duration of the Contract to continue this disclosure throughout the project duration, and if any conflict or potential conflict of interest occurs during the project duration, _____ shall disclose conflict or potential conflict as soon as it is known. No gift, gratuity or monetary contribution has been provided to any MSCID board member or DeKalb County government employee, or the Executive Director of the MSCID to provide Engineering Services on this project from _____ as a corporate entity or employee of _____.

Name: _____

Title: _____

Date: _____

EXHIBIT C

ACCEPTANCE FORM

Proposals are to be emailed to the attention of CID Executive Director Larry Kaiser; Larry@metrosouthcid.org, by no later than 3:00 PM, July 9, 2024. The subject line of the email shall be noted as follows: *MSCID Roundabout Design Options*

Proposals received after that date and time will not be accepted.

In compliance with this Request for Proposal dated June 6, 2024, which includes all requirements, provisions and exhibits attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFP

Cited above and submit this signed technical proposal which includes this completed and signed page and other data as required by the RFP. It is understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations if short-listed and identified to be the highest ranked firm.

NAME AND ADDRESS OF FIRM:

DATE: _____

By: _____
(signature)

(print)
Title: _____

Phone: _____

EIS # : _____

EXHIBIT D
E-VERIFY AFFIDAVITS

METRO SOUTH COMMUNITY IMPROVEMENT DISTRICT
CONSULTANT AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned Consultant verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the CID has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603), in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any sub-consultant(s) in connection with the physical performance of services pursuant to this contract with the CID, Consultant will secure from such Consultant(s) similar verification of compliance with O.C.G.A. 13-10-91 on the sub-consultant Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Consultant further agrees to maintain records of such compliance and provide a copy of each such verification to the CID at the time the sub-consultant(s) is retained to provide the service.

EEV/ Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent

COMPANY

Date

Title of Authorized Office or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____ 20_____

Notary Public

My Commission Expires:

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration

