



# REQUEST FOR PROPOSAL

**RFP 2022-008**

## **Bicycle, Pedestrian, and Trail Plan**

<b>Tuesday, August 02, 2022</b>	Release of ITB
<b>N/A</b>	Pre-Bid Conference
<b>Tuesday, August 9, 2022</b>	<b>Deadline for Questions at 5:00pm</b>
<b>Tuesday, August 16, 2022</b>	Responses to Questions Posted via Bidnet
<b>Tuesday, August 30, 2022</b>	<b>Submission of Bids Due by 2:00pm</b>
<b>Monday, September 26, 2022</b>	Recommendation at Council Meeting
<b>Friday, October 07, 2022</b>	Anticipated Notice to Proceed

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# REQUEST FOR PROPOSAL (RFP)

## Bicycle, Pedestrian, and

## Trail Plan

### Introduction

Sealed Proposals for Purchasing RFP 2022-008 Bicycle, Pedestrian, and Trail Plan (hereinafter referred to as “Request for Proposal” or “proposals”). Procurement will be received by the City of Stonecrest, hereinafter called “City.” Service providers whose qualifications meet the criteria established in the Request for Proposal, at the sole discretion of the City, may be considered for Contract award. The City may, by direct negotiation, finalize terms with the service provider who is selected for award based on proposals. The City reserves the right to reject any or all responses for any reason. Clarification of information may be requested by the city.

The City, at its sole discretion, may short-list firms that are deemed to best meet the City’s requirements, taking into consideration all criteria listed in the RFP. The City may, at its sole discretion, ask for formal presentations from all of the responsive and responsible proposers, or only from those firms that are short-listed, if short-listing is determined to be in the best interest of the City. Negotiations will be conducted and may take place in person or via telephone with the most qualified firm as identified by the City or, if short-listing occurs, with all of the short-listed proposers. Proposers that participate in the negotiations may be given an opportunity to submit their best and final offers. The City of Stonecrest requires pricing to remain firm for the duration of the contract. Failure to hold firm pricing for the duration of the contract will be sufficient cause for the City to declare a proposal non-responsive.

A proposal must be in a sealed envelope which shall be clearly marked Purchasing RFP 2022-008 Bidnet portal.

**Proposals shall be submitted no later than 2:00 pm, August 30, 2022.** Proposals will not be submitted by facsimile or e-mail. Any proposal received after the time and date specified for the opening of the proposals will not be considered but will be returned unopened.

Proposers are expected to be familiar with the proposal documents and to provide the City with any questions regarding the proposal documents by the deadline for questions

to be submitted.

**Questions regarding proposals should be directed to [www.bidnetdirect.com/cityofstonecrest](http://www.bidnetdirect.com/cityofstonecrest) no later than August 9, 2022, at 5:00 pm.**  
Proposals are legal and binding when submitted.

All proposals shall be submitted through online portal.

No Proposal may be withdrawn for a period of ninety (90) days after the time and date scheduled (or subsequently rescheduled) for proposal opening.

The City's staff will review all proposals submitted. After reviewing the proposals, staff may, at its discretion, request formal presentations from one or more of the proposers (at proposer's expense at the City's site) whose proposals appear to best meet the City's requirements.

The proposer awarded the Contract must provide proof of professional liability insurance in the amount of one million dollars (\$1,000,000.00), along with any other required insurance coverage and evidence of business or occupational license, as outlined in the Proposal Documents.

The City reserves the right to waive any informalities or irregularities of proposals, to request clarification or information submitted in any proposal, to request additional information from any proposer, or to reject any or all proposals, and to re-advertise for proposals. The City also reserves the right to extend the date or time scheduled for the opening of proposals.

Award, if made, will be to the responsible and responsive proposer submitting the proposal which is deemed by the City, in the sole discretion, to be the most advantageous to the City, price and other factors being considered.

**To ensure the proper and fair evaluation of proposals, the City highly discourages any communication initiated by a proposer or its agent to a r e p r e s e n t a t i v e o f t h e C i t y evaluating or considering the proposal during the period of time following the issuance of the RFP, the opening of proposals and prior to the time a decision has been made with respect to the Contract award. Persons seeking an award of a city contract may not initiate or continue any verbal or written communications regarding a solicitation with any Official, Employee or other City representative other than an appropriate Purchasing employee of the City between the date of solicitation and the date of the final contract. An appropriate Purchasing employee of the City may initiate communication with a proposer in order to obtain information or clarification needed to develop a proper and accurate evaluation of the proposal. Any communication initiated by proposer during evaluation should be submitted in writing by e-mail to [purchasing@Stonecrestga.gov](mailto:purchasing@Stonecrestga.gov) Unauthorized communication by the proposer shall disqualify the proposer from consideration.**

The Proposer must adhere to a high standard of ethics, as articulated in Subsection A of Section IV of the City of Stonecrest's Financial Management Policies and Purchasing Policy.

## PART ONE – SPECIFICATIONS

### 1.1 BACKGROUND:

Stonecrest, Georgia’s newest city is seeking Professional Services from firms with experience in multimodal transportation planning and engineering for the development of a comprehensive Bicycle, Pedestrian, and Trail Plan. The project focus will be to develop a city-wide plan that provides both a map for future investment as well as a prioritized list of feasible and cost-effective projects.

The successful proposer(s) will have experience with and knowledge of the various technical aspects of the following:

1. Pedestrian facility planning and design;
2. Bicycle facility planning and design;
3. Recreational and transportation trail planning and design;
4. Public involvement techniques and applications;
5. Data analysis, synthesis, and documentation;
6. Policy and ordinance development;
7. Geographic information System (GIS) analysis;
8. Development of cost estimates and funding scenarios; and
9. Current state of the practice as it relates to multimodal system design and development.

The overall goal of developing a Bicycle, Pedestrian, and Trail Plan is to provide a safe, connected, and efficient transportation system for the citizens of Stonecrest. Supporting objectives include:

- Reflecting community and policy-maker input.
- Identifying a technically sound and feasible program of investments.
- Creating a safe system which minimizes modal conflicts.
- Developing an integrated pedestrian and bicycling network that accommodates a wide range of users and abilities from children to seniors.

The Bicycle, Pedestrian, and Trail Plan will further goals and objectives of the

*City of Stonecrest Transportation Master Plan, ARC Bicycle and Pedestrian Plans, GDOT Bicycle Network Planning, existing local trail plans, and any adopted LCI studies under DeKalb County.*

The City of Stonecrest is a city of over 50,000 people located in southeast DeKalb County, Georgia. Incorporated in 2017, the city completed the *Transportation Master Plan in 2020*.

The city is bordered by Rockdale County line on eastside, unincorporated DeKalb County on the westside, Henry County/ South River on the southside and City of Lithonia/Unincorporated DeKalb County on the northside. Interstate 20 runs through the City of Stonecrest in the east-west direction.

Stonecrest is developing programs, policies, and regulatory triggers to advance the development of multimodal infrastructure throughout the City. The City has a capital Sidewalk Program budgeted annually which funds the design and construction of sidewalks. In addition, the Development Ordinance requires construction of sidewalks on property frontages on certain roads through zoning, building and land disturbance permit applications as well as subdivision platting. The Bicycle, Pedestrian, and Trail Plan presents an opportunity to integrate completed investments into a comprehensive system of pedestrian and bicycle facilities as well as developing and refining policies and ordinances that will encourage and promote the development of multimodal and active transportation networks.

## 1.2 SCOPE OF WORK

The City of Stonecrest is seeking proposals for consideration to accomplish the following:

Develop a comprehensive Bicycle, Pedestrian, and Trail Plan that provides a safe, connected, and integrated network of pedestrian, bicycle, and multipurpose trail facilities throughout the city and connect to a regional network.

1. Existing Conditions Inventory, Policies, and Plans Review: The Consultant shall prepare an existing conditions inventory of bicycle, pedestrian, and trail facilities within the City as well as those of neighboring jurisdictions (facilities that connect with city of Stonecrest boundaries) that provide regional connections. The inventory should be compatible with ESRI geodatabase. In addition, the Consultant shall develop base maps of relevant community characteristics including, but not limited to, community origins and destinations, socioeconomic characteristics and previously identified projects, including those from *the City of Stonecrest Comprehensive Plan 2038 (2019)*, *DeKalb County Parks & Recreation Strategic Plan (2000)*, *Stonecrest Livable Center Initiative (LCI) Plan (2013)*, *DeKalb County 2035 Comprehensive Plan (2017)*, *Stonecrest Area Overlay District (2020)*,

*DeKalb County 2014 Transportation Plan (2014), DeKalb County Transit Master Plan (2019) Atlanta Regional Commission's Regional Transportation Plan (2016) City of Stonecrest Transportation Master Plan (September 2020), City of Stonecrest Parks & Recreation Master Plan (October 2020),* City's Zoning Ordinance, future land use maps, Development Regulations and relevant City policies to gain an understanding of existing regulatory conditions. City of Stonecrest is in the process of securing a consultant to perform Freight Cluster Study for the area north of I-20. City, in collaboration with DeKalb County, started a Study for Panola Road improvements.

2. System Appraisal and Evaluation. The Consultant shall develop a technically sound appraisal and evaluation approach, based on the current state of the practice, for determining existing and future needs for pedestrian, bicycle, and trail development. Evaluation techniques may include travel demand, gap analysis, and non-motorized travel level of service as well as a safety or crash assessment. The Consultant shall assess the existing city street network to determine suitability, safety, and feasibility for the addition of pedestrian, bicycle, or trail facilities. The Consultant should consider the League of American Bicyclists Bicycle Friendly Community and Safe Routes to School evaluation factors in its assessment. The evaluation should give priority to providing viable connections to the Turner Hill Road, Mall Parkway, existing and proposed transit stations and routes, schools, parks, and other community destinations. The evaluation shall include a screening of suitability for providing mid-block crossing(s) on all arterial and collector roads. Both the transportation and recreational aspects of non-motorized travel should be evaluated.
3. Bicycle, Pedestrian, and Trail Network Development. The Consultant shall develop a comprehensive and integrated network of pedestrian, bicycle, and trail facilities. The system should include on-road and off-road connections that can serve transportation and recreational uses as well as mid-block crossing improvements. The facility network should identify shared-use and independent modal facilities and consider a variety of user abilities and ages, including supporting the goals of the Safe Routes to School program and Lifelong Communities. The Consultant shall develop a Sidewalk Master Plan for the city. The Bicycle, Pedestrian and Trail network shall consider public sensitivity and privacy when identifying the locations. Possibility of obtaining additional rights-of-way on residential properties also must be considered when developing the network.
4. Public Involvement and Outreach. The Consultant shall develop a broad and representative public involvement program that reflects the Atlanta Regional Commission (ARC) Community Engagement Plan principals and is inclusive of populations typically underrepresented in the transportation planning process, including Environmental Justice communities. Elements of the



public involvement plan shall include:

- a. Two public information Open house (PIOH) meetings to gather public input and priority on the Bicycle, Pedestrian & Trail Network developed in Task # 3. Meeting locations to be identified later.
- b. One presentation to gather input from Transportation Advisory Committee
- c. One presentation to gather input from SPLOST Advisory Committee
- d. One presentation to gather input from City Council. This presentation shall include the summary of previous meeting findings.

These meetings/stakeholder interviews/outreach plans shall be coordinated with the City's Communication department, Web 2.0 techniques, and other outreach tools as identified by the Consultant to support community input and development of the Plan. Consultant shall be responsible for development of outreach materials and presentations, meeting notes, and concise public input summaries.

5. Recommendations and Implementation Plan. The Consultant shall develop Pedestrian, Bicycle, and Trail Plan network map(s) to identify a long-range vision and policy for an integrated, comprehensive, safe, and feasible non-motorized transportation system that complements the existing transportation network of streets, sidewalks, and trails. The bicycle network should specifically identify facility type, i.e., bicycle lane, cycle track, path, or shared lanes. The Consultant shall identify recommendations for complementary facilities to include parking, crossings, benches, and other amenities to support walking and bicycling. The Consultant shall develop a ten-year implementation program split into two five-year ranges of specific projects for short and mid-range implementation. Projects shall be defined consistent with the requirements of the Georgia Department of Transportation (GDOT) Plan Development Process (PDP) to include need and purpose, logical termini, and planning-level cost estimate. Program recommendations should include the following: project descriptions, scaled, concept-level drawings, estimated costs to include design, construction, right of way acquisition, and utilities relocation, and a suggested scoring methodology to aid decision-makers in formulating budgets to implement plan recommendations. The Consultant shall identify and document potential funding options through local, state, federal, and non-governmental organization programs, and public-private partnership opportunities. The Consultant shall prepare recommendations for modification to policies, zoning, and development regulations to facilitate Plan implementation. Consultant shall provide projected cost estimates based on the implementation year for each project.

Recommendation shall also identify any major sidewalk and trail projects that the City could undertake the engineering design using the SPLOST funding so that

those projects become shovel ready for either Federal/state funding or future SPLOST.

### 1.3 DELIVERABLES

The primary deliverable is a Bicycle, Pedestrian, and Trail Plan. Elements of this plan shall include but is not limited to:

- Maps, charts, and narrative to support Tasks 1 through 3
- Bicycle, Pedestrian & Trail Master Plan (Report to be adopted by the city Council)
- City of Stonecrest Sidewalk Master Plan map (electronic copy in a presentable format)
- City of Stonecrest Trail Master Plan map (electronic copy in a presentable format)
- Public Involvement and Public Outreach Materials
- Cost Estimates based on the recommended implementation year, including right-of-way acquisition cost.
- Recommended sidewalk standard
- Recommended Bicycle Lane standard
- Recommended Trail and Amenity standard, bench, trash cans, bike racks, pet waste stations, signage for wayfinding, Mile markers, Trailhead, Kiosk, regulatory,
- Recommendations and Implementation Plan (Suitable for webhosting)
  - Executive Summary
  - Report and Supporting Technical Appendices
  - Pedestrian, Bicycle, and Trail Plan Network Map(s)
  - Ten-year Implementation Program
  - Up to 10 Scaled, Concept-Level Drawings Illustrating Recommended Projects
  - Funding Options
  - Policy and Development Implementation Strategies
  - Project Website
- A Final presentation to the City Council.

Ten (10) bound copies of the final Plan to the City as well as an electronic copy suitable. All documentation shall be compatible with MS Office products. All concept drawings shall be compatible with Microstation or AutoCAD. All GIS files shall be in ESRI format (Version 10.0 or below, file geodatabase), projected to NAD83 Georgia State Plane Coordinate System West Zone (feet).

## **PART TWO – PROPOSAL CONTENTS**

To aid in thorough and consistent review, the proposal shall be organized and numbered to correspond to Section I through Section VI, with particular emphasis given to Section II:

**SECTION I: COVER LETTER** - Each proposal shall include a cover letter with the Proposer's address, telephone number, e-mail address. The cover letter should be signed by the Proposer or an authorized representative of the Proposer.

**SECTION II: PROJECT APPROACH AND UNDERSTANDING** – Firms shall demonstrate an understanding of the project objectives. The firm must also demonstrate an understanding of the City's goals, the project issues, and challenges and how they may affect project delivery.

**SECTION III: PROJECT EXPERIENCE AND REFERENCES-** Please provide a description of a minimum of three (3) projects completed in the past five (5) years that involve requirements similar to the requirements specified in the Scope of Work for this project. For each of the representative projects, provide a client contact. Proposers failing to provide a contact for each project will be deemed non-responsive.

**SECTION IV: PROJECT TEAM** - Each proposer shall provide an organization chart of the project team and resumes of the key personnel.

**SECTION V: PROJECT SCHEDULE** - Each proposer shall submit a proposed project schedule.

**SECTION VI: REQUIRED FORMS** - Each proposer shall submit the following completed and executed forms:

- Proposal Form
- E-Verify Form

**Proposals shall be limited to twenty-five (25) single sided 8 ½” x 11” (One 11” x 17” Organizational Chart or Schedule will be allowed as part of the 25 pages). Required forms will not be counted as part of the page limit.**

## **PART THREE- EVALUATION OF QUALIFICATIONS**

Based on the proposals submitted in response to this RFP, the Selection Committee will identify the most qualified firm. The Committee will evaluate all submittals deemed responsive and each evaluator will assign

points using the criteria identified as follows:

- Project Approach and Understanding (40%)
- Project Experience and References (25%)
- Project Team (25%)
- Project Schedule (10%)

The points assigned to each criterion will be totaled for each evaluator and a rank will be determined. The firm(s) with the highest rankings determined by using the sum of scores will be determined to be the most qualified firm(s).

After reviewing the qualifications, staff may, at its discretion, invite to interview (at proposer's expense at the City's site) one or more of the top ranked firms. Interview responses along with the written proposal, will become part of proposer's submission to be evaluated pursuant to the evaluation criteria.

\* \* \* \* \* END OF SPECIFICATIONS \*  
\* \* \* \* \*

**PROPOSAL FORM CITY OF STONECREST**

**RFP 2022-008 BICYCLE, PEDESTRIAN, AND TRAIL PLAN**

The undersigned, as Proposer, hereby declares that this Proposal is in all respects fair and submitted in good faith without collusion or fraud. Proposer represents and warrants to the City that: (i) except as may be disclosed in writing to the City with its Proposal, no officer, employee or agent of the City has any interest, either directly or indirectly, in the business of the Proposer, and that no such person shall have any such interest at any time during the term of the Contract should it be awarded the Contract; and (ii) no gift, gratuity, promise, favor or anything else of value has been given or will be given to any employee or official of the City in connection with the submission of this Proposal or the City's evaluation or consideration thereof.

The Proposer further represents that it has examined or investigated the site conditions if necessary, and informed itself fully in regard to all conditions pertaining to the place where the work is to be done; that it has examined the Contract Documents and has read all Addendum(s) furnished by the City prior to the opening of the Proposals, as acknowledged below, and that it has otherwise fully informed itself regarding the nature, extent, scope and details of the services to be furnished under the Contract.

The Proposer agrees, if this Proposal is accepted, to negotiate in good faith with the City in order to enter into the Contract (properly completed in accordance with said Proposal Documents), and the Contract Documents for RFP 2022-008 Bicycle, Pedestrian and Trail Plan, at the City of Stonecrest, and to furnish the prescribed evidence of a valid business license, insurance, and all other documents required by these Contract Documents. The Proposer further agrees to commence work and to perform the work specified herein within the time limits set forth in the Contract Documents, which time limits Proposer acknowledges are reasonable.

The undersigned further agrees that, in the case of failure or refusal on its part to execute the said contract, provide evidence of specified insurance, a copy of a valid business or occupational license and all other documents required by these Contract Documents within ten (10) business days after being provided with Notice of Intent to Award the contract (or such earlier time as may be stated elsewhere in these Proposal Documents), the Proposal award may be offered by the City to the next ranked Proposer, or the city may re-advertise for Proposals, and in either case the City shall have the right to recover from the Proposer the City's costs and damages including, without limitation, attorney's fees, to the same extent that the City could recover its costs and expenses from the Proposer under section 10 of the Instructions to Proposers if the Proposer withdrew or attempted to withdraw its Proposal.

The Proposer further agrees, if it fails to complete the work according to the Specification within the scheduled time or any authorized extension thereof, that damages may be deducted from the Contract price otherwise payable to the Proposer.

The Proposer agrees to abide with the City of Stonecrest's Financial Management Policies and Purchasing Policy.

Acknowledgement is hereby made of the following Addendum(s) received since issuance of the Contract Documents (identified by number)

Addendum No. Date

Addendum No. Date

Addendum No. Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

It shall be the responsibility of each Proposer to visit the City Purchasing Department's website to determine if addendum(s) were issued and, if so, to obtain such addendum(s). Failure to acknowledge an addendum above shall not relieve the Proposer from its obligation to comply with the provisions of the addendum(s) not acknowledged above.

The City of Stonecrest requires pricing to remain firm for the duration of the initial term of the contract. Failure to hold firm pricing for the initial term of the contract will be sufficient cause for the City to declare bid non-responsive.

Termination for Cause: The City may terminate this agreement for cause upon ten days prior written notice to the Consultant of the Consultant’s default in the performance of any term of this agreement. Such termination shall be without prejudice to any of the City’s rights or remedies by law.

Termination for Convenience: The City may terminate this agreement for its convenience at any time upon 30 days written notice to the Consultant. In the event of the City’s termination of this agreement for convenience, the Consultant will be paid for those services actually performed. Partially completed performance of the agreement will be compensated based upon a signed statement of completion to be submitted by the Consultant, which shall itemize each element of performance.

Termination for fund appropriation: The City may unilaterally terminate this Agreement due to a lack of funding at any time by written notice to the Consultant. In the event of the City's termination of this Agreement for fund appropriation, the Consultant will be paid for those services actually performed. Partially completed performance of the Agreement will be compensated based upon a signed statement of completion to be submitted by the Service Provider which shall itemize each element of performance.

The contractor agrees to provide all work to complete the project described in this document for the amount listed below.

Legal Business Name \_\_\_\_\_

Federal Tax ID \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Does your company currently have a location within the City of Stonecrest? Yes \_\_\_\_\_ No \_\_\_\_\_

Representative Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_



RFP 2022-008  
Bicycle, Pedestrian and Trail Plan  
Cost Proposal

NO	DESCRIPTION	COST
1	Task 1 – Existing condition inventory, Policies and Plans Review	\$
2	Task 2 – System Appraisal an Evaluation	\$
3	Task 3 – Bicycle, Pedestrian and Trail Network Development	\$
4	Task 4 – Public Involvement and Outreach	\$
5	Task 5 - Recommendation and Implementation Plan	\$

Cost proposal shall be submitted separately from the proposal.