

*Flowery Branch*

## City of Flowery Branch, Georgia

### REQUEST FOR QUALIFICATIONS

### Mitchell Street Streetscape Project - Conceptual Master Planning and Schematic Design Services

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**Issue Date:** Friday, July 29, 2016

**Issued By:** City of Flowery Branch  
Office of City Clerk  
P.O. Box 757  
Flowery Branch, GA 30542

Melissa McCain, City Clerk – 770-967-6371 – [melissa@flowerybranchga.org](mailto:melissa@flowerybranchga.org)

**Last Day to Register:** Friday, August 12, 2016 by 4:00 PM

**Deadline for Questions:** Wednesday August 17, 2016 at 4:00 PM

**Proposals Due and Bid Opening:** Wednesday, August 24, 2016 by 4:00 PM

**Bid Award Date:** September 1, 2016\*

\*Bid Award Date is subject to change.

## **REQUEST FOR QUALIFICATIONS**

Mitchell Street Streetscape Project  
Flowery Branch, Georgia

### **Conceptual Master Planning and Schematic Design Services**

#### **1-1 Introduction**

The City of Flowery Branch is soliciting qualifications from experienced firms to prepare Conceptual Master Planning and Schematic Design Services for Mitchell Street Streetscape Project located in the City of Flowery Branch, Georgia. The Mitchell Street Streetscape project is an important transportation initiative for the City. The conceptual development shall evaluate the location of sidewalk(s), landscape and storm water improvements beginning at Lights Ferry Road roundabout and concluding at the Lake Lanier City Park entrance.

A project sketch and description are provided in **Attachment 1**. The project will consist of preparing the necessary survey, conceptual, schematic plans, and preliminary estimate of construction cost for the Mitchell Street Streetscape project.

The funding for this project is provided through a grant of \$40,000 from the Gainesville-Hall Metropolitan Planning Organization and \$10,000 in Local Matching funds. The City of Flowery Branch has a maximum \$50,000 budget for this initial project.

The consultant selected will be required to present their final recommendations to the City Council for consideration.

#### **1-2 Definitions**

- City Project Manager – For the purpose of this Request for Qualifications, “City Project Manager” shall mean City Manager
- Consultant - For the purpose of this Request for Qualifications, “Consultant” shall mean the Survey, planning, and engineering firm.
- City - For the purposes of this Request for Qualifications, “City” shall mean the City of Flowery Branch, Georgia, personnel or designated representatives, including the Project Manager.

#### **1-3 Scope of Services**

The general scope of services shall include; detailed survey data collection, conceptual and schematic designs documentation; and preparation of a conceptual cost estimate for the proposed improvements. These improvements include those listed in the attached Project Description (Attachment 1). The scope of services will include:

- Preparation of detail survey of the project limits, including right of way limits to allow for the City to have a better understanding of the ROW and Easement needs to implement the project. This survey shall include locating all utilities, existing topography and pavement elevations, drainage conveyance systems, and or physical elements within or adjacent to the ROW that could be impacted by the development of the Mitchell Street Streetscape project.

- Preparation of Conceptual Master Plan and Schematic Plans including storm water and drainage assessment.
- Preparation of Preliminary Estimate of Construction Costs
- Recommendations for next steps

**1-4 Proposal Items:**

- a. Identification of prime firm and/or any sub consultants planned and numbers of years in business
- b. Project Approach
- c. Organization Chart
- d. Names and resumes of key staff members who will work on the project with an indication of the past relevant experience
- e. Examples/project descriptions for at least three (3), and no more than five (5), recently completed or current similar projects
- f. A list of client references (3 min.) for similar facilities; Provide names of contact persons, email address and phone numbers
- g. Certification of Georgia DOT prequalification in area classes (3.03, 3.08, 3.13, 5.01, and 5.02) for the firm or team.

The City is seeking concise responses and is not seeking voluminous proposals. For this reason, proposals shall have a page limit of 15 single-sided pages. Proposal covers, cover letter, dividers/tabs (if any), and GDOT prequalification sheet(s) will not be counted towards the page limit.

Three (3) copies of the proposal should be delivered to the City of Flowery Branch City Clerk's office by 4:00 PM on August 24, 2016 to the following address:

**Project Manager c/o City Clerk:**

Ms. Melissa McCain, City Clerk, [melissa@flowerybranchga.org](mailto:melissa@flowerybranchga.org)  
 City of Flowery Branch  
 5517 Main Street P.O. Box 757  
[www.flowerybranchga.org](http://www.flowerybranchga.org) Office 770-967-6371 ext. 14/fax 770-967-6357

**Questions and Clarifications:**

No pre-proposal meeting will be held. Questions regarding this proposal shall be addressed to Melissa McCain at the email address listed above. The deadline for questions is 4:00 pm on Wednesday, August 17, 2016. Responses to questions received prior to the question deadline will be posted on the City's website no later than close of business Thursday, August, 18, 2016. It will be the respondent's responsibility to check the City's website for question answers and/or any issued addendums.

**Acceptance of Proposals:**

The City reserves and holds the following rights and options:

1. To reject any or all firms;
2. To re-advertise if deemed necessary;
3. To interview candidates prior to making a selection;

4. To issue subsequent Requests for Qualifications;
5. To not negotiate or contract for the services;
6. To approve, disapprove, or cancel all work to be undertaken; and,
7. To designate another public body, agency, group, or authority to act in its behalf for the contract negotiations.

### **Contract Negotiations:**

The procurement of the consultant services described herein will be conducted through a three-step process for selecting professional services.

The steps are defined below:

**Step 1:** All technical requirements, unless otherwise specified, must be met by the offeror or the proponent will be disqualified as being non-responsive. Responses that are deemed to be incomplete as to substance and content may be returned without consideration. Offerors who are not accepted will be promptly notified that they are no longer being considered and the reasons therefore.

**Step 2:** Responders will be reviewed and offerors will be ranked based on the evaluation criteria in 1-5, below.

**Step 3:** Negotiations will commence with the firm selected based on the highest ranked proposal. If the City is unsuccessful in reaching agreement with the selected firm, negotiations shall continue with the other proposers until an agreement is reached or the negotiations are suspended.

### **Schedule:**

Design services for the project are to be completed by December 16, 2016.

### **1-5 Criteria for Selection**

The following criteria, as a minimum, will be used to evaluate qualifications:

1. Nature and quality of current and of previously-completed related work;
2. Consultant understanding of the project;
3. Qualifications of personnel;
4. Commitment to complete work on a timely basis;
5. Comments from client references;
6. History of satisfactory performance of services for Flowery Branch;
7. Staff resources located in Atlanta area;
8. Intangible factors;

**Equal opportunity:** The City is an equal opportunity employer and will select a consultant without regard to disability, race, sex, religion, or national origin.

## **Attachment #1**

### **PROJECT DESCRIPTION, PROJECT SKETCH AND PROJECT LIMITS**

The firm will provide the following design services:

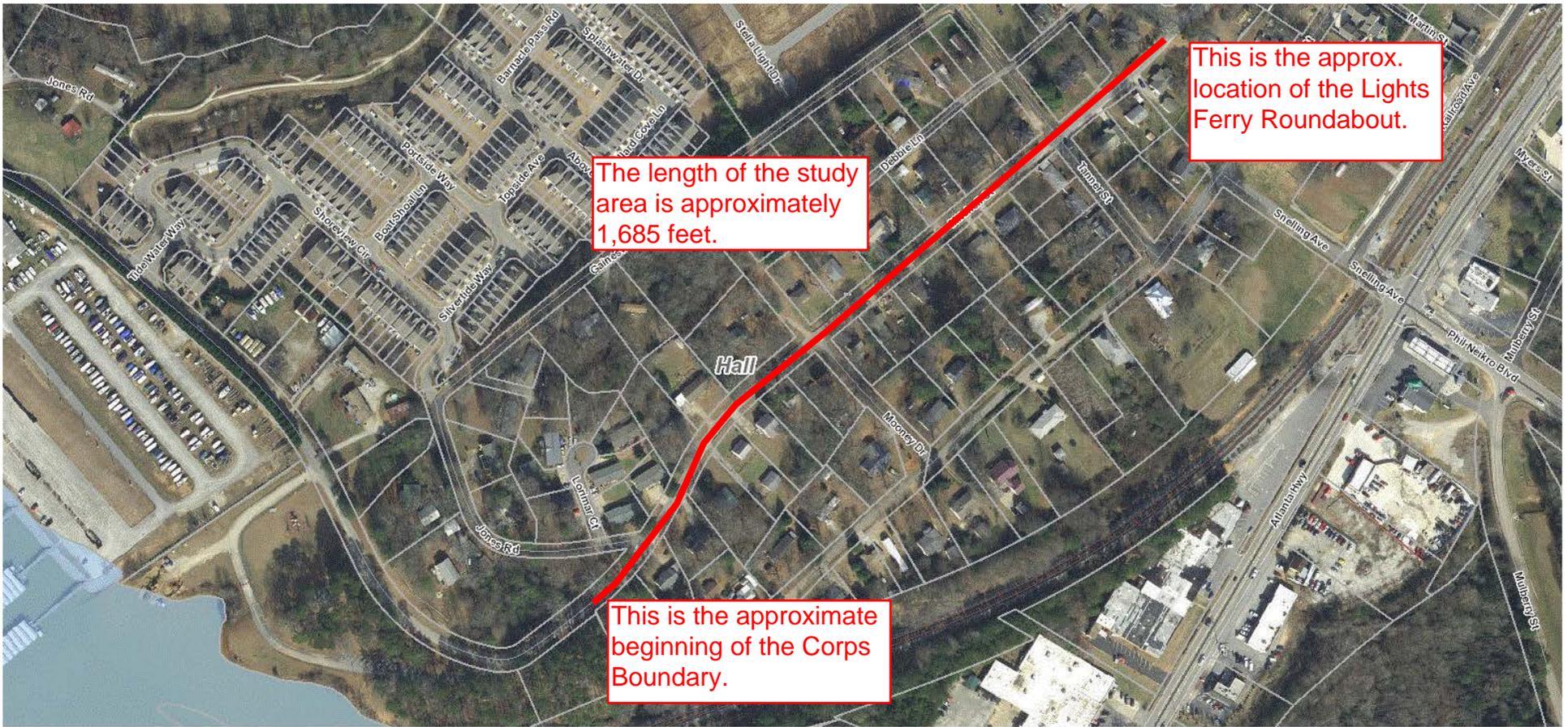
Perform consultant services for the Conceptual Master Planning and Schematic Design Services for the Mitchell Street Streetscape project. The project consists of pedestrian and bicycle improvements, sidewalk, signage, storm drainage, curbing, paving, lighting, and landscape enhancements.

The design activities shall be accomplished in accordance with all pertinent standards and guidelines, including the Georgia Department of Transportation's "Standard Specifications for the Construction of Transportation Systems", 2013 Edition; AASHTO standards for bicycle facilities and with the American Society of Landscape Architect standards and guidelines as may be applicable to the project.



MITCHELL STREET BETWEEN SNELLING/LIGHTS FERRY AND LAKE LANIER - 60' R.O.W.

**CONCEPTUAL SKETCH** from the City of Flowery Branch Old Town Redevelopment Plan, January 2, 2014



This is the approx. location of the Lights Ferry Roundabout.

The length of the study area is approximately 1,685 feet.

This is the approximate beginning of the Corps Boundary.

**APPROXIMATE PROJECT LIMITS FOR MITCHELL STREET IMPROVEMENTS.**