

Fayette
COUNTY

"WHERE QUALITY
IS A LIFESTYLE"

PURCHASING DEPARTMENT
140 STONEWALL AVENUE WEST, STE 204
FAYETTEVILLE, GEORGIA 30214
PHONE: 770-305-5420
www.fayettecountyga.gov

March 21, 2017

Subject: Request for Proposals #1282-P: 2017 Comprehensive Transportation & Master Path Plans

Gentlemen/Ladies:

Fayette County, Georgia is seeking proposals from Georgia Department of Transportation (GDOT) pre-qualified Consultants for a Federally Funded Project to prepare a Comprehensive Transportation Plan (CTP) and Master Path Plan. You are invited to submit a proposal in accordance with the specifications and information contained herein. All required information should be included with your proposal.

Federal financial participation is provided through the Federal Highway Administration's Surface Transportation Program.

All questions and inquiries concerning this request for proposals or the specifications shall be addressed in writing no later than 10:00am, Thursday, April 6, 2017, Attention to: Trina Barwicks, Contract Administrator of Purchasing, email to: tbarwicks@fayettecountyga.gov or fax to (770) 719-5515, Monday through Friday excluding holidays from 8:00am to 5:00pm. The telephone number is (770) 305-5420. Any deviations from this procedure for questions or information pertaining to this request for proposal may result in your proposal being rejected.

All prices shall be F.O.B. Destination, Fayette County. Be sure to include the **proposal number** and **reference** along with your company's name and address on the **sealed** envelope in which the proposal is returned.

PROPOSAL MUST BE SUBMITTED TO:
FAYETTE COUNTY PURCHASING DEPARTMENT
140 STONEWALL AVENUE WEST, SUITE 204
FAYETTEVILLE, GEORGIA 30214
PROPOSAL #1282-P
REFERENCE: 2017 COMPREHENSIVE TRANSPORTATION & MASTER PATH PLANS

Proposals will be received at the above address until 3:00pm, Wednesday, April 12, 2017 in the Purchasing Department, Suite 204. Proposals will be opened at approximately 3:00pm, April 12, 2017 and the names of the companies that responded will be read. Proposals must be signed to be considered. Late proposals will not be considered. Faxed/Emailed proposals will not be considered.

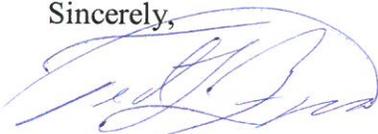
If this request for proposal is downloaded from our web site, it is the responsibility of the individual or company that downloads this request for proposal to continue to check the Fayette County web site for any addenda that might come out for this request for proposal and are posted on the Fayette County web site. Fayette County shall not be responsible for any information that any individual or company fails to get in an addendum that is posted on the Fayette County web site but is not downloaded. However, if the Fayette County Purchasing Department mails the request for proposal to a company or individual, we will keep a record of who we mailed that request for proposal to and all addenda for that request for proposal will also be mailed to those companies or individuals.

Note: The name of the companies that respond to this request for proposals will be posted on the Fayette County website within 3 business days after the proposal opening.

There is no set time for an award to be made, as the proposals have to be evaluated. If an award is not made within 60 days of the proposal opening, an update will be posted on the Fayette County website.

If this proposal is awarded; once everything has been received by the successful company and the award is completed, that information will be posted on the Fayette County website. Please keep this procedure in mind.

Sincerely,



Ted L. Burgess
Director of Purchasing

TLB/tcb

Attachment

TERMS AND CONDITIONS
CONTRACT #1282-P: 2017 COMPREHENSIVE TRANSPORTATION & MASTER PATH PLANS

1. **Definitions:** The term "contractor" as used herein and elsewhere in these Terms and Conditions shall be used synonymously with the terms "consultant" or "successful offeror." The term "county" shall mean Fayette County, Georgia.
2. **Preparation of Offers:** It shall be the responsibility of the offeror to examine specifications, scope of work, schedule and all instructions that are part of this request for proposal. Failure to observe any of the instructions or conditions in this request for proposal may result in rejection of the offer.

All of the specifications and information contained in this request for proposal, unless specifically excepted in writing by the offeror and such exceptions being included with the offer, will form the basis of the contract between the successful offeror and the county. The offeror should take care to answer all questions and provide all requested information.

3. **Submission of Offers:** Offerors must submit their proposal, along with any amendments issued by the county, in a sealed opaque envelope with the following information written on the outside of the envelope:
 - a. The offeror's company name,
 - b. The Request For Proposals (RFP) number, which is **1282-P**, and
 - c. The "reference" which is **2017 Comprehensive Transportation & Master Path Plans**

Price schedules shall be placed in an additional sealed opaque sealed envelope, identified as the price schedule, and enclosed in the sealed envelope with the proposal.

Mail or deliver one (1) unbound original proposal (paperclip or binder clip acceptable, no staples), signed in ink by a company official authorized to make a legal and binding offer, two (2) paper copies, and a copy on a flash drive to:

Fayette County Government
Purchasing Department
140 Stonewall Avenue West, Suite 204
Fayetteville, GA 30214

Attention: Contracts Administrator

4. **Timely Receipt:** Offers not received by the time and date of the scheduled proposal opening will not be considered, unless the delay is a result of action or inaction of the county.
5. **Open Offer:** The offer, once submitted and opened, shall remain open for acceptance for a period of at least ninety days from the date of the opening unless this time-frame is specifically excepted to in your offer.
6. **Corrections or Withdrawals:** The offeror may correct a mistake, or withdraw a proposal before the proposal opening date by sending written notification to the Director of Purchasing. Proposals may be withdrawn after the opening only with written authorization from the Director of Purchasing.

The county reserves the right to waive any defect or irregularity in any proposal received.

In case of discrepancy between the unit price and the extended or total price, the unit price shall prevail.

7. **Trade Secrets – Confidentiality:** If any person or entity submits a bid or proposal that contains trade secrets, an affidavit shall be included with the bid or proposal. The affidavit shall declare the specific included information which constitutes trade secrets. Any trade secrets must be either (1) placed in a separate envelope, clearly identified and marked as such, or (2) at a minimum, marked in the affidavit or an attached document explaining exactly where such information is, and otherwise marked, highlighted, or made plainly visible. See Georgia law at O.C.G.A. § 50-18-72 (A)(34).
8. **Site Conditions:** Offerors are urged to visit the site to familiarize themselves with site conditions. Upon submission of an offer, it is understood that the offeror is acknowledging his acceptance of all site conditions.
9. **References:** Offerors shall submit with proposals a list of three (3) jobs the offeror has done that are of the same or similar nature to the work described herein. For each job listed include a brief description of the work, a contact person, mailing address, valid telephone number and the date job was completed.
10. **Ethics – Disclosure of Relationships:** Before a proposed contract in excess of \$10,000.00 is recommended for award to the Board of Commissioners or the County Administrator, or before the County renews, extends, or otherwise modifies a contract after it has been awarded, the contractor must disclose certain relationships with any County Commissioner or County Official, or their spouse, mother, father, grandparent, brother, sister, son or daughter related by blood, adoption, or marriage (including in-laws). A relationship that must be reported exists if any of these individuals is a director, officer, partner, or employee, or has a substantial financial interest in the business, as described in Fayette County Ordinance Chapter 2, Article IV, Division 3 (Code of Ethics).

If such relationship exists between your company and any individual mentioned above, relevant information must be presented in the form of a written letter to the Director of Purchasing. You must include the letter with any bid, proposal, or price quote you submit to the Purchasing Department.

In the event that a contractor fails to comply with this requirement, the County will take action as appropriate to the situation, which may include actions up to and including rejection of the bid or offer, cancellation of the contract in question, or debarment or suspension from award of a County contract for a period of up to three years.

11. **Evaluation of Offers:** The evaluation of offers and the determination as to acceptability of services offered shall be the responsibility of the county. Accordingly, to insure that sufficient information is available, the offeror may be required to submit literature, samples, or other information prior to award. The county reserves the right to obtain clarification or additional information from any firm regarding its proposal. The county reserves the right to select a responsive, responsible firm on the basis of best value that is deemed to be most advantageous to the owners. The county further reserves the right to reject any proposal, or all proposals, and to re-release the request for proposals.
12. **Non-Collusion:** By responding to this request for proposals, the offeror shall be deemed to have represented and warranted that the proposal is not made in connection with any other offeror submitting a separate response to this request for proposals, and is in all respects fair and without collusion or fraud.
13. **Ability To Perform:** The offeror may be required, upon request, to provide to the satisfaction of the county that he/she has the skill, experience and the necessary facilities, as well as sufficient financial and human resources, to perform the contract in a satisfactory manner and within the required time. If the available evidence is not satisfactory to the county, the county may reject the offer.

14. **Notice to Proceed:** The County shall not be liable for payment of any work done or any costs incurred by any offeror prior to the county issuing a written notice to proceed.
15. **Unavailability of Funds:** This contract will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the county under the contract.
16. **Severability:** The invalidity of one or more of the phrases, sentences, clauses or sections contained in the contract shall not affect the validity of the remaining portion of the contract. If any provision of the contract is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision to the extent that the provision is unenforceable. In such case, the contract shall be deemed amended to the extent necessary to make it enforceable while preserving its intent.
17. **Patent Indemnity:** The contractor guarantees to save the county, its agents, officers, or employees harmless from liability of any kind for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, for which the contractor is not the patentee, assignee or licensee.
18. **Indemnification:** The contractor shall defend, indemnify and save the county and all its officers, agents and employees harmless from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful offeror, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. The contractor shall pay any judgment with cost which may be obtained against the county growing out of such injury or damages.
19. **Non-Assignment:** Assignment of any contract resulting from this request for proposal will not be authorized.
20. **Insurance:** The contractor shall procure and maintain the following insurance, to be in effect throughout the term of the contract, in at least the amounts and limits set forth as follows:
 - **General Liability Insurance:** \$1,000,000 combined single limit per occurrence, including bodily and personal injury, destruction of property, and contractual liability.
 - **Automobile Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and property damage liability.
 - **Worker's Compensation:** Workers Compensation as required by Georgia statute.
 - **Professional Liability (Errors and Omissions) Insurance:** \$2,000,000 limit per claim and aggregate.

Before a contract is executed with the successful offeror, the successful offeror shall provide Certificates of Insurance for all required coverage. The successful offeror can provide the Certificate of Insurance after award of the contract, but must be provided prior to execution of the contract document by both parties. Certificates shall list an additional insured as follows:

Fayette County, Georgia
140 Stonewall Avenue West
Fayetteville, GA 30214

21. **Termination for Cause:** The county may terminate the contract for cause by sending written notice to the contractor of the contractor's default in the performance of any term of this agreement. Termination shall be without prejudice to any of the county's rights or remedies by law.
22. **Termination for Convenience:** The county may terminate the contract for its convenience at any time with 10 days' written notice to the contractor. In the event of termination for convenience, the county will pay the contractor for services performed. The county will compensate partially completed performance based upon a signed statement of completion submitted by the contractor, which shall itemize each element of performance completed.
23. **Force Majeure:** Neither party shall be deemed to be in breach of the contract to the extent that performance of its obligations is delayed, restricted, or prevented by reason of any act of God, natural disaster, act of government, or any other act or condition beyond the reasonable control of the party in question.
24. **Governing Law:** This agreement shall be governed in accordance with the laws of the State of Georgia. The parties agree to submit to the jurisdiction in Georgia, and further agree that any cause of action arising under this agreement shall be required to be brought in the appropriate venue in Fayette County, Georgia.
25. **Access to Records:** The contractor will allow access by the grantee, the subgrantee, the Federal Highway Administration, the U.S. Department of Transportation's Inspector General, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the consultant which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
26. **Records Retention:** The contractor shall retain all records pertaining to the contract for three years after the county makes final payments to the contractor, and all other pending matters are closed.
27. **Debarment and Suspension:** By submitting a signed proposal, the contractor certifies that it is not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.
28. **Anti-Lobbying Amendment:** In accordance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), the contractor must certify on the enclosed form that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures shall be forwarded from tier to tier up to the non-Federal award.
29. **Small & Minority Businesses and Women's Business Enterprises:** The Contractor agrees to abide by all relevant requirements found in the Code of Federal Regulations at 2 CFR 200.321 titled "Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms." The requirements are as follows:
 - a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - b. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

- d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
 - e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.
30. **Clean Air Act and the Federal Water Pollution Control Act:** The contractor shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, Environmental Protection Agency regulations (40 CFR part 15), and mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat.871).
31. **Breach of Contract:** In the event that the contractor or a subcontractor should violate or breach contract terms or conditions, upon discovery of such violation or breach the county will notify the contractor in writing. The contractor or subcontractor shall be entitled to cure the breach within ten (10) days and provide evidence of such cure. If the contractor fails to cure the violation or breach within the ten-day time, the county shall be entitled to all available remedies, including termination of the contract, or the requirement that a subcontractor be dismissed from performing work under the contract. The county shall be entitled to any and all damages permissible by law.
32. The contractor, or any subcontractor, shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.
33. By submitting a proposal in response to this RFP, the Consultant assures compliance with any applicable Title VI, Disadvantaged Business Enterprise, or prompt pay requirements as established in Title 23, Title 49, or other portions of the Code of Federal Regulations, or by other Federal or State laws, rules, and regulations.

**Fayette County, Georgia
Checklist of Required Documents**

*(Be Sure to Return This Checklist with your proposal and
the Required Documents in the order listed below)*

RFP #1282-P: 2017 COMPREHENSIVE TRANSPORTATION & MASTER PATH PLANS

- Company information – on the form provided _____
- Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) _____
- Anti-Lobby Certificate _____
- Completed Proposal _____
- List of exceptions, if any – on the form provided _____
- References – on the form provided _____
- Signed addenda to the RFP, if any _____

COMPANY NAME: _____

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Fayette County, Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

**#1282-P: 2017 COMPREHENSIVE
TRANSPORTATION & MASTER PATH PLANS**

Name of Project

FAYETTE COUNTY, GEORGIA

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 2017 in (city) _____, (state) _____

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 2017.

NOTARY PUBLIC

My Commission Expires:

ANTI-LOBBYING CERTIFICATION

Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned _____ certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, _____ certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

Fayette County Department of Public Works
Request for Proposals #1282-P:
#2017 COMPREHENSIVE TRANSPORTATION & MASTER PATH PLANS

Introduction

Fayette County, Georgia requests proposals from qualified consultants to prepare a Comprehensive Transportation Plan (CTP) and Master Path Plan in accordance with the minimum Scopes of Work provided in Attachments A and B.

- The CTP program was established by the Atlanta Regional Commission (ARC) in 2005 to help ensure transportation infrastructure has a positive impact on local and regional economies and communities. Primary funding is through the Surface Transportation Program (STP), which requires a minimum local match/participation of 20 percent of the total project cost. CTPs must address ten core elements as well as other elements identified by the local jurisdiction. Fayette County's current CTP was completed in 2010 and is available online at: http://www.fayettecountyga.gov/planning_and_zoning/Comprehensive_Transportation_Plan.htm. The maximum funding available for the CTP is \$312,500.
- The Master Path Plan (FA-356 / PI 0015075) is being administered through the Georgia Department of Transportation (GDOT) Office of Traffic Operations. The study will establish common goals, project priorities, and operating & maintenance standards for the local governments within Fayette County, and balance the needs of pedestrians, bicyclists and Personal Transportation Vehicle (PTVs) operators. This type of planning is needed as the demand for an expanded path networks grows, as well as the expectation for regional coordination. Primary funding is through Surface Transportation Block Grant (STBG) – Transportation Alternatives, Section 133(h). Similar to the CTP, a minimum local match/participation of 20 percent of the total project cost is required. The maximum funding available for the Master Path Plan is \$180,000.

The studies shall address the local concerns noted within the scopes of work as well as Federal, State and Regional goals and mandates for reduced emissions, promotion of alternative modes of transportation, reduction of single occupancy vehicles, safety, etc. This shall include accounting for the planning factors associated with the ARC's *Atlanta's Regional Plan* and the Federal Government's *Fixing America's Surface Transportation (FAST) Act*.

Award

The two, independent projects are combined into one Request for Proposals (RFP) since they cover the same geographical area and communities, have similar timeframes, share many goals and challenges, and will be targeting the same groups for outreach and public engagement.

Fayette County plans to award both projects to one Consultant team in order to maximize efficiencies of completing the two projects in parallel. Proposals should be structured, however, so the proposed scope and work and associated costs can be deciphered between the two projects, if needed. *For billing purposes, separate invoices will be required for each project.*

For clarification, the projects will not be split among two different Consultant teams.

Scope of Work

See Attachments A and B. These scopes represent the minimum information, activities, analyses, deliverables, etc. to satisfy contractual requirements for federal funding. *Consultants are encouraged to use their experience and understanding of Fayette County to provide additional tasks, assessments, modeling activities, surveys, etc. that will provide Fayette County and its municipalities the most useful finished product.*

Both projects have a firm, fixed completion date of June 30, 2018.

In order to realize potential efficiencies and cost savings of completing the projects in parallel, the same deliverable(s) may be used for both projects as long as it addresses the minimum requirements of both projects. The extent to which deliverables are combined is left to the discretion of the Consultant team.

Evaluation Criteria

The Fayette County Purchasing Department is the Facilitator for issuing the RFP. All communications during procurement shall be through the Purchasing agent.

Proposals will be evaluated and a selection made independent of cost. Fee schedules shall be provided in sealed envelopes and these envelopes will remain unopened and with the Purchasing Department until a preferred Consultant is selected based on the evaluation criteria.

An evaluation committee, including, at a minimum, individuals from Fayette County Public Works, will review and rank the proposals based on the criteria listed below. The relative weight for each criterion is provided, along with examples of the information to be considered for each. The listed items are not exhaustive and other types of information and factors may be considered when scoring each criterion.

- *Project Understanding and Proposed Scope (35)*
 - Description of how the Consultant will meet the goals and objectives of the project. Creativity and improvements to the RFP's scope are encouraged;
 - The total amount of work included (i.e., what's being delivered for the money?);
 - Innovative ideas for project development and delivery;
 - The approach for Public Engagement;
 - Identification of appropriate tasks and milestones;
 - Identification of challenges to work around; and
 - The strategy for stakeholder coordination.

- *Knowledge of Fayette County Transportation Issues (20)*
 - Demonstrated knowledge and understanding of transportation issues within Fayette County;
 - Discussion of how these issues are relevant (or not) to the two planning studies;
 - Knowledge of the community, surrounding areas, and governing jurisdictions;
 - Knowledge of pertinent regional projects, developments and initiatives; and
 - Knowledge of local, state and federal funding opportunities and strategies that are good matches for Fayette County and its municipalities.

- *Project Team Experience (20)*
 - Experience on similar projects, especially in communities similar in nature to Fayette County and its cities;
 - Experience of key staff proposed for the project;
 - Experience with innovative methods of engaging the public;
 - Experience on soliciting, designing, and managing Federal Aid projects;
 - GDOT pre-qualifications/certifications; and
 - Experience coordinating with multiple local governments.

- *Quality of Written Proposal (15)*
 - Effectiveness of communication via text, table, figures and graphics;
 - Relevance of information to the RFP;
 - Overall layout; and
 - Grammar, spelling, punctuation, etc.

- *Schedule (10)*
 - Does the proposed schedule complete all work by June 30, 2018;
 - How is schedule controlled;
 - Demonstrated success in staying on schedule with similar projects;
 - Thoroughness; and
 - Identification of critical path tasks.

Each person on the Evaluation Team will calculate one score for each proposal that is inclusive of both Scopes of Work (i.e., Scopes of Work A & B will be considered together during the evaluation process).

Interviews

Depending on the number of proposals received and the range of scores, Fayette County may identify a “short list” and conduct interviews with one or more Consultant teams. The purpose of the interviews would be to help distinguish differences between the highest-rated proposals by meeting the project team(s), hearing their approach, and allowing the Evaluation Team to ask questions.

In the event that interviews are conducted, each interviewee will be scored up to 50 points. Those points will be added to the written proposal score to identify the final rankings.

The members of the Evaluation Team may be expanded for the interview phase.

Proposal Response Requirements

To be considered responsive Proposals shall include and address all submittal requirements of the Fayette County Purchasing Department as well as the following information, preferably in the order listed:

1. **Team** – Tell us who you are. Identify and provide a short description of each company comprising the project team. Describe the responsibility of all sub-contractors. As applicable, provide an organizational chart showing the project team.
2. **Contact Information** – Provide contact name, mailing address, telephone number, facsimile number and email address for the primary consultant and all subcontractors. Identify the primary contact for procurement process and the proposed project manager.
3. **Experience** – Summarize the project team’s relevant experience. Include reference names and contact information for the owners of referenced projects. List certifications held by team members applicable (or necessary) for the work, such as GDOT pre-qualifications for Engineering Consultants.

Regarding GDOT Prequalification, the Consultant (either the prime or one or more of the sub-consultants on the project team) shall be prequalified in the following GDOT area classes:

- 1.02 Urban Area and Regional Transportation Planning
- 1.06(a) NEPA
- 1.07 Attitude, Opinion, and Community Value Studies (Public Involvement)
- 1.10 Traffic Analysis
- 1.13 Non-Motorized Transportation Planning
- 3.01 Two-Lane or Multi-lane Rural Roadway Design
- 3.02 Two-Lane or Multi-lane Urban Roadway Design
- 3.06 Traffic Operation Studies
- 3.13 Facilities for Bicycles and Pedestrians

4. **Scope** – The scope section of the proposal is the project team’s opportunity to demonstrate: 1) they understand what is project is trying to achieve; 2) they have the experience and resources necessary to complete the scope in a timely and efficient manner; and 3) they have ideas on how to maximize the project’s value (i.e., what is added beyond the minimal project description and scope?).

At a minimum, this section should thoroughly describe the proposed scope of work. Identify unknowns and opportunities for project improvement. Ideas and suggestions for improvement are welcome. List all project deliverables.

All work shall be grouped into Tasks that are consistent with the schedule and fee sections of the proposal (as established by the Consultant). The total number of tasks is set by the Consultant team.

5. **Schedule** – Provide a detailed project schedule that complements the project scope. Identify start and end times for each task as well as those items on the critical path.
6. **Fee and Hourly Rate Schedule** – Proposals shall organize the work by task. Each task shall have a Lump-Sum Fee that is inclusive of all labor, materials, sub-contractors, equipment rentals, lab services, travel, mark-ups, etc. needed to complete the task. Labor costs shall be based on hourly rates, which shall be provided for all staff anticipated to work on the job.

Cost information shall be provided in a separate, sealed envelope. Provide two cost estimates, one for Scope of Work A and one for Scope of Work B. The estimates should be based on the assumption of joint award, in case efficiencies can be realized.

Each proposal shall include One unbound original, two hard copies and a .pdf copy of the document.

Attachment A
Fayette County Comprehensive Transportation Plan Update
Scope of Work

I General

This project is funded through the Atlanta Regional Commission's (ARC's) Cost Center 606ECP – County Transportation Planning, and by a local match from Fayette County Capital Improvement Program (CIP), number 6220K.

II Area Covered

The study area shall be Fayette County, the unincorporated area and all municipalities. Coordination with adjacent jurisdictions within an area three to five miles outside Fayette County is also required in order to promote coordinated long-range transportation planning efforts across jurisdictional boundaries.

III Goal

The Comprehensive Transportation Planning (CTP) program was established to ensure the transportation infrastructure has a positive impact on strengthening the Atlanta Region's economy and communities at both the local and regional levels. It accomplishes this by providing financial assistance for counties and their constituent municipalities to develop joint long-range transportation plans. These plans, while focused on local issues and needs, also serve as the foundation for regional planning efforts led by the ARC.

Coordination with the regional transportation planning process and regional development plan policies, and consideration of the Department of Community Affairs's (DCA) minimum standards will help ensure jurisdictions develop plans that meet regional goals and are based on sound technical analysis.

IV Background

The CTP Program assists local governments by clearly defining county-wide goals, needs, and priorities. While ARC typically completes needs assessments and transportation plans focusing on regional needs and solutions, a successful local transportation plan and program is also critical. Local transportation plans are a key mechanism in which governments define programs and projects they are prepared to support and assist in funding. It is a critical program objective that these identified priorities will form the basis for future funding requests during Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP) update cycles. No RTP can be successfully implemented without local support for plan goals, programs, and projects.

Transportation plans resulting from the CTP Program shall be informed by existing county and city comprehensive plans, thereby strengthening the connection between land use and transportation planning. CTP plan recommendations will clearly reference alignment with these aforementioned efforts. Additionally, CTP plans must address all Federally-mandated Planning Factors as outlined by the Fixing America's Surface Transportation (FAST) Act.

Federal funding, with a minimum 20% local match, provides the resources to implement the program. A maximum federal funding level is established for each jurisdiction using ARC's most recent population estimates.

All work tasks refer to the development of a CTP Plan. If the CTP is developed as part of a broader local comprehensive plan, program funding shall only be spent on the transportation planning component.

Fayette-County Background and Issues

To assist Consultants in preparing a response to this RFP, listed below are transportation issues of concern to the Public Works Department. This list represents a mix of citizen comments, Board of Commissioner direction, and staff input. Some of the items may be beyond the scope of a CTP update and are provided for informational purposes only; others can hopefully be incorporated with the required scope of work described in Section V.

- *Traffic Changes Resulting from Pinewood Studio and Pinewood Forest* – A Development of Regional Impact was prepared in May 2015 for these projects. It recommends a variety of projects on County roads and State Routes to accommodate the population growth and travel demands associated with these developments. Citizens have expressed concern about increased traffic, more trucks and higher speed on Sandy Creek Road and Tyrone Roads in particular. Impacts of this development, along with related growth in the area, should be addressed in the CTP.
- *2017 SPLOST Referendum* – Fayette County citizens will decide on March 21 to approve or reject a proposed Special Purpose Local Option Sales Tax. If approved, it will generate over \$80,000,000 for transportation projects (<http://www.fayettecountyga.gov/SPLOST-2017.htm>). Much of the money is designated for maintenance work, however some safety and operational improvements are included. The unincorporated County's list includes detailed planning studies for six corridors and one intersection:
 - Sandy Creek Road;
 - Banks Road;
 - Tyrone/Palmetto Road;
 - Lees Mill/New Hope & Kenwood Roads;
 - Inman Road;
 - SR 279; and
 - Intersection of SR 279 and Corinth Road with SR 85.

The intent of these studies is to assess the need and feasibility of the projects and rank which ones are best candidates for Federal Aid. Over \$8,000,000 are set aside as local match for those that are programmed into the Region's TIP with state or federal aid.

- *Intersections* – The intersections with the greatest congestion and safety issues in the County are nearly all on State Routes, with SR 54 & SR 74 in Peachtree City and SR 85/92 & SR 54 in Fayetteville being the largest challenges. Various studies by the cities and GDOT are underway or have been considered at each location.

Fayette County identified four local intersections on its SPLOST list (see web link) for improvements if the SPLOST passes. Other intersections that have received citizen requests for improvements include:

- Graves Road at Gingercake Road;
- Easton Road at Veterans Parkway;

- Davis Road (gravel) at Lester Road;
 - Hampton Road and SR 92 in Woolsey;
 - South Jeff Davis at County Line, Inman and North Bridge Roads; and
 - Multiple intersections along Tyrone Road.
- *Access Management* – Fayette County has interest in developing zoning overlays, regulations and/or incentives that will help control access to select County Roads.
 - *Intelligent Transportation System* – Fayette County does not have an active ITS program or strategy. A plan is needed for our transportation system and staff to stay current with rapidly changing technologies and to incorporate the appropriate “tools” into our transportation network. How does a community of our size and sophistication use cutting-edge technology for safety and operational benefits?
 - *Design Standards* – A review of the County’s design standards, for new development and reconstruction of existing infrastructure, is needed. A particular item is the possible need to incorporate appropriate design criteria for truck traffic. Another issue, can travel lane widths on some rural roads be reduced to provide dedicated bike lanes?
 - *Capacity Increases versus Operational Improvements* – There is an ongoing discussion within Fayette County that weighs the benefits of increased roadway capacity versus operational improvements. A case in point is GDOT’s proposed McDonough Road widening project (PI 742870). Would that project, as proposed, ultimately improve or hurt the quality of life for property owners and drivers within the County and Cities? What options exist when a capacity project may be justified by volume but is not consistent with existing and future land use goals of a community?
 - *An Aging Population* – The average age of Fayette County’s citizens is older than the Atlanta Region, and trends point toward a continued increase in our senior population. What considerations can be incorporated to accommodate a more senior driving population? Existing thoughts are an emphasis on maintaining sign reflectivity, use of reflective pavement markers, starting a program to illuminate intersections, encouraged growth of the path system around healthcare facilities, etc.

V Work Tasks

Consultants are encouraged to provide a scope of work that best addresses the needs and purpose of this project. Listed below are the minimum tasks.

Task 1: Project Management

The outcome of this task is the establishment of a Project Management, development of a Project Management Strategy, and development of a Stakeholder Engagement and Outreach Strategy.

The Project Management Strategy shall identify those agencies and organizations which must be involved in the overall direction of the plan development process due to the critical nature of their financial, technical and/or political support. The Project Management Team may include representatives from:

- Fayette County;
- City of Peachtree City;
- City of Fayetteville;
- Town of Tyrone;
- Town of Brooks; and
- Town of Woolsey.

The Project Management Strategy shall establish protocols for communicating and sharing data, drafting materials for review, and developing other resources within the Project Management Team. A schedule for team meetings, key work task milestones, and decision-making points shall be defined.

The Stakeholder Engagement and Outreach Strategy will be developed and approved by the Project Management Team prior to significant work being undertaken on subsequent tasks. The Strategy will identify key individuals, agencies and organizations whose participation will be critical in properly addressing the various elements and emphasis areas defined in the work program. Outreach techniques to effectively involve the stakeholders shall be clearly defined. The Strategy will also establish how members of the general public will be engaged throughout the process and what opportunities they will have to contribute meaningful input prior to final decisions being made.

Stakeholders may include:

- Fayette County Sheriff's Office and City Police Departments;
- Fayette County Board of Education;
- Fayette County Chamber of Commerce;
- Surrounding jurisdictions (Coweta, Spalding, Clayton and Fulton Counties);
- Georgia Department of Transportation;
- Atlanta Regional Commission; and
- Clubs, Organizations, Citizens, etc.

A group that may be helpful in the development and management of the CTP is Fayette County's Transportation Committee. This is a group of 11 people representing the various jurisdictions in the County and at-large citizen representatives. The Committee meets monthly and discusses a variety of transportation issues.

Deliverables:

- *Project Management Strategy*
- *Stakeholder Engagement and Outreach Strategy*

Task 2: Engagement

The Stakeholder Engagement and Outreach Strategy developed as part of Task 1 shall establish the means and methods of conveying information to, and encouraging and incorporating input from the general public, stakeholders, property owners, elected officials, etc. The use of technology, social media and/or other progressive ideas for engaging the public is encouraged. Specific direct engagement techniques, such as open houses, formal hearings, workshops, charrettes, surveys, advisory committees and/or

technical committees, etc. will be defined at the discretion of Fayette County and through consensus of the Project Management Team.

Issues to be addressed as part of this Task include:

- Goal Establishment;
- Public Meetings;
- Surveys & Questionnaires;
- Graphics (for use in meetings, on webpages and other outreach activities); and
- Consensus Building.

The public shall be permitted the opportunity to review draft deliverables related to the inventory and assessment of the transportation system and plan recommendations prior to those deliverables being finalized. The portfolio of techniques employed shall be designed to maximize the potential for a broad range of the public to participate and add value to the planning process. In particular, efforts to engage those community members who have traditionally been underrepresented in the transportation decision making process, or will be most directly impacted by recommendations, shall be emphasized.

An early deliverable of engagement and outreach activities shall be to define the desired long-term outcomes which implementation of the CTP will help support. These outcomes must support the regionally defined vision of world-class infrastructure, a competitive economy and healthy, livable communities, as outlined in The Atlanta Region's Plan Policy Framework adopted in August 2015. The regional vision will be scaled and interpreted as appropriate to be more directly applicable and responsive to the unique characteristics of the study area. The locally desired outcomes may be expressed in terms of a vision statement, goals, and objectives, or may use a different nomenclature which resonates more strongly with community members.

Information on the project process, schedule, draft and final deliverables, along with opportunities for engagement shall be readily accessible at all times throughout plan development via a project website. The Consultant shall develop and provide the information to be posted. Access will be available through Fayette County's main website (County will be responsible for posting the provided data).

Deliverables:

- *Statement of Desired CTP Outcomes*
- *Robust Community Engagement Opportunities*
- *Project Graphics*
- *Survey Results / Data Analyses*
- *Project Website*

Task 3: Inventory

Data related to the existence, condition and performance of the transportation network within the study area shall be collected and documented. Data collection for the CTP update will include the following 10 core elements. To assist in Consultant understanding of County priorities, a descriptive term of "high", "moderate" or "low" is assigned to each element. This can be used as a guide in estimating resources for each item.

1. Transportation System State of Good Repair / Maintenance (moderate – in March 2017, Fayette County completed a third-party, comprehensive pavement evaluation of all County roads);
2. Roadways (moderate – one goal is to establish an acceptable level of service for our community, public expectations vary considerably);
3. Transit (low – Fayette has no existing Public Transit system);
4. Active Transportation / Non-Motorized (high – focus on coordination with Master Path Plan);
5. Freight and Goods Movement (moderate – large concern with potential increased truck traffic in downtown areas and along County roads proximate to Pinewood);
6. Human Services Transportation (HST) (high – growing interest and demand to serve an aging community);
7. Transportation Demand Management (TDM) Programs (low– focus on educating County what programs are available and a possible fit for Fayette);
8. Intelligent Transportation Systems (ITS) / Technology (low – focus on identifying and planning for future ITS programs);
9. System Resiliency / Emergency Preparedness (low); and
10. System Performance Monitoring and Reporting Program (low – similar to other items, focus on establishing goals/vision for future).

In addition to the aforementioned core elements, the CTP update shall incorporate the following additional elements. The work associated with these elements goes beyond the “Inventory” task but they are described here in full for simplicity.

11. *Subarea and/or Corridor Analysis* – Corridors of concern include SR 74; SR 54 (especially within the City limits of Peachtree City and Fayetteville); SR 85 south; and SR 279. Guidance is desired from the CTP to assess existing local and/or GDOT plans for improvements along each of these corridors and to help develop a long-term approach for balancing capacity increases with community goals related to growth, rural character and density. In other words, do the proposed projects, where applicable, meet the community goals as heard from Community Engagement activities? (Note: There is an on-going corridor study for SR 74, GDOT PI 0015076. The CTP should ensure its recommendations are consistent with the findings and conclusions of the Corridor Study).
12. *Traffic Calming Program* – One of the most common requests received by Fayette County is to slow traffic speeds. The CTP shall identify measures that have proven success, or failure, and make recommendations on options for Fayette County to consider. Examples may include speed tables, horizontal geometry requirements for new subdivisions, stop signs, rumble strips, road narrowing, etc.
13. *No Thru Trucks* – Another common complaint is the use of trucks on County Roads. The CTP shall provide information (including assessment of the legality) on adopting a no-truck route policy and guidelines to consider when evaluating roads for inclusion.

Topics pertinent to a No-truck policy may include the following:

- What are ARC's Regional Plans & Routes regarding truck routes;
- Consideration of available traffic data to quantify number of vehicles, % trucks, speed, etc.;
- Rules and policies should be consistent across jurisdictions within the County;
- How many and where are the complaints coming from;
- What Model Regulations/Ordinances exist regarding truck routes in other Counties;
- Evaluate road design parameters (road width, grade, sight distance, shoulder, clear zone, etc.) that should be considered when recommending a road to be a truck route or a non-truck route.
- If a road is closed to trucks, what detour is available and what are the impacts to drive time and distance; what other intersections would receive the re-routed traffic. For example, do we want to force more traffic to the intersections of SR 54/74 in PTC or SR 54/85 in Fayetteville?

14. Project Screening – Once the draft recommendations are established, several projects shall be screened using ARC tools/method to assess issues associated with project delivery and potential eligibility for federal aid. The intent of this exercise is to: 1) help identify top candidates for federal aid assistance; 2) educate/train local officials on the vetting process in getting a project in the TIP; and 3) for Fayette to have several projects “shelf ready” for the next ARC project solicitation.

Last, provide a brief status report on the implementation of the Fayette County's 2010 CTP.

Deliverables:

- *Inventory of Existing Conditions / Ten Core Elements*
- *Corridor Analysis**
- *Traffic Calming Recommendation**
- *No-Thru Truck Policy**
- *Project Screening Results**
- *CTP Implementation Status Report*

**The final product for some of these items may be made under subsequent Tasks.*

Task 4: Assessment

Using data and information gathered in Task 3, elements of the transportation system shall be assessed to determine both existing and potential future conditions. The assessment shall address both strengths and shortcomings of the system based on the ability of existing facilities and services to meet the community's needs. Because of the related nature of inventory and assessment activities, these two tasks may be combined for documentation purposes. The assessment process may use any combination of regional and local area travel demand models, analytical tools and methodologies which best suits the characteristics and issues of the study area and produces useful information in a cost-effective manner.

The use of scenarios which consider a range of possible alternative futures is encouraged. The scenarios may include various assumptions related to population and employment growth, land use patterns, technological innovations and other possibilities. The study area assessment should use the most recent Introduction to the Region's Plan and the Transportation System Assessment as a foundation for these efforts. The assessment should also give consideration to how well the study area's system performance aligns with the regionally defined goals, objectives and policies documented in The Atlanta Region's Plan Policy Framework.

In addition to data on transportation facilities and policies, Task 4 shall include an assessment of how Fayette county and its municipalities currently fund transportation. This shall also incorporate transportation funding trends at the state and federal levels.

Deliverables:

- *Assessment of Current and Future Conditions*
- *Funding Trends Analysis*

Task 5: Recommendations

Recommendations may take a variety of forms and the precise outcomes will be dictated by the level of emphasis placed on each CTP element. Regardless of the unique needs and priorities of Fayette County, the following general outcomes shall be achieved:

- Prioritized list of transportation investments, policies and action steps necessary to support the visions for economic development and strong communities established by the community. The project list associated with this vision does not have to be fiscally constrained.
- Five to ten year fiscally constrained action plan which reflects currently available funding sources and feasible policy actions that can be taken at the city/county level.
- Recommendations that have been vetted through a robust community engagement process and formally adopted by local government policy officials.
- Recommendations that leverage and complement regional facilities, services and programs to address local needs and priorities.
- Recommendations that knit together previous plans and projects identified at the community level through Livable Centers Initiative (LCI) studies, Community Improvement District (CID) work programs, county/city Capital Improvement Programs (CIP), corridor studies, and other initiatives previously undertaken within the study area.

Deliverables:

- *Fiscally Unconstrained Long-Term Vision Project List*
- *Fiscally Constrained Short-Term Action Plan*

Task 6: Documentation

The focus of all documentation for the project shall be for web-based viewing and electronic distribution. Innovative and creative approaches for document development, graphics and dissemination are encouraged. At a minimum, Fayette County will provide interim deliverables and the final report on its web page.

All interim deliverable may be provided in electronic format. Once final, 14 hard copies of the deliverables shall be provided, along with electronic copies. These will be provided to the local municipalities, GDOT and ARC.

To the extent possible, system inventory and assessment data, as well as the final project recommendations, should be mapped in ArcGIS. Relevant shapefiles shall be provided to Fayette County and the municipalities upon project completion. Mapped information developed in other software, whether conceptual in nature or geographically accurate, will also be provided, in either the original source format or exported into an intermediate format usable by Fayette County.

The minimum required deliverables, as defined in this work program and which will collectively constitute the updated Fayette County CTP, are:

- Project Management Strategy;
- Stakeholder Engagement and Outreach Strategy;
- Inventory of Existing Conditions;
- CTP Implementation Status Report;
- Assessment of Current and Future Conditions;
- Funding Trends Analysis;
- Fiscally Unconstrained Long-Term Vision Project List; and
- Fiscally Constrained Short-Term Action Plan.

VI Schedule

All work and services shall be completed on or before June 30, 2018.

Attachment B
Fayette County Master Path Plan
Scope of Work

I General

This project is funded through the Atlanta Regional Commission's (ARC's) Transportation Alternatives (Section 133 H) funding source and by a local match from Fayette County Capital Improvement Program (CIP) number 6220J.

II Area Covered

The study area shall be Fayette County, the unincorporated area and all municipalities. Coordination with adjacent jurisdictions is also required to promote coordinated long-range pedestrian, bicycle and golf cart planning efforts across jurisdictional boundaries.

III Goal

The high-level purpose of this study is to establish common goals, project priorities, and operating & maintenance standards for all the local governments within Fayette County, and balance the needs of pedestrians, bicyclists and Personal Transportation Vehicle operations (PTVs). This type of planning is needed as the demand for an expanded path networks grows, as well as the expectation for regional coordination.

Within the final deliverable, Fayette County desires a document that provides:

- An accurate assessment of existing path, sidewalk and bike lane infrastructure;
- Recommendations for specific short and long-term projects;
- Ideas for consistency among local-government with respect to licensing and permitting (i.e., of golf cart operation), design standards, signs and pavement markings, at-grade crossing controls;
- A plan for operations and maintenance; and
- An assessment of funding needs for new projects and maintenance of existing infrastructure.

IV Background

Within Fayette County is a robust and growing system of multi-use paths that are used by pedestrians, bicyclists and PTVs (i.e., golf carts). Peachtree City was one of the first cities in the nation to have an integrated path system. Currently, it has over 90 miles of paths and Tyrone, Fayetteville and the unincorporated County are each expanding their systems. Paths are used for recreation, exercise, and daily access to schools, jobs, places of worship, parks, shopping, dining, etc. The popularity, and demand, for the use of golf carts (as an alternative to driving an automobile) is strong around Peachtree City and increasing in other areas of the County. For example, at McIntosh High School there are over 300 golf cart trips each school day.

Beyond PTVs, the multi-use paths (typically a 10-12 feet wide asphalt surface) are used by bicyclists and pedestrians. In some areas, path use is so popular that consideration is needed to ensure future compatibility and safety among the different users.

Fayette County is also home to a strong biking community with growing needs. These include the casual biker who seeks the safety and slower pace found on the path system, a recreational cyclist who frequents rural roads across south Fayette County in the evenings and weekends, and those who bike to work and request wider shoulders and/or bike lanes on some of the County's busier roads. The existing and latent demand for bicyclists are not well quantified, but on many local roads it is common to see in excess of 100 bikers on a Saturday or Sunday.

The scope of the study shall include multi-use paths, sidewalks, bike lanes and trails; all types of crossings (e.g., at-grade crossings, tunnels and overpasses) and all types of users; including pedestrians, golf-cart operators, bicyclists and runners, inclusive of all ages and abilities.

All assessments and recommendations from the plan should account for local, regional, state and federal guidelines and requirements, including Federally-mandated planning factors as outlined by the Fixing America's Surface Transportation (FAST) Act.

V Work Tasks

Consultants are encouraged to propose the scope of work that they feel best addresses the needs and purpose of the project. Listed below are the minimum tasks.

Task 1: Project Management

The outcome of this task is the establishment of a Project Management, development of a Project Management Strategy, and development of a Stakeholder Engagement and Outreach Strategy.

The Project Management Strategy shall identify those agencies and organizations which must be involved in the overall direction of the plan development process due to the critical nature of their financial, technical and/or political support. The Project Management Team may include representatives from:

- Fayette County;
- City of Peachtree City;
- City of Fayetteville;
- Town of Tyrone;
- Town of Brooks; and
- Town of Woolsey.

The Strategy shall establish protocols for communicating and sharing data, drafting materials for review, and developing other resources within the Project Management Team. A schedule for team meetings, key work task milestones, and decision-making points shall be defined.

The Stakeholder Engagement and Outreach Strategy will be developed and approved by the Project Management Team prior to significant work being undertaken on subsequent tasks. The Strategy will identify key individuals, agencies and organizations whose participation will be critical in properly addressing the various elements and emphasis areas defined in the work program. Outreach techniques to effectively involve the stakeholders shall be clearly defined. The Strategy will also establish how members of the general public will be engaged throughout the process and what opportunities they will have to contribute meaningful input prior to final decisions being made.

Stakeholders may include:

- Fayette County Sheriff's Office and City Police Departments;
- Fayette County Board of Education;
- Fayette County Chamber of Commerce;
- Surrounding jurisdictions (Coweta, Spalding, Clayton and Fulton Counties);
- Georgia Department of Transportation;

- Atlanta Regional Commission; and
- Clubs, Organizations, Citizens, etc.

Deliverables:

- *Project Management Strategy*
- *Stakeholder Engagement and Outreach Strategy*

Task 2 Community Engagement

The Stakeholder Engagement and Outreach Strategy developed as part of Task 1 shall establish the means and methods of conveying information to, and encouraging and incorporating input from the general public, stakeholders, property owners, elected officials, etc. The use of technology, social media and/or other progressive ideas for engaging the public is encouraged. Specific direct engagement techniques, such as open houses, formal hearings, workshops, charrettes, surveys, advisory committees and/or technical committees, etc. will be defined at the discretion of Fayette County and through consensus of the Project Management Team.

Issues to be addressed as part of this Task include:

- Goal Establishment;
- Public Meetings;
- Surveys & Questionnaires;
- Graphics (for use in meetings, on webpages and other outreach activities); and
- Consensus Building.

The feedback and data collected as part of this Task shall be used to establish and prioritize needs, as they relate to paths, sidewalks, bike lanes, etc. *Identifying and understanding the top priorities for each community and/or stakeholder will be an essential part of this task and that input must be accounted for in the assessment and recommendation stages of the project.*

Information on the project process, schedule, draft and final deliverables, along with opportunities for engagement shall be readily accessible at all times throughout plan development via a project website. The Consultant shall develop and provide the information to be posted. Access will be available through Fayette County's main website (County will be responsible for posting the provided data).

Deliverables:

- *Community Engagement Opportunities*
- *Project Graphics*
- *Survey Results / Data Analysis*
- *Project Website*

Task 3 Inventory

Data related to the existence, condition and performance of multi-use paths, sidewalks, trails, bike lanes, etc. shall be collected and documented. Data collection shall include, at a minimum, the following elements:

- Existing multi-use paths, sidewalks, bicycle facilities, and road crossings;
- Determination of ADA compliance;
- Determination of compliance with GDOT's Complete Street Policy and other appropriate regulations or guidelines;

- Existing proposals or plans for new facilities by the local governments or other organizations;
- Measure, count, and/or track pedestrian, bicycle and golf cart use at key locations across the county; and
- Identify under what circumstances new paths, sidewalks, etc. are required as part of the rezoning or land development process.

Fayette County, Peachtree City and Fayetteville can provide shapefiles that contain existing path locations as well as some sidewalk information. Some field verification, especially in the unincorporated area will be required.

Deliverables

- *Inventory of existing conditions*

Task 4 Assessment

Using data and information gathered in Task 3, elements of the path, sidewalk and bike lane systems shall be assessed to determine both existing and potential future conditions. The assessment shall address strengths and shortcomings of the system based on the ability of existing infrastructure to meet the community's needs. Because of the related nature of inventory and assessment activities, these two tasks may be combined for documentation purposes.

Other Task 4 considerations include:

- Current utilization of existing infrastructure, including public roadways, by PTVs, bicyclists and pedestrians. What portion of our residents are using existing roadways or paths for daily commutes or recreation? What are the current conflicts? What are the demographics of current users and of probable future users?
- What are the existing policies for ownership and maintenance among the local governments?
- How well do the County/City/Town's path system align with goals, objectives and policies defined in The Atlanta Region's Plan?
- How are Fayette County and the municipalities funding path, sidewalk and bike projects?
- What funding trends and opportunities exist at the regional, state and federal level?
- What road crossings and system of signs and pavement markings are working well; what are problematic? What opportunities exist for establishing consistency across all local governments?

Deliverables

- *Assessment of current and future conditions*
- *Discussion of the items noted above*

Task 5 Recommendations

To ensure consistency with other transportation planning efforts, the following high-level outcomes shall be achieved:

- Prioritized list of pedestrian, bike, and golf cart infrastructure investments, policies and action steps necessary to support the community visions, as established during the project. The project list associated with this vision does not have to be fiscally constrained.

- A one, five and ten-year fiscally constrained action plan which reflects currently available funding sources and feasible policy actions that can be taken at the city/county level.
- Recommendations that have been vetted through a robust community engagement process and formally adopted by local government policy officials.
- Recommendations that leverage and complement regional facilities, services and programs to address local needs and priorities.
- Recommendations that knit together previous plans and projects identified at the community level through Livable Centers Initiative (LCI) studies, Community Improvement District (CID) work programs, county/city Capital Improvement Programs (CIP), Transportation Plans, Corridor Studies, and other initiatives previously undertaken within the study area.

Listed below is a short list of ideas the Master Path Plan should address. Additional topics/ideas raised during community engagement and the inventory and assessment processes should also be included. All recommendations should be assessed, as preferably consistent, with Regional Plans and Policies set by the ARC and GDOT.

Policy Recommendations

- Review current infrastructure development regulations and design standards of stakeholders; develop uniform and consistent regulations for possible county-wide adoption and use.
- Ensure compliance with the ADA and other applicable regulations.
- Consider policies for path and sidewalk expansion through conditions of rezoning or land development.
- Generate policies for roadway crossings, including: at grade, tunnels, overpasses, roundabouts, traffic signals, stop signs, etc.
- Review existing Golf Cart (i.e., Personal Transportation Vehicle) licensing regulations and operation guidelines of stakeholders. Recommend consistent licensing and operation regulations for possible county-wide adoption.
- Recommend minimum maintenance requirements for path and sidewalk infrastructure. Include recommended frequency and unit costs. Common issues include drainage, erosion, root intrusion, litter, signs/markings, graffiti, vegetative maintenance, etc.
- Path safety – recommendations for patrolling and enforcement, remote monitoring, and emergency contact.
- Set standards for signage and way finding.
- Recommend Path Amenities/Public Facilities.

Pedestrian, Bike and Golf Cart Infrastructure Expansion and Support Ideas

- Additional bike lanes and/or multi-use paths along select State Routes;
- Connections to schools and parks;
- Connections between Peachtree City and Fayetteville (either along SR 54, Davis Road, Ebenezer Church Road, or others);
- Connections between Pinewood Forest and downtown Fayetteville;
- Path connections between existing path on Redwine Road and the Ridge Conservation Area;
- Rails to Trails Conservancy opportunities;
- Prioritize projects based on cost/benefit comparisons;
- Identify corridors most conducive for multi-use paths or PTV use;

- Characterize the benefits of walking, biking and PTV with respect to congestion relief, enhancing/protecting greenspace, improved quality of life, health/exercise, air quality, recreation, etc.;
- Develop a cost matrix that can be used to estimate segment costs based on project type, length and other characteristics;
- Funding strategies and sources; and
- Evaluation of projects well suited for federal aid.

Deliverables

- *Fiscally Unconstrained Long-Term Vision Project List*
- *One, Five & Ten-Year Action Plan*
- *Policy Recommendations*
- *Infrastructure Expansion and Support Ideas*

Task 6 Documentation

The focus of all documentation for the project shall be for web-based viewing and electronic distribution. Innovative and creative approaches for document development, graphics and dissemination are encouraged. At a minimum, Fayette County will provide interim deliverables and the final report on its web page.

All interim deliverable may be provided in electronic format. Once final, 14 hard copies of the deliverables shall be provided, along with electronic copies. These will be provided to the local municipalities, GDOT and ARC.

To the extent possible, system inventory and assessment data, as well as the final project recommendations, should be mapped in ArcGIS. Relevant shapefiles shall be provided to Fayette County and the municipalities upon project completion. Mapped information developed in other software, whether conceptual in nature or geographically accurate, will also be provided, in either the original source format or exported into an intermediate format usable by Fayette County.

The minimum required deliverables, as defined in this work program and which will collectively constitute the Master Path Plan, are:

- Project Management Strategy;
- Stakeholder Engagement and Outreach Strategy;
- Inventory of Existing Conditions;
- Assessment of Current and Future Conditions;
- Funding Trends Analysis;
- Fiscally Unconstrained Long-Term Vision Project List; and
- One, Five & Ten-Year Action Plan.

VI Schedule

All work and services required for this project shall be completed by June 30, 2018.

REFERENCES

RFP #1282-P: 2017 COMPREHENSIVE TRANSPORTATION & MASTER PATH PLANS

Please list three (3) references of current or very recent customers who can verify the quality of service your company provides. Projects of similar size and scope are preferable.

REFERENCE ONE

Government/Company Name _____

City & State _____

Contact Person and Title _____

Phone _____ Email _____

Approx. Date & Scope of Work _____

REFERENCE TWO

Government/Company Name _____

City & State _____

Contact Person and Title _____

Phone _____ Email _____

Approx. Date & Scope of Work _____

REFERENCE THREE

Government/Company Name _____

City & State _____

Contact Person and Title _____

Phone _____ Email _____

Approx. Date & Scope of Work _____

COMPANY NAME _____

COMPANY INFORMATION
RFP #1282-P: 2017 COMPREHENSIVE TRANSPORTATION & MASTER PATH PLANS

Company _____

Physical Address Of Business _____

Mailing Address (If Different) _____

Authorized Representative _____

(Print or Type)

Authorized Representative _____

(Signature)

Title _____

Email Address: _____

Company Telephone Number: _____ Fax Number: _____

Project Contact Person Name: _____

Office Number: _____ **Cellular Number:** _____

Email Address: _____