



REQUEST FOR QUALIFICATIONS

North Side Trail Plan RFQ 2019-017

PROFESSIONAL DESIGN SERVICES

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I. INTRODUCTION

The City of Douglasville is soliciting Statement of Qualifications from Engineers/Planners with experience in trail studies, to provide a concept study, and design recommendations, associated projects and project costs for the North Side Redevelopment Trail Plan located in the City of Douglasville, Georgia. See attached location map.

The Pedestrian Strategy in the North Side Redevelopment Plan will promote infrastructure investments that connect the North Side's many homes, schools, and parks together and allow safe and easy pedestrian access to Downtown Douglasville. These policies will lay the groundwork for the transformation of the North Side into a truly walkable community. Additionally, proposed catalytic projects will heavily utilize these trail networks and improved pedestrian infrastructure and ensure that residents, visitors, and users of local neighborhood amenities are able to move easily along the central Dallas Highway corridor.

Nature Trails/Greenways - established to provide walking, biking, and recreational routes through improved and unimproved greenspace. These trails rely on abundant natural scenery to provide a pleasant environment for users and contain little to no commercial or residential development.

II. DEFINITIONS

Consultant

For the purpose of this Request for Qualifications, "Consultant" shall mean the Engineering/Planning firm/team.

City

For the purposes of this Request for Qualifications, "City" shall mean the City of Douglasville, Georgia, personnel or designated representatives, including the City.

III. SCOPE OF SERVICES

The consultant shall prepare a study with recommendations including concept development and design recommendations. The design process shall include the following phases:

- A. Concept Development
- B. Design Recommendations
- C. Project List
- D. Recommended Project Costs

The budget should include concept development and design recommendations, project lists and recommended costs. The consultant shall be required to prepare cost estimates and design recommendations.

Consultants and their subconsultants must be GDOT prequalified in the required area classes.

Experience acquiring property or easements for Georgia Power is preferred.

The design will be locally funded. However, construction will most likely be funded through state or federal funding sources. Therefore, the plan development will follow GDOT's Plan Development Process.

IV. STATEMENT OF QUALIFICATIONS SUBMISSION

The statement of qualifications shall be submitted as outlined below. Responses should be limited to 30 pages, with a minimum of a 12 point font. The cover page, table of contents, and dividers will not be counted.

V. SUBMITTAL

The statement of qualifications should be submitted in a sealed envelope clearly marked with "**North Side Trail Plan**" and the name of the consultant.

A. REQUIRED COPIES

Five (5) bound copies and one (1) electronic copy of the statement of qualifications must be received **no later than 2:00 p.m. on Thursday, October 24, 2019** to the address below. Any submittals received after this date will not be accepted. All copies of the Qualifications shall be signed in ink by a company official who has the authorization to commit company resources.

Michelle Collings
Finance Department
City of Douglasville
6695 Church Street
Douglasville, GA 30134
678-449-3226

B. REQUIRED INFORMATION

The following items should be included in your response:

- a. **Firm Description**: Describe the firm's areas of expertise, length of time in business, number of employees, address, telephone number, and other information that would help to characterize the firm. Submit a certificate of incorporation from the Secretary of State showing active corporate status for the firm.
- b. **Project Team**: Provide professional resumes and credentials for each of the key people that will be assigned to this project and describe relevant related experience. Identify a proposed project manager who would be the primary point of contact between your firm and the Project Manager and/or the City.
- c. **Project Approach**: Describe any unusual design considerations and your approach to solving these issues. Also, outline how you would work with the Project Manager and/or the City to ensure good communications, timely completion and high quality results.

- d. Similar Experience: Describe similar work performed in the past five (5) years. For each project mentioned, include the name, address, and phone number of a person who can be contacted regarding the firm's performance.
- e. Timeline: Provide an estimated schedule and project timeline to complete the work and assign a completion date and percentage of total work to each deliverable.
- f. References: Provide three (3) recent references with complete contact information.
- g. GDOT Prequalification sheets: Provide prequalification summary sheets for the prime Consultant and all subconsultants.
- h. Proposed Fee: State the firm's proposed fee for the work as a flat dollar amount. Include a list of the firm's current hourly rates by employee classification, in case additional services are necessary.

VI. ACCEPTANCE OF QUALIFICATIONS

The City reserves and holds the following rights and options:

- To reject any or all firms;
- To re-advertise if deemed necessary;
- To interview candidates prior to making a selection;
- To issue subsequent Requests for Qualifications;
- To not negotiate or contract for the services;
- To approve, disapprove, or cancel all work to be undertaken; and,
- To designate another public body, agency, group, or authority to act in its behalf for the contract negotiations.

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

VII. CRITERIA FOR SELECTION

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

- A. Nature and quality of current and previously-completed related work;
- B. Consultant understanding of the project;
- C. Qualifications of personnel;
- D. Commitment to complete work on a timely basis;
- E. Comments from client references;
- F. History of satisfactory performance of services; and
- G. Intangible factors

VIII. SELECTION PROCESS

- A. The Selection Committee will recommend a maximum of three (3) top finalists who might be interviewed. The interview would be utilized to ascertain more information about the information provided in the Consultant's qualifications, experience and ability to perform the task requested on time and within budget.

The Selection Committee will evaluate proposals based on the following criteria:

- a. Firm Description 10%
- b. Project Team 20%
- c. Project Approach 25%
- d. Similar Experience 25%
- e. Design Schedule 10%
- f. References 10%

IX. SCHEDULE

RFQ Advertising Dates	September 24 – October 24, 2019
Statements of Qualifications Due	October 24, 2019 2:00 p.m.
Deadline for Question Submittal	October 10, 2019
Evaluation of Qualifications	October 31 – November 12, 2019

The City of Douglasville reserves the right to adjust this above timetable as required during selection process. The top three (3) finalists will be contacted with further details on instructions for the interviews, if needed. Submission to the RFQ does not guarantee an interview or selection. Candidates not selected can respond accordingly in writing via email to procurement@douglasville.ga.us . City of Douglasville reserves the right to reject all submittals and to reject any unresponsive or non-responsible submittals.