

CITY OF SUGAR HILL
Request for Proposals
RFP # 20-010
SUGAR HILL TRAILS CONCEPT LCI PLAN

January 10, 2020

The City of Sugar Hill, Georgia (the "City") is now accepting sealed proposals from qualified vendors for a supplemental study under the 2020 Livable Centers Initiative (LCI) grant program. **THIS REQUEST FOR PROPOSALS (RFP) WILL BE ADVERTISED VIA EMAIL, THE GWINNETT DAILY POST, GLGA MARKETPLACE (GLGA.ORG), THE GEORGIA PLANNING ASSOCIATION WEBSITE (GEORGIAPLANNING.ORG), AND POSTED TO THE CITY WEBSITE (HTTPS://CITYOFSUGARHILL.COM/GOVERNMENT/CITY-ANNOUNCEMENTS/BIDS-RFPS/).**

Instructions for preparation and submission of a response are contained in this package. All submittals are due in the Office of the Planning Director located at 5039 West Broad St, Sugar Hill, Georgia 30518, no later than 12:00 p.m. on Friday, January 31, 2020.



Kaipo Awana, Planning Director

Section I: General Information

The City is seeking qualified firms interested in providing a plan for the extension of the Sugar Hill Greenway, feasibility analysis for crossing over Highway 20 and other improvements to pedestrian infrastructure and amenities along Highway 20. The City's Selection Committee ("Committee") will evaluate submitted proposals based upon the identified evaluation criteria and points set forth below, interview as necessary, and award based on the selection criteria established herein.

Introduction

The City is soliciting proposals from qualified professional firms to guide a **PLAN FOR THE EXTENSION OF THE SUGAR HILL GREENWAY, FEASIBILITY ANALYSIS FOR CROSSING OVER HIGHWAY 20 AND OTHER IMPROVEMENTS TO PEDESTRIAN INFRASTRUCTURE AND AMENITIES ALONG HIGHWAY 20**. This contract solicitation will allow engagement of a qualified team that can deliver these services to the City in an independent, professional, and comprehensive manner.

Project Understanding

See attached Scope of Services document.

INFORMATION & INSTRUCTIONS

The remainder of this document provides additional information that will allow a prospective consultant to develop a submittal in the format desired by the City.

Submission Requirements: The complete original submittal must be submitted in a sealed package. All submittals shall be marked, **RFP #(See # Above) & Project Name: Sugar Hill Trails Concept LCI Plan Proposal** – Sugar Hill, Georgia. Offerors shall file all documents necessary to support their submittal and include them with their proposal. Offerors shall be responsible for the actual delivery of submittals during normal business hours to the address indicated in the cover letter. It shall not be sufficient to show that the submittal was mailed in time to be received before scheduled closing time.

Responsibility: It is the sole responsibility of the Offeror to assure that they have received the entire Request for Proposals (RFP).

Changes or Modifications to RFP: Offerors registered with the City, will be notified in writing of any change in the specifications contained in this RFP. Otherwise, offerors are expected to check the City website for addenda. Any changes or modifications will be posted to the website not less than 72-hours prior to the response deadline.

Communication. All communication regarding this solicitation shall be in writing to the contact identified herein and no other employee, elected or appointed official shall be contacted regarding this contracting opportunity. Contact between an offeror and parties other than the designated contact in matters pertaining to the Project shall be a violation of the terms of this RFP and shall be grounds for rejection of the proposal.

Interpretations: No verbal or written information that is obtained other than through this RFP or its addenda shall be binding on the City. No employee of the City is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.

Right of Rejection and Clarification: The City reserves the right to reject any and all submittals and to request clarification of information from any Offeror. The City is not obligated to enter into a contract on the basis of any submittal submitted in response to this document.

Request for Additional Information: Prior to the final selection, Offerors may be required to submit additional information which the City may deem necessary to further evaluate the Offeror's qualifications.

Denial of Reimbursement: The City will not reimburse Offerors for any costs associated with the preparation and submittal of any submittal, or for any travel and/or per diem costs that are incurred.

Gratuity Prohibition: Offerors shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the City for the purpose of influencing consideration of this submittal.

Right of Withdrawal: A submittal may not be withdrawn before the expiration of ninety (90) days from the submittal due date.

Right of Negotiation: The City reserves the right to negotiate with the selected Offeror the fee for the proposed scope of work and the exact terms and conditions of the contract.

Exceptions to the RFP: It is anticipated that Offerors may find instances where they may take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the City, and a description of the advantage to be gained or disadvantages to be incurred by the City as a result of these exceptions.

Indemnification: The Offeror, if successful, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the City, its employees, and agents, from any liability of negligent nature or kind in regard to the delivery of these services. The Offeror shall secure and maintain General Liability Insurance, if required, as will protect them from claims under the Workers Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of services under this contract. Furthermore, the Offeror shall provide the City with evidence and the amount of Errors and Omissions Insurance, i.e. Professional Liability Insurance currently in effect. The successful Offeror shall be required to provide adequate insurance coverage consistent with the scope & scale of this project offering.

Rights to Submitted Material: All submittals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by Offerors shall become the property of the City when received.

Title VI/Nondiscrimination Statement: No person shall on the grounds of race, color, national origin, sex, age, or handicap/disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the City. The City does further commit that it will ensure that disadvantaged business enterprises as defined by and approved by the Georgia Department of Transportation will be afforded full opportunity to submit in response to this request and will not be discriminated against on the grounds of race, color, national origin, sex, age, or handicap/disability in consideration of an award.

Qualifications: Submittals shall include a completed copy of the appropriate schedules in response to this request.

References: See Schedules A-M.

Selection Criteria for Prospective Contractor: To receive consideration, the offeror's submittal should be responsive to the project described in the Introduction, Project Understanding section, and the criteria listed below. The Contract will be awarded to the team determined to be the most qualified to perform the work based on the established evaluation criteria.

The City of Sugar Hill will review and evaluate proposals based on the following factors:

1. Qualifications of the firm to perform the required services, the key personnel to be assigned to perform the services and, the results-oriented track record of the firm.
2. Prior experience of the firm in completing work of this or similar nature.
3. The firm's understanding of the City of Sugar Hill's professional service needs, the firm's ability to meet those needs in a cost effective and timely manner, and the proposed approach to meeting the city's needs.
4. The firm's demonstrated understanding of the City of Sugar Hill, the existing and future marketplace, and a commitment to execute creative, unique, and contextual approaches.
5. The overall structure, content, and quality of the proposal.

A selection committee will be convened to evaluate the submittals based on the following weighted criteria:

The scoring system is outlined below:

1. Consultant understanding and approach to the required tasks and needs, as demonstrated in the response to the scope of services. (25 points)
2. Consultant experience with similar projects comparable in type, size, and complexity. (25 points)
3. Qualifications of the staff assigned to perform the work on this project. (20 points)
4. Demonstrated ability of the Consultant to perform high quality work, to control costs, and meet project schedules. (20 points)
5. Past performance on projects with the city. (5 points)
6. Cost to complete the project. (5 points)

Upon completion of an initial evaluation by the committee and scoring, interviews may be utilized to determine the final short list of candidates. Once the evaluation process has been completed, a final recommendation to the City will be presented for approval. The City reserves the right to award a portion of or the entire contract to any combination of consultants (firms, teams, or individuals) that serve the best interest and provide the greatest value to the City while maintaining a competitive and fair procurement framework.

Copies: One unbound original (8.5x11), one PDF on USB flash drive, and **three (3) bound** original copies of the submittal and supporting documents must be submitted in response to the RFP. All electronic files in their original format (e.g., MS Word, Excel, InDesign, etc.) with supporting graphics and GIS shape files must be submitted.

Termination of Contract: The City may cancel the contract at any time for breach of contractual obligations by providing the successful Offeror with a written notice of such cancellation, in accordance with the terms of the final Construction Agreement.

Assignment: The successful Offeror shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written consent of the City.

Conflict of Interest: The Offeror covenants that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The Offeror further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract.

Independent Contractor: The Offeror represents itself to be an independent contractor offering such services to the general public and shall not represent himself or his employees to be an employee of the City. Therefore, the Offeror shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, and other expenses, and agrees to indemnify, save, and hold the City, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters. The

Offeror shall further understand that the City cannot save and hold harmless and or indemnify the Offeror and/or the Offeror's employees against any liability incurred or arising as a result of any activity of the Offeror or any activity of the Offeror's employees performed in connection with the contract.

Contract: The contract between the City and the Offeror shall consist of:

- 1) The RFP and any amendments thereto;
- 2) The qualifications submitted by the Offeror to the City in response to the RFP;
- 3) The sealed price proposal submitted by the Offeror to the City;
- 4) Executed contract between the City and the successful Offeror; and

In the event of a conflict in language between the documents referenced above, the provisions and requirements set forth and/or referenced in the contract shall govern. However, the City reserves the right to clarify any contractual relationship in writing with the concurrence of the Offeror, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Offeror's submittal. In all other matters not affected by the written clarification, if any, the RFP shall govern.

Compliance with Laws: In connection with the furnishing of supplies or performance of work under the contract, the Offeror agrees to comply with the Fair Labor Standards Act, Equal Opportunity Employment Act, Georgia Security and Immigration Compliance Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.

Funding: Funding is provided by the City and available for this project. Project funding has been provided through a federal grant from the Atlanta Regional Commission's (ARC) Livable Centers Initiative (LCI) program. The City of Sugar Hill will provide the required local matching funds for the ARC grant. The committed budget for all elements of the project scope is \$87,500. The project must be completed by August 31, 2020.

Submittal Submission & Evaluation

Firms should provide the following information related to this RFP (in addition to all information identified in attached Scope of Work):

- QA/QC – Plan Checks
- Project Experience – Schedules A, C, D, G, I (Include project data sheets as necessary)
- Team Member Experience – Schedule B
- Evidence of Financial Health – Schedules E, H, J, K, Price Proposal – Schedule M
- Certification

Responses to this request should be in the form of a written package not to exceed 50 pages including cover letter. Any incomplete submittals will be determined to be non-responsive.

The City will select the Team that demonstrates the best combination of qualifications by area of expertise or collective specialties in such manner as is in the best interest of the City. Interviews may be required; however, the City reserves the right to award a contract based upon evaluation of the written submittals only.

All submittals must be in writing and must be received at the following address no later than 12:00 p.m. on **FRIDAY, JANUARY 31, 2020**. All submittals, delivered by hand or other methods, must clearly indicate on the outside of the sealed package or envelope the information provided below. Provide one (1) unbound, (1) USB Flash Drive (with PDF copy) and three (3) bound original copies of the complete submittal.

RFP: SUGAR HILL TRAILS CONCEPT LCI PLAN
(SUGAR HILL, GEORGIA – RFP #20-010)

City of Sugar Hill
5039 West Broad St
Sugar Hill, Georgia 30518
Attn: Planning Director

Certification

The undersigned declares that he or she has carefully examined all the documents contained in this Request for Proposals (RFP) solicitation for the project, and certifies to the best of his/her knowledge, that this Proposal fully complies with all of the requirements of the RFP and all addenda and clarifications issued in regard to the RFP.

The undersigned also hereby certifies that he or she (or, if he or she is the authorized representative of a company, the company) is the only person interested in this Proposal and any subsequent proposal; that it is made without any connection with any other person making any submission for the same work; that no person acting for, or employed by, the City is directly or indirectly interested in this Proposal or any subsequent proposal, or in any contract which may be made under it, or in expected profits to arise therefrom; that the undersigned Offeror has not influenced or attempted to influence any other person or corporation to file a Proposal or subsequent proposal or to refrain from doing so or to influence the terms of the Proposal or any subsequent proposal of any other person or corporation; and that this submission is made in good faith without collusion or connection with any other person applying for the same work.

The undersigned further states that he or she has the necessary licenses, certifications, and professional credentials necessary to practice their respective professions within the State of Georgia.

The undersigned states that he or she has carefully examined all of the information provided and representations made in this Proposal and the documents submitted with the RFP including all schedules, forms and materials, and certifies to the best of his/her knowledge, that this Proposal in its entirety is complete, true and accurate.

Acknowledgement of Addenda. By signing below, the interested Offerors **acknowledges receipt of the following addenda** to this RFP:

Addenda No. (if any) _____

SIGNED UNDER THE PENALTY OF PERJURY:

Signature:	_____
	<i>(Signature of Authorized Representative)</i>
Print Name:	_____
Title:	_____
Firm Name:	_____
Date:	_____
Project Number:	_____
Project Name:	_____

Firm Name: _____

SCHEDULE A – BUSINESS OWNERS: Interested Offeror **MUST** provide the following information and **attach a copy of the resume for each and every business owner of the team (each firm)** for this Project.

NAME	TITLE	ROLE/JOB RESPONSIBILITIES/ SCOPE OF WORK	# OF YEARS W/FIRM	EDUCATION/EXPERIENCE

Firm Name: _____

SCHEDULE B – MANAGEMENT PERSONNEL: Interested Offerors **MUST** provide the following information and **attach (1) an organizational chart and (2) copies of the resumes** for each person who will have any direct management responsibility for the Project, including but not limited to, project executives, project managers, project superintendents, etc for this Project.

NAME	TITLE	ROLE/JOB RESPONSIBILITIES/ SCOPE OF WORK	# OF YEARS W/FIRM	EDUCATION/EXPERIENCE	COMPLETED PROJECTS

Firm Name: _____

SCHEDULE C - SIMILAR PROJECT EXPERIENCE: Interested Offerors **MUST** list all similar projects respondent Offeror has completed during the last five (5) years. For the purpose of this *RFP* “similar projects” shall be as defined as projects of similar dollar value, size, scope and complexity as this Project. For each project listed provide a detailed description of the scope of work performed and provide contract amounts for that scope of work only.

If specific criteria are required for a Trade such as prior experience, make sure those criteria are met and described by the projects listed.

PROJECT NAME & LOCATION	PROJECT OWNER	PROJECT DESCRIPTION AND DETAILED DESCRIPTION OF SPECIFIC SCOPE	ORIGINAL AND FINAL CONTRACT AMOUNT AND EXPLANATION	START AND COMPLETION DATES (M/D/YYYY – M/D/YYYY)

Firm Name: _____

SCHEDULE D - TERMINATIONS: Interested Offerors are required to list each and every project on which it was terminated or failed to complete the project within the prior five (5) years.

PROJECT NAME & LOCATION	SCOPE OF WORK PERFORMED	CONTRACTED WITH	START & END DATES	ESTIMATED CONTRACT AMOUNT	% COMPLETE	REASON FOR TERMINATION OR FAILURE TO COMPLETE

Firm Name: _____

SCHEDULE E - LAWSUITS: Interested Offerors are required to list of all lawsuits in which the Offerors is a defendant or defendant-in-counterclaim with regard to construction contracts within the last 3 years. Please include among the lawsuits requested in the previous sentence, payment bond lawsuits under G.L.c.149, §29 and mechanics lien lawsuits. If the lawsuit was pending at any time during the last three (3) years (which includes any lawsuit that was commenced, dismissed, or resolved by settlement or judgment during that time), then it must be listed. **DO NOT** include actions that primarily involve personal injury, workers' compensation claims, or where the sole cause of action involves the Offerors's exercise of its rights for direct payment. Joint ventures must provide information regarding lawsuits for each joint venture partner.

PROJECT NAME & LOCATION	PROJECT OWNER	DESCRIPTION OF LEGAL PROCEEDING (include caption of case, parties, location of proceeding, description of the dispute and status and/or outcome)

Firm Name: _____

SCHEDULE F - RESERVED

Firm Name: _____

SCHEDULE G - PROJECT REFERENCES: Interested Offerors are required to list references for prior work respondent offeror has performed which appear in *Schedule C*.

PROJECT TITLE	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE#	FAX#
	OWNER:			
	DESIGNER:			
	OWNER:			
	DESIGNER:			
	OWNER:			
	DESIGNER:			
	OWNER:			
	DESIGNER:			

Firm Name: _____

SCHEDULE H - CREDIT REFERENCES: Interested Offerors are required to list a minimum of five (5) credit references from banks, suppliers and/or vendors.

CHECK ONE	COMPANY NAME	CONTACT PERSON	TELE#	FAX#
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				

Firm Name: _____

SCHEDULE I - PUBLIC PROJECT RECORD: – Interested Offerors are required to list all completed public projects during the past three (3) years. (Respondent Offerors may attach additional pages if necessary).

PROJECT INFORMATION	CONTACT INFORMATION Provide business and contact name, address, telephone and fax
PROJECT NAME: CONTRACT VALUE: SCOPE: START DATE: FINISH DATE:	AWARDING AUTHORITY: DESIGNER:
PROJECT NAME: CONTRACT VALUE: SCOPE: START DATE: FINISH DATE:	AWARDING AUTHORITY: DESIGNER:
PROJECT NAME: CONTRACT VALUE: SCOPE: START DATE: FINISH DATE:	AWARDING AUTHORITY: DESIGNER:

Firm Name: _____

SCHEDULE J – PRIOR REVENUE: – Interested Offerors are required to list prior revenue for the last three (3) fiscal years.

Firm's fiscal year runs _____ to _____.

YEAR	PRIOR ANNUAL REVENUE (\$)

Firm Name: _____

SCHEDULE K – REVENUE UNDER CONTRACT: – Interested Offerors are required to list revenue under contract for next three (3) fiscal years.

Firm's fiscal year runs _____ to _____.

YEAR	REVENUE UNDER CONTRACT (\$)

Firm Name: _____

SCHEDULE L - RESERVED

Firm Name: _____

Schedule M – PRICE PROPOSAL

Respondent / Offerors must complete the following:

Attach a hardcopy of fee schedule and electronically on USB flash drive.

Scope of Services

Timeline:

Release and distribution of RFP:	January 10, 2020
Deadline for Questions:	January 24, 2020
Deadline for Submitting Proposals:	January 31, 2020
Notification of Selection:	February 14, 2020

Contact:

Kaipo Awana LCI2020@cityofsugarhill.com 678.541.6127

General Instructions:

1. All submittals must be delivered to the City of Sugar Hill at 5039 West Broad Street, Sugar Hill, Georgia 30518 no later than the time and date indicated in the RFP. Any submittals received after that time will not be considered for award.
2. The City of Sugar Hill reserves the right to waive any and all technicalities, formalities, or irregularities. The city may reject the submittals of any consultants that have previously failed to perform properly or complete contracts of a similar nature.
3. All consultants shall provide appropriate proof of a current and valid occupational license issued by an agency from within the State of Georgia or another state.

Submittals must include the following:

1. Title page – list the RFP subject, the name of the firm, address, telephone number, name of contact person, and the date.
2. Cover letter summarizing interest in the project. Include a positive commitment to perform the required work within the time period.

3. Qualifications:

- a. Name, address, and telephone number of the firm's owners.
- b. Location of the firm's primary place of business for legal purposes and any subsidiary offices, years of business, and types of services offered.
- c. Curriculum vitae of principal associates and key personnel expected to have primary responsibility for the project. Identification of any sub-consultants.
- d. Description of similar project experience and the names, addresses, and telephone numbers of owners for all projects described.
- e. Current and projected workload, including a list of all projects contracted or anticipated.
- f. Indicate your understanding of the scope of work by describing your firm's approach, including specific illustrations of the procedures to be followed. Include any procedures or proposed steps deemed necessary, even if not explicitly required or outlined in the RFP.
- g. Tell us about your firm's experience, background, staff capabilities, where your work will actually take place, and why the city should hire your firm.

4. Fee proposal. Projected cost approach and fee itemized by each work task, as outlined in Appendix A, which identifies:

- a) Standard hourly billing rate for each staff member anticipated to work on the project.
- b) Estimated reimbursable expenses

5. Proposed schedule of tasks, including key milestones for the project.

6. Other relevant information.

Additional Information

A. Questions:

All questions or requests for additional information must be submitted by email or in person before 12 noon on January 24, 2020 to Kaipo Awana (LCI2020@cityofsugarhill.com).

All questions and answers will be posted as addendums to the RFP on the city website.

<https://cityofsugarhill.com/government/city-announcements/bids-rfps/>

B. Addenda

Addenda may be issued in response to changes in the RFP. Addenda must be acknowledged by signing and returning the Addendum Form to be included in the Proposal. Failure to properly acknowledge any addendum may result in a declaration of non-responsiveness by the city. All addenda issued for this

project may be found on the city website. <https://cityofsugarhill.com/government/city-announcements/bids-rfps/>

C. Right to Cancel or Change RFP

The city reserves the right to cancel any and all RFPs where it is determined to be in the best interest of the city to do so. The city reserves the right to increase, reduce, add, or delete any item in the RFP as deemed necessary.

D. Expenses of Preparing Responses to this RFP

The city accepts no responsibility for any expenses incurred by the responders to this RFP.

E. Georgia Security and Immigration Compliance

In compliance with the Georgia Security and Immigration Compliance Act of 2006 (Act 457), Section 2 of Senate Bill 529, Chapter 300-10-1 (O.C.G.A. 13-10-91), all consultants must comply with the above mentioned State of Georgia regulations by completing the provided affidavits relative to consultants and sub-consultants stating affirmatively that the consultant and any sub-consultants are registered and participating in a federal work authorization program. All applicable affidavits have been included with this RFP and must be signed and provided with the submittal.

Appendix A: Scope of Work

Scope of Work

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

702 CAS - Livable Centers Initiative Investment Policy Studies (LCI)

II. Area covered: All the necessary services provided in this subgrant contract will support the study of LCI-related programs and projects within the City of Sugar Hill (see Exhibit A-1, Study Area Map).

III. Goal: Portions of the Atlanta Metropolitan Transportation Planning Area are in maintenance for both ozone and PM2.5 standards under the Clean Air Act Amendments of 1990. Because of this designation, the region must look toward better development practices that support increased use of transportation modes other than single occupant vehicles (SOV) to help reduce emissions and meet air quality requirements. The LCI Program seeks to increase the use of alternatives to driving alone by developing transportation projects and other programs to improve accessibility, expand mixed-uses, utilize transit and support further development in the study area. Evaluation of the existing structure and development of likely scenarios should produce recommendations for future investment that support ARC's Livable Centers Initiative Program.

IV. Work Tasks

The Sugar Hill Trails Concepts will develop a concept for a multi-use trail crossing GA-20 and extending to the Hillcrest Drive corridor and develop a multi-use path along GA-20 from US-23 to Peachtree Industrial Blvd connecting into downtown Sugar Hill. The plan will include an alignment, typical section, environmental impacts, and cost estimates for constructing the multi-use paths and crossing. The work to be accomplished under this contract is divided into the following tasks:

Task 1 – Existing Conditions & Technical Analysis

The subgrantee will conduct a thorough review and assessment of previous plans and existing conditions in the corridor and connecting communities. The focus of the assessment will include, at a minimum, the following:

- An examination of existing conditions of locations of the paths.
- Review of existing plans (including but not limited to existing greenway plan, downtown plans, recent Highway 20 corridor study as well as some initial concept drawings for a pedestrian crossing over Highway 20) and trails and connection points covering the area.

- Review road crossings, driveway locations, connections to destinations such as schools, parks, shopping opportunities and access to healthy foods, and crash data at relevant locations.
- Identify physical constraints such as topography, lack of right-of-way, impacts to potentially historic properties, environmental features and locations of utilities.

Task 2 – Public Involvement

The subgrantee will conduct an outreach process that promotes the involvement of all stakeholders in the study area. In addition to local residents, businesses, and property owners, key stakeholders in this process should also include ARC, GDOT, and Gwinnett County DOT. A concerted effort should be made to reach senior, low-income and minority stakeholder populations.

- *Project Management Team*
The sub-grantee shall establish a Project Management Team that includes representatives from relevant city departments, the consultant, and ARC. This team shall meet or hold a conference call monthly to discuss the study progress and advise on public involvement and other planning process issues. The project's ARC project manager must be notified of all meetings taking place.
- *Core Team*
The sub-grantee will seek input and comments from a project advisory group of major stakeholders. This stakeholder group will meet (either in person or via conference call) at least twice during the study process and will be provided draft concepts, typical sections and scoping study documents for comment. The core team shall include the members of the Project Management Team along with representatives from key stakeholder groups in the study area
- *Project Website*
Project information will be uploaded to a project website hosted by the city to provide basic project information to the public along with project materials and meeting summaries.
- *General Public Meetings*
The subgrantee will schedule at least two public involvement activities – an activity meeting to understand needs, desired outcomes and to gather input on design and desired connections, potential problem areas, and another activity towards the end of the process to review and comment on preferred alternatives. Additional types of outreach, such as surveys or workshops, are encouraged and should be conducted as necessary throughout the process.

Task 3 – Conceptual Plan and Concept Report Development

Prepare a Concept Layout, typical sections and a draft GDOT Concept Report for the project based on the existing conditions, technical analysis, and public involvement. Specific elements shall include:

- Preferred and alternative alignments and typical sections.
- Development of crossing type Study with concepts and costs.

- Storm water management features.
- Determine public space and placemaking elements and strategies, including but not limited to public art, wayfinding, lighting both decorative and safety, green infrastructure.
- Preparation of draft GDOT Concept Report, which includes analysis of potential environmental impacts, ROW, utility and cost estimates for the paths excluding the crossing of GA-20.
- Summary of public involvement.

Task 4 – Prepare Project Deliverables

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

- Deliverables:
 - Greenway Concept Study Summary document: Brief document summarizing the goals of the project, methodology, public involvement, and alternatives considered.
 - Preferred and alternative Concept Layout
 - Preferred and alternative typical sections
- Format:
 - One printed copy of all of the above as a combined final report. Summary document and Concept Report in 8.5"x11", and Concept Layout and Typical Sections in 11"x17".
 - Once single combine PDF file of the final report document
 - Electronic editable original documents for each report element, such as MS Word documents of Concept Report and summary documents, GIS shape files, InDesign files, Excel/CAD or other files.

Appendix B: Study Area Map

