



REQUEST FOR QUALIFICATIONS
DESIGN AND ENGINEERING
ATLANTA BELTLINE NORTHEAST CORRIDOR TRAIL

STATEMENTS OF QUALIFICATIONS DUE:
THURSDAY, MARCH 29, by 3:00pm

Pre-Proposal Meeting: Tuesday, March 13, 2018, 10:00 am
Questions/Inquiries due: Friday, March 16, 2018, by 3:00 pm

Envelope(s) shall be sealed and marked with Project Title and firm identified
Electronic submissions will not be accepted

Submit (1) original and (1) PDF copy on a flash drive of the Response to:

Atlanta BeltLine, Inc.
Attn: Kim Nicholson, Procurement Officer
100 Peachtree Street NW, Suite 2300
Atlanta, Georgia 30303

Email questions to:

Kim Nicholson, Procurement Officer: knicholson@atlbeltline.org

Late submittals will not be accepted. Deliveries sent to Colony Square in Midtown will not be accepted if they arrive at the corrected location late.

For Driving, Transit and Parking directions please see:
<https://beltline.org/contact/#driving-directions>

TABLE OF CONTENTS**SECTION 1 – DEFINITIONS AND ABBREVIATIONS****SECTION 2 – OVERVIEW AND ROLES****SECTION 3 – PROJECT DESCRIPTION****SECTION 4 – QUALIFICATIONS AND REQUIREMENTS****SECTION 5 – SUBMITTAL REQUIREMENTS**

PROCUREMENT PROCESS

DBE REQUIREMENTS

PRE-QUALIFICATION/SCOPE REVIEW MEETING

QUESTIONS/ADDENDUM

RESPONSES DUE

PROCUREMENT SCHEDULE

SUBMITTAL REQUIREMENTS

SECTION 6 – EVALUATION CRITERIA**SECTION 7 – ABI TERMS AND CONDITIONS****SECTION 8 – FEDERAL TERMS AND CONDITIONS****SECTION 9 – EXHIBITS & FORMS**

EXHIBIT A - MAP OF PROJECT AREA

EXHIBIT B - SCOPE OF SERVICES AND DELIVERABLES

EXHIBIT C - ATLANTA BELTLINE, INC. CODE OF ETHICS

EXHIBIT D - SUBMITTAL FORMS

D.1: STATEMENT OF QUALIFICATIONS SUBMISSION FORM

D.2: DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION PLAN

D.3: GOOD FAITH EFFORT AFFIDAVIT

D.4: CERTIFICATION OF NO ORGANIZATIONAL CONFLICT OF INTEREST

D.5: O.C.G.A. 50-36-1(e)(2) S.A.V.E. PROGRAM AFFIDAVIT

D.6: CONTRACTOR AFFIDAVIT OF COMPLIANCE WITH O.C.G.A. 13-10-91(b)(1)

D.7: CERTIFICATION FORM

D.8: SUBCONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91

D.9: SUB-SUBCONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91

RECEIPT OF ADDENDA (signature page if any issued)

EXHIBIT E – SAMPLE FORM OF AGREEMENT

SECTION 1 - DEFINITIONS AND ABBREVIATIONS

This section consists of abbreviations, definitions, and general rules of interpretation.

Atlanta BeltLine, Inc. (ABI). A funding partner for the Project, developer of assets, project manager and technical lead for the Project, and the contracting entity on behalf of Invest Atlanta.

Agreement/Contract. The document executed by ABI and the Designer entitled “Design Engineer Contract Agreement,” the sample form of which is included in the RFQ, as well as all documents listed in said Design Engineer Contract Agreement. ABI reserves the right to make changes to this draft agreement based upon the final agreed upon scope of work and the negotiations with the selected responder.

Apparent Successful Respondent. The Respondent who submits the Proposal that ABI, in its sole opinion, considers the best overall value in accordance with the procedures set forth in the RFQ. The apparent successful Respondent will not be awarded the Contract if:

- A. The Respondent fails to comply with all applicable pre-award and pre-execution requirements of the RFQ and/or Contract,
- B. The parties are unable to reach agreement during negotiations on the final terms of the contract, or
- C. ABI chooses not to award a contract.

The Atlanta Development Authority d/b/a Invest Atlanta (“IA”). IA is the redevelopment agent of the City of Atlanta, and a body corporate and politic of the State of Georgia.

Brooks Act. Also known as Qualifications Based Selection(QBS; 23 C.F.R. 172), and known as the Selection of Architects and Engineers statute is a United States federal law passed in 1972 that requires that the U.S. Federal Government select engineering and architecture firms based upon their competency, qualifications and experience rather than by price. The Brooks Act also applies to federally-funded state, county and local government projects.

City of Atlanta (COA). The City of Atlanta is a Georgia municipal corporation, a funding partner for the project, and the ultimate Owner of portions of the project assets that are within its right-of-way.

Design Documents. Design Engineer produced drawings, specifications, calculations, records, reports or other documents, special process procedures (as necessary), which may be used for construction, manufacture, fabrication, installation, construction, testing, and examination.

Design Engineer. The federal Brooks Act term for Consultant, Contractor or Successful Respondent or any other reference to the person or firm awarded a contract to perform the scope of work as a result of this procurement.

Design Manager. The person on the Design Engineer’s team who will be responsible for the management and integration of all design components resulting from this Contract. The Design Manager shall be an Engineer of Record who is a Georgia Licensed Professional Engineer or Architect responsible for all aspects of the design including the quality of the end product. The Design Manager’s duties shall include, but are not limited to, oversight, and quality control of:

- A. Design reports;
- B. Site investigations and reports;
- C. Analytical approach;
- D. Basis of design documents;
- E. Drawings and specifications for conformity with the Contract Documents, and for compliance with codes, permits, and regulations;
- F. Maintenance of project schedule and budget;
- G. Coordination of design compliance with the findings of constructability reviews; and
- H. Field design changes.

Disadvantaged Business Enterprise (DBE). A DBE is a for-profit small business concern where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. For the purposes of this RFQ, a DBE entity should be certified through one of the programs listed in Section 5 of this RFQ as acceptable to ABI that meets the guidelines specified in Section 5.

The Georgia Department of Transportation (GDOT). The Georgia agency designated by the Federal Highway Administration to implement local, federally funded projects.

Federal Highway Administration (FHWA). The federal agency that originates certain funds for this project. FHWA is an agency of the U.S. Department of Transportation and is headquartered in Washington, D.C., with field offices across the United States. The FHWA administers the Federal-Aid Highway Program.

Locally Administered Project (LAP). The designation under which a federally funded project is being implemented by ABI on behalf of Invest Atlanta (IA).

Notice to Proceed. “Notice to Proceed” means “Notice to Commence Work”.

Owner(s). The legal or record owner of the property on which the Project is to be constructed, generally the City of Atlanta or The Atlanta Development Authority dba Invest Atlanta acting by and through ABI, the Owners’ implementation agent for this Project.

Plan Development Process (PDP). The GDOT process for producing plans and specification that are of a high quality with zero defects.

Permitting for Approval. Permits granted for the Project. Permits required may include, but are not limited to:

- A. environmental permits,
- B. Categorical Exclusion
- C. various COA department sign-offs,
- D. special administrative permit,
- E. a Land Disturbance Permit, and
- F. a Lane Closure permit.

Plans. When the context so indicates, “Plans” mean applicable conceptual, planning, design and construction drawings including plan, profile, typical cross sections, Working Drawings, Standard Details, Supplemental Standard Details, and Supplemental Drawings or reproductions thereof or electronically displayed equivalents that show the location, character, dimensions, and details of the work and are in a form acceptable to the Georgia Department of Transportation.

Project. This term is used to describe the basis for this solicitation and includes all work and services necessary to design the Atlanta BeltLine Northeast Trail, including but not limited to construction materials testing, construction administration, and project bidding assistance.

Project Records. Records or data of any type on any media including those produced by the Designer of Record or its consultants, subcontractors, suppliers, or manufacturers that are related to the Project. Project Records may include, but are not limited to:

- A. Plans,
- B. Working Drawings,
- C. Specifications,
- D. design notes and computations,
- E. manufacturer’s recommendations,
- F. catalog cuts,
- G. schedules and schedule updates or revisions,
- H. quality control Plans and related documentation,
- I. inspectors’ reports,
- J. traffic control Plans and log,
- K. safety program and incident reports,
- L. soil erosion and water pollution control Plans and log,
- M. equal opportunity and affirmative action,
- N. preconstruction conference records,
- O. As-built records,
- P. Progress Meeting records,
- Q. Partnering records
- R. correspondence
- S. DBE participation records
- T. including e-mails, and
- Q. any other documents related to the scope of work.

Respondent. A person or firm who submits a response to a request for qualifications or other type of procurement solicitation where price is not a factor in the evaluation process for award determination.

Stakeholder. A person or group with an interest in the successful completion and subsequent use of a project.

United States Army Corps of Engineers (USACE). The Army Corps of Engineers provides public engineering services in peace and war to strengthen national security, energize the economy, and reduce risks from disasters. It governs the permitting of work in the waterways within the project area.

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SECTION 2 – OVERVIEW AND ROLES

The Atlanta BeltLine is a transformative project shaping the way the City of Atlanta will mature as a city, by creating parks, trails, transit, and new development along a 22-mile loop of rail segments that encircle the City’s urban core. The Atlanta BeltLine—by attracting and organizing a portion of the region’s future growth around parks, transit, and trails located in the inner core of Atlanta—will lead to a vibrant and livable Atlanta with an enhanced quality of life for all City residents. The revival of this historically industrial landscape will become the uniquely Atlanta solution and an exemplary national model for effectively managing growth by providing:

- Trails and pedestrian-friendly streets to link neighborhoods previously severed by freight rail and industry;
- A 22-mile streetcar/light rail transit loop providing an alternative to auto trips among jobs, residences, and cultural attractions;
- Compact mixed-used development that supports transit, parks and trails, as well as businesses;
- A connected network of beautiful parks and greenspaces;
- Affordable workforce housing;
- Preservation of historic buildings and structures; and
- Environmental remediation of underutilized brownfield areas.

This project is being developed by Atlanta BeltLine, Inc., in collaboration with Invest Atlanta, the City of Atlanta, GDOT, and FHWA. This project is funded using a mix of federal, local and private funds. Roles and responsibilities of the parties are specifically defined in specific Agreements but are generally outlined below.

Atlanta BeltLine Inc. (ABI). Formed by The Atlanta Development Authority d/b/a Invest Atlanta (“IA”), ABI is the entity tasked with planning and implementation of the Atlanta BeltLine in partnership with various entities and City of Atlanta Departments. ABI’s functions include specifically defining the Atlanta BeltLine plan; leading efforts to secure federal, state and local funding; continuing the Atlanta BeltLine community engagement process; and serving as the overall project management office to execute the Atlanta BeltLine plan, including the coordination of planning and execution activities with other City of Atlanta departments and managing all vendors and suppliers.

City of Atlanta (COA). The City of Atlanta will be the ultimate owner of all Atlanta BeltLine infrastructure. Through its various departments (DCP, DPR, DPW, DWM, *et al.*), the City of Atlanta will have jurisdiction for issuing permits, zoning entitlements, and regulatory issues associated with construction.

Atlanta BeltLine Partnership, Inc. (ABP). ABP is a 501(c)3 organization committed to the ongoing cultivation of broad-based financial support for the Atlanta BeltLine.

The Atlanta Development Authority d/b/a Invest Atlanta (IA). IA was formed in 1997 as a public body corporate and politic of the State of Georgia. Invest Atlanta is the official economic

development authority for the City of Atlanta. Its purpose is to strengthen Atlanta's economy and global competitiveness in order to create increased opportunity and prosperity for the people of Atlanta. Invest Atlanta is governed by a nine-member board of directors, chaired by the Mayor of Atlanta. Invest Atlanta's programs and initiatives focus on developing and fostering public-private partnerships to accelerate job creation/economic growth, neighborhood revitalization/investment and innovation/entrepreneurship. Invest Atlanta's economic tools include bond financing, revolving loan funds, housing financing, tax increment financing and tax credits.

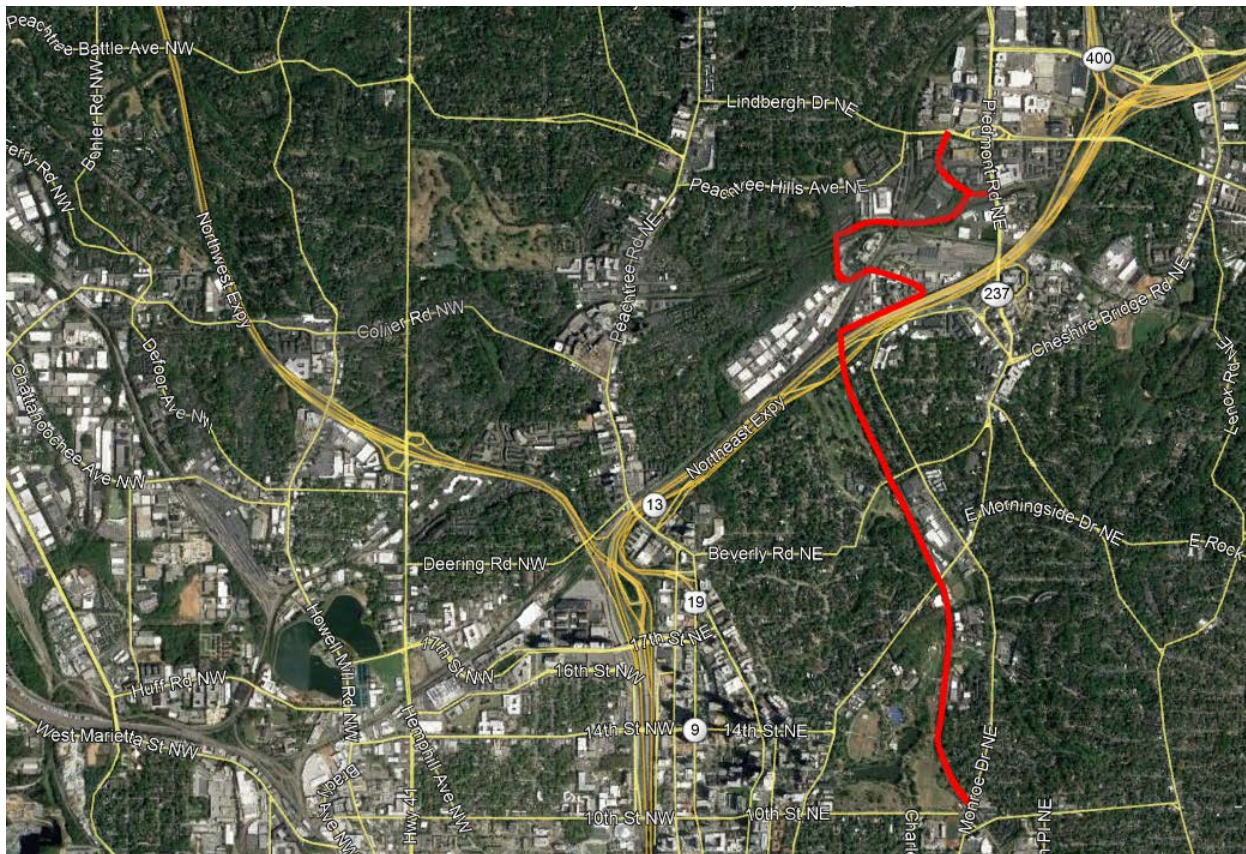
Georgia Department of Transportation (GDOT). GDOT is the state agency responsible for overseeing the Locally Administered Project (LAP) process. It is expected that the Project will follow the GDOT Plan Development Process (PDP) to obtain all required clearances, utility coordination, permits, etc.

Federal Highway Administration (FHWA). FHWA is the federal agency providing partial funding for the project. Due to federal funding, federal procurement rules and statutes prevail versus state, county or city procurement rules.

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SECTION 3 - PROJECT DESCRIPTION

Atlanta BeltLine, Inc. desires to advance the implementation of the Northeast Trail, which generally runs between Monroe Drive and MARTA Lindbergh Station, north of Lindbergh Drive. ABI is seeking Statements of Qualifications (SOQ) outlining technical capabilities and demonstrated experience from qualified multi-disciplinary teams for delivering multi-use path projects that are integrated into a larger transportation framework. Respondents must possess an intimate working knowledge of the GDOT Plan Development Process (PDP). The project team will need to demonstrate the necessary expertise (landscape architecture, engineering, costing, and permitting, etc.) to design and assist in bidding this project, as well as the ability to provide construction administration and construction materials testing services. ABI has assigned a Project Manager to oversee the successful Respondent's work

**Design**

In corridor, the Project will include design of a concrete multi-use path from Monroe Drive to MARTA Lindbergh Station. The typical in-corridor section shall account for adjacent and parallel double-track light rail transit, as well as additional design elements such as: planting, lighting, retaining walls, vertical connections to adjoining streets, storm drainage and management (with a

focus on green infrastructure), streambank restoration and mitigation (as it relates to a crossing of Peachtree Creek), signage/wayfinding, and the replacement and rehabilitation of bridges.

At access points and when the trail is outside of the pre-existing railroad corridor Right-of-Way (ROW), the Project shall include design for an appropriately sized mainline Atlanta BeltLine multi-use path and buffers, along with streetscape and complete street conversion improvements on intervening streets. ABI will utilize the Project team to reevaluate the existing conceptual routing outside of the pre-existing railroad corridor.

The intermediate corridor segment, approximately between Westminster Drive and Mayson Street, will be designed by others in association with the Georgia Power Company Hairpin Transmission Line Replacement Program (the plans will be provided to the successful Respondent). The project team will be responsible for seamlessly tying into the Georgia Power design.

Community Engagement

ABI will lead all community engagement activities. At a minimum, the Design Engineer will be required to assist ABI in its outreach efforts by attending and staffing community meetings and preparing presentation materials. Additional specific requirements will be determined during contract negotiations.

Services

The Design Engineer must be able to provide services and deliverables based upon tasks outlined in **Exhibit B**. Deliverables are those tangible work products to be delivered to ABI such as reports, draft documents, data, interim findings, drawings, schematics, meeting presentations, final drawings and reports. All deliverables will become the property of ABI. Depending on funding availability and access to the corridor, the Project may be authorized in phases.

Schedule

The contract term is estimated to be for a period of no more than 30 months for design, with the option to extend the contract up to a total of 72 months for the services required for construction administration. The Design Engineer will receive a Notice-To-Proceed (NTP), be required to begin work on the Project and provide at least two invoices in ABI's Fiscal Year 2018 (ending June 30, 2018) with the first invoice to be received by ABI no later than June 5, 2018. ABI anticipates approximately 24 months for the project team to deliver construction documents. The final high-level schedule will be determined during contract negotiations.

SECTION 4 - QUALIFICATIONS AND REQUIREMENTS

ABI is seeking highly qualified firms/teams. In order to be considered responsive, the Respondent must meet the following requirements:

1. Possess qualifications enabling the successful completion of the project design and engineering services for Atlanta BeltLine, Inc.
2. Have demonstrated experience in the successful completion of the GDOT PDP process with context sensitive solutions.
3. Have performed work on projects of this size, type and/or complexity and provided references for such work.
4. Have demonstrated experience in managing interfaces between and among design disciplines, the community, and contractors/consultants/sub-consultants.
5. The prime consultant must have been in business for a minimum of ten (10) years.
6. Have demonstrated experience meeting or exceeding established Disadvantaged Business Enterprise (DBE) goals through meaningful involvement with firms (or other activities designed to facilitate the development and success of DBE firms) on prior projects.
7. Possess all applicable licenses and registrations to perform design services in the State of Georgia (landscape architects and engineers).
8. Provide all information requested in this RFQ package and address the specifics of the evaluation criteria.
9. Must demonstrate an overall combination of skills, prior work experience, business reputation, commitment to diversity, and success with engaging members of the community on projects like this.
10. Demonstrate and articulate a unique understanding of the Atlanta BeltLine mission and vision based on the work that has been completed to date.
11. Has experience with solicitations under the Brooks Act; Qualifications Based Selection (QBS) for procurement of Architectural and Engineering Services.

SECTION 5 - SUBMITTAL REQUIREMENTS**PROCESS**

Issuance of this procurement is intended to provide ABI with a short-list of teams best qualified to participate in a selection interview. Only those firms who responded to the RFQ and meet or exceed the requirements will be eligible. By submitting a response, the Respondent is accepting the Terms and Conditions found in Sections 7 and 8.

The procurement may be cancelled at any time if, in the opinion of ABI, the project goals will not be achieved by awarding a contract, or the Respondents are considered non-responsive, or funding for the project is not made available. The process may be revised at any time during the solicitation, selection, evaluation and negotiation phases up to final award.

The procurement method for this project is according to the Brooks Act – Qualifications Based Selection (QBS). Steps in this method may include:

- ❖ Interested firms will submit a Statement of Qualifications (SOQ)
- ❖ Evaluations of the submitted SOQs will result in a shortlist of qualified firms
- ❖ The shortlisted firms will be interviewed by the evaluation team
- ❖ The successful Respondent will negotiate project approach and cost
- ❖ If negotiations fail, the evaluation moves to the 2nd highest ranked firm based on their qualifications and starts negotiation of project approach and cost. The process continues until ABI awards a contract

DBE GOALS

ABI is committed to the practice of non-discrimination in the selection of team members and relationships with subcontractors with a desire to reflect diversity in the participation of companies engaged in the Atlanta BeltLine effort. ABI strongly encourages participation by DBEs (FBE, MBE and SBE entities) in all contracts issued by ABI. ABI anticipates that as a part of a responsive submittal, DBE participation will be included. All Respondents shall include specific information on the role of DBEs on their team. Respondents must include copies of DBE certifications for their sub-contractors with their SOQs; there is federal funding in this contract and all DBE certifications must be from the Georgia Unified Certification Program at GDOT.

The goal for the Project has been set at 15% reflecting a diverse range of firms. Respondents are encouraged to involve DBE firms in all aspects of the work, not just in the community engagement or outreach areas. The Respondent shall be aggressive in their outreach to DBE firms in order to ensure the established goal is met.

PRE-SUBMITTAL There will be a mandatory pre-submittal meeting held on **Tuesday, March 13, 2018, at 10:00am**, at the ABI office, which is located Downtown in the Equitable building at 100 Peachtree Street NW, Suite 2300, Atlanta GA 30303.

QUESTIONS Questions and clarifications regarding this RFQ must be emailed to the Procurement Officer. Questions/clarifications must be received before **3pm on Friday, March 16, 2018**. An addendum will be posted on the ABI website no later than 72 hours prior to the due date to all recorded holders of the RFQ if a substantive clarification is in order. Send questions to Kim Nicholson, Procurement Officer: knicholson@atlbelpline.org

RESPONSES DUE **Thursday, March 29, 2018, NO LATER THAN 3:00pm:** Sealed responses must be received no later than the date and time and at the location/email specified on the cover of this solicitation. The outside of the envelope shall plainly identify the RFQ, the project title, and the name and address of the Respondent. Responses received after the time or date listed herein shall not be considered and will be returned to the Respondent unopened.

PROCUREMENT SCHEDULE (subject to change)

Pre-submittal Meeting	10am, Tuesday, March 13, 2018
Questions Due	3pm, Friday, March 16, 2018
Responses/SoQ Due	3pm, Thursday, March 29, 2018
Team Presentation/Interviews	“Tentatively” week of April 9 or 16, 2018

SUBMITTAL REQUIREMENTS

Responses shall be clear, succinct and not exceed 10 double-sided, 8.5 x 11 sheets of paper. Each page shall be numbered, in a format of Respondent’s choice, from page 1 to page 20. Cover pages, tabs, Response Forms and Appendix materials shall not count toward the page limit. Please use an 11-pt font or larger, and do not use 11x17 sheets. A response that exceeds the page limitation may not be considered. Please provide an electronic copy on a jump/flash drive that clearly identifies the company name on the packaging.

All submittals will be evaluated on the completeness and quality of the content. The hardcopy (paper) original must contain all required signatures and notarized forms. Only those Respondents providing complete information as required will be considered for evaluation.

All submittals, proposal materials and addendum attachments will become part of the public file on this matter, without any obligation or liability to ABI. All costs incurred by the Respondent in preparation of the responses to this solicitation, including presentations to ABI and/or for participation in an interview shall be borne solely by the Respondent; ABI shall not be liable for any of these costs. At no time will ABI provide reimbursement for submission of a response.

1. COVER LETTER

A Cover Letter shall be attached to every Response. The Cover Letter must include the following:

- RFQ Name / Project Title;
- Name(s) of the person(s) authorized to represent the Respondent in any negotiations;
- Name(s) of the person(s) authorized to sign any contract that may result;
- Contact person's name, title, mailing or street addresses, phone and fax numbers and email address

A legal representative of the Respondent, authorized to bind the Respondent in contractual matters, must sign the Cover Letter.

2. FIRM DESCRIPTION

Describe Respondent's legal structure (if responding on behalf of a business entity), areas of expertise, length of time in business, number of employees, and other information that would be helpful in characterizing the firm. Describe Respondent's internal procedures and/or policies associated or related to work quality and cost control. Describe the resource availability to perform the work for the duration of the project. Provide the address of the Respondent's home office and the address of the office that will manage the project, if different.

3. PROJECT TEAM

Include an organizational chart and task matrix detailing the division of responsibilities. Provide a professional resume for the key personnel, including key personnel of any joint venture member, or major sub-consultants proposed to be assigned to the project. Describe their unique qualifications and relevant experience on similar or related projects. Describe key personnel's proposed roles and responsibilities on this Project. Resumes should be included in the Attachments/Supporting Materials section of the response.

Submittals must identify a proposed Project Manager who will be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. Describe the Project Manager's experience with similar projects and with managing and leading interdisciplinary teams. List other projects to which the proposed Project Manager is currently assigned.

4. TEAM EXPERIENCE

Submit minimum of five examples of projects that are reflective of the subject of this Project, including references. For each example, identify the

type of project, size, budget, Respondent's role, client name and contact information, and indicate what role (if any) the proposed Project Manager or other team members had. When submitting projects for which an individual firm worked in an auxiliary capacity or in a joint venture or partnership, please include the name of the lead firm. Please remember that any extensive descriptions of vaguely related projects are discouraged and could negatively impact the overall outcome of the evaluation.

5. PROJECT UNDERSTANDING/PROPOSALS – SHORT-LISTED FIRMS UPON ABI REQUEST ONLY

Using this scoring item, ABI will evaluate the understanding of the trail work completed to date and the design team's role and commitment to delivering design solutions that meet or exceed the minimum technical requirements as defined in Exhibit B. The Proposals from short-listed firms/teams shall include conceptual plans or renderings, graphical representations, and narrative descriptions as necessary to enable ABI to understand and evaluate the approach to designing the Project.

Describe the tasks that must be accomplished in order to complete the Project. Provide a narrative description of how the firm proposes to execute the tasks during each phase of the Project. Identify the products that would result from each task. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete the proposed Project. Provide a proposed schedule to complete the Scope of Work and a breakdown of major tasks.

If applicable, discuss any unique aspects of the Project, including alternative approaches ABI should consider or special considerations related to programmatic/funding requirements.

6. RESPONSE FORMS

The forms found in Section 9 must be completed and submitted with the submittal.

7. CERTIFICATION

Persons or entities providing responses to this solicitation shall submit a Certificate of Existence from the Georgia Secretary of State and evidence of current (2018) registration, if responding on behalf of a business entity.

8. SUPPORTING MATERIAL

Supporting material may include resumes and other information pertinent to the Project.