LILBURN COMMUNITY IMPROVEMENT DISTRICT Request for Proposals

Livable Centers Initiative Major Plan Update RFP# 2021-02

The Lilburn Community Improvement District (LCID) is seeking proposals from firms experienced in local, regional, and statewide planning. The Scope of Services for the Livable Centers Initiative Major Plan Update is attached as Exhibit A and provides information regarding the level of effort required, as well as specific tasks to be accomplished. The location of the project is attached as Exhibit B and is generally defined as US Highway 29 (Lawrenceville Highway) from Ronald Reagan Parkway to Jimmy Carter Boulevard and Jimmy Carter Boulevard/Mountain Industrial Blvd from US Highway 29 to Britt Road. This Plan Update is for the US 29 Boulevard of Opportunity Plan funded by the CID in 2009 which was grandfathered into the LCI Program. The project limits for the Update extend beyond the 2009 Study

It is the preference of LCID that the number of sub consultants be limited. A consultant with all or most disciplines in-house to carry out this project is preferred.

The available funds for completion of the work will be \$150,000. The LCID was awarded \$120,000 from the Atlanta Regional Commission for this plan update. CID matching funds are available for a total project amount not-to-exceed \$150,000.

Interested firms are to submit a technical proposal that addresses the requirements listed below and in the Scope of Services in Exhibit A. Short-listed firms will be required to provide a detailed breakdown of the proposed budget and task breakdown following the general format provided in Exhibit A.

Firms must respond to this Request for Proposals (RFP) by submitting their technical proposals electronically as instructed below. Proposals shall be in PDF format. Proposal evaluation will focus initially on the written (technical) proposals including key personnel, firm experience, ability to meet the schedule, past performance, in-house expertise, and familiarity with LCI standards as outlined in the following submission requirements section of this RFP. Fee proposals are NOT to be submitted with the written (technical) proposals. Only the short-listed firms will be requested to submit a fee proposal. Should it be determined that interviews are required, only the "short list" of firms will be invited to the interview. LCID will confirm an interview time with those firms selected for an interview. LCID reserves the right to award this contract or contracts based on initial proposals received without formal interviews. Selection will be based upon competency, qualifications and experience of each firm rather than pricing in compliance with the Brooks Act (Public Law 92-582); which was enacted October 18, 1972 for federal procurements for architectural and engineering services.

LCID anticipates that a contract will be awarded on or around December 1st, 2021 with all work to be completed by December 31st, 2022. All references to years in this RFP are to calendar years beginning January 1 and ending December 31, unless otherwise noted. The successful consultant should be prepared to begin work

immediately upon receipt of a Notice to Proceed.

Substitutions, alternates, exceptions and alterations require prior approval of LCID. Costs for preparing the proposal are the responsibility of each proposing firm and are not eligible for reimbursement.

LCID shall electronically receive proposals from interested consulting firms by no later than 3:00 PM on November 8th, 2021. Proposals shall not exceed 30 pages (8.5 x 11), inclusive of resumes and firm experience. Font size should be a minimum of 11 point in all cases. Please send proposals to Tad Leithead, Executive Director; mailto:tad@lilburncid.com tad@lilburncid.com and a copy Larry Kaiser; kaiser@coinfra-services.com, with the following information placed in the email subject line;

- 1. Name of firm
- 2. Livable Centers Initiative Major Plan Update
- 3. RFP #2021-02

INTRODUCTION

The LCID is soliciting proposals from qualified professional firms to guide a major update to the 2009 US Highway 29 Boulevard of Opportunity LCI Plan. This contract solicitation will allow engagement of a qualified team that can deliver these services to the LCID in an independent, professional, and comprehensive manner.

The Highway 29 Corridor Study Area, located in Lilburn and unincorporated Gwinnett County in the northeastern suburban region of metro Atlanta, encompasses a seven-mile section of US 29, within the boundaries of the Lilburn Community Improvement District (CID), between Pleasant Hill Road and Ronald Reagan Parkway and Rockbridge to Jimmy Carter/Mountain Industrial Blvd intersection on US 29 and from Jimmy Carter/US 29/Mountain Industrial Blvd at US 29 intersection to Britt Road in Gwinnett County, Georgia. The study area includes approximately 2000 acres of predominately non-residential properties adjacent to the Highway 29 Corridor. Approximately 50% of the study area is within the City of Lilburn. The remaining 50% is located within unincorporated Gwinnett County.

The majority of parcels within the Study Area boundary are those that have primary frontage along Highway 29. As a result, the majority of these parcels today are commercial and retail focused. Current development types are auto-oriented, convenience-based and drive-thru establishments. The corridor is typical of most suburban commercial thoroughfares in its use and subsequent activity with most uses generating traffic during morning and evening rush hour as well as the lunch-time rush for the restaurants and fast food establishments. The aesthetic and character of the area is again consistent with an autooriented suburban thoroughfare. The highway right-of-way is large to accommodate five lanes or a median divided 5-6 lane section of traffic and in most areas and the building setbacks are typically expansive behind larger parking lots. Building design is typical of national chain retailers, restaurants and fast food establishments, giving the corridor the feeling of "Anywhere USA". Landscaping enhancements have occurred over the years and funded through City of Lilburn and Lilburn CID, including a City Gateway Monument structure. Sidewalks have been constructed by the City of Lilburn and Gwinnett County (SPLOST program) over the past 10 years providing for pedestrian improvements along a majority of the US 29 corridor. Various road Improvements are planned along the US 29 Corridor by the City of Lilburn and Gwinnett County over the next 5-7 years.

PROJECT UNDERSTANDING

See attached Exhibit A - 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 LCID.

<u>Submission Requirements:</u> Proposal shall be submitted electronically to Tad Leithead; <u>tad@lilburncid.com</u> and a copy to Larry Kaiser at <u>Kaiser@co-infra-services.com</u>; by no later than 3:00 PM on November 8th, 2021. Proposals received after that date and time will not be accepted. Proposals shall not exceed 30 pages (8.5 x 11), inclusive of resumes and firm experience. Font size should be a minimum of 11 point in all cases. The subject line of the email shall include the following the following information:

- 1. Name of firm
- 2. Livable Centers Initiative Major Plan Update
- 3. RFP #2021-02

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.

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

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

<u>Communication</u>. All communication regarding this solicitation shall be in writing (email) 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 may be grounds for rejection of the proposal.

<u>Interpretations:</u> No verbal or written information that is obtained other than through this RFP or its addenda shall be binding on the LCID. No employee of the LCID 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.

<u>Right of Rejection and Clarification:</u> The LCID reserves the right to reject any and all submittals and to request clarification of information from any Offeror. The LCID 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 LCID may deem necessary to further evaluate the Offeror's qualifications.

<u>Denial of Reimbursement:</u> The LCID 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.

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

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

<u>Right of Negotiation:</u> The LCID 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.

<u>Exceptions to the RFP:</u> 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 LCID, and a description of the advantage to be gained or disadvantages to be incurred by the LCID as a result of these exceptions.

<u>Indemnification:</u> 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 LCID, 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 LCID 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.

<u>Rights to Submitted Material:</u> 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 LCID when received.

<u>Title VI/Nondiscrimination Statement:</u> 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 LCID. The LCID 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.

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

References: See Schedules A-G.

<u>Selection Criteria for Prospective Contractor:</u> 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.

As stated in the aforementioned, the LCID will utilize the following factors to evaluate the proposals: Proposals must include the following information:

- 1. Name of lead firm and any sub-consultants.
- 2. Point of contact (name, title and phone #) at lead firm.
- 3. Description of relevant experience on projects of this type.
- 4. Qualifications and technical competence of consultant/or sub-consultants
- 5. Description of experience on related or relevant projects including a list of references with current contact information.
- 6. Listing of key project personnel and their qualifications.
- 7. Geographic location of the consultant's office performing the work.
- 8. A detailed description of the technical approach proposed for accomplishment of the work.
- 9. The firm's commitment to execute creative, unique, and contextual approaches for the challenges facing the corridor.
- 10. A proposed schedule and work plan for accomplishing the work described in Exhibit A. (estimated hours by category for each task identified in Exhibit A shall not be provided in the technical proposal. Only short-listed firms will be required to submit this information)
- 11. Any other pertinent information that the consultant believes will be of value in the submittal

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

The scoring system is outlined below.

- Consultant understanding and approach to the required tasks and needs, as demonstrated in the response to the scope of services. (25 points)
- Consultant experience with similar projects comparable in type, size, and complexity. (25 points)
- Qualifications of the staff assigned to perform the work on this project. (20 points)
- Demonstrated ability of the Consultant to perform high quality work, to control costs, and meet project schedules. (20 points)
- Intangibles/Unique approaches/etc. (5 points)
- Fee to perform the work (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 LCID Board of Directors will be presented for approval. The LCID 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 LCID while maintaining a competitive and fair procurement framework.

<u>Copies:</u> All electronic files in their original format (e.g., MS Word, Excel, InDesign, etc.) with supporting graphics and GIS shape files must be submitted via emailed

<u>Termination of Contract:</u> The LCID 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.

<u>Assignment:</u> 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 LCID.

<u>Conflict of Interest:</u> 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. Any prior or current non-CID consulting work performed for the LCID Project Engineer, Executive Director or any LCID Board member shall be provided in a spreadsheet and included in the proposal submittal. The evaluation team will determine if a Conflict of Interest exists upon review of any association.

<u>Independent Contractor:</u> 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 LCID. 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 LCID, 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 LCID 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 LCID and the Offeror shall consist of:

- 1) The RFP and any amendments thereto;
- 2) The technical proposal submitted by the Offeror to the LCID in response to the RFP;
- 3) The sealed price proposal submitted by the Offeror to the LCID (only when requested to submit by the LCID)
- 4) Executed contract between the LCID and the successful Offeror

In the event of a conflict in language between the documents referenced above, the provisions and requirements set forth and/or referenced in the Agreement shall govern. However, the LCID 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.

<u>Compliance with Laws:</u> 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.

<u>Funding:</u> Funding is provided by the LCID 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 LCID will provide the required local matching funds for the ARC grant. The committed budget for all elements of the project scope is \$150,000. The project must be completed by December 31st, 2022.

Submittal Submission & Evaluation

Firms should provide the following information related to this RFP (in addition to all

information identified in attached Scope of Work):

- Project Experience Schedules A,B,C (Include additional sheets as necessary)
- Team Member Experience Schedule F
- Evidence of Financial Health Schedules D & E
- Price Proposal Schedule G (if requested to do so)
- ARC Work Scope Exhibit A
- LCID District Boundaries and Project Limits Exhibit B
- Certification Exhibit C
- Conflict of Interest Certification Exhibit D
- E-verify Affidavits Exhibit E

Responses to this request should be in the form of a written package not to exceed 30 pages including cover letter. Any incomplete submittals will be determined to be non-responsive.

The LCID 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 LCID. Interviews may be required; however, the LCID reserves the right to award a contract based upon evaluation of the written submittals only.

All questions regarding this RFP must be sent via email to Larry Kaiser; kaiser@co-infraservices.com and must be received electronically by no later than 5:00 p.m. on October 19th, 2021. The LCID will response to all questions (email only – no phone calls) and issue addenda (s) and/or "Response to Questions" by no later than October 22nd, 2021. All addenda or Response to Questions will be posted on the LCID web site by no later than 5:00 PM; October 25th, 2021. Proposals are due by 3:00 PM; November 8th, 2021.

All LCID issued addendum or "Response to Questions" must be acknowledged in the proposal submittal.

No pre-proposal meeting will be held for this RFP.

EXHIBIT A Scope of Services

ATTACHMENT A

Scope of Work

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

102CAS - 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 Lilburn LCI area. The study area may extend beyond these limits if needed for logical termini purposes.

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. Improving safety and walkability will result in increases of the alternatives to driving alone.

IV. Work Tasks:

The Lilburn CID will prepare an update to the Lilburn LCI study. The purpose of this study is to keep the LCI plan relevant and produce new recommendations for implementation. The overall intent of the LCI plan should not change, and updated goals, policies, and action strategies must remain consistent with the LCI program goals.

The Lilburn CID and ARC anticipate the following outcomes from the study to be:

- Inform stakeholders about the vision and goals for the LCI area
- Develop a framework of policies and programs to help accomplish the vision
- Develop guidance for development type, scale, and character in the study area
- Identify key redevelopment sites and strategies to activate them
- List and prioritize implementation strategies, specifically for public investment in the downtown area

The work to be accomplished under this contract is divided into the following tasks:

Task 1- Public Engagement:

The goal of this task is to develop a local planning outreach process that promotes the involvement of all stakeholders in the study area, with efforts and accommodations made to

include low to moderate income, minority, and elderly or disabled community members. The subgrantee will conduct an outreach process that promotes the involvement of all stakeholders in the study area. In addition to residents, businesses, and property owners, key stakeholders in this process should also include ARC, GDOT, and the City of Lilburn. The ARC Project Manager must be notified of all meetings taking place.

- Project information shall be uploaded to the subgrantee website to provide basic project information to the public along with project materials and meeting summaries.
- A Project Management Team shall be formed with representatives from Lilburn CID, City of Lilburn, and ARC.
- The subgrantee and consultant team will seek input and comments from a project advisory group of major stakeholders

The subgrantee will schedule at least two public open engagement opportunities, in a format determined by the project team, the following topics/milestones should be covered by the public engagement activities (at a minimum):

- Provide an overview of the study process, the goals of the study, key dates, and opportunities for public input.
- Solicit opinions on goals and objectives of the study, community needs, strengths, weaknesses, opportunities, and threats related to transportation in the study area.
- Seek input and consensus on preferred concept, typical sections, or improvements. Seek approval of final plan documents and concepts.

Virtual meetings and/or digital engagement activities can be used to meet the above activities.

Final Plan Review and Transportation Coordination Meetings

A transportation project coordination meeting is required to be conducted prior to finalizing the LCI plan recommendations. To ensure the transportation projects are feasible, the coordination meeting should include all affected organizations (such as GDOT, County Government, etc.) to discuss potential projects prior to the transportation improvement list being finalized.

The final plan review is to discuss the plan process, issues, or unique activities that occurred, and future projects that are needed to implement the plan once the plan is complete.

Task 2 - Plan Development

The goal of this task is to develop and improve the LCI area's urban design elements, including pedestrian, bicycle and transit elements, wayfinding, public space activation, and lighting as well as the transportation network. In addition, the analysis and recommendations will look at LCI area's economic and development characteristics to prepare a strategy that that supports the plan recommendations, ensures the proposed plan is realistic and provide guidance for future actions.

This analysis and recommendations should be coordinated with other completed studies, programs, developments, and organizations. At a minimum, this study will evaluate and address the following information:

• Area and Existing Plan Assessment

- O Prepare an updated assessment of existing physical conditions of roadways and trails, including existing bicycle and pedestrian infrastructure, transit stops, traffic control devices, and right of ways.
- Examine and summarize existing LCI, transit, trail, land use and transportation
 plans and development proposals, and zoning that would have an impact on this
 study area.
- o Review the most recent LCI action plan and identify the status of each item listed.
- O Analyze the level of market opportunity and depth by land use and product type (i.e., how much and what type of retail is needed, overbuilt, etc.).
- Develop demand and feasibility assessment for housing (by type and cost), retail, office, and other uses within the LCI area and assessment of competing uses in districts in the re

• Economic and Development Strategy

- o Identify where new development can be located to catalyze further reinvestment most effectively.
- A revised vision and goals for the downtown area that provides a mix of land uses appropriate for future growth including new and/or revised land use regulations needed to complete the development vision.
- o Identify new housing development types that can be introduced within the LCI study area that align with development type, scale, and character in the study area.
- O Develop recommendations and strategies that identify best practices, development incentives and/or financing mechanisms for housing and economic development that align with the Regional Housing Strategy and The Atlanta Region's Plan.
- Site-specific recommendations for 2-3 catalytic sites in the downtown that include a market analysis, regulatory recommendations, and visualization of key concepts. These could include interim or temporary uses to activate the area before development occurs. These recommendations should include an assessment of community and economic benefits.

• Transportation Strategy

- o Create internal mobility improvements including traffic calming, pedestrian and bicycle circulation, transit access, and safety and security of all modes.
- Create transportation demand reduction measures.
- o Define street level improvements including bike facilities, sidewalks, roundabouts, or other pedestrian enhancements.
- Explore the continuity of local streets in study area and extension of the street grid.
- o Create temporary and interim transportation improvements.
- Develop opportunities for incorporation of smart community elements into the study area including but not limited to:
 - Pedestrian Crossings
 - Vehicle Charging

- Signals
- Parking
- o Create conceptual renderings of the key transportation recommendations.
- o Ensure the incorporation of green infrastructure within transportation recommendations.

Placemaking Strategy

- o Identify potential locations for public space and placemaking activation in the LCI area.
- Determine public space and placemaking elements and strategies, including but not limited to public art, wayfinding, lighting both decorative and safety, and streetscapes.

Task 3 - Prepare Project Deliverables

The goal of this task is to compile the results of the overall work effort, the study process, relevant findings, and recommendations into a final study/plan document. The final study document shall include the following (not necessarily in this order):

• Summaries of the plan development process:

- o A description of the study process and methodology, data gathering techniques and findings, and general outcomes.
- o A description of the public participation process used to achieve a community-supported program of improvements.
- Summary of the Area and Plan Assessments.

Draft Concept Plan

- O An area plan map outlining the type of elements and strategies to be installed at recommended locations.
- Summaries of the Strategies written in a cohesive, user friendly format.
- Maps, concept illustrations, and other graphic representations to support the plan including (but not limited to): the study area, existing land use, future land use, existing transportation facilities, developments, and proposed transportation improvements.

Implementation Strategy

- O Describe the organizational structure and processes that will be used to ensure the action plan items are implemented. Focus should be given to collaboration opportunities with other organizations and strategies to ensure continued support from local elected officials, community members and businesses.
- O A 100-day Action Plan shall be developed to include no-cost or very low-cost actions and organizational steps needed to keep momentum going and the stakeholders involved and sharing responsibility for the plan's success.

- A description of the changes required within zoning ordinance, development regulations and/or other locally adopted policies to support the concept plan and street design standards.
- O An evaluation process used to monitor plan implementation and update the action plan every five years (or more often if need), should be identified.
- o Five-year Implementation Plan (aka Schedule of Actions): Using the "5 Year Implementation Plan" template provided by ARC, create a list of all actions and projects that are planned in the study area to implement the study goals, programs, and projects. Schedules should include estimated start date, completion date, cost estimate and responsible party. This short-term implementation plan should include specific actions with start and end dates that implement the LCI plan, including, but not limited to:
 - A prioritized description of transportation improvement projects (local, state and federal) that will support the study area goals.
 - A prioritized description of housing strategies, particularly for affordable and mixed income housing developments, that support a job-housing match, aging in place, and efficient utilization of transportation facilities in the study area. These should align with the Regional Housing Strategy recommendations.
 - A prioritized description of economic development and placemaking strategies.
- o A prioritized description of transportation improvement projects that are longer term in nature.
- For key projects identified by the Project Management Team, a detailed implementation guide.

Appendix

- The full market/fiscal feasibility report
- Detailed transportation assessment
- o Assessment of existing plan

Format of Deliverables:

- PDF file of the document, any appendices, concept plans, and typical sections
- Electronic files in their original formats with supporting graphics and GIS or other data files (Excel, CAD, etc.)

EXHIBIT A-1 Lilburn LCI Study Area

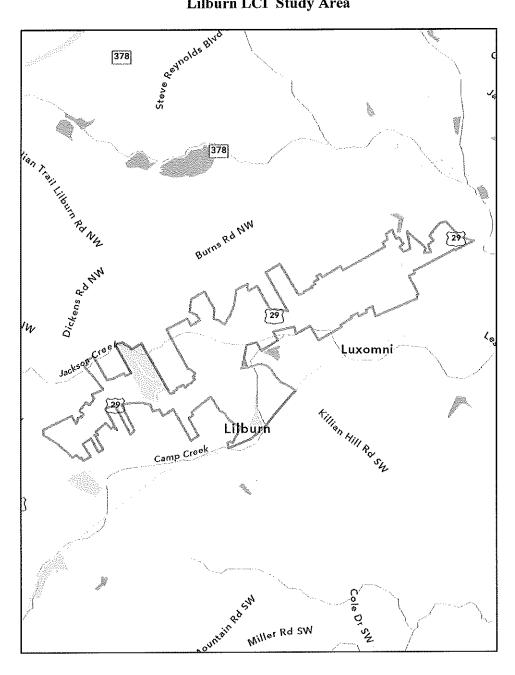


EXHIBIT B

LCID District Boundaries and Project Limits

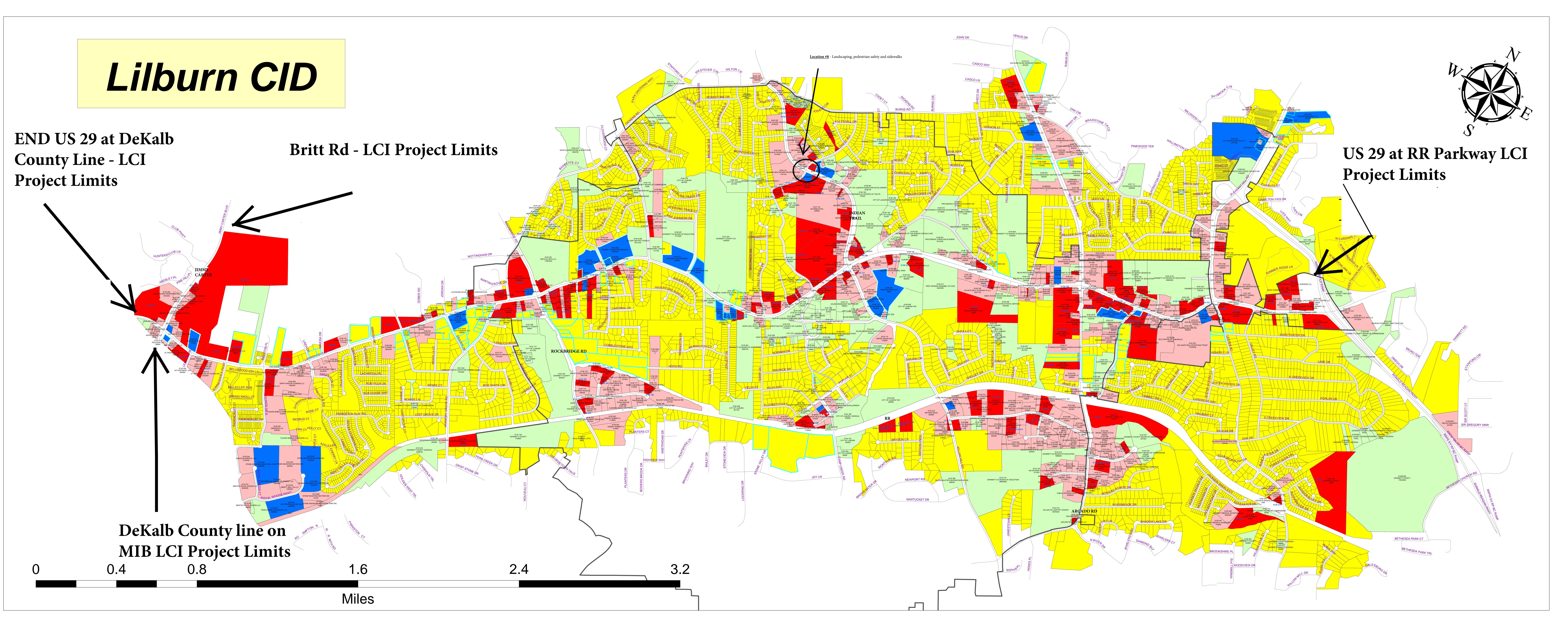


EXHIBIT C

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 LCID 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.

Addenda No. and/or Response to Questions (if any-listed and dated when issued):

Acknowledgement of Addenda. By signing below, the interested Offerors <u>acknowledges</u> <u>receipt of the following</u> <u>addenda</u> to this RFP:

D UNDER THE	PENALTY OF PERJURY:
D CIVIDER THE	ILIMILIT OF TENSORY.
Signature:	
	(Signature of Authorized Representative)
Print Name:	
Title:	
Firm Name:	
Date:	
Project Name:	

EXHIBIT D

$\frac{\text{CONFLICT OF INTEREST}}{\text{CERTIFICATION}}$

I,, as the legal representative of	<u>,</u> do
certify that this proposal is not made in the interest of, or on behalf of, any undisclosed pe	rson,
partnership, company, association, organization, or corporation; that the Proposal is genuine	
not collusive or sham; that has not directly or indirectly coll	uded,
conspired, connived, or agreed with anyone else to put in a sham proposal, or that anyone	shall
refrain from proposing; that has not in any manner, direct	y or
indirectly sought by agreement, communication or conference with anyone to fix the pro-	
price, or to secure any advantage against or with the public or private body awarding the contra	
anyone interested in the proposed contract; that all statements contained in the proposal are	
and further, that has not, directly or indirectly, submitted his	
price or any breakdown thereof, or the contents thereof, or divulged information or data rel	
thereto, or paid, and will not pay any fee to any corporation, partnership, company, associa	
organization, or to any member or agent thereof, to effectuate a collusive or sham propos	
applicable, shall disclose all public and private sector cl	
including authorities, which the Proposer has a contract with for planning or engineering service	
the past or currently at the time the Contract is executed. In addition,	
be required for the duration of the Contract to continue this disclosure throughout the pr	
duration, and if any conflict or potential conflict of interest occurs during the project dura-	
shall disclose conflict or potential conflict as soon as it is known the Eventury Director. No gift, greatify or monotony contribution has been provided to any I	
the Executive Director. No gift, gratuity or monetary contribution has been provided to any I Board member, Executive Director or the LCID Project Engineer	
$^{\prime}$	from
as a corporate entity or employee of	- ·
Name	
- · · · · · · · · · · · · · · · · · · ·	
Title	

Date

EXHIBIT E E-VERIFY AFFIDAVITS

Lilburn Community Improvement District CONTRACTOR AFFIDAVIT AND AGREEMENT

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 contracting with the Lilburn CID has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of1986 (IRCA) P.L. 99-603), in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract the Lilburn CID, contractor will secure from such contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-08 or a substantially similar

connection with the physical performance of services pursuant to this contract the Lilburn CID, contractor will secure from such contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Lilburn CID at the time the subcontractor(s) is retained to provide the service. All the prime's subcontractors are also required to submit a E-Verify Affidavit.

EEV/ Basic Pilot Program* User Identification Number				
BY: Authorized Officer or Agent	COMPANY	Date		
Title of Authorized Office or Agent SUBSCRIBED AND SWORN				
BEFORE ME ON THIS THE				
DAY OF20				
Notary Public				
My Commission Expires:				

^{*}As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration

Firm Name:

<u>SCHEDULE A – BUSINESS OWNERS</u>: 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
		2001 21 2111		

Firm	Name:	
r um	mame:	

<u>SCHEDULE B – MANAGEMENT PERSONNEL</u>: Interested Offerors MUST provide the following information <u>and attach</u> (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

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 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.

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)

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 in 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:	
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SCHEDULE E - LAWSUITS: Interested Offerors are required to list of all lawsuits in which the Offerors is a defendant or defendant-incounterclaim 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.Lc.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 - PROJECT REFERENCES: Interested Offerors are required to list references for prior work respondent Offerors has performed which appears in *Schedule C*.

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

Firm Name:	•

$Schedule\ G-PRICE\ PROPOSAL$

Respondent / Offerors must complete the following:

Email fee schedule if requested to do so by the LCID