



**Request for Proposals (RFP): North Clarendon/US 278 Intersection and Roadway and Streetscape Safety Improvements Design**

Issuing Agency: City of Avondale Estates  
21 North Avondale Plaza  
Avondale Estates, GA 30002  
Phone: (404) 294-5400  
Fax: (404) 299-8137

Issuing Date: Tuesday, September 12, 2017  
Pre-bid Meeting: Thursday, September 21, 2017  
Proposal Closing Date: Friday, October 6, 2017  
Proposal Closing Time: 3:00 p.m.

The City reserves the right to reject all proposals and accept any proposal that it may deem to be in the interest to the City.

All questions or concerns regarding this RFP should be submitted, in writing, to Keri Stevens, City Planner and Community Development Officer at [kstevens@avondaleestates.org](mailto:kstevens@avondaleestates.org), faxed to 404-299-8137 or mailed to 21 N. Avondale Plaza, Avondale Estates, GA 30002. No verbal questions will be accepted except at the pre-bid meeting. All written questions are due by Wednesday, September 20th, at 10 a.m. A voluntary pre-bid meeting will be held on Thursday, September 21, at 10 a.m. at City Hill, 21 North Avondale Plaza, Avondale Estates, GA 30002. Written answers will be provided to all written questions received before the deadline and questions received at the pre-bid meeting.

**Award:** The lowest price proposal will not guarantee an award recommendation.

The City reserves the right to negotiate with one or more consultants for the best price after RFP submittal.

**I. Background**

The City of Avondale Estates is the first planned community in the southeast with a designated business district, transportation corridor and residential district designed to provide for the needs of its residents in a multi-modal environment. Subsequent road widenings, streetscape changes and lack of adequate curbing has created conflicts between pedestrians, cyclists and motorists. The conflict is especially apparent with large vehicles such as buses and freight carriers. Current modal conflicts mixed with the lack of complete streets are creating a safety issue for the public trying to access local businesses and the residential district.

*Subject Area (Exhibit A):* The subject area consists of the north side of the intersection of US 278, which is classified as a Minor Arterial along with North Clarendon Avenue which is classified as

a collector, and the approach along North Clarendon Avenue approximately 100 feet from the intersection for the general improvements to the approach and 550 feet of sharrows, terminating at Laredo Drive.

**Existing Conditions:** US 278 and North Clarendon Avenue have recently been paved but no repairs or improvements to the pedestrian/cyclist realm have been made and dangerous conditions exist for users of the roadway and sidewalk system. There is a high level of activity in this area; all users must share the limited existing space which causes potential safety concerns.

**West Side of North Clarendon Avenue:** The west side of the street features granite curbs which are now flush with the pavement providing no separation between vehicular traffic and pedestrians. The header curb is no longer effective and the existing ADA ramp no longer meets current standards. Several flower planters along the streetscape impede the ADA accessible route. A significant drainage problem causes a slipping hazard and there are no pedestrian countdown heads making crossing the road unpredictable and dangerous.

**East Side of North Clarendon Avenue:** The City replaced the curb and ADA ramp in 2013 because of concern expressed by an adjacent restaurant owner and conditions witnessed by City staff regarding the safety of patrons walking from the rear parking lot to the entrance of the restaurant and those sitting on the outside patio. This improvement was approved by GDOT and funded by the City of Avondale Estates in GDOT ROW. Large vehicles such as buses and freight carriers routinely mounted the former curbing and sidewalk. Unfortunately, the condition has not completely improved and the curbing and sidewalk have been destroyed in many places. Also, no pedestrian countdown heads are available making crossing unpredictable and dangerous.

**Roadway:** The entire road is approximately 37 feet wide (Northbound lane – 13 feet, Southbound turn lane – 12 feet, Southbound lane – 12 feet). The sidewalk on the west side is six (6) feet wide and the east side sidewalk is nine (9) feet wide. A stop bar was installed in the southbound lane to help alleviate dangerous conditions at the intersection. The stop bar has not been enough to mitigate the conflict. Current markings have not alerted drivers to the existing stop bar, curbing or sidewalks. The current crosswalk is not up to current standards. There is no signage or identification to motorists that the road must be shared with cyclists.

**Safety Need:** The City is focused on the safety of pedestrians. The conflicts between pedestrians, motorists and cyclists, as outlined in the existing conditions, are dangerous. In the past, the adjacent and surrounding buildings have not been at full occupancy or featured so many pedestrian oriented businesses. As more pedestrians frequent the area, many utilizing adjacent mass transit, the likelihood of an accidents rises.

The community places a high priority on walkability and safety for people of all abilities. The City supports the development of “Complete Streets” and believes this project falls perfectly in line with “Context Sensitive Design” as outlined in the GDOT Design Policy Manual.

**Construction Phase:** The construction phase of the project is fully funded by the Georgia Department of Transportation through their Off-System Safety Program (OSS).

## **II. Scope of Work**

The selected consultant must design and provide construction ready plans incorporating the safety measures listed below. All work must comply with all GDOT regulations required to acquire permits for construction. There will be no right-of-way acquisition. The subject area is within the Avondale Estates National Register District. The consultant is encouraged to make any additional safety and/or best practice recommendation not listed in this scope of work which will improve the safety of the area. The project includes the following improvements:

*West Side of North Clarendon Avenue:* Raise or replace (if needed) the existing granite curb on the west side of North Clarendon Avenue 100 feet north from its intersection to industry standards. The replacement of the sidewalk on the west side of North Clarendon Avenue incorporating ADA requirements along the sidewalk and to the existing ADA ramp. Drainage in this area is a problem and will need to be addressed in the design.

*East Side of North Clarendon Avenue:* Replace the concrete header curb with a granite header curb to industry standards on North Clarendon Avenue from US 278 approximately 30 feet including the corner and sidewalk.

*Roadway:* Install raised rumble strips before the stop bar and around the curb on the east side of the intersection where curb mounting is still an issue. Update the existing crosswalk to current standards. Paint sharrow markings from the intersection of US 278 and North Clarendon Avenue 550 feet to the north until North Clarendon Avenue's intersection with Laredo Drive, as recommended in the City's Downtown Master Plan.

*Pedestrian Countdown Heads:* Install pedestrian countdown heads at the North Clarendon Avenue/US 278 Intersection and US 278 in the vicinity of the clock tower.

*Survey:* Survey the subject area as needed to meet GDOT requirements for permitting the above referenced project list.

*Cost Estimate and Materials List:* The consultant must provide an itemized detailed cost estimate for each portion of the project as well as a materials list.

**Meetings:** The selected consultant will be required to have an on-going relationship with the City's project team which includes the City Manager, Public Works Director and the City Planner and Community Development Officer.

- One (1) meeting with the project team.
- One (1) meeting with DeKalb County Transportation and GDOT.
- One (1) pre-bid meeting to answer consultant questions.
- One (1) meeting-floating.

**Cost Estimate:** The consultant must provide an itemized cost estimate for the project with a lump sum provided on the Bidder Response Form.

Construction Bid Assistance: Assist with the bid process to select a GDOT approved contractor to complete the project. This will include assisting with the Request for Proposals, any pre-bid meetings, answering technical contractor questions.

**III. Deliverables**

- Two full size plans that meet GDOT requirements and include survey work-to be used to bid for the construction phase.
- Two copies of a detailed cost estimate and materials list.
- Digital copy of the plans and report.

**IV. Proposal Format and Submittal Requirements**

- Proposals must be clearly marked “North Clarendon/US 278-Attention Keri Stevens.”
- Vendor shall submit three (3) copies of the proposal and all documentation. All forms must be typewritten or printed in ink. Any changes or corrections must be initialed by the person signing the proposal documents.
- Bidder Response Form must be completed and submitted as the first page of the bid fee proposal. This form contains: Firm Information - Firm name, contact, address, telephone and fax numbers, email address and the names, addresses, and telephone/fax numbers of any sub-consultants. If the firm has branch offices, state the office that will have management responsibility for the work to be carried out.
- Summary of your understanding of the services and your approach to it.
- Summary of the qualifications of all key personnel assigned to this service.
- Annotated lists of references (with addresses and telephone numbers).
- List of government clients for which the firm performs or performed similar work as well as a contact name and phone number for a contact person.
- Examples of similar work.
- A lump sum bid should be listed on the on the Bidder Response Form.
- Execute the Contractor Affidavit and Agreement
- Execute the Private Employer Exemption Affidavit.
- Insurance is required during the term of the Agreement. Provide documentation.

<b>Coverage</b>	<b>Limits of Liability</b>
Workers’ Compensation	Statutory
Employers’ Liability	\$1,000,000.00
Bodily Injury Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Property Damage Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Automobile Bodily Injury	\$1,000,000.00 each person

Liability	\$1,000,000.00 each occurrence
Automobile Property Damage Liability	\$1,000,000.00 each occurrence
Excess Umbrella Liability	\$1,000,000.00 each occurrence

All insurance shall be provided by an insurer(s) acceptable to the City, and shall provide thirty (30) days prior notice of cancellation to the City. Upon contract award, Contractor shall deliver to the City a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

**V. Timeline**

Outline the proposed timeline to complete the services.

**BIDDER RESPONSE FORM**

Firm Name: \_\_\_\_\_

Contact  
Person: \_\_\_\_\_

Firm Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Sub-contractors.: \_\_\_\_\_

Lump Sum Bid: \_\_\_\_\_

\_\_\_\_\_  
Signature – Firm Representative

\_\_\_\_\_  
Date

**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 City of Avondale Estates, Georgia (the "City") has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontract who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_, 2017 in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me this the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

**PRIVATE EMPLOYER EXEMPTION AFFIDAVIT (If Applicable)**

By executing this affidavit, the undersigned private employer verifies that it is exempt from compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation employs 499 or fewer employees and therefore, is not required to register with and/or utilize the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Contractor agrees that the employee-number category designated below is applicable to the contractor.

\_\_\_\_ 500 or more employees.

\_\_\_\_ 100 to 499 employees.

\_\_\_\_ 10 to 99 employees.

\_\_\_\_ Fewer than 10 employees.

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

Executed on \_\_\_\_\_, 2017 in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Firm/Company/Private Employer Name

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me this the \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires