



August 31, 2017

To Whom It May Concern:

The Aerotropolis Atlanta Community Improvement Districts (AACIDs) is soliciting Statements of Qualifications (RFQ) from qualified firm(s) or organization(s) to develop a Transit Feasibility Study to study transit options in the Aerotropolis. The CIDs are interested in understanding the existing and future demands of transit and multi-modal transportation and evaluating transit solutions that may enhance the transportation network and develop an attractive location for business and citizens. The study would include transit agencies as well as local and regional stakeholders such as municipalities, counties, property owners and employers for input and feedback into the process and project prioritization.

Please review the attached materials and formulate a response that addresses the RFQ. Details regarding content, timing and selection process are included. If you have any questions, please contact our office by the methods set forth in the RFQ and we will try to address them in a timely manner.

Once the RFQ process is complete and a consultant or a consulting team is chosen, we will move immediately to contract negotiations and execution. The study effort is anticipated to begin in winter 2017.

We look forward to receiving and reviewing your response. Thank you in advance for your interest.

Sincerely,

A handwritten signature in black ink, appearing to read "Gerald McDowell".

Gerald McDowell
Executive Director

Request for Qualifications

To Provide

Aerotropolis Transit Feasibility Study

RFP 2017-0003

Qualifications Due: September 29, 2017

Aerotropolis Atlanta CIDs
3800 Camp Creek Parkway
Building 1400, Suite 132
Atlanta, GA 30331

I. General Project Information

a. Overview

The Aerotropolis Atlanta Community Improvement Districts (AACIDs) are interested in understanding the existing and future demands of transit and multi-modal transportation within the AACIDs boundary. The AACIDs intend to supplement the ongoing Fulton County Transit Feasibility Study as well as coordinate with the upcoming AeroATL Greenway Plan throughout this process. The AACIDs intend to engage a qualified firm or team to develop and provide a Scope of Services. General areas of the study are provided for teams to provide suggestions or best practices to be considered for inclusion in the final Scope of Services which will be completed with the assistance of the selected firm or team.

Respondents must demonstrate competence and experience in verbal and graphic presentation for conveying project information to community stakeholders. Similarly, respondents must demonstrate the ability to build consensus among interest groups affected by the project(s).

b. Communication

From the advertisement date of this solicitation until a firm or team is selected and the selection is publicly announced, firms are not allowed to communicate about this solicitation or scope with AACIDs staff including the Board of Directors, except for submission of questions as outlined in the RFP. AACIDs reserves the right to disqualify firms or teams for violation of this provision.

c. Scope of Services

The Aerotropolis Transit Feasibility Study is a comprehensive transit plan for the Aerotropolis area, connecting the communities around Hartsfield-Jackson Atlanta International Airport (H-JAIA). The intent is to identify current transit options and evaluate alternatives to determine if new service or adjustments to existing service would allow for a more efficient transit network. The AACIDs are interested in evaluating both traditional as well as innovative transit solutions.

The anticipated scope of work includes, but is not limited to:

- i. Existing Conditions and Future Projections
- ii. Visioning, Goalsetting and Feasibility Criteria
- iii. Identify and Evaluate Potential Transit Solutions
- iv. Prioritization
- v. Economic Impacts
- vi. Public Participation and Stakeholder Involvement
- vii. Innovative Technologies

The Scope of Work must outline the consultant or consulting team's general approach/methodology for each of the services listed above. It is requested that teams provide suggestions or best practices from previous studies or projects. The final scope of services will be developed after the RFQ process during negotiations. This section is intended to highlight the firm or teams experience, capabilities and innovative thinking.

d. Contract Terms

AACIDs anticipate a one-year contract (or until the Plan is complete, whichever comes first) to be awarded to one (1) firm or consulting team.

II. Selection Method

a. Method of Communication

All information from AACIDs regarding this solicitation will be made via the AACIDs website (www.aerocids.com). All firms are responsible for reviewing the website on a regular basis for updates, clarification and announcements. AACIDs may contact the primary contact listed in the Proposal by electronic-mail.

b. Selection of Finalists

Based on the Proposals submitted in response to this RFQ, the AACIDs’ Selection Panel will evaluate all submittals deemed responsive and each evaluator will assign points using the criteria identified in Section III. The points assigned to each criterion will be totaled and a rank will be determined. AACIDs reserves the right to request a presentation of the finalist firms or consulting teams in the event there is not a clear difference in rankings among the selected firms. In this event, each finalist firm or consulting team shall be notified in writing and informed of the place, date and time for the presentation. Details regarding the presentation will be provided in the Finalist Notification. The Selection Panel will remain the same for the presentation.

Note: Scores and rankings from the previous qualification round will NOT be used in the final selection round. All finalists will be back to a score of zero going into presentations.

c. Final Selection

A recommendation will be made to the Board of Directors for a selected firm or consulting team. Following the Board’s approval, negotiations will be initiated to finalize the terms and conditions of the contract, including the fees to be paid.

III. Selection Criteria

Criterial for Evaluation of Proposals

The AWCID will evaluate all firms using the following criteria:

Pass/Fail	Presented teams must be prequalified by GDOT in the indicated Area Classes in order to be evaluated. Required proof of prequalification shall be submitted as indicated in Section V. below.
10%	Team Stability and Resources: including the Prime Firm’s history, growth, resources, litigation history, financial information, and other evidence of stability.
60%	Qualifications and Approach: evidence of qualification and experience of key staff and evidence of the firm or team’s ability to provide effective services in programs. Provide the approach and best practices to the Scope of Services outlined in Section I.c. including deliverables.

30%	Suitability: provide services for the project, include any special or unique qualifications, availability of resources, QA/QC procedures, non-discrimination policies, W/MBE-DBE inclusion.
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IV. Schedule

The following schedule represents AWCID’s best estimate that will be followed. All times indicated are Eastern Daylight Time (EDT). AACIDs reserve the right to adjust the schedule as deemed necessary.

	Date	Time
AACIDs issues public solicitation	8/31/2017	-----
Pre-Bid Meeting – CID Office: 1400 Centre Parkway, Suite 132, Atlanta, GA 30331	9/14/2017	10:00 am
Deadline for submission of written questions and requests for clarification	9/20/2017	2:00 pm
Deadline for submission of Proposals	9/29/2017	2:00 pm
AACIDs completes evaluation and issues notification to finalist firms	10/13/2017	-----
If Applicable: deadline for submission of written questions from finalists	10/25/2017	2:00 pm
If Applicable: Presentation of finalist firms	Week of 10/30	TBA
Recommendation to the AACIDs Board of Directors and ARC for approval	11/9/2017	12:00 pm

V. Instructions for Preparing Statements of Qualifications

The Proposals must be submitted in accordance with the instructions provided in Section VI., must be categorized and numbered as outlined below.

a. Minimum Requirements

Firm or consulting team must meet the minimum qualifications in order to be fully considered.

- i. The presented team (either the prime or one or more of the sub-consultants) must be prequalified by GDOT in the following area class(es):

Number	Area Class
1.01	State Wide Systems Planning
1.02	Urban Area and Regional Transportation Planning
1.04	Mass and Rapid Transportation Planning
2.02	Mass Transit Feasibility and Technical Studies

Submit the “Notice of Professional Consultant Qualifications” for the prime consultant and all sub-consultants on the presented team listed in the Proposal. The Notice must be current by the deadline stated for this RFP.

b. Stability and Resources

- i. Provide basic company information for the prime consultant: company name, address, name of primary proposing contact, telephone number, e-mail address, and company website (if available). If the firm has multiple offices, the firm shall include information about the parent company and branch office separately. Identify the managing office. Provide state of residency or incorporation and number of years in business.
- ii. Briefly describe the history of your firm. Provide information about resources, disciplines and numbers of employees and location of offices.
- iii. Provide a brief summary of all sub-consultants’ history, resources, disciplines.
- iv. List any litigation with clients in the past five (5) years for the prime and sub-consultants.
- v. Provide name of insurance carrier, types and levels of coverage for the prime.

c. Qualifications and Approach

- i. Provide qualifications and experience for key staff. Provide a maximum of one (1) page resume for proposed Project Manager and maximum one (1) page resume for each key team leader.
- ii. Provide an organizational chart listing the Principal-In-Charge, Project Manager, Key Team Leaders and Support Staff. Denote the firms for each individual and DBEs.
- iii. Provide information on the team’s (prime and sub-consultants) experience for clients of similar type, size, function, and complexity. Describe no more than ten (10) and no less than five (5) projects, in order of most relevant to least relevant, which demonstrates the team’s capabilities to perform services for AACIDs. For each project, the following information should be included:
 1. Client name, location and dates of services
 2. Description of project and services performed
 3. Length of service performed by your firm and overall project budget
 4. Client contact information including name, address, phone number and e-mail
 5. Letters of reference from at least two (2) of those clients referenced. Letters should describe work completed and examples of quality products on schedule and within budget.
- iv. Scope of Services

The anticipated scope of work includes, but is not limited to:

1. Existing Conditions and Future Projections
2. Visioning, Goalsetting and Feasibility Criteria

3. Identify and Evaluate Potential Transit Solutions
4. Prioritization
5. Economic Impacts
6. Public Participation and Stakeholder Involvement
7. Innovative Technologies

The Scope of Work must outline the consultant or consulting team's general approach/methodology for each of the services listed above. It is requested that teams provide suggestions or best practices from previous studies or projects. The final scope of services will be developed after the RFQ process during negotiations. This section is intended to highlight the firm or teams experience, capabilities and innovative thinking.

d. Suitability

Provide any information that differentiates your team from other teams in suitability for the project including, but not limited to:

- i. Any special or unique qualifications for the project
- ii. Current and projected workloads for key team leaders
- iii. Quality assurance and quality control procedures
- iv. Any knowledge of the project and/or project area which may benefit the project
- v. Provide non-discrimination and equal employment opportunities policy of the firm
- vi. Illustrate how the team intends to reach the DBE goal set in Section VII

e. Billing Rates

Provide a billing rate table for your team. Provide hourly billing rates for each position (e.g., Project Manager, Senior Planner, Traffic Engineer, etc.) proposed in the organizational chart. Rates shall include hourly base rates and any and all overhead. Provide rates for 2017 and 2018. The billing rate table shall be limited to one (1) page. The billing rates are NOT a part of the selection criteria outlined in Section III. Billing rates shall be in a separate sealed envelope from the Proposal.

VI. Instructions for Submittal of Statements of Qualifications

a. Submittals

One (1) original and eight (8) copies of the qualifications shall be prepared, for a total of nine (9) sets. One complete copy must be provided electronically via jump drive as a .pdf file. Each submittal shall be identical and include a transmittal letter signed by a duly authorized officer(s) of the firm. Submittals must be typed on standard (8 ½" x 11") paper. The pages of the qualification submittals must be numbered. A table of contents with corresponding tabs must be included to identify each section. Responses are limited to thirty (30) pages or less (preferable fifteen (15) double-sided pages) using a minimum of size 11 font. One (1) page of the Proposal shall be devoted to an Organizational Chart. This page shall be single-sided and not exceed 11" x 17" in size.

All pages shall be included in the page limit except for the front cover, cover letter, table of contents, tab dividers, reference letters, billing rates and back cover.

Submittals must be sealed in an opaque envelope or box, and reference RFQ 2017-0003 must be clearly indicated on the outside of all the envelopes or boxes. Proposals must be physically received by AACIDs prior to the deadline indicated in the Schedule (Section IV.) at the address below:

Aerotropolis Atlanta Community Improvement District
Attention: Kirsten Mote
3800 Camp Creek Parkway
Building 1400, Suite 132
Atlanta, GA 30331

The Billing Rates must be submitted with the Proposals, but shall be in a separate sealed envelope and will not be considered as a selection criteria.

No submittals will be accepted after the time and date set for receipt.

b. Questions and Requests for Clarification

Questions about any aspect of the RFP, or the project, shall be submitted in writing via e-mail to **Kirsten Mote**, e-mail: kmote@aerocids.com. The deadlines for submission of questions relating to the RFP are the times and dates shown in the Schedule section (Section IV.).

VII. AACIDs Terms and Conditions

a. DBE Requirements

The AACIDs in accordance with Title VI of the Civil Rights Act of 1964 and 78 hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

The AACIDs has a 15% goal for DBE participation on this Agreement. The DBE goal can be met by prime contract and sub-contracting.

AACIDs will monitor each submittal for DBE participation.

b. AACIDs will not pay any fee or reimburse any expenses associated with responding to this RFP or participating in an interview.

AACIDs reserves the right to waive irregularities, request clarification, request resubmission, withdraw this RFP at any time, and reject any and all proposals submitted in response to this request, in its sole discretion. This RFP is not a contract offer.