



Request for Qualifications/Proposals

To Provide

Area Plan Transportation Plan

For

I-575 and Sixes Road Interchange

RFQ/P# 2023-028

Issued August 31, 2023

**Cherokee County
1130 Bluffs Parkway
Canton, Georgia 30114**

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I. GENERAL PROJECT INFORMATION:

A. OVERVIEW

The Cherokee County Board of Commissioners Purchasing Department is soliciting Statement of Qualifications (SOQs) from qualified firm(s) or organization(s) in support of the I-575 and Sixes Road Interchange Area Transportation Study and Plan. This project is a partnership between Cherokee County, City of Holly Springs, City of Woodstock, and the Cherokee Office of Economic Development (COED) (hereinafter collectively referred to as the "Partners").

This Request for Qualifications (RFQ) seeks to identify potential providers for the Scope of Services for the project/contract listed on page 9. Firms that respond to this RFQ, and are determined by Cherokee County to be sufficiently qualified, may be deemed eligible, and invited to offer a technical approach and/or possibly present and/or interview for these services. All respondents to this RFQ are subject to instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully. Cherokee County reserves the right to reject any or all Statements of Qualifications or Technical Approach, and to waive technicalities and informalities at the discretion of Cherokee County.

B. CHEROKEE COUNTY STANDARD SOLICITATION T&Cs & FORMS

This Request for Opportunity Description is one of two documents making up this solicitation. The second document is Cherokee County Standard Solicitation Terms and Conditions, which contains all the standard forms potentially required to accompany a submission. Both of these documents together constitute the entire solicitation at the time of issuance.

C. CONE OF SILENCE

No contact or discussion of any kind regarding any aspect of this RFP with any Cherokee County personnel other than those in the Procurement Department. Contacts made with anyone outside the Procurement Department from the posting of this solicitation until approval for award by the Cherokee County Board of Commissioners may result in disqualification of the contacting organization.

D. COMMUNICATION VIA BIDNET

All general communication of relevant information regarding this solicitation will be made via BidNet Direct. All firms are responsible for checking BidNet Direct on a regular basis for updates, clarifications, and announcements. Cherokee County reserves the right to communicate via electronic-mail with the primary contact listed in the Statements of Qualifications. Other specific communications will be made as indicated in the remainder of this RFQ.

E. SUPPLIER ETHICS AND STANDARDS

Cherokee County holds itself and its business relationships to the highest standards and endeavors to conduct its solicitations and evaluations of proposals impartially. Participants in this RFP process are expected to follow the Supplier Ethics and Standards located on the Vendor Resources section of the Procurement page of the Cherokee County Web Page; Cherokeeega.com.

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II. SELECTION METHOD:

A. PHASE 1 – SELECTION OF FINALISTS

Based on the Statements of Qualifications submitted in response to this RFQ, the Selection Committee will review each submittal per the criteria listed in **SECTION III. SELECTION CRITERIA FOR PHASE 1.**

The Selection Committee will discuss the top submittals and the final rankings of the top submittals will be determined. The Selection Committee will select the finalists from the top ranked submittals.

B. PHASE 2 – FINALISTS

Finalists will receive notification and final instructions from Cherokee County. Cherokee County will request a response from the Finalists covering the topics in **SECTION IV. SELECTION CRITERIA – PHASE 2.** All members of the Selection Committee will review the responses (and will attend the presentation/interview if so chosen). Timing of Finalist selection is in **SECTION VI. SCHEDULE OF EVENTS.**

Cherokee County reserves the right to request a presentation/interview on any project as determined in its best interests; however, this additional requirement shall typically be reserved for the most complex projects.

C. PHASE 2 – FINAL SELECTION

Final selection will be determined from final scoring of Finalists based upon Phase 2 Scoring.

III. SELECTION CRITERIA:

PHASE 1 - SELECTION OF FINALISTS

A. SIMILAR PROJECT EXPERIENCE AND KEY STAFF CAPABILITIES – 60%

The firm's previous experience developing countywide transportation plan and transportation planning. This includes relevant experience and qualifications of the principal professional(s) and lead staff, and evidence of relevant competencies for this project. Provide information on the firm's experience on similar projects. Provide any information that may serve to differentiate the firm from other firms in suitability for the project.

B. PROJECT MANAGER, KEY STAFF AND FIRM'S WORKLOAD CAPACITY – 40%

The Selection Committee will evaluate the firm on their resource's availability and workload capacity. Criteria used include the Project Manager workload, workload capacity of Key Staff and the firm's resources dedicated to delivering the project on schedule.

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IV. SELECTION CRITERIA:

PHASE 2 - FINALISTS

A. TECHNICAL APPROACH, SCHEDULE AND SCOPE OF WORK – 80%

Demonstrated understanding of project based on proposed scope of work, methodology and proposed project schedule. Firm shall identify potential areas of concerns, alternative approaches, innovative ideas for public outreach and their approach to avoiding unnecessary change orders. Proposer shall provide preliminary project schedule and identify major milestones. Proposer shall demonstrate why they would be the most competent firm and/or team to complete this project.

B. PAST PERFORMANCE - 20%

The Selection Committee may consider information provided via references provided for relevant projects and knowledge any selection committee member has of performance on relevant projects. The Selection Committee will consider all factors in their totality and score from 0 to 10 when arriving at a final score for the Past Performance.

C. PRICE SUBMISSION – DELIVERED IN SEALED ENVELOPE DURING THE INTERVIEW

1. Negotiation will occur with the Firm considered as best qualified and will be based on their submission. Failure to reach an agreement will result in negotiating with the next highest scoring Firm.
2. Price should include the total cost of the services up through the design, through the completion of the building and required documentation. Consultant shall submit pricing as a lump sum fee with breakdown of all major tasks.

V. SUBMITTAL INSTRUCTIONS:

PHASE 1 - SELECTION OF FINALISTS

Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions.

This “SUBMITTAL INSTRUCTIONS” page and all the items listed below are required to be completed and included as part of this solicitation and your submittal:

Please indicate by placing an ☒ in the box next to the items that are included in your submittal.

☐

Appendix A: Information and Addenda Acknowledgement Form

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Appendix B: Non-Influence and Non-Collusion Affidavit

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Appendix C: E-Verify Affidavit

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- ☐ **Appendix D:** References*
- ☐ **Appendix E:** Acceptance of County's Standard Professional Services Agreement**
- ☐ **Appendix F:** Suspension, Debarment and Litigation Affidavit
- ☐ **Certifications, Licenses or Registrations:** as required by law and/or as requested
- ☐ **Insurance:** Evidence of/ability to provide Insurance at the limits identified herein,***

NOTE: PHASE - 1 actions and deliverables will be SUBMITTED VIA BIDNET.

Notes:

*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies and other sources of information believed to be viable to evaluate capability, viability and performance.

**If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

***Insurance levels requested are those identified in the County's Standard Agreement, section "I."

VI. **SUBMITTAL INSTRUCTIONS:**

PHASE 2 - FINALISTS

Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions.

This "SUBMITTAL INSTRUCTIONS" page and all the items listed below are required to be completed and included as part of this solicitation and your submittal:

Please indicate by placing an ☒ in the box next to the items that are included in your submittal.

- ☐ **Letter of Transmittal**
- ☐ **Proposed project team organization, qualifications, and availability**
- ☐ **Proposed technical approach, and scope of work**
- ☐ **Proposed project schedule**

NOTE: PHASE - 2 actions and deliverables for the Finalists will be SUBMITTED VIA EMAIL:
purchasing@cherokeega.com

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VII. SCHEDULE OF EVENTS:

The following Schedule of Events represents Cherokee County's best estimate of the Schedule that will be followed. All times indicated are prevailing times in Canton, Georgia. Cherokee County reserves the right to adjust the Schedule as Cherokee County deems necessary.

Phase 1	
Issued	August 31, 2023
Questions Due	September 13, 2023 by 4:00 PM
Answers Due	September 20, 2023
Statement of Qualifications Due	October 3, 2023 at 10:00 AM
Evaluations Complete	October 18, 2023
Finalists List	October 25, 2023
Phase 2	
Finalist Questions Due	November 3, 2023 by 4:00 PM
Answers Due	November 10, 2023
Finalists Proposals Due	November 22, 2023 at 10:00 AM
Interviews (if necessary)	November 29, 2023
Negotiate	December 6, 2023
Anticipated Award Date	December 19, 2023

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VIII. THE EXPECTED PERIOD OF PERFORMANCE IS:

The base period of performance is broken down into two areas; Physical Delivery of Product(s) and Service Delivery. This is a function of the Statement of Work (SOW) and/or specification and reflects if there is physical item or items to be delivered and / or delivery of services. An X in the box corresponding to item 1 below, Physical Delivery indicates a physical item or items are to be delivered and an X in the 2. Delivery of Services indicates that Services are to be performed. Either or both may apply to the work contemplated by this solicitation.

Additionally, should there be and X in the box corresponding item 3. Option Grant, then the County requests the right to extend the period of performance beyond the Base Rate as specified.

1. ☐ NO PHYSICAL ITEMS ☒ PHYSICAL DELIVERY REQUIRED:

For Physical Delivery solicitations, the period of performance for an award shall begin with either the placement of Purchase Order or the date indicated on the Agreement. All items to be delivered are to be FOB Cherokee County at the address indicated in the solicitation. Performance shall be complete upon final acceptance by the County. Time is of the essence for the delivery of each item specified. Warranty requested as below:

☐ Warranty Term Requested: _____

2. ☐ NO SERVICES REQUIRED ☒ PERFORMANCE OF SERVICES:

For Performance of Services solicitations, the period of performance shall begin with the placement of either a Purchase Order or the date of the Agreement unless the Agreement, the SOW or the Solicitation Terms indicate that performance shall begin upon the issuance of an Authorization to Proceed (ATP), in which case the ATP would represent the beginning of performance. Term of services requested are as below:

Services Term:

- ☐ One Year
☒ Two Years
☐ Three Years
☐ Other: _____

3. ☐ OPTION GRANT:

This solicitation contains requested options; please see pricing sheet for details.

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IX. SCOPE OF WORK:

Overview

Cherokee County, the cities of Holly Springs and Woodstock, and the Cherokee Office of Economic Development (COED) (collectively known as the “Partners”) are collaborating to complete an Area Plan for the I-575 and Sixes Road Interchange (“Interchange Area,” more particularly identified on Exhibit “A”). The Interchange Area includes unincorporated areas as well as areas inside the cities of Holly Springs and Woodstock. The Interchange Area is 536 acres and includes about 235 tax parcels. The Partners will complete the Area Plan with assistance from the Consultant.

Background

The Interchange Area has always been well positioned for success due to its strategic location – a relatively quick drive from I-75 – while also serving as a critical connector, providing essential access for Bells Ferry Road, Old Highway 5, and East Cherokee Drive. With expansive quadrants and large tracts of available acreage, anchored by a network of local roads, this interchange has always had a strong foundation for success.

Indeed, over the past eighteen years, the Interchange Area has prospered with the construction of Class A medical office facilities, joined by quality retailers and exceptional service providers. During this time, Sixes Road and the bridge over I-575 were expanded to four lanes, increasing capacity and enhancing traffic flow through the interchange. Additionally, the I-75/I-575 managed lanes project delivered by the Georgia Department of Transportation, further cemented this interchange as a critical destination.

While the Interchange Area has experienced positive growth over the past eighteen years, unfortunately, the southeast quadrant – divided by North Rope Mill Road – has remained largely undeveloped due to access challenges. The southeast quadrant is roughly 95 acres, and 34 tax parcels, with 67 acres unincorporated, 23 acres in Woodstock, and 5.4 acres in Holly Springs (see Exhibit “B”). The Partners now seek to align land uses and devise transportation improvements that will enhance the viability of the southeast quadrant, while maximizing the prosperity of the entire Interchange Area.

Area Plan Project

The Partners seek a highly qualified transportation engineering firm with comparable experience with similar projects – analyzing, developing, and recommending a wide array of major and minor transportation improvement projects for interstate interchange areas. The Partners seek bold, but practical and constructible transportation improvement projects that can be programmed and constructed within several years, pending funding. At the same time, longer term and expensive, but constructible projects, that may involve GDOT and FHWA approval, but are essential to achieve the goals of the Area Plan should also be included – all options developed should be considered during the development of the Area Plan. Efforts should be made to avoid United States Army Corps of Engineers (USACE) property with proposed transportation improvement projects, however.

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This consultant should be able to “think outside of the box” and propose projects that will leverage the southeast quadrant into a highly functioning and prosperous workplace and employment center, while improving connectivity and mobility for the entire Interchange Area. The consultant should have extensive knowledge of ARC, GDOT, and FHWA processes as well as existing contacts and working relationships with personnel from these agencies, including GDOT District 6.

The Area Plan will include a land use component which will be completed primarily by the Partners and a transportation plan, which will be completed by a qualified vendor (“Consultant”) selected by the Partners. The final deliverable – the Area Plan – will be completed by the Partners and the Consultant.

Transportation Plan Scope of Work

The following scope of work is required:

I. Task 1 –Traffic Data Compilation

The Area Plan shall include the following:

a. Traffic counts and field observations:

- i. Conduct a site visit;
- ii. Peak-hour turning movement counts at major intersections;
- iii. Intersection field observations during morning and afternoon peak hours;
- iv. Future impacts of planned or programmed projects;
- v. Review future land use / development / re-development plans along the corridor to forecast future year traffic, coordinating with the Partners for this information;
- vi. Review and inventory of existing sidewalks/pedestrian trails/multi-use paths.

b. Latest 5-year historic crash data analysis;

c. Traffic projections:

- i. Develop growth rate for the Interchange Area using GDOT GeoCounts historical count data, county or city census data, Metropolitan Planning Organization (MPO) model data, area development information, etc.
- ii. Develop volumes for:
 - a. Existing year - peak hour volumes (AM & PM).
 - b. No-build without development - open year and design year peak hour volumes (AM & PM).
 - c. No-build with development - open year and design year peak hour volumes (AM & PM).
 - d. Build without development - open year and design year peak hour volumes (AM & PM).
 - e. Build with development - open year and design year peak hour volumes (AM & PM).

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d. Traffic operational analysis (SYNCHRO/VISSIM software analysis) for:

- i. Existing year - peak hour volumes (AM & PM).
- ii. No-build without development - open year and design year peak hour volumes (AM & PM).
- iii. No-build with development - open year and design year peak hour volumes (AM & PM).
- iv. Build without development - open year and design year peak hour volumes (AM & PM).
- v. Build with development - open year and design year peak hour volumes (AM & PM).

e. Review of Existing Plans and Future Trends

This task will include the review and evaluation of the Partners' existing Comprehensive Transportation Plans (CTP) and Comprehensive Plans, including all goals, objectives, policies and Short Term Work Programs (STWP), and any other related regional and State-wide transportation plans with regards to future economic development and land use as related to the Interchange Area.

- Current plans to review:
 - Cherokee County CTP 2022-2027
 - City of Woodstock CTP
 - COED Plans
 - City of Woodstock Greenprints Plan
 - Holly Springs Trails Plans
 - Cherokee County Trails Plan
 - Old Highway 5 Corridor Study
 - Bells Ferry Road Corridor Study
 - East Cherokee Drive Corridor Study
 - Cherokee County Comprehensive Plan – 2018 and 2023 Update
 - City of Holly Springs Comprehensive Plan – 2018 and 2023 Update
 - City of Woodstock Comprehensive Plan – 2018 and 2023 Update
 - The Atlanta Region's Plan
 - ARC Transportation Improvement Program (TIP)
 - ARC Regional Transportation Plan (RTP)
 - GRTA & SRTA Plans
- Current programs / concepts / standards:
 - GDOT Projects
 - Resurfacing Program
 - SPLOST Capital Improvement Projects Underway and Planned, through 2030
 - Development Standards
- Study of Future Transportation Trends
 - Alternative transportation methods
 - Autonomous vehicle travel
 - Ride-sharing
 - Futurist study of trends and innovation in transportation

f. Additional Factors for Analysis

- Trail connectivity, pedestrian, and bicycle facilities;

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- School zones;
- Transit considerations;
- Land Uses/Public Lands/USACE Property;
- Railroads;
- Socioeconomic data;
- Significant utilities;
- Assumptions about future development and interchange build-out;
- Managed Lanes effect on the interchange and quadrants.

The Consultant will make recommendations on supplemental data that are needed to ensure the understanding of the physical conditions, traffic volumes and traffic flow patterns present in the Interchange Area and adjacent and nearby areas that may be impacted by the Interchange Area.

II. Task 2 – Public and Stakeholder Involvement

The Partners will determine the best approach to public and stakeholder involvement. At a minimum, the following may be included:

- a. **Open Houses.** Two (2) Public Input Open House Meetings, initial input and draft deliverable input;
- b. **Stakeholder Meetings.** Focused stakeholder meetings with property owners, employers, government partners, etc.
- c. **Public Input Questionnaire.** The Consultant will develop a questionnaire with the Partners to afford citizens and stakeholders an opportunity to provide written input on transportation needs for the Interchange Area. Returned questionnaires will be summarized and tabulated by the consultant.
- d. **Virtual participation options and surveys.**
- e. **Additional Options.** Any other effective participation methods to garner effective input from citizens, property owners, stakeholders, project partners, and funders.

III. Task 3 –Transportation Analysis

The transportation analysis should focus on improving connectivity and mobility throughout the Interchange Area, while considering how transportation facilities outside of the Interchange Area affect mobility, as well. Additionally, accessibility to the southeast quadrant should be thoroughly examined, to develop solutions to provide the connectivity sufficient to support proposed future land use objectives. Roadway, pedestrian, and trail facilities improvements should be developed to link all of the quadrants to maximize accessibility. Efforts should be made to avoid United States Army Corps of Engineers (USACE) property with proposed transportation improvements.

- a. **Analysis of Existing System.** Development of a long-range transportation plan for the Interchange Area will begin with an analysis of the existing transportation network and conditions. The identification of high accident and delay locations will provide a starting point for the development of an improvement plan.

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- b. **Traffic Model Development and Calibration.** As part of the study, a travel demand model will be developed to simulate existing travel characteristics, forecast future traffic volumes, and allow for system-wide analysis of possible transportation improvements, focusing on the Interchange Area, especially the southeast quadrant.
- c. **Modeling of future system.** The Consultant will assess the future transportation system of the Interchange Area: roadways, bridges, transit, pedestrian, and bicycle. The Consultant will also review the proposed changes to transportation/land use regulations from the CTP, Comprehensive Plans, and other applicable documents. The Consultant, coordinating with the Partners, will also consider scenarios for the build-out of the Interchange Area, with a focus on the southeast quadrant. The Consultant will provide assessment of the future system based on previously established criteria to help with the identification of the deficiencies and improvements. Examples of these evaluation criteria may include:
- Vehicle miles of travel at Level of Service E or worse
 - Vehicle hours of delay
 - Travel time through the Interchange Area
 - Travel time from the Interchange Area to I-575 and other locations
 - Percent of non-motorized trips
 - Percent of system mileage operating over capacity
 - Vehicle hours of delay per vehicle mile of travel

The Consultant will work closely with the Partners when developing the model and establishing additional evaluation criteria, as necessary.

IV. Task 4 – Draft Deliverables

The Consultant will develop a draft study overview and recommended transportation plan for review by the Partners, complete with the following:

- a. **Technical Memorandum.** Memorandum documenting the traffic model development process;
- b. **Public Input Report;**
- c. **Preliminary Environmental.** Complete a preliminary environmental review of all recommended transportation improvement projects to provide an initial assessment of potential risks;
- d. **Preliminary Utilities.** Complete a preliminary review of all utilities to avoid significant impacts with recommended transportation improvement projects to provide an initial assessment of potential risks;
- e. **Constructability and Schedule.** Evaluate the constructability of all recommended transportation improvement projects and provide proposed schedule for the estimated time to complete each project.
- f. **Additional Risks.** With recommended transportation improvement projects consider the challenges of encroachment into USACE property and railroad rights-of-way.
- g. **Transportation Improvement Projects - Southeast Quadrant.** Specific transportation improvement projects for accessing and integrating the southeast quadrant into the Interchange Area as a viable site for development as envisioned by the Partners;

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- h. Transportation Improvement Projects – Interchange Area.** Specific transportation improvement projects for the entire Interchange Area and adjacent areas, as necessary, based on the analysis and modeling;
- i. Pedestrian and Bicycle Improvements.** Recommended trail and sidewalk extensions and connections as well as ADA and related improvements;
- j. Signalization Improvements and Additions;**
- k. Estimates.** All transportation improvement projects should include estimates for design, right-of-way, utility relocations, and construction;
- l. Leveraging Partnerships.** With all transportation improvement projects included, provide recommendations for partnerships with GDOT, FHWA, ARC, USACE, among the Partners, and with other stakeholders;
- m. Funding.** Identify and consider public-private partnership opportunities as well as grant funding for project delivery;
- n. Action Plan.** An action plan will be provided, prioritizing projects. The Partners will discuss prioritization protocols with the Consultant.

V. Task 5 – Final Deliverables

Once the draft deliverables are approved by the Partners, the Consultant will complete the final study document, as outlined in Task IV.