



NON-MANDATORY PRE-PROPOSAL MEETING AGENDA

"RFP SPLOST #09 PROFESSIONAL ENGINEERING SERVICES FOR

MELL AVE CROSSING MULIT-LEG INTERSECTION SAFETY & OPERATIONAL IMPROVEMENTS"

DATE: November 4th, 2021

TIME: 9:00 AM

LOCATION: Woman's Club; 3921 Church Street; Clarkston, GA 30021

CITY ATTENDEES: Shawanna Qawiy; Interim City Manager

Larry Kaiser, P.E.; Collaborative Infrastructure Services, Inc

- I. Welcome and Project Introduction – Interim City Manager
- II. Attendee Self Introductions
- III. Project Background
- IV. Purpose of the Meeting
- V. Sign-In Sheet
 - Sign-in sheet to be posted on city web site
- VI. Request for Proposal Document
 - Discussion of RFP document
- VII. Specific Project Discussion Items
 - PDP – No PI# yet – follow PDP process – City to pursue federal funding TIP application
 - QBS Process – only technical proposal submittal
 - GDOT pre-qualified
 - Required DBE participation – min 16%
 - CSX – early coordination
 - Specific experience on similar projects – signal phasing/connectivity at RR Crossing and adjoining roads
 - Public Involvement and Communication Strategies Throughout Design
 - (a) Bilingual challenges
 - (b) Presentation Materials/Handouts and bilingual approach – PIOH's
 - Required Exhibits to be submitted
- VIII. Discuss Addendum Process/Procedures
 - All questions **MUST** be in writing and can be sent either via email or US mail; including any questions from pre-bid meeting; deadline Nov 12th; 5:00 PM
 - “Response to questions” and/or addendum, if applicable, to be posted on city web site by Nov 16th; 5PM
 - Proposals due electronically (only) on Nov 29th, 3:00 PM; sent to Interim Mgr. Qawiy and cc: Project Engineer Kaiser
 - All questions must be sent to Larry Kaiser; kaiser@co-infra-services.com
- IX. Questions from Attendees
- X. Concluding Remarks