

EXHIBIT I
Project & Contract

1. **Description:**

The subject project is approximately one (1) mile in length (including all “spur” connections), 10- to 12-foot-wide shared use hard surface trail beginning at Montreal Road and terminating at Wild Circle with trail connectivity to both roads, including a HAWK Crossing at Montreal Road. The footprint of the Greenway Trail will be located adjacent to South Fork Peachtree Creek partially and/or wholly within the DeKalb County Gravity Sewer Line easement and FEMA floodplain. DeKalb Water Resource Gravity Line plans are included in Exhibit IV - DeKalb Co Sanitary Sewer South Fork. Two alternative Greenway trail alignments will be assessed; to the south and to the north of South Fork Peachtree Creek within the limits as described herein; including spur trail connections to various apartment communities adjacent to the route. Phase I Schematic Line Drawing, developed by the City is identified in the ARC funded Perkins & Will Greenway Study; provided in Exhibit V - Clarkston Greenway Report. Exhibit VI - Phase I Greenway Parcel Ownership is a schematic of the parcels included within the project scope.

2. **Required Area Classes:**

Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom the City will contract. The Team is defined as the Prime Consultant and their sub-consultants, who are considered Team Leaders. The Prime Consultant must be prequalified in the Area Classes identified below. The Prime Consultant or sub-consultant Team Leaders must be prequalified in the Area Classes identified below. Respondents should submit a summary form which details the required area classes for the Prime Consultant and all sub-consultants of consultants on the team listed in the Statement of Qualifications. The area classes listed on the summary form must meet all required area classes or the team will be disqualified. The Prequalification Expiration Date must be current by the deadline stated for this RFQ.

A. The Prime Consultant **MUST** be prequalified in the Area Class listed below:

NUMBER	AREA CLASS
3.02	Two-Lane or multi-lane urban Roadway Design
3.13	Facilities for Bicycles and Pedestrians
9.01	Erosion, Sedimentation, and Pollution Control Plan

B. The Team (either the Prime Consultant and/or one or more of their sub-consultant Team Leader) **MUST** be prequalified in all the area classes listed below:

NUMBER	AREA CLASS
1.06(a)	NEPA
1.06(b)	History
1.06(d)	Noise
1.06(e)	Ecology
1.06(f)	Archaeology

1.06(g)	Freshwater Aquatic Surveys
1.06(h)	Bat Surveys
1.07	Attitude, Opinion, and Community Value Studies (Public Involvement)
1.10	Traffic Analysis
3.08	Landscape Architecture Design
3.09	Traffic Control Systems Analysis, Design and Implementation
3.10	Utility Coordination
4.01(a)	Minor Bridge Design
4.04	Hydraulic and Hydrological Studies (Bridges)
5.01	Land Surveying
5.02	Engineering Surveying
5.03	Geodetic Surveying
5.06	Topographic Remote Sensing
5.08	Overhead/Subsurface Utility Engineering (SUE)
6.01(a)	Soil Survey Studies
6.01(b)	Geological and Geophysical Studies
6.02	Bridge Foundation Studies
6.03	Hydraulic and Hydrologic Studies (Soils & Foundation)

3. Project Scope:

Overview: All required engineering studies are considered part of the scope of services. All deliverables shall be in accordance with applicable GDOT design processes and guidelines including but not limited to the GDOT CM/GC Manual, GDOT Plan Development Process (PDP), GDOT Electronic Data Guidelines (EDG), GDOT Design Policy Manual, GDOT Drainage Manual, GDOT Bridge and Structures Design Manual, Plan Presentation Guide, NEPA and the GDOT Environmental Procedures Manual. The Designer of Record (DOR), through the appropriately qualified and licensed design professional, shall prepare all design plans and assume engineering and design liability by signing and sealing all respective work always performed. Further, the DOR, its employees, and its sub-consultants are required to maintain all required authority, license status, applicable licensing standards, certification standards, accrediting standards, professional ability, skills and capacity for work always performed.

The DOR will actively collaborate with the City during preconstruction by producing design deliverables, incorporating, where appropriate, suggestions for improving the design in the form of constructability reviews, risk identification and mitigation, and responding to comments, suggestions, or reviews on design deliverables at key design milestones and formal design reviews. The design review meetings are not intended to restrict the progress of the design but serve as opportunities to provide interim comments and feedback during the development of the design documents. The DOR will respond to and consider Value Analysis Proposals (VAP), if any, and Prepare Engineer's Estimate

when requested. Incorporation of City comments, suggestions, or VAPs as well all formal reviews does not relieve the DOR from engineering and design liability of the final design documents.

Additionally, the DOR shall collaborate and respond to comments from the City on DOR's technical design submissions. The City and the DOR shall always establish and maintain a partnering relationship. The purpose of the partnering relationship is to facilitate effective communication and to cooperate in identifying and resolving critical issues relating to the design of the Project. The DOR should also coordinate regularly on design packages and provide information as required to facilitate construction bid preparation. The scope of services to be provided by the DOR for the Project shall include, but not be limited to, the following items:

A. Project Programming and Planning Phase

Kick Off Meeting - The selected Consultant will conduct a meeting at the City's office and;

- i. Introducing the team members
- ii. Discuss the goals and objectives of the project
- iii. Review project schedule.
- iv. Review data collection process/methods
- v. Discuss field survey and geotechnical data collection dates
- vi. Discuss the permit requirements as identified
- vii. Discuss potential environmental issues and utility requirements
- viii. Discuss utility/ floodplain, regulatory issues, outreach efforts and translation/interpretation requirements, etc.
- ix. Prepare meeting minutes
- x. CITY issuance of Notice-to-Proceed

B. Project Management and Coordination

- i. Internal project management and coordination.
- ii. Bi-weekly coordination meetings (as deemed appropriate) with the City, and other entities as deemed appropriate by the City during the duration of the project; assume 75% of the meetings to be virtual
- iii. Provide Independent Cost Estimator (ICE) in addition to selected consultant estimate at the various phases described in the RFP
- iv. Meetings to include specific technical disciplines
- v. Meetings include coordination with third parties during design as needed
- vi. Project coordination meetings with various stakeholders; assume 10 over the project duration with 50% virtual
- vii. Attend all meetings and prepare minutes of meetings to discuss progress and/or issues (additional meetings may be required to resolve major Project issues). The consultant shall prepare for, attend, and write meeting minutes for Coordination and Team Meetings for the life of this contract
- viii. Monthly invoicing submittal to the City's City Engineer
- ix. Coordination with the City: It is anticipated that the construction cost estimate will occur at approximately 30/60/90 percent stages of plan development, and 4 weeks prior to City advertise to-bid
- x. The DOR shall also accommodate for input during the design process by taking the following actions in the preconstruction phase of the Project:
 1. Notification of major design changes
 2. Allowing assistance in material selection decisions
 3. Collaborating to accommodate appropriate construction means and

- methods into the design
4. Preparing design changes for cost/schedule impact validation
 5. Review of construction submittals with trade subcontractors
 6. Expediting review of construction submittals upon request
 7. Providing design documents to facilitate contractor-obtained permitting
 8. Furnishing graphic design support to public relations and public meetings which includes foam board displays for a total of 4 public outreach/PIOH efforts
 9. Joint planning and participation in public outreach mtg's (assume 4 hrs. for each PIOH or other outreach effort)
 10. The DOR shall partner with other members of the Project team; i.e. as follows:
 - a. The City's Project Engineer/City Engineer
 - b. Local property owners and businesses
 - c. Local neighborhood and stakeholder groups
 - d. Local jurisdictions; City of Tucker and DeKalb County Watershed
 - e. South Fork Conservancy
 - f. GDOT and Federal Highway Administration; if applicable
 - g. Public and private utilities
 - h. US Environmental Protection Agency (EPA); and
 - i. Georgia Environmental Protection Division

C. Concept Development

- i. Complete concept study per GDOT requirements, including although not limited the following:
 1. Site visits
 2. Compilation of existing information (GIS data, planned developments, etc.)
 3. Study of preferred and alternate
 4. Conceptual profiles, cross sections, layout
 5. Conceptual construction, right-of-way, utility, and environmental mitigation cost estimate preparation
 6. Opinion of Probable Construction Cost
 7. Concept Team Meeting (input from GDOT where feasible)
 8. GDOT Concept Report (review from GDOT where feasible)
- ii. Complete environmental resource identification
 1. Phase I ESA Report (review from GDOT where feasible)
- iii. Obtain authorization from the City upon completion of the Concept Report and Database Preparation before proceeding to Preliminary Plans

D. Database Preparation

- i. Collect GIS from DeKalb County for setup and initial design
- ii. Review provided survey, coordinate with areas, and clean up provided files for plans
- iii. Property lines, rights-of-way, streets, trail spur connections, stream footprint, existing trails, etc.
- iv. Topography
 - v. Tree survey (specimen trees only)
- vi. Above ground utilities, bridge locations, and deck elevations
- vii. Sanitary/storm sewers, manholes/catch basins/drop inlets/curb inlets (size, material, and invert information)

- viii. FEMA floodplain
- ix. Complete survey database per GDOT survey specifications

E. Environmental

The City anticipates the NEPA document to be an Environmental Assessment (EA) or Programmatic Categorical Exclusion (PCE). However, if the Designer of Record (DOR) alters the Project design or pursues an alternate design, the DOR is responsible for evaluating the changes under the purview of NEPA and preparing any applicable NEPA Re-Evaluations (including any applicable updates to Environmental Special Studies (Air, Noise, Ecology, History, Archaeology, Public Involvement, and NEPA). Regardless of whether a NEPA re-evaluation is necessary due to design modifications recommended by the DOR, proposers shall include the cost for one re-evaluation given the unknowns associated with the timing of ARC or CDS federal funding availability.

- i. Prepare all necessary Environmental Special Studies survey reports and NEPA assessment of effects reports (including any additional field surveys needed including wetlands delineation as necessary)
- ii. Prepare all necessary Environmental permit submittal documents (including coordination with appropriate oversight agencies); ACOE/EPD/EPA
- iii. Air Quality and Noise Impact reports are anticipated to be write-offs, due to the project type (trail). No NRHP-eligible historic resources have been identified within the project limits as part of preliminary field studies
- iv. Prepare the Logical Termini report.
- v. Necessary NEPA Re-Evaluation(s)
- vi. Variance applications (s) with EPD for stream buffer encroachment

F. Preliminary Design Plans

Upon the City ascertaining the preferred trail alignment, the DOR will then prepare Preliminary Plans for this preferred alignment. The DOR shall periodically submit to the City status updates in the bi-weekly and monthly meetings. The City for reviews the preliminary plans and ensures design is progressing in conformance with GDOT's design processes and guidelines. The Preliminary Plans shall include Plans, specifications, and reports that capture all major items, elements, and portions of the Project design such that the DOR can demonstrate a comprehensive understanding of the Project. At the conclusion of the preliminary plan phase, the DOR will develop the necessary details to create a 3D animated fly-through for the entire Phase I corridor. The following items shall be included within the Preliminary Plans:

- i. Provide preliminary plans, meeting the requirements of GDOT PDP, Plan Presentation Guide (PPG), Electronic Data Guidelines (EDG), and the latest Preliminary Field Plan Review (PFPR) checklist
- ii. Prepare for and attend constructability review
- iii. Prepare for and attend the Avoidance and Minimization Measures Meeting (A3M)
- iv. Prepare Trail Pavement Design Alternatives
- v. Update/Maintain Design Notebook
- vi. Cover sheet, typical sections, plan and profile sheets, cross sections, preliminary right-of-way and easements, existing utilities, drainage design and drainage profiles/cross sections
- vii. "No Rise" study and certification may be required where fill activities are anticipated. The trail will be located within the 100-year floodplain and at

- existing grade. Spur connections to the various apartment complexes will likely require fill material due to elevation changes within the floodplain. Stream crossing (s) may also be required
- viii. Prepare Federal Emergency Management Agency (FEMA) floodplain studies
 - ix. Provide Preliminary Pedestrian Bridge and/or Wall Hydraulic Studies
 - x. Provide Preliminary Pedestrian Bridge and/Wall Layouts
 - xi. Signing and Marking Plans at HAWK crossing including warrant study and Wild Circle (Private Drive).
 - xii. Preliminary Erosion Control Plans.
 - xiii. Draft Special Provisions.
 - xiv. Approved Design Exceptions/Design Variances
 - xv. Prepare and submit Design Databook.
 - xvi. Additional Stakeholder Coordination.
 - xvii. Prepare for and respond to City Review process
 - xxviii. Prepare a detailed Construction Cost Estimate in AASHTOW are estimating program per milestone and update annually
 - xix. Perform internal Quality Control/Quality Assurance (QC/QA) reviews and revise plans accordingly. Submit QC/QA letter stating that the plans were reviewed and corrected.
 - xx. Attend PFPR and respond in writing to all PFPR comments within four (4) weeks.
 - xxi. Hold monthly meetings with the City staff in addition to the other meetings previously mentioned above, to discuss progress, design issues, and preparation for other formal meetings. Provide meeting minutes for each meeting
 - xxii. Design exceptions and variances as needed.
 - xxiii. Preliminary Construction plans.
 - xxiv. Preliminary Special Provisions.
 - xxv. Present contextual architectural elevation/plan view and perspective drawings in color 11" x 17' format as hand sketches or comparable – assume four (4) locations
 - xxvi. Develop Greenway Trail preliminary design for amenities and features such as wayfinding signage, community garden spaces, stormwater management and water quality runoff (bioswales/infiltration basins), landscape design/architecture, trail security & surveillance, art, trail lighting, educational-wayfinding kiosks, environmental educational opportunities, emergency access, ADA compliance, etc. as outlined in the Perkins & Will study. Electrical service plans to be prepared for all amenities that require power
 - xxvii. Prepare potential value engineering items for City discussion and decision
 - xxviii. Review City's front end bid documents and determine method of bidding and format of bid form.
 - xxix. Develop geotechnical scope and procure subsurface investigations for bridge/wall locations, trail footprint and other areas as deemed by the DOR. The City will provide a “owners contingency” in the final contract with the selected firm cost for Geotechnical Services
 - xxx. Prepare 3D modeling and animation/including editing to create an animated fly-through of the Phase I corridor that includes the following details:
 - 1. Modeling and texture mapping of the trail footprint (includes alignments to both sides of South Fork Peachtree Creek)
 - 2. Includes modeling and texture-mapping of up to existing features on the trail such as trees, roadways, trail spur connection, bridges, Friendship Forest Wildlife Sanctuary, stream, Wild Circle, Montreal Rd HAWK crossing and trailhead

3. Includes stitching multiple drone images to form the ground plane
4. Includes animated bicyclists and pedestrians and gardeners at community gardens
5. Fly-through camera path and various pause points as directed by the City
6. Video production at minimum of 1080 HD (resolution of 1920 x 1080 at 30 frames per second). Higher quality options to be provided.
7. Total video length up to 4 minutes
8. Obtain authorization to proceed to Final Plans

G. Survey

- i. Land, engineering, and/or remote sensing surveys as necessary to provide appropriate field information to produce Preliminary and Final plans, including right-of-way plans.
- ii. Survey Enhancements (if necessary)
- iii. Extended Survey limits (if necessary)

H. Right-of-Way Plans

Prepare Right-of-Way Plans according to the GDOT Plan Presentation Guide (PPG) and results from the PFFR. A majority of the trail footprint is within the DeKalb County Sanitary Sewer Line Easement or within City owned property (parcel on Montreal Creek Court and Friendship Forest Wildlife Sanctuary. The number of privately owned parcels within the footprint of this project will be largely dependent on the “spur” route connections to the various apartment complexes. At this juncture the City would anticipate 1 parcel associated with the Sanitary Sewer Line, 4 parcels in the name of the City of Clarkston (City) and 3 parcels privately owned. The right-of-way plans to be prepared as recordable easement plats as follows:

- i. Prepare Right-of-Way and easement plat sheets for each parcel
- ii. Prepare Right-of-Way acquisition tables.
- iii. Prepare Right-of-Way acquisition deeds per current GDOT guidelines.
- iv. Prepare written legal descriptions for easements and right-of-way
- v. Prepare Right-of-Way staking data sheets.
- vi. Perform staking for final alignment and spur connections. Staking to be undertaken at intervals of 50-100 feet to ensure all parties can visually understand the trail and spur (s) footprint.
- vii. Re-staking of right-of-way and easements as needed for right-of-way negotiations
- viii. Perform right-of-way acquisition services utilizing a GDOT certified agent.
- ix. Assume appraisals to be performed for each private parcel
- x. Develop data book or other GDOT method for ascertaining comparable land values for negotiation purposes

I. Permitting Services

- i. Submit plans to DeKalb County Water Resources, EPD, US Army Corps of Engineers, FEMA and other relevant permitting agencies
- ii. Address permitting review comments relating to preliminary and final submittals.
- iii. Prepare “permitting memo” to summarize all permitting issues/tasks

J. Utility Services

Due to the type of project, involvement with utilities is expected to be minimal except for the DeKalb County Sanitary Sewer easement encroachment, the HAWK crossing at Montreal Road and Wild Circle access (private road).

K. Final Design Phase

The Final Design Documents shall be prepared by the DOR for each respective element and discipline of the Project. When the design is deemed 100 percent complete by the DOR and after the DOR has resolved all review comments by CITY and its consultants (or any necessary resubmittal). The Final Design Documents shall include all the information necessary to construct the Project in its entirety.

The Final Design Documents shall include Complete Final Trail Plan, including, but not limited to:

- i. Update, complete, and finalize the Final Plans to address the comments from FFPR and as required for letting
- ii. Prepare detailed and finalize final Trail Design, Drainage Design and Drainage Profiles/Cross Sections, BMP Design, Signing and Marking Plans, "Trailscape amenities" as described in the Preliminary Plan Phase. Bridge and/or Board Plans, Retaining Wall Design, and Erosion Control Plans
- iii. Prepare and Submit 2nd Utility Submission
- iv. Prepare and Submit Supplemental 2nd Utility Submission
- v. Finalize Utility Plans
- vi. Finalize Walls Locations and Envelopes
- vii. Prepare and finalize construction quantities and cost estimates in AASHTOW are for FFPR Plans, CFFPR, Final Plans Per GDOT Policy 3A-9
- viii. Development of all Special Provisions
- ix. Prepare Final Bridge plans and calculations for CITY review and acceptance
- x. Prepare special design MSE wall design(s) for CITY review and acceptance

L. Provide Final Construction Plans:

- i. Perform internal Quality Control/Quality Assurance (QC/QA) reviews and revise plans accordingly. Submit QC/QA letter stating that the plans were reviewed and corrected
- ii. Provide complete FFPR packages per most current FFPR Inspection checklist
- iii. Attend FFPR meeting
- iv. Provide responses to comments made during the FFPR meetings
- v. Prepare and Submit corrected FFPR plan sets
- vi. Prepare/submit Final Plans per Designer's Checklist for Final Plans Submittal per most current DOR Checklist

M. Construction Phase Services

The Construction Phase Services shall be required of the DOR once the Project moves into the construction phase. After the DOR has resolved all review comments on the Final Design Documents or any necessary resubmittal, the DOR shall submit the RFC design documents to the CITY. The DOR's final design

documents shall comply with all the applicable GDOT requirements, and shall be detailed, complete, in accordance with good industry practice in such a manner that the Project is constructible as designed and shall allow verification of the design criteria in compliance with applicable CITY requirements. The DOR, through the appropriately qualified and licensed design professional, shall sign and seal all final design documents.

DOR services in the construction phase to include the following:

- i. Develop project manual and discuss bidding procedures with City
- ii. Prepare construction change orders
- iii. Prepare as-built drawings
- iv. Prepare shop drawings as necessary
- v. Review and confirmation of change of orders
- vi. Erosion control inspection/7-day letter
- vii. Conduct Quality Assurance/Quality Control Reviews for all design deliverables

N. Public Engagement

- i. Hold four (3) PIOH's; one at the concept phase, one at the preliminary phase, one at the final plan development phase and one additional public meeting as determined by the City. All PIOH meetings to be in-person. DOR or his/her designee shall attend including appropriate staffing from the firm. Foam board displays shall be provided
- ii. Firm to prepare all handouts and respond to all PIOH comments
- iii. Provide translation of all handout documents in six (6) languages, including interpreters at each PIOH. CITY to provide six (6) languages
- iv. City to provide a list of potential translators/interpreters for the Consultant to utilize as they deem appropriate in obtaining fees for these services. The Consultant can procure these services from other vendors at their choosing. Fees for these services shall be included in the Fee Proposal
- v. PIOH's to include court reporting services with cost to be borne by the firm
- vi. Duration of each PIOH to be approximately 3 hours. This includes arriving at each PIOH in advance of each meeting for coordination purposes. Meeting duration shall be limited to two (2) hours
- vii. City to prepare and install PIOH roadway signage
- viii. With CITY staff, meet with the following groups: (a) property managers of the complex's adjoining Greenway to discuss coordination for ownership for trail spur connectivity opportunities, (b) City of Tucker staff, (c) South Fork Conservancy. Assume two (2) meetings for each group at two (2) hours per meeting
- ix. Meet with a Phase I Steering Committee periodically; five (5) meetings at 2 hours each to solicit input on spur connections, trail alignment, "Trailscape amenities" and various other topics. CITY to develop the steering committee membership
- x. Present project plans to City Council work session – three (3) presentations over the duration of the project design