

1. BACKGROUND

- 1.1. The City of Dunwoody is seeking cost proposals to survey and design bicycle and pedestrian improvements on Chamblee Dunwoody Road between Valley View Road and Womack Road in accordance with the City's Comprehensive Transportation Plan. The existing cross section consists of sidewalk and curb and gutter on the west side of the roadway and two travel lanes. For much of the length of the project, the eastern side of the roadway does not have curb or sidewalk. The City anticipates the roadway will be widened to the eastern side to accommodate bike lanes and sidewalk without disturbing the existing sidewalk on the western side of the roadway. Where the existing right of way and utilities allow, the City's prefers a minimum 4-foot landscape buffer between the roadway and the 5-foot sidewalk. Adjustments will be made to the width of the landscape buffer if necessary to avoid right of way acquisition.

The project will be 100% locally funded with construction planned for early 2015.

2. GENERAL SCOPE OF WORK

- 2.1. It shall be the Consultant's responsibility to design, prepare, assemble and coordinate the necessary bid and construction documents to complete the project. The completed project documents must comply with all applicable local, state, and federal environmental laws and regulations.
- 2.2. The design must comply with the latest Americans with Disabilities Act (ADA) requirements
- 2.3. At a minimum, the latest editions and applicable addenda of the following standards shall be utilized for the project:

Georgia Department of Transportation (GDOT) Design Policy Manual
Georgia Department of Transportation (GDOT) Standards, Details, and Specifications
Applicable AASHTO Standards, Manuals, and Design Guides
Manual on Uniform traffic Control Devices (MUTCD) Georgia Soil and Water
Conservation Commission Manual for Erosion and Sediment Control in Georgia
City of Dunwoody Development Regulations
City of Dunwoody Code of Ordinances

3. SPECIFIC SCOPE OF SERVICES

- 3.1. The consultant should provide a proposal to provide a complete set of construction plans and bid documents for this project. The engineering/design items include but are not limited to the following:
 - 3.2.1 Review available data including, City GIS.
 - 3.2.2 Conduct one informal stakeholder's meeting and one public meeting, typically an open house format. The City will contact stakeholders and publicize and

advertise the public meeting. The consultant will provide the concept on aerial photography and any other necessary visuals.

- 3.2.3 Respond to and summarize all comments received relating to the public meeting.
 - 3.2.4 Collect survey data needed to design and permit the project including any downstream survey required for the design of the stormwater management system. The City has obtained survey information within the existing right of way and will make these electronic files available to the consultant.
 - 3.2.5 Provide a preliminary set of plans and preliminary cost estimate for City review.
 - 3.2.6 Incorporate City comments and submit a final set of construction plans and final cost estimate.
- 3.2. The design shall be prepared by or under the direct supervision of licensed design professionals. A Professional Engineer licensed to practice engineering in the State of Georgia, shall seal the final plans. Their seal on the drawings shall represent certification that the design meets all applicable codes, is of good engineering practice and standards, and includes no Design Exception or Design Variances.
- 3.3. Plans shall be prepared to the level of detail and shall contain all necessary information required for the project construction and review and/or approval by the City. These may include, but are not limited to, the following items:
- Plan, profile, and cross sections that show the centerline, demolition or resetting of existing features, construction of infrastructure, limits of construction, and existing and/or right-of-way limits
 - Driveway profiles
 - Drainage improvements
 - Signing and marking plans
 - Prepare easement and/or right-of-way plans or plats, if required. This task shall include required property research and any revisions as required during any right of way negotiations for this project.
 - Utility plans including coordination with utility companies regarding existing and proposed utility plans.
 - Erosion and sediment control plans
 - Stormwater management plans (MS4) including a hydrology report outlining a viable solution to address any necessary detention and treatment for water quality as required by Chapter 16 of the City of Dunwoody's code ordinance.
 - Staging plan (if necessary)
 - Special provisions and other specifications as required
 - All other necessary information required for the project construction
- 3.4. Projects with over one (1) acre disturbed or more within the City of Dunwoody have to be submitted to the Georgia EPD for Erosion Control plan review and permitting.
- 3.5. Obtain a Land Disturbance Permit (LDP) for non-residential projects from the City. A copy of the City's Land Disturbance Permit Application Package checklist may be found online at http://www.dunwoodyga.gov/Departments/community_development/Building-Permits/CommercialLDP.aspx.
- 3.6. Provide support to include answering questions and providing clarifications during the bidding and construction phase.

- 3.7. Upon approval of the Final Design Documents, all original drawings, specifications, CADD files, field notes, computations, etc. shall become the property of the City of Dunwoody. Final design computations shall be neatly and clearly prepared, bound in a booklet format and submitted to the City.

4. PROPOSAL FORMAT

- 4.1 Cost proposals should be submitted in letter format with a brief description of qualifications, identification of the project personnel.
- 4.2 Cost, assumptions and any gaps in scope should be clearly outlined.

PROPOSALS due FEBRUARY 20, 2014 at 2:00PM