

ATTACHMENT A

Scope of Work

I. General: The work to be accomplished is in support of the following Atlanta Regional Commission (ARC) sub-element:

XXXXXX – Regional Transportation Planning Study Program

II. Area covered: The study area includes a proposed overpass pedestrian bridge spanning across Forest Parkway and Norfolk Southern Railroad. The bridge will begin at Lake Drive/Forest Pkwy connecting Starr Park with downtown Main Street and the proposed Model Mile Greenway Project. The study will provide an assessment of the proposed pedestrian bridge location. It will provide data on elements such as the span of the bridge, determine best bridge landings, examine the multi-lane state route and railroad tracks that the pedestrian bridge will have to cross over, determine the height of the bridge for safe passage under the proposed bridge, the need to move utilities and proposed costs or options, any right-of-way acquisition/costs, any coordination with the railroad and/or agreements with railroad, any coordination with GDOT for possible intersection improvements, and the feasibility to move forward with the project including estimated construction costs.

III. Goal: The Regional Transportation Planning Study (RTPS) program provides local governments and Community Improvement Districts funds for transportation plans, corridor studies and feasibility studies that support the goals and objectives of the Atlanta Region's Plan. The purpose of these studies is to develop project concepts that improve safety, mobility, and access to all roadway users, while also preparing them for advancement to Scoping and/or PE phases (in future TIP project solicitations).

IV. Project Objectives: The Forest Parkway & Main Street Pedestrian Bridge Feasibility Study (City of Forest Park) will have the following objectives:

1. Develop a feasibility study and concept plan to facilitate the construction of a pedestrian bridge connecting Starr Park with Downtown Main Street. The bridge will provide better connectivity in the city, and access to the city's amenities (Starr Park and the Recreation Center), as well as other government facilities. The railroad impedes connectivity in the city, SR 331/Forest Parkway is a multi-lane highway and pedestrians have to compete with automobile traffic and the trains. A pedestrian overpass bridge will provide safer crossing over the railroad tracks
2. Assess potential design constraints, right-of-way, and utility and environmental impacts and determine mitigation or avoidance strategies.
3. Develop implementation plan with schedule, funding sources, and project cost estimates.
4. Achieve local stakeholders support and input from affected agencies, i.e., ARC, GDOT District 7 Office, and Norfolk Southern Railroad.

V. Work Tasks:

The work to be accomplished under this contract is divided into the following tasks:

Task 1 – Project Management, Public Involvement, & Agency Coordination:

The goal of this task is to develop a planning outreach process that promotes the involvement of all stakeholders in the study area. The City of Forest Park is a diverse community. A concerted effort to reach out to senior, low-income, and minority stakeholder populations should be made. The City and its consultants will be responsible for designing an effective and innovative public involvement program with input from ARC. At a minimum, the outreach process shall include the following:

- The City shall establish a Project Management Team (PMT) that includes, representatives from the City, the consultant, and ARC. This team shall meet monthly to discuss the progress and overall planning effort.
- The consultant will develop a Project Management Plan (PMP), which will be approved by the PMT. The PMP will identify approaches for communication, coordination, QA/QC, and schedule management after the kick-off meeting.
- The City and consultant team must also provide ARC with monthly updates on study progress and upcoming meetings.
- The Consultant will develop a Stakeholder and Public Engagement Strategy (SPE) and schedule to be approved by the PMT.
- The City and consultant team will seek input and comments from major stakeholders. Stakeholders will include, at a minimum, representatives from City of Forest Park, ARC, GDOT District 7 Office, Norfolk Southern Railroad, and adjacent property owners and residents. A variety of techniques may be used to engage these stakeholders, such as in-person meetings, conference calls, focus groups, or stakeholder interviews
- The City will conduct a minimum of three public involvement meetings, events, or opportunities. These may be virtual if in-person gatherings are not deemed safe. Engagement with the public should educate about design alternatives and potential impacts, as well as seeking input and consensus on preferred concepts, typical sections, or improvements. A variety of in-person and virtual tools and approaches should be used, including social media, surveys, and hosting outreach activities in the study area if possible.
- Project information will be uploaded to a project website to provide basic project information to the public, and shall include project materials, meeting summaries, and design alternatives being considered, and shall provide the opportunity to leave feedback. Project information and opportunities for input should also be shared on social media.

Deliverables:

- Kick-off meeting and meeting summary
- Project Management Plan
- PMT meeting minutes
- Stakeholder and Public Engagement Strategy
- Project website and communication materials
- Public engagement meetings and activities summary

Task 2 – Existing Conditions & Technical Analysis:

Conduct a thorough assessment of environmental and right-of-way needs and impacts for the construction of a pedestrian bridge. Review and assess previous plans and existing conditions in the study area. Tasks include:

- Review and assessment of available base data, GIS information, property plats, relevant plans and studies, engineering design plans for planned or programmed transportation projects in the study area, current land use, zoning or policies that impact the study area, and developments underway, permitted, or programmed in the study area.
- Conduct environmental analysis and survey to determine potential impacts, and the need for avoidance or mitigation, as related to cultural and historic resources, MS4 permits, floodplains, wetlands, stream buffer, erosion, existence of underground storage tanks, threatened and endangered species, and other resources covered by NEPA.
- Research of right-of-way (ROW) information to determine number of parcels, easements, property owners, and other impacts, and estimated costs for acquisitions including easements.
- Identify pre-existing utilities that could be impacted by any of the concepts identified.
- Evaluate the possibility of placing existing utilities underground.

Deliverable:

- Existing Conditions Analysis Document

Task 3 – Alternatives Analysis & Concept Plan Development:

Prepare a concept layout, typical sections, and alternate concepts for pedestrian facilities and the proposed bridge project based on the existing conditions, technical analysis, and public involvement. Specific elements shall include:

- Evaluation of the relative feasibility and constructability of alternative pedestrian pathways over SR 331 and the Norfolk Southern Railroad.
- Include cost benefits of each alternative and document decision making process for determining preferred alternative.
- Evaluation of innovative stormwater management alternatives and minimization of environmental impacts. Concepts should also be consistent with ARC's and GDOT's Complete Streets and other design policies and incorporate FHWA's Proven Safety Countermeasures where appropriate.
- Prepare a GDOT Concept Report for the preferred concept, which includes analysis of potential environmental impacts, ROW (temporary and permanent) and utility relocation cost estimates (including railroads), and a concept layout and typical sections. Seek preliminary review and comments of concept report from appropriate GDOT staff.
- Prepare an implementation schedule that identifies the logical phases of implementation, potential funding or implementation partners, responsibilities, cost estimates, timeline, and potential sources of funding for each phase.

Deliverable:

- Concept Plan

Task 4 – Prepare Project Deliverables:

The following shall be developed and submitted to the City of Forest Park and ARC in the format indicated below:

Deliverables:

- Forest Parkway & Main Street Pedestrian Bridge Feasibility Study (City of Forest Park) Summary Document: Prepare a document summarizing the goals of the project, methodology, public involvement process and input obtained, existing conditions, technical analysis findings, and cost estimates. Include concept layout and typical sections for any preferred alternatives.
- Completed GDOT Concept Report Form, including appendices (e.g., traffic and safety data, environmental surveys, etc.).

Format:

- Single combined PDF of the final study summary report, including attachments or appendices, concept layouts, and typical sections.
- PDF of the completed GDOT Concept Report, including appendices.
- All electronic files in their original formats (e.g., MS Word, Excel, InDesign, etc.) with supporting graphics, CAD, and GIS shape files.

Note: GDOT will not be reviewing or approving the concept report at this time. This is a feasibility study and generally GDOT does not have the resources to review concept reports for projects that do not have committed federal funds in the TIP. The purpose of this deliverable is to be able to complete an ARC funding application and be positioned to submit a concept report to GDOT immediately if/when the project receives federal funds.

ATTACHMENT B

Compensation and Method of Payment

I. Compensation: The total cost of the Project (as described in “Attachment A”) is \$200,000. ARC’s compensation to the Subgrantee will not exceed 80 percent of the actual costs incurred. However, in no event will the total compensation and reimbursement, if any, to be paid to the Subgrantee under this contract exceed the sum of \$160,000. All costs in excess of \$160,000 are to be paid by the Subgrantee.

A breakdown of this compensation is shown in Exhibit B-1, “Budget Estimate”, which is attached to and made part of this contract for financial reporting, monitoring, and audit purposes.

II. Method of Payment: The following method of payment replaces that specified in the main body of the contract.

A. Progress Payments: The Subgrantee shall be entitled to receive progress payments on the following basis. As of the last day of each month during the existence of this contract, the Subgrantee shall prepare an invoice for payment documenting work completed and costs incurred during the invoice period. This invoice shall be submitted to ARC along with the monthly report by the 10th of the following month. Any work for which reimbursement is requested may be disallowed at ARC’s discretion if not properly documented, as determined by ARC, in the required monthly narrative progress report.

Upon the basis of its audit and review of such invoice and its review and approval of the monthly reports called for in the paragraph concerning “Reports” in the main body of the contract, ARC will, at the request of the Subgrantee, make payments to the Subgrantee as the work progresses but not more often than once a month. Invoices shall reflect 100% of the allowable actual costs incurred, be numbered consecutively, and submitted each month until the project is completed. Reimbursement payments from ARC shall be at 80% of the approved invoiced costs.

Subgrantee’s monthly invoices and monthly narrative progress reports are to be submitted to the ARC Director or his authorized agent and must be received by him not later than the 10th day of the following month. ARC may, at its discretion, disallow payment of all or part of an invoice received after this deadline.

B. Final Payment: Final payment shall only be made upon determination by ARC that all requirements hereunder have been completed. Upon such determination and upon submittal of a final invoice, ARC shall pay all compensation due to the Subgrantee, less the total of all previous progress payments made.

Subgrantee's final invoice and documents as described in "Attachment A, Task 5 – Prepare Project Deliverables" must be received by ARC no later than one month after the project completion date specified in Paragraph 3 of the contract. ARC may, at its discretion, disallow payment of all or part of a final invoice received after this deadline.

III. Completion of Project: It is agreed that in no event will the maximum compensation and reimbursement, if any, to be paid to the Subgrantee under this contract exceed \$160,000 and that the Subgrantee expressly agrees that they shall do, perform, and carry out in a satisfactory and proper manner, as determined by ARC, all of the work and services described in Attachment A.

IV. Access to Records: The Subgrantee agrees that ARC, the Concerned Funding Agency, or Agencies and, if appropriate, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the Subgrantee which are directly pertinent to the project for the purpose of making audit, examination, excerpts and transcriptions.

The Subgrantee agrees that failure to carry out the requirements set forth above shall constitute a breach of contract and may result in termination of this agreement by ARC or such remedy as ARC deems appropriate.

V. ARC's Designated Agent. In accordance with Paragraph 5 of the main body of this contract, ARC's Director hereby designates ARC's Director of Center for Livable Communities, as his agent ("Cognizant Center Director") for purposes of this contract only, except for executing amendments hereto.

EXHIBIT B-1

Budget Estimate

Task 1 – Project Management, Public Involvement, & Agency Coordination	\$ 30,000
Task 2 – Existing Conditions & Technical Analysis	\$ 50,000
Task 3 – Alternatives Analysis & Concept Plan Development	\$100,000
Task 4 – Prepare Project Deliverables	\$ 20,000
Total Cost	\$200,000
ARC Share (80%)	\$160,000
Local Share (20%)	\$ 40,000

* Note: The estimates listed above are preliminary and actual costs by task may vary so long as the total contract value does not increase. Any change to the budget estimates shown above must be requested by email or in writing and approved by ARC’s Cognizant Center Director.