



DOWNTOWN DEVELOPMENT AUTHORITY

LOGANVILLE DOWNTOWN DEVELOPMENT
AUTHORITY

REQUEST FOR QUALIFICATIONS

PROFESSIONAL CONSULTING & PLANNING
SERVICES

PROPOSALS DUE: No later than February 28, 2025 2:00 PM EST.

Late proposals will not be accepted.

BACKGROUND

The Loganville Downtown Development Authority is seeking Statements of Qualifications from professional planning consultants to prepare a plan for redevelopment of property owned by the City of Loganville.

This Request for Qualifications (RFQ) will result in a contract to perform specific planning/design duties for the Loganville Downtown Development Authority as specified in the Scope of Services. The selected firm will then work with the Authority Board to complete the scope of work.

The Loganville Downtown Development Authority reserves the right to withdraw this RFQ, or reject any and all submittals in response to this RFQ for any reason at any time during the bid process due to unforeseen or any change in circumstances. This RFQ plus the resulting agreement shall be consistent with all terms and conditions associated with contracts entered into by the City of Loganville. The Loganville Downtown Development Authority is not liable or responsible for any cost(s) incurred during the preparation, presentation or submission of a response to this RFQ.

SCOPE OF SERVICES

The Scope of Services include but are not limited to the following:

- Create a Planned Development Pattern Book for the subject property, which consists of two parcels totaling 1.38 acres owned by the City of Loganville, located at 254 Main Street (tax parcel number LG050051) and 4436 Pecan Street (tax parcel number LG050047), Loganville, Georgia. The Pattern Book will be consistent with the City's vision for downtown redevelopment contained in the 2023 Master Plan prepared by The Sizemore Group, and include a site master plan, proposed architecture, signage, streetscape, landscape and other design elements for the project.
- Solicit appropriate citizen feedback on a final draft Pattern Book and incorporate revisions to the Pattern Book based on this feedback as directed by the Board. This service will be proposed and priced separately and may be included or excluded from the final scope of services at the option of the Board.

The Pattern Book and new zoning ordinances created through this process will be used to rezone the parcels and select a commercial partner to achieve the desired vision for redevelopment.

SUBMISSION REQUIREMENTS

TECHNICAL - Please provide a detailed description of your firm's demonstrated approach and competencies for all aspects of services outlined in the Scope of Services.

FIRM & STAFF QUALIFICATIONS - Please provide a brief description and history of the firm along with information related to previous experiences providing services similar in nature, size and scope to those outlined in the Scope of Services. Please provide contact information and a description of services provided for at least three (3) references for which the firm has performed services within the past five (5) years that are similar to the requirements as outlined in the Scope of Services. Please also provide an organization chart, resumes, and qualifications of staff who would be assigned to the project.

COST - Please provide a structure of fees associated with the scope of services being requested, an itemized project plan with the estimated duration of each step included in the plan, and an estimate of the timeline and total cost of the engagement. Solicitation of citizen feedback should be proposed and priced separately to facilitate inclusion or exclusion from the scope of services contained in the final contract. Respondents are encouraged to provide any additional information (including discounts or incentives) that demonstrates the best value of the offer presented.

EVALUATION CRITERIA

The following criteria will be used to identify the most responsive submission:

- Experience with projects of similar nature and scope
- Company qualifications and experience
- Qualifications and experience of individual(s) proposed to conduct the work
- Proposed fee structure, total cost, and timeline/availability for completion
- Overall responsiveness and approach to the RFP

SUBMISSION INSTRUCTIONS

Requirements for submission of the RFP package are as follows:

- The response package should be delivered in a completely sealed envelope or package.
- The outside of the package should be clearly marked "Professional Planning Services".

- The response may be submitted in person or mailed to the following address:

City of Loganville
Attn: Kristy Peters
PO Box 39
Loganville, GA 30655
P: 770-466-1165
E: kpeters@loganville-ga.gov

All packages should contain nine (9) copies of the submitted Statement of Qualifications, which should be printed on 8.5" x 11" single-sided paper.

All submitted responses should follow instructions and be complete in scope as requested by the Loganville Downtown Development Authority. Responses are to be submitted in person or received by mail no later than February 28, 2025 at 2:00 pm (EST). Late submissions will not be accepted, and will be returned unopened to the original sender.

If you are considering submitting a response, please make sure that you email Kristy Peters, Loganville Events and Marketing Director at kpeters@loganville-ga.gov with your company's name and contact information so that your firm will be notified of any additional addenda or information that may be distributed during the course of the solicitation.

Please submit any questions you may have regarding this RFQ to Kristy Peters, Loganville Events and Marketing Director via email at kpeters@loganville-ga.gov. Submitted questions and answers will be provided to all firms that provide their company's name and contact information.

While submitted pricing will serve to help the Authority understand reasonable and customary charges for the respondent, final financial agreements will be negotiated after the most responsive submission has been identified and the final scope of services has been agreed upon. Both sides will then negotiate in good faith to reach a financial agreement that is equitable to both parties.

Qualifications will be reviewed and evaluated by the Authority Board of Directors based on the criteria listed herein.

At the discretion of the Board, companies may or may not be invited to participate in an interview or subsequent Request for Proposal (RFP) process. We thank you in advance for your qualifications submission and welcome any questions you may have during the process.