



FY20-21 Transportation Study Kickoff



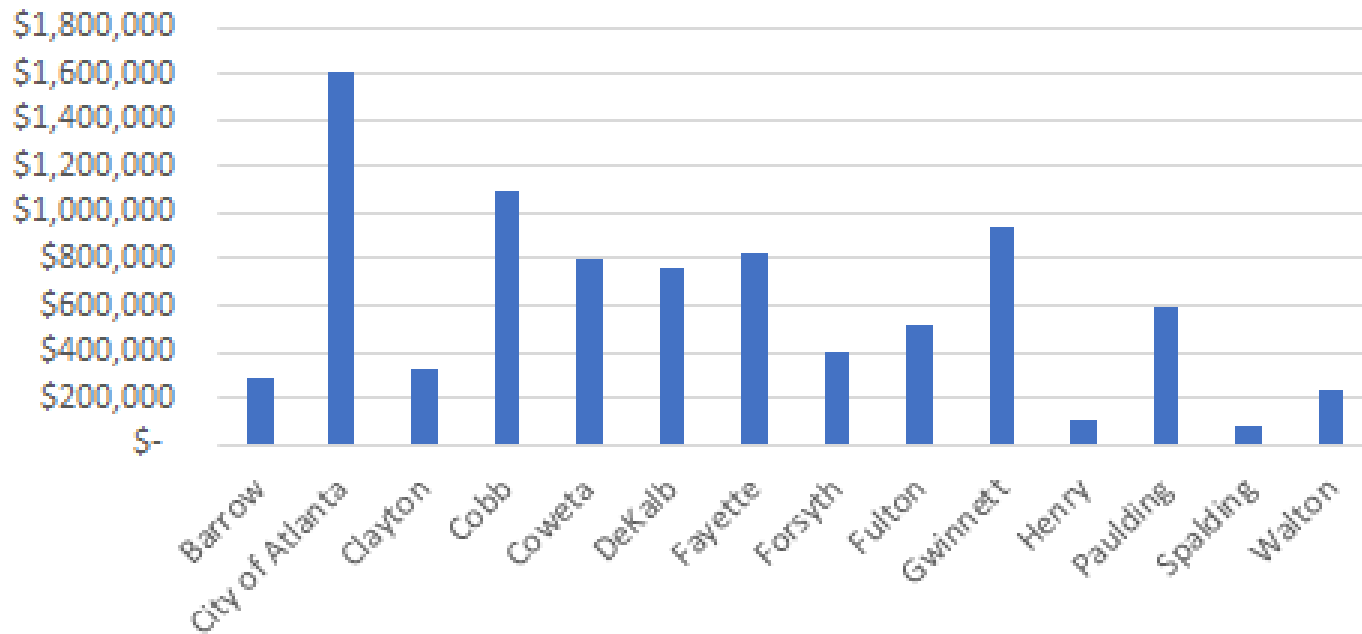
Agenda

- Welcome and Introductions
- Transportation Study Program Overview
- ARC role & responsibilities
- Contracting & Procurement
- Public Engagement Best Practices
- Questions & Answers

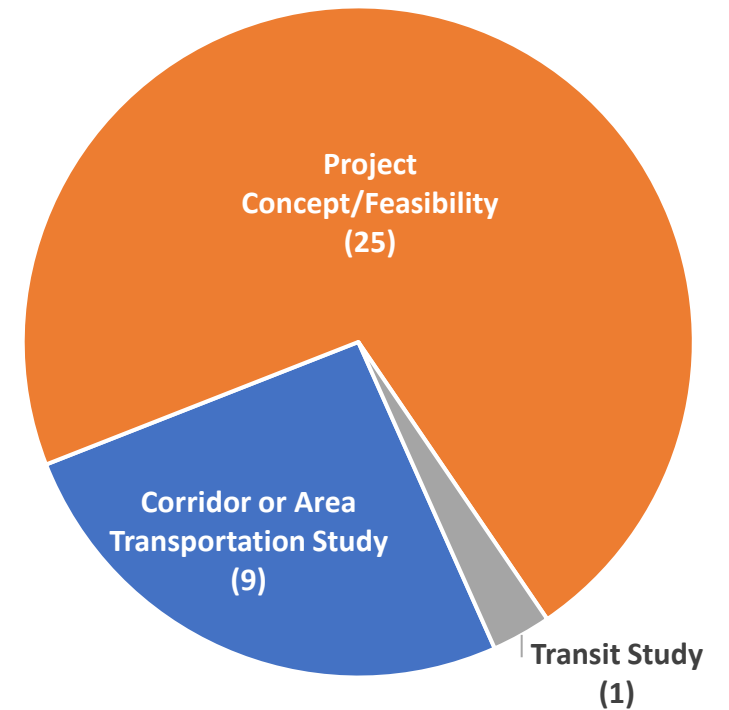


Transportation Study Program

Transportation Study Awards by Jurisdiction (2018-2021)



Study by Type



Transportation Study Program

Funding for transportation studies to determine project feasibility and develop concepts that lead to better TIP projects

ARC awards:

- FY18: 11 Studies, \$2,741,000
- FY19: 6 Studies, \$1,180,000
- FY20: 12 Studies, \$3,210,000
- FY21: 10 Studies, \$2,100,000

Transportation Study Program

The following are tasks required of all studies:

- **All Scopes of Work will include, at a minimum:**
 - Establishment of a Project Management Team (inclusive of ARC, Sponsor, consultant, and jurisdiction if not the same as the Sponsor)
 - Public engagement (more on that later...)
 - Data collection and existing conditions analysis
 - Final deliverables, often a concept report or plan, and cost estimates.



Transportation Study Program

The following are tasks required of all studies, cont.:

- **Complete Streets:**

Concepts resulting from studies should strive to provide access for users of all ages, abilities, regardless of their mode of transportation

- **Capacity-adding projects:**

Studies investigating adding roadway capacity must first examine less-intrusive and more cost-effective solutions, e.g. access management, ITS, traffic operations improvements and/or TDM

- **Safety countermeasures:**

A safety analysis and corresponding countermeasures must be incorporated into all studies.



ARC Role and Responsibilities

- This is a study contract between ARC and the Sponsor, **NOT a PFA with GDOT**. There will be no PFA, no PI#, and no GDOT PM assigned.
- ARC PM is main point of contact for the study and contract. Key responsibilities:
 - Send them invoices and monthly progress reports
 - ARC will attend Project Management Team Meetings and may attend other stakeholder and public meetings (as needed)
 - ARC will provide substantive comment and review on study process and deliverables
 - Ensures study is on schedule and meets ARC needs (as outlined in your Scope of Work/contract)

Contracting & Procurement

- Step 1:** Develop Scope of Work with ARC, once finalized, ARC will send you a contract to sign. Contract budget will reflect ARC award and local match.
- Step 2:** Execute ARC contract. Sign (or e-sign) contract, send to ARC, ARC will electronically sign and send you a copy.
- Step 3:** Develop RFP or RFQ with input from your ARC Project Manager (PM). Procurement must be competitive. This process can be started prior to execution of your ARC contract (although you cannot begin work until our contract is signed)



Contracting & Procurement: Competitive Bidding

Competitive Bidding:

- Follow all regulations in *2 CFR Part 200.318 – 326*.
- Key provisions that has been a problem over the years, *2 CFR Part 200.219(a)*:

*“In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals **must be excluded** from competing for such procurements.”*

Contracting & Procurement:

Disadvantaged Business Enterprise (DBE) Requirements

- **DBE requirements**: Your RFP should include a DBE goal. You may use your own local government or CID adopted DBE policy, but if you don't have one, then use ARC's DBE goal which is 17.61%.
- **Removing Subconsultants**: If the prime consultant wishes to change/fire a subconsultant during the study process, they must gain approval from the Sponsor. The Sponsor may grant approval in accordance with their own policies and contract with the consultant, The consultant should document the reason for the change, how the work will be completed, how DBE goal will be met, etc. The Sponsor will provide a copy of this documentation to ARC.

Contracting & Project Management: RFP vs RFQ

- **General planning type studies** (think studies that result in a list of several recommended projects), an RFP will be used and **price must be factor** in the evaluation process (note: it should be a fairly low percentage since the award amount is public information – prices will generally come in very close to that)
- **For Scoping studies** that result in a detailed concept/design for a specific transportation improvement, and RFQ should be used and Brooks Act followed. **Price cannot be used as a factor, just qualifications.** Price is negotiated after most qualified bidder selected.

*****We understand this can be a gray area for many studies, so reach out to ARC to discuss prior to preparing RFPs/RFQs, and your own Legal and Procurement Offices***

Contracting & Project Management

Please read all the information provided in the **ARC Contract Guidance and Requirements document** (shared here and will be emailed to you).

Any questions, please reach out to your project manager.

ARC Contract Guidance and Requirements

The following notes are provided as guidance for receiving federal funds through the Atlanta Regional Commission (ARC). These are in addition to, not in place of, local, state and federal laws and the Subgrantee's own rules and procedures for contracting. Herein the "Subgrantee" is defined as the local government or CID sponsor or fund recipient.

A) Program Requirements:

1. **Matching requirements:**
Studies funded through ARC require a 20% local match. This match must be in cash, not in-kind services, and cannot be comprised of other USDOT funds. Grants are not paid up-front. Invoices are paid on a reimbursement basis, i.e. subgrantee submits invoice to ARC, ARC pays 80% of that invoice.
2. **Eligible activities:**
Since the source of the grant funding is the federal Surface Transportation Block Grant program, all studies or projects must be related to transportation. For example, studies related to trails, streetscapes, or regulatory and policy work that support transit or walkability are all eligible, but activities such as site planning for a park or a business plan for a real estate development are not.
3. **Eligible recipients:**
Local governments (cities or counties), CIDs which have satisfied ARC's grant management and contracting requirements, and other governmental entities, such as transit agencies, authorities, or state universities.
4. **Project Management:**
The ARC project manager must be included in all meetings throughout the study process, including project team meetings with the Subgrantee and its consultant (and other entities if applicable). The ARC project manager should be consulted throughout the procurement and contracting process.

B) Procurement:

1. **Competitive Procurement:**
 - a. All work subcontracted by the Subgrantee *must use competitive procedures* and follow applicable Federal regulations (2 CFR Part 200.318 thru 326 - <http://www.ecfr.gov>). This regulation also provides guidance on accounting and financial requirements, records maintenance and administration of contracts.
 - b. As such, if a consultant firm prepares a funding application or an RFP on behalf of a Subgrantee, that consultant firm is *precluded* from competing for said study contract if the application is successful. For reference, see 2 CFR Part 200.219(a):

"In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements."
2. **Disadvantaged Business Enterprise (DBE) policy:**
A DBE goal must be included in your RFPs. If the Subgrantee has its own DBE goal or policy, they should follow that. However, if they Subgrantee does not have its own DBE policy, then they must include ARC's DBE goal in their procurement. ARC's DBE goal is 17.6%. It is a goal and not a quota. DBE requirements are governed by 49 CFR Part 26 and apply to all federally funded projects.

Invoicing

- **Invoices are paid on a reimbursement basis:** Sponsor pays consultant invoice in full, then sends ARC invoice to be reimbursed for 80% of the invoice
- Invoice template will be provided
- Invoices should be broken down by task in your contract and include DBE reporting
- Invoices and Progress Reports to be submitted **monthly**

<Sponsor Letterhead>


INVOICE

Date: 08/09/19
 Project: GA400 Interchange Study
 Invoice #: 01
 Invoice Period:

Work Task	Description	Contract Lump Sum Amount	Percent Complete To Date	Amount Expended To Date	Total Previously Billed	Amount Expended This Invoice
Task 1	Project Mgmt Team & Public Involvement	\$ 75,000	3%	\$ 2,684.00	\$ 0	\$ 2,684.00
Task 2	Existing Conditions & Technical Analysis	\$100,000	63%	\$ 53,473.68	\$ 0	\$ 53,473.68
Task 3	Project Impact Analysis & Alternative Evaluation	\$100,000	11%	\$ 0	\$ 0	\$ 0
Task 4	Implementation Plan & Draft Concept Report	\$ 75,000	0%	\$ 34,728.00	\$ 0	\$ 34,728.00
Task 5	Project Deliverables	\$ 50,000	0%	\$ 0	\$ 0	\$ 0
Totals		\$400,000	16%	\$90,885.68	\$ 0	\$ 90,885.68
						Total this invoice: \$ 90,885.68
						20% Local Share: \$ 18,177.14
						80% ARC Share: <u>\$ 72,708.54</u>
						Payment Due: \$ 72,708.54

DBE Participation:

<u>Name of DBE</u>	<u>Contract Amount</u>	<u>Earned To Date</u>	<u>Paid To Date</u>	<u>Contract Balance</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



 Signature and Title of Appropriate Official

Public Engagement

Your RFP should encourage creative approaches – a single PIOH won't cut it!

Minimum tasks (from your ARC contract) include:

- Make a concerted effort to reach out to senior, low-income and minority stakeholders.
- Innovative Public Engagement Plan to be approved by PMT at outset of study
- Outreach to (1) key stakeholders, (2) coordination with multiple agencies, and (3) general public.
- Format may include open houses, online or intercept surveys, demonstration project, outreach at public events and festivals, website, social media, etc.



Public Engagement: Choosing Engagement Techniques

Create a stakeholder engagement plan:

- Timelines: Engagement should be from beginning to completion of project/study
- Promotional strategy: How will you reach your current and new participants? Set metrics for participation; inclusion of full community w/emphasis on reaching diverse communities
- Feedback loop: what will you do with the feedback gathered?
 - Determine type of feedback you are seeking to choose best engagement techniques
 - Have a plan for sharing the results
- How will you reach those with barriers to participation?
 - Limited broadband, no access to the internet, or no social media
 - Language barriers
 - Physical barriers, like disabilities
 - Include info in utility mailers
 - Send postcards
 - Promote locally
- Visible, clean design, that is shareable and welcoming – easy to understand/use/participate (translated and accessible)



Public Engagement: Defining Engagement Goals

INCREASING IMPACT ON THE DECISION

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.































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Key Principles:

- Maintain transparency
- Increase public trust and build relationships
- Listen to community needs and wants
- Engagement is a process throughout the life of the study/project, from beginning to end
- Use a variety of techniques to engage various groups at various points in time



Public Engagement: Choosing Engagement Techniques

TYPE OF ENGAGEMENT TECHNIQUE	TITLE OF ENGAGEMENT TECHNIQUE	STAFF	TIME	FINANCIAL
Face-to-Face	Community Meetings			
	Open Houses			
	Neighborhood Meetings			
	Focus Groups			
	Presentation/ Speakers Bureau			
	Stakeholder Interviews			
Technology	Social Media			
	Website			
	Online Town Hall Meetings			
	Surveys (online or paper)			

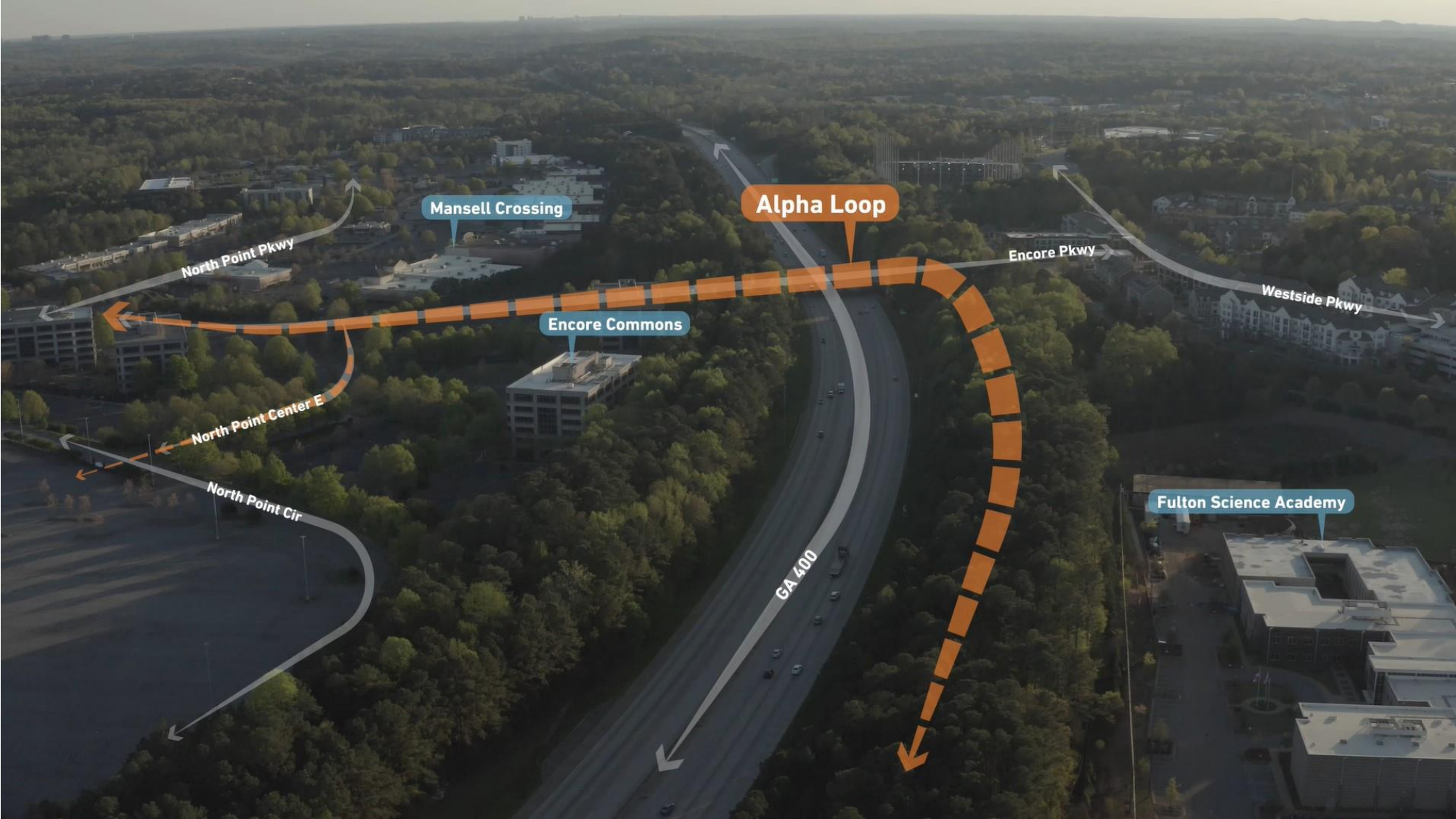
Types of tools:

- Online public engagement tools
- Surveys and polling
- Mapping tools
- Streaming tools
- Conferencing platforms
- Collaboration tools
- Advisory Groups

Often, it makes sense to use a combination of tools!



Vision Alpha Link

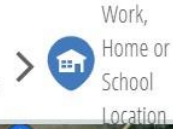


AeroATL Greenway Model Mile - Atlanta



**YOUR
POSSIBILITIES ARE
ENDLESS**

Drag to
comment



Work,
Home or
School
Location



Point of
Concern



Desired
Model Mile
Trailhead



Desired
Destination



Desired
Bike/Ped
Improvement



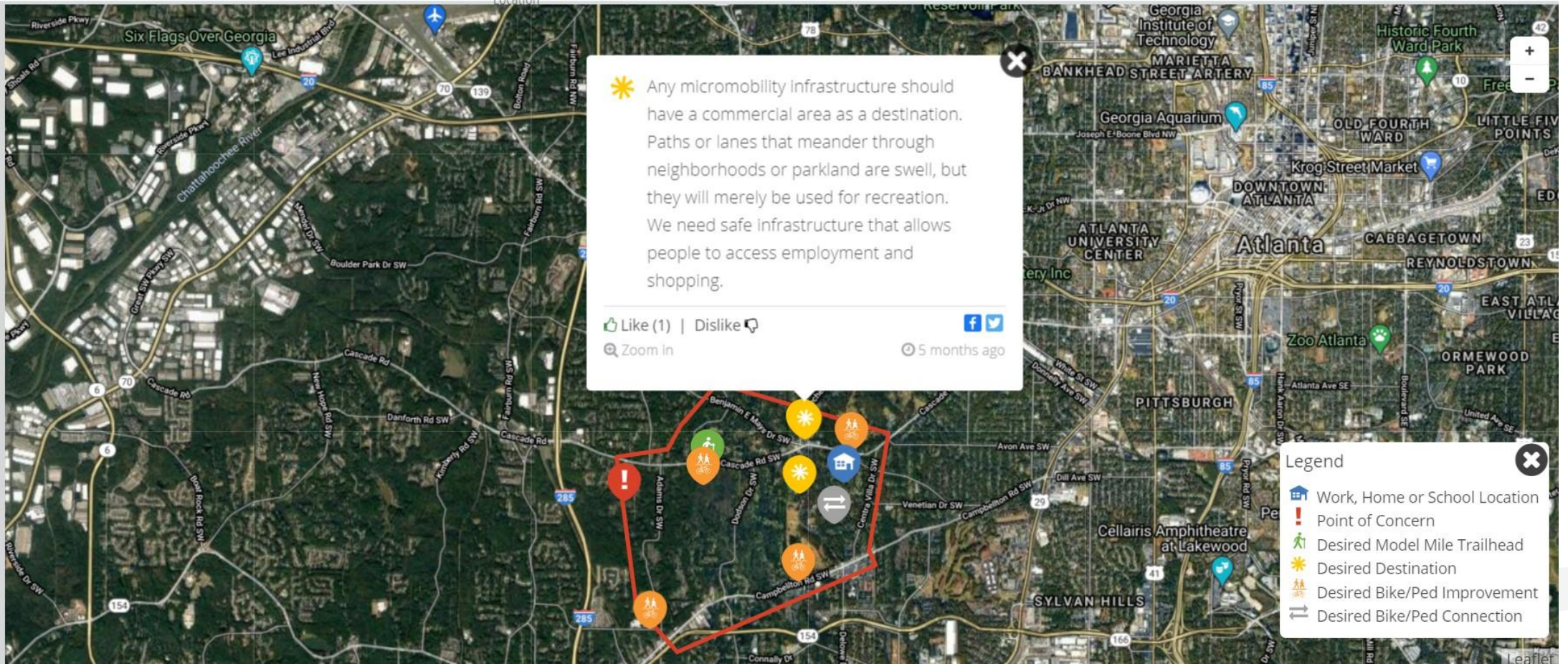
Desired
Bike/Ped
Connection



Return

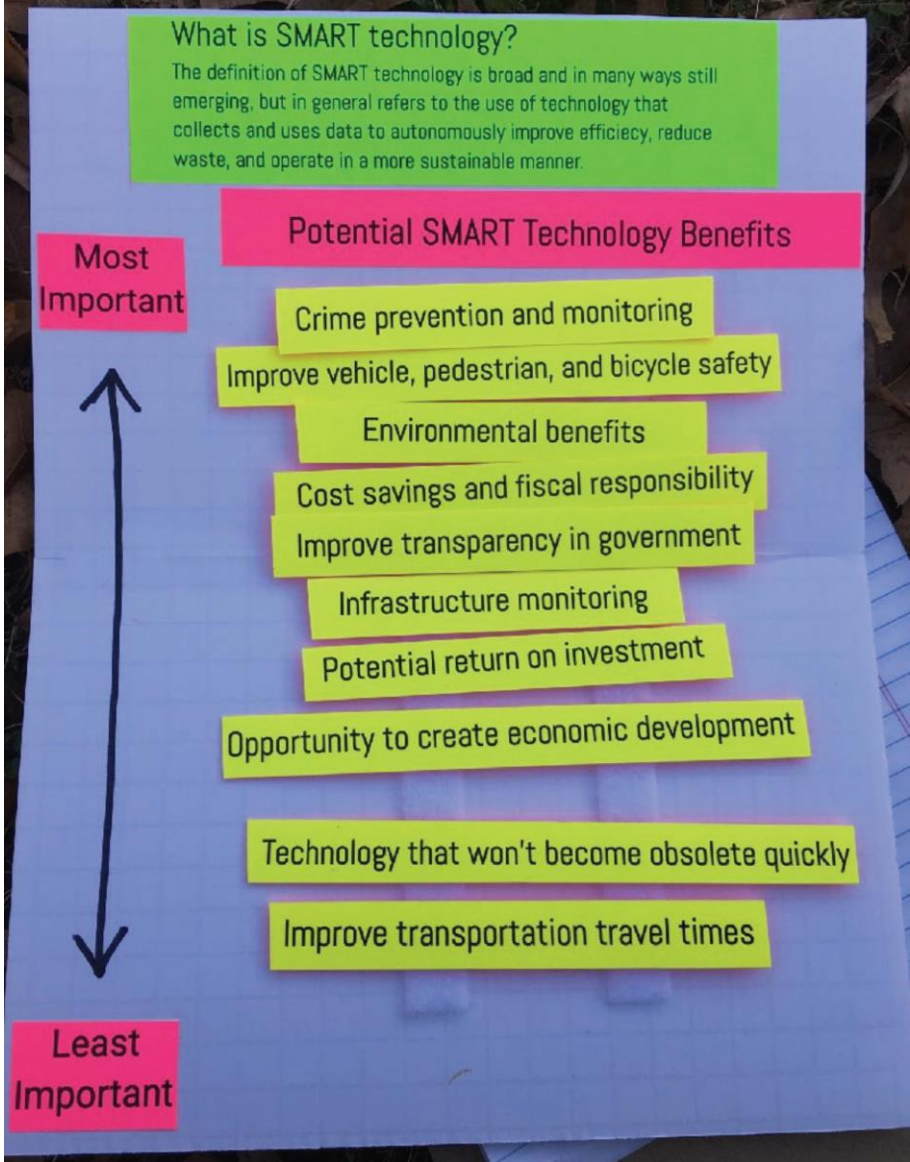


ACTIVITY



Leaflet

Smart Woodstock



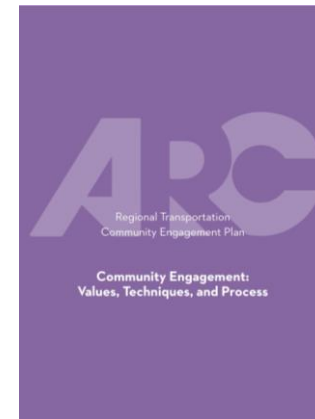
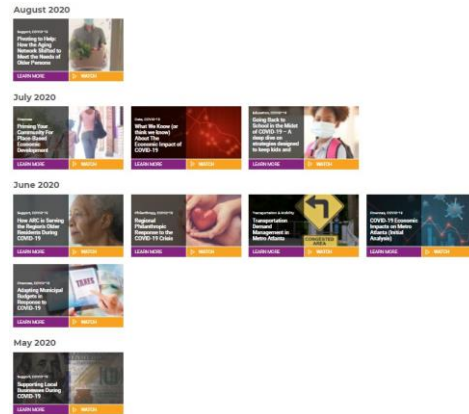
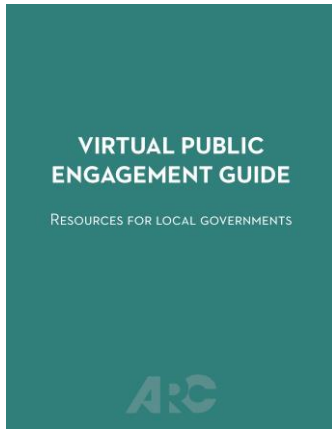
Upper Westside Master Plan

my vision for the
UPPER WESTSIDE IS ...

Write down your vision above!
To share it: drop it off at an Upper Westside mailbox [📬] near you, post a picture of it on our Facebook page, or email it to hello@upperwestsideatl.org

Draw stars over your go-to places in the Upper Westside!

Public Engagement: Resources



Note: Click on these images to visit the websites.



ARC Project Managers

Marquitrice Mangham,
Mmangham@atlantaregional.org, 470-378-1675

- Barrow – SR316 Access Management Study
- Clayton – I-285 @ Conley Rd Interchange Feasibility Study
- DeKalb – North Druid Hills Rd Scoping Study
- DeKalb – Redan Rd Scoping Study
- DeKalb – South River Trail Ext. Concept Study
- Doraville – Shallowford Rd Feasibility Study
- Gwinnett – Piedmont Pathway Trail Study
- Loganville – Loganville Transportation and Traffic Circulation Study

Lizzy Sandlin, Esandlin@atlantaregional.org, 470-378-1676

- Fayetteville – High Priority Trail Segment Scoping Study
- Stockbridge – Downtown Pedestrian and Bicycle Connectivity Study

Amy Goodwin, Agoodwin@atlantaregional.org, 470-378-1597

- ADID – Atlanta CBD Curb Management Plan

Byron Rushing, Brushing@atlantaregional.org, 470-378-1628

- Atlanta – Atlanta Vision Zero Plan (or Byron Rushing)

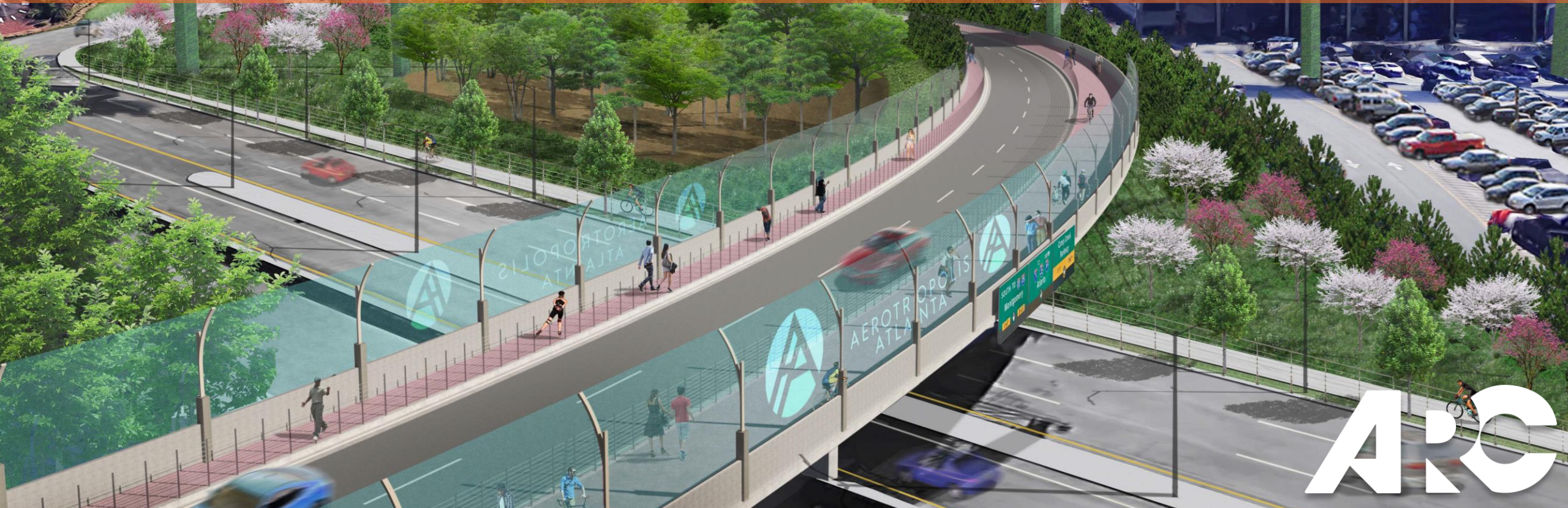
Jean Hee Barrett, Jbarrett@atlantaregional.org, 470-378-1573

- Sandy Springs – SR9 Roswell Rd Access Management Study

Reginald James, Rjames@atlantaregional.org, 470-378-1438

- Cobb – Austell-Powder Springs Trail Scoping Study
- Cobb – Cobb Pkwy @ Windy Hill Rd. Grade Separation Study
- Cobb – Noonday Creek Ext Scoping Study
- Coweta – Southwest Bypass Ph 1 Scoping Study
- Dallas – Dallas Trail Ph 3 Silver Comet Connector Study
- Paulding – SR6 Planning Study

Questions & Answers



ARC