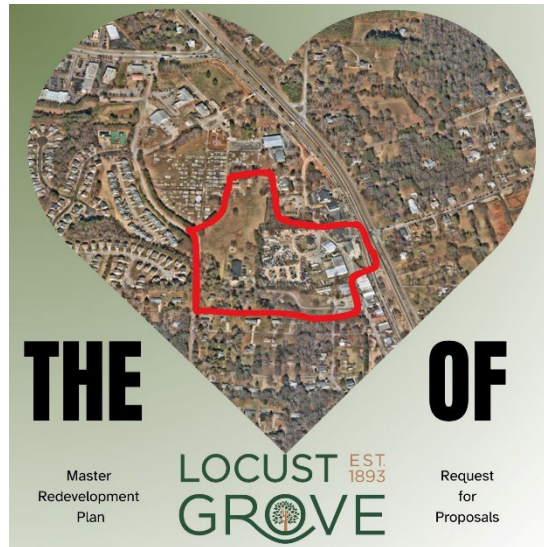


# REQUEST FOR PROPOSALS

MASTER PLANNING AND PROGRAMMING, CONCEPT DESIGN,  
VISIONING, AND DESIGN DEVELOPMENT SERVICES



## DOWNTOWN REDEVELOPMENT/GROWTH PLAN

**PROPOSAL DUE DATE: February 24, 2025 @ 2:00 PM**

**Mandatory Pre-Bid Meeting: January 28, 2025 @ 10:00 AM**

**Questions Due: February 2, 2025 @ 3:00 PM**

**Answers to Questions: February 7, 2025 @ 4:00 PM**

**All Times are Local Times (EDT)**

City of Locust Grove Contact	
City of Locust Grove PO Box 900 3644 Highway 42 Locust Grove, GA 30248	
Telephone:	(770) 957-5043
Facsimile:	(866) 364-0996
E-Mail:	dgibbs@locustgrove-ga.gov



## Introduction

Henry County, Georgia, is experiencing rapid urbanization, with the City of Locust Grove at the forefront of this growth. Over the past two decades, Locust Grove has transformed significantly, expanding its land area by over 600% and its population by nearly 400%. This remarkable growth has brought new opportunities and challenges, particularly in maintaining the historic downtown's economic and cultural vitality.

In early 2024, the Locust Grove City Council took a bold step by acquiring over 8 acres in the heart of downtown. This acquisition aims to catalyze the redevelopment of the "Heart of Locust Grove" through a public-private partnership. The vision is to create a vibrant Live-Work-Play environment that embodies the "15-Minute City"<sup>1</sup> experience, where residents can access essential services and amenities within a short walk or bike ride.

## Executive Summary

The City of Locust Grove is seeking a qualified consultant to lead the redevelopment of a key downtown area. This project encompasses over 8 acres, with potential expansion to nearly 15 acres, and aims to transform the area into a dynamic mixed-use development. The selected consultant will work closely with city officials, stakeholders, and the community to develop a comprehensive master plan that includes new retail, restaurant, office, and residential spaces, as well as public spaces that encourage community gathering. Such recent examples in our region include "The Grove at Towne Center" in Snellville, GA; Powder Springs Downtown; Suwanee Town Center; Cumming City Center; New Downtown Fayetteville, GA; and Downtown Duluth, GA just to name a few.

The culmination of this will be a detailed set of drawings and a memorializing document to make necessary changes to the city's codes to facilitate implementation of the plan and provide a framework for surrounding properties not under municipal control that can develop in a manner complementary to the overall vision for the area.

## Key Objectives:

- Develop a master plan that integrates residential and nonresidential uses to create a lively downtown experience. Use of the City's prior LCI for the downtown area may be a useful starting point for this endeavor.
- Ensure the project aligns with the city's vision of a Live-Work-Play environment and the "15-minute City" concept.
- Collaborate with stakeholders, including the Downtown Development Authority and the Locust Grove Historic Preservation Commission, to ensure the project meets community needs and expectations.
- Provide recommendations for site development, including public spaces, roadways, parking, and utilities.
- Assist in developing a project budget and phasing plan to ensure organized and orderly implementation.

---

<sup>1</sup> <https://www.nlc.org/article/2023/06/13/exploring-the-15-minute-city-concept-and-its-potential-for-communities-of-all-sizes/>



## Call to Action

We invite experienced consultants to submit their proposals for this transformative project. This is a unique opportunity to shape the future of Locust Grove and contribute to the creation of a vibrant, sustainable community. Join us in making the “Heart of Locust Grove” a model for urban redevelopment for Henry County and Atlanta’s Southside.

## Mandatory Pre-Proposal Conference

A mandatory Pre-Proposal Conference will be held on Tuesday, January 28, 2025, at 10:00 A.M. local time, at the Locust Grove Public Safety Building – Courtroom. A virtual link will be provided upon sending a request for pre-registration by providing your name, firm, and contact email using our email: [Bids\\_and\\_RFQs@locustgrove-ga.gov](mailto:Bids_and_RFQs@locustgrove-ga.gov) by the close of business on Monday, January 27, 2025. Attendance is mandatory for all respondents submitting a proposal. An additional on-site tour will be offered afterwards, and it is highly encouraged to familiarize respondents with the area. *Should there be issues with inclement weather, the virtual meeting will be conducted, and another on-site tour will be scheduled once a suitable date comes open for the tour.*

Interested respondents must attend the entire Pre-Proposal Conference. A sign-in form will be available to those who attend in person. For those attending the virtual meeting, please register by providing your name, firm, and contact email in the Chat portion of the meeting as evidence of attendance by virtual means. Representatives required to attend include the prime or leading firm that will execute the Professional Services Agreement with the City. Other interested parties, team members, and the general public are also invited to attend for informational purposes.

## Property In-Depth

The proposed redevelopment consists of over 8 acres; however, we are enlarging the redevelopment area to nearby properties either under contract or within a logical proximity that could be factored into redevelopment and is nearly 15+ acres in size in all. The immediate area under City control is further described by the Boundary Survey on file and will be available at the Pre-Proposal Meeting, along with a map of the nearby properties to be considered. The parcel is characterized by relatively flat to gently rolling topography, and there is a considerable amount of drainage in the northwest quadrant of the site. A preliminary geotechnical investigation has NOT been conducted at the site, although a Level I ESA with additional subsurface tests have been completed on a majority of the site.

**As noted on Appendix C, each respondent is required to have visited the site.** The respondent’s representative who visits the site shall hold a senior management or design position within the respondent’s proposed project team. Documented attendance at the Mandatory Pre-Proposal Conference by such a representative of interested consultants, planners, architects, and engineers shall meet this requirement for having visited the site. In addition to topographic and boundary considerations, the site has ongoing operations of heavy commercial or light industrial nature that will be in continuous use during the plan development process. The selected consultant will work closely with our utilities staff and engineering consultant to confirm utility information to determine and confirm that adequate capacity is available or what would need to be upgraded or installed to support the level of expected investment at the site. If additional site survey data or information is



needed by the consultant, the consultant shall clearly and fully define and describe such needed additional information, and the City shall obtain such needed additional data at additional cost.

Access to the property is primarily from Highway 42 on the east of the site beginning at the traffic signal at Peeksville Road and contains the property owned by the City consisting of the Eagles Landing Pharmacy. The Peeksville Connector will run along the north of the tract and stretches across Cleveland Street back to Frances Ward Drive on the west at the city cemetery and Claude Gray Park. Additional properties are under negotiations for acquisition as part of the Peeksville Road Extension or for inclusion in the master planning process. In addition, the selected consultant shall work with the City of Locust Grove and the Georgia Department of Transportation, to determine and review and future improvements for Highway 42 that might or could affect the development of the site for access, parking, and circulation.

The City has yet to determine a total project budget for the redevelopment, as that would require the outcome of all elements of the project, including, but not limited to site development for public spaces, roadways, parking and utilities, and the demolition for and construction of said proposed facilities. The selected consultant shall assist with the development of this budget against the conceptual site and architectural plans and master planning document and offer suggestions and recommendations for value-oriented development.

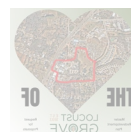
The selected consultant will be required to work with the Mayor and City Council, the Downtown Development Authority, the Locust Grove Historic Preservation Commission, City Staff and other stakeholders as determined to develop recommendations for the project's scope, design, construction, and budget, and to help guide the overall development of the Master Plan.

Administration and management of the consultant and the project as it moves forward will be under the direction of the City and eventually the DDA, working in close association with and support of the City Manager and the various key city staff. Funding will come primarily from our general fund but may also be supplemented with some T-SPLOST and SPLOST VI funds that may apply towards certain key mobility projects. Accordingly, the selected consultant will work with the City to develop a master plan phasing plan that will allow an organized and orderly implementation of overall construction.

## **Schedule**

For the purpose of assisting the consultants in their preparation of a responsive proposal, the respondents should anticipate that the selected consultant will begin work no later than sixty (60) calendar days after submitting their proposal. This will allow time for the City's review of all written proposals, the interview of shortlisted firms, if necessary, approval by the City Council and execution of the Professional Services Agreement by the parties. Thereafter, the City anticipates the following schedule:

- Programming and Master Planning (3 - 4 Months)
- Concept Design/Design Development; to include all elements of the approved program and master plan, including a detailed cost estimate based upon the approved Conceptual Design (up to 6 Months)



While the above description indicates a target of a nine (9) month schedule, it is anticipated that some activities may overlap, so that the above work can be completed in less time.

The project process will include the following phases:

- Programming and Master Planning;
- Concept Design;
- Design Development, including cost estimating;

NOTE: Cost estimates should be developed and refined throughout the process.

During the course of each phase, the selected consultant shall prepare two (2) detailed cost estimates of the work and submit them to the City for review and approval as updated during the process.

## **Deliverables**

**Project deliverables by and from the selected consultant for this project will include:**

***Programming and Master Planning:*** Presentation to City staff along with the Mayor and City Council, seven (7) complete sets of documents and reports, and cost estimates and determination and recommendation of relocated and new facilities, for review.

***Concept Design:*** Presentation to the Mayor and City Council, a complete set of concept plans, for review; cost estimates that identify all major components and elements of the project by unit cost and total for design items, with allowances for all other costs; a preliminary list of drawings anticipated for the final package, conceptual utility routing and preliminary schedule.

***Design Development:*** Presentation to the Mayor and City Council, a complete set of design development plans for review, including among others: proposed building placement with suggested elevations, street and circulation pattern and plans, suggested open space and planting plan; updated utility and costing plan/estimates; a design document suggesting necessary implementation through zoning and other changes to existing city codes, including a pattern book for design guideline development; updated schedule.

***Digital Documents Preparation:*** The consultant shall also be responsible for providing digital information based on the following performance criteria:

1. Provide all plot files associated with each of the hard copy sheets, which will include a boundary survey with topographic sheet and a site plan for the entire campus.
2. Provide digitally all data and elements present on all hard copies (i.e., plans, sections, elevations, details, illustrative graphics, etc.) in a form fully editable in AutoCAD™ and in Portable Document Format (PDF). The loss of any data through conversion from any other digital format is unacceptable. Consultants are warned against the use of software or software features which are not fully compatible with AutoCAD™ or with Adobe Acrobat™.
3. All site design layers must present their associated data (ex. sanitary sewer, signage plan, vehicular roads and parking, etc.) in a format which covers the entire site area (including

those outside current city control) and must include the same information as shown on all other views (enlargements, reductions, match-line plans, etc.) included in the hard copy set.

### **Proposal Submission Instructions:**

Consultants are requested to submit one (1) original unbound and seven (7) bound copies of the proposal package to meet the requirements below.

1. Provide a description of the experience of the firm or team in the design and construction administration of at least four (4) other master concept plans of a similar size and scope over the past ten (10) years. The specific experience of the proposed team members who will actually be working on this project is required and should be highlighted. Specific experience of the lead consultant and its managers or designers who will directly manage or prepare the elements of the Master Plan elements of the project shall be included; as set forth and described in the opening section and paragraphs of this RFP.
2. Provide a Project Organization Chart describing all key personnel including the point of contact with the City's agents; personnel responsible for quality control; personnel responsible for coordination of all sub-consultants; person responsible for performance of the project manager. Describe any special skills or experience which key personnel might contribute to the successful completion of this particular project and the elements within that will make the project a "best of class." Clearly describe which firm will be the lead firm and if the proposed lead firm is not the Master Plan expert consultant, the organization chart and proposal will describe how the lead firm will allow direct access by the City to present and explain and discuss facility needs and concepts for operations and training.
3. Provide a written Project Approach to identify how the consultant will proceed with all aspects of the process to develop the programming and master planning document and the preliminary engineering and architectural concept plan documents within the timeframe desired by the City.
4. Provide a master project schedule indicating the time necessary for all programming, master planning, evaluation and preliminary engineering and architectural concept design. This schedule will be evaluated in terms of the Consultant's estimation of the total time frame for project design and construction and the Consultant's organization of programming and planning, design development and construction as it relates to the City's goal of beginning implementation of plans by late 2025 into early 2026. Provide references for any similar project where a similar schedule was accomplished.
5. In a **separate sealed envelope identified with the proposal name and number, date of opening, company name, and indicate "Fee Proposal"**, provide a fee proposal on the attached form to cover ALL consulting fees needed to complete the work identified to be performed and completed by the consultant for each phase or portion of the project, including all reimbursable expenses deemed necessary or needed by the consultant. Within the original copy of the proposal, include and insert only a single copy of the separate sealed Fee Proposal envelope. Each fee proposed shall be considered to be inclusive of all costs that will be incurred by the Prime or Lead Consultant and all Sub-Consultants whose consulting services are required to complete the work described above, and each such





phase or portion of the project shall become a “capped” Not to Exceed (NTE) fee amounts. Proposed fees shall be identified for each portion of work to be provided. If the Consultant anticipates that services will be required to complete the work that will require consulting services not outlined in the Scope of Work, the Fee Proposal shall describe these services in a distinct separate line item.

- 6. Proposals must be received by City of Locust Grove – City Clerk, PO Box 900 (mailing address), 3644 Highway 42 [physical address], Locust Grove, GA 30248 Not Later Than (NLT) 2:00 PM, Thursday, February 24, 2025. Late proposals will not be accepted.**

## **Selection Procedure and Evaluation Criteria**

Proposals will be evaluated based on their responsiveness to the criteria outlined below, with a maximum of 200 points available:

- **30 Points:** Experience of the prime, lead firm, sub-consultants, and individuals proposed for this project. Provide detailed examples of similar projects, including contact information for individuals involved (name, title, and address).
- **20 Points:** References for the prime firm, leading sub-consultants, and individuals proposed for this project.
- **30 Points:** Experience of the firm specifically retained to lead and manage the planning, programming, and design effort for the Public Safety Facility master plan and preliminary architectural and engineering concept plans.
- **10 Points:** Acceptance and willingness to promptly execute the proposed Professional Services Agreement.
- **40 Points:** Project Approach: Demonstrate understanding of the work tasks from programming and master planning to preliminary design for estimating and budgeting.
- **40 Points:** Proposed Fee for professional services.

**170 Points:** Total points based on the review of the submitted written proposal.

**30 Points:** Interviews, if needed.

**200 Points:** Grand total points for written proposals and interviews.

The selection committee will evaluate proposals to select the highest-rated firms. The committee may invite the top-scoring firms for interviews if necessary. The number of firms shortlisted and interviewed will be at the committee's discretion. The City reserves the right to make a selection based solely on the written proposals and may choose not to conduct interviews.

## **Reservations**

The City reserves the right to reject any or all proposals, negotiate changes in the scope of work or services, and waive any technicalities.



## **Professional Services Agreement and Insurance Requirements**

Each consultant must certify by completing Appendix C that they and their legal advisor and insurance carrier representatives have read the Professional Services Agreement and all required documents. The successful consultant must provide insurance coverage as specified in the agreement.

## **Additional Information**

For questions or additional information, contact Daunté Gibbs, Community Development Director, at (770) 957-5043 or email [bidsandrfqs@locustgrove-ga.gov](mailto:bidsandrfqs@locustgrove-ga.gov).

## **General Information/Requirements**

- Do not discuss any aspect of this RFP with any City employee or any DDA or HPC members without the City Manager's approval.
- Submit copies of proposals as described above. All copies must be identical.
- The proposing firm bears the full cost of proposal preparation.
- Proposals must be signed in blue ink by an authorized company official.
- Submit proposals in a sealed envelope/package addressed to City of Locust Grove – RFP for Master Planning and Programming – Heart of Locust Grove, PO Box 900, 3644 Highway 42, Locust Grove, GA 30248. Include the proposal name and number, date and time of opening, and the submitting consultant's company name on the outside.
- Proposals will not be publicly available until after the award.
- All proposals and supporting materials become the property of the City and will be publicly available. Clearly indicate any proprietary information.
- The City reserves the right to reject any or all proposals, negotiate changes in the scope of services, and waive any technicalities.

Within ten (10) calendar days of receiving the City's written Notice of Award, the successful consultant must provide:

1. Three (3) properly executed Professional Services Agreements and all required documents.
2. Certificate of Insurance as specified.

Failure to provide these documents within the specified time may result in annulment of the award. The City may then award the project to the next highest scoring proposer or re-advertise for new proposals.

Each respondent must submit one (1) originally signed copy of Appendix D: Proposal Fee Schedule and Certification of Fee Preparation in a separate sealed envelope. Provide a proposed fee for the following items:





- **Fee Amount A:** Lump sum fee for programming and master planning, including site utilities, storm water management, and cost estimate.
- **Fee Amount B:** Lump sum fee for preliminary schematic design, including site utilities, storm water management, and cost estimate.
- **Fee Amount C:** Lump sum fee for conceptual design, including scope of work, cost estimate, and schedule.

**END OF REQUEST FOR PROPOSALS**



## Appendix A – Draft Contract Document



**Appendix B**

**NON-INFLUENCE AND NON-COLLUSION AFFIDAVIT  
STATE OF GEORGIA COUNTY OF HENRY**

\_\_\_\_\_, being first duly sworn, deposes and says that: (1) He is \_\_\_\_\_ (Owner, Partner, Officer, Representative, or Agent) of the Proposer that has submitted the attached Proposal; (2) He is fully informed respecting their preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal, including the proposed Fee for services to be performed; (3) Such Proposal and proposed Fee for services to be performed is genuine and is not a collusive or sham Proposal; (4) Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affidavit, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Proposer, Respondent and/or Bidder, firm or person to submit a collusive or sham Proposal in connection with the Project for which the attached Proposal and proposed Fee for services to be performed, has been submitted to or refrain from proposing and/or bidding in connection with such Project, or has in any collusion or communication or conference with any other Proposer, Respondent and/or Bidder, firm or person to fix the price or prices, fee or fees, in the attached Proposal or of any other Proposer, Respondent and/or Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against City or any person interested in the proposed Project; and, (5) The price or prices, fee or fees, quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer, Respondent and/or Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit. (6) Respondent has not directly or indirectly violated O.C.G.A. § 36-91-21(d). +

(Signed) \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and Sworn to before me: (Name) \_\_\_\_\_ this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ (SEAL) My  
Commission Expires \_\_\_\_\_



## Appendix C

### CERTIFICATION OF REVIEW AND ACCEPTANCE OF PROFESSIONAL SERVICES AGREEMENT

**PROJECT NAME:** Heart of Locust Grove Master Plan- City of Locust Grove, Georgia

**CONSULTANT'S NAME:** \_\_\_\_\_

**THE UNDERSIGNED CERTIFIES**, in preparing my Proposal for this Project, that I have read the referenced Professional Services Agreement Between the City and the Consultant, and all required other exhibits, attachments and supporting documents, and that my legal advisor and insurance carrier representatives have also read the Professional Services Agreement. Therefore, I hereby make the following sworn statement:

**CHECK AND INITIAL ONE OF THE FOLLOWING STATEMENTS:**

\_\_\_\_\_ I and my legal advisor and insurance carrier representatives have read, understand and accept all the terms and conditions of the Professional Services Agreement, and if and upon award of the Contract for this Project will promptly execute and furnish all required statements, Exhibits and insurance.

\_\_\_\_\_ That a senior management representative holding a senior management or design position within the respondent's proposed project team has personally visited the site as required in the RFQ/RFP.

\_\_\_\_\_ I and my legal advisor and insurance carrier representatives have read and understand all the terms and conditions of the Professional Services Agreement, BUT HAVE NOTED THE FOLLOWING EXCEPTIONS AND/OR QUALIFICATIONS to the execution and the furnishing of all required statements, Exhibits and insurance, if and upon award of the Contract for this Project, as listed, noted or described below, or on other supporting documentation as identified below:

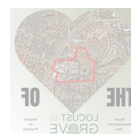
\_\_\_\_\_  
\_\_\_\_\_

**THE UNDERSIGNED FURTHER UNDERSTANDS AND ACCEPTS** that such submitted exceptions and/or qualifications may cause the City to determine the Proposal to be non-responsive and the Consultant to be non-responsible, and that the City may fully reject the Proposal and select another Consultant based upon the noted or described exceptions and/or qualifications hereto. Such a determination by the City shall not be a cause of action by the Consultant against the City of Locust Grove.

I CERTIFY that the above information is true and correct and is applicable to the Proposal for this Project. Signed: \_\_\_\_\_ (SEAL, REQUIRED IF CORPORATION)

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. **NOTARY AND WITNESS:** City of Locust Grove State of Georgia Notary Public: \_\_\_\_\_ (SEAL, REQUIRED) Witness:

\_\_\_\_\_.



## Appendix D

### FEE PROPOSAL SCHEDULE and CERTIFICATION OF FEE PREPARATION

The respondent has visited the site of the Project and has carefully examined and fully understands the Professional Services Agreement, Scope of Professional Services and Work of the Project, and other supporting information and documents hereto attached or referenced, and has satisfied himself as to the requirements of the Work, and hereby agrees that if his proposal is accepted, he will promptly contract with the CITY OF LOCUST GROVE according to this Request for Proposals (RFP) entitled REQUEST FOR PROPOSALS FOR MASTER PLANNING, SCHEMATIC DESIGN, VISIONING AND CONCEPT DESIGN SERVICES for **THE HEART OF LOCUST GROVE PLAN**, and Addenda, if any as listed and noted below. Therefore, the Undersigned proposes to furnish all professional services required by them in accord with said documents, for the Lump Sum or Percentage amounts as follows:

**FEE AMOUNT A: LUMP SUM FEE AMOUNT: Programming and Master Planning:** \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_) which amount is hereinafter called the "FEE AMOUNT A" Not To Exceed (NTE) Lump Sum Fee Amount.

**FEE AMOUNT B: LUMP SUM FEE AMOUNT: Schematic Design:** \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_) which amount is hereinafter called the "FEE AMOUNT B" Not To Exceed (NTE) Lump Sum Fee Amount.

**FEE AMOUNT C: LUMP SUM FEE AMOUNT: Conceptual Design:** \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_) which amount is hereinafter called the "FEE AMOUNT B" Not To Exceed (NTE) Lump Sum Fee Amount.

The undersigned acknowledges receipt of the following addenda, listed by number and date appearing on each: \_\_\_\_\_

***The Undersigned further agrees to commence services of the project within ten (10) calendar days from receipt of the written Notice of Award issued by City of Locust Grove, and to assign and commit adequate staff throughout the project to substantially complete all Work within the proposed or negotiated schedule. In compliance with the requirements of the Request for Proposals, as described and dated above, the Undersigned offers and agrees, if this proposal is accepted by the City Council within Ninety (90) calendar days of the date of proposal opening, to furnish any or all of the services upon which the above fees are stated.***

Printed Name: \_\_\_\_\_ (Signature) \_\_\_\_\_

Company: \_\_\_\_\_ (Date)

