BUCKHEAD
COMMUNITY
IMPROVEMENT
DISTRICT

REQUEST FOR PROPOSALS

Buckhead Livable Centers Initiative Plan RFP
#2026-10

Proposals Due Friday, November 13, 5:00 PM

Buckhead CID
3348 Peachtree Road, NE
Tower Place 200
Suite 1150
Atlanta, GA 30326

SUBMITTAL ITEMS

Each proposal must include the following:

1. Cover Letter (1 page) with primary contact information.
2. Executive Summary outlining firm qualifications and project understanding.
3. Team Organization with resumes, responsibilities, and subconsultants.
4. Approach and Methodology addressing all tasks and coordination strategy.
5. Proposed Schedule confirming ability to meet completion date.
6. Budget and Fee Structure by task to = $300,000.
7. References (up to 3 similar projects within 5 years).
8. Additional Materials demonstrating innovation or project insight.

Format & Delivery:

- **Electronic submission only (no hard copies accepted).**
- Submit proposal as a single PDF file (20 MB max) or web based link.
- Email subject line: "RFP – Buckhead Livable Centers Initiative Plan"
- Email proposals to: tpeters@buckheadcid.com
- Proposals must be received by Friday, November 13, 2026 at 5:00 PM (local time).
- Late or incomplete submittals will not be considered.

All questions regarding the bid documents shall be made via email to Tony A. Peters, at tpeters@buckheadcid.com. Responses to questions received before 5:00 PM on November 4, 2026, will be posted on the Buckhead CID's website no later than 5:00 PM on November 6, 2026. Please refer to the attachments located at the end of this document for the complete scope of work proposed for this project and the study area. The contract is contingent upon receipt of funding.

EVALUATION CRITERIA

The selection will be based on the qualifications of the consultant to complete the scope of work on time, within budget, and completing all tasks. It is the CID's intent to select directly from information gained from the submittal review. The CID reserves the right to call references provided in the submittal and to request phone, online, or personal interviews with firms requiring additional evaluation.

The following criteria will be used for the evaluation:

1. Qualifications of the firm to perform the required services, the key personnel to be assigned to perform the services and, the results-oriented track record of the firm.

2. Prior experience of the firm in completing work of this or similar nature.

3. The firm's understanding of the Buckhead's professional service needs, the firm's ability to meet those needs in a cost effective and timely manner, and the proposed approach to meeting the CID's needs.

4. The firm's demonstrated understanding of the Buckhead area and a commitment to execute creative, unique, and contextual approaches.

5. The overall structure, content, and quality of the proposal.

RFP AND SELECTION TIMELINE

Release and Distribution of RFP: October 28, 2026
Deadline for Questions: November 4, 2026 (5:00 PM Eastern)
Responses to Questions: November 6, 2026 (5:00 PM Eastern)
Deadline for Submitting Proposals: November 13, 2026 (5:00 PM Eastern)
Notification to Finalist(s): November 20, 2026
Meetings with Finalist(s): December 4, 2026 HOLD THIS DATE ON CALENDAR
Notification of Selection: December 7, 2026
Contract Finalization: December 18, 2026
Notice to Proceed: December 21, 2026
Project Kick Off: January 2027
Study Complete: September 2027
Final Documents Submitted: November 2027

BUDGET

The total budget for this project is $300,000.00. Monthly progress reports will be required to be submitted along with monthly invoices for work completed. Reports and invoices will be due by the 5th of the month for the prior months' work. All work must be completed by November 19, 2027.

FUNDING & COMPLIANCE

Projects funded through the Atlanta Regional Commission's Livable Centers Initiative program must use competitive procurement procedures and follow applicable Federal regulations (49 CFR Part 18). Contracts executed for completion of this Project must comply with the Georgia Security and Immigration Compliance Act as prescribed in O.C.G.A. Section 13-10-91. Additionally, Disadvantaged Business Enterprise (DBE) requirements of 49 CFR Part 26 applies to LCI projects since federal funds are utilized. It is a Buckhead CID objective to ensure that DBEs have an equal opportunity to participate in the Project.

CONTACT INFORMATION
Buckhead Community Improvement District
Contact: Tony A. Peters, Director – Project & Program Delivery
Email: tpeters@buckheadcid.com
Website: buckheadcid.com

Address: 3348 Peachtree Road, NE, Tower Place 200, Suite 1150, Atlanta, GA 30326
Phone: 404-431-3880

Scope of Work

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

602 CAS - Livable Centers Initiative Investment Policy Studies (LCI)

II. Area covered: All the necessary services provided in this subgrant contract will support the study of LCI-related programs and projects within the Buckhead LCI study area, with focused attention on the Buckhead and Lenox MARTA station areas and their connected mixed-use districts. The attached map (Exhibit A-1) illustrates the area of focus but may extend beyond these limits if needed for logical termini purposes.

III. Goal: Portions of the Atlanta Metropolitan Transportation Planning Area are in maintenance for both ozone and PM2.5 standards under the Clean Air Act under the Clean Air Act Amendments of 1990. Because of this designation, the region must look toward better development practices that support increased use of transportation modes other than single occupant vehicles (SOV) to help reduce emissions and meet air quality requirements. The LCI Program seeks to increase the use of alternatives to driving alone by developing transportation projects and other programs to improve accessibility, expand mixed-uses, utilize transit, and support further development in the study area. Evaluation of the existing structure and development of likely scenarios should produce recommendations for future investment that support ARC's Livable Centers Initiative Program. Improving safety and walkability will result in an increase in alternatives to driving alone.

IV. Work Tasks: The Buckhead Community Improvement District (Buckhead CID, Sponsor) will prepare a tactical update to its Buckhead LCI Plan. The purpose of this update is to keep the LCI plan relevant, chart a clear path forward for implementing key recommendations from the previous study, and produce new recommendations for implementation. This effort is critical considering the significant growth, rising redevelopment pressure, and regional infrastructure convergence in Buckhead since the Buckhead ReDefined LCI Plan was completed in 2017 – notably the convergence of PATH400 and the Atlanta BeltLine, creating one of the most strategically significant multimodal nodes in metropolitan Atlanta. The plan will incorporate previous and related planning efforts – including prior LCI studies, Atlanta City Design, Atlanta Comprehensive Development Plan, applicable City of Atlanta zoning and Special Public Interest (SPI) districts, adopted transportation plans, housing studies, and economic development plans, into a unified framework for the Buckhead LCI study area, with special focus on key growth areas to guide implementation. The overall intent of the LCI plan should not change, and updated goals, policies, and action strategies must remain consistent with LCI program goals.

The Sponsor and ARC anticipate the following outcomes from this study:

- Establish a unified framework that aligns land use, multimodal transportation, transit-supportive development patterns, economic development, placemaking, and environmental resilience – with special focus on guiding catalytic implementation in the Buckhead Commercial Core and Buckhead Village area.
- Create a plan for safer, more efficient, and more walkable and bikeable circulation in the study area – with emphasis on closing first- and last-mile gaps to Buckhead's two MARTA rail stations; improving pedestrian and trail connectivity to and between PATH400 and the Atlanta BeltLine; and prioritizing pedestrian safety and comfort, vehicular traffic calming, parking strategies, smart technology, wayfinding and signage, streetscaping, and off-street trail/path connectivity.
- Identify opportunities for creative placemaking, public art, cultural events, and support for artists and the arts community across the study area, including engagement of small and minority-owned businesses and creative entrepreneurs.
- Evaluate the study area's parks, recreation, trail, and greenspace footprint – including PATH400 – and identify areas for improvement and connection.
- Refresh/update LCI plan to enhance focus on delivering walkability and mobility solutions in the LCI study area. Document completed projects and existing conditions. Prepare summary list of projects completed since prior LCI study.
- Conduct a code study/audit, evaluating the LCI plan in the context of the existing regulatory landscape, including recommending regulatory action items to codify the LCI plan, providing enforcement mechanisms for implementation, and documenting action items for implementing recommended road connections.
- Advance central gathering place/park(s) planning to 30% completion, including confirming target location(s), right-sizing/fine-tuning park program requirements, addressing stormwater management and tree canopy considerations, and assessing feasibility of implementation – with the goal of creating a destination for residents and workers to "stay home" in Buckhead.
- Identify and design to 30% completion a walkable streetscape focus area/grid to serve as prototype for the study area.

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

Task 1 – Existing Conditions Assessment:

The goal of this task is a thorough review and assessment of existing conditions within the study area, including a review of existing LCI plans and other relevant studies. The focus of the assessment will include, at a minimum, the following:

- Review the most recent LCI plan, including its action plan, to identify the status of all documented programs, initiatives, and projects.
- Evaluate other relevant plans' proposals related to future land uses, development, zoning, transportation, natural resources, stormwater, housing, economic development, infrastructure, and public facilities within the Buckhead LCI boundaries.
- Assess existing conditions of roadways and trails in the study area, including existing bicycle and pedestrian infrastructure, transit stops, traffic control devices, and rights-of-way.

- Analyze and document existing conditions and issues related to land use, development, transportation, natural resources, stormwater, housing, economic development, infrastructure, and public facilities.

Key Deliverable: Existing Conditions Assessment Report

Task 2 – Public Engagement:

The goal of this task is to develop a local planning outreach process that promotes the involvement of all stakeholders in the study area, with efforts and accommodations made to engage traditionally underrepresented groups such as renters and multifamily residents, younger adults, seniors with mobility limitations, service-sector and hospitality workers, and minority and immigrant community members. The Sponsor will conduct an outreach process that promotes the involvement of those and other stakeholders in the study area, including, but not limited to: residents; business owners; representatives of commercial, restaurant/hospitality, residential, and institutional property owners; area employers and property managers; ARC; (the designated Community-Based Organization (CBO) for the Buckhead LCI area – the Buckhead Council of Neighborhoods, Buckhead Hotel Council and Buckhead Business Association); Livable Buckhead, Inc.; the Buckhead Coalition; the Buckhead Business Association; Buckhead Heritage, Atlanta BeltLine, Inc.; MARTA; GDOT; City of Atlanta staff and elected/appointed officials; and any other relevant organizations and agencies. The ARC Project Manager must be included in all communications regarding meeting scheduling, given an opportunity to indicate his or her availability, and notified of all meetings taking place.

The Sponsor must comply with the following ARC's Asset Based Community Development approach:

- Project information shall be uploaded to the Sponsor's website to provide basic project information to the public, along with project materials and meeting summaries.
- A Project Management Team (PMT) shall be formed with representatives from the Sponsor, the consultant team, the ARC Project Manager, and any other relevant stakeholders.
- The Sponsor and consultant team shall seek input and comments from a Project Advisory Group (PAG) of major stakeholders.
- A CBO representative(s) must be included as part of the PAG that is tasked with providing guidance, direction, and feedback to the consultant throughout the planning process.
- Include a monthly meeting with the assigned Community Engagement and Culture (CEC) project advisor, ARC Project Manager, Sponsor, and consultant team to plan and discuss engagement activities, using the Asset-Based Community Development process.

The Sponsor will schedule at least three (3) public open engagement opportunities in a format determined by the PMT. The following topics/milestones, at a minimum, should be covered by the public engagement activities:

- Provide an overview of the study process, goals of the study, key dates, and opportunities for public input.
- Solicit feedback on goals and objectives of the study; community needs; and strengths, weaknesses, opportunities, and threats in the LCI area.
- Seek input and consensus on study recommendations, preferred concepts, typical sections, and improvements.
- Seek approval of final plan documents and concepts.

In-person, virtual, and/or digital formats may be used for the above activities, including but not limited to online surveys, pop-up events, design workshops, focus group meetings, community meetings, and stakeholder interviews.

Final Plan Review and Transportation Coordination Meetings

A transportation project coordination meeting is required to be conducted prior to finalizing the LCI plan recommendations, during Task 3 (Plan Development). To ensure the transportation projects are feasible, the coordination meeting should include all affected organizations (ARC, City of Atlanta staff and elected/appointed officials, MARTA, GDOT (if necessary), and any other relevant partner organizations and agencies) to discuss potential projects prior to the transportation improvement list being finalized. This meeting may be conducted in a virtual or in-person format.

A final plan review meeting is required to discuss the plan process, issues, highlights, and unique activities that occurred – and future projects needed to implement the plan once complete. This meeting must be conducted in-person at ARC's offices.

Key Deliverables: Public Engagement Plan, PMT, PAG, and CEC Advisor Meeting Summaries, Public Engagement Summary

Task 3 – Plan Development:

The goal of this task is to review the existing plan; update the goals, policies, and action strategies based on the findings of Tasks 1 and 2; and prepare a detailed draft plan. At a minimum, this plan will assess and update the study area's current land use patterns, environmental constraints, transportation patterns, and urban design elements, including pedestrian, bicycle, and transit access; access to jobs, retail, and neighborhood services; diversity of dwelling types; and design for healthy living and social interaction. This analysis should be coordinated with other completed studies, programs, developments, and organizations. At a minimum, this plan will contain the following components:

- Summary of existing conditions identified in Task 1. This includes conditions related to development, zoning, transportation, natural resources, stormwater, housing, economic development, infrastructure, and public facilities.
- Assessment of the current LCI plan and other relevant plans that have an impact on the plan update, also covered in Task 1.
- Unified framework that aligns land use, multimodal transportation, transit-supportive development patterns, economic development, placemaking, and environmental

resilience – with special focus on guiding catalytic implementation in the Buckhead Commercial Core and Buckhead Village area.

- Plan for safer, more efficient, and more walkable and bikeable circulation in the study area – with emphasis on closing first- and last-mile gaps to Buckhead's two MARTA rail stations; improving pedestrian and trail connectivity to and between PATH400 and the Atlanta BeltLine; and prioritizing pedestrian safety and comfort, vehicular traffic calming, parking strategies, smart technology, wayfinding and signage, streetscaping, and off-street trail/path connectivity.
- Identification of opportunities for creative placemaking, public art, cultural events, and support for artists and the arts community across the study area, including engagement of small and minority-owned businesses and creative entrepreneurs.
- Evaluation of the study area's parks, recreation, trail, and greenspace footprint – including PATH400 – and identify areas for improvement and connection.
- Detailed implementation strategy and action plan to assist Sponsor and its partners in moving the plan forward.
- Temporary and short-term creative placemaking strategies.
- Transportation assessment and recommendations that include:
    - Transportation demand reduction (TDM) measures.
    - Mobility improvements, including traffic calming, pedestrian and bicycle circulation, transit access, and safety and security of all modes.
    - Placemaking strategies, including but not limited to public art, wayfinding, safety, landscaping/streetscaping, lighting, bicycle parking, and park and civic space amenities.
    - Conceptual renderings of the key transportation recommendations.
    - Temporary or interim transportation improvements.
- Refreshed/updated plan to enhance focus on delivering walkability and mobility solutions in the LCI study area – documenting completed projects and existing conditions and a summary list of projects completed since the prior LCI study.
- Code study/audit, evaluating the LCI plan in the context of the existing regulatory landscape, including recommending regulatory action items to codify the LCI plan, providing enforcement mechanisms for implementation, and documenting action items for implementing recommended road connections.
- Plan and design (to 30% completion) for a central gathering place/park(s) including confirming target location(s), right-sizing/fine-tuning park program requirements, addressing stormwater management and tree canopy considerations, and assessing feasibility of implementation – with the goal of creating a destination for residents and workers to "stay home" in Buckhead.
- Identification and design (to 30% completion) of a walkable streetscape focus area/grid to serve as prototype for the study area.

<u>Key Deliverable: Draft Plan Document</u>

Task 4 – Project Deliverables:

The goal of this task is to compile the results of the overall study process, relevant findings, and recommendations into a final study/plan document. The final study document shall include the following (not necessarily in this order) in an easy-to-read format:

- Existing Conditions Assessment Summary from Task 1:
    - A summary of the findings from Task 1 including the status of key LCI recommendations from the previous plan (Report of Accomplishments).
- Public Engagement and Planning Process Summary from Task 2:
    - A description of the study process and methodology, data gathering techniques and findings, and general outcomes.
    - A description of the public engagement process used to achieve a community-supported program of improvements.
- Updated Concept Plan, including:
    - Maps, concept illustrations, and other graphic representations to support the plan, including but not limited to the LCI area, existing and future land use, existing transportation facilities, and proposed transportation improvements.
    - Locations and descriptions of catalytic projects.
    - Locations and descriptions of transportation recommendations.
    - Locations and descriptions of creative placemaking and public art activations.
    - Refreshed/updated plan to enhance focus on delivering walkability and mobility solutions in the LCI study area – documenting completed projects and existing conditions and a summary list of projects completed since the prior LCI study.
    - Plan and design (to 30% completion) for a central gathering place/park(s) including confirming target location(s), right-sizing/fine-tuning park program requirements, addressing stormwater management and tree canopy considerations, and assessing feasibility of implementation – with the goal of creating a destination for residents and workers to "stay home" in Buckhead.
    - Identification and design (to 30% completion) of a walkable streetscape focus area/grid to serve as prototype for the study area.
- Implementation Strategy:
    - A description of the organizational structure and processes that will be used to ensure action items are implemented. Focus should be given to collaboration opportunities with other organizations and strategies to ensure continued support from local elected officials, residents, and businesses.
    - An evaluation process used to monitor plan implementation and update the action plan every five years (or more often, if needed), should be identified.
    - Code study/audit, evaluating the LCI plan in the context of the existing regulatory landscape, including recommending regulatory action items to codify the LCI plan, providing enforcement mechanisms for implementation, and documenting action items for implementing recommended road connections.
    - A 100-Day Action Plan to include no-cost or very low-cost actions and organizational steps needed to keep momentum going and the stakeholders involved and sharing responsibility for the plan's success. This action plan should include short-term creative placemaking measures and temporary transportation installations that the

Sponsor and its partners can undertake to test out concepts in a lighter, cheaper, faster manner.
    - A five-year Implementation Plan (aka Schedule of Actions): Using the "5 Year Implementation Plan" template provided by ARC, create a list of all actions and projects that are planned in the study area to implement the study goals, programs, and projects. Schedules should include estimated start date, completion date, cost estimate and responsible party, and potential funding sources. This short-term implementation plan should include specific actions with start and end dates that implement the LCI plan, including, but not limited to:
        - A prioritized description of transportation improvement projects (local, state, and federal) that will support the study area goals, including those that are longer term in nature.
        - A prioritized description of economic development and placemaking strategies.
    - For key projects identified by the Project Management Team, a detailed implementation guide of steps needed to implement the projects.
- Appendix
    - Detailed existing conditions assessment
    - Updated comprehensive transportation framework from prior LCI study
    - Detailed summary of public input received
    - Other Technical Documentation or Assessments (if applicable)

Format of Deliverables

- PDF file of the document, any appendices, concept plans, and typical sections.
- Electronic files in their original formats with supporting graphics and GIS or other data files (Excel, InDesign, etc.).

Key Deliverable: Final Plan Document

EXHIBIT A-1

PROJECT LOCATION MAP

