



# Georgia Department of Transportation

## **Request for Qualifications**

### **To Provide**

**Professional Services for  
Construction Engineering and Inspection (CEI)  
for Projects on the Approved Investment Lists for the Transportation  
Investment Act of 2010 in the River Valley, Heart of Georgia Altamaha and  
Central Savannah River Area Special Districts**

**RFQ-484-021213**

**Qualifications Due: February 12, 2013**

**Georgia Department of Transportation  
One Georgia Center  
600 West Peachtree Street, NW  
Atlanta, Georgia 30308**

# REQUEST FOR QUALIFICATIONS

## RFQ 484-021213

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Construction Engineering and Inspection (CEI)  
for Projects on the Approved Investment Lists for the Transportation Investment Act of 2010 in the River  
Valley, Heart of Georgia Altamaha and Central Savannah River Area Special Districts

### I. General Project Information

#### A. Overview:

The Georgia Department of Transportation (GDOT) is soliciting Statements of Qualifications (SOQ) from qualified firm(s) or organization(s) to provide Consultant Services for Construction Engineering and Inspection (CEI) for Projects on the Approved Investment Lists for the Transportation Investment Act of 2010 in the River Valley, Heart of Georgia Altamaha, and Central Savannah River Area Special Districts. This Request for Qualifications (RFQ) seeks to identify potential providers for the below-mentioned Scope of Services. Firms that respond to this RFQ, and are determined by GDOT to be sufficiently qualified, may be deemed eligible, and invited to present and/or possibly offer proposals for these services. All respondents to this RFQ are subject to instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully. GDOT reserves the right to reject any or all Statements of Qualifications or Consultant Plan Proposals, and to waive technicalities and informalities at the discretion of GDOT.

#### B. IMPORTANT - A RESTRICTION OF COMMUNICATION IS IN EFFECT FOR THIS PROJECT.

From the advertisement date of this solicitation until a successful respondent is selected and the selection is announced, firms are not allowed to communicate about this solicitation or scope with any staff of GDOT including the Commissioner and GDOT Board Members, except for submission of questions as instructed in the RFQ, or as provided by any existing work agreement(s). For violation of this provision, GDOT reserves the right to reject the submittal of the offending respondent.

#### C. Small Business, DBE and Local Participation - The Georgia Department of Transportation Board (State Transportation Board) issued a Resolution in May of 2012 encouraging and promoting the participation of groups such as small businesses and DBE's (including minority and women owned businesses, and veteran owned business) in projects funded by the Transportation Investment Act of 2010 (TIA). The State Transportation Board TIA Resolution is attached herein as Exhibit III. For more information on the GDOT DBE Program please contact:

**Georgia Department of Transportation  
Equal Opportunity Division  
One Georgia Center, 7th Floor  
600 West Peachtree Street, NW  
Atlanta, Georgia 30308  
Phone: (404) 631-1972**

In addition, local participation is an important and essential component of the success of the TIA Program. To that end, GDOT encourages and promotes the use of local businesses wherever and whenever possible.

#### D. History and Purpose - Pursuant to O.C.G.A. § 48-8-240 et. seq., TIA provides a legal mechanism in which the special districts by a referendum may vote to impose a 1% sales tax to fund needed transportation improvements within their special districts. TIA established twelve (12) transportation special districts throughout Georgia that correspond to state designated Regional Commission (RC) boundaries. Additionally, the law established Regional Transportation Roundtables (RTR) consisting of elected officials

from the counties and cities within each special district. An Executive Committee of five members, supplemented with three non-voting members of the Georgia General Assembly, is also required for each RTR. Each RTR was charged with approving a financially constrained draft investment list of transportation projects for their special district. These lists were approved by the full RTR on October 15, 2011 (Approved Investment Lists). Three (3) special districts voted to approve to levy the special district transportation sales and use tax: River Valley, Heart of Georgia Altamaha, and Central Savannah River Area.

#### **E. General TIA Program Description, Budget, and Goals:**

- a. **Description** - The Approved Investment Lists are constrained by the amount of funding anticipated to be generated by the 1% sales tax over a ten-year period and the project budgets as noted on the Approved Investment Lists (2011 dollars). The proceeds of the tax collected by the state revenue commissioner in each special district will be disbursed to the Georgia State Financing and Investment Commission (Commission) to be maintained in a trust fund and administered by the Commission on behalf of the special district imposing the tax. The Commission shall delegate the management of the budget, schedule, execution, and delivery of the projects contained in the Approved Investment Lists as follows: "The Commission shall contract with the Department of Transportation for all transportation projects except bus and rail mass transit systems and passenger rail in any special district the boundaries of which are not wholly contained within a single MPO." O.C.G.A. § 48-8-249(b)(1). Additional information concerning the Transportation Investment Act of 2010 may be found on GDOT's website at the following hyperlink:

<http://www.dot.ga.gov/localgovernment/FundingPrograms/transreferendum/Pages/default.aspx>

- b. **Budget** - The estimated budget of TIA funds for Approved Investment Lists in 2011 dollars for all 3 special districts totals One Billion One Hundred Seventy-Five Million Three Hundred Twenty Thousand Four Hundred Seventy-Four Dollars (\$1,175,320,474). It should be noted that the adopted estimate for the TIA is at least One Billion Three Hundred Seventy-Five Million Four Hundred Eighty-Two Thousand Four Hundred Fifty-Two Dollars (\$1,375,482,452) when adjusted from current year to year of expenditure, and could be as high as the inflation adjusted revenue estimate. These numbers do not include other fund sources as shown on the Approved Investment Lists. The only funding available for the program is represented by the Approved Investment Lists which is subject to the availability of revenues. The TIA tax shall cease to be imposed on the earliest of the following dates: (1) the final day of the ten-year period of time specified for the imposition of the tax; or (2) the end of the calendar quarter during which the state revenue commissioner determines that the tax has raised revenues sufficient to provide to the special district net proceeds equal to or greater than the amount specified as the estimated amount of net proceeds to be raised by the tax.
- c. **Goals** - A successful Program will provide for all project(s) to be designed, rights of way acquired, and constructed to a level of quality that reflects the long-term use of transportation infrastructure, while adhering to the budget and schedule on the Approved Investment Lists. TIA revenues represent that maximum funding allowed unless noted otherwise in the Approved Investment Lists. All projects shall be delivered in the most cost efficient means possible and should include local delivery, innovative contracting, and program controls to ensure all projects are delivered. It is envisioned that the successful Program will achieve the following objectives:
- a) Provide management of the Program to successfully and efficiently deliver all projects within the special district on schedule and within the designated budget.
  - b) Provide Program accountability and transparency to all stakeholders including but not limited to the Regional Commission, Citizens Review Panel, all elected officials, and citizens of the special district and the State of Georgia.
  - c) Continue to enhance the state's infrastructure for transportation, mobility, and overall improved quality of life by successfully delivering transportation projects on the Approved Investment Lists.
  - d) Provide adherence to federal and state laws, regulations and processes.

## F. Scope of Services

The Georgia Department of Transportation has been delegated the responsibility for management of the Scope, Schedule, Budget, and Delivery of selected projects on the Approved Investment List(s) for the three special districts. Under the terms of this resulting Agreement, the selected consultant will provide professional services for GDOT to include Construction Engineering and Inspection (CEI) Services for selected projects on the Approved Investment Lists for the Transportation Investment Act of 2010 in the River Valley, Heart of Georgia Altamaha, and Central Savannah River Area Special Districts. The selected CEI firm will provide construction inspection and management services for those selected TIA Band 1 projects to be designed and constructed by GDOT, as determined by GDOT in accordance with O.C.G.A. § 48-8-249(c). The anticipated Scope of Services includes, but is not limited to all reports or documents as required in the appropriate GDOT guideline(s) to deliver the project. GDOT is currently procuring a Program Manager for the TIA Program and anticipates entering into a contract with the Program Manager in January 2013. The CEI will report directly to the TIA Office then, as designated, the TIA Program Manager.

This Scope of Services describes and defines the CEI Services which are required for contract administration, inspection, and materials sampling and testing for the selected construction projects on the TIA Approved Investment Lists within the Heart of Georgia Altamaha, River Valley, and the Central Savannah River Area Regions. Some of the projects may require night and weekend inspection. The projects types may include but are not limited to: widening and reconstruction, interchange construction, rehabilitation of asphalt and concrete pavement, bridge replacement, and resurfacing. The selected firm may provide a combined estimate of thirty-six (36) Project Engineers, Major Bridge Lead Inspector, Bridge Inspectors, ATMS/Signal Inspectors, Office Engineers, CEI Resident Compliance Officer, Senior Inspectors, Inspectors, Inspector Aids, and a Contract Support Specialist/Secretary, who will be assigned to and work under the direct supervision of Department Project Engineers and/or the TIA Program Manager.

### 1. GENERAL:

- a. The services under the resulting contract shall consist of performing all those construction engineering and management services necessary or incidental to accomplish the contract consistent with applicable professional standards.
- b. It shall be the responsibility of the Consultant to monitor and inspect the Construction Contract such that the project is constructed in reasonable conformity with the plans, specifications, schedule and budget and special provisions for the Construction Contract.
- c. The Consultant shall furnish all services and labor necessary to conduct and complete the services to accomplish the resulting contract, and shall furnish all materials, equipment, laptops, supplies and incidentals other than those designated in writing as to be furnished by GDOT necessary to perform the services, and check or test them prior to use under this contract. SiteManager software will be provided by the GDOT.
- d. All services shall be performed in accordance with the established standard procedures and practices of GDOT. Prior to furnishing any services, the Consultant shall be familiar with those Departmental standard procedures and practices as set forth in The Source and associated documents and with informal procedures and practices including the computer based record keeping system for construction contract administration used by GDOT.
- e. The Consultant's principal contact with GDOT shall be through the TIA Office, then, as designated, the TIA Program Manager.
- f. The services shall comply with all applicable federal and state laws and regulations.
- g. At the request of GDOT, the Consultant during the progress of the services shall furnish information or data relating to the services under the contract as may be required by GDOT to enable it to carry out or to proceed with related phases of the project not covered by this contract, or which may be necessary to enable GDOT to furnish information to the Consultant upon which to proceed with further services.
- h. Compliance with all of the foregoing shall be within the purview of the contract and shall not constitute a basis for additional or extra compensation.

## 2. CONTROL AND AUTHORITY:

- a. The Consultant's representative shall be designated by the Consultant to serve as field supervisor of all Consultant personnel and services performed under the contract, to act as Liaison Project Manager between the Consultant and the TIA Office then, as designated, the Program Manager. The Consultant's representative shall report to and be directly accountable to the TIA Office then, as designated, the Program Manager. It is not anticipated that these responsibilities will require a full time employee.
- b. The Consultant's representative shall coordinate with the Program Manager as to the project staffing needs and inspector assignments regarding deployment of staff and other matters and review project records prepared by the Consultant to assure services conform to GDOT criteria.
- c. It is anticipated by GDOT that the consultant will provide a Construction Project Engineer(s) for some of the TIA projects during the life of this contract. GDOT will make the determination of which TIA projects will have a consultant-provided Construction Project Engineer. The Consultant Project Engineer will report to the TIA Office then, as designated, the TIA Program Manager.

## 3. SERVICES TO BE PERFORMED BY THE CONSULTANT:

The Consultant agrees to:

- a. Construction Project Management services in accordance with the TIA Manual and other GDOT policies and procedures for construction activities.
- b. Coordinate and communicate with the contractor in anticipation of contractor's daily, weekly, and monthly activities.
- c. Coordinate and Communicate with GDOT's TIA Office and TIA Program Manager.
- d. Observe the Contractor's work to determine the progress and quality of work, identify discrepancies, report significant discrepancies to GDOT, and direct the Contractor to correct such observed discrepancies.
- e. Attend conference(s) required to carry out the contract and keep necessary meeting minutes.
- f. Be familiar with the standard construction practices of GDOT, the construction plans and contract(s) for the project, and the Contractor's proposed schedule of operations prior to beginning field services under the contract. Be familiar with CPM scheduling including Primavera and Microsoft Project.
- g. Assign a sufficient number of technically qualified and experienced personnel to the project to perform the services required under the contract, in a timely manner to avoid delay to the Contractor.
- h. Notify the TIA Program Manager immediately of any unanticipated project conditions.
- i. Withdraw any personnel or halt any services no longer required, at the request of GDOT or the TIA Program Manager, or within a reasonable time after the lack of need becomes apparent to the Consultant.
- j. Perform consultant field operations in accordance with GDOT regulations and accepted safety practices.
- k. Provide for Consultant personnel transportation equipped with appropriate safety equipment, communication devices, hard hat, high visibility vests, and incidentals as are needed to accomplish the services required under the contract.
- l. Act as Inspector as provided in the Specifications, Special Provisions, and The Source of the State of Georgia Department of Transportation.
- m. Sample materials, concrete and asphalt, to be incorporated in the work, and reject Contractor's work and materials not meeting the Specifications, Special Provisions, or the Source of the State of Georgia Department of Transportation.
- n. Make certain that test report records or certificates of compliance have been received, prior to the incorporation of materials in the work, for materials tested off the project site.
- o. Keep daily diaries, logs and records consistent with GDOT practice as are needed for a record of the Contractor's progress including Project Engineer's diary and Inspectors' diaries.
- p. Measure and compute quantities of all materials incorporated in the work and items of work completed, and maintain an item record account.

- q. Prepare and submit, such periodic, intermediate and final reports and records as may be required by GDOT and as are applicable to the project, which may include:
- 1) Weekly progress reports.
  - 2) Weekly statement of working days.
  - 3) Notice of change in construction status.
  - 4) Report of field inspection of material.
  - 5) Test report record.
  - 6) Contractor pay estimates.
  - 7) Pile driving data.
  - 8) Piling record.
  - 9) Final certification of materials.
  - 10) Explanation of quantity variation.
  - 11) Statement of contract time.
  - 12) Intermediate and final estimates.
  - 13) Contractor evaluation form.
  - 14) Other records and reports as required.
- r. Review Contractor submittals of records and reports required by GDOT as applicable to the project which may include:
- 1) Weekly payroll.
  - 2) Statement of wage compliance.
  - 3) Requests for partial and final payment.
  - 4) Other reports and records as required.
- s. Collect, properly label or identify, and deliver to GDOT all original diaries, logs, notebooks, accounts, records, reports and other documents prepared by the Consultant in the performance of the contract, upon completion or termination of the contract.
- t. Return, upon completion or termination of the contract, all specifications, manuals, guides, written instructions, construction contracts and plans, unused forms and record keeping books, and other documents and materials furnished by GDOT. The Consultant may be responsible for replacing lost documents or materials at a fair and reasonable price.
- u. Prepare and deliver one copy of the "as-built" or "record" plan to GDOT as defined in the State of Georgia Department of Transportation Construction and Materials Manual.

#### 4. JOB DESCRIPTIONS AND QUALIFICATIONS:

The following are job descriptions and qualifications for titles that may be used in the contract:

- a. **Project Engineer** - This is advanced level technical work in functional areas of project administration and management. Employees independently manage construction activities on large complex projects (phases) such as complex bridge, urban, or interstate reconstruction projects.

Employees inspect and supervise lower level inspectors performing routine to moderately complex inspections of roadway and structure construction processes and materials to assure compliance with the construction contract and other applicable guidelines. Work includes monitoring traffic control and erosion control on the project. Work also includes monitoring construction costs; negotiating prices for contract modifications with contractors; writing or supervising the preparation of reports and correspondence; and working and communicating with contractors, supervisors, subordinates, local officials, media and the general public.

Knowledge, Skills and Abilities: Thorough knowledge of specifications and standards, acceptable construction practices, materials, methods and equipment used in highway construction and engineering. Thorough knowledge of mathematical functions, including algebraic, geometric, and trigonometric calculations related to highway/transportation engineering. Ability to read and

comprehend construction plans and all other documents associated with the project. Must be licensed to operate motor vehicles in accordance with Georgia Law.

Minimum Training and Experience Requirements: Graduation from a university with a degree in civil engineering or from a four-year college with a degree in civil engineering technology and five (5) years of progressive transportation technician experience; graduation from a two-year technical college with a degree in civil engineering technology and seven (7) years of progressive transportation technician experience; or graduation from high school and ten (10) years of progressive transportation technician experience as an employee or consultant for a State Highway Agency; or an equivalent combination of training and directly related experience.

- b. **Major Bridge Lead Inspector** - This is advanced level technical work in the functional areas of cast in place segmental bridge inspection; materials sampling, inspection and testing. Employees support the project engineer in management of construction activities on cast in place segmental bridge inspection. Work involves a significant amount of decision making and use of judgment, and may include providing work direction to others.

Employees will function as lead project inspectors conducting independent complex inspections themselves, and supervising lower level inspectors performing inspection of construction processes on cast in place segmental bridges to ensure compliance with the construction contract. Employees may perform contract administrative duties such as field measurements of pay items as well as other GDOT required documentation. Work may include other duties and responsibilities as assigned.

Knowledge Skills and Abilities: Thorough knowledge of specifications and standards, acceptable construction practices, materials, methods, and equipment used in segmental bridge construction and engineering. Thorough knowledge of mathematical functions, including algebraic, geometric, and trigonometric calculations related to bridge/highway/transportation engineering. Ability to read and comprehend complex bridge plans, Bridge Foundation Investigation reports, Contractor's layouts, and all other documents associated with the project. Ability to read, comprehend and produce test pile and pile driving data. Ability to read, comprehend and produce records for drilled shaft foundation construction. Must be licensed to operate motor vehicles in accordance with Georgia Law.

Minimum Training and Experience Requirements: Graduation from a university with a degree in Civil Engineering or from a four year college with a degree in Civil Engineering Technology and at least ten (10) years of bridge construction experience. Of this experience, at least two (2) years should be in post-tensioned bridge construction. This experience shall include at least one (1) year in responsible charge of construction inspection of post-tensioning and grouting operations. In addition the Major Bridge Lead Inspector shall be certified according to both the "Level 1 Bonded PT – Field Installation" by the Post-Tensioning Institute(PTI) and "Grouting Certification Course" of the American Segmental Bridge Institute (ASBI) or other equivalent and recognized alternative courses acceptable to the GDOT.

- c. **Bridge Inspector** - This is advanced level technical work supporting engineers in functional areas of bridge and roadway construction inspection; materials sampling, inspection and testing. Employees support engineers in management of construction activities on large complex bridge projects. Work usually involves a significant amount of decision making and use of judgment, and may include providing work directions to others.

Employees may function as lead project inspectors conducting independent complex inspections themselves, and supervising lower level inspectors performing routine to moderately complex inspections of bridge and roadway construction processes and materials to assure compliance with the construction contract. Employees may perform contract administrative duties such as field measurements of pay items as well as other GDOT required documentation. Work may include other duties and responsibilities as assigned.

Knowledge, Skills and Abilities: Thorough knowledge of specifications and standards, acceptable construction practices, materials, methods and equipment used in highway construction and engineering. Thorough knowledge of mathematical functions, including algebraic, geometric, and trigonometric calculations related to highway/transportation engineering. Ability to read and comprehend bridge plans, Bridge Foundation Investigation reports, Contractor's layouts, and all other documents associated with the project. Ability to read, comprehend, and produce test pile and driving pile data. Must be licensed to operate motor vehicles in accordance with Georgia Law.

Minimum Training and Experience Requirements: Graduation from a university with a degree in civil engineering or from a four-year college with a degree in civil engineering technology and five years of progressive transportation technician experience and construction experience on at least four (4) complex bridges; graduation from a two-year technical college with a degree in civil engineering technology and seven (7) years of progressive transportation technician experience and construction experience on at least six (6) complex bridges; or graduation from high school and ten (10) years of progressive transportation technician experience as an employee or consultant for a State Highway Agency and construction experience on at least nine (9) complex bridges; or an equivalent combination of training and directly related experience.

- d. **ATMS/Signal Inspector** - This is advanced level technical work supporting engineers in functional areas of roadway construction inspection; materials sampling, inspection and testing. Employees support engineers in management of construction activities on ATMS, traffic signal, and ramp metering projects. Work usually involves a significant amount of decision making and use of judgment, and may include providing work directions to others.

Employees may function as lead project inspectors conducting independent complex inspections themselves, and supervising lower level inspectors performing routine to moderately complex inspections of roadway construction including ATMS, traffic signal, and ramp metering processes and materials to assure compliance with the construction contract. Employees may perform contract administrative duties such as field measurements of pay items as well as other GDOT required documentation. Work may include other duties and responsibilities as assigned.

Knowledge, Skills and Abilities: Thorough knowledge of specifications and standards, acceptable construction practices, materials, methods and equipment used in highway construction and engineering. Thorough knowledge of mathematical functions, including algebraic, geometric, and trigonometric calculations related to highway/transportation engineering. Ability to read and comprehend traffic signal plans and specifications, ATMS plans and specifications, and all other documents associated with the project.

Minimum Training and Experience Requirements: Graduation from a university with a degree in civil engineering or from a four-year college with a degree in civil engineering technology and five (5) years of progressive transportation technician experience and construction experience on at least three (3) ATMS/traffic signal type projects; graduation from a two-year technical college with a degree in civil engineering technology and seven (7) years of progressive transportation technician experience and construction experience on at least five (5) ATMS/traffic signal type projects; or graduation from high school and ten (10) years of progressive transportation technician experience as an employee or consultant for a State Highway Agency and construction experience on at least eight (8) ATMS/traffic signal type projects; or an equivalent combination of training and directly related experience.

- e. **Office Engineer** - A High School diploma or equivalent and four (4) years of road & bridge construction engineering inspection experience having performed/assisted in project related duties (i.e., reviewing and processing progress and final construction reports, EEO compliance, processing Construction Contract modifications, etc.) or have civil a engineering technology degree. Should exercise independent judgment in planning work details and making technical decisions related to the office aspects of the project. Should be familiar with the Department's Procedures including the Construction Manual covering the project related duties as stated above and be proficient in the computer programs necessary to perform these duties.

- f. **Senior Inspector** - This is advanced level technical work supporting engineers in functional areas of structure and roadway construction inspection; materials sampling, inspection and testing. Work usually involves a fairly wide range of decision making and use of judgment, and would normally include providing work direction to others.

Employees may function as lead project inspectors conducting independent complex inspections themselves, and supervising lower level inspectors performing routine to moderately complex inspections of roadway and structure construction processes and materials to assure compliance with the construction contract. Employees may perform contract administrative duties such as field measurements of pay items as well as other GDOT required documentation. Work may include other duties and responsibilities as assigned.

Knowledge, Skills and Abilities: Thorough knowledge of materials, methods and equipment used in highway construction. Considerable knowledge of mathematical functions, including algebra, geometry, and trigonometry. Skills in the use of office equipment such as calculators and computers. Ability to read, interpret and explain such things as construction plans, contract provisions, specifications, and inspection procedures; ability to take notes and prepare or review reports; good communicative ability; and supervisory ability to coordinate the activities of lower level employees and instruct them in proper work methods. Must be licensed to operate motor vehicles in accordance with Georgia Law.

Minimum Training and Experience Requirements: Graduation from a university with a degree in civil engineering or from a four-year college with a degree in civil engineering technology and three (3) years of progressive transportation technician experience; graduation from a two-year technical college with a degree in civil engineering technology and six (6) years of progressive transportation technician experience; or graduation from high school and eight years of progressive transportation technician experience as an employee or consultant for a State Highway Agency; or an equivalent combination of training and directly related experience.

- g. **Inspector** - This is advanced journey level technical work supporting higher level technicians and engineers in functional areas such as construction inspection and surveying; scheduling and status; roadway design; traffic signal equipment; traffic signalization and geometrics; materials sampling; inspection and testing. Work usually involves a significant amount of decision making and use of judgment, and may include providing work directions to others.

Employees may perform independent complex inspections of roadways and structure construction processes and materials to assure compliance with the construction contract. Employees may perform moderately complex inspections; or supervise other inspectors conducting routine and standardized inspections. Work may include inspecting asphalt and concrete for acceptable materials and mix; pavement for proper spreading, rolling, depth, alignment and compaction; roadways and structures for conformance to plans, and specifications; structural materials and members; placement of culverts; structural operations such as foundation excavation; placement of piling, reinforcing and structural steel, concrete and backfill; and traffic control and erosion control devices. Employees may also perform the more complex variety of calculations and computations. Employees may perform contract documentation duties, which may include field measurements of pay items as well as other GDOT required documentation. Work may include other duties and responsibilities as assigned.

Knowledge, Skills and Abilities: Considerable knowledge of materials, methods, and equipment used in highway construction; and considerable knowledge of mathematical functions including geometry and trigonometry. Drafting skill and skill in the use of office equipment such as calculators and computers. Ability to read, interpret, and explain such things as construction plans, contract provisions, specifications, and inspection procedures; ability to take notes and prepare or review reports; good communicative ability; and ability to instruct other employees in proper work methods. Must be licensed to operate motor vehicles in accordance with Georgia Law.

Minimum Training and Experience Requirements: Graduation from a university with a degree in civil engineering or from a four-year college with a degree in civil engineering technology; graduation from a two-year technical college with a degree in civil engineering technology and three (3) years of progressive transportation technical experience; or graduation from high school and six (6) years of progressive transportation technician experience as an employee or consultant for a State Highway Agency; or an equivalent combination of training and directly related experience.

- h. **Inspector Aid** - This is beginning level technical work supporting higher level technicians and engineers on assignments relating to highway and bridge construction inspection.

Employees perform a range of routine and standardized work which may include duties such as manual or electronic calculations and computations. Employees will perform independent routine and standardized inspections of construction processes and materials to assure compliance with the construction contract. Employees may inspect truck load tickets for roadway aggregate base course, borrow material and asphaltic concrete at project field sites. Employees may perform a variety of simple materials sampling, inspection and/or testing. Employees may perform contract administrative duties, which may include field measurements of pay item quantities as well as other Department required documentation. Work is generally performed under technical and administrative supervision, and may include other duties and responsibilities as assigned.

Knowledge, Skills and Abilities: Some knowledge of surveying, highway construction or design. General knowledge of mathematical functions. Skill in the use of office equipment such as calculators. Ability to read and interpret such things as construction plans, contract provisions, and inspection procedures; and good communications ability. Must be licensed to operate motor vehicles in accordance with Georgia Law.

Minimum Training and Experience Requirements: Graduation from high school. One (1) year transportation experience; or equivalent combination of training and directly related experience is desired.

- i. **Contract Support Specialist/Secretary** - High school graduate or equivalent plus three (3) years of secretarial and/or clerical experience including two (2) years experience in office management. Ability to type at a rate of 35 correct, words per minute. Experienced in the use of standard word processing software. Should exercise independent initiative to help relieve the construction personnel of clerical detail. Work under the general supervision of the Area Engineer and staff.

## 5. Contract Term and Type:

GDOT anticipates one (1) Indefinite Delivery Indefinite Quantity (IDIQ) contract to be awarded to one (1) firm, as a result of this advertisement. GDOT anticipates that the Contract Type will be Firm Fixed Price and/or Cost Plus Fixed Fee. The Agreement will be in force for a period of up to five (5) years. GDOT intends to immediately engage the successful firm for discussion of services.

## 6. Contract Amount:

The IDIQ contract(s) will be for a minimum allowable cost of Twenty-Five Thousand Dollars and 00/100 Cents (\$ 25,000.00) and estimated maximum allowable cost of Fifteen Million, Five Hundred Thousand Dollars and 00/100 Cents (\$ 15,500,000.00). GDOT reserves the right to modify the estimated maximum allowable cost if deemed necessary during the negotiation process.

## 7. Funding Availability:

The resulting CEI Services Agreement will be 100% funded with special district transportation sales and use tax proceeds collected pursuant to TIA. GDOT's payment obligations related to the CEI Services Agreement are therefore strictly limited. The obligation of GDOT to pay or reimburse any incurred cost of the Consultant is expressly limited to the amount of special district transportation sales and use tax proceeds remitted to GDOT by GSFIC and designated by GDOT for the CEI Services Agreement. Any consultant costs must meet the definition of Eligible Project Cost as set forth in O.C.G.A. § 48-8-249(d) and

the Intergovernmental Agreement between GDOT and GSFIC in order to be compensated. The CEI Services Agreement will not obligate GDOT to make any payment to the Consultant from any funds other than those made available to GDOT from the special district transportation sales and use tax proceeds by GSFIC and designated by GDOT for the CEI Services Agreement. In the event the funds made available to GDOT from the special district transportation sales and use tax proceeds are insufficient for the CEI Services Agreement as designated by GDOT, GDOT's payment obligations shall not exceed the availability of such special district transportation sales and use tax proceeds and shall terminate without further obligation of the GDOT to the extent that the obligations exceed the availability of such the special district transportation sales and use tax proceeds for the CEI Services Agreement. GDOT's certification as to the availability of the special district transportation sales and use tax proceeds as designated GDOT for the CEI Services Agreement shall be conclusive.

## II. Selection Method

### A. Method of Communication:

All general communication of relevant information regarding this solicitation will be made via the Georgia Procurement Registry (GPR) under RFQ-484-021213. All firms are responsible for checking the GPR on a regular basis for updates, clarifications, and announcements. GDOT reserves the right to communicate via electronic-mail with the primary contact listed in the Statements of Qualifications. Other specific communications will be made as indicated in the remainder of this RFQ.

### B. Selection of Finalists:

Based on the Statements of Qualifications submitted in response to this RFQ, the Selection Committee will identify the three (3) to five (5) most qualified firms. The Department will evaluate all submittals deemed responsive and each evaluator will assign points using the criteria identified in Section IV. For each evaluator, the points assigned to each criteria will be totaled and a rank will be determined. The rankings of all evaluators will be totaled for each submittal evaluated in order to determine the sum of the individual rankings. The three (3) to five (5) firms shortlisted will be determined by using the sum of individual rankings and identifying where the natural separation in the rankings occur to determine the most qualified firms.

All firms must meet the minimum requirements as listed in Section V.A. below.

### C. Finalist Notification:

Firms selected as finalists will receive notification from GDOT. Around the time of the finalist notification, all finalist firms will be given any relevant available information which has previously been developed (such as previous programs, studies, preliminary plans, etc.) Criteria for the remainder of the selection process will be communicated in the Finalist Notification.

### D. Presentation/Interview/Consultant Plan Proposal:

GDOT will request a presentation and/or interview and/or consultant plan proposal of the three (3) to five (5) finalist firms. Each finalist firm shall be notified in writing and informed of the place, date and time for the presentation/interview session and/or proposal due date. Detailed presentation/interview/consultant plan proposal instructions and requirements of the finalists will be provided in the Finalist Notification. All members of the Selection Committee will be present during the presentation/interview and/or will review the consultant plan proposal. **Firms shall not address any questions, prior to the Presentation/Interview, to anyone other than designated contact.**

**NOTE: Scoring and ranking from the previous qualification round will NOT be used in the final selection round.**

### E. Final Selection:

Final selection will be determined by evaluating the criteria identified in the finalist notification. For each evaluator, the points assigned to each criterion will be totaled and a rank will be determined. The rankings

of all evaluators will be totaled for each finalist in order to determine the sum of the individual rankings. The finalists will be ranked in descending order of recommendation using the sum of individual rankings from the Selection Committee members. Should a tie exist for the highest ranking firm and qualifications appear to be equal, the Selection Committee shall proceed in the following order:

1. Defer to O.C.G.A. §50-22-4(b) which states that “persons who maintain an office in Georgia shall be given preference when qualifications appear to be equal” and award to the firm who maintains an office in Georgia.
2. If multiple firms tied for the highest ranking maintain an office in Georgia, GDOT shall defer to the sum of the individual points and the award shall be made to the finalist with the highest sum.

Negotiations will then be initiated with the top-ranked firm to finalize the terms and conditions of the contract, including the fees to be paid. In the event a satisfactory agreement cannot be reached with the highest-ranking firm, GDOT will formally terminate the negotiations in writing and possibly enter into negotiations with the second highest-ranking firm, and so on in turn until a mutual agreement is established and GDOT awards a contract. The final form of the contract shall be developed by GDOT.

**III. Schedule of Events:**

The following Schedule of Events represents GDOT’s best estimate of the Schedule that will be followed. All times indicated are prevailing times in Atlanta, Georgia. GDOT reserves the right to adjust the Schedule as GDOT deems necessary.

<b>STEP I</b>	<b>DATE</b>	<b>TIME</b>
a. GDOT issues public advertisement of <b>RFQ 484-021213</b>	1/11/2013	-----
b. Deadline for submission of written questions and requests for clarification	1/23/2013	2:00 PM
c. Deadline for submission of Statements of Qualifications	2/12/2013	2:00 PM
d. GDOT completes evaluation and issues notification and other information to finalist firms	2/20/2013	-----
<b>STEP II</b>		
e. Deadline for submission of written questions from finalists	2/27/2013	2:00 PM
f. Consultant Plan Proposal of finalist firms (if applicable)	3/5/2013	TBA
g. Presentation/Interview of finalist firms	3/12/2013	TBA

**IV. Selection Criteria**

**Criteria for Evaluation of Statements of Qualifications**

The Selection Committee will evaluate all firms using the following criteria:

*Pass/Fail*} Presented teams must be prequalified in the indicated Area Class(es) in order to be evaluated. Required proof of prequalification shall be submitted as indicated in Section V below.

*5% Factor*} Stability and resources of the submitting firm, including the firm’s history, growth, overall resources of the firm, litigation history, financial information, and other evidence of stability.

**50% Factor}** Firm’s relevant experience and qualifications, including relevant project experience of the liaison project manager, liaison project manager education, liaison project manager registration, liaison project manager years of engineering or relevant experience, relevant project experience of the firm, experience of key resources on relevant projects of the firm including evidence of qualification and experience of key staff, evidence of the firm’s ability to provide effective services in programs comparable in complexity, size, and function, to clients such as government entities and similarly-structured organizations. This includes degree of apparent relevant competencies of the principal professional(s) and lead staff relative to the project and services required, and evidence of competence.

**45% Factor}** Firm’s apparent suitability to provide services for project, including any special or unique qualifications for the project, current and projected workloads (*available* resources), proposed quality control/quality assurance procedures, special or enhanced capabilities (such as the ability of the Firm to perform or gather a team to perform any special or enhanced capabilities necessary to provide ancillary services required to carry out and manage the complete scope of the project), the ability of Firm to gather resources in the project area, the apparent fit, and knowledge of the project and project area, firm’s non-discrimination and equal employment opportunities policies, and any other service or relevant scope item offered by the firm which might be suitable for the project.

**V. Instructions for Preparing Statements of Qualifications**

**The Statements of Qualifications must be submitted in accordance with the instructions provided in Section VI, must be categorized and numbered as outlined below, and must be responsive to all requested information:**

**A. Minimum Requirements**

Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom GDOT will contract. The Team is defined as the Prime Consultant and their subconsultants, who are considered team members.

Prime Consultants must meet the minimum qualifications listed in Section V.A.1., V.A.2. and V.A.3. Prime Consultants and all subconsultant team members must be prequalified in the Area Classes identified below in Section V.A.1. Respondents should submit the “Notice of Professional Consultant Qualifications” for the Prime Consultant and all subconsultants or joint-venture of consultants on the team listed in the Statement of Qualifications. The Notice must be current by the deadline stated for this RFQ.

1. The **Prime Consultant** and the **Sub-Consultants MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
8.01	Construction Engineering and Supervision
9.01	Erosion, Sedimentation, and Pollution Control Plan

2. Complete the Certification Form (*Exhibit “I” enclosed with RFQ*), and provide a notarized original within the firm’s Statement of Qualifications. This is to be submitted for the Prime.
3. Complete the Georgia Security and Immigration Compliance Act Affidavit form (*Exhibit “II” enclosed with RFQ*), and provide a notarized original within the firm’s Statement of Qualifications. This is to be submitted for the Prime.

**B. Stability and Resources**

1. Provide basic company information: company name, address, name of primary proposing contact, telephone number, fax number, e-mail address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed. Provide form of

ownership, including state of residency or incorporation, and number of years in business. Is the Offeror a sole proprietorship, partnership, corporation, limited liability Corporation, or other structure?

2. Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations and staffing of offices.
3. GDOT understands that litigation history is normal in this industry and its associated disciplines. For this reason, it is desired that information be provided for any firms or any affiliates which have been involved in any arbitration, litigation, mediation, dispute review board or other dispute resolution proceeding occurring during the last ten years involving an amount in excess of \$500,000 related to performance on public infrastructure projects. It is also desired that information be provided regarding any pending regulatory inquiries that could impact your ability to provide services if you are the selected consultant. It is also desired that the team/principals provide information regarding any indictments. GDOT intends to educate the Selection Committee regarding the normalcy of such litigation and evaluations will not be unreasonable. GDOT appreciates forthcoming responses to this section.\*
4. Provide a Statement of Disclosure, which will allow GDOT to evaluate possible conflicts of interest. Respondents must provide, in their own format, a statement of all potential legal or otherwise significant conflict of interest possibly created by the respondents being considered in the selection process or by the respondent's involvement in the project. Respondents should provide information as to the nature of relationship(s) with parties in such potential conflict.
5. Provide name of insurance carrier, types and levels of coverage, and deductible amounts per claim.
6. List the submitting firm's annual average revenue for the past five (5) years.
7. Supply financial references and main banking references of the submitting firm.
8. Has the firm ever been removed from a contract or failed to complete a contract as assigned?\*

**\*NOTE: Information requested for B.3 and B.8 should be submitted for both the prime and sub-consultant(s).**

### **C. Experience and Qualifications**

1. Provide information pertaining to the project manager including but not limited to:
  - a. Resume.
  - b. Relevant project experience.
  - c. Education.
  - d. Registration.
  - e. Years of engineering or relevant experience.
2. Provide the names and resumes of two (2) Project Engineers, three (3) Senior Inspectors and three (3) Inspectors who will perform the work. Personnel Information should include professional registrations (type, number and state(s) where registered), construction engineering and inspection, traffic control and erosion control experience on highway and bridge construction projects and GDOT or other State Highway Agency experience. Additional resumes other than required will not be considered in the evaluation. ***(If the firm is selected as a finalist, GDOT may request detailed information on the exact proposed expanded team and their relevant experience.)***
3. Provide a brief description of all Construction Engineering and Inspection projects where the firm acted as Construction Project Manager and Engineer, current and completed (including construction costs). Describe the services provided for at least three (3) of the above projects including the number and type of inspectors, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform services for GDOT. For each project, the following information should be provided:

- a. Client name, project location and dates during which services were performed.
  - b. Clear description of overall project and services performed by your firm.
  - c. Exact duration of project services provided by your firm, and overall project budget.
  - d. Client(s) current contact information including contact names and telephone numbers.
4. Provide information on the overall team's experience (**excluding the prime**) and ability in delivering effective services for projects of similar complexity, size, scope, and function. Describe no more than five (5) and no less than three (3) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to provide services for GDOT. For each project, the following information should be provided:

#### **D. Suitability**

Provide any information that may serve to differentiate your firm from other firms in suitability for the project including but not limited to:

1. Furnish evidence of the firm's fit to the program and/or needs of GDOT, any special or unique qualifications for the program.
2. Supply current and projected workloads.
3. Quality control, quality assurance procedures.
4. Any special or enhanced capabilities offered by the firm that may be particularly suitable for this program (such as the ability of the firm to perform or gather a team to perform any special or enhanced capabilities necessary to provide ancillary services required to carry out the complete scope of the project.)
5. Ability to gather resources in vicinity to the project(s).
6. Any knowledge of the special districts and/or project(s) area which may uniquely benefit the firm and project(s).
7. Provide any non-discrimination and equal employment opportunities policies of the firm.
8. Other services or relevant scope item offered by the firm which might be suitable for the project.
9. Describe firms understanding of the TIA program.
10. Describe firms ability to partner with GDOT and the Program Manager to ensure on schedule and on budget delivery of the program.
11. Describe firms understanding of GDOT's requirements of the CEI services being procured.
12. Describe firms understanding and proposed compliance with GDOT's TIA conflict of interest policy as it relates to the overall program and the services being procured (See Exhibit IV).
13. Describe firms proposed management plan.
14. Ability of the firms personnel to manage CPM schedules.

### **VI. Instructions for Submittal of Statements of Qualifications**

#### **A. Submittals**

One (1) original and five (5) copies of the qualifications shall be prepared, for a total of six (6) sets. One complete copy must be provided via CD as a .pdf file. Each submittal shall be identical and include a transmittal letter. Submittals must be typed on standard (8½" x 11") paper. The pages of the qualification submittals must be numbered. A table of contents with corresponding tabs must be included to identify each section. Responses are limited to thirty (30) pages or less (preferably fifteen (15) double-sided pages) or less using a minimum of size 11 font. One (1) page of the SOQ shall be devoted to an Organization Chart. This page shall be single-sided and not exceed 11" x 17" in size. Additional information should not be added on this page. Each Statement of Qualifications shall be prepared simply and economically, providing straightforward, concise delineation of respondent's capabilities. Fancy bindings, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content.

**NOTE:** All pages **shall be included** in the page limit **EXCEPT** for the front cover, cover letter, table of contents, tab dividers, organization chart, Exhibit I, Exhibit II, the Notice of Professional Consultant Qualifications (including summary page if applicable), signed addendums, and the back cover.

Submittals must be sealed in an opaque envelope or box, and reference **RFQ 484-021213 and the words "STATEMENT OF QUALIFICATIONS"** must be clearly indicated on the outside of all of the envelopes or

boxes. Statements of Qualifications **must be physically received by GDOT** prior to the deadline indicated in the Schedule of Events (*Section III of RFQ*) at the exact address below:

Georgia Department of Transportation (GDOT)  
Attention: Karen Mims  
Transportation Services Procurement  
One Georgia Center, 19<sup>th</sup> Floor  
600 West Peachtree Street, NW  
Atlanta, Georgia 30308

**No submittals will be accepted after the time and date set for receipt.**

Statements of Qualifications submitted via facsimile or e-mail will be rejected. All expenses for preparing and submitting responses are the sole cost of the party submitting the response. GDOT is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of GDOT. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

GDOT reserves the right, in its sole discretion, to waive any technicalities associated with this submittal if deemed in the best interest of the State.

## **B. Questions and Requests for Clarification**

Questions about any aspect of the RFQ, or the project, shall be submitted in writing via e-mail to: **Karen Mims, e-mail: [kmims@dot.ga.gov](mailto:kmims@dot.ga.gov)**. The deadlines for submission of questions relating to the RFQ are the times and dates shown in the (**Schedule of Events- Section III**). From the issue date of this solicitation until a successful proposer is selected and the selection is announced, respondents are subject to the Restriction of Communication in **Section I.B.**

## **VII. GDOT Terms and Conditions**

### **A. Statement of Agreement**

With the submission of a SOQ, the respondent agrees that he/she has carefully examined the Request for Qualifications, and agrees that it is the respondent's responsibility to request clarification on any issues in any section of the Request for Qualifications with which the respondent disagrees or needs clarified. The respondent also understands that failure to mention these items during the question period or in the SOQ will be interpreted to mean that the respondent is in full agreement with the terms, conditions, specifications and requirements in the therein. With submission of a SOQ, the respondent hereby certifies: (a) that this SOQ is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that respondent has not directly or indirectly included or solicited any other respondent to put in a false

or insincere SOQ; (c) that respondent has not solicited or induced any person, firm, or corporation to refrain from sending a SOQ.

### **B. Joint-Venture Proposals**

GDOT does not generally desire to enter into "joint-venture" agreements with multiple firms.

In the event two or more firms desire to "joint-venture", it is strongly recommended that one incorporated firm propose and maintain status as the Program Management firm with the remaining firms participating as major firms. Any joint-venture, proposed and established as a separate business entity, should have its own set of books and supporting documentation sufficient for an audit trail. Transactions should be recorded consistent with the joint-venture agreement, and care must be taken to ensure that the joint-

venture bears its equitable share of the costs. Therefore, “unpopulated joint-ventures” would not have an adequate accounting system suitable for cost reimbursement contracts.

However more traditional “populated joint-ventures” are welcomed. A populated joint-venture is where an alliance is brought to life by infusing it with working capital, employees, and control systems. The alliance implements all necessary business systems, including payroll processing, purchasing, property control, etc. The alliance will develop its own indirect rate structure and calculates its own indirect cost rates, based on the direct and indirect costs it incurs.

### **C. Audit and Accounting System Requirements**

GDOT reserves the right to reject any proposal with firms that do not meet the following requirements:

1. Firm(s) should have an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
2. Any firm that currently has an aggregate contract amount exceeding \$250,000 should have submitted their yearly CPA overhead audit.
3. Firm(s) should have no significant outstanding deficient audit findings from previous contracts with GDOT that have not been resolved.
4. The prime is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

### **D. Submittal Costs and Confidentiality**

All expenses for preparing and submitting responses are the sole cost of the respondent submitting the response. The Department is not obligated to any respondent to reimburse such expenses. All submittals upon receipt become the property of the Department. Labeling information provided in submittals as “proprietary” or “confidential”, or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until a final award.

### **E. Award Conditions**

This request is not an offer to contract or a solicitation of bids. This request and any proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Department and does not obligate the Department to procure or contract for any services. Neither the Department nor any respondent submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Department and a respondent containing such terms and conditions as are negotiated between those parties. The Department reserves the right to waive non-compliance with any requirements of this Request for Qualifications and to reject any or all proposals submitted in responses. Upon review of responses, the Department will determine the respondent(s) proposal that in the sole judgment of the Department is in the best interest of the Department (if any is so determined), with respect to the evaluation criteria stated herein. The Department then intends to conduct negotiations with such respondent(s) to determine if an acceptable contract may be reached.

### **F. Debriefings**

Debriefings may be allowed at the discretion of GDOT. Post-Award debriefings may be requested by a principal of the respondent, but will not be conducted until after the contract has been awarded. If a respondent is notified of non-selection at any time during the procurement process, a Pre-Award Debriefing may be requested.

### **G. Right to Cancel or Change RFQ**

GDOT reserves the right to cancel any and all Request for Qualifications where it is determined to be in the best interest of the Department to do so. GDOT reserves the right to increase, reduce, add or delete any item in this solicitation as deemed necessary.

It is the responsibility of all firms interested in submitting Statement of Qualifications (SOQs) for this advertisement to routinely check the posting on the Georgia Procurement Registry for any revisions to this RFQ.

#### **H. Substitutions, Alternates, Exceptions, and Extensions**

No substitutions or alternates will be accepted for this solicitation. Any respondent submitting substitutions or alternates will be considered non-responsive and will not be considered for award.

**EXHIBIT I  
CERTIFICATION FORM**

I, \_\_\_\_\_, being duly sworn, state that I am \_\_\_\_\_ (title) of \_\_\_\_\_ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the Request for Qualifications is full, complete and truthful.

I further certify that the submitting firm and any principal employee of the submitting firm has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the submitting firm has not, in the immediately preceding five (5) years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the submitting firm is not now under consideration for suspension or debarment from any such agency.

I further certify that the submitting firm has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract and further, that the submitting firm is not now under any notice of intent to default on any such contract.

I further certify that in regards to Audit and Accounting System Requirements, that the submitting firm:

- I. Has an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
- II. Has submitted its yearly Certified Public Accountant overhead audit if it currently has an aggregate contract amount exceeding \$250,000.
- III. Has no significant outstanding deficient audit findings from previous contracts with GDOT that have not been resolved.
- IV. Is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that GDOT may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the GDOT may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the GDOT to award a contract.

*A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.*

Sworn and subscribed before me

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
NOTARY SEAL

**EXHIBIT II**

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

Solicitation No. : **RFQ-484-021213**

Solicitation Name: **Construction Engineering and Inspection (CEI)/TIA Projects**

Respondent's Name: \_\_\_\_\_

**STATE OF GEORGIA  
CONSULTANT AFFIDAVIT**

By executing this affidavit, the undersigned Consultant verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the Georgia Department of Transportation has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,\* in accordance with the applicable provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned Consultant further agrees that it will continue to use the federal work authorization program throughout the contract period and, should it employ or contract with any subconsultant(s) in connection with the physical performance of services pursuant to this contract with the Georgia Department of Transportation, Consultant will secure from such subconsultant(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subconsultant Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Consultant further agrees to maintain records of such compliance and provide a copy of each such verification to the Georgia Department of Transportation at the time the subconsultant(s) is retained to perform such service.

\_\_\_\_\_  
EEV / E-Verify™ User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Consultant

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_

[NOTARY SEAL]

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

\*or any subsequent replacement operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603

**EXHIBIT III****RESOLUTION  
OF THE  
STATE TRANSPORTATION BOARD**

**WHEREAS**, In July 2012, The Citizens of Georgia will be voting on a referendum in each of the twelve special districts created pursuant to the Transportation Investment Act of 2010 ("TIA"); and

**WHEREAS**, upon passage of the referendum in any of the special Districts, the Georgia Department of Transportation ("Department") will contract with the Georgia State Financing and Investment Commission for the management of the budget, schedule, execution, and delivery of certain projects which are approved by the referendum; and

**WHEREAS**, The State Transportation Board ("Board") wishes to address and make any policies which may be needed to in order to ensure consistency and inclusion in the delivery and management of the approved projects; and

**WHEREAS**, the Board wishes to provide general guidance regarding the Department's selection and determination of whether projects should be designed and constructed by the Department, or by the local government or governments in the area of any specific project; and

**WHEREAS**, The Department currently has a Disadvantaged Business Enterprises ("DBE") program which is applicable to any federally aided projects that are undertaken by the Department which helps promote the participation of disadvantaged businesses in federally funded projects; and

**WHEREAS**, it is the Board's desires to encourage and promote the participation of groups such as small businesses, DBE's (including minority and woman owned businesses), and veteran owned businesses, in projects funded by TIA.

**WHEREAS**, it is the Board's desire that the selection of contractors and consultants for the projects is done in a non-discriminatory manner and that the Department takes measures to prevent discrimination in the delivery and management of TIA funded projects.

**NOW, THEREFORE, BE IT RESOLVED** that the Georgia Department of Transportation, acting by and through its Board, understands that the local governments of the State of Georgia are of vital importance to the state and its citizens and will give due consideration to local governments that wish to deliver projects from the approved project list.

**BE IT FURTHER RESOLVED** the Georgia Department of Transportation, acting by and through its Board shall ensure that the Department, and each recipient of

funds pursuant to TIA, reaffirms its commitment to Title VI of the 1964 Civil Rights Act of nondiscrimination in the delivery and management of TIA funded projects.

**BE IT FURTHER RESOLVED** the Georgia Department of Transportation, acting by and through its Board shall, wherever practical and feasible, encourage the use of DBE's (including minority and woman owned businesses), small businesses, and veteran owned businesses in any project that is funded in whole or in part by TIA funds, and encourages wherever practical and feasible, the local government or governments that manage TIA funded projects to include the same in its delivery and management of a project.

Adopted by the State Transportation Board this 17<sup>th</sup> day of May, 2012.

Approved:

  
\_\_\_\_\_  
Keith Golden, Commissioner  
Georgia Department of Transportation

  
\_\_\_\_\_  
Rudy Bowen, Chairman  
State Transportation Board

Attest:

  
\_\_\_\_\_  
Elizabeth Osmon, Secretary  
State Transportation Board

## EXHIBIT IV

### Transportation Investment Act of 2010 Consultant Services Conflict of Interest Policy

#### Background/ Purpose

The Georgia Department of Transportation (GDOT) shall be employing services from qualified firm(s) or organization(s) for the implementation of the Transportation Investment Act of 2010 (TIA). The TIA program includes numerous projects to be designed and built in designated special districts under a management structure that involves the use of multiple private consulting firms in a variety of management and project delivery positions. Much of the work to be performed by the private consulting firms may extend into coordination, reporting, oversight and management of fiscal, technical, real estate, third party coordination, and other disciplines with varying levels of assistance from GDOT and other local agencies. The size of the program makes it more likely that individual firms will work in multiple special districts and may have preexisting work, local knowledge, or complex relationships that could appear to be prejudicial to their ability to act in an impartial manner. The activity level of the work in the TIA program may be on a large scale at particular times, making coincidental and inadvertent conflicts more likely.

While there are existing statutory and administrative regulations for State agencies regarding conflicts of interest which shall continue to govern the actions of GDOT (*a non exclusion list of key regulations are listed below*), the importance of the State's need to effectively manage and implement the TIA program necessitates that all parties recognize that conflicts may be more likely in this program, and that there be increased reasonable efforts to prevent, mitigate and, where feasible, remedy conflicts to the fullest extent possible.

#### Non-Exclusive List of Regulations and Other Prescriptive Information regarding Conflict of Interest

- O.C.G.A 45-10-(1 through 24)
- FTA Procurement Circular 4220.1F
- 49 CFR 18.36(b)(3)
- 24 CFR Part 85, Section 85.36(b)(3)

#### GDOT Policy in Soliciting and Administering Consulting Services for TIA

1. In soliciting consulting services, a responsibility shall be placed on the firm by the State to proactively identify and divulge to the State any known or discovered potential conflicts, both direct and indirect, and/or appearances of conflicts. The same responsibility shall carry forward, contractually, throughout the services provided to the State and/or local government. The State may take actions up to and including rendering firms non-responsive, and/or dismissal or disqualification when it determines firms have not been forthcoming. Upon being selected for services, consulting firms will be required to complete a Conflict of Interest Disclosure form prior to execution of the contract.
2. The State shall at all times reserve the right to judge/declare conflicts of interest in the program, and may take actions that it deems appropriate to eliminate conflicts of interest, to the extent allowable by law. For the TIA program, these actions may include warning to firms prior to services, interaction with firm and allowance of remedy, and/or immediate dismissal of the firm's services. At no time shall a firm be allowed to continue services when known conflicts are present, without such actions being taken.
3. The State shall endeavor, in its actions concerning firm conflicts of interest, to be reasonable, consistent, and act in good faith in issuing notices, warnings, allowances of remedy, disqualifications, dismissals, and declarations of conflict of interest. Where a conflict(s) is identified by a firm, or where the State becomes aware of a conflict, it should be immediately reported and the firm must submit by affidavit a detail course of action that it shall take to remedy any identified conflict(s). A Conflict Committee of qualified persons shall be established, with members designated by the GDOT Commissioner, which will include appropriate State legal staff. The Conflict Committee will then determine whether the firm's proposed course of action for remedy is accepted or rejected or may cause actions resulting in dismissal in services currently being performed. In their evaluation of services being procured, Selection Committees for the procurements may make determinations in clear conflict cases, however they will be instructed to forward these

determinations and any discovered "apparent" conflicts or questionable areas to the Conflict Committee for judgment and record.

#### Requirements concerning Conflict of Interest

1. The requirement that no contracting agency employee who participates in the procurement, management, or administration of contracts or subcontracts shall have, directly or indirectly, any financial or other personal interest in connection with such contract or subcontract.
2. The requirement that no person or entity performing services for a contracting agency in connection with a project shall have, directly or indirectly, any financial or other personal interest, other than employment or retention by the contracting agency, in any contract or subcontract in connection with such project.
3. The requirement that no person or entity performing services for a contracting agency in connection with a project shall have, directly or indirectly, any financial or other personal interest in any real property acquired for the project.
4. The requirement for appropriate organizational conflicts of interest provisions which address allowable roles and responsibilities associated with the procurement, management, and administration of contracts.

#### Areas of Potential Conflicts

1. Persons (officers or employees of private consulting firms) having a position of influence, financial interest or other interest in any other private business that provides goods or services for projects where that interest may be in direct conflict with the best interest of the project.
2. Persons associated with officers or employees of private consulting firms as described in subparagraph (1) above that may have a position of influence, financial or other interest in any other private business that provides goods or services. Such persons may be relatives, partners or those having a position of influence, financial or other interest in the private engineering firm. Employees and their immediate family members of GDOT or impacted local government who are in a position of influence for a project may not have any such a relationship with a participating firm.
3. Real Estate Conflicts relating to TIA projects that fall under the umbrella of the particular contract under procurement.
4. Impartiality of the Program Manager in administering the work. The Program Manager (Lead firm) shall have no position of influence, or financial or other interest in any consulting firm employed by the State or local government for the implementation or execution of any phase of any TIA project(s) on the Approved Investment List(s) within a special district.
5. Impartiality of any other team member (sub-consultant). The program management team shall maintain the highest level of transparency and accountability; therefore, at GDOT's discretion, sub consultants may be excluded from participation on any team for future TIA projects on the Approved Investment List(s) within a special district during the life of this contract. Such exclusions may be warranted in the event the presence of the contracted team member might provide an unfair advantage to a proposing team or teams for an advertised TIA project on the Approved Investment List(s) within a special district contract or present other conflicts.
6. Procurement activities. The Program Manager and their sub-consultants will not be allowed to be voting members of any qualifications-based evaluations and selection of project delivery activities for the TIA projects on the Approved Investment List(s) within a special district, other than to provide impartial assistance and facilitation of the procurement process.