

ADDENDUM NO. 2

ISSUE DATE: April 8, 2013

This Addendum shall become and form a part of the RFQ for:

RFQ 484-041913TIA: Engineering Design Services for TIA Projects

NOTE PLEASE REVIEW CAREFULLY! THERE ARE CHANGES TO THE INFORMATION TO BE PROVIDED AND TO THE SUBMITTAL FORMAT. FAILURE TO ADHERE TO THE CHANGES ADDRESSED IN THIS ADDENDUM MAY RESULT IN DISQUALIFICATION.

In the event of a conflict between previously released information and the information contained herein, the latter shall control.

NOTE: Because of the changes to the criteria and format in the RFQ, as altered in this Addendum, signed acknowledgment of this addendum (this page) MUST be attached to your PROPOSAL.

Firm Name _____

Signature _____ Date _____

Typed Name and Title _____

This Addendum, including all questions and answers, shall become and form a part of the original RFQ package and shall be taken into account when preparing your proposal.

The purpose of this addendum is to provide the answers to the written questions received during the question and answer period of the RFQ Phase, as follows:

I. Questions and Answers:

	Questions	Answers
1	Are sub-consultants required to complete annual audits to be eligible to participate on the prime consultant's team?	The typical requirements for annual audits, accounting systems, and overhead rates are not required for TIA related solicitations, although they may be a consideration in the evaluation. Although the Department may elect to follow some or all of the requirements from a best practice standpoint, it also may elect to not follow some requirements in the interest of promoting competition, where determined to be in the best interests of the TIA program.
2	How many pages are allowed for the prime's experience in delivering similar projects? Section VI.B.3 allows two pages whereas VIII.B.3.d. limits this to one page.	Two pages are allowed. See the revisions pursuant to this addendum.

3	In which submittals should the one-page TIA understanding be provided? This is not detailed in Section VIII.	It should be submitted as part of the Experience and Qualifications for Submittal 1 and Submittal 2. See the revisions pursuant to this addendum.
4	Project #3, PI. # 0008519, does not require surveying pre-qualifications, however, survey is listed as a key resource. Please clarify.	Survey is being completed under other means presently. Survey is being removed from this project as a Key Team Lead pursuant to this addendum.
5	Can the organizational charts be provided on 11X17 pages, folded to 8.5X11?	The Department prefers that the organization chart be on 8.5 X 11 paper.
6	With RFQ 484-041213 being delayed until April 19 th , will there be consideration of delaying this TIA RFQ a week so they are both not due on the same day.	Yes. The new date will be 05/01/13. See the revisions pursuant to Addendum #1.

II. RFQ Section I.B., is DELETED and REPLACED by the below:

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

From the advertisement date of this solicitation until successful respondents are selected and the award is made official and 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 the submission of questions as instructed in the RFQ, or with the contact designated in **RFQ Section VIII.E.**, 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.

III. RFQ Section IV., is DELETED and REPLACED by the below:

IV. Selection Criteria for Phase I - Criteria for Evaluation of Statements of Qualifications

A. Minimum Requirements

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 VI.C.5.** below. All Submittals will be pre-screened to verify that the Prime consultant has the required Area Class(es) and that the overall team has the required Area Class(es).

Consideration shall also be given to certain criteria to allow the Department to analyze risks in determining if any Firm should be ineligible for award. The criteria which shall be considered include basic company information, firm's personnel resources, office locations, whether the firm is suspended or debarred, litigation history, pending regulatory inquiries, principles/team members under indictment, potential conflicts of interest, financial information, and failure to complete or removal from a contract. Any firm which responds in any potentially concerning manner regarding litigation history, potential conflicts of interest, and financial information must provide additional information as directed herein for consideration by GDOT Legal, Accounting, and/or Audit staff to determine if Firm is eligible for award.

B. Experience and Qualifications – 50%

The Selection Committee will evaluate all firms on their Experience and Qualifications, which shall account for a total of fifty (50%) percent of the total evaluation. **The following criteria for scoring Phase I of the evaluation will be utilized to determine which firms are shortlisted:**

- 20% Factor Project Manager education, registration, relevant engineering experience, relevant project management experience, experience in utilizing GDOT specific processes, manuals, or guidance, and workload.
- 20% Factor Key Team Leaders' education, registration, relevant technical experience, and relevant experience in utilizing GDOT specific processes, manuals, or guidance.
- 5% Factor Prime Consultant's experience for the previous five (5) years in delivering projects of similar complexity, size, scope, and function.
- 5% Factor Understanding of the TIA Program.

C. Volume of Work Previously Awarded by GDOT – 5%

The following criteria for scoring the Volume of Work Previously Awarded by GDOT will be utilized to determine which firms are shortlisted:

5% Factor The dollar amount of GDOT contracts awarded to the Prime Consultant during the last eighteen (18) months.

\$0.00 to \$500,000.00 awarded =	5 points
\$500,000.01 to \$999,999.99 awarded =	4 Points
\$1,000,000.00 to \$1,999,999.99 awarded =	3 Points
\$2,000,000.00 to \$2,999,999.99 awarded =	2 Points
\$3,000,000.00 to \$3,999,999.99 awarded =	1 Point
\$4,000,000.00 or greater awarded =	0 Points

D. Resources and Workload Capacity – 15%

The Selection Committee will evaluate all firms on their Resources availability and Workload Capacity which shall account for a total of fifteen (15%) percent of the total evaluation. **The following criteria for scoring the Resources and Workload Capacity will be utilized to determine which firms are shortlisted:**

- Resources dedicated to delivering project
- Workload capacity of Key Team Leaders
- Utilization of Small Businesses and DBEs

IV. RFQ Section VI., is DELETED and REPLACED by the below:

VI. Instructions for Content and Preparation of Statements of Qualifications – Phase I Response

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

A. Administrative Requirements

It is only required to submit the information below once as described in Section VIII.A.1 and not once for each project. This is general information and will not be scored but may be used to determine eligibility for selection.

1. Cover page for the overall submittal which must list the RFQ#, RFQ Title, and proposing firm's full legal name.
2. Complete the Certification 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 **ONLY**.
3. Complete the Georgia Security and Immigration Compliance Act Affidavit form (*Exhibit "III" enclosed with RFQ*), and provide a notarized original within the firm's Statement of Qualifications. This is to be submitted for the Prime **ONLY**.
4. Signed cover page of any Addenda issued for the Prime **ONLY**.

B. Minimum Requirements - Limited to two pages maximum (excluding any additional information provided to determine suitability for selection as called for in Section VI.B.3.a. through VI.B.3.f.)

It is only required to submit the information below once as described in Section VIII.A.2. and VIII.B.2. and not once for each project. This is general information for the Prime ONLY and will not be scored but may be used to determine eligibility for selection.

1. Provide basic company information:
 - a. Company name.
 - b. Company address.
 - c. Name and all contact information (telephone number(s) and e-mail address) of primary proposing contact (this will be the individual with whom the Department will direct all communications).
 - d. Company website (if available).
 - e. If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately.
 - f. Identify and provide addresses for the offices located in the State of Georgia and the number and disciplines of staff members employed in each office.
 - g. 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. Firms included on the current Federal list of firms suspended or debarred are not eligible for selection. Provide a statement that your Firm is not on the current Federal list of firms which are suspended or debarred – this information will be verified.
3. Firms which have any litigation, conflicts of interest, or financial information which may hinder their ability to perform or complete the project may be considered ineligible for selection. Firms should provide information specific to these areas as follows:
 - a. Has the firm or any affiliates been involved in any arbitration, litigation, mediation, dispute review board or other dispute resolution proceeding with a client, business partner, or government agency in the last ten years involving an amount in excess of \$500,000 related to performance on public infrastructure projects? If yes, provide any information which the Department should consider to determine if your firm is suitable for selection.
 - b. Are there any pending regulatory inquiries that could impact your ability to provide services if you are the selected consultant? If yes, provide any information which the Department should consider to determine if your firm is suitable for selection.
 - c. Are any team members/principals currently under indictment for any reason related to actions on public infrastructure projects? If yes, provide any information which the Department should consider to determine if your firm is suitable for selection.
 - d. 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.
 - e. List the submitting firm's annual average revenue for the past five (5) years. If you feel that any trends in the revenue may be concerning, provide any information which the Department should consider to determine if your firm is suitable for selection.
 - f. Has the firm ever been removed from a contract or failed to complete a contract as assigned due to cause or default? If yes, provide any information which the Department should consider to determine if your firm is suitable for selection.

C. Experience and Qualifications

It is required to submit the information below for each project in the manner prescribed in Sections VIII.A.3. and VIII.A.4 and Sections VIII.B.3 and VIII.B.4.

1. Provide information pertaining to the project manager including but not limited to:
 - a. Education.
 - b. Registration (if necessary and applicable.)
 - c. Relevant engineering experience.
 - d. Relevant project management experience for projects of similar complexity, size, scope, and function (no more than five (5) projects).
 - e. Any relevant experience utilizing GDOT specific processes, manuals, or guidance (Plan Development Process, Design Policy, Environmental Procedures Manual, etc.)
 - f. Provide a list of ALL projects on which the proposed project manager is currently committed, to enable the Department to ascertain the project manager's availability. Utilize a table similar to the following format with a minimum of all criteria indicated to provide the requested information:

Project Manager	PI/Project # for GDOT Projects/Name of Customer for Non-GDOT Projects	Role of PM on Project	Project Description	Current Phase of Project	Current Status of Project

This information is limited to two pages maximum (excluding the table).

2. Provide experience of Key Team Leaders (defined as those individuals who oversee project areas determined as particularly important to each specific project) (refer to the Project Description in **Exhibit I**, specifically Section 7 for the list of Key Team Leaders for each Project). For each Key Team Leader identified provide:
 - a. Education.
 - b. Registration (if necessary and applicable.)
 - c. Relevant experience in the applicable resource area (on no more than three (3) of the most relevant projects).
 - d. Any relevant experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.) which are specific to the key resource area.

This information is limited to one page maximum for each Key Team Leader. Respondents are also allowed one page to provide information regarding additional areas identified as important to the project, to discuss how the key areas will integrate and work together on the projects, or to discuss any information which is pertinent to these areas. Respondents submitting more than one page for each Key Team Leader identified or more than the one additional page allowed, will be subject to disqualification.

3. Provide information on the prime's experience and ability in delivering effective services for projects of similar complexity, size, scope, and function for the previous five (5) years. Describe no more than five (5) 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:
 - 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. Any experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.)
 - e. Client(s) current contact information including contact names and telephone numbers.

f. Involvement of any of the Key Team Leaders on the projects.

This information is limited to two pages maximum.

4. Provide information on the prime's understanding of the TIA program and vision for how the firm will ensure success given the unique challenges.

This information is limited to one page maximum.

5. Area Classes - 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 and their subconsultant team members must meet the Area Class requirements listed in **Exhibit I** for each project on which they apply. In regards to the required Area Classes, for each project/contract on which they apply, respondents should submit a summary form (example provided in **Exhibit IV**) which details the required area classes for the Prime Consultant and all subconsultants or joint-venture of consultants on the team listed in the Statement of Qualifications. The area classes listed on the summary form must meet all required area classes or the team will be disqualified.

This information is limited to the Area Class table.

D. Resources/Workload Capacity

It is required to submit the information below for each project in the manner prescribed in Section VIII.A.5 and VIII.B.5.

This information is limited to one page of text, excluding the table.

1. Provide information regarding the overall resources dedicated to delivering the specific project, including:
 - a. Organizational chart (8 ½ X 11 preferred) which identifies the project manager, prime, Key Team Leaders, support personnel, and reporting structure.
 - b. Identify and discuss the primary office which will be responsible for handling the specific project and the number and types of staff within the office and how this office could benefit the project and promote efficiency.
2. Provide a table similar to the below, with a minimum of all criteria indicated, to the below which identifies ALL projects the Key Team Leaders (refer to the Project Description in **Exhibit I**, specifically Section 7 for the list of Key Team Leaders for each Project) are committed on to enable the Department to ascertain the available capacity.

Key Team Leader	PI/Project # for GDOT Projects/Name of Customer for Non-GDOT Projects	Role of Key Team Leader on Project	Project Description	Current Phase of Project	Current Status of Project

3. Provide information which details the usage of small businesses and DBEs proposed on the project which is in accordance with the GDOT Board Resolution promoting the participation of groups such as small businesses and DBE's (including minority and women owned businesses, and veteran owned businesses).

This information is limited to one page of text and one page for the organizational chart excluding the table.

V. RFQ, Section VII. Instructions for Preparing Suitability and Past Performance Response – Phase II Response is DELETED and REPLACED in its entirety by the below:

VII. Instructions for Preparing Suitability and Past Performance Response – Phase II Response

The following information will only be requested of the shortlisted firms. The Selection Committee will evaluate the shortlisted firms using the information provided as requested below (**NOTE: Scores from Phase I will be carried forward to Phase II**):

A. Suitability

This information will be limited to a maximum of three (3) pages.

Furnish information that may serve to differentiate your firm from other firms and evidence of the firm's fit to the project and/or needs of GDOT, including:

1. Technical Approach to Delivering the Project
 - a. Provide any unique technical approaches your firm offers relative to addressing anticipated design concepts, use of any alternative methods for delivery (if applicable), and/or management of the project.
 - b. Unique challenges of the project and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures.
2. Provide any specific qualifications, skills, and knowledge which your firm has, and location of the office which will be responsible for the project, which could benefit the project.

B. Past Performance

No additional information should be submitted to fulfill this requirement. Information from the relevant projects listed as well as information on file with the Department will be used to fulfill this requirement.

Past performance may be evaluated through the checking of project references for the proposed project manager as well as the firm. The Department will check these references at random. For this reason, attention should be paid to the references provided to ensure that the contact information provided is accurate and the individual references are reachable. Other past performance information which may be utilized includes GDOT consultant performance ratings as well as knowledge that any member of the Selection Committee has pertaining to the past performance of the firm on any project.

VI. RFQ Section VIII., is DELETED and REPLACED by the below:

VIII. Instructions for Submittal for Phase I - Statements of Qualifications

There are three submittals required. Submittal #1 is a master submittal containing one (1) copy of all required submittals for all projects. Submittal #2 will contain multiple copies of certain sections which will be distributed to the evaluation committee members. It is important to note that the sections of Submittal #2 are stapled as required and the overall Submittal #2 is bound using a binder clip or other similar fashion which allows the individually stapled sections to be removed and distributed easily. Submittal #3 is an electronic version of Submittal #1 which allow for GDOT to maintain the files electronically. See **Attachment 1** for a summary of how the submittals should be prepared. Submittals are as follows:

A. Submittal #1

Respondents should prepare One (1) complete original with one copy of all requested information. Submittal #1 should be stapled or bound together and organized in the following manner:

1. Administrative Requirements

Provide one cover page for the overall submittal. No letter is required or desired. The cover page should list the RFQ number and title, as well as have the proposing firm's full legal name.

- a. Attach the completed and notarized Certification Form (*Exhibit "II" enclosed with RFQ*) for the Prime **ONLY**.
- b. Attach the completed and notarized Georgia Security and Immigration Compliance Act Affidavit form (*Exhibit "III" enclosed with RFQ*) for the Prime **ONLY**.
- c. Attach any signed Addendum(s) as issued. All Addenda should be acknowledged by the Prime **ONLY** by signing and including the first page.

2. Minimum Requirements

One (1) original of the following Minimum Requirements should be provided (Limited to two pages excluding any additional information - Any additional pages should be included directly after the first or second page (if utilized) of the Minimum Requirements Section):

- a. Provide Basic Company Information.
- b. Provide statement that Firm is not on the current Federal list of suspended or debarred firms.
- c. Provide information regarding litigation, conflicts of interest and financial stability (NOTE: If you answer yes or provide information on conflicts of interest or financial information which may be viewed as concerning, provide any information which the Department should consider to determine if your firm is suitable for selection – these pages will not count toward the maximum page limit but should be kept to a minimum):
 - 1) Statement on 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.
 - 2) Statement on any pending regulatory inquiries that could impact your ability to provide services if you are the selected consultant.
 - 3) Statement on whether there any team members/principals currently under indictment.
 - 4) Statement of Disclosure, which will allow GDOT to evaluate possible conflicts of interest.
 - 5) List the submitting firm's annual average revenue for the past five (5) years.
 - 6) Statement on whether the firm has ever been removed from a contract or failed to complete a contract as assigned due to cause or default.

3. Experience and Qualifications

One (1) original of the Experience and Qualifications should be provided for each project (if multiple projects are being sought, all pages for each specific project should be grouped together with the Understanding of the TIA Program and Resources/Workload Capacity):

- a. **For the Experience and Qualifications, provide a cover page (cover page must list the RFQ # and title, firm name, and the applicable PI and project number(s)) for each specific project along with the below required information. If multiple projects/contracts are being sought, each original should be grouped together by specific project.**
- b. Project Manager – This information is limited to two pages excluding the Project Manager availability table. Attach the table detailing project manager availability directly behind the Project Manager pages.
- c. Experience of Key Team Leaders – This information is limited to a maximum of one page for each Key Team Leader. Respondents are also allowed one page to provide information regarding additional areas identified as important to the project, to discuss how the key areas will integrate and work together on the projects, or to discuss any information which is pertinent to these areas. Respondents submitting more than one page for each Key Team Leader identified or more than the one additional page allowed, will be subject to disqualification.
- d. Prime's experience in delivering projects of similar complexity, size, scope, and function. This information is limited to a maximum of one page.
- e. Provide the summary page (**see Exhibit IV**) of the team members which meet the required area classes. This must be specific to each project/contract.

4. Understanding of the TIA Program

One (1) original of the Understanding of the TIA program should be provided for each project (if multiple projects are being sought, all pages for each specific project should be grouped together with the Experience and Qualifications and Resources and Workload Capacity) – This information is limited to one page of text.

Provide any pertinent information regarding the Prime's understanding of the TIA program and the vision for how the firm will ensure success given the unique challenges of the TIA program.

5. Resources and Workload Capacity

One (1) original of the Resources/Workload Capacity should be provided for each project (if multiple projects are being sought, all pages for each specific project should be grouped together with the Experience and Qualifications and Understanding of the TIA Program) – This information is limited to the organization chart, one page of text, and the table:

- a. Provide organization chart.
- b. Discuss the primary office which will be responsible for handling the specific project and the number and types of staff within the office and how this office could benefit the project and promote efficiency.
- c. Provide table which identifies the current GDOT projects the Key Team Leaders are committed on to enable the Department to ascertain the available capacity.
- d. Provide information which details the usage of small businesses and DBEs proposed on the project.

B. Submittal #2

Respondents should prepare One (1) copy with all requested information, which will include additional copies of certain sections as directed below. This submittal should be either bound together utilizing a binder clip or in other manner which allows for it to be easily separated to be distributed to the evaluation committee and organized in the following manner:

1. Administrative Requirements

Not Required for Submittal #2

2. Minimum Requirements

Three (3) copies of the following Minimum Requirements should be provided and each copy should be grouped together and stapled individually in the upper left hand corner (Limited to two pages excluding any additional information - Any additional pages should be included directly after the first or second page (if utilized) of the Minimum Requirements Section):

- a. Provide Basic Company Information.
- b. Provide statement that Firm is not on the current Federal list of suspended or debarred firms.
- c. Provide information regarding litigation, conflicts of interest and financial stability (NOTE: If you answer yes or provide information on conflicts of interest or financial information which may be viewed as concerning, provide any information which the Department should consider to determine if your firm is suitable for selection – these pages will not count toward the maximum page limit but should be kept to a minimum):
 - 1) Statement on 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.
 - 2) Statement on any pending regulatory inquiries that could impact your ability to provide services if you are the selected consultant.
 - 3) Statement on whether there any team members/principals currently under indictment.
 - 4) Statement of Disclosure, which will allow GDOT to evaluate possible conflicts of interest.

- 5) List the submitting firm's annual average revenue for the past five (5) years.
- 6) Statement on whether the firm has ever been removed from a contract or failed to complete a contract as assigned due to cause or default.

3. Experience and Qualifications

Five (5) copies of the Experience and Qualifications should be provided for each project (if multiple projects are being sought, all pages for each specific project should be grouped together with the Understanding of the TIA Program and Resources/Workload Capacity):

- a. **For the Experience and Qualifications, provide a cover page (cover page must list the RFQ # and title, firm name, and the applicable PI and project number(s)) for each specific project along with the below required information. If multiple projects/contracts are being sought, each original should be grouped together by specific project.**
- b. Project Manager – This information is limited to two pages excluding the Project Manager availability table. Attach the table detailing project manager availability directly behind the Project Manager pages.
- c. Experience of Key Team Leaders – This information is limited to a maximum of one page for each Key Team Leader. Respondents are also allowed one page to provide information regarding additional areas identified as important to the project, to discuss how the key areas will integrate and work together on the projects, or to discuss any information which is pertinent to these areas. Respondents submitting more than one page for each Key Team Leader identified or more than the one additional page allowed, will be subject to disqualification.
- d. Prime's experience in delivering projects of similar complexity, size, scope, and function. This information is limited to a maximum of one page.
- e. Provide the summary page (**see Exhibit IV**) of the team members which meet the required area classes. This must be specific to each project/contract.

4. Understanding of the TIA Program

Five (5) copies of the Understanding of the TIA program should be provided for each project (if multiple projects are being sought, all pages for each specific project should be grouped together with the Experience and Qualifications and Resources and Workload Capacity) – This information is limited to one page of text.

Provide any pertinent information regarding the Prime's understanding of the TIA program and the vision for how the firm will ensure success given the unique challenges of the TIA program.

5. Resources and Workload Capacity

Five (5) copies of the Resources/Workload Capacity should be provided for each project (if multiple projects are being sought, all pages for each specific project should be grouped together with the Experience and Qualifications and Understanding of the TIA Program) – This information is limited to the organization chart, one page of text, and the table:

- a. Provide organization chart.
- b. Discuss the primary office which will be responsible for handling the specific project and the number and types of staff within the office and how this office could benefit the project and promote efficiency.
- c. Provide table which identifies the current GDOT projects the Key Team Leaders are committed on to enable the Department to ascertain the available capacity.

C. Submittal #3

One complete copy must be provided via CD as a single .pdf file. The file name of the document on the CD should be the RFQ number and the Consultant Name (**RFQ 484-041913TIA** – Consultant Name). This submittal should be organized exactly as Submittal #1.

- D. Submittals must be typed on standard (8½" x 11") paper. The pages of the qualification submittals will be counted by section and therefore, numbering is not required. Responses are limited to the page counts

indicated in each section and should be double-sided using a minimum of size 11 font. Each Statement of Qualifications shall be prepared simply and economically as indicated above. Fancy bindings, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content.

NOTE: Additional pages other than what has been specified above in each section **should not be included.**

Submittals must be sealed in an opaque envelope or box, and reference **RFQ 484-041913TIA 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, 19th 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.

E. 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**. 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 award is made official and announced, respondents are subject to the Restriction of Communication in **Section I.B.**

VII. RFQ Section IX. Entitled Instructions for Submittal for Phase II - Suitability and Past Performance Response, is DELETED and REPLACED by the below:

IX. Instructions for Submittal for Phase II - Suitability and Past Performance Response

THESE INSTRUCTIONS ARE INTENDED SOLELY FOR THOSE FIRMS IDENTIFIED AND NOTIFIED AS FINALISTS. Final Instructions will be provided to the Finalists in the notification.

There are three (3) submittals required as follows:

A. Submittal #1

Respondents should prepare one (1) complete original with one copy of all requested information. **If the firm is a Finalist on multiple projects, provide a cover page (cover page must list the RFQ # and title, firm name, and the applicable project number(s)) for each specific project along with the below required information.** Submittal #1 should be stapled or bound together and organized in the following manner:

1. Provide one cover page for the overall submittal. No letter is required or desired. The cover page should list the RFQ number and title and should display it as a response to **Phase II**, as well as have the proposing firm's full legal name.
2. Furnish information that may serve to differentiate your firm from other firms and evidence of the firm's fit to the project and/or needs of GDOT, including:
 - a. Technical Approach to Delivering the Project.
 - b. Provide any unique technical approaches your firm offers relative to addressing anticipated design concepts, use of any alternative methods for delivery (if applicable), and/or management of the project.
 - c. Unique challenges of the project and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures.
3. Provide any specific qualifications, skills, and knowledge which your firm has, and location of the office which will be responsible for the project, which could benefit the project.

This information will be limited to a maximum of three (3) pages.

B. Submittal #2

Respondents should prepare Five (5) copies with all requested information. **If the firm is a Finalist on multiple projects, provide a cover page (cover page must list the RFQ # and title, firm name, and the applicable project number(s)) for each specific project along with the below required information.** Submittal #2 should be either bound together utilizing a binder clip or in other manner which allows for it to be easily separated to be distributed to the evaluation committee and organized in the following manner:

1. Provide one cover page for the overall submittal. No letter is required or desired. The cover page should list the RFQ number and title and should display it as a response to **Phase II**, as well as have the proposing firm's full legal name.
2. Furnish information that may serve to differentiate your firm from other firms and evidence of the firm's fit to the project and/or needs of GDOT, including:
 - a. Technical Approach to Delivering the Project.
 - b. Provide any unique technical approaches your firm offers relative to addressing anticipated design concepts, use of any alternative methods for delivery (if applicable), and/or management of the project.
 - c. Unique challenges of the project and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures.
3. Provide any specific qualifications, skills, and knowledge which your firm has, and location of the office which will be responsible for the project, which could benefit the project.

C. Submittal #3

One complete copy must be provided via CD as a single .pdf file. The file name of the document on the CD should be the RFQ number and **Phase II** Response, and the Consultant Name (**RFQ 484-041913TIA – Consultant Name**). This submittal should be organized exactly as Submittal #1.

- D. Submittals must be typed on standard (8½" x 11") paper. The pages of the qualification submittals must be numbered. Responses are limited to the page counts indicated in each section and should be double-sided using a minimum of size 11 font. Each **Phase II Response** shall be prepared simply and economically as indicated above. Fancy bindings, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content.

NOTE: Additional pages other than what has been specified above in each section **should not be included.**

Submittals must be sealed in an opaque envelope or box, and reference **RFQ 484-041913TIA and the words “PHASE II RESPONSE”** 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 Notice to Finalists at the exact address below:

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

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

Responses 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.

E. Questions and Requests for Clarification

Questions about any aspect of the Phase II Response for Finalists, shall be submitted in writing via e-mail to: **Karen Mims, e-mail: kmims@dot.ga.gov**, or as directed in the Notice to Finalists, if different. The deadlines for submission of questions relating to the Phase II Response will be identified in the Notice to Finalists. From the issue date of this solicitation until a successful proposer is selected and the award is made official and announced, respondents are subject to the Restriction of Communication in **Section I.B.**

VIII. RFQ Exhibits I-1 through I-7 are DELETED and REPLACED by the attached Exhibits I-1 through I-7.

IX. RFQ Attachment 1, entitled “Submittal Formats for GDOT Engineering Projects for TIA”, is added for reference.

EXHIBIT I-1

Project/Contract 1

1. Project Numbers: 0008347
2. PI Numbers: 0008347
3. County(ies): Columbia
4. Description: Wrightsboro Road Improvements from SR 388/Lewiston Rd to SR 223/ Robinson Ave
5. Required Area Classes:

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 sub-consultants, who are considered team members. The Prime Consultant must be prequalified in the Area Classes identified below in Section 5.A. The Prime Consultant or sub-consultant team members must be prequalified in the Area Classes identified below in Section 5.B. Respondents should submit a summary form (example provided in **Exhibit IV**) which details the required area classes for the Prime Consultant and all sub-consultants or joint-venture of consultants on the team listed in the Statement of Qualifications. The area classes listed on the summary form must meet all required area classes or the team will be disqualified. The Prequalification Expiration Date must be current by the deadline stated for this RFQ.

A. The **Prime Consultant** **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
3.01	Two-Lane or Multi-lane Rural Roadway Design
3.02	Two-Lane or Multi-lane urban Roadway Design

B. The **Team** (either the Prime Consultant and/or one or more of their subconsultant team members) **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
1.06(a)	NEPA
1.06(b)	History
1.06(c)	Air Quality
1.06(d)	Noise
1.06(e)	Ecology
1.06(f)	Archaeology
3.12	Hydraulic and Hydrological Studies (Roadway)
3.06	Traffic Operations Studies
3.07	Traffic Operations Design
5.02	Engineering Surveying
5.03	Geodetic Surveying
5.04	Aerial Photography
5.05	Photogrammetry
5.08	Overhead/Subsurface Utility Engineering (SUE)
6.01(a)	Soil Survey Studies
6.05	Hazardous Waste Site Assessment Studies
9.01	Erosion, Sedimentation, and Pollution Control Plan

6. Scope:

The Consultant shall provide survey, environmental, and design services which facilitate the improvement of the level of service of Wrightsboro Road via the use of facilities that support increased motor vehicle capacity, and manage access to and from the corridor; and, incorporate measures throughout the corridor to safely support pedestrians and bicyclists.

7. Key Team Leaders:

- A. Roadway.
- B. Environmental.
- C. Survey.
- D. Subsurface Utility Engineering (SUE).

EXHIBIT I-2

Project/Contract 2

1. Project Numbers: 0011376
2. PI Numbers: 0011376
3. County(ies): Jefferson
4. Description: Convert Hoyt Braswell Road to Truck Route

5. Required Area Classes:

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 sub-consultants, who are considered team members. The Prime Consultant must be prequalified in the Area Classes identified below in Section 5.A. The Prime Consultant or sub-consultant team members must be prequalified in the Area Classes identified below in Section 5.B. Respondents should submit a summary form (example provided in **Exhibit IV**) which details the required area classes for the Prime Consultant and all sub-consultants or joint-venture of consultants on the team listed in the Statement of Qualifications. The area classes listed on the summary form must meet all required area classes or the team will be disqualified. The Prequalification Expiration Date must be current by the deadline stated for this RFQ.

A. The **Prime Consultant** **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
3.01	Two-Lane or Multi-lane Rural Roadway Design
3.02	Two-Lane or Multi-lane urban Roadway Design

B. The **Team** (either the Prime Consultant and/or one or more of their sub-consultant team members) **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
1.06(a)	NEPA
1.06(b)	History
1.06(c)	Air Quality
1.06(d)	Noise
1.06(e)	Ecology
1.06(f)	Archaeology
3.12	Hydraulic and Hydrological Studies (Roadway)
6.01(a)	Soil Survey Studies
9.01	Erosion, Sedimentation, and Pollution Control Plan

6. Scope:

The Consultant shall provide environmental and design services to facilitate the conversion of Hoyt Braswell Road to a Truck Route from US 1 to Kings Mill Road by widening existing lanes to 12' lanes and resurfacing.

7. Key Team Leaders:

- A. Roadway.
- B. Environmental.

EXHIBIT I-3

Project/Contract 3

1. Project Numbers: 0008519
2. PI Numbers: 0008519
3. County(ies): Jenkins
4. Description: Widen SR 67 and Add Turn Lanes.
5. Required Area Classes:

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 sub-consultants, who are considered team members. The Prime Consultant must be prequalified in the Area Classes identified below in Section 5.A. The Prime Consultant or sub-consultant team members must be prequalified in the Area Classes identified below in Section 5.B. Respondents should submit a summary form (example provided in **Exhibit IV**) which details the required area classes for the Prime Consultant and all sub-consultants or joint-venture of consultants on the team listed in the Statement of Qualifications. The area classes listed on the summary form must meet all required area classes or the team will be disqualified. The Prequalification Expiration Date must be current by the deadline stated for this RFQ.

A. The **Prime Consultant** **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
3.01	Two-Lane or Multi-lane Rural Roadway Design
3.02	Two-Lane or Multi-lane urban Roadway Design

B. The **Team** (either the Prime Consultant and/or one or more of their subconsultant team members) **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
1.06(a)	NEPA
1.06(b)	History
1.06(c)	Air Quality
1.06(d)	Noise
1.06(e)	Ecology
1.06(f)	Archaeology
3.12	Hydraulic and Hydrological Studies (Roadway)
5.08	Overhead/Subsurface Utility Engineering (SUE)
6.01(a)	Soil Survey Studies
6.05	Hazardous Waste Site Assessment Studies
9.01	Erosion, Sedimentation, and Pollution Control Plan

6. Scope:

The Consultant shall provide environmental and design services to facilitate minor widening on SR 67 in Millen from CR 54 (Old Sylvania) at mile post 14.74 to CR 218 (Industrial Park) at mile post 15.62. The proposed typical section would consist of one 12ft travel lane in each direction with a 14ft. flush median. The shoulders will consist of curb, gutter and sidewalk on each side.

7. Key Team Leaders:

- A. Roadway.
- B. Environmental.
- C. SUE.

EXHIBIT I-4

Project/Contract 4

- 1. Project Numbers: 232020-, 0011403, 0011404
- 2. PI Numbers: 232020-, 0011403, 0011404
- 3. County(ies): Richmond
- 4. Description: 232020- Improvements to SR 104/Riverwatch Pkwy Median Barrier – Jones St to I-20
0011403 Riverwatch Parkway and Fury’s Ferry Road Intersection Improvements
0011404 Riverwatch Parkway and Stevens Creek Road Intersection Improvements
- 5. Required Area Classes:

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 sub-consultants, who are considered team members. The Prime Consultant must be prequalified in the Area Classes identified below in Section 5.A. The Prime Consultant or sub-consultant team members must be prequalified in the Area Classes identified below in Section 5.B. Respondents should submit a summary form (example provided in **Exhibit IV**) which details the required area classes for the Prime Consultant and all sub-consultants or joint-venture of consultants on the team listed in the Statement of Qualifications. The area classes listed on the summary form must meet all required area classes or the team will be disqualified. The Prequalification Expiration Date must be current by the deadline stated for this RFQ.

A. The **Prime Consultant** **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
3.01	Two-Lane or Multi-lane Rural Roadway Design
3.02	Two-Lane or Multi-lane urban Roadway Design

B. The **Team** (either the Prime Consultant and/or one or more of their sub-consultant team members) **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
1.06(a)	NEPA
1.06(b)	History
1.06(c)	Air Quality
1.06(d)	Noise
1.06(e)	Ecology
1.06(f)	Archaeology
5.02	Engineering Surveying
5.03	Geodetic Surveying
5.04	Aerial Photography
5.05	Photogrammetry
5.07	Cartography
6.01(a)	Soil Survey Studies
9.01	Erosion, Sedimentation, and Pollution Control Plan

- 6. Scope:

The Consultant shall provide:

- 232020- Survey, environmental and design services to facilitate construction of a median barrier from I-20 to Jones Street.
- 0011403 & 0011404 Environmental and design services to analyze, design, and facilitate construction appropriate treatments to improve the intersection of Riverwatch Parkway and Fury’s Ferry Road.

7. Key Team Leaders:

- A. Roadway.
- B. Environmental.

**EXHIBIT I-5
Project/Contract 5**

1. Project Numbers: 0011428
2. PI Numbers: 0011428
3. County(ies): Dooly
4. Description: US 41 – Passing Lanes and Traffic Signals
5. Required Area Classes:

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 sub-consultants, who are considered team members. The Prime Consultant must be prequalified in the Area Classes identified below in Section 5.A. The Prime Consultant or sub-consultant team members must be prequalified in the Area Classes identified below in Section 5.B. Respondents should submit a summary form (example provided in **Exhibit IV**) which details the required area classes for the Prime Consultant and all sub-consultants or joint-venture of consultants on the team listed in the Statement of Qualifications. The area classes listed on the summary form must meet all required area classes or the team will be disqualified. The Prequalification Expiration Date must be current by the deadline stated for this RFQ.

A. The **Prime Consultant** **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
3.01	Two-Lane or Multi-lane Rural Roadway Design
3.02	Two-Lane or Multi-lane urban Roadway Design

B. The **Team** (either the Prime Consultant and/or one or more of their sub-consultant team members) **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
1.06(a)	NEPA
1.06(b)	History
1.06(c)	Air Quality
1.06(d)	Noise
1.06(e)	Ecology
1.06(f)	Archaeology
3.06	Traffic Operations Studies
3.07	Traffic Operations Design
3.12	Hydraulic and Hydrological Studies (Roadway)
5.02	Engineering Surveying
5.03	Geodetic Surveying
5.04	Aerial Photography
5.05	Photogrammetry
6.01(a)	Soil Survey Studies
9.01	Erosion, Sedimentation, and Pollution Control Plan

6. Scope:

The Consultant shall provide environmental, survey, and design services to facilitate the construction of passing lanes and the installation of traffic signals at major intersections along US 41 from Houston County line to the Crisp County line.

7. Key Team Leaders:

- A. Roadway.
- B. Environmental.

EXHIBIT I-6

Project/Contract 6

1. Project Numbers: 0011438
2. PI Numbers: 0011438
3. County(ies): Sumter
4. Description: Improvements to South Georgia Tech Parkway
5. Required Area Classes:

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 sub-consultants, who are considered team members. The Prime Consultant must be prequalified in the Area Classes identified below in Section 5.A. The Prime Consultant or sub-consultant team members must be prequalified in the Area Classes identified below in Section 5.B. Respondents should submit a summary form (example provided in **Exhibit IV**) which details the required area classes for the Prime Consultant and all sub-consultants or joint-venture of consultants on the team listed in the Statement of Qualifications. The area classes listed on the summary form must meet all required area classes or the team will be disqualified. The Prequalification Expiration Date must be current by the deadline stated for this RFQ.

A. The **Prime Consultant** **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
3.01	Two-Lane or Multi-lane Rural Roadway Design
3.02	Two-Lane or Multi-lane urban Roadway Design

B. The **Team** (either the Prime Consultant and/or one or more of their sub-consultant team members) **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
1.06(a)	NEPA
1.06(b)	History
1.06(c)	Air Quality
1.06(d)	Noise
1.06(e)	Ecology
1.06(f)	Archaeology
3.12	Hydraulic and Hydrological Studies (Roadway)
5.02	Engineering Surveying
5.03	Geodetic Surveying
5.05	Photogrammetry
6.01(a)	Soil Survey Studies
9.01	Erosion, Sedimentation, and Pollution Control Plan

6. Scope:

The Consultant shall provide survey, environmental, and design services to facilitate improvements on South Georgia Tech Parkway/Southerfield Road from Hwy 49 (east terminus) to US 19 (west terminus).

7. Key Team Leaders:

- A. Roadway.
- B. Environmental.

EXHIBIT I-7

Project/Contract 7

- 1. Project Numbers: 0011440
- 2. PI Numbers: 0011440
- 3. County(ies): Talbot
- 4. Description: Pobiddy Rd Resurfacing and Improvements
- 5. Required Area Classes:

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 sub-consultants, who are considered team members. The Prime Consultant must be prequalified in the Area Classes identified below in Section 5.A. The Prime Consultant or sub-consultant team members must be prequalified in the Area Classes identified below in Section 5.B. Respondents should submit a summary form (example provided in **Exhibit IV**) which details the required area classes for the Prime Consultant and all sub-consultants or joint-venture of consultants on the team listed in the Statement of Qualifications. The area classes listed on the summary form must meet all required area classes or the team will be disqualified. The Prequalification Expiration Date must be current by the deadline stated for this RFQ.

A. The **Prime Consultant MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
3.01	Two-Lane or Multi-lane Rural Roadway Design
3.02	Two-Lane or Multi-lane urban Roadway Design

B. The **Team** (either the Prime Consultant and/or one or more of their sub-consultant team members) **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
1.06(a)	NEPA
1.06(b)	History
1.06(c)	Air Quality
1.06(d)	Noise
1.06(e)	Ecology
1.06(f)	Archaeology
3.12	Hydraulic and Hydrological Studies (Roadway)
5.02	Engineering Surveying
5.03	Geodetic Surveying
6.01(a)	Soil Survey Studies
9.01	Erosion, Sedimentation, and Pollution Control Plan

- 6. Scope:

The Consultant shall provide survey, environmental and design services to facilitate resurfacing and improving 9.1 miles of Pobiddy Road.

- 7. Key Team Leaders:
 - A. Roadway.
 - B. Environmental.

ATTACHMENT 1

Submittal Formats for GDOT Engineering Projects for TIA

I. Submittal #1

of Pages Allowed

A. Administrative Requirements

- | | | | |
|----|---|----|------------------|
| 1. | Cover Page for Overall Submittal– List RFQ #, RFQ title, and proposing firm's full legal name | -> | 1 |
| 2. | Notarized Certification Form (Exhibit II) for Prime | -> | 1 |
| 3. | Notarized Georgia Security and Immigration Compliance Act Affidavit (Exhibit III) | -> | 1 |
| 4. | Signed Cover Page of any Addenda Issued | -> | 1 (each addenda) |

B. Minimum Requirements

- | | | | |
|----|--|----|----------|
| 1. | Basic Company Information | | |
| 2. | Statement on suspension or debarment | | |
| 3. | Arbitration, litigation, mediation, dispute review, etc. | | |
| 4. | Pending regulatory inquiries | | |
| 5. | Team members/principles under indictment | | 2 |
| 6. | Conflicts of Interest | | |
| 7. | Revenue | | |
| 8. | Failure to complete/removal from contracts | | |
| 9. | Additional pages, if required, due to any "yes" answer to a through f. (should be kept to minimum) | -> | Excluded |

C. Experience and Qualifications

- | | | | |
|----|---|----|----------|
| 1. | Project Manager Experience | | |
| a. | Education | | |
| b. | Registration | | 2 |
| c. | Relevant engineering experience | | |
| d. | Relevant project management experience | | |
| e. | Relevant experience using GDOT specific processes, etc. | | |
| f. | Table detailing Project Manager Availability | -> | Excluded |
| 2. | Key Team Leader Experience | | |
| a. | Education | | |
| b. | Registration | | 1 (each) |
| c. | Relevant experience in applicable resource area | | |
| d. | Relevant experience using GDOT specific processes, etc. | | |
| e. | Additional Page for Discussion on key resources | -> | 1 |
| 3. | Prime's Experience | | |
| a. | Client information | | |
| b. | Description of overall project and services performed | | 2 |
| c. | Duration of project services | | |
| d. | Relevant experience using GDOT specific processes, etc. | | |
| e. | Clients current contact information | | |
| f. | Involvement of Key Team Leads on the projects listed | | |
| 4. | Understanding of the TIA Program | -> | 1 |
| 5. | Area Class Table | -> | Excluded |

D. Resources/Workload Capacity

- | | | | |
|----|--|----|----------|
| 1. | Overall Resources dedicated to project | | |
| a. | Organization chart | -> | Excluded |
| b. | Primary office to handle project and staff description of office and benefits of office | -> | 1 |
| 2. | Key Team Leaders Resource commitment table | -> | Excluded |
| 3. | Information detailing usage of small businesses and DBEs (included in the one page limit for this section) | -> | Excluded |

Submittal #1 should be one complete copy of Section A and B above, and one complete copy of each project being sought, with cover sheet for each project, for Section C and D above. Pages should be printed front and back to conserve paper and all should be bound as one submittal using staples or binder clips, or other efficient, low cost method. Submittal #3 should be an exact duplicate of Submittal #1 but in electronic format on a CD.

1
Cover
Page
For
Overall
Submittal
Project
sought

ATTACHMENT 1

II. Submittal #2

of Pages Allowed

1 C o v e r P a g e F o r O v e r a l l S u b m i t t a l	Three copies, cover page for each copy, printed front and back, stapled individually and all copies grouped/bound together with binder clip or rubber band	A. Administrative Requirements – Not Applicable for Submittal #2	
		B. Minimum Requirements	
		1. Basic Company Information	
		2. Statement on suspension or debarment	
		3. Arbitration, litigation, mediation, dispute review, etc.	2
		4. Pending regulatory inquiries	
		5. Team members/principles under indictment	
		6. Conflicts of Interest	
		7. Revenue	
		8. Failure to complete/removal from contracts	
		9. Additional pages, if required, due to any "yes" answer to a through f. (should be kept to minimum)	-> Excluded
		C. Experience and Qualifications	
		1. Project Manager Experience	
		a. Education	
		b. Registration	
		c. Relevant engineering experience	
		d. Relevant project management experience	2
		e. Relevant experience using GDOT specific processes, etc.	
		f. Table detailing Project Manager Availability	-> Excluded
		2. Key Team Leader Experience	
	a. Education		
	b. Registration		
	c. Relevant experience in applicable resource area		
	d. Relevant experience using GDOT specific processes, etc.	1 (each)	
	e. Additional Page for Discussion on key resources	-> 1	
	3. Prime's Experience		
	a. Client information		
	b. Description of overall project and services performed	2	
	c. Duration of project services		
	d. Relevant experience using GDOT specific processes, etc.		
	e. Clients current contact information		
	f. Involvement of Key Team Leaders on the projects listed		
	4. Understanding of the TIA Program	-> 1	
	5. Area Class Table	-> Excluded	
	D. Resources/Workload Capacity		
	1. Overall Resources dedicated to project		
	a. Organization chart	-> Excluded	
	b. Primary office to handle project and staff description of office and benefits of office	1	
	2. Key Team Leaders commitment table	-> Excluded	
	3. Information detailing usage of small businesses and DBEs (included in the one page limit for this section)		

Submittal #2 should be three complete copies of Section A and B above (Minimum Requirements). Each copy should include a cover page, should be printed front and back, and stapled individually. All three copies should be grouped/bound together with a binder clip or rubber band. Submittal #2 should also include five complete copies of Section B and C above (Experience and Qualifications and Resources/Workload Capacity). Each copy should include a cover page, should be printed front and back, and stapled individually. All five copies should be grouped/bound together with a binder clip or rubber band. The entire submittal should have one cover page and be bound together with rubber band or binder clip (if thin enough) or other low cost method which allows for easy separation of all copies which will be distributed to the selection committee members.