

**ADDENDUM NO. 3**

**ISSUE DATE: April 26, 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 clarify the placement of the “Volume of Work Previously Awarded by GDOT” in the Statements of Qualifications. The below will clarify that the Exhibit should be provided with the Administrative Requirements:**

**I. RFQ Section VI.A., Administrative Requirements is modified by adding VI.A.5. as stated 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. Number five (5) will be utilized as part of the 100% scoring.**

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**.
5. Provide completed Exhibit VII – Volume of Work Previously Awarded by GDOT.

**II. RFQ Section VIII.A.1 is modified by adding VIII.A.1.d. as stated 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 "I" 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.
- d. Attach completed Exhibit VII – Volume of Work Previously Awarded by GDOT.

**III. ATTACHMENT 1, Section I, entitled Submittal #1 is modified by adding item I.A.5. Attachment 1 for Submittal is DELETED and REPLACED by the attached.**

**ATTACHMENT 1**

**Submittal Formats for GDOT Engineering Projects for TIA**

<b>I. Submittal #1</b>	<b># of Pages Allowed</b>
<b>A. Administrative Requirements</b>	
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)
5. Exhibit VII - Volume of Work Previously Awarded by GDOT.	-> Excluded
<b>A. Minimum Requirements</b>	
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
<b>B. Experience and Qualifications</b>	
1. Project Manager Experience	
a. Education	
b. Registration	
c. Relevant engineering experience	2
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	
c. Relevant experience in applicable resource area	1 (each)
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
<b>C. Resources/Workload Capacity</b>	
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)	

1  
Cover  
Page  
for  
Overall  
Submittal  
attach  
project  
sought

**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.**