



# Georgia Department of Transportation

## **Request for Qualifications**

**To Provide**

**Engineering Design Services for TIA Projects  
Batch 5**

**RFQ-484-121515TIA  
Qualifications Due: December 15, 2015**

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

# REQUEST FOR QUALIFICATIONS

RFQ-484-121515TIA

## Engineering Design Services for TIA Projects – Batch 5 Recent RFQ Changes/Updates

This page serves to provide a means for the Department to summarize recent changes to its RFQ format so that interested respondents can ensure their Statements of Qualifications (SOQs) are in compliance. Failure to ensure compliance may cause SOQs to be disqualified. The contents of this summary are not intended to represent all the modifications made to this document, but those which are a change or clarification to a policy or response requirement. Respondents should refer to each of the referenced sections in the table below in order to review the change or clarification. All respondents to this RFQ are subject to instructions communicated in this document, and are cautioned to completely read and review the entire RFQ and follow instructions carefully (see **Section I. General Project Information, A. Overview** for details).

For questions regarding these changes, please refer to **Section VIII. Instruction for Submittal for Phase I – Statements of Qualifications, C. Question and Requests for Clarification.**

Date of Change	RFQ Section Impacted	Summary of Change
June 12, 2015	Section IV.B. and IV.C.	For Phase I of the evaluation process, the percentage assigned to the total evaluation for the Project Manager, Key Team Leader(s) and Prime's Experience and Qualifications has been increased from twenty percent (20%) to thirty percent (30%) and the percentage assigned to the total evaluation for the Project Manager, Key Team Leader(s) and Prime's Resources and Workload Capacity has been decreased from twenty-five percent (25%) to fifteen percent (15%).
June 12, 2015	Section VI.B.2.	Clarification is provided regarding the Department's position on disqualification when a respondent provides more than the allowed Key Team Leaders, as well as when a respondent does not provide all of the required Key Team Leaders.
June 12, 2015	Section IV.B and Section VI.B.3.	The requirement which limits the Prime Consultant's projects, presented as part of the Prime's Experience and Qualifications during the Phase I process, to the previous five (5) years has been removed. This will allow respondents to use projects outside of the previous restriction of the last five years.  <b>Note – This change does impact the information to be provided in the respondents SOQ by providing a broader range of eligible projects for consideration of the prime respondent.</b>
June 12, 2015	Section X.A.	Clarification is provided regarding the Department's position on disqualification when administrative information is not provided in accordance with the RFQ as well as when qualification information is not provided in accordance with the RFQ.

## I. General Project Information

### A. Overview

The Georgia Department of Transportation (GDOT) is soliciting Statements of Qualifications (SOQ) from qualified firm(s) to provide Engineering Design Consultant Services for the projects listed below (note that certain projects may be grouped with other projects and awarded as one (1) contract):

Contract	County	PI #	Project Description
B5-1	Lincoln	0011377	SR 43 Passing Lanes between Lake and SR 220
B5-2	McDuffie	0011378	SR 17 Drainage Improvements
B5-3	Warren	0010844	I-20 Frontage Rd from Cadley Rd to Ridge Rd
B5-4	Harris	0011429	SR 1/US 27 Northbound Passing Lane
B5-5	Evans	0012080	Replace Bridge over Bull Creek on Sunbury Road
	Evans	0012081	Replace Bridge over Scotts Creek on Daisy Nevils Road
B5-6	Tattnall	0008289	SR 23, 57 Passing Lanes Glennville to Reidsville

This Request for Qualifications (RFQ) seeks to identify potential providers for the Scope of Services for each project/contract listed in Exhibit I. Firms that respond to this RFQ, and are determined by GDOT to be sufficiently qualified, may be deemed eligible, and invited to offer written plan proposals and/or possibly present and/or interview 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 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.C.**, 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 and DBE 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 TIA. The State Transportation Board TIA Resolution may be viewed on the TIA website:

<http://www.ga-tia.com/Images/FactSheets/TransportationReferendum.pdf>

Georgia Department of Transportation will monitor and assess each consultant services submittals for their DBE participation and/or good faith effort in promoting equity and opportunity in accordance with the Board Resolution.

For more information on the GDOT DBE Program please contact:

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

#### **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 Valley.

#### **E. Scope of Services**

Under the terms of the resulting Agreements, the selected consultants will provide full engineering design services, as well as all associated engineering related services for the GDOT Projects identified. The anticipated scope of work for each project/contract is included in **Exhibit I**.

In addition, GDOT desires that the Consultant have the ability to provide, either with its own forces or through a sub-consultant team member, comprehensive services necessary to fulfill all preliminary engineering services which may arise during the project cycle.

#### **F. Contract Term and Type**

GDOT anticipates one (1) Multi-Phase, Project Specific contract to be awarded to one (1) firm, for each project/contract identified. GDOT anticipates that the Contract Type will be paid via Firm Fixed Price and/or Cost Plus Fixed Fee methodology. As Project Specific contracts, it is the Department's intention that the Agreements will remain in effect until successful completion of the preliminary engineering phase of the projects, and may choose to utilize the selected consultant for use on construction revisions as necessary.

#### **G. Contract Amount**

The Multi-Phase, Project Specific contract amounts will be determined via negotiations with the Department. If the Department is unable to reach agreement on reasonable rates to be paid for the services to be provided, the Department reserves the right to terminate negotiations with the highest scoring finalist and begin negotiations with the next highest scoring finalist.

### **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-484-121515TIA. 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. Phase I - Selection of Finalists**

Based on the Statements of Qualifications submitted in response to the projects/contracts listed in this RFQ, the Selection Committee will review the **Experience and Qualifications** and **Resources and Workload Capacity** listed in **Section IV. Selection Criteria for Phase I**. The Selection Committee will discuss the top submittals and the final rankings of the top submittals will be determined. From the final rankings of the top submittals, the Selection Committee will identify three (3) to five (5) firms which will be shortlisted.

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

**C. Finalist Notification for Phase II**

Firms selected and shortlisted as finalists will receive notification and final instructions from GDOT regarding the **Phase II – Technical Approach** response.

**D. Phase II - Finalists Response on Technical Approach and Past Performance**

GDOT will request a written proposal of the three (3) to five (5) finalist firms for each project/contract. GDOT reserves the right to request a presentation/interview on any project/contract as determined in its best interests; however, this additional requirement shall typically be reserved for the most complex projects. Each finalist firm shall be notified in writing and informed of the proposal due date. Any additional detailed proposal instructions and requirements, beyond that provided in **Section V. Selection Criteria for Phase II**, will be provided in the Finalist Notification. All members of the Selection Committee will review the written proposal (and will attend the presentation/interview if so chosen). **Firms shall not address any questions, prior to the award announcement, to anyone other than the designated contact.**

**E. Final Selection**

Final selection will be determined by carrying the scores from **Phase I** forward for each Finalist and by evaluating the **Technical Approach** and **Past Performance** criteria for **Phase II**. The Selection Committee will discuss the Finalist's Phase II Responses and the final rankings will be determined.

Negotiations will then be initiated with the top-ranked firm(s) to finalize the terms and conditions of the contract(s), including the fees to be paid. In the event a satisfactory agreement cannot be reached with the highest-ranking firm(s), GDOT will formally terminate the negotiations 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>PHASE I</b>	<b>DATE</b>	<b>TIME</b>
GDOT issues public advertisement of <b>RFQ-484-121415TIA</b>	11/9/2015	-----
Deadline for submission of written questions and requests for clarification	11/20/2015	2:00 PM
Deadline for submission of Statements of Qualifications	12/15/2015	2:00 PM
GDOT issues notification and other information to finalist firms	TBD	
<b>PHASE II</b>		
Phase II Response of Finalist firms due	TBD	
GDOT announces final selection	TBD	

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

**A. Area Class Requirements and Certification**

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.B.4.** 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). Any submittal in which the Prime consultant or the overall team area class requirements are not met will be disqualified from further consideration.

Each submittal will require a certification to allow the Department to analyze risks in determining if any Firm should be ineligible for award. The certification shall cover a wide variety of information. Any firm which responds in any potentially concerning manner must provide additional information as directed herein for consideration by GDOT to determine if Firm is eligible for award.

**B. Project Manager, Key Team Leader(s) and Prime’s Experience and Qualifications – 30%**

The Selection Committee will evaluate all firms on their Experience and Qualifications, which shall account for a total of thirty percent (30%) of the total evaluation. **The following criteria for scoring Phase I of the evaluation will be utilized to determine which firms are shortlisted:**

- Project Manager education, registration, relevant engineering experience, relevant project management experience, experience in utilizing GDOT specific processes, manuals, or guidance.
- Key Team Leaders’ education, registration, relevant technical experience, and relevant experience in utilizing GDOT specific processes, manuals, or guidance.
- Prime Consultant’s experience in delivering projects of similar complexity, size, scope, and function.

**C. Project Manager, Key Team Leader(s) and Prime’s 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 percent (15%) of the total evaluation. **The following criteria for scoring the Resources and Workload Capacity will be utilized to determine which firms are shortlisted:**

- Project Manager Workload
- Workload capacity of Key Team Leader(s)
- Resources dedicated to delivering project
- Ability to Meet Project Schedule

**D. Work Previously Awarded – 5%**

Firms will be assigned scores equivalent to five percent (5%) of the total evaluation based on the dollar amount of GDOT Contracts and Task Orders awarded to the Prime Consultant during the last eighteen (18) months. Scores indicated below are based on a total available score of 1000 points for all Phase I and Phase II criteria.

\$0.00 to \$1,000,000.00 awarded =	50 points
\$1,000,000.00 to \$1,999,999.99 awarded =	37.5 Points
\$2,000,000.00 to \$2,999,999.99 awarded =	25 Points
\$3,000,000.00 to \$3,999,999.99 awarded =	12.5 Point
\$4,000,000.00 or greater awarded =	0 Points

## V. Selection Criteria for Phase II - Criteria for Evaluation of Technical Approach and Past Performance

### A. Technical Approach – 40%

The Selection Committee will evaluate the shortlisted firms (Finalists) on their Technical Approach, which shall account for a total of forty percent (40%). The Selection Committee shall utilize the following additional criteria for scoring Phase II of the evaluation to determine the highest ranked/most qualified (**NOTE: Scores from Phase I will be carried forward and combined with the scores from the Phase II to determine the final ranking of Finalists**):

- Technical approach to delivering the project (including design concepts and use of alternative methods).
- Provide any specific qualifications, skills, or knowledge which your firm has which could benefit the project, and your ability and willingness to meet time requirements, .

### B. Past Performance – 10%

The Selection Committee may consider information provided via references provided for relevant projects, knowledge any selection committee member has of performance on relevant projects, and performance evaluations or knowledge presented on GDOT projects. The Selection Committee will consider all factors in their totality and score from 0 to 10 when arriving at a final score for the Past Performance.

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

The Statements of Qualifications for each project/contract submittal must be submitted in accordance with the instructions provided in Section VIII, and must be **organized, categorized using the same headings (in red), and numbered and lettered** exactly as outlined below, and must be responsive to all requested information. For the sections in which page number limits are stated, each section with a stated limit must begin on a new page and end on the last page allowed for the section. **It is not allowed to begin new sections on a page allowed for a previous section, if applicable. This will enable the Department to ensure compliance with the page limitations.**

**Cover page** – Each project/contract submittal must have a separate cover page for each copy of each submittal for each project/contract and each must list the RFQ#, RFQ Title, proposing firm's full legal name and the specific project contract being submitted on to include the Project Numbers, PI Numbers, Count(ies), and Description.

### A. Administrative Requirements

It is required to submit the information below for each copy of each submittal for each project. This is general information and will not be scored but may be used to determine eligibility for selection.

#### 1. Basic company information:

- a. **Company name.**
- b. **Company Headquarter Address.**
- c. **Contact Information** - 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. **Georgia Addresses** - Identify and provide addresses for the offices located in the State of Georgia.
- f. **Staff** - List the number and disciplines of staff members employed in each office in the State of Georgia.
- g. **Ownership** - 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. **Certification Form** - 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. **Georgia Security and Immigration Compliance Act Affidavit** – Complete the 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. **Addenda** - Signed cover page of any Addenda issued for the Prime **ONLY**.

**B. Experience and Qualifications**

1. **Project Manager** - 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. **Relevant experience utilizing GDOT specific processes, manuals, or guidance** (Plan Development Process, Design Policy, Environmental Procedures Manual, etc.)

**This information is limited to two pages maximum**

2. **Key Team Leaders** - 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 5 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. **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 (1) page maximum for each Key Team Leader identified in Section 7 of each Exhibit I. Respondents submitting more than one (1) page for each Key Team Leader identified will be subject to disqualification. Respondents who provide more Key Team Leaders than what is outlined in the requirement will be subject to disqualification as this would provide an advantage over firms who complied with the requirement and had the required number of Key Team Leaders. Respondents who do not provide the required Key Team Leaders will be subject to disqualification as this does not meet the requirements of the project and therefore would deem the respondent and its team unqualified for the award.**

3. **Prime Experience** - Provide information on the prime’s experience and ability in delivering effective services for projects of similar complexity, size, scope, and function. 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. **Description of overall project and services performed** by your firm.
  - c. **Duration of project services provided** by your firm, and overall project budget.
  - d. **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 Key Team Leaders** on the projects.

**This information is limited to two pages maximum.**



4. **Area Class Summary Form and Notice of Professional Consultant Qualifications** - 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 and firm’s meeting the area classes listed on the summary form must meet all required area classes or the team will be disqualified. If a team member’s prequalification will expire prior to the due date of the SOQs, documentation must be provided which shows that the firm has submitted its application for prequalification prior to the SOQ due date. The team must maintain its prequalification certification in order to be considered eligible for award if selected. **Additionally, respondents should submit the Notice of Professional Consultant Qualifications (for the Prime Consultant and all sub-consultants for each project) issued by GDOT and attach after the Area Class summary form.**

**This information is limited to the one page for the Area Class table (unless the project needs require an extensive list of area classes) and the required Notice of Professional Consultant Qualifications.**

**C. Resources/Workload Capacity**

1. **Overall Resources** - Provide information regarding the overall resources dedicated to delivering the specific project, including:
  - a. **Organizational chart** which identifies the project manager, prime, Key Team Leaders, support personnel, and reporting structure.
  - b. **Primary Office** - 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.
  - c. **Narrative on Additional Resource Areas and Ability** – Respondents are also allowed one page to provide information regarding additional resource areas identified as important to the project, to discuss how the key areas will integrate and work together on the project, to discuss any information which is pertinent to these areas, to provide a narrative regarding how the organization of the team, including the PM and Key Team Leaders can deliver the project on schedule given their workload capacity. (GDOT recognizes that some individuals may be able to meet the schedule while carrying heavier project loads.) Respondents may discuss the advantages of your team and the abilities of the team members which will enable the project to meet the proposed schedule as identified in **Exhibit I** (where applicable). If there is no proposed schedule, discuss the advantages of the team and the abilities of the team members which will enable the project to move as expeditiously as possible. **Respondents submitting more than the one additional page allowed, will be subject to disqualification.**
  
2. **Project Manager Commitment Table** - Provide a list of ALL projects (GDOT, other governments and private contracts – Information may be validated and any firm determined not to be listing all projects may be subject to disqualification) 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	Monthly Time Commitment in Hours

3. **Key Team Leader Project Commitment Table** - Provide a table similar to the below, with a minimum of all criteria indicated, 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	Monthly Time Commitment in Hours

This information is limited to the organization chart, one page of text (for the Primary Office and Narrative on Ability discussion), and the tables.

**D. Work Previously Awarded**

Provide information regarding GDOT contracts awarded to the prime firm during the 18 months prior to the submittal deadline for this RFQ. Information should be provided by completing the table in **Exhibit VI**. For the convenience of responders, this form is provided in Excel format on the Georgia Procurement Registry under this RFQ advertisement.

This information is limited to Exhibit VI.

**VII. Instructions for Preparing Technical Approach 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). Please note that each project/contract will follow an individual schedule which meets the availability of each Selection Committee. For this reason, the Notice to Finalists and resulting Phase II responses may be on different schedules for each project/contract. If a firm is a Finalist on multiple projects/contracts, the Phase II responses should be considered as separate responses which shall be prepared and submitted separately.

The Phase II response must be submitted in accordance with the instructions provided in Section IX, and must be **organized, categorized using the same headings (in red), and numbered and lettered** exactly as outlined below, and must be responsive to all requested information. For the sections in which page number limits are stated, each section with a stated limit must begin on a new page and end on the last page allowed for the section. **It is not allowed to begin new sections on a page allowed for a previous section, if applicable. This will enable the Department to ensure compliance with the page limitations.**

**Phase II Cover page** – Each project/contract submittal must have a separate cover page for each copy of each Phase II submittal for each project/contract and each must indicate the response is for Phase II, list the RFQ#, RFQ Title, proposing firm's full legal name and the specific project contract being submitted on to include the Project Numbers, PI Numbers, Count(ies), and Description.

**A. Technical Approach**

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. Identify any unique challenges of the project and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures. Provide any specific qualifications, skills, knowledge of the project and project area which may uniquely benefit the firm and project. Demonstrate Prime Consultant's understanding of the TIA program. Discuss service delivery strategies within the constraints of the TIA program. Discuss compliance with GDOT's TIA conflict of interest policy (See **Exhibit IV**). Provide a description of Prime Consultant's non-discrimination and equal employment opportunities policies and explain plans for Utilization of Small Businesses, DBE and Veteran Owned Businesses.

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

**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.

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

- A. For each project/contract which is being sought by the firm, there are two (2) submittals required. Submittal #1 must follow the format and meet the content requirements identified in **Section VI**, entitled **Instructions for Content and Preparation of Statements of Qualifications – Phase I Response**. Respondents must submit one original and five identical copies for all projects being sought. Submittal #2 is an electronic version of Submittal #1 which allows for GDOT to maintain the files electronically. The original and each copy of each Submittal #1 should be stapled separately. For each project/contract response, the original and each copy of Submittal #1 should be bound together using a binder clip or other similar fashion which allows the individual copies to be separated and distributed easily to Selection Committee Members. If a firm is responding to multiple projects/contracts, each separately bound project/contract may be submitted in a single package (boxed, enveloped, or other). See **Attachment 1** for a summary of how the submittals should be prepared.
- B. Submittals must be typed on standard (8½" x 11") paper. The pages should be numbered, however, submittal pages will be counted by section to determine compliance with page limits. Responses are limited to the page counts indicated in each section and should be double-sided using a minimum of size 11 font. Page counts will be determined by pages with print on them, not by the physical piece of paper. For example, a piece of paper which has print on both sides, shall be considered two pages while a piece of paper with print on only one side would be considered a single page. 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 and will be grounds for disqualification.**

Submittals must be sealed in an opaque envelope or box, and reference **RFQ 484-121515TIA 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 III. Schedule of Events at the exact address below:

Georgia Department of Transportation (GDOT)  
Attention: Bobby Adams  
TIA 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.

**C. Questions and Requests for Clarification**

Questions about any aspect of the RFQ, or the project, shall be submitted in writing via e-mail to: Bobby Adams, **e-mail: badams@dot.ga.gov**. The deadlines for submission of questions relating to the RFQ are the times and dates shown in **III. Schedule of Events**. 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**.

**IX. Instructions for Submittal for Phase II – Technical Approach 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.**

**Please note that each project/contract will follow an individual schedule which meets the availability of each Selection Committee. For this reason, the Notice to Finalists and resulting Phase II responses may be on different schedules for each project/contract.**

A. There are two (2) submittals required. Submittal #1 must follow the format and meet the content requirements identified in **Section VII**, entitled **Instructions for Preparing Technical Approach and Past Performance Response – Phase II Response**. Respondents must submit one original and five identical copies for the project for which they have been identified as a Finalist. Submittal #2 is an electronic version of Submittal #1 which allows for GDOT to maintain the files electronically. The original and each copy of each Submittal #1 should be stapled separately. For each project/contract response, the original and each copy of Submittal #1 should be bound together using a binder clip or other similar fashion which allows the individual copies to be separated and distributed easily to Selection Committee Members. In the event that the firm has been identified as a Finalist on more than one project/contract, and the due date and time for the Phase II response is the same and a firm is responding to multiple projects/contracts, each separately bound project/contract may be submitted in a single package (boxed, enveloped, or other.)

- B. Submittals must be typed on standard (8½" x 11") paper. The pages should be numbered, however, submittal pages will be counted by section to determine compliance with page limits. Responses are limited to the page counts indicated in each section and should be double-sided using a minimum of size 11 font. Page counts will be determined by pages with print on them, not by the physical piece of paper. For example, a piece of paper which has print on both sides, shall be considered two pages while a piece of paper with print on only one side would be considered a single page. 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 and will be grounds for disqualification.**

- C. Submittals must be sealed in an opaque envelope or box, and reference **RFQ 484-121515TIA 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: Bobby Adams  
TIA 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.**

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.

**D. 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: Bobby Adams, e-mail: badams@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.**

**X. 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.

The respondent also understands that failure to provide required information may result in disqualification. Failure to provide administrative information may not result in disqualification. At the Department's discretion, the Department may notify the respondent that administrative information is not provided or there was an error in the information provided, **and** the Department will allow a respondent to provide an update to the administrative information. However, the exception to this is the provision of the required **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**, which by Georgia Law requires disqualification of the response. The above changes mentioned to administrative information would be considered allowable as these would be limited to changes which **do not** affect the information which the evaluators use to score the respondents. Failure of a respondent to provide the specific administrative information as required in the notice will result in disqualification. Any respondent who provides changes in addition to the information requested in the notice shall be subject to disqualification. Failure of a respondent's SOQ to provide any information pertaining to a respondent and its teams qualifications, of any type, will subject the SOQ to disqualification. The Department will not allow updates to qualifications to be provided to avoid disqualification as this would allow a respondent to modify its SOQ and alter the information which evaluators would score. The above changes related to qualifications would not be allowable as these would allow changes which **do** affect the information which the evaluators use to score the respondents SOQ.

## **B. Joint-Venture Proposals, Sub-Consultants, and Vendors**

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.

Sub-Consultants shall generally be considered any team member which is performing any service which typically requires prequalification, which is subject to the Audit and Accounting System Requirements, and whose services are billed as costs. Sub-Consultant Team Members must be written into the resulting Agreement and are subject to all terms and conditions in the Agreement. Vendors shall be considered any team member which is performing any service which typically does not require prequalification, which is not subject to the Audit and Accounting System Requirements, and whose services are billed as direct expenses. Vendors may not be written into the resulting Agreement and may not be subject to all terms and conditions in the Agreement.

## **C. Non-Discrimination**

The Georgia Department of Transportation in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d--42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

#### **D. 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 **no later than June 30 of each year**.
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.

#### **E. 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.

#### **F. 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.

#### **G. Debriefings**

In lieu of Pre-Award and Post-Award debriefings, it shall be the Department's policy to provide the "Selection Package" at the time of the Selection Announcement (also referred to as the Announcement of Entering into Negotiations). The "Selection Package" will include the scores and comments of phases for all firms who responded and will typically be provided as a PDF file and e-mailed. It shall be the policy of the Department that all debriefings will typically be conducted in writing.

#### **H. 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.

#### **I. 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.

**J. GDOT Code of Conduct Pertaining to Conflict of Interest in the Award and Administration of Contracts**

Pursuant to GDOT Policy 3A-17, any GDOT employee who leaves the employment of the Department and subsequently becomes employed with a consultant firm and whose duties while employed with the Department included the direct involvement with the negotiation, administration, or management of a contract in which the firm is either the primary consultant or a subconsultant **SHALL NOT** be authorized to work on that contract as an employee of that firm until a period of one (1) year has passed since their GDOT employment ended.

Additionally, on July 1<sup>st</sup> of each year, any consultant firm that is under contract with the Department as a prime or sub consultant shall provide to the Department's Chief Procurement Officer (CPO) a current list of all former Department employees employed by the firm and a document that certifies the responsibilities of those employees as it relates to the current contracts with the Department. This certification document shall attest to the fact that over the last year no former Department employee that is employed by their firm has worked on a contract between the Department and their firm where that employee, when employed by the Department, had direct involvement with the selection, award and/or administration of the consultant contract. Any consultant firm entering into a contract with the Department for the first time as a prime or sub consultant shall provide the initial required list of former Department employees and certification prior to the contract effective date. If the Department's CPO determines at any point during a contract that an actual conflict exists as it relates to the above paragraph, then the CPO shall have the authority to issue a stop work order on that contract.



**EXHIBIT I-1**  
**CONTRACT B5-1**

## 1. Project Information

PI No.: 0011377                      Project No.: 0011377                      TIA Project No.: RC07-000016  
County: Lincoln                      Description: SR 43 Passing Lanes between the Lake and SR 220

## 2. Scope

The Consultant shall provide all anticipated services to accomplish a design for the indicated project(s), meeting the benefits stated for the project(s) in the Final Investment List Report TIA 2010 and accomplishing said design in a manner to enable construction of the project within the available budget set forth below.

Design for the construction of north bound and southbound passing lanes from the Lincoln/McDuffie County line northward to SR 220.

## 3. Budget:

ALL Phases:                                      \$5,500,000  
Total Available Budget:                      \$5,500,000

## 4. 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 subconsultants, who are considered team members. The Prime Consultant must be prequalified in the Area Classes identified below in Section 4.A. The Prime Consultant or subconsultant team members must be prequalified in the Area Classes identified below in Section 4.B. 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. 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

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(e)	Ecology
1.06(f)	Archaeology
5.01	Land Surveying
5.02	Engineering Surveying
5.03	Geodetic Surveying
5.03	Geodetic Surveying
5.04	Aerial Photography
6.01(a)	Soil Survey Studies
6.05	Hazardous Waste Site Assessment Studies
9.01	Erosion, Sedimentation, and Pollution Control Plan

## 5. Related Key Team Leaders:

- A. Roadway Design
- B. Environmental

**EXHIBIT I-2**  
**CONTRACT B5-2**

1. Project Information

PI No.: 0011378                      Project No.: 0011378                      TIA Project No.: RC07-000070  
 County: McDuffie                      Description: Highway 17 North of 223-Drainage Improvements

2. Scope

The Consultant shall provide all anticipated services to accomplish a design for the indicated project(s), meeting the benefits stated for the project(s) in the Final Investment List Report TIA 2010 and accomplishing said design in a manner to enable construction of the project within the available budget set forth below.

The purpose of the project is to improve the stormwater collection system, curbing, piping and sidewalks along both sides of Highway 17 from Whiteoak Rd to Harrison Rd – approximately 1.15 miles.

3. Budget:

ALL Phases:                                      \$2,500,000  
 Total Available Budget:                      \$2,500,000

4. 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 subconsultants, who are considered team members. The Prime Consultant must be prequalified in the Area Classes identified below in Section 4.A. The Prime Consultant or subconsultant team members must be prequalified in the Area Classes identified below in Section 4.B. 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. 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
3.02	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(e)	Ecology
1.06(f)	Archaeology
3.12	Hydraulic and Hydrological Studies (Roadway)
5.01	Land Surveying
5.02	Engineering Surveying
5.03	Geodetic Surveying
6.05	Hazardous Waste Site Assessment Studies
9.01	Erosion, Sedimentation, and Pollution Control Plan

5. Related Key Team Leaders:

- A. Roadway Design
- B. Environmental

**EXHIBIT I-3**  
**CONTRACT B5-3**

1. Project Information

PI No.: 0010844                      Project No.: 0010844                      TIA Project No.: RC07-000159  
 County: Warren                      I-20 Frontage Rd from Cadley Rd to Ridge Rd

2. Scope

The Consultant shall provide all anticipated services to accomplish a design for the indicated project(s), meeting the benefits stated for the project(s) in the Final Investment List Report TIA 2010 and accomplishing said design in a manner to enable construction of the project within the available budget set forth below.

The Project shall be to construct I-20 Frontage Road from CR 185/Cadley Road to CR 187 Ridge Road

3. Budget:

	Other Funds	TIA Funds	Total Funds
PE:	\$0	\$0	\$0
R/W	\$1,000,000	\$0	\$1,000,000
Utility:	\$0	\$0	\$0
Construction:	\$3,500,000	\$2,500,000	\$6,000,000
Total Available Budget:	\$4,500,000	\$2,500,000	\$7,000,000

4. 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 subconsultants, who are considered team members. The Prime Consultant must be prequalified in the Area Classes identified below in Section 4.A. The Prime Consultant or subconsultant team members must be prequalified in the Area Classes identified below in Section 4.B. 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. 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

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(e)	Ecology
1.06(f)	Archaeology
3.12	Hydraulic and Hydrological Studies (Roadway)
5.01	Land Surveying
5.02	Engineering Surveying
5.03	Geodetic Surveying
5.04	Aerial Photography
5.05	Photogrammetry
6.01(a)	Soil Survey Studies
6.05	Hazardous Waste Site Assessment Studies
9.01	Erosion, Sedimentation, and Pollution Control Plan

5. Related Key Team Leaders:

- A. Roadway Design
- B. Environmental

**EXHIBIT I-4**  
**CONTRACT B5-4**

1. Project Information

PI No.: 0011429                      Project No.: 0011429                      TIA Project No.: RC08-000019  
 County: Harris                      Description: SR 1/US 27 Northbound Passing Lane

2. Scope

The Consultant shall provide all anticipated services to accomplish a design for the indicated project(s), meeting the benefits stated for the project(s) in the Final Investment List Report TIA 2010 and accomplishing said design in a manner to enable construction of the project within the available budget set forth below.

The project is to construct a northbound passing lane on SR1/US27 in Harris County. The suggested location would be just north of SR 208 but would need to be investigated by GDOT for proper location. Right of way would need to be acquired for this project.

3. Budget:

PE:    \$144,517  
 R/W    \$500,000  
 Utility:    \$500,000  
 Construction:                                      \$1,806,456  
 Total Available Budget:                              \$2,950,973

4. 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 subconsultants, who are considered team members. The Prime Consultant must be prequalified in the Area Classes identified below in Section 4.A. The Prime Consultant or subconsultant team members must be prequalified in the Area Classes identified below in Section 4.B. 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. 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

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(e)	Ecology
1.06(f)	Archaeology
5.01	Land Surveying
5.02	Engineering Surveying
5.03	Geodetic Surveying
5.04	Aerial Photography
5.05	Photogrammetry
6.01(a)	Soil Survey Studies
6.05	Hazardous Waste Site Assessment Studies
9.01	Erosion, Sedimentation, and Pollution Control Plan

5. Related Key Team Leaders:

- A. Roadway Design
- B. Environmental



**EXHIBIT I-6**  
**CONTRACT B5-6**

## 1. Project Information

PI No.: 0008289                      Project No.: 0008289                      TIA Local Project No.: HG-0969  
County: Tattnall                      Description: SR 23, 57 Passing Lanes Glennville to Reidsville

## 2. Scope

The Consultant shall provide all anticipated services to accomplish a design for the indicated project(s), meeting the benefits stated for the project(s) in the Final Investment List Report TIA 2010 and accomplishing said design in a manner to enable construction of the project within the available budget set forth below.

The project is to construct passing lanes passing lanes between Bubba Kennedy Road and SR 169 and 23

## 3. Budget:

PE:    \$400,000  
R/W    \$1,500,000  
Utility:    \$0  
Construction:                                      \$9,000,000  
Total Available Budget:                      \$10,900,000

## 4. 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 subconsultants, who are considered team members. The Prime Consultant must be prequalified in the Area Classes identified below in Section 4.A. The Prime Consultant or subconsultant team members must be prequalified in the Area Classes identified below in Section 4.B. 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. 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

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(e)	Ecology
1.06(f)	Archaeology
5.01	Land Surveying
5.02	Engineering Surveying
5.03	Geodetic Surveying
5.04	Aerial Photography
5.05	Photogrammetry
6.01(a)	Soil Survey Studies
6.05	Hazardous Waste Site Assessment Studies
9.01	Erosion, Sedimentation, and Pollution Control Plan

## 5. Related Key Team Leaders:

- A. Roadway Design
- B. Environmental

**EXHIBIT II**  
**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.

**Initial each box below indicating certification.** The person initialing must be the same person who signs the Certification Form. (If unable to initial any box for any reason, place an "X" in the applicable box and attach a statement explaining the non-certification. The Department will review and make a determination as to whether or not the firm shall be considered further or disqualified).

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, nor is any team members/principals currently under indictment for any reason related to actions on public infrastructure projects.

I further certify that I understand that Firms included on the current Federal list of firms suspended or debarred are not eligible for selection and 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, nor has been removed from a contract or failed to complete a contract as assigned due to cause or default.

I further certify that the firm or any affiliate(s) has not 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 five years involving an amount in excess of \$500,000 related to performance on public infrastructure projects.

I further certify that there are not any pending regulatory inquiries that could impact our ability to provide services if we are the selected consultant.

I further certify that there are no possible conflicts of interest created by our consideration in the selection process or by our involvement in the project.

I further certify that the submitting firm's annual average revenue for the past five (5) years is sufficient to allow the services to be delivered effectively by our firm and that there are no trends in the revenue which may be concerning other than normal market fluctuations.

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 or 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 III

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contracting Entity/Respondent: \_\_\_\_\_

Address: \_\_\_\_\_

Solicitation No./Contract No. : **RFQ-484-121515TIA**

Solicitation/Contract Name: Engineering Design Services for TIA Projects – Batch 4

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or entity 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, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the Georgia Department of Transportation within five (5) business days after any subcontractor is retained to perform such service.

\_\_\_\_\_  
E-Verify/Company Identification Number

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

\_\_\_\_\_  
Signature of 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: \_\_\_\_\_



**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.





**Submittal Formats for GDOT Engineering Projects**

**# of Pages Allowed**

Cover Page	->	1
<b>A. Administrative Requirements</b>		
1. Basic Company Information		
a. Company name		
b. Company Headquarter Address		
c. Contact Information		
d. Company Website		
e. Georgia Addresses		
f. Staff		
g. Ownership		Excluded
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>B. Experience and Qualifications</b>		
1. Project Manager		
a. Education		
b. Registration		
c. Relevant engineering experience		
d. Relevant project management experience		
e. Relevant experience using GDOT specific processes, etc.		2
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)
3. Prime's Experience		
a. Client name, project location, and dates		
b. Description of overall project and services performed		
c. Duration of project services provided		
d. Experience using GDOT specific processes, etc.		
e. Clients current contact information		
f. Involvement of Key Team Leaders		2
4. Area Class Table and Notice of Professional Consultant Qualifications for Prime and Sub-Consultants	->	Excluded
<b>C. Resources/Workload Capacity</b>		
1. Overall Resources		
a. Organization chart	->	Excluded
b. Primary office to handle project and staff description of office and benefits of office		
c. Narrative on Additional Resource Areas and Ability		1
2. Project Manager Commitment Table	->	Excluded
3. Key Team Leaders Project commitment table	->	Excluded
<b>D. Work Previously Awarded</b>	->	Excluded