Date Posted: 3/29/2024

Request for Qualifications

To Provide

Engineering Design Services
GDOT PI# 0019217
SR 12/US 278 FROM SR 81 TO HOSPITAL DRIVE - PHASE II – LCI
NEWTON COUNTY

RFQ-2024-0019217
Qualifications Due: April 26, 2024

City of Covington, Georgia
2194 Emory Street, NW
Covington, Georgia 30014

REQUEST FOR QUALIFICATIONS
2024-0019217

Engineering Design Services

I. General Project Information

A. Overview

The City of Covington (Community) is soliciting Statement of Qualifications (SOQs) from qualified firm(s) or organization(s) to provide consultant services for SR 12/US 278 from SR 81 to Hospital Drive.

This Request for Qualifications (RFQ) seeks to identify potential providers for the Scope of Services for the project/contract listed in Exhibit I. Firms that respond to this RFQ and are determined by the Community to be sufficiently qualified, may be deemed eligible, and invited to offer a technical approach 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. The City of Covington reserves the right to reject any or all SOQs or Technical Approach, and to waive technicalities and informalities at the discretion of the Community.

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 the Community including the Mayor, Council Members, Highway 278 CID members or their representatives, 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, the Community reserves the right to reject the submittal of the offending respondent.

C. The Community does not have a Disadvantaged Business Enterprise (DBE) participation goal assigned to this scope of services.

A Disadvantaged Business Enterprise (DBE) goal is not assigned to this project's Preliminary Engineering (PE) activities. The Community encourages DBE participation. The Community 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 state of Georgia, Department of Transportation DBE Program Plan.

For more information on the GDOT DBE Program please contact:
Georgia Department of Transportation
Equal Opportunity Division
One Georgia Center, 7th Floor
600 West Peachtree Street, NW
Atlanta, Georgia 30308
Phone: (404) 631-1972

D. Scope of Services

Under the terms of the resulting Agreement, the selected consultant will provide engineering design services, for the Project identified. The anticipated scope of work for the project/contract is included in **Exhibit I**.

In addition, the Community 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.

E. Contract Term and Type

The Community anticipates one (1) Multi-Phase, Project Specific contract to be awarded to one (1) firm, for the project/contract identified. The Community anticipates that the payment method will be Cost Plus Fixed Fee. As a

Project Specific contract, it is the Community's intention that the Agreement will remain in effect until successful completion of the Preliminary Engineering (PE) phase of the projects. The Community may choose to utilize the selected consultant for construction revisions, administration, engineering and inspection. These items may be included in the contract scope.

F. Contract Amount

The Multi-Phase, Project Specific contract amount will be determined via negotiations with the City of Covington. If the Community is unable to reach a satisfactory agreement and at reasonable rates to be paid for the services to be provided, the Community 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-2024-0019217. All firms are responsible for checking the GPR on a regular basis for updates, clarifications, and announcements. The Community reserves the right to communicate via electronic mail with the primary contact listed in the SOQ. Other specific communications will be made as indicated in the remainder of this RFQ.

B. Phase I - Selection of Finalists

Based on the SOQ 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 the Community regarding the **Phase II – Technical Approach** response.

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

The Community will request a **Technical Approach** of the three (3) to five (5) finalist firms for the project/contract. The Community 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 Technical Approach due date. Any additional detailed Technical Approach instructions and requirements, beyond those provided in **Section V. Selection Criteria for Phase II**, for the finalists will be provided in the Finalist Notification. All members of the Selection Committee will review the Technical Approach (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), The Community 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 the Community awards a contract. The final form of the contract shall be developed by the Community.

III. Schedule of Events

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

PHASE I	DATE	TIME
a. Issuance of public advertisement of **RFQ-2024-0019217**	03/29/2024	12:00 PM
b. Deadline for submission of written questions and requests for clarification	04/12/2024	2:00 PM
c. Last day for addendum publication	04/19/2024	5:00 PM
d. Deadline for submission of Statements of Qualifications	04/26/2024	2:00 PM
e. Completion of evaluation and issuance shortlist and phase II	TBD	
PHASE II		
f. Deadline for submission of written questions from finalists	TBD	TBD
g. Phase II Response of Finalist firms due	TBD	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 Community 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 the Community 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 (30%) percent of the total evaluation. **The following criteria for scoring Phase I of the evaluation will be utilized to determine which firms are shortlisted:**

1. Project Manager education, registration, relevant engineering experience, relevant project management experience, experience in utilizing GDOT specific processes, manuals, or guidance.
2. Key Team Leaders' education, registration, relevant technical experience, and relevant experience in utilizing GDOT specific processes, manuals, or guidance.
3. 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 – 20%

The Selection Committee will evaluate all firms on their Resources availability and Workload Capacity which shall account for a total of twenty (20%) percent of the total evaluation. **The following criteria for scoring the Resources and Workload Capacity will be utilized to determine which firms are shortlisted:**

1. Project Manager Workload
2. Workload capacity of Key Team Leader(s)
3. Resources dedicated to delivering project
4. Ability to Meet Project Schedule

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 (40%) percent. 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)**:

1. 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.
2. Identify any unique challenges of the project and how your firm intends to mitigate these challenges, including quality control and quality assurance procedures.
3. Provide any specific qualifications, skills, knowledge of the project and project area which may uniquely benefit the firm and 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 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 Community 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 PI Number, County(ies), and Description.

A. Administrative Requirements

It is required to submit the information below for each copy of each submittal. This is general information and will not be scored but may be used to determine eligibility for selection. Under Administrative Requirements section, only submit the information requested; additional information will be subject to disqualification of your firm.

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 who will receive all communications).
   d. Company website (if available).
   e. Georgia Address(es)
   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.
   e. Relevant experience utilizing all applicable processes, manuals, or guidance, including but not limited to GDOT's Plan Development Process, Design Policy, Environmental Procedures Manual, Utility Accommodations Policy and Standards Manual etc.

   This information is limited to two (2) 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 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 of the most relevant projects.
   d. Relevant experience utilizing all applicable processes, manuals, or guidance, including but not limited to GDOT's Plan Development Process, Design Policy, Environmental Procedures Manual, Utility Accommodations Policy and Standards Manual etc. which are specific to the key team leader's 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, which demonstrate the firm's capabilities to provide services. 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 (Plan Development Process, Design Policy, Environmental Procedures Manual, etc.)
e. Client(s) current contact information including contact names, telephone numbers and email address.
f. Involvement of Key Team Leaders on the projects.

This information is limited to two (2) 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 the Community will contract. The Team is defined as the Prime Consultant and their sub-consultants, who are considered team members. Prime Consultants and their sub-consultant 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 sub-consultants or joint venture of consultants on the team listed in the Statement of Qualifications (SOQs). 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 (1) 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. **This chart may be submitted on a 11" x 17" page.** (Excluded from the page count)
   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. **This information to be included on the one (1) page with the Narrative on Additional Resource Areas and Ability.**
   c. Narrative on Additional Resource Areas and Ability – Respondents are 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. (The Community 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 (1) page allowed (combined for C1.b. and C1.c.), 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 Community 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 Community 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 (excluded from page count), [one (1) page of text to include both C1.b. Primary Office and C1.c. Narrative on Additional Resource Areas and Ability], and the tables.

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):

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 Community to ensure compliance with the page limitations.

Phase II Cover page – Each submittal must have a separate cover page for each copy of each Phase II submittal 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 PI Number(s), County(ies), and Description.

A. Technical Approach

1. 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.
2. Identify any unique challenges of the project and how your firm intends to mitigate these challenges, including quality control and quality assurance procedures.
3. Provide any specific qualifications, skills, knowledge of the project and project area which may uniquely benefit the firm and project, and your ability and willingness to meet time requirements.

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 Community 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 Community 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 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. There is one (1) electronic version submittal required. The Submittal 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.** 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 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. Each Statement of Qualifications shall be prepared simply and economically as indicated above. 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 are limited to the information requested in Section VI. Instructions for Content and Preparation of Statements of Qualifications - Phase I Response only. Hyperlinks or embedded video are not allowed.

Statements of Qualifications submittals must be a PDF document for each project/contract. Each PDF document must follow the naming convention for electronic records as follows: the proposing firm's full legal name, RFQ#, RFQ Title and the specific project contract number being submitted on. Submit your Statement of Qualifications to:

Jimmy Garrison, P.E., E-Mail garrison.j@tandh.com

Upon successful receipt of the electronic submittal, the recipient will send a receipt confirmation e-mail to the sender. **If you do not receive an email receipt confirmation for your submittal within one (1) hour of your submittal, please contact Jimmy Garrison, P.E. at garrison.j@tandh.com**

Statements of Qualifications **must be received by the Community** prior to the deadline indicated in the Schedule of Events (*Section III of RFQ*).

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

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Community is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Community. 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.

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

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 **Jimmy Garrison, P.E. at garrison.j@tandh.com**. 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.**

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 Selected Finalists and resulting Phase II responses may be on different schedules for each project/contract.

A. There is one (1) electronic version submittal required. The Submittal 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.** 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 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. Each Statement of Qualifications shall be prepared simply and economically as indicated above. 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 are limited to the information requested in Section VII. Instructions for Preparing Technical Approach and Past Performance Response-Phase II Response only. Hyperlinks or embedded video are not allowed.

C. Technical Approach submittal must be a PDF document for each project/contract. Each PDF document must follow the naming convention for electronic records as follows: the proposing firm's full legal name, RFQ#, RFQ Title and the specific project contract being submitted on. Submit your Technical Approach to:

Jimmy Garrison, P.E., E-Mail garrison.j@tandh.com

Upon successful receipt of the electronic submittal, the recipient will send a receipt confirmation e-mail to the sender. **If you do not receive an email receipt confirmation for your submittal within one (1) hour of your submittal, please contact**

Jimmy Garrison, P.E. E-Mail garrison.j@tandh.com

If a firm is responding to multiple projects/contracts, each submittal must be e-mail separately using the naming convention for electronic records.

Technical Approach **must be received by the Community** prior to the deadline indicated in the Notice to Selected Finalists.

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. The Community is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Community. 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.

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

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

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: **Jimmy Garrison, P.E. at garrison.j@tandh.com or as directed in the Notice to Selected Finalists, if different**. The deadlines for submission of questions relating to the Phase II Response will be identified in the Notice to Selected 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. Terms and Conditions

A. Statement of Agreement

With the submission of a Statement of Qualifications (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 Community's discretion, the Community may notify the respondent that administrative information is not provided or there was an error in the information provided, **and** the Community 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 Community 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

The Community 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 and Disadvantaged Business Enterprise (DBE) Requirements

The Community, 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.

A DBE goal is not assigned to this project's Preliminary Engineering (PE) phase. DBE participation is encouraged by prime contracting, sub-contracting, joint-venture or mentor/ protégé relationship.

For more information on the GDOT DBE Program please contact:

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

D. Audit and Accounting System Requirements

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

1. Firm(s) should have an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
2. Any firm that currently has an aggregate contract amount exceeding $250,000 should have submitted their yearly CPA overhead audit.
3. Firm(s) should have no significant outstanding deficient audit findings from previous contracts with the Community 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 Community is not obligated to any respondent to reimburse such expenses. All submittals upon receipt become the property of the Community. 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 Community and does not obligate the Community to procure or contract for any services. Neither the Community 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 Community and a respondent containing such terms and conditions as are negotiated between those parties. The Community 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 Community will determine the respondent(s) proposal that in the sole judgment of the Community is in the best interest of the Community (if any is so determined), with respect to the evaluation criteria stated herein. The Community 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 Community'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. Previously, pre-award debriefings only provided the scores and comments of the firm. It shall be the policy of the Community that all debriefings will typically be conducted in writing.

H. Right to Cancel or Change RFQ

The Community reserves the right to cancel any and all Request for Qualifications where it is determined to be in the best interest of the Community to do so. The Community 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.

EXHIBIT I

Project/Contract

1. PI Number: 0019217
2. County: Newton
3. Description: This project consists of roadway, intersection, shared-use path, sidewalks, and landscape/streetscape improvements, as well as lighting and utility relocations along SR 12/US 278 from SR 81 to Hospital Drive. Multi-lane roundabouts are anticipated at Pace Street, Elm Street, and Mill Street. The approximate length is 0.9 miles.

4. Required Area Classes:

   Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom the Community 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 <u>MUST</u>** be prequalified by GDOT in the area classes listed below:

Number	Area Class
3.03	Multi-Lane Urban Roadway Widening and Reconstruction
3.13	Facilities for Bicycles and Pedestrians

   B. The **Team** (either the Prime Consultant and/or one or more of their sub-consultant team members) **<u>MUST</u>** 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
1.06(g)	Freshwater Aquatic Surveys
1.06(h)	Bat Surveys
1.07	Attitude, Opinion, and Community Value Studies (Public Involvement)
1.10	Traffic Analysis
3.06	Traffic Operations Studies
3.07	Traffic Operations Design
3.08	Landscape Architecture Design
3.09	Traffic Control Systems Analysis, Design and Implementation
3.10	Utility Coordination
3.12	Hydraulic and Hydrological Studies (Roadway)
3.15	Highway and Outdoor Lighting
4.04	Hydraulic and Hydrological Studies (Bridges)
5.01	Land Surveying
5.02	Engineering Surveying
5.04	Aerial Photography
5.05	Photogrammetry
5.08	Overhead/Subsurface Utility Engineering (SUE)
6.01(a)	Soil Survey Studies
6.03	Hydraulic and Hydrologic Studies (Soils & Foundation)
6.05	Hazardous Waste Site Assessment Studies
8.01	Construction Engineering and Supervision

9.01	Erosion, Sedimentation, and Pollution Control Plan
9.03	Field Inspection for Erosion Control

5. Scope:

The Consultant shall provide development of the following scope and other items, as dictated by the Plan Development Process (PDP). All deliverables shall be in accordance with, but not limited to the PDP, Electronic Data Guidelines (EDG), GDOT Design Policy Manual, Plan Presentation Guide (PPG), and the Environmental Procedures Manual (EPM).

The Consultant shall provide:

A. Concept:

1) Conceptual right-of-way cost estimate utilizing vendor from GDOT's Right-of-Way services prequalified contractor list.
2) Conceptual construction cost estimate.
3) Prepare concept layouts and alignments alternatives.
4) Concept Design Data Book.
5) Concept team meeting preparation and attendance.
6) Approved Concept report.
7) Public Involvement Plan (for Community approval).
8) Project Management Plan (for Community approval).

B. Survey:

1) Survey Control package.
2) Complete Survey database.
3) Property Information and Owners Report (with updates).
4) Complete stream hydraulic surveys streams.
5) Extended survey limits, if needed.
6) Video inspection of existing pipe conditions, by qualified vendor.
7) Survey package report.

C. Environmental Document:

1) Necessary Environmental Special Studies Survey Reports, and Assessment of Effects for Air, Noise, Ecology, Aquatics, Archaeology, History, and NEPA.
2) Agency coordination including multiple meetings to ensure consistency of expectation, design, and clearance limits.
3) NEPA Documents:
    a) Environmental approval.
    b) NEPA re-evaluations, as required.
4) 404 Permit applications and Stream Buffer variances.
5) Section 7 coordination.
6) Protected Species Surveys including Aquatic and Terrestrial Surveys, as required.
7) Public Involvement (Public Involvement Open House (PIOH)) and associated coordination with the Community.
8) Perform A3M activities.
9) Prepare for and attend the Preliminary Field Plan Review (PFPR), Constructability Review, and Final Field Plan Review (FFPR).
10) Certification for Right-of-Way.
11) Certification for Let.
12) TPro and P6 updates.
13) Preparation of Environmental Commitments Table "Green Sheet" and Environmental Resource Impact Table (ERIT).
14) Phase 1 and Phase 2 Underground Storage Tanks and Hazardous Waste Studies.

D. Preliminary Design:

1) Complete Preliminary Roadway Plans, including:
    a) Preliminary Signing and Marking Plans.
    b) Preliminary Staging and Erosion Control Plans.
2) Cost Estimates and Cost Estimate updates per GDOT Policy 3A-9.
3) Location and Design Report for approval.
4) PFPR participation, report, and responses (all plans sets and other information requested by Engineering Services).
5) Preliminary construction plans.
6) Preliminary hydraulic studies and Municipal Separate Storm Sewer System (MS4) reports.
7) Constructability Review meeting.
8) Practical Design Review at 30% Plans.
9) Utility submissions and coordination.
10) Approved Pavement Design.
11) SUE Plans (Quality Level B).
12) Soil Survey.
13) Quality Control/Quality Assurance reviews.

E. Right-of-Way Plans:

1) Prepare, revise and deliver final Right-of-Way plans.
2) Coordinate field review of right-of-way plans and staking.
3) Right of Way revisions during acquisition.
4) Coordination with the City of Covington during right-of-way acquisition.
5) Preliminary Cost Estimates with annual updates until Right-of-Way authorization.
6) Property Owners meetings.

F. Final Design:

1) FFPR participation, report, and responses (all plans sets and other information requested by Engineering Services).
2) Erosion Control Plans.
3) Quality Control/Quality Assurance Reviews.
4) Corrected FFPR Plans.
5) AASHTOWare Final Cost Estimate.
6) Final Plans, Specifications, and Estimates (PS&E) Package.
7) Amendments and Revisions.
8) Final Design Databook.
9) Complete Final Roadway Plans, including:
    a) Final Signing and Marking Plans.
    b) Final Staging and Erosion Plans.
10) Utility Plans.
11) Update Environmental Special Studies Reports and NEPA re-evaluation, as required:
    a) History.
    b) Ecology.
    c) Archaeology.
    d) Air.
    e) Noise.
    f) Freshwater Aquatic and other protected species surveys, as needed.
12) Special Provisions.

G. Construction:

1) Use on Construction revisions.
2) Site Condition revisions.

H. Quality Assurance/Quality Control Reviews for all deliverables.

I. Attendance in and meeting minutes of monthly meetings to discuss progress and/or issues (additional meetings

may be required to resolve major project issues).

J. Prepare, reproduce, and distribute Field Plan Review (FPR) packages, address/respond to comments, and make changes. The Consultant shall provide written responses to all Field Plan Review Reports to the Communities project manager no later than 48 hours prior to the distribution deadline.

K. Prepare, reproduce, and distribute preliminary and final plans and all supporting disciplines (signing and marking, erosion control, R/W, utilities) as well as all special provisions, all design files, and supporting documentation.

L. All special provisions, design files, supporting documentation, analyses, and studies.

6. Related Key Team Leaders:

   A. Roadway Design
   B. NEPA
   C. Utility Coordination
   D. Survey

7. The following milestones are proposed:

   A. Preliminary Engineering Notice to Proceed – FY 2025
   B. Right-of-Way Authorization – FY 2028
   C. Let Construction Contract – FY 2030

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 (5) 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

Consultant's Name:	
Address:	
Solicitation No./Contract No.:	**RFQ-2024-0019217**
Solicitation/Contract Name:	PI 0019217, Newton County, SR 12/US 278 from SR 81 to Hospital Drive

CONSULTANT AFFIDAVIT

By executing this affidavit, the undersigned Consultant verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of the Community has registered with, is authorized to use and uses 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.

Furthermore, the undersigned Consultant will continue to use the federal work authorization program throughout the contract period and the undersigned Consultant will contract for the physical performance of services in satisfaction of such contract only with sub-consultants who present an affidavit to the Consultant with the information required by O.C.G.A. § 13-10-91(b). Consultant hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____ _____
Federal Work Authorization User Identification Number (EEV/E-Verify Company Identification Number) Date of Authorization

_____
Name of Consultant

I hereby declare under penalty of perjury that the foregoing is true and correct

_____ _____
Printed Name (of Authorized Officer or Agent of Consultant) Title (of Authorized Officer or Agent of Consultant)

_____ _____
Signature (of Authorized Officer or Agent) Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

_____ DAY OF _____, 201_

_____ [NOTARY SEAL]
Notary Public

My Commission Expires: _____

Rev. 11/01/15

EXHIBIT IV
Area Class Summary Example

Respondents should complete a table similar to the below and indicate by placing an "X" in the appropriate column indicating the firm which meets each required area class for each specific project with particular emphasis on the area classes which the Prime must hold as well as the sub-consultants. The below table is a full listing of all area classes. Since no single advertisement would require every area class, Respondents should delete all the area classes which are not applicable to the project they are pursuing and only include the ones applicable. Particular attention should be paid to the date that consultants certificate expires.

Area Class #	Area Class Description	Prime Consultant Name	Sub-Consultant #1 Name	Sub-Consultant #2 Name	Sub-Consultant #3 Name	Sub-Consultant #4 Name	Sub-Consultant #5 Name	Sub-Consultant #6 Name
	DBE – Yes/No ->							
	Prequalification Expiration Date							
1.05	Alternate Systems Planning							
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							
1.06(g)	Freshwater Aquatic Surveys							
1.06(h)	Bat Surveys							
1.07	Attitude, Opinion, and Community Value Studies (Public Involvement)							
1.09	Location Studies							
1.10	Traffic Analysis							
3.01	Two-Lane or Multi-lane Rural Roadway Design							
3.02	Two-Lane or Multi-lane urban Roadway Design							
3.03	Multi-Lane Urban Roadway Widening and Reconstruction							
3.04	Multi-lane Rural Interstate Limited Access Design							
3.05	Multi-lane Urban Interstate Limited Access Design							
3.06	Traffic Operations Studies							
3.07	Traffic Operations Design							
3.08	Landscape Architecture Design							
3.09	Traffic Control Systems Analysis, Design and Implementation							
3.10	Utility Coordination							
3.11	Architecture							
3.12	Hydraulic and Hydrological Studies (Roadway)							
3.13	Facilities for Bicycles and Pedestrians							
3.14	Historic Rehabilitation							
3.15	Highway and Outdoor Lighting							
4.01(a)	Minor Bridge Design							
4.01(b)	Minor Bridge Design - CONDITIONAL							
4.02	Major Bridge Design							
4.04	Hydraulic and Hydrological Studies (Bridges)							
5.01	Land Surveying							
5.02	Engineering Surveying							
5.03	Geodetic Surveying							
5.04	Aerial Photography							
5.05	Photogrammetry							
5.06	Topographic Remote Sensing							

5.08	Overhead/Subsurface Utility Engineering (SUE)							
6.01(a)	Soil Survey Studies							
6.01(b)	Geological and Geophysical Studies							
6.02	Bridge Foundation Studies							
6.03	Hydraulic and Hydrologic Studies (Soils & Foundation)							
6.04(a)	Laboratory Testing of Roadway Construction Materials							
6.04(b)	Field Testing of Roadway Construction Materials							
6.05	Hazardous Waste Site Assessment Studies							
8.01	Construction Engineering and Supervision							
9.01	Erosion, Sedimentation, and Pollution Control Plan							
9.02	Rainfall and Runoff Reporting							
9.03	Field Inspection for Erosion Control							

ATTACHMENT 1

Submittal Formats for Engineering Projects

		# of Pages Allowed
Cover Page	->	1
A. Administrative Requirements		
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. Experience and Qualifications		
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
C. Resources/Workload Capacity		
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