

December 15, 2021

**Subject: #2036-Q Fayette County Resurfacing FY2022 – Preliminary Engineering
GDOT Project Identification 0017812**

Gentlemen/Ladies:

Fayette County, Georgia invites you to submit a Statement of Qualifications (SOQ) to complete the preliminary engineering and construction bidding for the purpose of resurfacing county roads, GDOT Project Identification Number PI 0017812, in accordance with the information and specifications contained herein.

Questions concerning this Request for Qualifications should be addressed to Sherry White in writing via email to swhite@fayettecountyga.gov or fax to (770) 719-5544. Questions will be accepted until 2:00pm Friday, January 14, 2022.

Purchasing Department office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. The office telephone number is (770) 305-5420.

Please return your response to the following address:

Fayette County Purchasing Department
140 Stonewall Avenue West, Suite 204
Fayetteville, Georgia 30214
RFQ Number: **2036-Q**
RFQ Name: **Fayette County Resurfacing FY2022**

Your envelope must be sealed and should show your company's name and address.

SOQs will be received at the above address until **3:00pm on Friday, January 28, 2022**, in the Purchasing Department, Suite 204. SOQs will be opened at that time.

SOQs must be signed to be considered. Late SOQs cannot be considered. Faxed SOQs or emailed SOQs cannot be considered.

Thank you for participating in the solicitation process.

Sincerely,



Ted L. Burgess
Director of Purchasing

Fayette County, Georgia

Request for Qualifications

To Provide

Engineering and Design-Related Services

For

**Fayette County Resurfacing Program FY 2022
GDOT PI Number 0017812**

RFQ #2036-Q

Qualifications Due: January 28, 2022

Fayette County Purchasing Department
140 Stonewall Avenue West, Suite 204
Fayetteville, GA 30214
770-305-5420
purchasinggroup@fayettecountyga.gov

**RFQ 2036-Q: Fayette County Resurfacing FY 2022 – Preliminary Engineering
GDOT PI Number 0017812**

FAYETTE COUNTY SPECIAL TERMS AND CONDITIONS

1. Definitions:

- a. The term "contractor" as used herein and elsewhere in these Terms and Conditions shall be used synonymously with the term "successful offeror."
- b. "County" shall mean Fayette County, Georgia.
- c. "RFQ" shall mean Request for Qualifications
- d. "SOQ" shall mean Statement of Qualifications

2. **Preparation of Offers:** It shall be the responsibility of the offeror to examine specifications, scope of work, schedule and all instructions that are part of this RFQ. Failure to observe any of the instructions or conditions in this RFQ may result in rejection of the offer.

All of the specifications and information contained in this RFQ, unless specifically accepted in writing by the offeror and such exceptions being included with the offer, will form the basis of the contract between the successful offeror and the county. The offeror should take care to answer all questions and provide all requested information.

3. **Submission of Offers:** Offeror must submit their SOQ, along with any signed amendments issued by the county, in a sealed opaque envelope with the following information written on the outside of the envelope:
- a. The Offeror's company name,
 - b. The RFQ number, which is 2036-Q and
 - c. The RFP Name, which is *Fayette County Resurfacing FY 2022 – Preliminary Engineering*

Price schedules shall be placed in an additional opaque sealed envelope, identified as the price schedule, and enclosed in the sealed envelope with the proposal.

Mail or deliver one (1) original, unbound proposal, signed in ink by a company official authorized to make a legal and binding offer, 5 bound copies and one (1) copy on a flash drive to:

Fayette County Government
Purchasing Department
140 Stonewall Avenue West, Suite 204
Fayetteville, GA 30214

RFQ Number: 2036-Q

RFQ Name: Fayette County Resurfacing FY 2022 – Preliminary Engineering

4. **Timely Receipt:** Offers not received by the time and date of the scheduled RFQ opening will not be considered, unless the delay is a result of action or inaction of the county.
5. **Open Offer:** To allow the County sufficient time to award a contract, the offer, once submitted and opened, shall remain open for acceptance for a period of at least ninety days from the date of the opening to date of award.
6. **Corrections or Withdrawals:** The offeror may correct a mistake or withdraw a proposal before the proposal opening date by sending written notification to the Director of Purchasing. Proposals may be withdrawn after the opening only with written authorization from the Director of Purchasing. In case of discrepancy between the unit price and the extended or total price, the unit price shall prevail.

The county reserves the right to waive any defect or irregularity in any proposal received.

7. **Trade Secrets – Confidentiality:** If any person or entity submits a SOQ or proposal that contains trade secrets, an affidavit shall be included with the SOQ or proposal. The affidavit shall declare the specific included information which constitutes trade secrets. Any trade secrets must be either (1) placed in a separate envelope, clearly identified and marked as such, or (2) at a minimum, marked in the affidavit or an attached document explaining exactly where such information is, and otherwise marked, highlighted, or made plainly visible. See Georgia law at O.C.G.A. § 50-18-72 (A)(34).
8. **Site Conditions:** Offerors are urged to visit the site to familiarize themselves with site conditions. Upon submission of an offer, it is understood that the offeror is acknowledging his acceptance of all site conditions.
9. **Ethics – Disclosure of Relationships:** Before a proposed contract in excess of \$10,000.00 is recommended for award to the Board of Commissioners or the County Administrator, or before the County renews, extends, or otherwise modifies a contract after it has been awarded, the contractor must disclose certain relationships with any County Commissioner or County Official, or their spouse, mother, father, grandparent, brother, sister, son or daughter related by blood, adoption, or marriage (including in-laws). A relationship that must be reported exists if any of these individuals is a director, officer, partner, or employee, or has a substantial financial interest the business, as described in Fayette County Ordinance Chapter 2, Article IV, Division 3 (Code of Ethics).

If such relationship exists between your company and any individual mentioned above, relevant information must be presented in the form of a written letter to the Director of Purchasing. You must include the letter with any SOQ, bid, proposal, or price quote you submit to the Purchasing Department.

In the event that a contractor fails to comply with this requirement, the County will take action as appropriate to the situation, which may include actions up to and

including rejection of the SOQ, bid or offer, cancellation of the contract in question, or debarment or suspension from award of a County contract for a period of up to three years.

10. **Evaluation of Offers:** The evaluation of offers and the determination as to acceptability of services offered shall be the responsibility of the county. The county reserves the right to obtain clarification or additional information from any firm regarding its proposal. The county reserves the right to select a responsive, responsible firm on the basis of best value that is deemed to be most advantageous to the owners. The county further reserves the right to reject any proposal, or all proposals, and to re-release the request for proposals.
11. **Non-Collusion:** By responding to this RFQ, the offeror shall be deemed to have represented and warranted that the proposal is not made in connection with any other offeror submitting a separate response to this request for proposals, and is in all respects fair and without collusion or fraud.
12. **Ability To Perform:** The offeror may be required, upon request, to provide to the satisfaction of the county that he/she has the skill, experience and the necessary facilities, as well as sufficient financial and human resources, to perform the contract in a satisfactory manner and within the required time. If the available evidence is not satisfactory to the county, the county may reject the offer.
13. **Notice to Proceed:** The County shall not be liable for payment of any work done or any costs incurred by any offeror prior to the county issuing a written notice to proceed.
14. **Unavailability of Funds:** This contract will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the county under the contract.
15. **Payment Terms:** The County's standard payment terms are Net 30. Any deviation from standard payment terms must be specified in the awarded contract, and both parties must agree on such deviation.
16. **Severability:** The invalidity of one or more of the phrases, sentences, clauses or sections contained in the contract shall not affect the validity of the remaining portion of the contract. If any provision of the contract is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision to the extent that the provision is unenforceable. In such case, the contract shall be deemed amended to the extent necessary to make it enforceable while preserving its intent.
17. **Indemnification:** The contractor shall indemnify and save the county and all its officer, agents and employees harmless from all suits, actions, or other claims of any character, name and description brought for or on account of any damages, losses, or expenses to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the contractor or other persons

employed by or utilized by the contractor in the performance of the contract. The contractor shall pay any judgment with cost which may be obtained against the county growing out of such damages, losses, or expenses, but only to the extent such damages, costs and expenses are adjudicated to have been caused by or resulted from the negligence, recklessness, or intentionally wrongful conduct of the Contractor or other persons employed or utilized by the Contractor in the performance of the contract.

18. **Non-Assignment:** Assignment of any contract resulting from this request for proposals will not be authorized, except with express written authorization from the county.
19. **Insurance:** The contractor shall procure and maintain the following insurance, to be in effect throughout the term of the contract, in at least the amounts and limits set forth as follows:
 - **General Liability Insurance:** \$1,000,000 combined single limit per occurrence, including bodily and personal injury, destruction of property, and contractual liability.
 - **Automobile Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and property damage liability.
 - **Worker's Compensation:** Workers Compensation as required by Georgia statute.
 - **Professional Liability (Errors and Omissions) Insurance:** \$2,000,000 limit per claim and aggregate.

Before a contract is executed with the successful offeror, the successful offeror shall provide Certificates of Insurance for all required coverage. The successful offeror can provide the Certificate of Insurance after award of the contract, but must be provided prior to execution of the contract document by both parties. Certificates shall list an additional insured as follows:

Fayette County, Georgia
140 Stonewall Avenue West
Fayetteville, GA 30214

20. **Building Permits:** Work performed for the county requiring building permits by licensed contractors will not have permit fees assessed, although any re-inspection fees for disapproved inspections will be the responsibility of the contractor prior to final inspections and the Certificate of Occupancy or Certificate of Completion being issued.
21. **Termination for Cause:** The County may terminate the contract for cause by sending written notice to the contractor of the contractor's default in the

performance of any term of this agreement. Termination shall be without prejudice to any of the county's rights or remedies by law.

22. **Termination for Convenience:** The County may terminate the contract for its convenience at any time with 10 days' written notice to the contractor. In the event of termination for convenience, the county will pay the contractor for services performed. The county will compensate partially completed performance based upon a signed statement of completion submitted by the contractor, which shall itemize each element of performance completed.
23. **Force Majeure:** Neither party shall be deemed to be in breach of the contract to the extent that performance of its obligations is delayed, restricted, or prevented by reason of any act of God, natural disaster, act of government, or any other act or condition beyond the reasonable control of the party in question.
24. **Governing Law:** This agreement shall be governed in accordance with the laws of the State of Georgia. The parties agree to submit to the jurisdiction in Georgia, and further agree that any cause of action arising under this agreement shall be required to be brought in the appropriate venue in Fayette County, Georgia.
25. **Breach of Contract:** In the event that the contractor or a subcontractor should violate or breach contract terms, upon discovery of such violation or breach the county will notify the contractor in writing. The contractor or subcontractor shall be entitled to cure the breach within ten (10) days and provide evidence of such cure. If the contractor fails to cure the violation or breach within the ten-day time, the county shall be entitled to all available remedies, including termination of the contract, or the requirement that a subcontractor be dismissed from performing work under the contract. The county shall be entitled to any and all damages permissible by law.
26. **Access to Records:** The contractor will allow access by the Georgia Department of Transportation, the county, the Federal Highway Administration, the U.S. Department of Transportation's Inspector General, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to this contract for the purpose of making audits, examinations, excerpts, and transcriptions.
27. **Records Retention:** The contractor shall retain all records pertaining to the contract for three years after the county makes final payments to the contractor, and all other pending matters are closed.
28. **Small, Minority, & Women's Business Enterprise Opportunities:** If the contract is with a prime Contractor, and subcontracts are to be let, the Contractor shall take the affirmative steps listed below:
 - a. Place qualified small and minority businesses and women's business enterprises on solicitation lists;

- b. Assure that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - c. Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - d. Establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
 - e. Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
29. **Applicable Provisions:** The following provisions are incorporated by reference into the contract:
- a. Standard DOT Title VI Assurances (DOT Order 1050.2)
 - b. Disadvantaged Business Enterprise (DBE) assurance, as specified in 49 CFR 26.13(b)
 - c. Prompt Pay requirements, as specified in 49 CFR 26.29
 - d. Determination of allowable costs in accordance with the Federal cost principles
 - e. Errors and Omissions insurance as specified elsewhere in the Terms & Conditions
 - f. Conflict of interest requirements, as specified in 23 CFR 1.33 and 23 CFR 172
30. **Termination for Cause:** The County may terminate the contract for cause by sending written notice to the contractor of the contractor's default in the performance of any term of this agreement. Termination shall be without prejudice to any of the county's rights or remedies by law.
31. **Termination for Convenience:** The County may terminate the contract for its convenience at any time with 10 days' written notice to the contractor. In the event of termination for convenience, the county will pay the contractor for services performed. The county will compensate partially completed performance based upon a signed statement of completion submitted by the contractor, which shall itemize each element of performance completed.

REQUEST FOR QUALIFICATIONS

#2036-Q

Preliminary Engineering and Design-Related Services

I. General Project Information

A. Overview

The Fayette County Department of Public Works (the County) is soliciting Statement of Qualifications (SOQs) from Georgia Department of Transportation (GDOT) pre-qualified consultant teams to complete the preliminary engineering and construction bidding through the development of Plans, Specifications, and Estimates for **GDOT PI No. 0017812 – Fayette County Resurfacing Program FY 2022**. All work shall be in accordance with the current GDOT Plan Development Process (PDP) and GDOT standards and specifications.

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 Fayette County 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. Fayette County reserves the right to reject any or all Statements of Qualifications or Technical Approach, and to waive technicalities and informalities at the discretion of Fayette County.

The preliminary engineering (PE) phase of this project is funded with Surface Transportation Block Grant (STBG) money administered by the Atlanta Regional Commission (ARC) and local-match from Fayette County's 2017 Special Purpose Local Option Sales Tax (SPLOST). As a federal-aid project, it will be administered in accordance with all applicable Federal and State rules and regulations, including, but not limited to, the American Association of State Highway and Transportation Officials (AASHTO), GDOT Standard Specifications for Construction of Transportation Systems, and other applicable federal and state design guidelines.

This is a county wide project, the work will be bid collectively and managed under one Contract. Fayette County is the project sponsor and will use Intergovernmental Agreements (IGAs) with the cities and towns to clarify responsibilities and payments.

Fayette County has a Certification Acceptance (CA) as a Local Administered Project (LAP) local government and will administer this project in accordance with the GDOT LAP Manual.

B. Communication Restrictions

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 or elected official of Fayette County, including the Chairman and County Commissioners, 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, Fayette County reserves the right to reject the submittal of the offending respondent.

C. Fayette County has adopted a DBE goal of zero percent for this project. This goal is not to be considered as a fixed quota, set aside or preference.

Fayette County 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 Disadvantage Business 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 and Design-related services for the Project identified (PI 0071812). The anticipated scope of work for the project/contract is included in **Exhibit I**.

This project is for resurfacing approximately 13 miles of roads within Fayette County (8.6 miles), Peachtree City (2.8 miles), Fayetteville (0.2 miles), and the Town of Tyrone (1.1 miles). The roads, as listed in **Exhibit V** of this RFQ, were selected based on comprehensive pavement evaluations conducted by a third party and are classified as Collectors or above.

In addition, Fayette County 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

Fayette County anticipates one (1) Multi-Phase Project Specific contract to be awarded to one (1) firm, for the project/contract identified. As a Multi-Phase Project Specific contract, it is the County's intention that the Agreement 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.

Each jurisdiction was responsible for developing the cost estimate for the roads they operate and maintain. The work will be bid collectively and managed under one Contract. Fayette County is the project sponsor and will utilize IGAs with the cities and towns to clarify responsibilities and payments.

F. Contract Amount

The Multi Phase Project Specific contract amount will be determined via negotiations with Fayette County. If Fayette County is unable to reach a satisfactory agreement and at reasonable rates to be paid for the services to be provided, the County 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 #: 2036-Q and the Fayette County Purchasing Department. In addition, the RFQ and any addenda issued will be posted to the County's website. All firms are responsible for checking the County's website on a regular basis for updates, clarifications, and announcements. The County 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 Fayette County regarding the **Phase II – Technical Approach** response.

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

Fayette County will request a **Technical Approach** of the three (3) to five (5) finalist firms for the project/contract. Fayette County 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 that 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 to finalize the terms and conditions of the contract, including the fees to be paid. In the event a satisfactory agreement cannot be reached with the highest-ranking firm(s), Fayette County 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 Fayette County awards a contract. The final form of the contract shall be developed by Fayette County.

III. Schedule of Events

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

PHASE I	DATE	TIME
a. Fayette County issues public advertisement of RFQ 2036-Q	12/22/2021	-----
b. Deadline for submission of written questions and requests for clarification	1/14/2022	2:00 PM
c. Deadline for submission of Statements of Qualifications	1/28/2022	3:00 PM
d. Fayette County completes evaluation and issues notification and other information to finalist firms	TBD	
PHASE II		
e. Deadline for submission of written questions from finalists	TBD	2:00 PM
f. Phase II Response of Finalist firms due	TBD	2:00 PM

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 County 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 Fayette County to determine if the 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 Experience and Qualifications criteria 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, 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 and local 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 County 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 Number, PI Number, County, 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 with whom the County 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.
- 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 (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 GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures 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 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, 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 Fayette County 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. 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 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 an 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. Narration 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. (Fayette County 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 County 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 this Project) are committed on to enable the County 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 Department 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 Project Numbers, PI Numbers, County, 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, 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 Fayette County 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. Fayette County 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. There is one (1) 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 must be received by Fayette County 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. Fayette County is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the County. 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.

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

- C. Questions and Requests for Clarification about any aspect of the RFQ, or the project, shall be submitted in writing via e-mail to Sherry White at swhite@fayettecountyga.gov. The deadlines for submission of questions relating to the RFQ are the times and dates shown in the (**Schedule of Events-Section III**). From the issue date of this solicitation until a successful proposer is selected and the award is made official and announced, respondents are subject to the Restriction of Communication in **Section I.B.**

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) 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 must be received by Fayette County prior to the deadline indicated in Notice to Selected Finalists.

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

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

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

Fayette County 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 Sherry White at swhite@fayettecountyga.gov, **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 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 Fayette County's discretion, the Fayette County may notify the respondent that administrative information is not provided or there was an error in the information provided, **and** the County 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 team's qualifications, of any type, will subject the SOQ to disqualification. Fayette County 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

Fayette County 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 DBE Requirements

Fayette County 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 SOQs 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.

Fayette County has adopted a DBE goal of zero percent for this project. This goal is not to be considered as a fixed quota, set aside or preference.

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 state of Georgia, Department of Transportation Disadvantage Business 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. Audit and Accounting System Requirements

Fayette County 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 Fayette County 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. Fayette County is not obligated to any respondent to reimburse such expenses. All submittals upon receipt become the property of Fayette County. 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 Fayette County and does not obligate Fayette County to procure or contract for any services. Neither Fayette County 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 Fayette County and a respondent containing such terms and conditions as are negotiated between those parties. Fayette County 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, Fayette County will determine the respondent(s) proposal that in the sole judgment of Fayette County is in the best interest of the County (if any is so determined), with respect to the evaluation criteria stated herein. Fayette County 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 Fayette County'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 Department that all debriefings will typically be conducted in writing.

H. Right to Cancel or Change RFQ

Fayette County reserves the right to cancel any and all Request for Qualifications where it is determined to be in the best interest of Fayette County to do so. Fayette County 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. **Project Number:** #2036-Q Fayette County Resurfacing FY2022 – Preliminary Engineering
2. **PI Number:** GDOT Project Identification 0017812
3. **County:** Fayette County
4. **Description:**

The purpose of this project is to provide preliminary/final design plans and environmental documentation for the resurfacing of approximately 13 miles of roads within Fayette County (9.0 miles), Peachtree City (2.84 miles) and the Town of Tyrone (1.10 miles). The roads, as listed in Exhibit V of this RFQ, were selected based on comprehensive pavement evaluations conducted by a third party and are classified as Collectors or above.

This work shall be done in accordance with GDOT Plan Development Process (PDP), Plan Presentation Guide (PPG), Design Policies and Manuals, and current software versions approved by the Project Manager. These plans will provide plan sheets in accordance with the current GDOT Final Field Plan Review (FFPR) checklist. No Right-of-Way or easement impacts are expected. The consultant shall accomplish the design using applicable guidelines, American Association of State Highway and Transportation (AASHTO) Green Book, Roadside Design Guide, Highway Capacity Manual, and GDOT Standard Specifications and Standards & Details, and GDOT Design Policy Manual.

5. Required Area Classes:

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

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

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

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

Number	Area Class
1.06(a)	NEPA
1.06(b)	History
1.06(c)	Air Quality
1.06(d)	Noise
1.06(e)	Ecology
1.06(f)	Archeology
3.01	Two-Lane or Multi-lane Rural Roadway Design
3.02	Two-Lane or Multi-lane urban Roadway Design
3.10	Utility Coordination
5.01	Land Surveying
5.02	Engineering Surveying
6.04(a)	Laboratory Testing of Roadway Construction Materials
6.04(b)	Field Testing of Roadway Construction Materials
8.01	Construction Engineering and Supervision
9.01	Erosion, Sedimentation, and Pollution Control Plan
9.03	Field Inspection for Erosion Control

6. Scope:

The Consultant shall provide:

- A. Prepare the necessary documentation for NEPA documentation and compliance. PCE is expected for this resurfacing project.

1. The Consultant shall provide a cost estimate, and shall include in GDOT's AASHTOWare estimating program;
 2. Environmental documents including resource identification, Assessment of Effects, and NEPA;
 3. Utility coordination;
 4. Construction plans for FFPR and SOQ. Letter size plans that include a Cover Sheet, Index, Location Sketch, County vicinity map showing each road location and resurfacing limits, Typical Sections, Roadway Log, Summary of Quantities by Road, Detailed Cost Estimate by Jurisdiction, Bid Proposal with Individual Bid Sheets by road, General Notes, applicable Construction Standards & Details, and Project Specific Special Provisions;
 5. SOQ documents; and
 6. The Consultant's primary responsibilities shall include:
 - a. A thorough inspection of roadway condition and recommend solutions;
 - b. Development of roadway logs (log mile, distance, lane width, description);
 - c. Preparation of all required documents in accordance with GDOT's PDP process benefitting from Federal funds; and
 - d. Individual cost estimates for each roadway.
- B.** All work shall be done in accordance with the current edition of the GDOT Plan Development Process (PDP) and the GDOT Environmental Procedures Manual (EPM), particularly Chapter III NEPA Documents, and Chapter V Environmental Studies.
1. Prepare and complete all forms necessary for programmatic categorical exclusion (PCE)
 2. Perform Environmental Project Management, if needed;
 3. Conduct Ecology Survey and prepare report, if needed;
 4. Conduct Archaeological Survey and prepare report, if needed;
 5. Conduct Historic Resource Survey and prepare report, if needed;
 6. Prepare Cultural Resources Assessment of Effects (AOE), if needed;
 7. Assist with preparation and submittal of:
 - a. Utilities/Railroad Certification;

- b. Environmental Certification;
 - c. ROW Certification;
 - d. ADA Compliance letter;
 - e. Materials Quality Assurance Form;
- 8. Prepare Special Provisions, if needed;
 - 9. Perform all activities associated with the Final Field Plan Review (FFPR) meetings, including written responses.
 - 10. Prepare Plans, Specifications, & Estimates (PS&E) Package;
 - 11. Complete the final plans meeting the requirements of the PDP, Plan Presentation Guide, and Final Field Plan Review (FFPR) Checklist; and
 - 12. Prepare for, attend project meetings, and record meeting minutes;

7. Deliverables:

The following items shall be completed by the Consultant and delivered to the Department during the term as specified by the Project Manager:

- A. Programmatic Categorical Exclusion (PCE);
- B. Approved Ecology Survey and Report;
- C. Approved Archaeology Survey Report or Short Form;
- D. Approved History Survey Report;
- E. Cultural Resources Assessment of Effects (AOE);
- F. Utilities/Railroad Certification;
- G. Environmental Certification;
- H. ROW Certification;
- I. ADA Compliance letter;
- J. Materials Quality Assurance Form;
- K. Special Provisions;
- L. FFPR Package and Responses;
- M. Final SOQ Package (plans and documents);
- N. Cost Estimate and Updates;
- O. Meeting Minutes; and
- P. Electronic Copy of all Data and Design Files.

8. Related Key Team Leaders:

- A. Roadway Design
- B. Environmental

9. Work Schedule

The Consultant must complete all work between the date of the notice to proceed and the completion date specified. In no instance shall any work be authorized beyond the completion date specified unless specifically authorized in writing as evidenced by a task order time extension letter. No work shall be authorized or payment made for work performed beyond the termination date of the master professional services agreement. All work specified in this task order shall be completed in accordance with the below schedule and/or no later. All work shall be completed within 12 months of receiving the Notice to Proceed.

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#: 2036-Q
Solicitation/Contract Name:	GDOT PI No. 0017812 – Fayette County Resurfacing Program FY 2022 Preliminary Engineering

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 Georgia Department of Transportation 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

 Signature (of Authorized Officer or Agent)

 Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

____ DAY OF _____, 201__

 Notary Public

[NOTARY SEAL]

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							
1.01	Statewide Systems Planning							
1.02	Urban Area and Regional Transportation Planning							
1.03	Aviation Systems Planning							
1.04	Mass and Rapid Transportation Planning							
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)							
1.08	Airport Master Planning (AMP)							
1.09	Location Studies							
1.10	Traffic Analysis							
1.11	Traffic and Toll Revenue Studies							
1.12	Major Investment Studies							
1.13	Non-Motorized transportation Planning							
2.01	Mass Transit Program (Systems Management)							
2.02	Mass Transit Feasibility and Technical Studies							
2.03	Mass Transit Vehicle and Propulsion System							
2.04	Mass Transit Controls, Communication and Information Systems							
2.05	Mass Transit Architectural Engineering							
2.06	Mass Transit Unique Structures							
2.07	Mass Transit Electrical and Mechanical System							
2.08	Mass Transit Operations Management and Support Services							
2.09	Airport Design (AD)							

ATTACHMENT 1

Submittal Formats for GDOT 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	
b. Primary office to handle project and staff description of office and benefits of office	
c. Narrative on Additional Resource Areas and Ability	
	-> Excluded
	1
2. Project Manager Commitment Table	-> Excluded
3. Key Team Leaders Project commitment table	-> Excluded

**Certification of Absence of Conflict of Interest
For Development of Specifications or Scope of Work
RFQ #2036-Q: Fayette County Resurfacing FY 2022 – Preliminary Engineering**

*Required for each contract or arrangement to prepare or develop specifications or requirements
(O.C.G.A. § 36-80-28)*

The undersigned Consultant, who is entering into a contract or arrangement with Fayette County, Georgia (the County) to prepare or develop specifications or requirements for an invitation for bids, request for proposals, purchase order, or any other type of solicitation for said County certifies that:

1. Consultant shall avoid any appearance of impropriety and shall follow all policies and procedures of the County, as may be related to the project.
2. Consultant discloses below any material transaction or relationship currently known to Consultant that reasonably could be expected to give rise to a conflict of interest, including, but not limited to, that of the Consultant, or the Consultant's employees, agents or subsidiaries (Include past, present, or known prospective engagements, involvement in litigation or other dispute, client relationships, or other business or financial interest):

3. Consultant shall immediately disclose any material transaction or relationship subsequently discovered during the pendency of the contract or arrangement.
4. Consultant acknowledges that any violation or threatened violation of the agreement may cause irreparable injury to the County, entitling the County to seek injunctive relief in addition to all other legal remedies.

Signature of Contractor's Authorized Official

Printed Name & Title of Authorized Official

Date

ANTI-LOBBYING CERTIFICATION
RFQ #2036-Q: Fayette County Resurfacing FY 2022 – Preliminary Engineering
GDOT PI Number 0017812

Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned _____ certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, _____ certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

CERTIFICATION
SUSPENSION AND DEBARMENT

RFQ #2036-Q: Fayette County Resurfacing FY 2022 – Preliminary Engineering
GDOT PI Number 0017812

- (1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals, (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (3) This certification is a material representation of fact relied upon by Fayette County, Georgia. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the Federal Government and Fayette County, Georgia, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- (4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date