

# DEPARTMENT OF TRANSPORTATION STATE OF GEORGIA

## INTERDEPARTMENT CORRESPONDENCE

February 9, 2016

**RFQ #:** 484-011216  
**RFQ Title:** Planning Technical Services, P.I. N/A  
**FROM:** Curtis Scott, Transportation Services Procurement Manager  
**TO:** Treasury Young, Procurement Administrator  
**SUBJECT: Ranking Approval**

The Office of Procurement's Transportation Services Procurement Section has reviewed and evaluated Statements of Qualifications, Technical Approach, and Past Performance for the above referenced project.

Attached for your review is one (1) set of the following:

- Advertisement and all Addendums
- Consultants' Submission Prescreening Checklist – Phase I
- GDOT Guide for Selection Committee Members (Phase I and II)
- Selection Committee Ratings for Top Respondents – Phase I
- Selection Committee Comments for Top Respondents – Phase I
- Selection of Finalists Notification and Notice to Selected Finalists
- Consultants' Submission Prescreening Checklist – Phase II
- Selection Committee Overall Ratings for Phase I and Phase II
- Selection Committee Comments for Finalists – Phase II
- Past Performance Reference Checks and any available additional documentation
- Verification of Non-Debarment from SAM Website for Intended Awardee
- Prequalification Certificate for Intended Awardee

The two (2) highest firms in order of ranking are as follows:

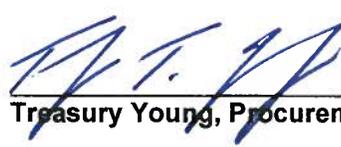
1. **HNTB Corporation**
2. **Atkins North America, Inc.**

The Selection Committee recommends the selection of the top ranked firm, HNTB Corporation.

Concurrence with Award from Responsible Division Director:

Certification Procurement Requirements Met:

  
Jay Roberts, Division of Planning

  
Treasury Young, Procurement Administrator

CS:rl

Attachments



# **Georgia Department of Transportation**

## **Request for Qualifications**

**To Provide**

**Planning Technical Services**

**RFQ-484-011216**

**Qualifications Due: January 12, 2016**

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

# REQUEST FOR QUALIFICATIONS

484-011216

## Planning Technical Services

### Recent RFQ Changes/Updates

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

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

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

# REQUEST FOR QUALIFICATIONS

484-011216

## Planning Technical Services

### **I. General Project Information**

#### **A. Overview**

The Georgia Department of Transportation (GDOT) is soliciting SOQs from qualified firm(s) or organization(s) to provide Consultant Services for Planning Technical Services.

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

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

From the advertisement date of this solicitation until successful respondents are selected and the award is made official and announced, firms are not allowed to communicate about this solicitation or scope with any staff of GDOT including the Commissioner and GDOT Board Members, except for the submission of questions as instructed in the RFQ, or with the contact designated in **RFQ Section VIII.C.**, or as provided by any existing work agreement(s). For violation of this provision, GDOT reserves the right to reject the submittal of the offending respondent.

#### **C. The Georgia Department of Transportation Board has adopted a 15% overall annual goal for DBE participation on all federally funded projects. This goal is not to be considered as a fixed quota, set aside or preference. The DBE goal can be met by prime contracting, sub-contracting, joint-venture or mentor/protégé relationship.**

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, 7<sup>th</sup> Floor  
600 West Peachtree Street, NW  
Atlanta, Georgia 30308  
Phone: (404) 631-1972

#### **D. Scope of Services**

Under the terms of the resulting Agreements, the selected consultants will provide Planning Technical services, for the GDOT Project identified. The anticipated scope of work for the project/contract is included in **Exhibit I**.

#### **E. Contract Term and Type**

GDOT anticipates one (1) On-Call Indefinite Delivery, Indefinite Quantity contract to be awarded to (1) firm, for each project/contract identified. GDOT anticipates that the Contract Type will be paid via Firm Fixed Price and/or Cost Plus Fixed Fee methodology. As an On-Call Indefinite Delivery, Indefinite Quantity contract(s), the Agreements will remain in effect for five (5) years.

**F. Contract Amount**

The On-Call, Indefinite Delivery Indefinite Quantity contract(s) will have a minimum of \$25,000.00 and a maximum of \$3,000,000.00. GDOT reserve the right to modify the estimated maximum allowable cost if necessary during the negotiation process.

**II. Selection Method**

**A. Method of Communication**

All general communication of relevant information regarding this solicitation will be made via the Georgia Procurement Registry (GPR) under RFQ-484-011216. All firms are responsible for checking the GPR on a regular basis for updates, clarifications, and announcements. GDOT reserves the right to communicate via electronic-mail with the primary contact listed in the Statements of Qualifications. Other specific communications will be made as indicated in the remainder of this RFQ.

**B. Phase I - Selection of Finalists**

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

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

**C. Finalist Notification for Phase II**

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

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

GDOT will request a Technical Approach of the three (3) to five (5) finalist firms for each project/contract. GDOT reserves the right to request a presentation/interview on any project/contract as determined in its best interests; however, this additional requirement shall typically be reserved for the most complex projects. Each finalist firm shall be notified in writing and informed of the proposal due date. Any additional detailed proposal instructions and requirements, beyond that provided in **Section V. Selection Criteria for Phase II**, 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), GDOT will formally terminate the negotiations and possibly enter into negotiations with the second highest-ranking firm, and so on in turn until a mutual agreement is established and GDOT awards a contract. The final form of the contract shall be developed by GDOT.

**III. Schedule of Events**

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

PHASE I	DATE	TIME
a. GDOT issues public advertisement of RFQ -484- 011216	11/23/2015	-----
b. Deadline for submission of written questions and requests for clarification	12/22/2015	2:00 PM
c. Deadline for submission of Statements of Qualifications	1/12/2016	2:00 PM
d. GDOT 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	TBA

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

##### A. Area Class Requirements and Certification

Presented teams must be prequalified in the indicated Area Class(es) in order to be evaluated. Required proof of prequalification shall be submitted as indicated in **Section VI.B.4.** below. All Submittals will be pre-screened to verify that the Prime consultant has the required Area Class(es) and that the overall team has the required Area Class(es). Any submittal in which the Prime consultant or the overall team area class requirements are not met will be disqualified from further consideration.

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

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

The Selection Committee will evaluate all firms on their Experience and Qualifications, which shall account for a total of thirty (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:**

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

##### C. Project Manager, Key Team Leader(s) and Prime's Resources and Workload Capacity – 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:**

- Project Manager Workload
- Workload capacity of Key Team Leader(s)
- Resources dedicated to delivering project
- 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**):

- Provide any unique technical approaches your firm offers relative to applying emerging techniques in travel demand modeling (regional and statewide) and air quality analysis.
- Identify any unique challenges of applying new techniques in travel demand and air emissions analysis models and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures.
- Provide any specific qualifications, skills, knowledge of the project and project area which may uniquely benefit the firm and project.

### 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 Department to ensure compliance with the page limitations.

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

#### 1. Basic company information:

- a. Company name.
- b. Company Headquarter Address.
- c. Contact Information - Name and all contact information (telephone number(s) and e-mail address) of primary proposing contact (this will be the individual with whom the Department will direct all communications).
- d. Company website (if available).
- e. Georgia Addresses - Identify and provide addresses for the offices located in the State of Georgia.
- f. Staff - List the number and disciplines of staff members employed in each office in the State of Georgia.
- g. Ownership - Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the Offeror a sole proprietorship, partnership, corporation, limited liability Corporation, or other structure?

2. Certification Form - Complete the Certification Form (*Exhibit "I" enclosed with RFQ*), and provide a notarized original within the firm's Statement of Qualifications. This is to be submitted for the Prime **ONLY**.
3. Georgia Security and Immigration Compliance Act Affidavit – Complete the form (*Exhibit "III" enclosed with RFQ*), and provide a notarized original within the firm's Statement of Qualifications. This is to be submitted for the Prime **ONLY**.
4. Addenda - Signed cover page of any Addenda issued for the Prime **ONLY**.

**B. Experience and Qualifications**

1. Project Manager - Provide information pertaining to the project manager, including but not limited to:
  - a. Education.
  - b. Registration (if necessary and applicable.)
  - c. Relevant engineering experience.
  - d. Relevant project management experience for projects of similar complexity, size, scope, and function (no more than five (5) projects).
  - e. Relevant experience utilizing GDOT specific processes, manuals, or guidance (Plan Development Process, Design Policy, Environmental Procedures Manual, etc.).

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

2. Key Team Leaders - Provide experience of Key Team Leaders (defined as those individuals who oversee project areas determined as particularly important to each specific project, refer to the Project Description in **Exhibit I, specifically Section 7** for the list of Key Team Leaders for each Project). For each Key Team Leader identified provide:
  - a. Education.
  - b. Registration (if necessary and applicable.)
  - c. Relevant experience in the applicable resource area (on no more than three (3) of the most relevant projects).
  - d. 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. Describe no more than five (5) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to provide services for GDOT. For each project, the following information should be provided:
  - a. Client name, project location and dates during which services were performed.
  - b. Description of overall project and services performed by your firm.
  - c. Duration of project services provided by your firm, and overall project budget.
  - d. Experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.)
  - e. Client(s) current contact information including contact names and telephone numbers.
  - f. Involvement of Key Team Leaders on the projects.

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

4. Area Class Summary Form and Notice of Professional Consultant Qualifications - Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom GDOT will contract.

The Team is defined as the Prime Consultant and their 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 by GDOT and attach after the Area Class summary form.**

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

**C. Resources/Workload Capacity**

1. Overall Resources - Provide information regarding the overall resources dedicated to delivering the specific project, including:
  - a. Organizational chart which identifies the project manager, prime, Key Team Leaders, support personnel, and reporting structure.
  - b. Primary Office - Identify and discuss the primary office which will be responsible for handling the specific project and the number and types of staff within the office and how this office could benefit the project and promote efficiency.
  - c. Narrative on Additional Resource Areas and Ability – Respondents are also allowed one page to provide information regarding additional resource areas identified as important to the project, to discuss how the key areas will integrate and work together on the project, to discuss any information which is pertinent to these areas, to provide a narrative regarding how the organization of the team, including the PM and Key Team Leaders can deliver the project on schedule given their workload capacity. (GDOT recognizes that some individuals may be able to meet the schedule while carrying heavier project loads.) Respondents may discuss the advantages of your team and the abilities of the team members which will enable the project to meet the proposed schedule as identified in Exhibit I (where applicable). If there is no proposed schedule, discuss the advantages of the team and the abilities of the team members which will enable the project to move as expeditiously as possible. **Respondents submitting more than the one additional page allowed, will be subject to disqualification.**
  
2. Project Manager Commitment Table - Provide a list of ALL projects (GDOT, other governments and private contracts – Information may be validated and any firm determined not to be listing all projects may be subject to disqualification) on which the proposed project manager is currently committed, to enable the Department to ascertain the project manager's availability. Utilize a table similar to the following format with a minimum of all criteria indicated to provide the requested information:

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

3. Key Team Leader Project Commitment Table - Provide a table similar to the below, with a minimum of all criteria indicated, which identifies ALL projects the Key Team Leaders (refer to the Project Description in Exhibit I, specifically Section 7 for the list of Key Team Leaders for each Project) are committed on to enable the Department to ascertain the available capacity.

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

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

**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 the 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(ies), and Description.

**A. Technical Approach**

- Provide any unique technical approaches your firm offers relative to applying immerging techniques in travel demand modeling (regional and statewide) and air quality analysis.
- Identify any unique challenges of applying new techniques in travel demand and air emissions analysis models and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures.
- Provide any specific qualifications, skills, knowledge of the project and project area which may uniquely benefit the firm and project.

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

**B. Past Performance**

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

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

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

- A. There are two (2) submittals required. Submittal #1 must follow the format and meet the content requirements identified in **Section VI, entitled Instructions for Content and Preparation of Statements of Qualifications – Phase I Response**. Respondents must submit one original and five (5) identical copies. Submittal #2 is an electronic version of Submittal #1 which allows for GDOT to maintain the files electronically. The original and each copy of Submittal #1 should be stapled separately. The original and each copy of Submittal #1 should be bound together using a binder clip or other similar fashion which allows the individual copies to be separated and distributed easily to Selection Committee Members. See **Attachment 1** for a summary of how the submittals should be prepared.
  
- B. Submittals must be typed on standard (8½" x 11") paper. The pages should be numbered, however, submittal pages will be counted by section to determine compliance with page limits. Responses are limited to the page counts indicated in each section and should be double-sided using a minimum of size 11 font. Page counts will be determined by pages with print on them, not by the physical piece of paper. For example, a piece of paper which has print on both sides, shall be considered two pages while a piece of paper with print on only one side would be considered a single page. Each Statement of Qualifications shall be prepared simply and economically as indicated above. Fancy bindings, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content.

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

Submittals must be sealed in an opaque envelope or box, and reference **RFQ 484-011216 and the words "STATEMENT OF QUALIFICATIONS"** must be clearly indicated on the outside of all of the envelopes or boxes. Statements of Qualifications **must be physically received by GDOT** prior to the deadline indicated in the Schedule of Events (*Section III of RFQ*) at the exact address below:

Georgia Department of Transportation (GDOT)  
Attention: Rhonda Ligon  
Transportation Services Procurement  
One Georgia Center, 19<sup>th</sup> Floor  
600 West Peachtree Street, NW  
Atlanta, Georgia 30308

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

Statements of Qualifications submitted via facsimile or e-mail will be rejected. All expenses for preparing and submitting responses are the sole cost of the party submitting the response. GDOT is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of GDOT. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

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

**C. Questions and Requests for Clarification**

Questions about any aspect of the RFQ, or the project, shall be submitted in writing via e-mail to: Rhonda Ligon, **e-mail: [rligon@dot.ga.gov](mailto:rligon@dot.ga.gov)**. The deadlines for submission of questions relating to the RFQ are the times and dates shown in the (**Schedule of Events- Section III**). From the issue date of this solicitation until a successful proposer is selected and the award is made official and announced, respondents are subject to the Restriction of Communication in **Section I.B.**

**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.**

- A. There are two (2) submittals required. Submittal #1 must follow the format and meet the content requirements identified in **Section VII**, entitled **Instructions for Preparing Technical Approach and Past Performance Response – Phase II Response**. Respondents must submit one original and five (5) identical copies. Submittal #2 is an electronic version of Submittal #1 which allows for GDOT to maintain the files electronically. The original and each copy of Submittal #1 should be stapled separately. The original and each copy of Submittal #1 should be bound together using a binder clip or other similar fashion which allows the individual copies to be separated and distributed easily to Selection Committee Members.
- B. Submittals must be typed on standard (8½" x 11") paper. The pages should be numbered, however, submittal pages will be counted by section to determine compliance with page limits. Responses are limited to the page counts indicated in each section and should be double-sided using a minimum of size 11 font. Page counts will be determined by pages with print on them, not by the physical piece of paper. For example, a piece of paper which has print on both sides, shall be considered two pages while a piece of paper with print on only one side would be considered a single page. Each Statement of Qualifications shall be prepared simply and economically as indicated above. Fancy bindings, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content.

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

- C. Submittals must be sealed in an opaque envelope or box, and reference **RFQ 484-011216 and the words "PHASE II RESPONSE"** must be clearly indicated on the outside of all of the envelopes or boxes. Statements of Qualifications **must be physically received by GDOT** prior to the deadline indicated in the Notice to Finalists at the exact address below:

Georgia Department of Transportation (GDOT)  
Attention: Rhonda Ligon  
Transportation Services Procurement  
One Georgia Center, 19<sup>th</sup> Floor  
600 West Peachtree Street, NW  
Atlanta, Georgia 30308

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

Responses submitted via facsimile or e-mail will be rejected. All expenses for preparing and submitting responses are the sole cost of the party submitting the response. GDOT is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of GDOT. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

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

**D. Questions and Requests for Clarification**

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

**X. GDOT Terms and Conditions****A. Statement of Agreement**

With the submission of a SOQ, the respondent agrees that he/she has carefully examined the Request for Qualifications, and agrees that it is the respondent's responsibility to request clarification on any issues in any section of the Request for Qualifications with which the respondent disagrees or needs clarified. The respondent also understands that failure to mention these items during the question period or in the SOQ will be interpreted to mean that the respondent is in full agreement with the terms, conditions, specifications and requirements in the therein. With submission of a SOQ, the respondent hereby certifies: (a) that this SOQ is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that respondent has not directly or indirectly included or solicited any other respondent to put in a false or insincere SOQ; (c) that respondent has not solicited or induced any person, firm, or corporation to refrain from sending a SOQ.

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

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

GDOT does not generally desire to enter into "joint-venture" agreements with multiple firms. In the event two or more firms desire to "joint-venture", it is strongly recommended that one incorporated firm propose and maintain status as the Program Management firm with the remaining firms participating as major firms. Any joint-venture, proposed and established as a separate business entity, should have its own set of books and supporting documentation sufficient for an audit trail. Transactions should be recorded consistent with the joint-venture agreement, and care must be taken to ensure that the joint-venture bears its equitable share of the costs. Therefore, "unpopulated joint-ventures" would not have an adequate accounting system suitable for cost reimbursement contracts.

However more traditional "populated joint-ventures" are welcomed. A populated joint-venture is where an alliance is brought to life by infusing it with working capital, employees, and control systems. The alliance implements all necessary business systems, including payroll processing, purchasing, property control, etc. The alliance will develop its own indirect rate structure and calculates its own indirect cost rates, based on the direct and indirect costs it incurs.

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

**C. Non-Discrimination and DBE Requirements**

The Georgia Department of Transportation in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d-42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A,

Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

**The Georgia Department of Transportation Board has adopted a 15% overall annual goal for DBE participation on all federally funded projects. This goal is not to be considered as a fixed quota, set aside or preference. The DBE goal can be met by prime contracting, sub-contracting, joint-venture or mentor/protégé relationship.**

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, 7<sup>th</sup> Floor  
600 West Peachtree Street, NW  
Atlanta, Georgia 30308  
Phone: (404) 631-1972

#### **D. Audit and Accounting System Requirements**

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

1. Firm(s) should have an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
2. Any firm that currently has an aggregate contract amount exceeding \$250,000 should have submitted their yearly CPA overhead audit.
3. Firm(s) should have no significant outstanding deficient audit findings from previous contracts with GDOT that have not been resolved.
4. The prime is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

#### **E. Submittal Costs and Confidentiality**

All expenses for preparing and submitting responses are the sole cost of the respondent submitting the response. The Department is not obligated to any respondent to reimburse such expenses. All submittals upon receipt become the property of the Department. Labeling information provided in submittals as "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until a final award.

#### **F. Award Conditions**

This request is not an offer to contract or a solicitation of bids. This request and any proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Department and does not obligate the Department to procure or contract for any services. Neither the Department nor any respondent submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Department and a respondent containing such terms and conditions as are negotiated between those parties. The Department reserves the right to waive non-compliance with any requirements of this Request for Qualifications and to reject any or all proposals submitted in responses. Upon review of responses, the Department will determine the respondent(s) proposal that in the sole judgment of the Department is in the best interest of the Department (if any is so determined), with respect to the evaluation criteria stated herein. The Department then intends to conduct negotiations with such respondent(s) to determine if an acceptable contract may be reached.

**G. Debriefings**

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

GDOT reserves the right to cancel any and all Request for Qualifications where it is determined to be in the best interest of the Department to do so. GDOT reserves the right to increase, reduce, add or delete any item in this solicitation as deemed necessary.

It is the responsibility of all firms interested in submitting Statement of Qualifications (SOQs) for this advertisement to routinely check the posting on the Georgia Procurement Registry for any revisions to this RFQ.

**I. Substitutions, Alternates, Exceptions, and Extensions**

No substitutions or alternates will be accepted for this solicitation. Any respondent submitting substitutions or alternates will be considered non-responsive and will not be considered for award.

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

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

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

**EXHIBIT I**

Project/Contract

- 1. Project Number(s): N/A
- 2. PI Number(s): 0013670
- 3. County(ies): All Counties
- 4. Description: TECHNICAL SERVICES CONTRACT FY 2016 TPWP

5. Required Area Classes:

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

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

Number	Area Class
1.01	Statewide Systems Planning
1.02	Urban Area and Regional Transportation Planning

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
1.01	Statewide Systems Planning
1.02	Urban Area and Regional Transportation Planning

6. Scope of Services:

A. Under the terms of this resulting Agreement, the Selected Consultant will provide Planning Technical Services.

The technical services needed, include:

- 1. Metro Planning Organization (MPO) Travel Demand Forecasting Model Development.
- 2. Statewide Travel Demand Forecasting Model Development.
- 3. Air Quality Technical Tasks (assisting in preparing conformity determination reports, emissions modeling, participating in interagency meetings as needed, etc).
- 4. Air Quality Policy Guidance (assist in providing GDOT staff input/guidance on air quality requirements, as provided by Federal Highway Administration (FHWA)/Federal Transit Administration (FTA)/Environmental Protection Act (EPA) and others).
- 5. Project Specific Modeling assistance (this includes completing micro and mesoscopic modeling, as needed for specific GDOT projects and/or programs, as requested).
- 6. Economic Evaluations (this includes both operating GDOT's previously purchased Regional Economic Models Inc. (REMI) software and developing case/project specific methodologies to evaluate individual projects/programs and a suite of projects/programs, as requested by GDOT).

**B. MPO Travel Demand Forecast Modeling:**

The Department develops and maintains the travel demand forecasting models for (currently) fourteen (14) of the state's sixteen (16) MPOs Atlanta Regional Commission (ARC) develops the Atlanta MPO model, including the non-attainment areas for Gainesville and Cartersville; Tennessee DOT develops the Chattanooga MPO model; the Department develops the model used for plan development-but not non-attainment evaluation-for the Gainesville MPO). It is possible that additional MPOs could be created and the consultant is expected to develop and maintain a travel demand model for the new MPO.

**1. Model Maintenance / Application:**

GDOT planning staff receives continual requests for special analyses to assist in the evaluation of projects or programs in the urbanized areas throughout the state. In order to respond effectively, GDOT's urbanized area models may require updates, refinements, adaptations, and special application procedures. The Consultant will update models as needed by refining, adapting and applying the model application procedures to urbanized areas of the state as directed by the GDOT project manager. The MPO models contain a more detailed zone system and they typically include all or nearly all functionally classified roadways. The activities as part of this task include, but are not limited to:

- a. Review of socio-economic data provided by the MPOs and to work with MPOs as directed by GDOT to secure data considered reasonable for modeling purposes.
- b. Additional tasks will include revising, updating and applying the travel demand model.
- c. Development, validation, application, and documentation of travel demand models and transportation planning procedures. This will include developing/updating a model development guide.
- d. Micro/mesoscopic modeling, analysis, and technical report preparation as directed by GDOT.

GDOT will determine which models the Consultant will provide assistance in accordance with milestones such as Long Range Transportation Plan (LRTP) schedules developed for individual urbanized areas, air quality non-attainment areas, or as otherwise directed by GDOT. The Consultant will be responsive to requests by GDOT to prepare for and participate in meetings or briefings for such purposes as, but not limited to, transportation plan updates and interagency consultation in non-attainment areas. The Consultant shall primarily utilize CUBE/TP+ travel demand forecasting model. It is anticipated the Consultant will develop the scripts to run the models and analyze outputs.

There is also a staff training element associated with this Task. The Consultant will be responsive to requests by GDOT to include training of Department staff on an as needed basis related to travel demand models. Immediate and responsive access to and availability of Consultant's modeling staff is required due to likely multiple simultaneous LRTP updates.

**2. Conduct Special Analyses:**

The traditional approach used by GDOT and MPOs in developing LRTPs is anchored by a system wide highway needs analysis using the travel demand model. Typically, the highway needs analysis identifies highway corridors and/or locations needing additional capacity or access. GDOT recognizes it would be beneficial to be able to analyze additional means of increasing system efficiency such as, but not limited to, traffic signal coordination. The desired approach would enable GDOT to analyze management of the existing roadway system and analysis of future mobility and system preservation needs.

Analysis and preparation of materials typically useful in the public participation process, clarifying issues and gaining consensus, are also part of this project. The special analyses are typically different from one urban area to another.

Examples of special analyses could include, but not limited to: environmental justice (EJ); safety; congestion duration; cost-effectiveness; improving the connectivity between different transportation modes; addressing freight; economic development; public transportation; the relationship between future land-use plans and transportation system performance; and conducting supplemental model analyses to explain how the LRTP addresses mobility and accessibility needs.

3. Quality Assurance / Quality Control:

The Consultant will ensure that models, data inputs and outputs are quality controlled. Careful attention shall be given to model outputs to assure reasonableness. Socio-economic data sets (including base, middle and future year scenarios) shall be thoroughly reviewed and quality controlled. The quality of GDOT models depends heavily on the quality of socio-economic data inputs.

4. Project Management:

With the development, validation and calibration of travel demand models coinciding with MPO's financial feasibility assessments, system wide needs analyses, other special analyses and public participation schedules in different urbanized areas throughout the State. GDOT, MPOs and Consultant may need to conduct coordination meetings to discuss the allocation of resources, schedule meetings and coordinate work activities.

Coordination and Scheduling – The Consultant will offer advice and assistance to GDOT staff to address project management issues. This type of assistance could take the form of strategic planning pertaining to: public involvement, establishing and modifying LRTP activity schedules, resolving modeling issues, determining the appropriate level of technical analyses that should be done in individual urbanized areas.

This subtask includes establishing project protocol for communications throughout the study. GDOT, MPOs and the Consultant shall have designated staff to channel communications and subsequently distribute information appropriately. As directed by GDOT, all written documentation, technical memorandums, appendices or reports, shall follow uniform formats. Charts, illustrations and/or slide presentations in the public involvement process shall also follow standard layouts. Periodic meetings between GDOT and the Consultant will be needed to successfully manage all of the LRTP and modeling activities.

**C. Statewide Travel Demand Forecast Modeling:**

Beginning in 2010, a statewide travel demand forecasting model was developed for use in all statewide transportation planning activities and for use in county-wide, multi-county, corridor transportation plans.

The selected consultant will be expected to update and maintain the statewide model as directed by the GDOT Project Manager. Updating includes, but not limited to, periodically adjusting the population/employment projections control totals as well as zonal distributions based on the latest information available, updating the network to incorporate recent changes, and applying latest modeling assumptions/techniques.

1. Model Update and Maintenance:

The major goal of the statewide model is to accurately forecast future travel demand in all areas of the state. The statewide model will also be functional for use in regional and multi-county studies and provide mid-term planning ability, and interim model year systems as directed by the GDOT Project Manager. It is also GDOT's goal to have a statewide forecasting model that can estimate results of possible policies and/or facilities including, but not limited to, such options as goods movement, toll facilities, and managed lanes. Therefore, as part of updating the model, the Consultant needs to be able to apply the latest emerging techniques in model application.

The consultant shall work on integration of the statewide model with regional models. This task involves working on the following:

- a. Zonal compatibility of the statewide model with regional models.
- b. Network compatibility of the statewide model with regional models.
- c. Socio-economic data integration of the statewide model with regional models.
- d. Use Transearch data for the freight component of the statewide model.
- e. The Department has obtained the National Performance Management Research Data Set (NPMRDS). This data set provides a national dataset of average travel times for use in performance measurement. The consultant will use the speed data for validation of the statewide model.

2. **Quality Control / Accuracy:**

The Consultant shall ensure that the statewide model is well calibrated and quality controlled to a base year as directed by the GDOT Project Manager. The Consultant also shall develop a means of ensuring that future volumes are consistent with base year traffic counts for all locations.

3. **Comparison to Existing Sources:**

The Consultant shall compare statewide model outputs to existing models to ensure consistency and reasonableness in forecasting. Significant disparities shall be identified and reported to GDOT as needed.

4. **Analysis:**

It is anticipated the statewide model be used to forecast both mid-range and long-range deficiencies and be suitable for policy analysis. The statewide model may be used to assist GDOT in prioritizing its program or developing/revising policies. Several model runs may be undertaken to analyze proposed improvements, identify additional improvements, or to identify combinations of alternative improvements to those currently programmed.

5. **Training:**

The Consultant shall supply training to GDOT staff on use of travel demand model as needed. Training shall be of sufficient breadth and detail for GDOT model users.

6. **Documentation:**

The Consultant shall maintain/update written documentation of all work as directed by the GDOT Project Manager. Documents maintained/developed by the Consultant will include, but are not limited to, the following:

- a. A detailed technical report (including at a minimum modeling procedures, assumptions, and steps) on the statewide model geared toward model users.
- b. A summary of the statewide model geared toward GDOT management.
- c. Model overview brochure geared toward elected officials. The end products of this task shall be living documents containing work activities, assumptions and procedures including calibration, etc.

**D. Air Quality Technical Tasks:**

The Department assists nonattainment MPOs in developing information/documentation necessary to demonstrate that the MPO's Transportation Plan and Transportation Improvement Program conform to meeting the motor vehicle emissions budget and the State Implementation Plan (SIP) developed by the state air agency.

1. **Air Quality Analysis & Documentation:**

GDOT works with several Interagency Consultation (IAC) groups. The Consultant will assist GDOT with interagency consultation as requested. Assistance may include, but is not limited to, preparing information for meetings and briefing IAC, assisting with the development/revising of the conformity determination reports (CDR), and providing guidance to GDOT on air quality and conformity issues and tasks. GDOT may call upon the Consultant review and provide comments on proposed air quality and planning legislation guidance.

The Consultant will conduct emissions modeling using the latest version of Environmental Protection Agency's (EPA) Motor Vehicle Emission Simulator (MOVES). The Consultant will coordinate, as necessary, with the appropriate federal and state agencies to implement changes to the input procedures to ensure consistency between emissions modeling for transportation conformity and SIP emission budget development so that the federal requirements are met.

The Consultant will prepare the technical documentation required for the air quality analysis procedures and incorporate the information into the modeling process and TP+ script modifications. In addition, The Consultant will implement the MOVES updates into the GDOT CUBE/TP+ model stream script. The Consultant maybe asked to work with other local, state and federal agencies to develop the information needed for the air quality analyses.

2. **MS Excel and Access Development, Revision, and Support:**

GDOT anticipates the need for development, revision, and support of MS Excel and Access applications. Existing applications may require updating, debugging, and/or revision.

GDOT intends to develop/maintain a Congestion Mitigation and Air Quality Improvement Program (CMAQ) Project emission estimation tool. The tool would assist GDOT, MPOs, and project sponsors in the development of emissions estimates appropriate for CMAQ reporting requirements and possibly suitable for taking conformity credits. The tool will be used to analyze projects including, but not limited to: intersection improvements; system wide traffic signal coordination; vanpool and carpool programs; transit incentives; diesel retrofits, and changing to alternative fuel for fleet vehicles. The Consultant will work with GDOT staff to develop procedures and/or applications to estimate emissions benefits of non-modeled projects and assist GDOT staff in gaining Interagency Consultation Committee (IAC) consensus if required.

**E. Air Quality Policy Guidance:**

Periodically, United States Department of Transportation (USDOT) and/or United States Environmental Protection Agency (US EPA) issue new regulations, guidance, position papers, etc. related to National Ambient Air Quality Standards (NAAQS). The selected consultant will provide GDOT staff with input on the implications of potential NAAQS changes and comments on existing regulations/guidance. The consultant, as directed by the GDOT Project Manager, will prepare position papers, memorandums and correspondence for use by GDOT.

1. **Policy Review:**

EPA has designated areas in the State of Georgia as nonattainment for the 8-hour Ozone and PM 2.5 pollutants. The Consultant is expected to provide guidance and prepare comments on proposed air quality and planning legislation; rules/regulations on mobile source emissions; and their potential impact on Georgia's nonattainment areas.

2. **Briefing:**

The CONSULTANT may be asked to participate in related meetings and brief MPOs/others on air quality issues.

**F. Project Specific Modeling Assistance:**

Periodically, Office of Planning staff members find it necessary to complete micro and mesoscopic traffic simulations as part of a planning evaluation or project development. This type of activity might include, but is not limited to, developing: CORSIM/VISSIM/SYNCHRO/etc. models and completing Level of Service (LOS) evaluations using the Highway Capacity software. The consultant will be responsible for collecting the inputs necessary to develop the models/evaluations and then completing the evaluation. The consultant will evaluate the outputs and develop recommendations.

## 1. Project Level Analysis:

The Consultant will evaluate individual projects by using tools and procedures approved by the GDOT Project Manager. Every project is unique, different and/or special circumstances will need to be accounted for in the evaluation.

## 2. Subarea and Corridor Analysis:

The Consultant will develop procedures and scripts that easily summarize the network statistics for specific corridors from the model applications as requested.

## 3. Operational Analysis:

CORSIM, VISUM and/or VISSIM may be used to evaluate small areas or corridors. An emerging technical tool, the Dynamic Traffic Assignment (DTA) may be performed within the regional travel demand model to produce more accurate speed estimates.

## 4. Corridor Studies:

The Consultant will work with GDOT staff to develop procedures to evaluate corridors as directed. The review and coordination with other on-going GDOT studies would be performed to collect any available data. A network-coding and prohibition scheme that accounts for corridor options that are anticipated would be determined. Corridor evaluation procedures will be reviewed to ensure reasonable value-of-time assumptions are used.

## 5. Interchange Studies:

The Consultant will assist GDOT staff by performing interchange studies. This assistance may include the development of new studies of existing (or future) interchanges, or may include a review and critique of interchange studies prepared by entities outside of the GDOT Planning Office. This includes Interchange Justification Report (IJRs) and Interchange Modification Report (IMRs).

## 6. Documentation:

The Consultant will prepare a report document related to any work completed under Section E.

**G. Economic Evaluations:**

The Department currently uses the regional economic model TranSight (aka REMI) to assist in determining the economic value gained from pursuing projects/programs under various investment scenarios. The Department will continue to maintain and purchase the TranSight datasets; however, the consultant will be required to conduct all data runs and evaluations. The consultant should also be prepared to develop/offer additional input/thoughts on how to evaluate projects/programs in the future, separate from using the TranSight model, as needed based on project specific circumstances.

## 1. Studies:

The Consultant is expected to complete economic evaluations as directed by GDOT and document findings in a written report.

2. **Alternative Evaluations:**

The Consultant may be asked to propose and conduct alternative economic evaluation using alternative software and/or analyses methods.

H. **Skilled Planning Support:**

The Consultant shall be prepared to have a skilled staff for preparing and reviewing planning documents and reports, based on the needs of GDOT.

7. **Related Key Team Leaders:**

- A. Transportation Planner.
- B. Transportation Modeler.
- C. Air Quality Specialist.

**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

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

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

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

Solicitation No./Contract No. : RFQ-484-011216

Solicitation/Contract Name: Planning Technical Services, P.I. 0013670

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or entity which is contracting with the Georgia Department of Transportation has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

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

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

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

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

\_\_\_\_\_  
Signature of Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Consultant

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Notary Public

[NOTARY SEAL]

My Commission Expires: \_\_\_\_\_



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								
3.16	Value Engineering (VE)								
3.17	Toll Facilities Infrastructure Design								
4.01	Minor Bridge Design								
4.02	Major Bridge Design								
4.04	Hydraulic and Hydrological Studies (Bridges)								
4.05	Bridge Inspection								
5.01	Land Surveying								
5.02	Engineering Surveying								
5.03	Geodetic Surveying								
5.04	Aerial Photography								
5.05	Photogrammetry								
5.06	Topographic Remote Sensing								
5.07	Cartography								
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 GDOT Engineering Projects

	# of Pages Allowed
Cover Page	-> 1
<b>A. Administrative Requirements</b>	
1. Basic Company Information	
a. Company name	
b. Company Headquarter Address	
c. Contact Information	
d. Company Website	
e. Georgia Addresses	
f. Staff	
g. Ownership	
	Excluded
2. Notarized Certification Form (Exhibit II) for Prime	-> 1
3. Notarized Georgia Security and Immigration Compliance Act Affidavit (Exhibit III)	-> 1
4. Signed Cover Page of any Addenda Issued	-> 1 (each addenda)
<b>B. Experience and Qualifications</b>	
1. Project Manager	
a. Education	
b. Registration	
c. Relevant engineering experience	
d. Relevant project management experience	
e. Relevant experience using GDOT specific processes, etc.	
	2
2. Key Team Leader Experience	
a. Education	
b. Registration	
c. Relevant experience in applicable resource area	
d. Relevant experience using GDOT specific processes, etc.	
	1 (each)
3. Prime's Experience	
a. Client name, project location, and dates	
b. Description of overall project and services performed	
c. Duration of project services provided	
d. Experience using GDOT specific processes, etc.	
e. Clients current contact information	
f. Involvement of Key Team Leaders	
	2
4. Area Class Table and Notice of Professional Consultant Qualifications for Prime and Sub-Consultants	-> Excluded
<b>C. Resources/Workload Capacity</b>	
1. Overall Resources	
a. Organization chart	-> Excluded
b. Primary office to handle project and staff description of office and benefits of office	
c. Narrative on Additional Resource Areas and Ability	1
2. Project Manager Commitment Table	-> Excluded
3. Key Team Leaders Project commitment table	-> Excluded



<b>SOQ AREA CLASS CHECKLIST</b>					
<b>Solicitation #:484-011216</b>					
<b>Solicitation Title: Planning Technical Services</b>					
<b>Primes and Subconsultants</b>					
		<b>1.01</b>	<b>1.02</b>	<b>Certificate Expires</b>	<b>Comments</b>
<b>1</b>	<b>Atkins North America, Inc</b>	X	X	6/30/2017	
	CDM Smith Inc	X	X	12/31/2017	
	Connectics Transportation Group, Inc.			1/31/2016	
	Stantec Consulting Services, Inc.	X	X	2/28/2018	
	Vanassee Hangen Brustlin, Inc.	X	X	4/30/2018	
<b>2</b>	<b>HNTB Corporation</b>	X	X	9/10/2017	
	Cambridge Systematics Inc.	X	X	4/30/2017	
	Economics Decisions Group	X	X	5/31/2018	

# GDOT GUIDE FOR SELECTION COMMITTEE MEMBERS

## RFQ 484-011216

### Planning Technical Services

***This ENTIRE GUIDE must be reviewed carefully by all Selection Committee Members BEFORE the evaluation of submittals.***

#### **Coordination and Communication**

Rhonda Ligon will coordinate the overall submittal evaluation process and serve as Facilitator of any Selection Committee Meetings through the completion of the evaluation. All Committee members will be provided copies of submittals and related information, and will be notified of any proposed (if applicable) meetings, conference calls, and deadlines. **IMPORTANT-** *All written communication* (e-mails, memos, scoresheets, handwritten notes in SOQs, etc.) related to the evaluation can be subject to public record. Therefore, all such communication should be limited to objective and verifiable information.

#### **Evaluation Process**

The evaluation and scoring will be handled in two phases. Phase I will be the evaluation of the written Statements of Qualifications received from all respondents. Phase II will be the evaluation of the written responses from the Finalists. The scoring for the Finalists will be carried forward from Phase I and added to the scores from Phase II to determine the highest ranked Finalists and hence with whom negotiations will be initiated. The criteria to be utilized in the evaluation and scoring are as follows:

#### **Phase I**

- **PM, Key Team Leader(s), and Prime's Experience and Qualifications – (30% or 300 Points)**
- **PM, Key Team Leader(s), and Prime's Resources and Workload Capacity – (20% or 200 Points)**

#### **Phase II**

- **Technical Approach – (40% or 400 Points)**
- **Past Performance – (10% or 100 Points)**

#### **Phase I Evaluation of Statements of Qualifications**

#### **Evaluation of Eligible Submittals**

Submittals determined eligible must be read thoroughly with careful attention to the presence of required submittal content. The reader should keep the evaluation criteria in mind when assessing each submittal. As Reviewers read the responses, they will determine the rating for each criteria as follows:

- **Poor =** Does Not have minimum qualifications/availability
- **Marginal =** Meets Minimum qualifications/availability but one or more major considerations are not addressed or is lacking in some essential aspects
- **Adequate =** Meets minimum qualification/availability and is generally capable of performing work
- **Good =** More than meets minimum qualifications/availability and exceeds in some aspects
- **Excellent =** Fully meets qualifications/availability and exceeds in several or all areas

### **Directions for use of the Evaluation Preliminary Scoring Forms:**

Scoring forms will be distributed to all Selection Committee members along with copies of submittals which were received and validated. Evaluators will have the option of using the hard copy forms or an electronic version of the form. However, to ensure that Open Records Request can be filled in compliance with the law, Evaluators who choose to use the electronic version of the form should only maintain one version of the form and must provide the electronic version of the form to Procurement. Each evaluator will use their numbered scoring form for scoring all submittals. Evaluators must ensure that the name of the Firm being evaluated is written in the appropriate box to identify the Firm to whom the ratings and comments belong. Using the criteria categories in **Evaluation of Eligible Submittals** above, each submittal will be given a **preliminary score** for each of the criteria. The Reviewer should provide comments for each section which support the rating. Reviewers should not seek to write down everything that the submittal contains. Rather, Reviewers should first determine the rating and then answer why they feel the rating is warranted.

**The review, preliminary scoring, and comments MUST be completed prior to the Selection Committee Meeting and must be sent to the Procurement Facilitator by the deadline given in order to make efficient and effective usage of all Selection Committee Members time.**

### **SPECIAL INSTRUCTIONS FOR EVALUATING AVAILABILITY**

Through working with the consultant industry, they asked that when considering their availability, we consider more than merely the number of projects they have listed. With this in mind we have allowed space in their SOQ for the respondents to provide a narrative in their ability. This narrative will allow them to discuss how the organization of the team, including the PM and Key Team Leaders can deliver the project on schedule given their workload capacity. It also recognizes that some individuals may be able to meet the schedule while carrying heavier project workloads and allows them to discuss the advantages of their team and the abilities of their team members which will enable the project to meet the proposed schedule. If there is no schedule provided, they can discuss the advantages of the team and abilities of the team members which will enable the project to move as expeditiously as possible. You **MUST** consider this narrative along with the workload table when rating the SOQs. You **MUST NOT** merely look at the workload table solely for making the rating decision.

### **Evaluation Meeting:**

**All completed Scoring Forms with the preliminary scores and comments for each criteria of each firm, must be brought to the Selection Committee Meeting planned for Monday, February 01, 2016. The completed forms must be turned in at the conclusion of the meeting.**

Prior to the meeting, the Facilitator will use the scores and subsequent ranks to determine where the majority of the discussion should be focused. Generally, the majority of the discussion will center on the top submittals. The Selection Committee will discuss and determine a final committee rating for each criteria and will provide summary comments as to why the Committee feels the rating is warranted.

The final rankings will be used to determine the three to five Finalists who will proceed and have their scores carried forward to Phase II of the evaluation.

**It is important to note, that all evaluation scoring, notes, and comments will be subject to open records and there is a very high likelihood they will be reviewed by a wide variety of individuals. For this reason, it is extremely important to adhere to all guidelines and suggestions contained in this Guide for Selection Committee Members.**

## Phase II

### Evaluation of Technical Approach and Past Performance

- Finalists will be required to submit a written response which must detail the Technical approach (including design concepts and use of alternative methods).
- Past Performance - Procurement will be checking references and will provide the results of the reference checks to the Selection Committee. The Selection Committee will also be allowed to bring any information for consideration they have available regarding the Firm's performance on any project/contract.

Submittals and Past Performance information must be read/considered thoroughly with careful attention to the presence of required submittal content. The reader should keep the evaluation criteria in mind when assessing each submittal. As Reviewers read the responses, they will make notes in the submittals and must be prepared to discuss their position in the Selection Committee Meeting for Phase II. **The review and notes MUST be completed prior to the Selection Committee Meeting.**

#### **Evaluation Meeting:**

**All notes must be brought to the Selection Committee Meeting planned for Monday, February 01, 2016.** The Selection Committee will discuss and determine a final committee rating for each criteria and will provide summary comments as to why the Committee feels the rating is warranted. The Committee will assign the following ratings:

- Poor = Does Not have minimum qualifications/availability
- Marginal = Meets Minimum qualifications/availability but one or more major considerations are not addressed or is lacking in some essential aspects
- Adequate = Meets minimum qualification/availability and is generally capable of performing work
- Good = More than meets minimum qualifications/availability and exceeds in some aspects
- Excellent = Fully meets qualifications/availability and exceeds in several or all areas

#### **FINAL SCORING AND SELECTION**

The scores from Phase I and Phase II will be added together and a final overall ranking will be determined and provided for Selection Committee approval.

**GDOT SELECTION COMMITTEE SCORING AND OVERALL RANKING OF TOP SUBMITTALS FOR PHASE I**

<b>Solicitation Title:</b>	<i>Planning Technical Services</i>	1	HNTB Corporation
<b>Solicitation #:</b>	<i>484-011216</i>	2	Atkins North America, Inc

**PHASE I - Individual Committee Member Scoring** and Overall Ranking based on Published Criteria FOR TOP TEN SUBITTALS

**(This Page For GDOT Use)**

SUBMITTING FIRMS	(RANKING)	
	Score	Group Ranking
	Atkins North America, Inc	375
HNTB Corporation	500	1

Evaluation Criteria →

*Experience and Qualifications*  
*Resources availability and Workload Capacity*

SUBMITTING FIRMS	<i>Maximum Points allowed =</i>		Scores and Group Ranking	
	300	200	Total Score	Ranking
Atkins North America, Inc	Good	Good	375	2
HNTB Corporation	Excellent	Excellent	500	1
<i>Maximum Points allowed =</i>	<b>300</b>	<b>200</b>	<b>500</b>	<b>%</b>

RFQ	484-011216	PHASE 1 SUMMARY COMMENTS FOR TOP SUBMITTALS	
Firm	Atkins North America, Inc	# of Evaluators	3
Experience and Qualifications		Assigned Rating	Good
<p>The firm's modeling side was strong with has good experience. The Key Team Lead (KTL) has air quality experience but does not have the experience as it relates to the proposed project specifically with conformity determination reports, air quality policies and preparing technical reports. The Transportation Planner Key Team Lead (KTL) did not demonstrate specific details with connections between modeling and planning. Overall, the proposal needed more details and consisted of broad statements.</p>			
Resources availability and Workload Capacity		Assigned Rating	Good
<p>The proposal listed the Key Team Leads (KTL) with good availability with activities winding down but the dates were not consistent.</p>			
RFQ	484-011216	PHASE 1 SUMMARY COMMENTS FOR TOP SUBMITTALS	
Firm	HNTB Corporation	# of Evaluators	3
Experience and Qualifications		Assigned Rating	Excellent
<p>The proposal was easily to follow and documented the proposed criteria. There were a large number of local planners and modelers who demonstrated detailed experience in all skillsets. As noted in their proposal, one of the Key Team Leads (KTL) has experience with the TRB ADB40 Transportation Demand Forecasting Committee. One of the Key Team Leads (KTL) has experience with MOBILE6 model to the MOVES model including ARC, Indianapolis MPO, Chattanooga and several other regions that are directly related to the core of the proposed project. One of the Key Team Leads (KTL) serves on the National Cooperative Highway Research Program (NCHRP) Committee. Overall, the proposal listed similar experience to the proposed project.</p>			
Resources availability and Workload Capacity		Assigned Rating	Excellent
<p>The firm has 90% availability which was notes over a five (5) month period and the timeframe of projects ending.</p>			



# **SELECTION OF FINALISTS**

## **RFQ-484-011216 Planning Technical Services**

**The Georgia Department of Transportation is pleased to announce the selection of the following firms as finalists regarding the above RFQ:**

**Atkins North American, Inc.  
HNTB Corporation**



January 13, 2016

**NOTICE TO SELECTED FINALISTS**

**To: Atkins North America, Inc. and HNTB Corporation**

**Please send an e-mail confirming receipt of this notice to Rhonda Ligon (rligon@dot.ga.gov).**

**Re: RFQ-484-011216 –Planning Technical Services**

On behalf of the Selection Committee for the Request for Qualifications (RFQ) referenced above, we congratulate you and your firm on being selected as a finalist for further consideration. This notice shall serve as an official request for additional required information and action from finalists. **Please refer to the original solicitation (RFQ-484-011216), page 9, VII. Instructions for Preparing Technical Approach and Past Performance Response – Phase II Response, A&B and page 11, IX. Instructions for Submittal for Phase II – Technical Approach and Past Performance Response, A-D for instructions to submit your package.** As a finalist, your firm is required to comply with the written instructions and remaining schedule below:

**A. Technical Approach - 40%**

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

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

- Provide any unique technical approaches your firm offers relative to applying emerging techniques in travel demand modeling (regional and statewide) and air quality analysis.
- Identify any unique challenges of applying new techniques in travel demand and air emissions analysis models and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures.
- Provide any specific qualifications, skills, knowledge of the project and project area which may uniquely benefit the firm and project.

**B. Past Performance - 10%**

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

Remaining Schedule

1. GDOT completes evaluation and issues notification and other information to finalist firms.	01/13/2016	-----
2. Deadline for submission of written questions from finalists (e-mail preferred)	01/19/2016	2:00 PM
3. GDOT Receives Submittals I & 2 for Phase II	01/26/2016	2:00 PM

**C. Finalist 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**. For each evaluator, the points assigned to each criterion will be totaled and a rank will be determined. The rankings of all evaluators will be totaled for each finalist in order to determine the sum of the individual rankings. The finalists will be ranked in descending order of recommendation using the sum of individual rankings from the Selection Committee members. Should a tie exist for the highest ranking firm on the contract/project, and qualifications appear to be equal, the Selection Committee shall defer to the sum of the individual points and the award shall be made to the finalist with the highest sum.

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, GDOT will formally terminate the negotiations in writing and possibly enter into negotiations with the second highest-ranking firm, and so on in turn until a mutual agreement is established and GDOT awards a contract. The final form of the contract shall be developed by GDOT.

Please address any questions you may have to Rhonda Ligon, and congratulations, again, to each of you!

Rhonda Ligon  
[rligon@dot.ga.gov](mailto:rligon@dot.ga.gov)  
404-631-1329

## SUBMISSION & PRESCREENING CHECKLIST

<b>SOLICITATION #:</b>	<b>484-011216</b>			
<b>SOLICITATION TITLE:</b>	<b>Planning Technical Services</b>			
<b>SOLICITATION DUE DATE:</b>	<b>January 26, 2016</b>			
<b>SOLICITATION TIME DUE:</b>	<b>2:00pm</b>			
<b>No.</b>	<b>Consultants</b>	<b>Date</b>	<b>Time</b>	<b>Compliant with Page # Limitations</b>
1	HNTB Corporation	1/26/2016	12:33 P.M.	X
2	Atkins North America, Inc	1/25/2016	03:34 P.M.	X

**GDOT SELECTION COMMITTEE SCORING AND OVERALL RANKING OF SUBMITTALS**

Solicitation Title:	<b>Planning Technical Services</b>	1	HNTB Corporation
Solicitation #:	<b>484-011216</b>	2	Atkins North America, Inc

**PHASE I AND PHASE II - Individual Committee Member Scoring and Overall Ranking based on Published Criteria**

**(This Page For GDOT Use)**

SUBMITTING FIRMS	(RANKING)			
			Sum of	
			Total Score	Group Ranking
HNTB Corporation			1000	1
Atkins North America, Inc			750	2

Evaluation Criteria →

*Experience and Qualifications*  
*Resources availability and Workload Capacity*  
*Technical Approach - Suitability*  
*Past Performance*

	PHASE I		PHASE II		Group Scores and Ranking	
<b>Maximum Points allowed =</b>	<b>300</b>	<b>200</b>	<b>400</b>	<b>100</b>		
<b>SUBMITTING FIRMS</b>	▼	▼	▼	▼	Total Score	Ranking
HNTB Corporation	Excellent	Excellent	Excellent	Excellent	1000	1
Atkins North America, Inc	Good	Good	Good	Good	750	2
<b>Maximum Points allowed =</b>	<b>300</b>	<b>200</b>	<b>400</b>	<b>100</b>	<b>1000 %</b>	

RFQ	484-011216	<b>PHASE 2 SUMMARY COMMENTS</b>	
Firm	HNTB Corporation		
Technical Approach		Assigned Rating	Excellent
<p>The firm's technical approach clearly states how tasks will be undertaken and their idea of developing trip rates to the proposed project. The sub-consultant emphasis on enhancing input data with freight and working on National Cooperative Highway Research Program (NCHRP) Committee related to air quality emissions modeling and truck data as stated on page 2.</p>			
Past Performance		Assigned Rating	Excellent
<p>The evaluators are in line with the past performance comments of excellent.</p>			
RFQ	484-011216	<b>PHASE 2 SUMMARY COMMENTS</b>	
Firm	Atkins North America, Inc		
Technical Approach		Assigned Rating	Good
<p>The firm's technical approach is generic and not specific as it relates to hands-on experience to the proposed project. The firm has good modeling capabilities but they do not list much air quality analysis experience.</p>			
Past Performance		Assigned Rating	Good
<p>The evaluators are in line with the past performance comments of good.</p>			

**Reference Check Scores for  
Consultant**

**Reference A**

<b>Firm Name</b>	Georgia Department of Transportation, Atlanta, GA		
<b>Project Name</b>	Statewide, Travel Demand & Air Quality Modeling Service & Development of Statewide Model, 2008-2013		
<b>Project Manager</b>	Phillip Peevy	Title	Branch Chief
<b>Contact Information</b>	404-631-1783		
	<b>Reference Questions</b>	<b>Score</b>	
	1. Rate the firm's quality of leadership in Project Management for your project.	10	
	2. Rate the overall services of the firm's staff for the duration of the project.	9	
	3. Rate the firm's ability to meet the established project goals.	8	
	4. Rate the firm's technical assistance in program management.	9	
	5. Rate the overall success of the project thus far.	9	
<b>Comments</b>	They did a great job to meeting all schedules but the only drawback was on certain projects they needed lots of direction and a hard time understanding what was needed for the project.		

**Reference B**

<b>Firm Name</b>	Georgia Department of Transportation, Atlanta, GA		
<b>Project Name</b>	US 411 Connector Alignment Feasibility Study, Bartow County, 2014-2015		
<b>Project Manager</b>	Derrick Brown	Title	District I Program Manager
<b>Contact Information</b>	404-631-1571		
	<b>Reference Questions</b>	<b>Score</b>	
	1. Rate the firm's quality of leadership in Project Management for your project.	8	
	2. Rate the overall services of the firm's staff for the duration of the project.	9	
	3. Rate the firm's ability to meet the established project goals.	9	
	4. Rate the firm's technical assistance in program management.	9	
	5. Rate the overall success of the project thus far.	9	
<b>Comments</b>	The firm worked as a subconsultant on this project which was a feasibility study which was submitted on time.		

**Reference Check Scores for  
Consultant**

**Reference A**

<b>Firm Name</b>	Georgia Department of Transportation, Atlanta, GA		
<b>Project Name</b>	Planning Technical Services Support, Oct. 2013- July 2016		
<b>Project Manager</b>	Phillip Peevy	<b>Title</b>	Branch Chief
<b>Contact Information</b>	404-631-1783		
	<b>Reference Questions</b>	<b>Score</b>	
	1. Rate the firm's quality of leadership in Project Management for your project.	10	
	2. Rate the overall services of the firm's staff for the duration of the project.	10	
	3. Rate the firm's ability to meet the established project goals.	10	
	4. Rate the firm's technical assistance in program management.	8	
	5. Rate the overall success of the project thus far.	10	
<b>Comments</b>	They did a great job and I would hire them again. They easily understood the project and suggested ways to make the outcome better.		

**Reference B**

<b>Firm Name</b>	Georgia Department of Transportation, Atlanta, GA		
<b>Project Name</b>	IDIQ Statewide, December 2011 - October 2016		
<b>Project Manager</b>	Darryl Van Meter	<b>Title</b>	State Innovative Delivery Engineer
<b>Contact Information</b>	404-631-1703		
	<b>Reference Questions</b>	<b>Score</b>	
	1. Rate the firm's quality of leadership in Project Management for your project.	10	
	2. Rate the overall services of the firm's staff for the duration of the project.	9	
	3. Rate the firm's ability to meet the established project goals.	10	
	4. Rate the firm's technical assistance in program management.	9	
	5. Rate the overall success of the project thus far.	9	
<b>Comments</b>	They demonstrated excellent responsiveness to various changes that have been placed on them based on an involving state and DOT priorities.		

**Questions (to be answered on 1-10 scale, 10 indicates best)**

	Atkins North America, Inc.	HNTB Corporation
<b>1. Rate the firm's quality of leadership in</b>		
Reference A	10	10
Reference B	8	10
<b>Section Average</b>	<b>9.00</b>	<b>10.00</b>
<b>2. Rate the overall services of the firm's</b>		
Reference A	9	10
Reference B	9	9
<b>Section Average</b>	<b>9.00</b>	<b>9.50</b>
<b>3. Rate the firm's ability to meet the</b>		
Reference A	8	10
Reference B	9	10
<b>Section Average</b>	<b>8.50</b>	<b>10.00</b>
<b>4. Rate the firm's technical assistance in</b>		
Reference A	9	8
Reference B	9	9
<b>Section Average</b>	<b>9.00</b>	<b>8.50</b>
<b>5. Rate the overall success of the project</b>		
Reference A	9	10
Reference B	9	9
<b>Section Average</b>	<b>9.00</b>	<b>9.50</b>
<b>Overall Average</b>	<b>8.90</b>	<b>9.50</b>

**SAM Search Results**  
**List of records matching your search for :**

**Search Term : HNTB\* Corporation\***  
**Record Status: Active**

<b>ENTITY</b>	HNTB CORPORATION	Status:Active
DUNS: 041601790	+4:	CAGE Code: 1EQW7 DoDAAC:
Expiration Date: Jan 7, 2017	Has Active Exclusion?: No	Delinquent Federal Debt?: No
Address: 715 KIRK DR		
City: KANSAS CITY	State/Province: MISSOURI	
ZIP Code: 64105-1310	Country: UNITED STATES	

<b>ENTITY</b>	HNTB CORPORATION	Status:Active
DUNS: 941089088	+4:	CAGE Code: 5TUX3 DoDAAC:
Expiration Date: Jun 21, 2016	Has Active Exclusion?: No	Delinquent Federal Debt?: No
Address: 333 ALBERT AVE STE 333		
City: EAST LANSING	State/Province: MICHIGAN	
ZIP Code: 48823-0000	Country: UNITED STATES	

<b>ENTITY</b>	HNTB CORPORATION	Status:Active
DUNS: 020575473	+4:	CAGE Code: 3VNE7 DoDAAC:
Expiration Date: Apr 30, 2016	Has Active Exclusion?: No	Delinquent Federal Debt?: No
Address: 2900 S QUINCY ST STE 200		
City: ARLINGTON	State/Province: VIRGINIA	
ZIP Code: 22206-2283	Country: UNITED STATES	

<b>ENTITY</b>	HNTB CORPORATION	Status:Active
DUNS: 077795102	+4:	CAGE Code: 34PP0 DoDAAC:
Expiration Date: Apr 30, 2016	Has Active Exclusion?: No	Delinquent Federal Debt?: No
Address: 2900 S QUINCY ST STE 200		
City: ARLINGTON	State/Province: VIRGINIA	
ZIP Code: 22206-2283	Country: UNITED STATES	

ENTITY	HNTB CORPORATION	Status:Active
DUNS: 807841916	+4:	CAGE Code: 57QM2 DoDAAC:
Expiration Date: Sep 16, 2016 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 715 KIRK DRIVE City: KANSAS CITY State/Province: MISSOURI ZIP Code: 64105-1310 Country: UNITED STATES		
ENTITY	HNTB CORPORATION	Status:Active
DUNS: 030192772	+4:	CAGE Code: 6GF77 DoDAAC:
Expiration Date: Apr 30, 2016 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 601 W 5TH ST STE 1010 City: LOS ANGELES State/Province: CALIFORNIA ZIP Code: 90071-0000 Country: UNITED STATES		
ENTITY	HNTB CORPORATION	Status:Active
DUNS: 030194836	+4:	CAGE Code: 4UDM6 DoDAAC:
Expiration Date: Apr 15, 2016 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 257 E 200 S STE 1000 City: SALT LAKE CITY State/Province: UTAH ZIP Code: 84111-2174 Country: UNITED STATES		

**SAM Search Results**  
**List of records matching your search for :**

**Search Term : Cambridge\* Systematics\* Inc.\***  
**Record Status: Active**

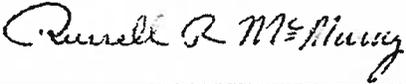
<b>ENTITY</b>	Cambridge Systematics, Inc.	Status:Active
DUNS: 076596774	+4:	CAGE Code: 3N879 DoDAAC:
Expiration Date: Jan 5, 2017	Has Active Exclusion?: No	Delinquent Federal Debt?: No
Address: 100 Cambridge Park Dr Ste 400		
City: Cambridge	State/Province: MASSACHUSETTS	
ZIP Code: 02140-2317	Country: UNITED STATES	

**SAM Search Results**  
**List of records matching your search for :**

**Search Term : Economic\* Decisions\* Group\***  
**Record Status: Active**

<b>ENTITY</b>	ECONOMIC DECISIONS GROUP INCORPORATED	Status:Active
DUNS: 016022854	+4:	CAGE Code: 7F9U1 DoDAAC:
Expiration Date: Aug 2, 2016	Has Active Exclusion?: No	Delinquent Federal Debt?: No
Address: 5600 BLUEGRASS DR		
City: ATLANTA	State/Province: GEORGIA	
ZIP Code: 30349-2955	Country: UNITED STATES	

**STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION**  
**NOTICE OF PROFESSIONAL CONSULTANT QUALIFICATION**  
 You are qualified to provide Consulting Services to the Department of Transportation for the  
 area-classes of work checked below. Notice of qualification is not a notice of selection.

NAME AND ADDRESS	ISSUE DATE	DATE OF EXPIRATION
HNTB Corporation 3715 Northside Parkway, NW 200 Northcreek, Suite 800 Atlanta, GA 30327	9/10/14	9/10/17
<b>SIGNATURE</b>		
		
<b>1. Transportation Planning</b> <input checked="" type="checkbox"/> 1.01 State Wide Systems Planning Urban Area and Regional Transportation <input checked="" type="checkbox"/> 1.02 Planning <input checked="" type="checkbox"/> 1.03 Aviation Systems Planning <input checked="" type="checkbox"/> 1.04 Mass and Rapid Transportation Planning <input checked="" type="checkbox"/> 1.05 Alternate System and Corridor Location Planning 1.06 Unknown <input checked="" type="checkbox"/> 1.06a NEPA Documentation <input checked="" type="checkbox"/> 1.06b History <input checked="" type="checkbox"/> 1.06c Air Studies <input checked="" type="checkbox"/> 1.06d Noise Studies <input checked="" type="checkbox"/> 1.06e Ecology 1.06f Archaeology 1.06g Freshwater Aquatic Surveys <input checked="" type="checkbox"/> 1.07 Attitude, Opinion and Community Value Studies 1.08 Airport Master Planning <input checked="" type="checkbox"/> 1.09 Location Studies <input checked="" type="checkbox"/> 1.10 Traffic Studies <input checked="" type="checkbox"/> 1.11 Traffic and Toll Revenue Studies <input checked="" type="checkbox"/> 1.12 Major Investment Studies <input checked="" type="checkbox"/> 1.13 Non-Motorized Transportation Planning	<b>3. Highway Design Roadway (Continued)</b> <input checked="" type="checkbox"/> 3.09 Traffic Control Systems Analysis, Design and Implementation <input checked="" type="checkbox"/> 3.10 Utility Coordination 3.11 Architecture <input checked="" type="checkbox"/> 3.12 Hydraulic and Hydrological Studies (Roadway) <input checked="" type="checkbox"/> 3.13 Facilities for Bicycles and Pedestrians 3.14 Historic Rehabilitation <input checked="" type="checkbox"/> 3.15 Highway Lighting <input checked="" type="checkbox"/> 3.16 Value Engineering <input checked="" type="checkbox"/> 3.17 Design of Toll Facilities Infrastructure	
<b>2. Mass Transit Operations</b> <input checked="" type="checkbox"/> 2.01 Mass Transit Program (Systems) Management <input checked="" type="checkbox"/> 2.02 Mass Transit Feasibility and Technical Studies 2.03 Mass Transit Vehicle and Propulsion System Mass Transit Controls, Communications and Information Systems <input checked="" type="checkbox"/> 2.04 Mass Transit Architectural Engineering <input checked="" type="checkbox"/> 2.05 Mass Transit Unique Structures <input checked="" type="checkbox"/> 2.06 Mass Transit Electrical and Mechanical Systems Mass Transit Operations Management and Support Services 2.08 Aviation 2.09 Aviation 2.10 Mass Transit Program (Systems) Marketing	<b>4. Highway Structures</b> <input checked="" type="checkbox"/> 4.01 Minor Bridges Design <input checked="" type="checkbox"/> 4.02 Major Bridges Design 4.03 Movable Span Bridges Design <input checked="" type="checkbox"/> 4.04 Hydraulic and Hydrological Studies (Bridges) <input checked="" type="checkbox"/> 4.05 Bridge Inspection	
<b>3. Highway Design Roadway</b> <input checked="" type="checkbox"/> 3.01 Two-Lane or Multi-Lane Rural Generally Free Access Highway Design <input checked="" type="checkbox"/> 3.02 Two-Lane or Multi-Lane with Curb and Gutter Generally Free Access Highways Design Including Storm Sewers Two-Lane or Multi-Lane Widening and Reconstruction, with Curb and Gutter and Storm Sewers in Heavily Developed Commercial, Industrial and Residential Urban Areas <input checked="" type="checkbox"/> 3.03 Multi-Lane, Limited Access Expressway Type Highway Design <input checked="" type="checkbox"/> 3.04 Design of Urban Expressway and Interstate <input checked="" type="checkbox"/> 3.05 Traffic Operations Studies <input checked="" type="checkbox"/> 3.06 Traffic Operations Design 3.08 Landscape Architecture	<b>5. Topography</b> 5.01 Land Surveying 5.02 Engineering Surveying 5.03 Geodetic Surveying 5.04 Aerial Photography 5.05 Aerial Photogrammetry 5.06 Topographic Remote Sensing 5.07 Cartography 5.08 Subsurface Utility Engineering	
	<b>6. Soils, Foundation &amp; Materials Testing</b> <input checked="" type="checkbox"/> 6.01a Soil Surveys 6.01b Geological and Geophysical Studies <input checked="" type="checkbox"/> 6.02 Bridge Foundation Studies Hydraulic and Hydrological Studies (Soils and Foundation) 6.03 Laboratory Materials Testing 6.04a Field Testing of Roadway Construction Materials 6.04b Hazard Waste Site Assessment Studies	
	<b>8. Construction</b> <input checked="" type="checkbox"/> 8.01 Construction Supervision	
	<b>9. Erosion and Sedimentation Control</b> <input checked="" type="checkbox"/> 9.01 Erosion, Sedimentation, and Pollution Control and Comprehensive Monitoring Program 9.02 Rainfall and Runoff Reporting 9.03 Field Inspections for Compliance of Erosion and Sedimentation Control Devices Installations	