



Georgia Department of Transportation

Request for Qualifications

To Provide

**Construction Engineering and Inspection (CEI) Services
District Two - Tennille**

**RFQ-484-043015
Qualifications Due: April 30, 2015**

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

REQUEST FOR QUALIFICATIONS

484-043015

Construction Engineering and Inspection (CEI) Services District Two - Tennille

I. General Project Information

A. Overview

The Georgia Department of Transportation (GDOT) is soliciting Statements of Qualifications (SOQ) from qualified firm(s) or organization(s) to provide Consultant Construction Engineering and Inspection (CEI) Services for District Two - Tennille.

This Request for Qualifications (RFQ) seeks to identify potential providers for the Scope of Services 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 proposals and/or possibly present and/or interview for these services. All respondents to this RFQ are subject to instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully. GDOT reserves the right to reject any or all Statements of Qualifications or Consultant Plan Proposals, and to waive technicalities and informalities at the discretion of GDOT.

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

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

C. **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, 7th 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 Construction Engineering and Inspection (CEI) Services, for the GDOT District identified. The anticipated scope of work 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 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), it is the Department's intention that the Agreements will remain in effect for up to a maximum of three (3) years. The Department will only consider an extension beyond three (3) years in the event that a specific task order will not be

completed within the original term of the Agreement, if determined to be in the Department's best interests. The Department will monitor task orders closely and will seek to only assign task orders which can be completed within the term of the Agreement.

F. Contract Amount

The On-Call, Indefinite Delivery Indefinite Quantity contract(s) will have a minimum of \$25,000.00 and a maximum of \$15,500,000.00. The Department will only consider increasing the maximum amount in the event that services are needed while the successor contract is being procured, however; the Department will seek to ensure that the successor contract is in place to prevent such need.

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-484-043015. 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 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 - Suitability** response.

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

GDOT will request a written proposal of the three (3) to five (5) finalist firms for the contract. GDOT reserves the right to request a presentation/interview on any contract as determined in its best interests; however, this additional requirement shall typically be reserved for the most complex contracts. 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 written proposal (and will attend the presentation/interview if so chosen). **Firms shall not address any questions, prior to the award announcement, to anyone other than the designated contact.**

E. Final Selection

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

Negotiations will then be initiated with the top-ranked firm(s) to finalize the terms and conditions of the contract(s), including the fees to be paid. In the event a satisfactory agreement cannot be reached with the highest-ranking firm(s), GDOT will formally terminate the negotiations and possibly enter into negotiations with the second highest-ranking firm, and so on in turn until a mutual agreement is established and GDOT awards a contract. The final form of the contract shall be developed by GDOT.

III. Schedule of Events

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

PHASE I	DATE	TIME
a. GDOT issues public advertisement of RFQ -484- 043015	3/30/2015	-----
b. Deadline for submission of written questions and requests for clarification	4/23/2013	2:00 PM
c. Deadline for submission of Statements of Qualifications	4/30/2013	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 construction engineering or inspection experience, relevant project management experience, experience in utilizing GDOT specific processes, manuals, or guidance.
- Key Team Leaders' education, registration, relevant construction engineering or inspection experience, and relevant experience in utilizing GDOT specific processes, manuals, or guidance.
- Prime Consultant's experience for the previous five (5) years 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

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

A. Technical Approach – 40%

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

1. Special or unique qualifications for delivering the Scope of Work.
2. Management of funds and appropriate staff types and levels.
3. Detailed plan for addressing a reduction in force if necessitated by a reduced or increased construction work plan.
4. Firm's recruitment and retention plan.
5. Types of reviews the firm will conduct to ensure the firm is in compliance with Scope of Services.
6. Proposed quality control/quality assurance and training procedures.
7. Special or enhanced capabilities (such as the ability of the Firm to perform or gather a team to perform any special or enhanced capabilities required to carry out and manage the complete scope of the contract).
8. The ability to gather resources in the contract area and knowledge of the contract area.

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

B. Experience and Qualifications

1. **Project Manager** - Provide information pertaining to the project manager, including but not limited to:
 - a. **Education.**
 - b. **Registration** (if necessary and applicable.)
 - c. **Relevant construction engineering or inspection 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** (Standard Specifications, Construction Manual, Bridges Manual, 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 construction engineering or inspection 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** (Standard Specifications, Construction Manual, Bridges Manual, Environmental Procedures Manual, etc.) which are specific to the key resource area.

This information is limited to one page maximum for each Key Team Leader identified in Section 7 of each Exhibit I. Respondents submitting more than one page for each Key Team Leader identified will be subject to disqualification.

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 for the previous five (5) years. 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** (Standard Specifications, Construction Manual, Bridges Manual, Environmental Procedures Manual, etc.)
- e. **Client(s) current contact information** including contact names and telephone numbers.
- f. **Involvement of Key Team Leaders** on the projects.

This information is limited to two pages maximum.

- 4. **Area Class Summary Form and Notice of Professional Consultant Qualifications** - Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom GDOT will contract. The Team is defined as the Prime Consultant and their subconsultants, who are considered team members. Prime Consultants and their subconsultant team members must meet the Area Class requirements listed in Exhibit I. In regards to the required Area Classes, respondents should submit a summary form (example provided in Exhibit IV) which details the required area classes for the Prime Consultant and all subconsultants or joint-venture of consultants on the team listed in the Statement of Qualifications. The area classes and firm's meeting the area classes listed on the summary form must meet all required area classes or the team will be disqualified. If a team member's prequalification will expire prior to the due date of the SOQs, documentation must be provided which shows that the firm has submitted its application for prequalification prior to the SOQ due date. The team must maintain its prequalification certification in order to be considered eligible for award if selected. **Additionally, respondents should submit the Notice of Professional Consultant Qualifications (for the Prime Consultant and all sub-consultants for each project) issued by GDOT and attach after the Area Class summary form.**

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

C. Resources/Workload Capacity

- 1. **Overall Resources** - Provide information regarding the overall resources dedicated to delivering the specific project, including:
 - a. **Organizational chart** which identifies the project manager, prime, Key Team Leaders, support personnel, and reporting structure.
 - b. **Primary Office** - Identify and discuss the primary office which will be responsible for handling the specific contract and the number and types of staff within the office and how this office could benefit the contract 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 contract, to discuss how the key areas will integrate and work together on the contract, 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 contract on schedule given their workload capacity. (GDOT recognizes that some individuals may be able to meet the schedule while carrying heavier workloads.) 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 contract 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, Count(ies), and Description.

1. Technical Approach

1. Special or unique qualifications for delivering the Scope of Work.
2. Management of funds and appropriate staff types and levels.
3. Detailed plan for addressing a reduction in force if necessitated by a reduced or increased construction work plan.
4. Firm’s recruitment and retention plan.
5. Types of reviews the firm will conduct to ensure the firm is in compliance with Scope of Services.

6. Proposed quality control/quality assurance and training procedures.
7. Special or enhanced capabilities (such as the ability of the Firm to perform or gather a team to perform any special or enhanced capabilities required to carry out and manage the complete scope of the contract).
8. The ability to gather resources in the contract area and knowledge of the contract area.

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

2. 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 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- 043015 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: Melissa Hannah
Transportation Services Procurement
One Georgia Center, 19th 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: **Melissa Hannah, e-mail: mehannah@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 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- 043015 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: Melissa Hannah
Transportation Services Procurement
One Georgia Center, 19th 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: **Melissa Hannah, e-mail: mehannah@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.

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, 7th 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 subconsultant **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 1st 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): N/A
3. County(ies): Baldwin, Bleckley, Burke, Columbia, Dodge, Emanuel, Glascock, Greene, Hancock, Jasper, Jefferson, Jenkins, Johnson, Laurens, Lincoln, McDuffie, Morgan, Newton, Oglethorpe, Putnam, Richmond, Screven, Taliaferro, Treutlen, Warren, Washington, Wilkes, and Wilkinson
4. Description: Construction Engineering and Inspection (CEI) for District 2, Tennille
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 subconsultants, who are considered team members. The Prime Consultant and Team members must be prequalified in the Area Class identified below in Section 5. Respondents should submit a summary form (example provided in **Exhibit IV**) which details the required area class for the Prime Consultant and all subconsultants or joint-venture of consultants on the team listed in the Statement of Qualifications. The area class listed on the summary form must meet the required area class or the team will be disqualified. The Prequalification Expiration Date must be current by the deadline stated for this RFQ.

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

Number	Area Class
8.01	Construction Engineering and Supervision

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

Number	Area Class
8.01	Construction Engineering and Supervision

6. Scope:

The Consultant shall provide:

Construction Engineering and Inspection (CEI) Services which are required for contract administration, inspection, and materials sampling and testing for the construction projects assigned to the Milledgeville, Dublin, Louisville, Augusta, and Madison Area Offices. Some of the projects may require night and weekend inspection. The projects types may include widening and reconstruction, rehabilitation of asphalt and concrete pavement, bridge replacement, and resurfacing.

The selected firm may provide an estimated (forty) 40 total Project Engineers, Senior Inspectors, Office Engineers, Bridge Inspectors, ATMS/Signal Inspectors, Inspectors, and Inspector Aids who will be assigned to and work under the direct supervision of Department Project Engineers. Each Consultant shall provide the names and resumes of principals and key personnel as well as detailed resumes of the Project Engineer, 3 Senior Inspectors, and 3 Inspectors who will perform the work. Personnel information should include professional registrations (type, number, and state(s) where registered, construction engineering and inspection, traffic control, and erosion control experience on highway and bridge construction projects, and GDOT or other State Highway Agency experience. Failure to meet this requirement will be considered "nonresponsive" and the entire submittal will be rejected. Resumes in numbers greater than required will not be considered in the evaluation. The Minimum Experience and Training Requirements for each classification are provided in the Personnel Qualifications section of this advertisement.

A. GENERAL

1. The services under the resulting contract shall consist of performing to the satisfaction of the Department all those construction engineering services necessary or incidental to accomplish the contract consistent with applicable professional standards.

2. It shall be the responsibility of the Consultant to monitor and inspect the Construction Contract such that the project is constructed in reasonable conformity with the plans, specifications, and special provisions for the Construction Contract.
3. The Consultant shall furnish all services and labor necessary to conduct and complete the services to accomplish the resulting contract, and shall furnish all materials, equipment, laptops, supplies and incidentals other than those designated in writing as to be furnished by the Department necessary to perform the services, and check or test them prior to use under this contract. Concrete testing equipment will continue to be furnished by the Department as well as SiteManager software.
4. All services shall be performed in accordance with the established standard procedures and practices of the Department. Prior to furnishing any services, the Consultant shall be familiar with those Departmental standard procedures and practices as set forth in The Source and associated documents and with informal procedures and practices including the computer based record keeping system for construction contract administration used by the Department.
5. The Consultant's principal contact with the Department shall be through the District Construction Engineer.
6. Since the services under the contract are to be paid in whole or in part with federal or state funds, the services shall comply with all applicable federal and state laws and regulations.
7. The Federal Highway Authority (FHWA) may participate in all conferences and reviews.
8. At the request of the Department, the Consultant during the progress of the services shall furnish information or data relating to the services under the contract as may be required by the Department to enable it to carry out or to proceed with related phases of the project not covered by this contract, or which may be necessary to enable the Department to furnish information to the Consultant upon which to proceed with further services.
9. Compliance with all of the foregoing shall be within the purview of the contract and shall not constitute a basis for additional or extra compensation.

B. CONTROL AND AUTHORITY

1. The Consultant's representative shall be designated by the Consultant to serve as field supervisor of all Consultant personnel and services performed under the contract, to act as Liaison Project Manager between the Consultant and the District Construction Engineer. The Consultant's representative shall report to and be directly accountable to the District Construction Engineer. It is not anticipated that these responsibilities will require a full time employee availability.
2. The Consultant's representative shall coordinate with the Department as to the project staffing needs and inspector assignments such as visits to the Department Area Engineers regarding deployment of staff and other matters and review project records prepared by the Consultant to assure services conform to the Department criteria.
3. In the event of a controversy, the Consultant's representative shall first confer with the District Construction Engineer. In the event the Consultant representatives and District Construction Engineers cannot agree, the District Construction Engineer will promptly contact the Area Engineer of the Department or his or her delegate who will determine the necessary course of action.
4. Project engineering duties shall be performed by the Department unless the task order specifies that the Consultant is to serve as Project Engineer.
5. Titles above Senior Inspectors shall be requested in writing and approved by the State Construction Engineer.

C. SERVICES TO BE PERFORMED BY THE CONSULTANT

The Consultant agrees to:

1. Observe the Contractor's work to determine the progress and quality of work, identify discrepancies, report significant discrepancies to the Department, and direct the Contractor to correct such observed discrepancies.
2. Attend conference(s) required to carry out the contract.
3. Become familiar with the standard construction practices of the Department, the construction plans and contract(s) for the project, and the Contractor's proposed schedule of operations prior to beginning field services under the contract.
4. Assign a sufficient number of technically qualified and experienced personnel to the project to perform the services required under the contract, in a timely manner to avoid delay to the Contractor.
5. Notify the Area Engineer immediately of any unanticipated project conditions.
6. Withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the Consultant.
7. Perform consultant field operations in accordance with the Department regulations and accepted safety practices.
8. Provide for Consultant personnel transportation equipped with appropriate safety equipment, communication devices, hard hat, high visibility vests, and incidentals as are needed to accomplish the services required under the contract.
9. Act as Inspector as provided in the Specifications, Special Provisions, and The Source of the State of Georgia Department of Transportation.
10. Sample materials, concrete and asphalt, to be incorporated in the work, and reject Contractor's work and materials not meeting the Specifications, Special Provisions, or the Source of the State of Georgia Department of Transportation.
11. Make certain that test report records or certificates of compliance have been received, prior to the incorporation of materials in the work, for materials tested off the project site.
12. Keep daily diaries, logs and records consistent with Department practice as are needed for a record of the Contractor's progress including Project Engineer's diary and Inspectors' diaries.
13. Measure and compute quantities of all materials incorporated in the work and items of work completed, and maintain an item record account.
14. Prepare and submit, such periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the project, which may include:
 - a. Weekly progress reports.
 - b. Weekly statement of working days.
 - c. Notice of change in construction status.
 - d. Report of field inspection of material.
 - e. Test report record.
 - f. Contractor pay estimates.
 - g. Pile driving data.
 - h. Piling record.
 - i. Final certification of materials.
 - j. Explanation of quantity variation.
 - k. Statement of contract time.
 - l. Intermediate and final estimates.
 - m. Contractor evaluation form.
 - n. Other records and reports as required for the individual project by the Area Engineer.

15. Review Contractor submittals of records and reports required by the Department as applicable to the project which may include:
 - a. Weekly payroll.
 - b. Statement of wage compliance.
 - c. Requests for partial and final payment.
 - d. Other reports and records as required for the individual project by the Area Engineer.
16. Collect, properly label or identify, and deliver to the Department all original diaries, logs, notebooks, accounts, records, reports and other documents prepared by the Consultant in the performance of the contract, upon completion or termination of the contract.
17. Return, upon completion or termination of the contract, all specifications, manuals, guides, written instructions, construction contracts and plans, unused forms and record keeping books, and other documents and materials furnished by the Department. The Consultant may be responsible for replacing lost documents or materials at a fair and reasonable price.
18. Prepare and deliver one copy of the "as-built" or "record" plan to the Department as defined in the State of Georgia Department of Transportation Construction and Materials Manual.

D. JOB DESCRIPTIONS AND QUALIFICATIONS:

The following are job descriptions and qualifications for titles that may be used in the contract:

1. Project Engineer - This is advanced level technical work in functional areas of project administration and management. Employees, under limited supervision, independently manage construction activities on large complex projects (phases) such as complex bridge, urban, or interstate reconstruction projects.

Employees inspect and supervise lower level inspectors performing routine to moderately complex inspections of roadway and structure construction processes and materials to assure compliance with the construction contract and other applicable guidelines. Work includes monitoring traffic control and erosion control on the project. Work also includes monitoring construction costs; negotiating prices for contract modifications with contractors; writing or supervising the preparation of reports and correspondence; and working and communicating with contractors, supervisors, subordinates, local officials, media and the general public.

Knowledge, Skills and Abilities: Thorough knowledge of specifications and standards, acceptable construction practices, materials, methods and equipment used in highway construction and engineering. Thorough knowledge of mathematical functions, including algebraic, geometric, and trigonometric calculations related to highway/transportation engineering. Ability to read and comprehend construction plans and all other documents associated with the project. Must be licensed to operate motor vehicles in accordance with Georgia Law.

Minimum Training and Experience Requirements: Graduation from a university with a degree in Civil Engineering or from a four-year college with a degree in Civil Engineering Technology and five (5) years of progressive transportation technician experience; graduation from a two-year technical college with a degree in Civil Engineering Technology and seven (7) years of progressive transportation technician experience; or graduation from high school and ten (10) years of progressive transportation technician experience as an employee or consultant for a State Highway Agency; or an equivalent combination of training and directly related experience.

2. Bridge Inspector - This is advanced level technical work supporting engineers in functional areas of bridge and roadway construction inspection; materials sampling, inspection and testing. Employees support engineers in management of construction activities on large complex bridge projects. Work usually involves a significant amount of decision making and use of judgment, and may include providing work directions to others.

Employees may function as lead project inspectors conducting independent complex inspections themselves, and supervising lower level inspectors performing routine to moderately complex inspections of bridge and roadway construction processes and materials to assure compliance with the construction

contract. Employees may perform contract administrative duties such as field measurements of pay items as well as other Department required documentation. Work may include other duties and responsibilities as assigned.

Knowledge, Skills and Abilities: Thorough knowledge of specifications and standards, acceptable construction practices, materials, methods and equipment used in bridge/highway construction and engineering. Thorough knowledge of mathematical functions, including algebraic, geometric, and trigonometric calculations related to bridge/highway/transportation engineering. Ability to read and comprehend bridge plans, Bridge Foundation Investigation reports, Contractor's layouts, and all other documents associated with the project. Ability to read, comprehend, and produce test pile and driving pile data. Shall be licensed to operate motor vehicles in accordance with Georgia Law.

Minimum Training and Experience Requirements: Graduation from a university with a degree in Civil Engineering or from a four-year college with a degree in Civil Engineering Technology and five years of progressive transportation technician experience and construction experience on at least 4 complex bridges; graduation from a two-year technical college with a degree in Civil Engineering Technology and seven years of progressive transportation technician experience and construction experience on at least 6 complex bridges; or graduation from high school and ten years of progressive transportation technician experience as an employee or consultant for a State Highway Agency and construction experience on at least 9 complex bridges; or an equivalent combination of training and directly related experience.

3. ATMS/Signal Inspector - This is advanced level technical work supporting engineers in functional areas of roadway construction inspection; materials sampling, inspection and testing. Employees support engineers in management of construction activities on ATMS, traffic signal, and ramp metering projects. Work usually involves a significant amount of decision making and use of judgment, and may include providing work directions to others.

Employees may function as lead project inspectors conducting independent complex inspections themselves, and supervising lower level inspectors performing routine to moderately complex inspections of roadway construction including ATMS, traffic signal, and ramp metering processes and materials to assure compliance with the construction contract. Employees may perform contract administrative duties such as field measurements of pay items as well as other Department required documentation. Work may include other duties and responsibilities as assigned.

Knowledge, Skills and Abilities: Thorough knowledge of specifications and standards, acceptable construction practices, materials, methods and equipment used in highway construction and engineering. Thorough knowledge of mathematical functions, including algebraic, geometric, and trigonometric calculations related to highway/transportation engineering. Ability to read and comprehend traffic signal plans and specifications, ATMS plans and specifications, and all other documents associated with the project.

Minimum Training and Experience Requirements: Graduation from a university with a degree in Civil Engineering or from a four-year college with a degree in Civil Engineering Technology and five years of progressive transportation technician experience and construction experience on at least 3 ATMS/traffic signal type projects; graduation from a two-year technical college with a degree in Civil Engineering Technology and seven years of progressive transportation technician experience and construction experience on at least 5 ATMS/traffic signal type projects; or graduation from high school and ten years of progressive transportation technician experience as an employee or consultant for a State Highway Agency and construction experience on at least 8 ATMS/traffic signal type projects; or an equivalent combination of training and directly related experience.

4. Office Engineer - A High School diploma or equivalent and four (4) years of road & bridge construction engineering inspection experience having performed/assisted in project related duties (i.e., reviewing and processing progress and final construction reports, EEO compliance, processing Construction Contract modifications, etc.) or have Civil Engineering Technology degree. Should exercise independent judgment in planning work details and making technical decisions related to the office aspects of the project. Should be familiar with the Department's Procedures including the Construction Manual covering the project related duties as stated above and be proficient in the computer programs necessary to perform these duties.
5. Senior Inspector - This is advanced level technical work supporting engineers in functional areas of structure and roadway construction inspection; materials sampling, inspection and testing. Work usually

involves a fairly wide range of decision making and use of judgment, and would normally include providing work direction to others.

Employees may function as lead project inspectors conducting independent complex inspections themselves, and supervising lower level inspectors performing routine to moderately complex inspections of roadway and structure construction processes and materials to assure compliance with the construction contract. Employees may perform contract administrative duties such as field measurements of pay items as well as other Department required documentation. Work may include other duties and responsibilities as assigned.

Knowledge, Skills and Abilities: Thorough knowledge of materials, methods and equipment used in highway construction. Considerable knowledge of mathematical functions, including algebra, geometry, and trigonometry related to highway/transportation engineering. Skill in the use of office equipment such as calculators and computers. Ability to read, interpret and explain such things as construction plans, contract provisions, specifications, and inspection procedures; ability to take notes and prepare or review reports; good communicative ability; and supervisory ability to coordinate the activities of lower level employees and instruct them in proper work methods. Shall be licensed to operate motor vehicles in accordance with Georgia Law.

Minimum Training and Experience Requirements: Graduation from a university with a degree in Civil Engineering or from a four-year college with a degree in Civil Engineering Technology and three years of progressive transportation technician experience; graduation from a two-year technical college with a degree in Civil Engineering Technology and six years of progressive transportation technician experience; or graduation from high school and eight years of progressive transportation technician experience as an employee or consultant for a State Highway Agency; or an equivalent combination of training and directly related experience.

6. CEI Resident Compliance Officer - Graduation from an accredited high school and two years of experience in monitoring federal and or state compliance on a construction project. Should have prior experience in both State funded and Federal Aid funded construction projects and knowledge of EEO laws and/or GDOT's DBE and OJT programs. Duties include, but are not limited to:
 - a. Review, monitor, evaluate and act upon documentation required for Construction Contract compliance, and maintain the appropriate files thereof. Typical areas of compliance responsibility include DBE compliance of the prime contractor and subcontractor, Payroll verification and discrepancy resolution, Commercial Useful Form (CUF) review and approval, and Monthly/Quarterly DBE Participation Reports review and approval.
 - b. Assist Construction Project Engineer with DBE related documentation and correspondence as requested including performing labor interviews; Ensure that all DBE related documents and correspondence are accurate and up to date; attend compliance reviews and furnish the complete project files for review; and assist the District Contracts Manager/Associate as requested.
7. Inspector - This is advanced journey level technical work supporting higher level technicians and engineers in functional areas such as construction inspection and surveying; scheduling and status; roadway design; traffic signal equipment; traffic signalization and geometrics; materials sampling; inspection and testing. Work usually involves a significant amount of decision making and use of judgment, and may include providing work directions to others.

Employees may perform independent complex inspections of roadways and structure construction processes and materials to assure compliance with the construction contract. Employees may perform moderately complex inspections; or supervise other inspectors conducting routine and standardized inspections. Work may include inspecting asphalt and concrete for acceptable materials and mix; pavement for proper spreading, rolling, depth, alignment and compaction; roadways and structures for conformance to plans, and specifications; structural materials and members; placement of culverts; structural operations such as foundation excavation; placement of piling, reinforcing and structural steel, concrete and backfill; and traffic control and erosion control devices. Employees may also perform the more complex variety of calculations and computations. Employees may perform contract documentation duties, which may include field measurements of pay items as well as other Department required documentation. Work may include other duties and responsibilities as assigned.

Knowledge, Skills and Abilities: Considerable knowledge of materials, methods, and equipment used in highway construction; and considerable knowledge of mathematical functions including geometry and trigonometry. Drafting skill and skill in the use of office equipment such as calculators and computers. Ability to read, interpret, and explain such things as construction plans, contract provisions, specifications, and inspection procedures; ability to take notes and prepare or review reports; good communicative ability; and ability to instruct other employees in proper work methods. Shall be licensed to operate motor vehicles in accordance with Georgia Law.

Minimum Training and Experience Requirements: Graduation from a university with a degree in Civil Engineering or from a four-year college with a degree in Civil Engineering Technology; graduation from a two-year technical college with a degree in Civil Engineering Technology and three years of progressive transportation technical experience; or graduation from high school and six years of progressive transportation technician experience as an employee or consultant for a State Highway Agency; or an equivalent combination of training and directly related experience.

8. Inspector Aid - This is beginning level technical work supporting higher level technicians and engineers on assignments relating to highway and bridge construction inspection.

Employees perform a range of routine and standardized work which may include duties such as manual or electronic calculations and computations. Employees will perform independent routine and standardized inspections of construction processes and materials to assure compliance with the construction contract. Employees may inspect truck load tickets for roadway aggregate base course, borrow material and asphaltic concrete at project field sites. Employees may perform a variety of simple materials sampling, inspection and/or testing. Employees may perform contract administrative duties, which may include field measurements of pay item quantities as well as other Department required documentation. Work is generally performed under technical and administrative supervision, and may include other duties and responsibilities as assigned.

Knowledge, Skills and Abilities: Some knowledge of surveying, highway construction or design. General knowledge of mathematical functions. Skill in the use of office equipment such as calculators. Ability to read and interpret such things as construction plans, contract provisions, and inspection procedures; and good communications ability. Shall be licensed to operate motor vehicles in accordance with Georgia Law.

Minimum Training and Experience Requirements: Graduation from high school. One year transportation experience; or equivalent combination of training and directly related experience is desired.

9. Contract Support Specialist/Secretary - High school graduate or equivalent plus three years of secretarial and/or clerical experience including two years experience in office management. Ability to type at a rate of 35 correct, words per minute. Experienced in the use of standard word processing software. Should exercise independent initiative to help relieve the construction personnel of clerical detail. Work under the general supervision of the Area Engineer and staff.

7. Related Key Resources:

- A. Project Engineer
- B. Senior Inspector (Total of 3)
- C. Inspector (Total of 3)

**EXHIBIT II
CERTIFICATION FORM**

I, _____, being duly sworn, state that I am _____ (title) of _____ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

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

- I further certify that to the best of my knowledge the information given in response to the Request for Qualifications is full, complete and truthful.
- I further certify that the submitting firm and any principal employee of the submitting firm has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings, nor is any team members/principals currently under indictment for any reason related to actions on public infrastructure projects.
- I further certify that I understand that Firms included on the current Federal list of firms suspended or debarred are not eligible for selection and that the submitting firm has not, in the immediately preceding five (5) years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the submitting firm is not now under consideration for suspension or debarment from any such agency.
- I further certify that the submitting firm has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract and further, that the submitting firm is not now under any notice of intent to default on any such contract, nor has been removed from a contract or failed to complete a contract as assigned due to cause or default.
- I further certify that the firm or any affiliate(s) has not been involved in any arbitration, litigation, mediation, dispute review board or other dispute resolution proceeding with a client, business partner, or government agency in the last five years involving an amount in excess of \$500,000 related to performance on public infrastructure projects.
- I further certify that there are not any pending regulatory inquiries that could impact our ability to provide services if we are the selected consultant.
- I further certify that there are no possible conflicts of interest created by our consideration in the selection process or by our involvement in the project.
- I further certify that the submitting firm's annual average revenue for the past five (5) years is sufficient to allow the services to be delivered effectively by our firm and that there are no trends in the revenue which may be concerning other than normal market fluctuations.
- I further certify that in regards to Audit and Accounting System Requirements, that the submitting firm:
 - I. Has an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
 - II. Has submitted its yearly Certified Public Accountant overhead audit if it currently has an aggregate contract amount exceeding \$250,000.
 - III. Has no significant outstanding deficient audit findings from previous contracts with GDOT that have not been resolved.
 - IV. Is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that GDOT may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the GDOT may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the GDOT to award a contract.

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial or rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Sworn and subscribed before me

This ____ day of _____, 20____.

Signature

NOTARY PUBLIC

My Commission Expires: _____

NOTARY SEAL

EXHIBIT III

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contracting Entity/Respondent: _____

Address: _____

Solicitation No./Contract No. : **RFQ-484-043015**

Solicitation/Contract Name: **Construction Engineering and Inspection (CEI) Services District Two - Tennille**

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

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

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

E-Verify/Company Identification Number

Date of Authorization

Signature of Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Consultant

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 201__

[NOTARY SEAL]

Notary Public

My Commission Expires: _____

EXHIBIT IV
Area Class Summary Example

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

Area Class #	Area Class Description	Prime Consultant Name	Sub-Consultant #1 Name	Sub-Consultant #2 Name	Sub-Consultant #3 Name	Sub-Consultant #4 Name	Sub-Consultant #5 Name	Sub-Consultant #6 Name
	DBE – Yes/No ->							
	Prequalification Expiration Date							
1.01	Statewide Systems Planning							
1.02	Urban Area and Regional Transportation Planning							
1.03	Aviation Systems Planning							
1.04	Mass and Rapid Transportation Planning							
1.05	Alternate Systems Planning							
1.06(a)	NEPA							
1.06(b)	History							
1.06(c)	Air Quality							
1.06(d)	Noise							
1.06(e)	Ecology							
1.06(f)	Archaeology							
1.06(g)	Freshwater Aquatic Surveys							
1.07	Attitude, Opinion, and Community Value Studies (Public Involvement)							
1.08	Airport Master Planning (AMP)							
1.09	Location Studies							
1.10	Traffic Analysis							
1.11	Traffic and Toll Revenue Studies							
1.12	Major Investment Studies							
1.13	Non-Motorized transportation Planning							
2.01	Mass Transit Program (Systems Management)							
2.02	Mass Transit Feasibility and Technical Studies							
2.03	Mass Transit Vehicle and Propulsion System							
2.04	Mass Transit Controls, Communication and Information Systems							
2.05	Mass Transit Architectural Engineering							
2.06	Mass Transit Unique Structures							
2.07	Mass Transit Electrical and Mechanical System							
2.08	Mass Transit Operations Management and Support Services							
2.09	Airport Design (AD)							
2.10	Mass Transit Program (Systems Marketing)							
3.01	Two-Lane or Multi-lane Rural Roadway Design							
3.02	Two-Lane or Multi-lane urban Roadway Design							
3.03	Multi-Lane Urban Roadway Widening and Reconstruction							
3.04	Multi-lane Rural Interstate Limited Access Design							
3.05	Multi-lane Urban Interstate Limited Access Design							
3.06	Traffic Operations Studies							
3.07	Traffic Operations Design							
3.08	Landscape Architecture Design							
3.09	Traffic Control Systems Analysis, Design and Implementation							

3.10	Utility Coordination							
3.11	Architecture							
3.12	Hydraulic and Hydrological Studies (Roadway)							
3.13	Facilities for Bicycles and Pedestrians							
3.14	Historic Rehabilitation							
3.15	Highway and Outdoor Lighting							
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							

Submittal Formats for GDOT Engineering Projects

of Pages Allowed

Cover Page	->	1	
A. Administrative Requirements			
1. Basic Company Information		Excluded	
a. Company name			
b. Company Headquarter Address			
c. Contact Information			
d. Company Website			
e. Georgia Addresses			
f. Staff			
g. Ownership			
2. Notarized Certification Form (Exhibit II) for Prime	->	1	
3. Notarized Georgia Security and Immigration Compliance Act Affidavit (Exhibit III)	->	1	
4. Signed Cover Page of any Addenda Issued	->	1 (each addenda)	
B. Experience and Qualifications			
1. Project Manager		2	
a. Education			
b. Registration			
c. Relevant construction engineering or inspection experience			
d. Relevant project management experience			
e. Relevant experience using GDOT specific processes, etc.			
2. Key Team Leader Experience		1 (each)	
a. Education			
b. Registration			
c. Relevant construction engineering or inspection experience in applicable resource area			
d. Relevant experience using GDOT specific processes, etc.			
3. Prime's Experience		2	
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			
4. Area Class Table and Notice of Professional Consultant Qualifications for Prime and Sub-Consultants	->	Excluded	
C. Resources/Workload Capacity			
1. Overall Resources		1	
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			
2. Project Manager Commitment Table	->	Excluded	
3. Key Team Leaders Project commitment table	->	Excluded	