

DEPARTMENT OF TRANSPORTATION STATE OF GEORGIA

INTERDEPARTMENT CORRESPONDENCE

December 23, 2015

RFQ #: 484-102615
RFQ Title: On-Call Quality Assurance Checks on Survey Database, Districts 1, 6, and 7 - Contract #1
FROM: Darlene Parker, 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:

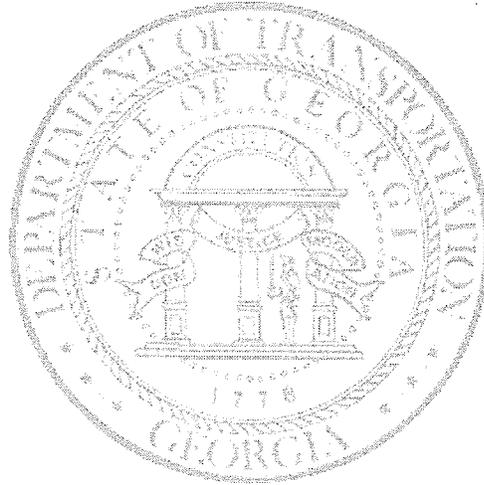
- Advertisement and all Addendums
- Consultants' Submission Prescreening Checklist – Phase I
- GDOT Guide for Selection Committee Members (Phase I and II)
- Selection Committee Ratings for Top Respondents – Phase I
- Selection Committee Comments for Top Respondents – Phase I
- Selection of Finalists 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 five (5) highest firms in order of ranking are as follows:

1. **ARCADIS U.S., Inc.**
2. **Vaughn & Melton Consulting Engineers, Inc.**
3. **Long Engineering, Inc.**
4. **Merrick & Company**
5. **Moreland Altobelli Associates, Inc.**

The Selection Committee recommends the selection of the top ranked firm, **ARCADIS U.S., Inc.**

Attachments



Georgia Department of Transportation

Request for Qualifications

To Provide

**On-Call Quality Assurance (QA)
Checks on Survey Database**

RFQ-484-102615

Qualifications Due: October 26, 2015

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

REQUEST FOR QUALIFICATIONS

484-102615

On-Call Quality Assurance (QA) Checks on Survey Database

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
July 7, 2015	Section I.E	Modified the term of the IDIQ contract to three (3) years with options to extend the contract to a maximum of five (5) years
July 7, 2015	Numerous	Removed Workload Capacity as an evaluation criteria and as information to be included in the Statement of Qualifications.
July 7, 2015	Section IV.B and VI.B	<p>Modified the evaluation criteria and information to be included in the Statement of Qualifications for Project Manager, Key Team Lead(s) and Prime Consultant experience.</p> <p>Note – This change does impact the information to be provided in the respondents SOQ and does change the page count requirement for SOQ.</p>
July 7, 2015	Section IV.B and VI.B	<p>Added an additional resource (Key Team Member) to the Experience and Qualifications section. The Consultant shall use the addition resource listed to high-light one (1) member of the team (outside of the Project Manager and Key Team Leads), that is important to the overall delivery of the contract.</p> <p>Note – This change does impact the information to be provided in the respondents SOQ and does change the page count requirement for SOQ.</p>
July 7, 2015	Section IV.C and VI.C	<p>Expanded these sections to include the identification of additional resources (outside of the Project Manager, Key Team Lead(s), and Key Team Member) and to provide a short description of each resource and how the resource shall be utilized to help address region specific challenges.</p> <p>Note – This change does impact the information to be provided in the respondents SOQ and does change the page count requirement for SOQ.</p>
June 12, 2015	Section IV.B. and IV.C.	<p>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%).</p>

Date of Change	RFQ Section Impacted	Summary of Change
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>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.</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

484-102615

On-Call Quality Assurance (QA) Checks on Survey Database

I. General Project Information

A. Overview

The Georgia Department of Transportation (GDOT) is soliciting SOQs from qualified firms to provide On-Call Quality Assurance (QA) checks on Survey Databases for the projects listed below:

Contract	Counties	PI/Project #	Project Description
1	To include all counties in Districts 1, District 6 and District 7.	N/A	Provide On-Call Quality Assurance checks on Survey Database
2	To include all counties in District 2, District 3, District 4 and District 5.	N/A	Provide On-Call Quality Assurance checks on Survey Database

This Request for Qualifications (RFQ) seeks to identify potential providers for the Scope of Services for each project/contract listed in Exhibit I. Firms that respond to this RFQ, and are determined by GDOT to be sufficiently qualified, may be deemed eligible, and invited to offer written Technical Approach 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, 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 On-Call Quality Assurance (QA) checks on Survey Database services for the GDOT Projects identified. The anticipated scope of work for each project/contract is included in **Exhibit I-1 and Exhibit I-2.**

E. Contract Term and Type

GDOT anticipates two (2) On-Call Indefinite Delivery, Indefinite Quantity contract to be awarded to one (1) firms, 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 three (3) years, with an option to extend the Agreement via a Supplemental Agreement, if necessary to allow assigned tasks to be completed. The full term of the Agreement shall not exceed a maximum of five (5) years.

F. Contract Amount

The On-Call, Indefinite Delivery Indefinite Quantity contract(s) will have a minimum of Five Thousand Dollars (\$5,000.00) and a maximum of One Million Dollars (\$1,000,000.00). 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.

NOTE: Task Orders issued under this contract may use either State or Federal funds. When State funds are identified for usage, the prime and subconsultants indirect cost rates established in accordance with the FAR cost principles (as specified in 48 CFR 31) will be used up to the maximum indirect cost rates of 150% for the purposes of contract estimation, negotiation, administration, reporting, and contract payment.

I. 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-484-102615. 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 **Additional Resources and Challenges** 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 and Past Performance** response.

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

GDOT will request a written proposal of the three (3) to five (5) finalist firms for each project/contract. GDOT reserves the right to request a presentation/interview on any project/contract as determined in its best interests; however, this additional requirement shall typically be reserved for the most complex projects. Each finalist firm shall be notified in writing and informed of the proposal due date. Any additional detailed proposal instructions and requirements, beyond that provided in **Section V. Selection Criteria for Phase II**, 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-484-102615	9/25/2015	-----
b. Deadline for submission of written questions and requests for clarification	10/12/2015	2:00 PM
c. Deadline for submission of Statements of Qualifications	10/26/2015	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.5.** 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), Key Team Member, 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's education, registration, relevant project management experience with on-call contracts and management of multiple projects, and experience in utilizing GDOT specific processes, manuals, or guidance.
- Key Team Leaders' education, registration, relevant experience with on-call contract management, and relevant experience in utilizing GDOT specific processes, manuals, or guidance.
- Key Team Member's education, registration, importance in the overall delivery of the project/contract, relevant experience with on-call contract management, and relevant experience in utilizing GDOT specific processes, manuals, or guidance.
- Prime Consultant's experience delivering on-call contracts, managing multiple projects of similar complexity, size, scope, and function, and experience managing internal and sub-consultant resources to adequately staff projects on an as-needed basis.

C. Additional Resources and Challenges– 20%

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

- Identify and provide a brief description of additional resources, excluding the Project Manager, Key Team Leader(s) and Key Team Member, used to staff the on-call contracts.
- Describe how the additional resources identified will help address the region specific challenges.

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**):

- Technical approach to managing on-call contracts.
- Technical approach to assigning and managing services performed by sub-consultants.
- Technical approach to managing uncertain workload and staffing needs.
- Provide any specific qualifications, skills, or knowledge which your firm has which could benefit the contract and subsequent projects.

B. Past Performance – 10%

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

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

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

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

A. Administrative Requirements

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

1. Basic company information:
 - a. Company name.
 - b. Company Headquarter Address.
 - c. Contact Information - Name and all contact information (telephone number(s) and e-mail address) of primary proposing contact (this will be the individual with whom the Department will direct all communications).
 - d. Company website (if available).
 - e. Georgia Addresses - Identify and provide addresses for the offices located in the State of Georgia.
 - f. Staff - List the number and disciplines of staff members employed in each office in the State of Georgia.
 - g. Ownership - Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the Offeror a sole proprietorship, partnership, corporation, limited liability Corporation, or other structure?
2. Certification Form - Complete the Certification Form (*Exhibit "II" enclosed with RFQ*), and provide a notarized original within the firm's Statement of Qualifications. This is to be submitted for the Prime **ONLY**.
3. Georgia Security and Immigration Compliance Act Affidavit – Complete the form (*Exhibit "III" enclosed with RFQ*), and provide a notarized original within the firm's Statement of Qualifications. This is to be submitted for the Prime **ONLY**.
4. Addenda - Signed cover page of any Addenda issued for the Prime **ONLY**.

B. Experience and Qualifications

1. Project Manager - Provide information pertaining to the project manager, including but not limited to:
 - a. Education.
 - b. Registration (if necessary and applicable.)
 - c. Relevant project management experience for on-call contracts or multiple projects of similar complexity, size, scope, and function, and experience managing internal and sub-consultant resources to staff projects on an as-needed basis (no more than five (5) projects).
 - d. Relevant experience utilizing GDOT specific processes, manuals, or guidance (Plan Development Process, Design Policy, Environmental Procedures Manual, etc.).

This information is limited to two (2) pages maximum.

2. Key Team Leaders - Provide qualifications 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 managing on-call contracts.
 - d. Relevant experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.) which are specific to the key resource area.

This information is limited to five (5) pages containing the qualification information for all Key Team Leaders identified in Section 7 of each Exhibit I. Respondents submitting more than five (5) pages for all Key Team Leaders 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. Key Team Member – Provide qualifications of one (1) key team member (defined as a team member not included as the Project Manager or a Key Team Leader whose qualifications the Prime firm would like to highlight as essential in the delivery of the proposed project/contract). For the Key Team Member identified provide:
 - a. Education.
 - b. Registration (if necessary and applicable.)
 - c. Relevant experience with on-call contracts.
 - d. Relevant experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.) which are specific to the key resource area.
 - e. Narrative discussing why the inclusion of the Key Team Member is important in the overall delivery of the project/contract.

This information is limited to a total of one (1) page. Respondents submitting more than one (1) page for the Key Team Member identified will be subject to disqualification. Respondents who provide more Key Team Members 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 Members.

4. 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 delivering on-call contracts which shall also include managing multiple projects of similar complexity, size, scope and function and managing internal and sub-consultant resources to adequately staff projects on an as-needed basis.
 - e. Experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.)
 - f. Client(s) current contact information including contact names and telephone numbers.
 - g. Involvement of Key Team Leaders and Key Team Member on the projects.

This information is limited to two (2) pages maximum.

5. 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 (1) page for the Area Class table (unless the project needs require an extensive list of area classes) and the required Notice of Professional Consultant Qualifications.

- C. **Additional Resources and Challenges** - Provide information regarding the overall resources dedicated to delivering the specific project, including:
1. Organizational chart which identifies the project manager, prime, Key Team Leaders, support personnel, and reporting structure.
 2. 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.
 3. Narrative on Additional Resource Areas – Respondents are also allowed one (1) 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, Key Team Leaders, and Key Team Member can deliver the project. Respondents may discuss the advantages of the team and the abilities of the team members which will enable the project to move as expeditiously as possible. **Respondents submitting more than the one (1) additional page allowed will be subject to disqualification.**
 4. Identify Additional Resources – Respondents are allowed five (5) pages to provide information on additional resources, outside of the Project Manager, Key Team Leaders and Key Team Member, providing a brief description of the resource and describe how the additional resources identified will help address the region specific challenges. **Respondents submitting more than the five (5) pages allowed will be subject to disqualification.**

This information is limited to the organization chart, one (1) page of text for the Primary Office and Narrative on Additional Resource Areas, and five (5) pages of text for Identify Additional Resources.

VII. Instructions for Preparing Technical Approach and Past Performance Response – Phase II Response

The following information will only be requested of the shortlisted firms. The Selection Committee will evaluate the shortlisted firms using the information provided as requested below (NOTE: Scores from Phase I will be carried forward to Phase II). Please note that each project/contract will follow an individual schedule which meets the availability of each Selection Committee. For this reason, the Notice to Finalists and resulting Phase II responses may be on different schedules for each project/contract. If a firm is a Finalist on multiple projects/contracts, the Phase II responses should be considered as separate responses which shall be prepared and submitted separately.

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

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

A. Technical Approach

Provide any unique technical approaches your firm offers relative to:

- Managing on-call contracts.

- Assigning and or managing services performed by sub-consultants.
- Managing uncertain workload and staffing needs.
- Any unique challenges of the project/contract and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures.
- Providing any specific qualifications, skills, knowledge of on-call contracts which may uniquely benefit the firm and project/contract.

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

B. Past Performance

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

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

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

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

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

Submittals must be sealed in an opaque envelope or box, and reference **RFQ 484-102615 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 Badgett
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: **Rhonda Badgett, e-mail: rbadgett@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.

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

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

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

- C. Submittals must be sealed in an opaque envelope or box, and reference **RFQ 484-102615 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 Badgett
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: **Rhonda Badgett, e-mail: rbadgett@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 team's 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, 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 **no later than June 30 of each year**.
3. Firm(s) should have no significant outstanding deficient audit findings from previous contracts with GDOT that have not been resolved.
4. The prime is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

E. Submittal Costs and Confidentiality

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

F. Award Conditions

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

G. Debriefings

In lieu of Pre-Award and Post-Award debriefings, it shall be the Department's policy to provide the "Selection Package" at the time of the Selection Announcement (also referred to as the Announcement of Entering into Negotiations). The "Selection Package" will include the scores and comments of phases for all firms who responded and will typically be provided as a PDF file and e-mailed. 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 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-1**Project/Contract 1****Georgia Department of Transportation
District #1, District 6 and District 7**

1. Project Numbers: N/A
2. PI Numbers: N/A
3. Counties: To include all counties in GDOT District #1, District #6, and District #7.
4. Description: To provide On-Call Quality Assurance (QA) checks on Survey Databases
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
5.01	Land Surveying
5.02	Engineering Surveying
5.03	Geodetic Surveying

- 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
5.02	Engineering Surveying
5.03	Geodetic Surveying

6. Scope:

Under the terms of this Agreement, the selected consultants will provide quality control field check on survey databases for the purpose of Quality Assurance (QA) in accordance with Georgia Department of Transportation (GDOT) Survey Manual (Section 3, pages 155 – 161 and Section 4, pages 165 – 171). The field checks will consist of azimuth and distance checks on mainline survey control, level run checks on mainline benchmarks, collection of random ground and pavement mapcheck shots, and gather checks on property corners and Right-of-Way (ROW) markers. The consultant shall provide a deliverable in a CSV file format compatible with the DEPARTMENTS survey software as well as a raw data file showing how data was obtained.

The Scope of Services for the various Task Orders may include, but are not limited to the following items:

- A. Perform quality checks on survey database.
- B. Conduct sample checks on in-house prepared work to verify tolerances.
- C. Conduct sample checks on Consultant prepared work to verify tolerances.
- D. Look for major flaws in data collection.

7. Related Key Team Leaders:

- A. Registered Land Surveyor Lead.
- B. Survey Party Chief Lead.
- C. Survey Technician Lead.

EXHIBIT I-2

Project/Contract 2

**Georgia Department of Transportation
District #2, District #3, District #4 and District #5**

1. Project Numbers: N/A
2. PI Numbers: N/A
3. Counties: To include all counties in GDOT District #2, District #3, District #4 and District #5.
4. Description: To provide On-Call Quality Assurance (QA) checks on Survey Databases
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
5.01	Land Surveying
5.02	Engineering Surveying
5.03	Geodetic Surveying

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
5.02	Engineering Surveying
5.03	Geodetic Surveying

6. Scope:

Under the terms of this Agreement, the selected consultants will provide quality control field check on survey databases for the purpose of Quality Assurance (QA) in accordance with Georgia Department of Transportation (GDOT) Survey Manual (Section 3, pages 155 – 161 and Section 4, pages 165 – 171). The field checks will consist of azimuth and distance checks on mainline survey control, level run checks on mainline benchmarks, collection of random ground and pavement mapcheck shots, and gather checks on property corners and Right-of-Way (ROW) markers. The consultant shall provide a deliverable in a CSV file format compatible with the DEPARTMENTS survey software as well as a raw data file showing how data was obtained.

The Scope of Services for the various Task Orders may include, but are not limited to the following items:

- A. Perform quality checks on survey database.
- B. Conduct sample checks on in-house prepared work to verify tolerances.
- C. Conduct sample checks on Consultant prepared work to verify tolerances.
- D. Look for major flaws in data collection.

7. Related Key Team Leaders:

- A. Registered Land Surveyor Lead.
- B. Survey Party Chief Lead.
- C. Survey Technician Lead.

EXHIBIT I-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

Contracting Entity/Respondent: _____

Address: _____

Solicitation No./Contract No. : **RFQ-484-102615**

Solicitation/Contract Name: **On-Call Quality Assurance (QA) Field Checks on Survey Database Service**

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 _____, 2015

Notary Public

[NOTARY SEAL]

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 sub-consultants. The below table is a full listing of all area classes. Since no single advertisement would require every area class, Respondents should delete all the area classes which are not applicable to the project they are pursuing and only include the ones applicable. Particular attention should be paid to the date that consultants certificate expires.

Area Class #	Area Class Description	Prime Consultant Name	Sub-Consultant #1 Name	Sub-Consultant #2 Name	Sub-Consultant #3 Name	Sub-Consultant #4 Name	Sub-Consultant #5 Name	Sub-Consultant #6 Name
	DBE -- Yes/No -> Prequalification Expiration Date							
1.01	Statewide Systems Planning							
1.02	Urban Area and Regional Transportation Planning							
1.03	Aviation Systems Planning							
1.04	Mass and Rapid Transportation Planning							
1.05	Alternate Systems Planning							
1.06(a)	NEPA							
1.06(b)	History							
1.06(c)	Air Quality							
1.06(d)	Noise							
1.06(e)	Ecology							
1.06(f)	Archaeology							
1.06(g)	Freshwater Aquatic Surveys							
1.07	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							

RFQ-484-102615

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 Regional General Engineering Services and Support

	# of Pages Allowed
Cover Page	-> 1
A. Administrative Requirements	
1. Basic Company Information	
a. Company name	
b. Company Headquarter Address	
c. Contact Information	
d. Company Website	
e. Georgia Addresses	
f. Staff	
g. Ownership	
	Excluded
2. Notarized Certification Form (Exhibit II) for Prime	-> 1
3. Notarized Georgia Security and Immigration Compliance Act Affidavit (Exhibit III)	-> 1
4. Signed Cover Page of any Addenda Issued	-> 1 (each addenda)
B. Experience and Qualifications	
1. Project Manager	
a. Education	
b. Registration	
c. Relevant project management experience of on-call contracts	
d. Relevant experience using GDOT specific processes, etc.	
	2
2. Key Team Leaders' Experience	
a. Education	
b. Registration	
c. Relevant experience with on-call contract delivery	
d. Relevant experience using GDOT specific processes, etc.	
	5
3. Key Team Member Experience	
a. Education	
b. Registration	
c. Relevant experience managing on-call contracts	
d. Relevant experience using GDOT specific processes, etc.	
e. Narrative	
	1
4. 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 delivery on-call contracts	
e. Experience using GDOT specific processes, etc.	
f. Clients current contact information	
g. Involvement of Key Team Leaders and Key Team Member	
	2
5. Area Class Table and Notice of Professional Consultant Qualifications for Prime and Sub-Consultants	-> Excluded
C. Resources	
1. Overall Resources	
a. Organization chart	
b. Primary office to handle project and staff description of office and benefits of office	-> Excluded
c. Narrative on Additional Resource Areas and Ability	
d. Identify additional resources	
	1
	5

ADDENDUM NO. 1

ISSUE DATE: October 13, 2015

This Addendum shall become and form a part of the RFQ for:

RFQ 484-102615 On-Call Quality Assurance (QA) Checks on Survey Database

Note please review carefully!

In the event of a conflict between previously released information and the information contained herein, the latter shall control.

NOTE: A signed acknowledgment of this addendum (this page) MUST be attached to your PROPOSAL

Firm Name _____

Signature _____ Date _____

Typed Name and Title _____

Georgia Department of Transportation (GDOT)
Office of Transportation Services Procurement
One Georgia Center
600 W. Peachtree Street, NW
19th Floor
Atlanta, Georgia 30308

This Addendum, including all articles and corrections listed below, shall become and form a part of the original RFQ-RFP package and shall be taken into account in preparing your proposal.

The purpose of this addendum is to provide the answers to the written questions received during the question and answer period of the RFQ Phase as follows:

	Question	Answer
1	Clarification of the "Submittal #2" requirement. Will GDOT need an electronic version as a PDF on a CD or thumb drive or either?	Yes. Submittal #2 electronic version (PDF) submission can be on either CD or thumb drive.
2	Is a 3-ring binder an acceptable binding medium?	Yes. A 3-ring binder is an acceptable binding medium. However, GDOT prefers information to be bound by staples.

SOQ AREA CLASS CHECKLIST

Solicitation #: RFQ 484-102615 **Contract #1**

Solicitation Title: QA Checks on Survey Database

Primes and Subconsultants		10/15	10/16	10/17	Certificate Expires	Comments
1	ARCADIS U.S., Inc. Vaughn & Melton Consulting Engineers, Inc. Long Engineering, Inc.	X	X	X	6/30/2017 8/31/2018 1/31/2018	
2	EMC Engineering Services, Inc.	X	X	X	5/31/2017	
3	Long Engineering, Inc. Moreland Altobelli Associates, Inc. Lowe Engineers, LLC	X	X	X	1/31/2018 4/30/2018 9/30/2018	
4	Lowe Engineers, LLC Long Engineering, Inc. Moreland Altobelli Associates, Inc.	X	X	X	9/30/2018 1/31/2018 4/30/2018	
5	Moreland Altobelli Associates, Inc. Long Engineering, Inc. Lowe Engineers, LLC	X	X	X	4/30/2018 1/31/2018 9/30/2018	
6	Merrick & Company Accura Engineering & Consulting Services, Inc.	X	X	X	11/30/2017 3/31/2016	
7	Mulkey Engineers & Consultants Accura Engineering & Consulting Services, Inc.	X	X	X	3/31/2017 3/31/2016	
8	TranSystems Corporation Accura Engineering & Consulting Services, Inc.	X	X	X	8/31/2017 3/31/2016	
9	Vaughn & Melton Consulting Engineers, Inc. Accura Engineering & Consulting Services, Inc. ARCADIS U.S., Inc.	X	X	X	8/31/2018 3/31/2016 6/30/2017	

GDOT GUIDE FOR SELECTION COMMITTEE MEMBERS

RFQ 484-102615

Quality Assurance Checks on Survey Database

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

Coordination and Communication

Rhonda Badgett 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 Thursday, November 12, 2015. 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 Wednesday, December 16, 2015. 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

Solicitation Title:	QA checks on Survey Database	1	ARCADIS U.S., Inc.
Solicitation #:	RFQ 484-102615 - C#1 (D1, D6 & D7)	2	Vaughn & Melton Consulting Engineers, Inc.
PHASE I - Individual Committee Member Scoring and Overall Ranking based on Published Criteria FOR TOP TEN SUBITTALS		3	Merrick & Company

(This Page For GDOT Use)

SUBMITTING FIRMS	(RANKING)		Score	Group Ranking
	Score	Group Ranking		
Vaughn & Melton Consulting Engineers, Inc.	400	2		
ARCADIS U.S., Inc.	500	1		
Merrick & Company	375	3		
Long Engineering, Inc.	375	3		
Low Engineers, LLC	300	7		
Moreland Altobelli Associates, Inc.	375	3		
Mulkey Engineers & Consultants	325	6		
EMC Engineering Services, Inc.	300	7		
TranSystems Corporation	200	9		

Evaluation Criteria →

Experience and Qualifications

Resources availability and Workload Capacity

Maximum Points allowed =	300	200	Scores and Group Ranking	
SUBMITTING FIRMS	▼	▼	Total Score	Ranking
Vaughn & Melton Consulting Engineers, Inc.	Excellent	Adequate	400	2
ARCADIS U.S., Inc.	Excellent	Excellent	500	1
Merrick & Company	Good	Good	375	3
Long Engineering, Inc.	Good	Good	375	3
Low Engineers, LLC	Adequate	Good	300	7
Moreland Altobelli Associates, Inc.	Good	Good	375	3
Mulkey Engineers & Consultants	Good	Adequate	325	6
EMC Engineering Services, Inc.	Adequate	Good	300	7
TranSystems Corporation	Adequate	Marginal	200	9
Maximum Points allowed =	300	200	500	%

PHASE I SUMMARY COMMENTS

RFQ	RFQ 484-102615 - C#1 (D1, D6 & D7)	PHASE 1 SUMMARY COMMENTS FOR TOP SUBMITTALS	
Firm	Vaughn & Melton Consulting Engineers, Inc.	# of Evaluators	
Experience and Qualifications		Assigned Rating	Excellent
Evaluators agree the experience and qualifications of the firm is excellent. Project manager and Key Team Leaders have excellent experience with on-call contracts, GDOT projects and survey processes. Survey Party Chief has excellent experience with consultant compliance checks. Subconsultant has many years experience with GDOT projects.			
Resources availability and Workload Capacity		Assigned Rating	Adequate
Evaluators agree resource availability and workload capacity is adequate considering that the team was awarded the contract for the same services for districts 2,3,4 and 5. Will be utilizing resources from two (2) subconsultants. Subconsultant selection excellent for work to be performed.			
RFQ	RFQ 484-102615 - C#1 (D1, D6 & D7)	PHASE 1 SUMMARY COMMENTS FOR TOP SUBMITTALS	
Firm	ARCADIS U.S., Inc.	# of Evaluators	
Experience and Qualifications		Assigned Rating	Excellent
Evaluators agree experience and qualifications of firm and Team Leaders is excellent. Project manager and firm have excellent experience with on-call contracts and GDOT projects. Subconsultant on team has many years of experience with consultant checks. Included Quality Control Specialist with excellent experience with GDOT consultant database checks.			
Resources availability and Workload Capacity		Assigned Rating	Excellent
Evaluators agree resource availability and workload capacity is excellent. Firm has access to LiDar (Light Distance and Ranging) technology if needed. Organization chart gave specific details, listed Quality Control Specialist.			
RFQ	RFQ 484-102615 - C#1 (D1, D6 & D7)	PHASE 1 SUMMARY COMMENTS FOR TOP SUBMITTALS	
Firm	Merrick & Company	# of Evaluators	
Experience and Qualifications		Assigned Rating	Good
Evaluators agree firm experience and qualifications is good. Project manager has experience with on-call SUE projects. RLS Lead has excellent experience in consultant compliance checks.			
Resources availability and Workload Capacity		Assigned Rating	Good
Evaluators agree resource availability and workload capacity is good. Firm shows good availability of resources-- but not all resources are based in Georgia.			
RFQ	RFQ 484-102615 - C#1 (D1, D6 & D7)	PHASE 1 SUMMARY COMMENTS FOR TOP SUBMITTALS	
Firm	Long Engineering, Inc.	# of Evaluators	
Experience and Qualifications		Assigned Rating	Good
Evaluators agree firm experience and qualifications are good. Project manager has prior work experience on GDOT projects. RLS has good experience on database surveys.			
Resources availability and Workload Capacity		Assigned Rating	Good
Evaluators agree firm resource availability and workload capacity are good. Organization chart is good. Firm provided information on team availability for this project. Firm teamed with subconsultants familiar with GDOT work and processes.			
RFQ	RFQ 484-102615 - C#1 (D1, D6 & D7)	PHASE 1 SUMMARY COMMENTS FOR TOP SUBMITTALS	
Firm	Lowe Engineers, LLC	# of Evaluators	
Experience and Qualifications		Assigned Rating	Adequate
Evaluators agree firm experience and qualifications are adequate. Firm has previous on-call experience with Attorney General's office. Project manager and RLS have adequate prior experience with developing GDOT databases.			
Resources availability and Workload Capacity		Assigned Rating	Good
Evaluators agree firm resource availability and workload capacity are good.			

PHASE I SUMMARY COMMENTS

RFQ	RFQ 484-102615 - C#1 (D1, D6 & D7)	PHASE 1 SUMMARY COMMENTS FOR TOP SUBMITTALS	
Firm	Moreland Altobelli Associates, Inc.	# of Evaluators	
Experience and Qualifications		Assigned Rating	Good
Evaluators agree firm experience and qualifications are good. Firm shows good experience with survey database. Project manager has good experience with survey work, however, total number of years experience was not listed. RLS Leads (2) have good experience.			
Resources availability and Workload Capacity		Assigned Rating	Good
Evaluators agree firm resource availability and workload capacity are good. Firm has good availability with numerous satellite offices, making for good project coverage throughout the state.			
RFQ	RFQ 484-102615 - C#1 (D1, D6 & D7)	PHASE 1 SUMMARY COMMENTS FOR TOP SUBMITTALS	
Firm	Mulkey Engineers & Consultants	# of Evaluators	
Experience and Qualifications		Assigned Rating	Good
Evaluators agree firm experience and qualifications are good. Project manager has good experience with on-call projects. RLS Team Leader has good prior experience.			
Resources availability and Workload Capacity		Assigned Rating	Adequate
Evaluators agree firm resource availability and workload capacity are adequate. Not all resources listed are based out of Georgia. Firm has LiDar capability.			
RFQ	RFQ 484-102615 - C#1 (D1, D6 & D7)	PHASE 1 SUMMARY COMMENTS FOR TOP SUBMITTALS	
Firm	EMC Engineering Services, Inc.	# of Evaluators	
Experience and Qualifications		Assigned Rating	Adequate
Evaluators agree firm experience and qualifications are adequate. Project team shows adequate experience with survey databases. Firm did not list any prior on-call experience.			
Resources availability and Workload Capacity		Assigned Rating	Good
Evaluators agree firm shows good resource availability and workload capacity.			
RFQ	RFQ 484-102615 - C#1 (D1, D6 & D7)	PHASE 1 SUMMARY COMMENTS FOR TOP SUBMITTALS	
Firm	TranSystems Corporation	# of Evaluators	
Experience and Qualifications		Assigned Rating	Adequate
Evaluators agree firm experience and qualifications are adequate. Firm has on-call experience with other states but none with Georgia. Project manager has adequate on-call experience and is RLS licensed.			
Resources availability and Workload Capacity		Assigned Rating	Marginal
Evaluators agree firm resource availability and workload capacity are marginal. Organization chart is not clear and does not provide sufficient details. Information presented in write up does not specify how many crews will be available from prime or subconsultants.			



SELECTION OF FINALISTS

**RFQ-484-102615
On-Call Quality Assurance Checks
On Survey Databases**

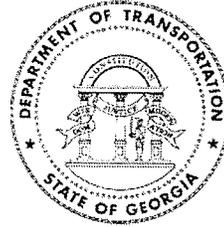
The Georgia Department of Transportation is pleased to announce the selection of the following firms as finalists regarding the above RFQ:

Contract #1 – District 1, District 6 and District 7

**Arcadis U.S., Inc.
Long Engineering, Inc.
Merrick & Company
Moreland Altobelli Associates, Inc.
Vaughn & Melton Consulting Engineers, Inc.**

Contract #2 – District 2, District 3, District 4 and District 5

**Long Engineering, Inc.
Lowe Engineers, LLC
Merrick & Company
Moreland Altobelli Associates, Inc.
Vaughn & Melton Consulting Engineers, Inc.**



November 30, 2015

NOTICE TO SELECTED FINALISTS

To: ARCADIS U. S., Inc.; Long Engineering, Inc.; Merrick & Company; Moreland Altobelli Associates, Inc. and Vaughn & Melton Consulting Engineers, Inc.

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

Re: RFQ-484-102615 – On-Call Quality Assurance Checks on Survey Database, Contract #1

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-484-102615), page 10, VII. Instructions for Preparing Technical Approach and Past Performance Response – Phase II Response, A & B and page 12, IX. Instructions for Submittal for Phase II – Technical Response 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:

1. Technical Approach to Managing the Project:

- Technical approach to managing on-call contracts.
- Technical approach to assigning and managing services performed by sub-consultants.
- Technical approach to managing uncertain workload and staffing needs.
- Provide any specific qualifications, skills, or knowledge which your firm has which could benefit the contract and subsequent projects.

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.	11/30/2015	-----
2. Deadline for submission of written questions from finalists (e-mail preferred)	12/4/2015	2:00 PM
3. GDOT Receives Submittals I & 2 for Phase II	12/10/2015	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 Response** 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 Badgett, and congratulations, again, to each of you!

Rhonda Badgett

rbadgett@dot.ga.gov
404-631-1431

SUBMISSION & PRESCREENING CHECKLIST

SOLICITATION #:	RFQ 484-102615 - C#1 (D1, D6 & D7)				
SOLICITATION TITLE:	QA checks on Survey Database				
SOLICITATION DUE DATE:	December 10, 2015				
SOLICITATION TIME DUE:	2:00pm				
No.	Consultants	Date	Time	Compliant with Page #	Limitations
1	ARCADIS U.S., Inc.	12/10/2015	8:45 AM	x	x
2	Vaughn & Melton Consulting Engineers, Inc.	12/10/2015	11:21 AM	x	x
3	Merrick & Company	12/10/2015	9:28 AM	x	x
4	Long Engineering, Inc.	12/10/2015	12:27 PM	x	x
5	Moreland Altobelli Associates, Inc.	12/10/2015	12:11 PM	x	x

GDOT SELECTION COMMITTEE SCORING AND OVERALL RANKING OF SUBMITTALS

Solicitation Title:	QA checks on Survey Database	1	ARCADIS U.S., Inc.
Solicitation #:	RFQ 484-102615 - C#1 (D1, D6 & D7)	2	Vaughn & Melton Consulting Engineers, Inc.
PHASE I AND PHASE II - Individual Committee Member Scoring and Overall Ranking based on Published Criteria			
		3	Long Engineering, Inc.
		4	Merrick & Company
		5	Moreland Altobelli Associates, Inc.

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SUBMITTING FIRMS

SUBMITTING FIRMS	(RANKING)	
	Sum of Total Score	Group Ranking
ARCADIS U.S., Inc.	1000	1
Vaughn & Melton Consulting Engineers, Inc.	900	2
Merrick & Company	675	4
Long Engineering, Inc.	750	3
Moreland Altobelli Associates, Inc.	625	5

Evaluation Criteria	Experience and Qualifications	Resources availability and Workload Capacity	Technical Approach - Suitability	Past Performance	PHASE I		PHASE II		Group Scores and Ranking	
					300	200	400	100	Total Score	Ranking

SUBMITTING FIRMS	PHASE I		PHASE II		Group Scores and Ranking	
	300	200	400	100	Total Score	Ranking
ARCADIS U.S., Inc.	Excellent	Excellent	Excellent	Excellent	1000	1
Vaughn & Melton Consulting Engineers, Inc.	Excellent	Adequate	Excellent	Excellent	900	2
Merrick & Company	Good	Good	Adequate	Excellent	675	4
Long Engineering, Inc.	Good	Good	Good	Good	750	3
Moreland Altobelli Associates, Inc.	Good	Good	Adequate	Adequate	625	5
Maximum Points allowed =	300	200	400	100	1000	%

RFQ	RFQ 484-102615 - C#1 (D1, D6 & D7)	PHASE 2 SUMMARY COMMENTS	
Firm	Vaughn & Melton Consulting Engineers, Inc.		
Technical Approach		Assigned Rating	Excellent
Evaluators agree firms technical approach is excellent. Approach proposes daily execution of QA/QC. Firm provided excellent details and specifics on QA/QC process and procedures. Especially liked detailed flow chart listing details of procedures. Firm understands the desired outcome of the services to be provided.			
Past Performance		Assigned Rating	Excellent
Evaluators agree firms past performance is excellent. Party Chief Lead has done excellent work on previous projects.			
RFQ	RFQ 484-102615 - C#1 (D1, D6 & D7)	PHASE 2 SUMMARY COMMENTS	
Firm	ARCADIS U.S., Inc.		
Technical Approach		Assigned Rating	Excellent
Evaluators agree firms technical approach is excellent. Firm presented a very unique menu of services and well thought out technical approach. Firm did excellent job of presenting project challenges and mitigation approaches. Firm has access to laser scanning technology.			
Past Performance		Assigned Rating	Excellent
Evaluators agree firms past performance is excellent. Two evaluators noted firm has good past experience with GDOT on-call service contract. Firm is very responsive and delivers quality work.			
RFQ	RFQ 484-102615 - C#1 (D1, D6 & D7)	PHASE 2 SUMMARY COMMENTS	
Firm	Merrick & Company		
Technical Approach		Assigned Rating	Adequate
Evaluators agree firms technical approach is adequate. Technical approach lacked detail and specifics, providing limited details on procedures presented. Approach presented nothing unique.			
Past Performance		Assigned Rating	Excellent
Evaluators agree firms past performance is excellent. PM active in GDOT training to ensure quality of services and how subconsultants turn in survey database.			
RFQ	RFQ 484-102615 - C#1 (D1, D6 & D7)	PHASE 2 SUMMARY COMMENTS	
Firm	Long Engineering, Inc.		
Technical Approach		Assigned Rating	Good
Evaluators agree firms technical approach is good. Firm has access to laser scanning technology.			
Past Performance		Assigned Rating	Good
Evaluators agree firms past performance is good. Evaluators have knowledge of firms past experience performing checks on survey databases as well as past work experience with Lead Surveyor.			
RFQ	RFQ 484-102615 - C#1 (D1, D6 & D7)	PHASE 2 SUMMARY COMMENTS	
Firm	Moreland Altobelli Associates, Inc.		
Technical Approach		Assigned Rating	Adequate
Evaluators agree firms technical approach is adequate. Overall weak in providing technical approach specifics. Firm did not mention project control checks.			
Past Performance		Assigned Rating	Adequate
Evaluators agree firms past performance is adequate. One evaluator indicated past experience with firm which had problems with survey procedures on multiple projects.			

Reference Check Scores for: ARCADIS US, Inc

Reference A

Firm Name	Georgia Dept. of Transportation, Atlanta, GA		
Project Name	I-285 at SR 400 Interchange Improvements		
Project Manager	Marlo Clowers	Title	Project Manager
Contact Information	404-631-1713		
	Reference Questions	Score	
	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.	10	
	5. Rate the overall success of the project thus far.	10	
Comments	Delivered the environmental segment of project successfully under a very very aggressive schedule. Provided tech assistance in developing the RFP for the Design-Build finance of the project		

Reference B

Firm Name	City of Marietta, Marietta, GA		
Project Name	Marietta On-Demand (On-Call) Services		
Project Manager	Charlie Lanz	Title	City Engineer
Contact Information	770-794-5656		
	Reference Questions	Score	
	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.	10	
	5. Rate the overall success of the project thus far.	10	
Comments	Firm and team is very professional and efficient.		

Reference Check Scores for Long Engineering, Inc.

Reference A

Firm Name	Gwinett County DOT, Lawrenceville, GA		
Project Name	Project 5 - Gwinett County Survey On-Call		
Project Manager	David Tucker	Title	Deputy Director
Contact Information	770-822-7400		
	Reference Questions	Score	
	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.	8	
	3. Rate the firm's ability to meet the established project goals.	9	
	4. Rate the firm's technical assistance in program management.	8	
	5. Rate the overall success of the project thus far.	9	
Comments	performed well on this project and will definitely work with again if given the opportunity.		

Reference B

Firm Name	Atkins N.A., Inc.		
Project Name	MARTA On-Call Survey		
Project Manager	Denny Meier, P.E.	Title	VP-Sr. Division Manager
Contact Information	404-769-3939		
	Reference Questions	Score	
	1. Rate the firm's quality of leadership in Project Management for your project.	9	
	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.	10	
Comments	Firm is good to work with, did good job.		

Reference Check Scores for: Merrick & Company

Reference A

Firm Name	US Army Core of Engineers, Mobile, Alabama		
Project Name	Survey/Mapping		
Project Manager	Glen Greiner	Title	
Contact Information	251-694-3635		
	Reference Questions	Score	
	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	
Comments	Performed well on project, provided quality work. Very qualified professional firm.		

Reference B

Firm Name	City and County of Denver, Denver, Colorado		
Project Name	56th Avenue Widening On-Call Construction Services		
Project Manager	Jess Ortiz, P. E.	Title	Senior Engineer/Project Mgr.
Contact Information	720-913-1781		
	Reference Questions	Score	
	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.	10	
	5. Rate the overall success of the project thus far.	9	
Comments	Project had some minor hiccups (no fault of Merrick). Mike Martin (PM) was very professional, responsive, thorough, efficient and communicative. Coordinated all efforts on project flawlessly. Very good firm.		

Reference Check Scores for: Moreland Altobelli

Reference A

Firm Name	City of Alpharetta, Alpharetta, GA		
Project Name	Alpharetta Demand Services		
Project Manager	Geoffrey Sarra	Title	Sr. Engineer of Capital Improvements
Contact Information	678-297-6200		
	Reference Questions	Score	
	1. Rate the firm's quality of leadership in Project Management for your project.	9	
	2. Rate the overall services of the firm's staff for the duration of the project.	8	
	3. Rate the firm's ability to meet the established project goals.	9	
	4. Rate the firm's technical assistance in program management.	7	
	5. Rate the overall success of the project thus far.	9	
Comments	Don Jones (RLS) was excellent PM with exceptional experience. Firm was professional, ethical and proactive. ** Project not initially lead by Don Jones - there were problems which cleared after Don took over project.		

Reference B

Firm Name	Hall County Public Works, Gainesville, GA		
Project Name	Hall County Demand Services Contract		
Project Manager	Ken Reardon	Title	Director - Public Works
Contact Information	770-531-6800		
	Reference Questions	Score	
	1. Rate the firm's quality of leadership in Project Management for your project.	9	
	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.	10	
Comments	Very happy with firm and resource performance. Firm has had contract for last five (5) years and recently selected for new contract. Firm is professional, ethical, efficient, and proactive.		

Reference Check Scores for: Vaughn & Melton

Reference A

Firm Name	GDOT, Atlanta, GA		
Project Name	Statewide On-Call Field Plan Reviews		
Project Manager	Derrick Cameron	Title	Project Manager
Contact Information	404-631-1223		
	Reference Questions	Score	
	1. Rate the firm's quality of leadership in Project Management for your project.	9	
	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.	9	
	5. Rate the overall success of the project thus far.	9	
Comments	Sub is sub-consultant on this project.		

Reference B

Firm Name	GDOT, Atlanta, GA		
Project Name	On-Call Special Drainage Study		
Project Manager	Brent Story	Title	Project Manager
Contact Information	404-631-1606		
	Reference Questions	Score	
	1. Rate the firm's quality of leadership in Project Management for your project.	9	
	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	
Comments	Firm was sub-consultant. Firm did very good job.		

Reference Check Summary for
 RFQ 484-102615
 QA Checks - Contract #1

	ARCADIS U.S., Inc.	Long Engineering, Inc.	Merrick & Company	Moreland Altobelli	Vaughn & Melton Consulting
Questions (to be answered on 1-10 scale, 10 indicates best)					
1. Rate the firm's quality of leadership in Project Management for your project.					
Reference A	10	8	10	9	9
Reference B	10	9	10	9	9
Section Average	10.00	8.50	10.00	9.00	9.00
2. Rate the overall services of the firm's staff for the duration of the project.					
Reference A	10	8	10	8	10
Reference B	10	9	10	9	9
Section Average	10.00	8.50	10.00	8.50	9.50
3. Rate the firm's ability to meet the established project goals.					
Reference A	10	9	10	9	10
Reference B	10	10	10	9	9
Section Average	10.00	9.50	10.00	9.00	9.50
4. Rate the firm's technical assistance in program management.					
Reference A	10	8	8	7	9
Reference B	10	9	10	9	9
Section Average	10.00	8.50	9.00	8.00	9.00
5. Rate the overall success of the project thus far.					
Reference A	10	9	10	9	9
Reference B	10	10	9	10	9
Section Average	10.00	9.50	9.50	9.50	9.00
Overall Average	10.00	8.90	9.70	8.80	9.20

SAM Search Results
List of records matching your search for :

Search Term : ARCADIS* U.S.* Inc.*
Record Status: Active

ENTITY	ARCADIS U.S., INC.	Status:Active
DUNS: 081509838	+4:	CAGE Code: 005Q6 DoDAAC:
Expiration Date: May 18, 2016 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 630 PLAZA DR STE 200 City: HIGHLANDS RANCH State/Province: COLORADO ZIP Code: 80129-2379 Country: UNITED STATES		
ENTITY	ARCADIS U.S., INC.	Status:Active
DUNS: 108863192	+4:	CAGE Code: 0C0J9 DoDAAC:
Expiration Date: Jan 26, 2016 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 2000 POWELL ST FL 7TH City: EMERYVILLE State/Province: CALIFORNIA ZIP Code: 94608-1811 Country: UNITED STATES		
ENTITY	ARCADIS U.S., INC.	Status:Active
DUNS: 800150930	+4:	CAGE Code: 372P0 DoDAAC:
Expiration Date: Aug 19, 2016 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 2410 PACES FERRY RD SE STE 400 City: ATLANTA State/Province: GEORGIA ZIP Code: 30339-3769 Country: UNITED STATES		
ENTITY	ARCADIS U.S., INC.	Status:Active
DUNS: 147552561	+4:	CAGE Code: 5TN02 DoDAAC:
Expiration Date: Jun 21, 2016 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 1210 PREMIER DRIVE STE 200 City: CHATTANOOGA State/Province: TENNESSEE ZIP Code: 37421-0000 Country: UNITED STATES		

ENTITY	ARCADIS U.S., INC.	Status:Active
DUNS: 783194769	+4:	CAGE Code: 6SR86 DoDAAC:
Expiration Date: May 18, 2016 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 194 SEVEN FARMS DR STE F		
City: CHARLESTON	State/Province: SOUTH CAROLINA	
ZIP Code: 29492-8509	Country: UNITED STATES	

ENTITY	ARCADIS U.S., INC.	Status:Active
DUNS: 004037466	+4:	CAGE Code: 6UXH5 DoDAAC:
Expiration Date: May 18, 2016 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: Rosehill Offc Pk 1, 8725 Rosehill, STE 350		
City: LENEXA	State/Province: KANSAS	
ZIP Code: 66215-4611	Country: UNITED STATES	

ENTITY	ARCADIS U.S., INC.	Status:Active
DUNS: 143490659	+4:	CAGE Code: 6SRJ2 DoDAAC:
Expiration Date: May 18, 2016 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 1 SEAGATE STE 700		
City: TOLEDO	State/Province: OHIO	
ZIP Code: 43604-1558	Country: UNITED STATES	

ENTITY	ARCADIS U.S., INC.	Status:Active
DUNS: 022361518	+4:	CAGE Code: 6UXD3 DoDAAC:
Expiration Date: Feb 18, 2016 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 1100 SUPERIOR AVE E STE 1250		
City: CLEVELAND	State/Province: OHIO	
ZIP Code: 44114-2542	Country: UNITED STATES	

ENTITY	ARCADIS U.S., INC.	Status:Active
DUNS: 809068732	+4:	CAGE Code: 7C5K0 DoDAAC:
Expiration Date: Mar 11, 2016 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 111 Saunders Lane		
City: BLUEFIELD	State/Province: VIRGINIA	
ZIP Code: 24605-9278	Country: UNITED STATES	

ENTITY	ARCADIS U.S., INC.	Status:Active
DUNS: 784436532	+4:	CAGE Code: 7C5P0 DoDAAC:
Expiration Date: Mar 11, 2016 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 9954 MAYLAND DR City: RICHMOND State/Province: VIRGINIA ZIP Code: 23233-1464 Country: UNITED STATES		
ENTITY	ARCADIS U.S., INC.	Status:Active
DUNS: 783225816	+4:	CAGE Code: 6UXD4 DoDAAC:
Expiration Date: Jan 26, 2016 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 1004 N BIG SPRING ST STE 300 City: MIDLAND State/Province: TEXAS ZIP Code: 79701-3383 Country: UNITED STATES		
ENTITY	ARCADIS U.S., INC.	Status:Active
DUNS: 057690414	+4:	CAGE Code: 6UXH6 DoDAAC:
Expiration Date: Jan 26, 2016 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 10352 Plaza Americana Dr City: BATON ROUGE State/Province: LOUISIANA ZIP Code: 70816-8174 Country: UNITED STATES		
ENTITY	ARCADIS U.S., INC.	Status:Active
DUNS: 947473062	+4:	CAGE Code: 6UXD6 DoDAAC:
Expiration Date: Jan 26, 2016 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 1114 BENFIELD BLVD Ste A City: MILLERSVILLE State/Province: MARYLAND ZIP Code: 21108-2585 Country: UNITED STATES		

SAM Search Results
List of records matching your search for :

Search Term : "Vaughn & Melton Consulting Engineers*"
Record Status: Active

ENTITY	VAUGHN & MELTON CONSULTING ENGINEERS, INC.	Status:Active
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DUNS: 048237846	+4:	CAGE Code: 00UA7	DoDAAC:
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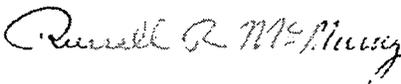
Expiration Date: Jun 9, 2016	Has Active Exclusion?: No	Delinquent Federal Debt?: No
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Address: 109 S 24TH ST	
City: MIDDLESBORO	State/Province: KENTUCKY
ZIP Code: 40965-1515	Country: UNITED STATES

SAM Search Results
List of records matching your search for :
Search Term : Long* Engineering* Inc.*
Record Status: Active

No Search Results

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
ARCADIS U.S., Inc. 2410 Paces Ferry Road, Suite 400 Atlanta, GA 30339	6/12/14	6/30/17
SIGNATURE 		
1. Transportation Planning <input checked="" type="checkbox"/> 1.01 State Wide Systems Planning Urban Area and Regional Transportation Planning <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 _____ 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 _____ 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	3. Highway Design Roadway (Continued) <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 _____ 3.15 Highway Lighting <input checked="" type="checkbox"/> 3.16 Value Engineering <input checked="" type="checkbox"/> 3.17 Design of Toll Facilities Infrastructure	
2. Mass Transit Operations _____ 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 _____ 2.04 _____ 2.05 Mass Transit Architectural Engineering _____ 2.06 Mass Transit Unique Structures _____ 2.07 Mass Transit Electrical and Mechanical Systems Mass Transit Operations Management and Support Services _____ 2.08 _____ 2.09 Aviation _____ 2.10 Mass Transit Program (Systems) Marketing	4. Highway Structures <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	
3. Highway Design Roadway <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 <input checked="" type="checkbox"/> 3.03 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"/> 3.04 Multi-Lane, Limited Access Expressway Type Highway Design <input checked="" type="checkbox"/> 3.05 Design of Urban Expressway and Interstate <input checked="" type="checkbox"/> 3.06 Traffic Operations Studies <input checked="" type="checkbox"/> 3.07 Traffic Operations Design <input checked="" type="checkbox"/> 3.08 Landscape Architecture	5. Topography <input checked="" type="checkbox"/> 5.01 Land Surveying <input checked="" type="checkbox"/> 5.02 Engineering Surveying <input checked="" type="checkbox"/> 5.03 Geodetic Surveying _____ 5.04 Aerial Photography _____ 5.05 Aerial Photogrammetry _____ 5.06 Topographic Remote Sensing <input checked="" type="checkbox"/> 5.07 Cartography _____ 5.08 Subsurface Utility Engineering	
6. Soils, Foundation & Materials Testing <input checked="" type="checkbox"/> 6.01a Soil Surveys <input checked="" type="checkbox"/> 6.01b Geological and Geophysical Studies <input checked="" type="checkbox"/> 6.02 Bridge Foundation Studies Hydraulic and Hydrological Studies (Soils and Foundation) <input checked="" type="checkbox"/> 6.03 _____ 6.04a Laboratory Materials Testing _____ 6.04b Field Testing of Roadway Construction Materials <input checked="" type="checkbox"/> 6.05 Hazard Waste Site Assessment Studies		
8. Construction <input checked="" type="checkbox"/> 8.01 Construction Supervision		
9. Erosion and Sedimentation Control <input checked="" type="checkbox"/> 9.01 Erosion, Sedimentation, and Pollution Control and Comprehensive Monitoring Program <input checked="" type="checkbox"/> 9.02 Rainfall and Runoff Reporting <input checked="" type="checkbox"/> 9.03 Field Inspections for Compliance of Erosion and Sedimentation Control Devices Installations		