

# DEPARTMENT OF TRANSPORTATION STATE OF GEORGIA

## INTERDEPARTMENT CORRESPONDENCE

February 6, 2015

**RFQ #:** 484-111014A  
**RFQ Title:** STIP Public Involvement Services, P.I. #0013269  
**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

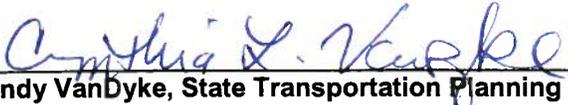
The five (2) highest firms in order of ranking are as follows:

1. **Parsons Brinckerhoff, Inc.**
2. **RS& H, Inc.**

The Selection Committee recommends the selection of the top ranked firm, **Parsons Brinckerhoff, Inc.**

Concurrence with Award from Responsible Division Director:

Certification Procurement Requirements Met:

  
Cindy VanDyke, State Transportation Planning Administrator

  
Treasury Young, Procurement Administrator

DJP:mlh

Attachments



# **Georgia Department of Transportation**

## **Request for Qualifications**

**To Provide**

**State Transportation Improvement Program (STIP)**

**Public Involvement Services**

**RFQ-484-111014A**

**Qualifications Due: December 2, 2014**

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

# REQUEST FOR QUALIFICATIONS

## 484-111014A

### STIP Public Involvement Services

#### I. General Project Information

##### A. Overview

The Georgia Department of Transportation (GDOT) is soliciting Statements of Qualifications (SOQ) from qualified firm(s) or organization(s) to provide Consultant Services for State Transportation Improvement Program (STIP) Public Involvement.

This Request for Qualifications (RFQ) seeks to identify potential providers for the Scope of Services for the project/contract listed in Exhibit I. Firms that respond to this RFQ, and are determined by GDOT to be sufficiently qualified, may be deemed eligible, and invited to offer proposals and/or possibly present and/or interview for these services. All respondents to this RFQ are subject to instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully. GDOT reserves the right to reject any or all Statements of Qualifications or Consultant Plan Proposals, and to waive technicalities and informalities at the discretion of GDOT.

**NOTE:** Firms that submitted SOQs for RFQ-484-111014 are not required to resubmit a new SOQ for this RFQ. GDOT will incorporate your original submittal information for RFQ-484-111014 into the submittals for RFQ-484-111014A. For questions related to this process, please contact, **Melissa Hannah at [mehannah@dot.ga.gov](mailto:mehannah@dot.ga.gov)**

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

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

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

Georgia Department of Transportation will monitor and assess each consultant services submittals for their DBE participation and/or good faith effort in promoting equity and opportunity in accordance with the state of Georgia, Department of Transportation Disadvantage Business Program Plan.

For more information on the GDOT DBE Program please contact:

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

##### D. Scope of Services

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

**E. Contract Term and Type**

GDOT anticipates one (1) Project Specific contract to be awarded to one (1) firm, for the project/contract identified. GDOT anticipates that the Contract Type will be paid via Cost Plus Fixed Fee methodology. As a Project Specific contract, it is the Department's intention that the Agreements will remain in effect until successful completion of the projects.

**F. Contract Amount**

The Project Specific contract amount will be determined via negotiations with the Department. If the Department is unable to reach a satisfactory agreement and at reasonable rates to be paid for the services to be provided, the Department reserves the right to terminate negotiations with the highest scoring finalist and begin negotiations with the next highest scoring finalist.

**II. Selection Method****A. Method of Communication**

All general communication of relevant information regarding this solicitation will be made via the Georgia Procurement Registry (GPR) under RFQ-484-111014A. All firms are responsible for checking the GPR on a regular basis for updates, clarifications, and announcements. GDOT reserves the right to communicate via electronic-mail with the primary contact listed in the Statements of Qualifications. Other specific communications will be made as indicated in the remainder of this RFQ.

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

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

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

**C. Finalist Notification for Phase II**

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

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

GDOT will request a written proposal of the three (3) to five (5) finalist firms for the 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 <b>RFQ -484-111014A</b>	11/13/2014	-----
b. Deadline for submission of written questions and requests for clarification	11/20/2014	2:00 PM
c. Deadline for submission of Statements of Qualifications	12/2/2014	2:00 PM
d. GDOT completes evaluation and issues notification and other information to finalist firms	TBD	
PHASE II		
e. Deadline for submission of written questions from finalists	TBD	2:00 PM
f. Phase II Response of Finalist firms due	TBD	TBA

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

#### A. Area Class Requirements and Certification

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

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

#### B. Project Manager, Key Team Leader(s) and Prime's Experience and Qualifications – 20%

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

- Project Manager education, registration, relevant engineering experience, relevant project management experience, experience in utilizing GDOT specific processes, manuals, or guidance.
- Key Team Leaders' education, registration, relevant technical experience, and relevant experience in utilizing GDOT specific processes, manuals, or guidance.

- Prime Consultant's experience for the previous five (5) years in delivering projects of similar complexity, size, scope, and function.

**C. Project Manager, Key Team Leader(s) and Prime's Resources and Workload Capacity – 30%**

The Selection Committee will evaluate all firms on their Resources availability and Workload Capacity which shall account for a total of thirty (30%) percent of the total evaluation. **The following criteria for scoring the Resources and Workload Capacity will be utilized to determine which firms are shortlisted:**

- Project Manager Workload
- Workload capacity of Key Team Leader(s)
- Resources dedicated to delivering project
- Ability to Meet Project Schedule

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

**A. Technical Approach – 40%**

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

- Technical approach to delivering the project (including the use of alternative methods).
- Provide any specific qualifications, skills, or knowledge which your firm has which could benefit the project, and your ability and willingness to meet time requirements.

**B. Past Performance – 10%**

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

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

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

**A. Administrative Requirements**

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

1. Basic company information:
  - a. Company name.
  - b. Company Headquarter Address.

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

## **B. Experience and Qualifications**

1. Project Manager - Provide information pertaining to the project manager, including but not limited to:
  - a. Education.
  - b. Registration (if necessary and applicable.)
  - c. Relevant engineering experience.
  - d. Relevant project management experience for projects of similar complexity, size, scope, and function (no more than three (3) project).
  - e. Relevant experience utilizing GDOT specific processes, manuals, or guidance (Plan Development Process, Design Policy, Environmental Procedures Manual, etc.).

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

2. Key Team Leaders - Provide experience of Key Team Leaders (defined as those individuals who oversee project areas determined as particularly important to each specific project) (refer to the Project Description in **Exhibit I, specifically Section 7** for the list of Key Team Leaders for each Project). For each Key Team Leader identified provide:
  - a. Education.
  - b. Registration (if necessary and applicable.)
  - c. Relevant experience in the applicable resource area (on no more than three (3) of the most relevant project).
  - 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 one page maximum for each Key Team Leader identified in Section 7 of each Exhibit I. Respondents submitting more than one page for each Key Team Leader identified will be subject to disqualification.**

3. Prime Experience - Provide information on the prime's experience and ability in delivering effective services for projects of similar complexity, size, scope, and function for the previous five (5) years. Describe no more than five (5) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to provide services for GDOT. For each project, the following information should be provided:
  - a. Client name, project location and dates during which services were performed.
  - b. Description of overall project and services performed by your firm.
  - c. Duration of project services provided by your firm, and overall project budget.
  - d. Experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.)
  - e. Client(s) current contact information including contact names and telephone numbers.
  - f. Involvement of Key Team Leaders on the projects.

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

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

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

**C. Resources/Workload Capacity**

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

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

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

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

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

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

The following information will only be requested of the shortlisted firms. The Selection Committee will evaluate the shortlisted firms using the information provided as requested below (NOTE: Scores from Phase I will be carried forward to Phase II):

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

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

**A. Technical Approach**

Provide any unique technical approaches your firm offers relative to addressing the, use of any alternative methods for delivery (if applicable), and/or management of the project. Identify any unique challenges of the project and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures. Provide any specific qualifications, skills, knowledge of the project and project area which may uniquely benefit the firm and project.

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

**B. Past Performance**

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

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

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

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

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

Submittals must be sealed in an opaque envelope or box, and reference **RFQ 484- 111014A and the words "STATEMENT OF QUALIFICATIONS"** must be clearly indicated on the outside of all of the envelopes or boxes. Statements of Qualifications **must be physically received by GDOT** prior to the deadline indicated in the Schedule of Events (*Section III of RFQ*) at the exact address below:

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

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

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

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

**C. Questions and Requests for Clarification**

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

**IX. Instructions for Submittal for Phase II – Technical Approach and Past Performance Response**

**THESE INSTRUCTIONS ARE INTENDED SOLELY FOR THOSE FIRMS IDENTIFIED AND NOTIFIED AS FINALISTS. Final Instructions will be provided to the Finalists in the notification.**

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

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

- C. Submittals must be sealed in an opaque envelope or box, and reference **RFQ 484- 111014A and the words "PHASE II RESPONSE"** must be clearly indicated on the outside of all of the envelopes or boxes. Statements of Qualifications **must be physically received by GDOT** prior to the deadline indicated in the Notice to Finalists at the exact address below:

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

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

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

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

**D. Questions and Requests for Clarification**

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

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

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

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

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

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

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

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

The Georgia Department of Transportation in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d-42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

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

Georgia Department of Transportation will monitor and assess each consultant services submittals for their DBE participation and/or good faith effort in promoting equity and opportunity in accordance with the state of Georgia, Department of Transportation Disadvantage Business Program Plan.

For more information on the GDOT DBE Program please contact:

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

**D. Audit and Accounting System Requirements**

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

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

**E. Submittal Costs and Confidentiality**

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

**F. Award Conditions**

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

**G. Debriefings**

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

**H. Right to Cancel or Change RFQ**

GDOT reserves the right to cancel any and all Request for Qualifications where it is determined to be in the best interest of the Department to do so. GDOT reserves the right to increase, reduce, add or delete any item in this solicitation as deemed necessary. It is the responsibility of all firms interested in submitting Statement of Qualifications (SOQs) for this advertisement to routinely check the posting on the Georgia Procurement Registry for any revisions to this RFQ.

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

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

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

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

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

**[THE REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY]**

**EXHIBIT I**

## Project/Contract

1. Project Number(s):N/A
2. PI Number(s):0013269
3. County(ies): Statewide
4. Description:STIP Public Involvement
5. Required Area Classes:1.01, 1.07

Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom GDOT will contract. The Team is defined as the Prime Consultant and their subconsultants, who are considered team members. The Prime Consultant must be prequalified in the Area Classes identified below in Section 5.A. The Prime Consultant or subconsultant 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 subconsultants or joint-venture of consultants on the team listed in the Statement of Qualifications. The area classes listed on the summary form must meet all required area classes or the team will be disqualified. The Prequalification Expiration Date must be current by the deadline stated for this RFQ.

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

Number	Area Class
1.01	Statewide Systems Planning
1.07	Attitude, Opinion, and Community Value Studies (Public Involvement)

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

Number	Area Class
1.01	Statewide Systems Planning
1.07	Attitude, Opinion, and Community Value Studies (Public Involvement)

6. Scope:

In order to receive Federal transportation funding, the State Transportation Improvement Program (STIP) is developed annually by the Georgia Department of Transportation (GDOT). It lists Federally-funded transportation projects that fall outside the boundaries of Metropolitan Planning Organizations (MPOs) within the State of Georgia. It includes highway, public transit, bridge, multimodal, safety, and enhancement projects proposed for funding. The STIP serves as a document that allows the public to review and comment on the transportation priorities for the State. The STIP is presented at Public Meetings throughout the State, and the public is encouraged to become involved in the process by providing comments, suggestions, and other information about transportation needs in the State.

The Consultant shall provide services for the Public Outreach effort for the STIP in six rural GDOT Districts, Districts One (1) through Six (6). The following scope of work describes the activities and tasks:

A. Environmental Justice:

Socio-economic (SE) data throughout GDOT Districts One (1) through Six (6) will be collected from the U.S. Census Bureau and other available sources each year. Using this data, maps will be developed identifying areas in Districts One(1) through Six (6) that have significant Environmental Justice (EJ) communities. The Consultant will work with the GDOT Planning Office staff to coordinate with District staff to identify any known EJ issues or populations that should be engaged in the STIP process, in addition to those already identified in GDOT's "Family of Partners" database provided by GDOT.

Based upon the findings of the above activities, an outreach program will be developed that will be documented in the Environmental Justice Identification and Proposed Outreach Report. GDOT will provide the consultant editable versions of the previous reports so that consultant updates data and appropriate sections accordingly as needed. This report will include summaries of the EJ information obtained and analyzed, including:

- B. Maps.
- C. A discussion of the methodology utilized for identifying the EJ communities.
- D. A plan for targeting these communities in the STIP process, including:
  1. Distribution of meeting invitations and materials.
  2. The selection of meeting locations.
  3. Provision of translation services.
  4. Adherence to the Americans with Disabilities Act (ADA).

E. Produce and Publish Public Notices for STIP Public Meetings:

A logo will be developed to identify a "brand" for the public involvement effort of the STIP, which will be reviewed and approved by GDOT. The logo will be present on all project documents, outreach materials, communications, and online documentation to achieve a consistent, recognizable look for the project. GDOT will receive a high-resolution image (jpg) of the logo for their use. GDOT will provide past versions of logo as available.

For all public meetings for the STIP, meeting notices will be produced in coordination with the GDOT Planning Office and a representative from each of the rural Districts, for a total of up to 15 meetings per annual STIP cycle for all the GDOT Districts combined. The Consultant will utilize a notification template provided by GDOT. Notifications will be distributed by the Consultant via mail or via GDOT District staff to popular local gathering places, for a total of no more than three (3) per District. Local gathering places may include, but are not limited to: Public Libraries, courthouse, post office, community centers, etc. District staff may also elect to distribute additional notifications as appropriate. Meeting notifications will also be provided to GDOT (in both PDF and editable format) by The Consultant for their inclusion on the STIP-specific project website, which will be housed within GDOT's website. Materials will be posted to the site by GDOT staff.

- F. Schedule and Arrange Suitable and Accessible Facilities for the Americans with Disabilities Act (ADA) Meeting Locations. Public meeting locations will be selected in coordination with the Districts, which will supply a list of the previously used locations and contact information for each location as available.

Once meeting locations are selected and approved by GDOT PM and District staff, The Consultant will coordinate with GDOT staff to arrange meeting times to maximize attendance rates in each meeting area. The consultant will also be available to reschedule meetings if needed.

G. Develop Postcards Invitations Announcing the STIP Public Meetings:

Postcards will be developed that announce the STIP public meetings. These postcards will be based on templates provided to the consultate from GDOT. Draft and final versions of the postcards will be submitted to GDOT for review and approval. Postcards will be professional printed by the Consultant and submitted to GDOT for mailing at least three (3) weeks in advance of the first scheduled public meeting date to insure that the GDOT mail room has adequate time for processing the postcards.

H. Develop and Generate Maps:

Using Geographic Information Systems (GIS), maps will be generated by the Consultant team depicting STIP project locations statewide. GDOT will provide The Consultant with a shapefile of STIP projects following their final Quality Control review to ensure accuracy of projects. The Consultant will coordinate closely with the GDOT Planning Office and the Districts for review and approval so that correct project information is shown. One map for each of the six (6) rural Districts will be developed. For public meetings, these maps will be printed in a large format for display. A maximum of six (6) additional maps may be requested for printing and presented for each meeting. These maps will display the projects by district and by county and/or county cluster. Final maps will be submitted to GDOT electronically, in pdf format and mxd format, for posting on the STIP project website. GDOT staff will also review (QA/QC) the original draft list of projects prior to providing to the consultant.

I. Respond to all Comments:

The Consultant will use the approved comment template provided by GDOT for public comments. The Consultant will print and distribute the comment forms at public meetings. Once the public comment period closes all comments will be compiled.

In an effort to respond quicker to comments the Consultant will begin to coordinate with GDOT District Staff and GDOT PM during the course of the 2-3 week public comment period by investigating comments and gathering information shortly after each meeting. This is an attempt to avoid waiting three (3) weeks to start reviewing comments from the first public meeting. The Consultant will coordinate with GDOT District staff for information to generate draft responses to comments using a form letter template provided by GDOT. A separate letter will be sent to each person who submitted a comment and provided a mailing address. Comment form letters generated by the Consultant with assistance from District staff should be submitted to GDOT within (no-later-than) 2 weeks of each public meeting in which the comment originated from. GDOT PM will approve the letters and obtain the appropriate signatures internally and the GDOT PM will mail the final letters out to citizens. Once received, GDOT PM will review and distribute. The Consultant should also provide an electronic copy of all comment forms received will be provided to GDOT.

J. Distribute Materials Provided by the Department at the STIP Public Meetings:

The consultant will also coordinate with the GDOT PM to obtain "Leave-behinds", or fact sheets, GDOT Fact books, State Maps, etc. to have at the STIP public meetings. These will describe the STIP and the public involvement effort, and will be available for staff to distribute at the public meetings or from their offices in advance of the public meetings as available. Electronic versions of these documents (PDF and editable versions) will be provided to GDOT. All materials should be ready at least 3 weeks in advance of the first public meeting date.

K. Spanish Translations:

The forward and introductory text of the Draft STIP and Final STIP document will be translated into Spanish by the Consultant team staff for posting on GDOT's website and for those geographic areas identified in Task 1 that have significant Hispanic populations. GDOT will provide the Consultant with editable versions of previous STIP document in which to update. Additional Materials will also be translated by the Consultant team into Spanish, if necessary, for distribution in areas that were identified in Task 1 as having significant Hispanic populations.

L. Communicate and Coordinate the Public Involvement Process:

The Consultant recognizes the importance of close coordination and communication with GDOT staff, and the impact of this coordination on successful projects. The Consultant will work closely with the GDOT Planning Office throughout the project, particularly the GDOT project manager and District staff. The GDOT project manager will serve as the primary point of contact and will assist with all communication with District representatives. Coordination meetings will be held with GDOT for the duration of the project, for a total of two (2) per STIP cycle. The Consultant will prepare and distribute meeting notes for each coordination meeting.

M. Attend STIP Public Meetings and Take Minutes:

The Consultant Team representatives will be present at each public meeting held for the GDOT STIP. A maximum of fifteen (15) public meetings will be held each STIP cycle, and all meetings are anticipated to be in open house format. Two Consultants staff will cover each meeting. The consultant's staff will arrive at least 30 minutes prior to each meeting to setup and prepare and stay until the meeting's designated end time (estimated at two hours per meeting). Meeting documentation and summaries will be compiled for each meeting, which will be provided to GDOT no later than two (2) weeks following each public meeting. The meeting summaries will also be included in the Annual Public Involvement Report. The meeting summaries should include sign-in sheets, attendance overview, meeting minutes, comment cards, and draft response letters as outlined in Task XI. It is anticipated GDOT Planning staff and/or GDOT District staff will attend the public meetings to assist the consultant's staff present.

N. Prepare Annual Public Involvement Report:

At the conclusion of each STIP cycle, a report will be prepared detailing all the STIP public involvement activities, in accordance with GDOT's most current Public Involvement Policy. A draft of the report will be submitted to the GDOT project manager within 30 days after the conclusion of the final public meeting. The report format will follow the existing STIP format and will provide an overview of the public involvement process utilized in the STIP cycle, and will include the items listed below.

A draft and final version of the Public Involvement Report will be submitted to GDOT for review and comment prior to final approval. GDOT staff will provide example copies of previous Public Involvement Report to the Consultant for their review. GDOT staff will provide to the consultant, copies of press releases and any known news stories that appear in the media for inclusion in the public involvement report.

O. Summary of Deliverables:

1. Draft and final Environmental Justice Identification and Proposed Outreach Report.
2. Draft and final logo for the STIP public involvement process, consisting of a high resolutions JPEG.
3. Draft and final meeting notices, including postcards, for all public meetings using a template provided by GDOT.
4. Arrangements and/or booking of Public Meetings (including rescheduling if needed).
5. Assembled meeting handouts for distribution at meetings, including Draft and final "leave behinds" (Fact sheets).
6. Draft and final maps depicting STIP projects by Districts or other geographic areas.
7. Comment form to be used at public meetings based on template provided by GDOT.
8. Responses to comments utilizing GDOT template letter with 2 weeks of meeting comment card was received, as well as electronic scanned copies of all comment forms.
9. Public Meeting invitations (postcards), draft and final printed postcards for mailing.
10. Spanish translation of the STIP (draft and final versions), other documents as needed.
11. Meeting minutes, notes, summaries for each coordination meeting attended with GDOT, including draft responses letters to all comment cards received.
12. Draft and Final Public Involvement. Final submittal will be in electronic, print ready format.
13. A final electronic submittal to GDOT will include the development of an updated STIP report cover.

7. Related Key Team Leaders:

- A. Senior Planner
- B. Planner
- C. GIS Personnel (1)
- D. Translator (Spanish)

**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-484-111014A**

Solicitation/Contract Name: **STIP Public Involvement Services**

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 \_\_\_\_\_, 2014

[NOTARY SEAL]

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

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





ATTACHMENT 1

Submittal Formats for GDOT Engineering Projects

# of Pages Allowed

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

**ADDENDUM NO. 1**

**ISSUE DATE: October 28, 2014**

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

**RFQ-484-111014 STIP Public Involvement Services**

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 West Peachtree Street, NW  
19<sup>th</sup> Floor  
Atlanta, Georgia 30308

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

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

	Questions	Answers
1.	Is there an incumbent firm currently handling this work?	Yes, however this information is not pertinent to respond to the Request for Qualification (RFQ) solicitation.
2.	How long have they been in this position?	The contract has been in effect since March 26, 2012 however, this information is not pertinent to respond to the Request for Qualification (RFQ) solicitation.
3.	What is the projected start date of the work (generally)?	February 2015.

<p>4.</p>	<p>In the Resource/Workload capacity section, just to clarify: from reading this section, it sounds like?</p> <p>A. 1 page for the org chart AND primary office info. B. 1 page for Additional resource areas and abilities. C. 1 page for the tables: Project managers' commitment table and key team leaders commitment table (or is it one page for each). D. So am I correct that the total number of pages for this section is 3 pages? The RFP, at the end of this section states... "This information is limited to the organization chart, one page of text (for the primary Office and Narrative on Ability discussion), and the tables." Please just clarify the page limits for this section.</p>	<p>A. Yes, but this page is excluded in the page count. B. Yes, 1(one) page. C. Yes, 1(one) page for each but they are excluded in the page count. D. No, the organization chart is excluded in the page count, 1 (one) page for Primary Office and Narrative on Ability discussion and tables are excluded in the page count.</p>
<p>5.</p>	<p>In regards to item B. Experience and Qualifications on page 6 of the RFQ, can you please provide clarification that the resumes for both the Project Manager and the Key Team Leaders are limited to only ONE project?</p>	<p>See addendum below.</p>

**Instructions for Content and Preparation of Statements of Qualifications are DELETED and REPLACED by the below:**

**B Experience and Qualifications**

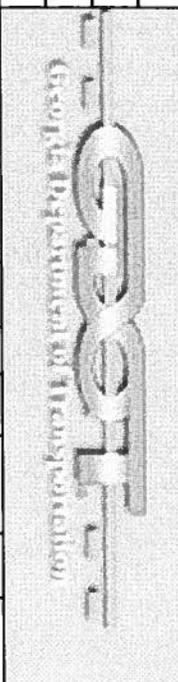
1. Project Manager - Provide information pertaining to the project manager, including but not limited to:
  - a. Education.
  - b. Registration (if necessary and applicable.)
  - c. Relevant engineering experience.
  - d. Relevant project management experience for projects of similar complexity, size, scope, and function (no more than three (3) projects).
  - e. Relevant experience utilizing GDOT specific processes, manuals, or guidance (Plan Development Process, Design Policy, Environmental Procedures Manual, etc.).

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

2. Key Team Leaders - Provide experience of Key Team Leaders (defined as those individuals who oversee project areas determined as particularly important to each specific project) (refer to the Project Description in **Exhibit I, specifically Section 7** for the list of Key Team Leaders for each Project). For each Key Team Leader identified provide:
  - a. Education.
  - b. Registration (if necessary and applicable.)
  - c. Relevant experience in the applicable resource area (on no more than three (3) of the most relevant project).
  - 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.

## SUBMISSION & PRESCREENING CHECKLIST

**SOLICITATION #:** RFQ-484-111014A  
**SOLICITATION TITLE:** STIP Public Involvement  
**SOLICITATION DUE DATE:** November 10, 2014  
**SOLICITATION TIME DUE:** 2:00pm



No.	Consultants	Date	Time	Compliance Checklist						Comments
				Exhibit II - Certification	Exhibit III - GSICAA	Signed Addendum If Applicable	Compliant with Page # Limitations	Compliant with Required Format	Meets Required Area Classes	
1	Parsons Brinckerhoff, Inc. (f/k/a/PB Americas, Inc.)	11/10/2014	11:30 AM	X	X	X	X	X	X	*In minimum Requirements which is not reviewed by Selection
2	Reynolds, Smith and Hills, Inc. (RS&H)	11/10/2014	12:04 PM	X	X	X	X	X	X	

# SOQ AREA CLASS CHECKLIST

<b>Solicitation #:</b> RFQ-484-111014A					
<b>Solicitation Title:</b> STIP Public Involvement					
<b>Primes and Subconsultants</b>		<b>1.01</b>	<b>1.07</b>	<b>Certificate Expires</b>	<b>Comments</b>
1	Parsons Brinckerhoff, Inc. (f/k/a/PB Americas, Inc.)	X	X	12/31/2014	DBE
	Anne Morris and Associates, LLC		X	8/31/2017	DBE
	Sycamore Consulting, Inc.		X	12/31/2016	DBE
	International Language Solutions, LLC				DBE/Non-Cert.
2	Reynolds, Smith and Hills, Inc. (RS&H)	X	X	11/30/2016	
	Anne Morris and Associates, LLC		X	12/31/2016	DBE
	Blue Cypress Consulting, LLC				DBE/Non-Cert.



February 10, 2015

**Note to File:**

We recently solicited Statements of Qualifications for a consultant to provide services for the Public Outreach effort for the State Transportation Improvement Program (STIP) in six rural GDOT Districts, Districts One (1) through Six (6).

We posted a Public Notice Announcement on September 10, 2014 which closed on October 10, 2014. This notice served to notify interested parties of the opportunity to be made available on October 10, 2014 and was sent to a total of 3,553 contacts with the following breakdown:

<b>ETHNIC GROUP</b>	<b>COUNT</b>
African American	548
Asian American	115
Native American	21
Hispanic/Latino	56
Pacific Island/American	2
Non Minority	1720
Not Classified	0
Total Number of Vendors	2462
Total Number of Contacts	3553

We advertised with Request for Qualifications (RFQ)-484-111014 on October 10, 2014, which closed on November 10, 2014. The notifications sent out were identical to the table above. We received two (2) responses out-of a possible population of sixteen (16) consultants which met the area class qualifications. The two respondents were from Parsons Brinckerhoff, Inc. and RS&H, Inc. The solicitation is attached herein.

Upon receipt of the two (2) responses, we re-examined our stated qualifications and determined the qualifications represent the minimum qualifications for the work being advertised. Therefore, we re-advertised the RFQ on November 13, 2014 requesting interested consultants to submit their statement of qualifications (SOQ) by 2:00 PM on December 2, 2014. The notifications sent out were identical to the table above. No additional responses were received by the December 2, 2014 deadline.

Pursuant to this documentation, we proceeded with our evaluation and award process, with two (2) firms – Parsons Brinckerhoff, Inc. and RS&H, Inc., as a noncompetitive procurement. Additionally, in accordance with the Official Code of Georgia (O.C.G.A.) 50-22-1, we have made our request for services publicly known by announcing the requirements for this request. We believe that we have done everything possible to secure adequate competition for this solicitation.



Treasury T. Young, Procurement Administrator  
Office of Procurement  
Phone: 404-631-1435  
E-Mail: [tyoung@dot.ga.gov](mailto:tyoung@dot.ga.gov)

# GDOT GUIDE FOR SELECTION COMMITTEE MEMBERS

## RFQ 484-111014

### STIP Public Involvement

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

#### **Coordination and Communication**

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

<b>Solicitation Title:</b>	<b>STIP Public Involvement</b>	<b>1</b>	Parsons Brinckerhoff, Inc. (f/k/a/PB Americas, Inc.)
<b>Solicitation #:</b>	<b>RFQ-484-111014A</b>	<b>2</b>	Reynolds, Smith and Hills, Inc. (RS&H)
<b>PHASE I - Individual Committee Member Scoring and Overall Ranking based on Published Criteria FOR TOP TEN SUBITTALS</b>		<b>3</b>	
<b>(This Page For GDOT Use)</b>			
		<b>(RANKING)</b>	
		<b>Group</b>	
		<b>Score</b>	<b>Ranking</b>
<b>SUBMITTING FIRMS</b>			
Parsons Brinckerhoff, Inc. (f/k/a/PB Americas, Inc.)	425	1	13
Reynolds, Smith and Hills, Inc. (RS&H)	375	2	14

Evaluation Criteria →	Experience and Qualifications		Resources availability and Workload Capacity	
<i>Maximum Points allowed =</i>	<b>200</b>	<b>300</b>	<b>Scores and Group Ranking</b>	
<b>SUBMITTING FIRMS</b>	▼	▼	Total Score	Ranking
Parsons Brinckerhoff, Inc. (f/k/a/PB Americas, Inc.)	Excellent	Good	425	1
Reynolds, Smith and Hills, Inc. (RS&H)	Good	Good	375	2
<i>Maximum Points allowed =</i>	<b>200</b>	<b>300</b>	<b>500</b>	<b>%</b>

RFQ	RFQ-484-111014A	PHASE 1 SUMMARY COMMENTS FOR TOP SUBMITTALS	
Firm	Parsons Brinckerhoff, Inc. (f/k/a/PB Americas, Inc.)	# of Evaluators	
Experience and Qualifications		Assigned Rating	Excellent
<p>Evaluators rated the firm an excellent because the Project Manager (PM) is the Chairman of the Transportation Research Board Committee on Public Involvement in Transportation. The PM works with the Planning and Communications offices. Has worked two rounds of the facilitated meetings in each of the states twelve regional commissions for the rural and services transportation plan in Intermodal. The firm is currently authorizing a national research project for Transportation Research Board (TRB) called communication guidelines for state DOT's.</p>			
Resources availability and Workload Capacity		Assigned Rating	Good
<p>All of the evaluators agreed that the firm documented their availability well and they appeared to be available for the project. Evaluators really liked that they showed the percentage of time they have available.</p>			
RFQ	RFQ-484-111014A	PHASE 1 SUMMARY COMMENTS FOR TOP SUBMITTALS	
Firm	Reynolds, Smith and Hills, Inc. (RS&H)	# of Evaluators	
Experience and Qualifications		Assigned Rating	Good
<p>The firm is very familiar with the current STIP Public Involvement. They have documented Geographical Information Systems (GIS) experience. They have experience working with the Department and work well with the data bases Georgia Municipal Association (GMA) and Association of County Commissioners of Georgia (ACCG). They have a good existing working relationship with GDOT staff.</p>			
Resources availability and Workload Capacity		Assigned Rating	Good
<p>A rating of good was received from evaluators because they spelled out when their obligations would end. They show that they have good availability.</p>			



# **SELECTION OF FIRMS FOR NEGOTIATIONS**

**RFQ-484-111014A  
STIP Public Involvement Services**

**The Georgia Department of Transportation is pleased to announce the selection of the following firms for the purpose of initiating negotiations regarding the above RFQ:**

**Parsons Brinckerhoff, Inc.  
RS&H, Inc.**

## SUBMISSION & PRESCREENING CHECKLIST

<b>SOLICITATION #:</b>	<b>RFQ-484-111014A</b>			
<b>SOLICITATION TITLE:</b>	<b>STIP Public Involvement</b>			
<b>SOLICITATION DUE DATE:</b>	<b>January 22, 2015</b>			
<b>SOLICITATION TIME DUE:</b>	<b>2:00pm</b>			
				<b>Compliant with Page # Limitations</b>
<b>No.</b>	<b>Consultants</b>	<b>Date</b>	<b>Time</b>	
1	Parsons Brinckerhoff, Inc. (f/k/a/PB Americas, Inc.)	1/22/2015	10:38 AM	
2	Reynolds, Smith and Hills, Inc. (RS&H)	1/22/2015	10:33 AM	x

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

<b>Solicitation Title:</b>	<b>STIP Public Involvement</b>	1	Parsons Brinckerhoff, Inc. (f/k/a/PB Americas, Inc.)
<b>Solicitation #:</b>	<b>RFQ-484-111014A</b>	2	Reynolds, Smith and Hills, Inc. (RS&H)

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

**(This Page For GDOT Use)**

SUBMITTING FIRMS	(RANKING)			
			Sum of	
			Total Score	Group Ranking
Parsons Brinckerhoff, Inc. (f/k/a/PB Americas, Inc.)			925	1
Reynolds, Smith and Hills, Inc. (RS&H)			775	2

Evaluation Criteria →

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

	PHASE I		PHASE II		Group Scores and Ranking	
<b>Maximum Points allowed =</b>	<b>200</b>	<b>300</b>	<b>400</b>	<b>100</b>		
<b>SUBMITTING FIRMS</b>	▼	▼	▼	▼	Total Score	Ranking
Parsons Brinckerhoff, Inc. (f/k/a/PB Americas, Inc.)	Excellent	Good	Excellent	Excellent	925	1
Reynolds, Smith and Hills, Inc. (RS&H)	Good	Good	Good	Excellent	775	2
<b>Maximum Points allowed =</b>	<b>200</b>	<b>300</b>	<b>400</b>	<b>100</b>	<b>1000 %</b>	

RFQ	RFQ-484-111014A	<b>PHASE 2 SUMMARY COMMENTS</b>	
Firm	Parsons Brinckerhoff, Inc. (f/k/a/PB Americas, Inc.)		
Suitability - Technical Approach	Assigned Rating	Excellent	

The GIS capabilities are not a major factor due to databases already existing but the Evaluators stated that the firm showed an excellent example for their environmental justice mapping with Geographical Information Systems (GIS) to Environmental Justice (EJ) populations. There is a comment management database that already exist that will be used but the firm shows their interest in using Google Earth with the mapping at public meetings to show more effectively.

Past Performance	Assigned Rating	Excellent
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A discussion was held about the reference checks and other projects to determine the overall score for past performance. The evaluators support and confirm the comments and scores from the reference check.

RFQ	RFQ-484-111014A	<b>PHASE 2 SUMMARY COMMENTS</b>	
Firm	Reynolds, Smith and Hills, Inc. (RS&H)		
Suitability - Technical Approach	Assigned Rating	Good	

The evaluators rated the firm good because they have a proven process that is successfully in place. They have provided some details on the outreach section especially related to the Environmental Justice (EJ) population identification process. The firm has shown a good idea on using laptops and tablets to look up projects specific information at public meetings. They have a good basic processes and a good idea to work with district staff prior to public meetings to identify hot button issues.

Past Performance	Assigned Rating	Excellent
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The evaluators review, collaborated and concurred with the finding of the reference check. The overall score for past performance was excellent.

Reference Check Summary for  
RFQ-484-111014  
STIP Public Involvement Services, P.I. #0013269

<i>Questions (to be answered on 1-10 scale, 10 indicates best)</i>	Parsons Brinckerhoff, Inc.	RS & H, Inc.
1. Rate the firm's quality of leadership in Project Management for your project.		
Reference A	9	9
Reference B	10	8
<b>Section Average</b>	9.50	8.50
2. Rate the overall services of the firm's staff for the duration of the project.		
Reference A	10	9
Reference B	9	9
<b>Section Average</b>	9.50	9.00
3. Rate the firm's ability to meet the established project goals.		
Reference A	9	10
Reference B	9	9
<b>Section Average</b>	9.00	9.50
4. Rate the firm's technical assistance in program management.		
Reference A	9	10
Reference B	9	8
<b>Section Average</b>	9.00	9.00
5. Rate the overall success of the project thus far.		
Reference A	9	9
Reference B	9	9
<b>Section Average</b>	9.00	9.00
<b>Overall Average</b>	<b>9.20</b>	<b>9.00</b>

RFQ-484-111014  
STIP Public Involvement, P.I. #0013269

**Reference Check Scores for  
Parsons Brinckerhoff, Inc.**

**Reference A**

<b>Firm Name</b>	NCDOT, Raleigh, North Carolina		
<b>Project Name</b>	NCDOT Public Engagement Toolkit		
<b>Project Manager</b>	Jamille Robbins	<b>Title</b>	Transportation Engineer
<b>Contact Information</b>	919-707-6085		
	<b>Reference Questions</b>	<b>Score</b>	
	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.	9	
	4. Rate the firm's technical assistance in program management.	9	
	5. Rate the overall success of the project thus far.	9	
<b>Comments</b>	The firm is great to work with and would use them on future projects. Have not complaints with them and they were very responsive.		

**Reference B**

<b>Firm Name</b>	GDOT, Atlanta, GA		
<b>Project Name</b>	Northwest Corridor Project, Cobb & Cherokee Counties		
<b>Project Manager</b>	John Hancoc k	<b>Title</b>	Asst. St. Innov. Deliv. Engineer
<b>Contact Information</b>	678-784-7050		
	<b>Reference Questions</b>	<b>Score</b>	
	1. Rate the firm's quality of leadership in Project Management for your project.	10	
	2. Rate the overall services of the firm's staff for the duration of the project.	9	
	3. Rate the firm's ability to meet the established project goals.	9	
	4. Rate the firm's technical assistance in program management.	9	
	5. Rate the overall success of the project thus far.	9	
<b>Comments</b>	GDOT had a changing scope but PB were able to adapt quickly and get things done in a very short time period.		

RFQ-484-111014  
STIP Public Involvement, P.I. #0013269

**Reference Check Scores for  
RS & H, Inc.**

**Reference A**

<b>Firm Name</b>	GDOT, Atlanta, GA		
<b>Project Name</b>	Statewide Transportation Plan Update		
<b>Project Manager</b>	Kelly Gwin	<b>Title</b>	Urban Syst. Planning Engineer
<b>Contact Information</b>	404-631-1808		
	<b>Reference Questions</b>	<b>Score</b>	
	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.	10	
	5. Rate the overall success of the project thus far.	9	
<b>Comments</b>	RS& H are a good to work with and they are very responsive.		

**Reference B**

<b>Firm Name</b>	GDOT, Atlanta, GA		
<b>Project Name</b>	Interchange Modification Report for Bill Gardner Pkwy. At I-75		
<b>Project Manager</b>	Andrew Heath	<b>Title</b>	Exec. Asst. Chief Engineer
<b>Contact Information</b>	404-631-1927		
	<b>Reference Questions</b>	<b>Score</b>	
	1. Rate the firm's quality of leadership in Project Management for your project.	8	
	2. Rate the overall services of the firm's staff for the duration of the project.	9	
	3. Rate the firm's ability to meet the established project goals.	9	
	4. Rate the firm's technical assistance in program management.	8	
	5. Rate the overall success of the project thus far.	9	
<b>Comments</b>	The firm did a good job and were responsive overall to the needs of the Department.		

[View assistance for Search Results](#)

SAM.gov will be down for a scheduled maintenance window Saturday, 2/7/2015, from 8:00 PM to 11:00 PM (EST).

### Search Results

#### Current Search Terms: parsons\* brinckerhoff\* Inc\*

Your search for "parsons\* brinckerhoff\* Inc\*" returned the following results...

Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

Entity	PARSONS BRINCKERHOFF INC	Status: Active
DUNS: 056668700	CAGE Code: 5D213	<a href="#">View Details</a>
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 02/24/2015	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		
Entity	PARSONS BRINCKERHOFF INC	Status: Active
DUNS: 877690743	CAGE Code: 7ARG1	<a href="#">View Details</a>
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 01/20/2016	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		
Entity	PARSONS BRINCKERHOFF INC	Status: Active
DUNS: 799097782	CAGE Code: 7ANH8	<a href="#">View Details</a>
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 01/13/2016	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		
Entity	PARSONS BRINCKERHOFF INC	Status: Active
DUNS: 021411210	CAGE Code: 63GY9	<a href="#">View Details</a>
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 09/08/2015	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		
Entity	PARSONS BRINCKERHOFF INC	Status: Active
DUNS: 075860374	CAGE Code: 3FYV6	<a href="#">View Details</a>
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 09/08/2015	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		
Entity	PARSONS BRINCKERHOFF INC	Status: Active
DUNS: 134117605	CAGE Code: 5EGQ4	<a href="#">View Details</a>
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 09/05/2015	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		
Entity	PARSONS BRINCKERHOFF INC	Status: Active
DUNS: 157749565	CAGE Code: 1PDP8	<a href="#">View Details</a>
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 09/04/2015	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		
Entity	PARSONS BRINCKERHOFF INC	Status: Active
DUNS: 089192355	CAGE Code: 1PN33	<a href="#">View Details</a>
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 09/04/2015	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		
Entity	PARSONS BRINCKERHOFF INC	Status: Active
DUNS: 075856455	CAGE Code: 4TND4	<a href="#">View Details</a>
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 09/03/2015	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		
Entity	PARSONS BRINCKERHOFF INC	Status: Active
DUNS: 098086911	CAGE Code: 1TBK7	<a href="#">View Details</a>
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 09/03/2015	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		

#### Glossary

##### [Search Results](#)

Entity  
Exclusion

##### [Search Filters](#)

By Record Status

By Functional Area - Entity Management

By Functional Area - Performance Information

**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
Parsons Brinckerhoff, Inc. (f/k/a/PB Americas, Inc.) 3340 Peachtree Road NE, Suite 2400 Tower Place 100  Atlanta, GA 30326-1087	12/11/14	11/30/17
<b>SIGNATURE</b>		
<b>1. Transportation Planning</b> <input checked="" type="checkbox"/> 1.01 State Wide Systems Planning Urban Area and Regional Transportation Planning <input checked="" type="checkbox"/> 1.02 Planning <input 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 <input type="checkbox"/> 1.06 Unknown <input checked="" type="checkbox"/> 1.06a NEPA Documentation <input checked="" type="checkbox"/> 1.06b History <input checked="" type="checkbox"/> 1.06c Air Studies <input checked="" type="checkbox"/> 1.06d Noise Studies <input checked="" type="checkbox"/> 1.06e Ecology <input type="checkbox"/> 1.06f Archaeology <input type="checkbox"/> 1.06g Freshwater Aquatic Surveys <input checked="" type="checkbox"/> 1.07 Attitude, Opinion and Community Value Studies <input checked="" type="checkbox"/> 1.08 Airport Master Planning <input checked="" type="checkbox"/> 1.09 Location Studies <input checked="" type="checkbox"/> 1.10 Traffic Studies <input checked="" type="checkbox"/> 1.11 Traffic and Toll Revenue Studies <input checked="" type="checkbox"/> 1.12 Major Investment Studies <input checked="" type="checkbox"/> 1.13 Non-Motorized Transportation Planning	<b>3. Highway Design Roadway (Continued)</b> <input type="checkbox"/> 3.09 Traffic Control Systems Analysis, Design and Implementation <input checked="" type="checkbox"/> 3.10 Utility Coordination <input checked="" type="checkbox"/> 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 <input type="checkbox"/> 3.14 Historic Rehabilitation <input checked="" type="checkbox"/> 3.15 Highway Lighting <input checked="" type="checkbox"/> 3.16 Value Engineering <input type="checkbox"/> 3.17 Design of Toll Facilities Infrastructure	
<b>2. Mass Transit Operations</b> <input checked="" type="checkbox"/> 2.01 Mass Transit Program (Systems) Management <input checked="" type="checkbox"/> 2.02 Mass Transit Feasibility and Technical Studies <input checked="" type="checkbox"/> 2.03 Mass Transit Vehicle and Propulsion System Mass Transit Controls, Communications and Information Systems <input checked="" type="checkbox"/> 2.04 <input checked="" type="checkbox"/> 2.05 Mass Transit Architectural Engineering <input checked="" type="checkbox"/> 2.06 Mass Transit Unique Structures <input checked="" type="checkbox"/> 2.07 Mass Transit Electrical and Mechanical Systems Mass Transit Operations Management and Support Services <input checked="" type="checkbox"/> 2.08 <input checked="" type="checkbox"/> 2.09 Aviation <input type="checkbox"/> 2.10 Mass Transit Program (Systems) Marketing	<b>4. Highway Structures</b> <input checked="" type="checkbox"/> 4.01 Minor Bridges Design <input checked="" type="checkbox"/> 4.02 Major Bridges Design <input type="checkbox"/> 4.03 Movable Span Bridges Design <input checked="" type="checkbox"/> 4.04 Hydraulic and Hydrological Studies (Bridges) <input checked="" type="checkbox"/> 4.05 Bridge Inspection	
<b>3. Highway Design Roadway</b> <input checked="" type="checkbox"/> 3.01 Two-Lane or Multi-Lane Rural Generally Free Access Highway Design <input checked="" type="checkbox"/> 3.02 Two-Lane or Multi-Lane with Curb and Gutter Generally Free Access Highways Design Including Storm Sewers <input 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	<b>5. Topography</b> <input type="checkbox"/> 5.01 Land Surveying <input type="checkbox"/> 5.02 Engineering Surveying <input type="checkbox"/> 5.03 Geodetic Surveying <input type="checkbox"/> 5.04 Aerial Photography <input type="checkbox"/> 5.05 Aerial Photogrammetry <input type="checkbox"/> 5.06 Topographic Remote Sensing <input type="checkbox"/> 5.07 Cartography <input type="checkbox"/> 5.08 Subsurface Utility Engineering	
<b>6. Soils, Foundation &amp; Materials Testing</b> <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 <input type="checkbox"/> 6.04a Laboratory Materials Testing <input type="checkbox"/> 6.04b Field Testing of Roadway Construction Materials <input type="checkbox"/> 6.05 Hazard Waste Site Assessment Studies		
<b>8. Construction</b> <input checked="" type="checkbox"/> 8.01 Construction Supervision		
<b>9. Erosion and Sedimentation Control</b> <input checked="" type="checkbox"/> 9.01 Erosion, Sedimentation, and Pollution Control and Comprehensive Monitoring Program <input type="checkbox"/> 9.02 Rainfall and Runoff Reporting <input type="checkbox"/> 9.03 Field Inspections for Compliance of Erosion and Sedimentation Control Devices Installations		