DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

INTERDEPARTMENT CORRESPONDENCE

July 13, 2015

RFQ #: 484-032715
RFQ Title: Georgia Aviation System Plan Update Services, P.I. No. T005339

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 and Comments – 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 three (3) highest firms in order of ranking are as follows:

1. **Jviation, Inc.**
2. **CDM Smith Inc.**
3. **AECOM Technical Services, Inc.**

The Selection Committee recommends the selection of the top ranked firm, Atkins North America, Inc.

Concurrence with Award from Responsible Division Director:

Carol Comer, Division of Intermodal

Certification Procurement Requirements Met:

Treasury Young, Procurement Administrator

DJP:rl

Attachments

Date Posted 2/23/2015

Georgia Department of Transportation

Request for Qualifications

To Provide

Georgia Aviation System Plan Update Services

RFQ-484-032715
Qualifications Due: March 27, 2015

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

REQUEST FOR QUALIFICATIONS
484-032715

Georgia Aviation System Plan Update 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 Georgia Aviation System Plan Update.

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.

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

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

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

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

For more information on the GDOT DBE Program please contact:

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

D. Scope of Services

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

E. Contract Term and Type

GDOT anticipates one (1) On-Call Indefinite Delivery, Indefinite Quantity contract to be awarded to one (1) firm, for the project/contract identified. GDOT anticipates that the Contract Type will be paid via Firm Fixed Price and/or Cost Plus Fixed Fee methodology. As an On-Call Indefinite Delivery, Indefinite Quantity contract(s), it is the Department's intention that the Agreements will remain in effect for up to a maximum of five (5) years. The Department will only consider an extension beyond five (5) years in the event that a specific task order will not be

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

F. Contract Amount

The On-Call, Indefinite Delivery Indefinite Quantity contract 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-484-032715. 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 and Presentation/Interview**.

D. Phase II - Finalists Response on Technical Approach, Presentation/Interview and Past Performance

Technical Approach and Presentation/Interview will be requested of three (3) to five (5) finalist firms. Each finalist firm shall be notified in writing and informed of the place, date and time for the Presentation/Interview Sessions and proposed due date.De tailed Presentation/Interview instructions and any additional detailed proposed instructions and requirements, beyond that provided in **Section V.Se lection Criteria for Phase II**, for the finalists will be provided in the Finalist Notification. All members of the Selection Committee will be present during the Presentation/Interview. **Firms shall not address any questions, prior to the Presentation/Interview, to anyone other than designee.**

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, Presentation/Interview** and **Past Performance** criteria for **Phase II**. The Selection Committee will discuss the Finalist's Phase II Responses and the final rankings will be determined.

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

III. Schedule of Events

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

PHASE I	DATE	TIME
a. GDOT issues public advertisement of **RFQ -484-032715**	2/23/2015	----------
b. Deadline for submission of written questions and requests for clarification	3/9/2015	2:00 PM
c. Deadline for submission of Statements of Qualifications	3/27/2015	2:00 PM
d. GDOT completes evaluation and issues notification and other information to finalist firms	TBD	
PHASE II		
e. Deadline for submission of written questions from finalists	TBD	2:00 PM
f. Phase II Response of Finalist firms due	TBD	2:00 PM
g. GDOT finalist firms Presentation/Interviews	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, Presentation/Interview and Past Performance

A. Technical Approach -25%

The Selection Committee will evaluate the shortlisted firms (Finalists) on their Technical Approach, which shall account for a total of twenty-five (25%) 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)**:

- Discuss the firm's experience in and strategy for conducting an aviation system plan update.
- Discuss the firm's ability and strategy to conduct a state aviation system plan update.
- Discuss the firm's ability and strategy of conducting design, testing, and inspecting statewide pavement and lighting projects.
- Provide the firm's vision and strategy for conducting a statewide pavement management study at airports.

B. Presentation/Interview – 15%

The Selection Committee will evaluate the shortlisted firms (Finalists) on their Presentation/Interview, which shall account for a total of fifteen (15%) percent. The Selection Committee shall determine the 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)**. Detailed Presentation/Interview instructions and requirements of the finalists will be provided in the Notification to Finalist.

- Present three (3) recent innovations in aviation systems planning.
- Provide examples from completed similar projects where your firm utilized an innovative approach to complete the project and describe the tangible benefits to the client.
- Define aviation stakeholders in Georgia and describe for us how your firm will propose to communicate to stakeholders and the public the results of our state aviation system plan update.

C. 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 five (5) projects).
   e. Relevant experience utilizing GDOT specific processes, manuals, or guidance (Plan Development Process, Design Policy, Environmental Procedures Manual, etc.).

   This information is limited to two pages maximum.

2. Key Team Leaders - Provide experience of Key Team Leaders (defined as those individuals who oversee project areas determined as particularly important to each specific project) (refer to the Project Description in **Exhibit I, specifically Section 7** for the list of Key Team Leaders for each Project). For each Key Team Leader identified provide:

   a. Education.
   b. Registration (if necessary and applicable.)
   c. Relevant experience in the applicable resource area (on no more than three (3) of the most relevant projects).
   d. Relevant experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.) which are specific to the key 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 -Ident ify 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, Presentation/Interview 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 during the Presentation/Interview Process (NOTE: Scores from Phase I will be carried forward to Phase II).

The Phase II Presentation/Interview instructions and requirements of the finalists will be provided in the Notification to Finalist.

A. Technical Approach

Provide any unique technical approaches your firm offers relative to addressing anticipated design concepts, use of any alternative methods for delivery (if applicable), and/or management of the project. 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. Presentation/Interview

Detailed Presentation/Interview instructions and requirements of the finalists will be provided in the Notification to Finalist.

- Present three (3) recent innovations in aviation systems planning.
- Provide examples from completed similar projects where your firm utilized an innovative approach to complete the project and describe the tangible benefits to the client.
- Define aviation stakeholders in Georgia and describe for us how your firm will propose to communicate to stakeholders and the public the results of our state aviation system plan update.

C. Past Performance

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

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

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

A. There are two (2) submittals required. Submittal #1 must follow the format and meet the content requirements identified in **Section VI**, entitled **Instructions for Content and Preparation of Statements of Qualifications – Phase I Response.** Respondents must submit one original and five identical copies. Submittal #2 is an electronic version of Submittal #1 which allows for GDOT to maintain the files electronically. The original and each copy of Submittal #1 should be stapled separately. The original and each copy of Submittal #1 should be bound together using a binder clip or other similar fashion which allows the individual copies to be separated and distributed easily to Selection Committee Members. See **Attachment 1** for a summary of how the submittals should be prepared.

B. Submittals must be typed on standard (8½" x 11") paper. The pages should be numbered, however, submittal pages will be counted by section to determine compliance with page limits. Responses are limited to the page counts indicated in each section and should be double-sided using a minimum of size 11 font. Page counts will be determined by pages with print on them, not by the physical piece of paper. For example, a piece of paper which has print on both sides, shall be considered two pages while a piece of paper with print on only one side would be considered a single page. Each Statement of Qualifications shall be prepared simply and economically as indicated above. Fancy bindings, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content.

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

Submittals must be sealed in an opaque envelope or box, and reference **RFQ 484-032715 and the words "STATEMENT OF QUALIFICATIONS"** must be clearly indicated on the outside of all of the envelopes or boxes. Statements of Qualifications **must be physically received by GDOT** prior to the deadline indicated in the Schedule of Events (*Section III of RFQ*) at the exact address below:

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

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

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

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

C. **Questions and Requests for Clarification**

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

IX. Instructions for Phase II – Technical Approach, Presentation/Interview 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) submitals required. Submittal #1 must follow the format and meet the content requirements identified in **Section VII**, entitled **Instructions for Preparing Technical Approach, Presentation/Interview 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 dis qualification**.

C. Submittals must be sealed in an opaque envelope or box, and reference **RFQ 484-032715 and the words "PHASE II RESPONSE"** must be clearly indicated on the outside of all of the envelopes or boxes. Statements of Qualifications **must be physically received by GDOT** prior to the deadline indicated in the Notice to Finalists at the exact address below:

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

D. There is a Presentation/Interview required. Each finalist firms shall be notified in writing and informed of the place, date and time for the Presentation/Interview Sessions. Detailed Presentation/Interview instructions and requirements of the finalists will be provided in the Notification to Finalist. Presentation/Interview must follow the format and meet the content requirements identified in the Notice to Finalist.

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.

E. Questions and Requests for Clarification

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

X. GDOT Terms and Conditions

A. Statement of Agreement

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

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

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

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

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

C. Non-Discrimination and DBE Requirements

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

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

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

For more information on the GDOT DBE Program please contact:

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

D. Audit and Accounting System Requirements

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

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

E. Submittal Costs and Confidentiality

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

F. Award Conditions

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

any is so determined), with respect to the evaluation criteria stated herein. The Department then intends to conduct negotiations with such respondent(s) to determine if an acceptable contract may be reached.

G. Debriefings

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

H. Right to Cancel or Change RFQ

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

I. Substitutions, Alternates, Exceptions, and Extensions

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

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

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

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

EXHIBIT I

Project/Contract

1. Project Number(s): N/A
2. PI Number(s): T005339
3. County(ies): N/A
4. Description: Georgia Aviation System Plan Update Services

5. Required Area Classes:

Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom GDOT will contract. The Team is defined as the Prime Consultant and their subconsultants, who are considered team members. The Prime Consultant 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
1.03	Aviation Systems Planning (ASP)

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
1.06(a)	NEPA
1.06(b)	History
1.06(c)	Air Quality
1.06(d)	Noise
1.06(e)	Ecology
1.06(f)	Archaeology
1.06(g)	Freshwater Aquatic Surveys
1.08	Airport Master Planning (AMP)
2.09	Airport Design (AD)

6. Scope:

The Consultant shall provide professional aviation systems planning and engineering services and to develop and prepare specialty studies in support of Georgia's Aviation Program. The Georgia DOT is interested in contracting for services in the following areas:

A. Aviation System Planning Studies: A Statewide Aviation Systems Plan Update shall consist of a detailed study of all general aviation and commercial public use airports in the State of Georgia resulting in the documentation of the airports and airport related facilities needed to meet the current and future air transportation needs of the state. The study will be conducted in accordance with Federal Aviation Administration (FAA) Advisory Circular 150/5070-7, The Airports System Planning Process. The study shall identify the aeronautical role of each airport and describe the development required at each, including timeframe and estimated costs. This study will serve as a blueprint to provide the State with the tools necessary to continue to improve Georgia's system of airports in a prioritized and cost-effective manner.

Additional Systems Planning Studies may include examination of new issues relevant to the Statewide Aviation System. These specialized studies will be conducted in accordance with Federal Aviation Administration (FAA) Advisory Circular 15/5070-7, The Airports System Planning Process may include the following:

1. Air Cargo Operations.
2. Air Service Studies.
3. Airfield Operations Counts.
4. Airfield Capacity Alternatives.
5. Airport Layout Plans.
6. Airspace.
7. Airport Economic Impact Studies.
8. Emergency Services and Security Planning.
9. Environmental or Drainage Inventories.
10. General Aviation Security.
11. Ground/Surface Access.
12. Land Use Plans.
13. Navigational Aids.
14. Noise Studies.
15. Obstruction Analysis.
16. Safety Area Analysis.
17. Standards Review.
18. Zoning.

B. Airport Inspections and Licensing - GDOT presently licenses all open-to-the-public, non-commercial airport in the state. GDOT also inspects airports in support of the FAAs 5010-Airport Master Record Program. Based on available resources and work load of Department, it may be necessary to contract for this work. Approximately 94 Georgia airports would require annual site visits to conduct airfield inspections in accordance with state and federal requirements. Formal reports on the inspection, up to date airfield layout drawings, and electronic transmittal of data to the FAA will be required.

C. Construction Inspections and Materials Testing - The Department may desire to contract for consultant services to perform the duties of inspection and testing on state and federal airport construction projects throughout Georgia. This would include both statewide projects developed and funded by the state, and individual airport construction projects where full or part time resident inspection services are required. Various components of construction inspection and materials testing would be included under this task.

D. DBE Plans - Develop Disadvantaged Business Enterprise (DBE} plans for statewide projects utilizing federal funds such as System Planning projects. Could also be required to prepare and submit DBE plans for multiple airports throughout the state.

E. Engineering Design - Preparation of Plans and Specifications (GDOT and/or FAA specs} for construction projects at multiple locations statewide. Projects may include but will not be limited to airfield marking, pavement crack sealing, joint sealing, pavement rejuvenator, pavement strength analysis, obstruction clearing, and airfield lighting: both new installation and repair.

F. Environmental Studies -GDOT proposes to contract for environmental studies (EA's and CATEX's} in support of future airport development projects at a number of airports statewide. Additionally, GDOT proposes to conduct environmental inventories at multiple airport locations statewide. All studies will be conducted in accordance with Federal Order 5050.4B - National Environmental Policy Act (NEPA} Implementing Instructions for Airport Projects.

G. Independent Cost Analysis- The GDOT may require the services of a consultant to aid in developing the scope of services and/or fee estimates for professional services for engineering design and planning projects. Independent fee analysis will be developed as a review aid to determine whether proposed fees ate customary and reasonable as outlined in Federal AC 150/5100-14E Architectural Engineering, and Planning Consultant Services for Airport Grant Projects.

H. Wildlife Hazard Assessments- GDOT may require the services of a consultant to conduct wildlife hazard assessments as required by FAA. These assessments would generally be performed on general aviation airports statewide.

I. Property Acquisition Services- The GDOT may require services to provide land acquisition assistance in the development and improvement of airports statewide. Land acquisition and relocation assistance will be in conformance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and Federal AC 150/5100-17 Land Acquisition and Relocation Assistance for Airport Improvement Program (AIP) Assisted Projects.

J. Software and Database Support- GDOT utilizes specialized software programs to maintain its database of airport information. GDOT may require services to provide software support and customization of the database used and their interface with the Department's website. Software presently used by GDOT-Aviation includes Microsoft Office products (Access, Excel, Word, PowerPoint, and Outlook}, Aviation Programs Aviation System Manager (ASM} database program, Sequel Server database, and others.

K. Pavement Management Studies - GDOT may require the services of a consultant to assist with updating its statewide airport pavement management system (APMS). This would involve evaluating the 103 publically owned, public use airports in the state. The condition of the airport pavements will be assessed using the Federal Aviation Administration (FAA) pavement condition index (PCI) methodology.

7. Related Key Team Leader(s):

A. Systems Planning Project Manager.
B. Property Acquisition Manager.
C. Construction Inspection Manager.
D. Materials Testing Manager.
E. Airport Design Engineer.
F. Wildlife Biologist.
G. Airport Inspections and Licensing
H. Environmental Specialist.

EXHIBIT II
CERTIFICATION FORM

I, _____, being duly sworn, state that I am _____ (title) of _____

_____ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

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

☐ I further certify that to the best of my knowledge the information given in response to the Request for Qualifications is full, complete and truthful.

☐ I further certify that the submitting firm and any principal employee of the submitting firm has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings, nor is any team members/principals currently under indictment for any reason related to actions on public infrastructure projects.

☐ I further certify that I understand that Firms included on the current Federal list of firms suspended or debarred are not eligible for selection and that the submitting firm has not, in the immediately preceding five (5) years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the submitting firm is not now under consideration for suspension or debarment from any such agency.

☐ I further certify that the submitting firm has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract and further, that the submitting firm is not now under any notice of intent to default on any such contract, nor has been removed from a contract or failed to complete a contract as assigned due to cause or default.

☐ I further certify that the firm or any affiliate(s) has not been involved in any arbitration, litigation, mediation, dispute review board or other dispute resolution proceeding with a client, business partner, or government agency in the last five 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-484-032715**

Solicitation/Contract Name: **Georgia Aviation System Plan Update 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.GA. § 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 Date
(Contractor Name)

_____

Title of Authorized Officer or Agent of Consultant

_____

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 201_

_____ [NOTARY SEAL]

Notary Public

My Commission Expires: _____

EXHIBIT IV
Area Class Summary Example

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

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

3.10	Utility Coordination							
3.11	Architecture							
3.12	Hydraulic and Hydrological Studies (Roadway)							
3.13	Facilities for Bicycles and Pedestrians							
3.14	Historic Rehabilitation							
3.15	Highway and Outdoor Lighting							
3.16	Value Engineering (VE)							
3.17	Toll Facilities Infrastructure Design							
4.01	Minor Bridge Design							
4.02	Major Bridge Design							
4.04	Hydraulic and Hydrological Studies (Bridges)							
4.05	Bridge Inspection							
5.01	Land Surveying							
5.02	Engineering Surveying							
5.03	Geodetic Surveying							
5.04	Aerial Photography							
5.05	Photogrammetry							
5.06	Topographic Remote Sensing							
5.07	Cartography							
5.08	Overhead/Subsurface Utility Engineering (SUE)							
6.01(a)	Soil Survey Studies							
6.01(b)	Geological and Geophysical Studies							
6.02	Bridge Foundation Studies							
6.03	Hydraulic and Hydrologic Studies (Soils & Foundation)							
6.04(a)	Laboratory Testing of Roadway Construction Materials							
6.04(b)	Field Testing of Roadway Construction Materials							
6.05	Hazardous Waste Site Assessment Studies							
8.01	Construction Engineering and Supervision							
9.01	Erosion, Sedimentation, and Pollution Control Plan							
9.02	Rainfall and Runoff Reporting							
9.03	Field Inspection for Erosion Control							

ATTACHMENT 1

Submittal Formats for GDOT Engineering Projects

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

ADDENDUM NO. 1

ISSUE DATE: March 11, 2015

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

RFQ-484-032715: Georgia Aviation System Plan Update Services

NOTE PLEASE REVIEW CAREFULLY! THERE ARE CHANGES TO THE INFORMATION TO BE PROVIDED. FAILURE TO ADHERE TO THE CHANGES ADDRESSED IN THIS ADDENDUM MAY RESULT IN DISQUALIFICATION.

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

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
19th 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.

I. Written Question and Answer:

	Question	Answer
1.	RFQ Page 7, Section VI.C.1.a. Organizational Chart – Would the Department allow an 11 X 17 sheet for the organization chart due to the nature of the project and number of categories?	See revised Section VIII. Instructions for Submittal for Phase I - Statements of Qualifications, B. below.

Section VIII. Instructions for Submittal for Phase I - Statements of Qualifications, B. is DELETED and REPLACED with the following paragraph.

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. One (1) page of the SOQ shall be devoted to an Organization Chart. This page shall be single-sided and not exceed 11" x 17" in size. Additional information should not be added on this page. 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.

ADDENDUM NO. 2

ISSUE DATE: April 21, 2015

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

RFQ-484-032715: Georgia Aviation System Plan Update Services

NOTE PLEASE REVIEW CAREFULLY! THERE ARE CHANGES TO THE INFORMATION TO BE PROVIDED. FAILURE TO ADHERE TO THE CHANGES ADDRESSED IN THIS ADDENDUM MAY RESULT IN DISQUALIFICATION.

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

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
19th 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.

I. Written Question and Answer:

	Question	Answer
1.	The information outlined in your letter to finalists notes to refer to the requirements in the original solicitation for the Technical Approach and Presentation/Interview. However, we noted that the original solicitation contains different requirements in Section VII A&B - Technical Approach and Presentation/Interview than the Notice to Selected Finalist in Section A&D - Technical Approach and Finalist Selection criteria. Please clarify if the requirements in the letter to finalists supersedes the language in the original solicitation with respect to the specific areas to be addressed by the team in the instructions for the Technical Approach and Presentation/Interview	The requirements in the Notice to Selected Finalists for the Technical Approach and Finalist Section supersede the language in the original solicitation.

	or should it include both the RFQ's and the Notice's instruction for incorporation into our response.	
2.	Can we include a cover page on the technical approach?	Yes, see Attachment 1 on page 21 of the original solicitation, RFQ-484-032715 - Georgia Aviation System Plan Update Services.
3.	In the Notice to Selected Finalists (April 15, 2015) GDOT requested the following items as part of the Technical Approach 1. Discuss the firm's experience and strategy for conducting a state aviation system plan update. 2. Discuss the firm's ability and strategy for conducting Wildlife Hazard Assessments simultaneously at six (6) Georgia general aviation airports. 3. Provide the firm's experience, vision, and strategy of conducting a statewide pavement management study. However, in the RFQ (February 23, 2015) the following was requested. - Discuss the firm's experience in and strategy for conducting an aviation system plan update. - Discuss the firm's ability and strategy to conduct a state aviation system plan update. - Discuss the firm's ability and strategy of conducting design, testing, and inspecting statewide pavement and lighting projects. - Provide the firm's vision and strategy for conducting a statewide pavement management study at airports. At a minimum would GDOT only like us to address only what was requested in the Notice to Selected Finalists (April 15) or the RFQ (February 23) or both in the 3 page Technical Approach?	The requirements in the Notice to Selected Finalists for the Technical Approach supersede the language in the original solicitation.
4.	In the Notice to Selected Finalists (April 15, 2015) GDOT requested the following items as part of the Presentation 1. Experience in a Statewide Air Service Development Assistance to Small Communities. 2. Experience and Working Knowledge of FAA AGIS System. 3. Provide Background and Ability to Execute FAA and State Airport Inspection Programs. 4. Discuss Techniques to Maintain and	The requirements in the Notice to Selected Finalists for the Finalist Section supersede the language in the original solicitation.

	Recover Project Schedules. 5. Experience and Strategy in Developing a Statewide Airfield Pavement Maintenance Program. However, in the RFQ (February 23, 2015) the following was requested. - Present three (3) recent innovations in aviation systems planning. - Provide examples from completed similar projects where your firm utilized an innovative approach to complete the project and describe the tangible benefits to the client. - Define aviation stakeholders in Georgia and describe for us how your firm will propose to communicate to stakeholders and the public the results of our state aviation system plan update. At a minimum would GDOT only like us to address only what was requested in the Notice to Selected Finalists (April 15) or the RFQ (February 23) or both in the 30 minute Presentation?	
5.	Are presenters permitted to leave behind presentation materials with selection committee?	Yes.

SUBMISSION & PRESCREENING CHECKLIST

SOLICITATION #:	RFQ 484-032715
SOLICITATION TITLE:	Georgia Aviation System Plan Update Services
SOLICITATION DUE DATE:	March 27, 2015
SOLICITATION TIME DUE:	2:00pm

No.	Consultants	Date	Time	Exhibit II - Certification	Exhibit III - GSICAA	Signed Addendum If Applicable	Compliant with Page # Limitations	Compliant with Required Format	Meets Required Area Classes
1	AECOM Technical Services, Inc.	3/27/2015	01:28 P.M.	X	X	X	X	X	X
2	CDM Smith Inc	3/27/2015	11:28 A.M.	X	X	X	X	X	X
3	Jviation, Inc.	3/26/2015	09:25 A.M.	X	X	X	X	X	X

SOQ AREA CLASS CHECKLIST

Solicitation #: RFQ-484-032715

Solicitation Title: Georgia Aviation System Plan Update Services

Primes and Subconsultants	1.03	1.06(a)	1.06(b)	1.06(c)	1.06(d)	1.06(e)	1.06(f)	1.06(g)	1.08	2.09	Certificate Expires	Comments
AECOM Technical Services, Inc.	X	X	X	X	X	X	X	X	X	X	12/13/2017	
URS Corporation		X	X	X	X	X	X		X	X	6/30/2015	
Aulick Engineering LLC									X	X	12/31/2017	
Edwards-Pitman Environmental, Inc.		X	X	X	X	X	X	X			5/31/2017	
Wilmer Engineering, Inc.											2/28/2017	
CDM Smith Inc	X	X	X	X	X	X	X		X	X	12/31/2017	
Michael Baker Jr., Inc.	X	X	X	X	X	X	X		X	X	11/30/2017	
Aulick Enginnering LLC									X	X	12/31/2017	
Wilmer Engineering, Inc.											2/28/2017	
Edwards-Pitman Environmental, Inc.		X	X	X	X	X	X	X			5/31/2017	
Jviation, Inc.	X								X		8/31/2017	
Moffatt & Nichol		X				X			X		2/29/2016	
Aulick Engineering LLC									X	X	12/31/2017	
Pond & Company									X	X	1/31/2018	
GT Hill Planners Corporation		X	X	X	X	X	X				11/30/2015	
CCR Environmental, Inc.						X		X			7/31/2017	

GDOT GUIDE FOR SELECTION COMMITTEE MEMBERS
RFQ 484-032715
Georgia Aviation System Plan Update Services
P.I. T005339

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

Coordination and Communication

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

Evaluation Process

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

Phase I

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

Phase II

- **Technical Approach – (25% or 250 Points)**
- **Presentation/Interview – (15% or 150 Points)**
- **Past Performance – (10% or 100 Points)**

Phase I
Evaluation of Statements of Qualifications

Evaluation of Eligible Submittals

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

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

Directions for use of the Evaluation Preliminary Scoring Forms:

Scoring forms will be distributed to all Selection Committee members along with copies of submittals which were received and validated. Evaluators will have the option of using the hard copy forms or an electronic version of the form. However, to ensure that Open Records Request can be filled in compliance with the law, Evaluators who choose to use the electronic version of the form should only maintain one version of the form and must provide the electronic version of the form to Procurement. Each evaluator will use their numbered scoring form for scoring all submittals. Evaluators must

ensure that the name of the Firm being evaluated is written in the appropriate box to identify the Firm to whom the ratings and comments belong. Using the criteria categories in **Evaluation of Eligible Submittals** above, each submittal will be given a **preliminary score** for each of the criteria. The Reviewer should provide comments for each section which support the rating. Reviewers should not seek to write down everything that the submittal contains. Rather, Reviewers should first determine the rating and then answer why they feel the rating is warranted.

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

SPECIAL INSTRUCTIONS FOR EVALUATING AVAILABILITY

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

Evaluation Meeting:

All completed Scoring Forms with the preliminary scores and comments for each criteria of each firm, must be brought to the Selection Committee Meeting planned for Monday, April 06, 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.

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

Solicitation Title:	***Georgia Aviation System Plan Update Services***	**1**	Jviation, Inc.
Solicitation #:	***RFQ 484-032715***	**2**	CDM Smith Inc
PHASE I - Individual Committee Member Scoring and Overall Ranking based on Published Criteria FOR TOP TEN SUBITTALS		**3**	AECOM Technical Services, Inc.

(This Page For GDOT Use)

SUBMITTING FIRMS	(RANKING) Score	Group Ranking
AECOM Technical Services, Inc.	**125**	**3**
CDM Smith Inc	**200**	**2**
Jviation, Inc.	**425**	**1**

Evaluation Criteria →

	Experience and Qualifications	Resources availability and Workload Capacity	Scores and Group Ranking	
Maximum Points allowed =	***200***	***300***		
SUBMITTING FIRMS	▼	▼	Total Score	Ranking
AECOM Technical Services, Inc.	Marginal	Marginal	125	3
CDM Smith Inc	Marginal	Adequate	200	2
Jviation, Inc.	Excellent	Good	425	1
Maximum Points allowed =	***200***	***300***	***500***	%

RFQ	RFQ 484-032715	PHASE 1 SUMMARY COMMENTS FOR TOP SUBMITTALS	
Firm	AECOM Technical Services, Inc.	# of Evaluators	3
Experience and Qualifications		Assigned Rating	Marginal

The project manager (PM) had adequate aviation experience; however, did not have in-depth system planning experience. Georgia Department of Transportation (GDOT) prior employee experience was overstated with length of employment and job responsibility. With one of the projects listed, a project exceeded original schedule listed. The project manager (PM) and key team leaders do not have a proven track record of completing projects on time.

Resources availability and Workload Capacity	Assigned Rating	Marginal

The hours of commitment exceeded workload capacity. The prime did not adequately address the resources listed in the Request for Qualifications (RFQ), and in-depth system planning background and additional details. The Deputy Project Manager (DPM) is committed to two (2) other assignments that will affect her role with supporting the system planning task, airport licensing and inspections. The projects listed appeared to be underestimated in terms of time allocation for property acquisition tasks.

RFQ	RFQ 484-032715	PHASE 1 SUMMARY COMMENTS FOR TOP SUBMITTALS	
Firm	CDM Smith Inc	# of Evaluators	3
Experience and Qualifications		Assigned Rating	Marginal

The project manager (PM) appeared to have limited depth with aviation experience but there was not any documented experience in aviation system planning. The key team lead for airport inspection did not document Federal Aviation Administration (FAA) training certification. Prior Georgia Department of Transportation (GDOT) experience with environmental team lead was not adequate relative to quality and quantity of work. Prior GDOT experience with Prime with recent statewide system planning studies has not been satisfactory due to delays in completing deliverables which resulted in multiple time extensions and request for additional compensation.

Resources availability and Workload Capacity	Assigned Rating	Adequate

The workload capacity appeared to be ok with the Request for Qualifications (RFQ) but the firm did not list resources for the system planning study areas identified in the Request for Qualifications (RFQ). The projects listed appeared to be underestimated in terms of time allocation for property acquisition tasks.

RFQ	RFQ 484-032715	PHASE 1 SUMMARY COMMENTS FOR TOP SUBMITTALS	
Firm	Jviation, Inc.	# of Evaluators	3
Experience and Qualifications		Assigned Rating	Excellent

The project manager (PM) and key team leaders all have substantive experience in their designated areas. The prime has unique experience with four (4) employees including the project manager (PM) whom were former state Department of Transportation (DOT) aviation directors and three (3) former Federal Aviation Administration (FAA) planning officials. We felt this provided the prime with a unique planning perspective to prepare state aviation system planning studies. The project team had conducted state aviation systems planning studies in 35 of 50 states which documented extensive experience.

Resources availability and Workload Capacity	Assigned Rating	Good

The organizational chart identified personnel to work in the 18 system planning studies areas listed in the Request for Qualifications (RFQ). They appeared to have excess capacity to perform in all areas; however, the projects listed appeared to be underestimated in terms of time allocation for property acquisition task.

Georgia Department of Transportation

SELECTION OF FINALISTS

RFQ-484-032715 – Georgia Aviation System Plan Update Services

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

CDM Smith Inc.
AECOM Technical Services, Inc.
Jviation, Inc.

Russell R. McMurry, P.E., Commissioner

GEORGIA DEPARTMENT OF TRANSPORTATION

One Georgia Center, 600 West Peachtree Street, NW
Atlanta, Georgia 30308
Telephone: (404) 631-1000

May 15, 2015

REVISED NOTICE TO SELECTED FINALISTS

To: CDM Smith Inc.; AECOM Technical Services, Inc. and Jviation, Inc.

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

Re: RFQ-484-032715 – Georgia Aviation System Plan Update Services

On behalf of the Selection Committee for the Request for Qualifications (RFQ) referenced above, we congratulate you and your firm on being selected as a finalist for further consideration. This notice shall serve as an official request for additional required information and action from finalists. **Please refer to the original solicitation (RFQ-484-032715), page 8, VII. Instructions for Preparing Technical Approach, Presentation/Interview and Past Performance Response – Phase II Response, A&B and page 13, IX. Instructions for Submittal for Phase II – Technical Approach, Presentation/Interview and Past Performance Response, A-E for instructions to submit your package.** As a finalist, your firm is required to provide/conduct an:

- Technical Approach
- Presentation/Interview

The remaining revised Schedule of Events of the original RFQ is provided below.

d. GDOT completes evaluation and issues notification and other information to finalist firm(s)	4/15/2015	----------
e. Deadline for submission of written questions from finalists (e-mail preferred)	4/20/2015	2:00 PM
f. Phase II Response of Finalist firms due	4/28/2015	2:00 PM
f. GDOT finalist firms Presentation/Interviews	6/24/2015	See below

A. <u>Technical Approach - 25%</u>

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

Furnish information that may serve to differentiate your firm from other firms and evidence of the firm's ability to perform the tasks requested in this RFQ and provide services for the project and/or needs of GDOT, including:

Technical Approach to Managing the Project:

1. Discuss the firm's experience and strategy for conducting a state aviation system plan update.
2. Discuss the firm's ability and strategy for conducting Wildlife Hazard Assessments simultaneously at six (6) Georgia general aviation airports.
3. Provide the firm's experience, vision, and strategy of conducting a statewide pavement management study.

B. Presentation/Interview - 15%

The Presentation will occur on **Wednesday,June 24, 2015** at The Georgia Department of Transportation, One Georgia Center, 600 West Peachtree Street, NW, 4th Floor, Floor, Atlanta, Georgia 30308. Presenters must check with GDOT staff for sign-in and directions for setup before entering the assigned room. The order of the Presentations was determined at random (by draw). The Schedule is as follows:

	Finalist Setup Start	Presentation/ Interview/ Follow-up Question Start	Presentation/ Interview/ Follow-up Question Setup Ends	Finalist Exit
First Presentation: AECOM Technical Services, Inc. Room: 404, 4thFl oor	8:15 AM	8:30 AM	9:15 AM	9:30 AM
Second Presentation: CDM Smith Inc. Room: 404, 4thFl oor	9:45 AM	10:00 AM	10:45 AM	11:00 AM
Jviation, Inc. Room: 404, 4thFl oor	11:15 AM	11:30 AM	12:15 PM	12:30 PM

The time allotted to each firm will not exceed forty-five (45) minutes to include: thirty (30) minutes for proposer's Presentation and fifteen (15) minutes for interview questions. Electronic presentations, such as PowerPoint, are allowed but should not comprise more than thirty (30) minutes. Although GDOT will have a screen and projector available, presenters must be prepared with their own projector and laptop as a backup for quick setup within the allotted fifteen (15) minutes. The total number of representatives allowed in attendance per firm is five (5), which should include the overall project manager, system planning project manager/team lead, airport inspection project manager/team lead, airport engineering design project manager/team lead and one other project manager/team lead as selected by the consultant. Lengthy presentations from executives or sales staff who will not have much involvement in the project are discouraged. Members of the Selection Committee will be present during the Presentation. Other GDOT guests and stakeholders may be present for training purposes or Selection Committee support. Firms shall not address any questions, prior to the Presentation, to anyone other than the designated contact.

C. Past Performance – 10%

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

D. Finalist Selection

Presentations should cover the five (5) areas:

1. Experience in a Statewide Air Service Development Assistance to Small Communities.
2. Experience and Working Knowledge of FAA AGIS System.
3. Provide Background and Ability to Execute FAA and State Airport Inspection Programs.
4. Discuss Techniques to Maintain and Recover Project Schedules.
5. Experience and Strategy in Developing a Statewide Airfield Pavement Maintenance Program.

Final selection will be determined by carrying the scores from **Phase I** forward for each Finalist and by evaluating the **Technical Approach, Presentation/Interview** and **Past Performance** criteria for **Phase II**. For each evaluator, the points assigned to each criterion will be totaled and a rank will be determined. The rankings of all evaluators will be totaled for each finalist in order to determine the sum of the individual rankings. The finalists will be ranked in descending order of recommendation using the sum of individual rankings from the Selection Committee members. Should a tie exist for the highest ranking firm on the contract/project, and qualifications appear to be equal, the Selection Committee shall defer to the sum of the individual points and the award shall be made to the finalist with the highest sum.

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

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

Rhonda Ligon
rligon@dot.ga.gov
404-631-1329

SUBMISSION & PRESCREENING CHECKLIST				
SOLICITATION #:	RFQ 484-032715			
SOLICITATION TITLE:	Georgia Aviation System Plan Update Services			
SOLICITATION DUE DATE:	April 28, 2015			
SOLICITATION TIME DUE:	2:00pm			
No.	Consultants	Date	Time	Compliant with Page # Limitations
1	Jviation, Inc.	4/28/2015	12:58 P.M.	X
2	CDM Smith Inc	4/28/2015	01:02 P.M.	X
3	AECOM Technical Services, Inc.	4/28/2015	01:11 P.M.	X

GDOT SELECTION COMMITTEE SCORING AND OVERALL RANKING OF SUBMITTALS

Solicitation Title:	***Georgia Aviation System Plan Update Services***	1	Jviation, Inc.
Solicitation #:	***RFQ 484-032715***	2	CDM Smith Inc
PHASE I AND PHASE II -Individual Committee Member Scoring and Overal Ranking based on Published Criteria		3	AECOM Technical Services, Inc.

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SUBMITTING FIRMS					(RANKING) Sum of Total Score	Group Ranking
Jviation, Inc.					**825**	**1**
CDM Smith Inc					**538**	**2**
AECOM Technical Services, Inc.					**225**	**3**

Evaluation Criteria →

	Experience and Qualifications	Resources availability and Workload Capacity	Technical Approach	Presentation/Interview	Past Performance		
	PHASE I		**PHASE II**				
Maximum Points allowed =	***200***	***300***	***250***	***150***	***100***	**Group Scores and Ranking**	
SUBMITTING FIRMS	▼	▼	▼		▼	Total Score	Ranking
Jviation, Inc.	Excellent	Good	Excellent	Good	Excellent	825	1
CDM Smith Inc	Marginal	Adequate	Good	Adequate	Excellent	538	2
AECOM Technical Services, Inc.	Marginal	Marginal	Marginal	Adequate	Marginal	225	3
Maximum Points allowed =	***200***	***300***	***250***	***150***	***100***	***1000***	**%**

RFQ	RFQ 484-032715	PHASE 2 SUMMARY COMMENTS	
Firm	Jviation, Inc.		
Technical Approach		Assigned Rating	Excellent

Their unique approach included trending issues relative to statewide aviation system planning that included Automatic Dependent Surveillance Broadcast (ADS-B) and Unmanned Aerial Systems and additionally they indicated successful implementation of a grant tracking tool and analysis of compliance with Federal Aviation Administration (FAA) design standards. For the pavement management element, they indicated an interactive data exchange application would be utilized. Under the innovation example, the firm listed that they would address sustainability which is relative to this project. There was a high level of understanding demonstrated by this firm and they acknowledge that they could customize our plan if needed.

Presentation/Interview	Assigned Rating	Good

Overall, they answered the five (5) subject areas with a good response to each area. There was excellent understanding of small community air service needs and they showed good experience with statewide system plan activities in this area. They demonstrated a good working knowledge of the Aviation Geographic Information System (AGIS) process with Federal Aviation Administration (FAA) and provided some detail on statewide use of Geographic Information System (GIS) information. In terms of statewide inspections, they have a good understanding of inspection process with an experienced team lead. They demonstrated at a project level ability to incorporate all parties and good techniques to maintain project schedule and recover if necessary. They provided excellent background on pavement maintenance data collection specifically to Georgia from previous experience. They have a strong knowledge of state pavement information and proven product delivery to Georgia Department of Transportation (GDOT).

Past Performance	Assigned Rating	Excellent

Their scores were excellent based on past performance and in-line with the evaluation team's experience with the firm.

RFQ	RFQ 484-032715	PHASE 2 SUMMARY COMMENTS	
Firm	CDM Smith Inc		
Technical Approach		Assigned Rating	Good

The firm stated a very specific methodology and strategy as we requested and there were no suggestions regarding additional areas of concentration. It was very thorough but lacked vision of trending of planning issues. Their submittal demonstrated familiarity to Georgia prior system planning efforts and their discussion of airport inspections did not demonstrate an understanding of the requirements of this task.

Presentation/Interview	Assigned Rating	Adequate

Overall, they answered the five (5) subject areas adequately. In terms of a basic understanding of air service development there was adequate level of understanding but lacked specific details because of subject matter expert not being available. They presented an adequate explanation of Airports Geographic Information System (AGIS) system but there was too much focus on one subject matter and lacked a broad perspective. There was a good explanation of airport inspection process with adequate personnel from a qualification standpoint to complete potential tasks. There was a good explanation of how to maintain and recover project schedule. In addition, there was a good explanation of the distinction between pavement management versus pavement maintenance actions under a statewide improvement program.

Past Performance	Assigned Rating	Excellent

Their scores were excellent based on past performance and in-line with the evaluation team's experience with the firm.

RFQ	RFQ 484-032715	PHASE 2 SUMMARY COMMENTS	
Firm	AECOM Technical Services, Inc.		
Technical Approach		Assigned Rating	Marginal

The firm highlighted their local knowledge and expertise but did not discuss their experience from a national perspective. They did not fully answer all questions presented i.e...did not provide a responsive discussion for the strategy to conduct wildlife hazard assessments. The project strategy was not clear and not valuable to help us to establish a vision for a plan and there was not a basis for the statements made in the submittal.

Presentation/Interview	Assigned Rating	Adequate

Generally, the firm has adequate level of experience in the five (5) subject areas. In terms of statewide air service development assistance there was a lack of vision and details relative to other clients they have served in state assistance. With the Airports Geographic Information System (AGIS) discussion, they provided examples of how it could benefit the Department. There was a good understanding of using state and federal requirements demonstrated for airport inspection program. Also, they demonstrated use of qualified personnel to perform inspections. There were inadequate details provided in schedule management and the presentation did not provide substantive details in schedule recovery. There was a lack of detailed discussion of pavement management methodology but good conversation regarding innovation ideas with pavement management strategies.

Past Performance	Assigned Rating	Marginal

Their scores were marginal based on past performance and in-line with the evaluation team's experience with the firm.

RFQ 484-032715
Georgia Aviation System Plan Update Services

Reference Check Scores for
AECOM Technical Services, Inc.

Reference A

Firm Name	Virginia Department of Aviation		
Project Name	Virginia Air Transportation System Plan Update (2012)		
Project Manager	Rusty Harrington	Title	Manager, Planning & Environmental
Contact Information	804-236-3522		
	Reference Questions		**Score**
	1. Rate the firm's quality of leadership in Project Management for your project.		4
	2. Rate the overall services of the firm's staff for the duration of the project.		5
	3. Rate the firm's ability to meet the established project goals.		4
	4. Rate the firm's technical assistance in program management.		6
	5. Rate the overall success of the project thus far.		7
Comments	The quality of work was on the lines line of a 7. The project is in progress with a strong work plan with resources dedicated to the project. The project manager left the company and made a lot of promises that have not been met neither short or long term. We have a great working relationship with the sub and they have done superior work. There has not been any critical thinking applied to this project nor Quality Assusrance/Quality Control (QA/QC). The firm did their own twenty (20) pages of comments and not good at meeting deadlines.		

Reference B

Firm Name	New Jersey Department of Transportation		
Project Name	New Jersey State Airports Economic Impact Study (in progress)		
Project Manager	Clair Mansfield	Title	Administrative Analyst II
Contact Information	609-530-2907		
	Reference Questions		**Score**
	1. Rate the firm's quality of leadership in Project Management for your project.		8
	2. Rate the overall services of the firm's staff for the duration of the project.		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
Comments	They have been very good with the deliverables. The only hold up is the lateness of the airport and the tenants.		

Reference Check Scores for
CDM Smith Inc.

Reference A

Firm Name	Louisiana Department of Transportation & Development (DOTD), Statewide, Louisiana		
Project Name	Louisiana Aviation System Plan (LASP)		
Project Manager	Bradley Brandt	Title	Aviation Director
Contact Information	225-379-3040		
	Reference Questions		**Score**
	1. Rate the firm's quality of leadership in Project Management for your project.		9
	2. Rate the overall services of the firm's staff for the duration of the project.		9
	3. Rate the firm's ability to meet the established project goals.		8
	4. Rate the firm's technical assistance in program management.		10
	5. Rate the overall success of the project thus far.		10
Comments	They handled aviation from start to finish and the technical team was extremely exceptional with a great turnaround and extremely professional that met all the established deadlines. They completed the project ahead of schedule and we are overall satisfied with the project.		

Reference B

Firm Name	Airport Solutions Group, LLC, Statewide, Massachusetts		
Project Name	Massachesetts Statewide Airport System Plan (MSASP)		
Project Manager	Christopher Willenborg	Title	State Aernautics Director
Contact Information	617-412-3680		
	Reference Questions		**Score**
	1. Rate the firm's quality of leadership in Project Management for your project.		10
	2. Rate the overall services of the firm's staff for the duration of the project.		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
Comments	The Project Manager followed up on questions, meet deadlines and he was incredible to work with. The team is strong and they were the lead on the State Airport Economic Study and we were very happy with them.		

RFQ 484-032715
Georgia Aviation System Plan Update Services

Reference Check Scores for
Jviaiton, Inc.

Reference A

Firm Name	Colorado Department of Transportation Division of Aeronautics, Colorado		
Project Name	Colorado 2011 Aviation Statewide System Plan		
Project Manager	Scott Brownlee	Title	Community Planner
Contact Information	701-323-7383		
	Reference Questions		**Score**
	1. Rate the firm's quality of leadership in Project Management for your project.		9
	2. Rate the overall services of the firm's staff for the duration of the project.		8
	3. Rate the firm's ability to meet the established project goals.		9
	4. Rate the firm's technical assistance in program management.		9
	5. Rate the overall success of the project thus far.		10
Comments	I am very pleased with the project. They brought innovative and creative solutions and they thought outside the box with documents and programs.		

Reference B

Firm Name	Wyoming Department of Transportation Aeronautics Division, Wyoming		
Project Name	Wyoming Design Standards Inventory Update		
Project Manager	Brian Olsen	Title	Project Engineer of Aeronautics
Contact Information	307-777-3914		
	Reference Questions		**Score**
	1. Rate the firm's quality of leadership in Project Management for your project.		10
	2. Rate the overall services of the firm's staff for the duration of the project.		10
	3. Rate the firm's ability to meet the established project goals.		9
	4. Rate the firm's technical assistance in program management.		10
	5. Rate the overall success of the project thus far.		9
	So far, we are partially through the project and they have been super responsive to all requests.		

RFQ 484-032715

Georgia Aviation System Plan Update Services

Questions (to be answered on 1-10 scale, 10 indicates best)	AECOM Technical Services, Inc.	CDM Smith Inc.	Jviaiton, Inc.
1. Rate the firm's quality of leadership in Project Management for your project.			
Reference A	4	9	9
Reference B	8	10	10
Section Average	6.00	9.50	9.50
2. Rate the overall services of the firm's staff for the duration of the project.			
Reference A	5	9	8
Reference B	9	9	10
Section Average	7.00	9.00	9.00
3. Rate the firm's ability to meet the established project goals.			
Reference A	4	8	9
Reference B	9	10	9
Section Average	6.50	9.00	9.00
4. Rate the firm's technical assistance in program management.			
Reference A	6	10	9
Reference B	8	10	10
Section Average	7.00	10.00	9.50
5. Rate the overall success of the project thus far.			
Reference A	7	10	10
Reference B	9	9	9
Section Average	8.00	9.50	9.50
Overall Average	**6.90**	**9.40**	**9.30**

View assistance for Search Results

SAM.gov will be down for two scheduled maintenance windows this weekend: Friday, 07/10/2015, from 7:00 PM to Midnight (EDT) and Saturday, 07/11/2015, from 8:00 AM until 11:00 AM (EDT).

Search Results

Current Search Terms: jviation* Inc.*

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.

No records found for current search.

Glossary

Search Results

Entity

Exclusion

Search Filters

By Record Status

By Functional Area - Entity Management

By Functional Area - Performance Information

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Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

SAM Search Results
List of records matching your search for :

Search Term : Jviation* Inc.*
Record Status: Active

No Search Results

STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION

NOTICE OF PROFESSIONAL CONSULTANT QUALIFICATION

You are qualified to provide Consulting Services to the Department of Transportation for the area-classes of work checked below. Notice of qualification is not a notice of selection.

NAME AND ADDRESS	ISSUE DATE	DATE OF EXPIRATION
Jviation, Inc. 900 South Broadway, Suite 350 Denver, CO 80209	2/12/15	8/31/17

SIGNATURE

Ellen Bowman

1. Transporation Planning

___	1.01	State Wide Systems Planning
___	1.02	Urban Area and Regional Transportation Planning
X	1.03	Aviation Systems Planning
___	1.04	Mass and Rapid Transportation Planning
___	1.05	Alternate System and Corridor Location Planning
___	1.06	Unknown
___	1.06a	NEPA Documentation
___	1.06b	History
___	1.06c	Air Studies
___	1.06d	Noise Studies
___	1.06e	Ecology
___	1.06f	Archaeology
___	1.06g	Freshwater Aquatic Surveys
___	1.07	Attitude, Opinion and Community Value Studies
X	1.08	Airport Master Planning
___	1.09	Location Studies
___	1.10	Traffic Studies
___	1.11	Traffic and Toll Revenue Studies
___	1.12	Major Investment Studies
___	1.13	Non-Motorized Transportation Planning

2. Mass Transit Operations

___	2.01	Mass Transit Program (Systems) Management
___	2.02	Mass Transit Feasibility and Technical Studies
___	2.03	Mass Transit Vehicle and Propulsion System
___	2.04	Mass Transit Controls, Communications and Information Systems
___	2.05	Mass Transit Architectural Engineering
___	2.06	Mass Transit Unique Structures
___	2.07	Mass Transit Electrical and Mechanical Systems
___	2.08	Mass Transit Operations Management and Support Services
___	2.09	Aviation
___	2.10	Mass Transit Program (Systems) Marketing

3. Highway Design Roadway

___	3.01	Two-Lane or Multi-Lane Rural Generally Free Access Highway Design
___	3.02	Two-Lane or Multi-Lane with Curb and Gutter Generally Free Access Highways Design Including Storm Sewers
___	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
___	3.04	Multi-Lane, Limited Access Expressway Type Highway Design
___	3.05	Design of Urban Expressway and Interstate
___	3.06	Traffic Operations Studies
___	3.07	Traffic Operations Design
___	3.08	Landscape Architecture

3. Highway Design Roadway (Continued)

___	3.09	Traffic Control Systems Analysis, Design and Implementation
___	3.10	Utility Coordination
___	3.11	Architecture
___	3.12	Hydraulic and Hydrological Studies (Roadway)
___	3.13	Facilities for Bicycles and Pedestrians
___	3.14	Historic Rehabilitation
___	3.15	Highway Lighting
___	3.16	Value Engineering
___	3.17	Design of Toll Facilities Infrastructure

4. Highway Structures

___	4.01	Minor Bridges Design
___	4.02	Major Bridges Design
___	4.03	Movable Span Bridges Design
___	4.04	Hydraulic and Hydrological Studies (Bridges)
___	4.05	Bridge Inspection

5. Topography

___	5.01	Land Surveying
___	5.02	Engineering Surveying
___	5.03	Geodetic Surveying
___	5.04	Aerial Photography
___	5.05	Aerial Photogrammetry
___	5.06	Topographic Remote Sensing
___	5.07	Cartography
___	5.08	Subsurface Utility Engineering

6. Soils, Foundation & Materials Testing

___	6.01a	Soil Surveys
___	6.01b	Geological and Geophysical Studies
___	6.02	Bridge Foundation Studies
___	6.03	Hydraulic and Hydrological Studies (Soils and Foundation)
___	6.04a	Laboratory Materials Testing
___	6.04b	Field Testing of Roadway Construction Materials
___	6.05	Hazard Waste Site Assessment Studies

8. Construction

___	8.01	Construction Supervision

9. Erosion and Sedimentation Control

___	9.01	Erosion, Sedimentation, and Pollution Control and Comprehensive Monitoring Program
___	9.02	Rainfall and Runoff Reporting
___	9.03	Field Inspections for Compliance of Erosion and Sedimentation Control Devices Installations