

DEPARTMENT OF TRANSPORTATION STATE OF GEORGIA

INTERDEPARTMENT CORRESPONDENCE

November 21, 2014

RFQ #: 484-091014A
RFQ Title: Traffic Engineering Services
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
- Federal Highway Administration Request to Proceed with RFQ
- Consultants' Submission Prescreening Checklist – Phase I
- GDOT Guide for Selection Committee Members (Phase I and II)
- Selection Committee Ratings for Top Respondents – Phase I
- Selection Committee Comments for Top Respondents – Phase I
- Selection of Finalists Notification and Notice to Selected Finalists
- Consultants' Submission Prescreening Checklist – Phase II
- Selection Committee Overall Ratings for Phase I and Phase II
- Selection Committee Comments for Finalists – Phase II
- Past Performance Reference Checks and any available additional documentation
- Verification of Non-Debarment from SAM Website for Intended Awardee
- Prequalification Certificate for Intended Awardee

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

1. **ARCADIS U.S., Inc.**
2. **Parsons Transportation Group, Inc.**

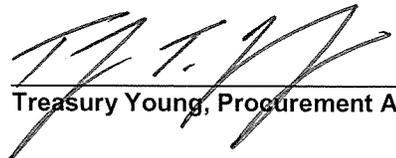
The Selection Committee recommends the selection of the top ranked firm, **ARCADIS U.S., Inc.**

Concurrence with Award from Responsible Division Director:

Certification Procurement Requirements Met:



Meg Pirkle, Director of Permits and Operations



Treasury Young, Procurement Administrator

DJP:rsf

Attachments



Georgia Department of Transportation

Request for Qualifications

To Provide

Traffic Engineering Services

RFQ-484-091014

Qualifications Due: September 10, 2014

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

REQUEST FOR QUALIFICATIONS

484-091014

Traffic Engineering 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 traffic engineering services.

This Request for Qualifications (RFQ) seeks to identify potential providers for the Scope of Services for each project/contract listed in Exhibit I. Firms that respond to this RFQ, and are determined by GDOT to be sufficiently qualified, may be deemed eligible, and invited to offer 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 traffic engineering 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 each project/contract identified. GDOT anticipates that the Contract Type will be paid via Firm Fixed Price and/or Cost Plus Fixed Fee methodology. As an On-Call Indefinite Delivery, Indefinite Quantity contract(s), 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(s) will have a minimum of Twenty-Five Thousand Dollars and no cents (\$25,000.00) and a maximum of Forty Million Dollars and no cents (\$40,000,000.00). The Department will only consider increasing the maximum amount in the event that services are needed while the successor contract is being procured, however; the Department will seek to ensure that the successor contract is in place to prevent such need.

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-484-091014. 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 - Suitability** response.

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

GDOT will request a written proposal of the three (3) to five (5) finalist firms for each project/contract. GDOT reserves the right to request a presentation/interview on any project/contract as determined in its best interests; however, this additional requirement shall typically be reserved for the most complex projects. Each finalist firm shall be notified in writing and informed of the proposal due date. Any additional detailed proposal instructions and requirements, beyond that provided in **Section V. Selection Criteria for Phase II**, for the finalists will be provided in the Finalist Notification. All members of the Selection Committee will review the written proposal (and will attend the presentation/interview if so chosen). **Firms shall not address any questions, prior to the award announcement, to anyone other than the designated contact.**

E. Final Selection

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

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

III. Schedule of Events

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

PHASE I	DATE	TIME
a. GDOT issues public advertisement of RFQ -484- 091014	8/11/2014	-----
b. Deadline for submission of written questions and requests for clarification	8/19/2014	2:00 PM
c. Deadline for submission of Statements of Qualifications	9/10/2014	2:00 PM
d. GDOT completes evaluation and issues notification and other information to finalist firms	TBD	
PHASE II		
e. Deadline for submission of written questions from finalists	TBD	2:00 PM
f. Phase II Response of Finalist firms due	TBD	TBA

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

A. Area Class Requirements and Certification

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

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

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

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

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

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

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

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

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

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

A. Technical Approach – 40%

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

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

B. Past Performance – 10%

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

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

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

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

A. Administrative Requirements

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

1. Basic company information:
 - a. Company name.

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

B. Experience and Qualifications

1. Project Manager - Provide information pertaining to the project manager, including but not limited to:
 - a. Education.
 - b. Registration (if necessary and applicable.)
 - c. Relevant 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 (2) 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 (1) page maximum for each Key Team Leader identified in Section 7 of each Exhibit I. Respondents submitting more than one (1) page for each Key Team Leader identified will be subject to disqualification.

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

C. Resources/Workload Capacity

1. Overall Resources - Provide information regarding the overall resources dedicated to delivering the specific project, including:
 - a. Organizational chart which identifies the project manager, prime, Key Team Leaders, support personnel, and reporting structure.
 - b. Primary Office - Identify and discuss the primary office which will be responsible for handling the specific project and the number and types of staff within the office and how this office could benefit the project and promote efficiency.
 - c. Narrative on Additional Resource Areas and Ability – Respondents are also allowed one (1) page to provide information regarding additional resource areas identified as important to the project, to discuss how the key areas will integrate and work together on the project, to discuss any information which is pertinent to these areas, to provide a narrative regarding how the organization of the team, including the PM 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 (1) 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 (1) page of text (for the Primary Office and Narrative on Ability discussion), and the tables.

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

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

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

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

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. 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 (1) original and five (5) identical copies. Submittal #2 is an electronic version of Submittal #1 which allows for GDOT to maintain the files electronically. The original and each copy of Submittal #1 should be stapled separately. The original and each copy of Submittal #1 should be bound together using a binder clip or other similar fashion which allows the individual copies to be separated and distributed easily to Selection Committee Members. See **Attachment 1** for a summary of how the submittals should be prepared.

- B. Submittals must be typed on standard (8½” x 11”) paper. The pages should be numbered, however, submittal pages will be counted by section to determine compliance with page limits. Responses are limited to the page counts indicated in each section and should be double-sided using a minimum of size 11 font. Page counts will be determined by pages with print on them, not by the physical piece of paper. For example, a piece of paper which has print on both sides, shall be considered two (2) 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- 091014 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: R. Steve Farrar
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: **R. Steve Farrar, e-mail: rfarrar@dot.ga.gov**. The deadlines for submission of questions relating to the RFQ are the times and dates shown in the (**Schedule of Events- Section III**). From the issue date of this solicitation until a successful proposer is selected and the award is made official and announced, respondents are subject to the Restriction of Communication in **Section I.B.**

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

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

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

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

- C. Submittals must be sealed in an opaque envelope or box, and reference **RFQ 484-091014 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: R. Steve Farrar
Transportation Services Procurement
One Georgia Center, 19th Floor
600 West Peachtree Street, NW
Atlanta, Georgia 30308

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

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

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

D. Questions and Requests for Clarification

Questions about any aspect of the Phase II Response for Finalists, shall be submitted in writing via e-mail to: **R. Steve Farrar, e-mail: rfarrar@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

RFQ-484-091014 Traffic Engineering Services

1. Project Number(s): N/A
2. PI Number(s): N/A
3. County(ies): N/A
4. Description: N/A
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
3.06	Traffic Operations Studies
3.07	Traffic Operations Design
3.09	Traffic Control Systems Analysis, Design and Implementation

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
3.06	Traffic Operations Studies
3.07	Traffic Operations Design
3.09	Traffic Control Systems Analysis, Design and Implementation

6. Scope:

The selected firm shall provide services for the Regional Traffic Operations Program (RTOP). The Regional Traffic Operations Program will actively manage traffic flow along arterial corridors with emphasis placed on benefits to the region as a whole. Corridors to be included in the scope of work include, but are not limited to the existing RTOP Group 1 and Group 2 Corridors. RTOP Group 1 and Group 2 corridors currently include:

- A. SR 9/Peachtree Road/Roswell Road.
- B. SR 92.
- C. SR 140/Holcomb Bridge Road/Jimmy Carter Blvd.
- D. SR 141/Peachtree Rd/Peachtree Industrial Blvd.
- E. SR 141/Peachtree Pkwy/Medlock Bridge Rd.
- F. SR 237/Piedmont Rd.
- G. SR 3/US 41/Tara Blvd/Old Dixie Highway.
- H. SR 3/US 41/Northside Drive/Cobb Parkway.
- I. SR 8/Ponce De Leon Ave/Scott Boulevard/Lawrenceville Highway.
- J. SR 10/US78.
- K. SR 42/Moreland Ave.
- L. SR 85.

A successful firm shall:

- A. Procure, install, maintain, and repair traffic signal components and devices.
- B. Evaluate conditions along a corridor and implement a plan for improved traffic flow.
- C. Staff two (2) signal installation crews, with the ability to quickly add resources based on capacity needs.

- D. Understand and demonstrate a working knowledge of GDOT's Traffic Signal Timing Specifications, Guidelines, and Procedures.
- E. Have demonstrated ability to work with local agencies.
- F. Respond quickly to notifications from GDOT.

The selected firm will provide the following traffic engineering services, including but not limited to:

A. Maintain and update an inventory of existing conditions, including:

- 1. Compile existing signal/device from data and information available from GDOT and local agencies.
- 2. Field validate existing conditions and identify those components incorrectly represented on supplied documentation.
- 3. Document field conditions and identify any equipment deficiencies.

Examples of inventories shall include but are not limited to:

- 1. Timing database.
- 2. Controller alarm logs.
- 3. Signal permit revisions.

B. Monitoring and reporting activities including:

- 1. Perform routine verification that field devices and sensors are operating correctly.
- 2. Identify desirable locations for smart devices, including but not limited to:
 - a. Closed Circuit Television (CCTV).
 - b. Travel Time Detectors.
- 3. Identify proposed operational improvements to improve traffic flow, including but not limited to:
 - a. Calculated reduction in delay or operational benefit.
 - b. Develop construction cost estimate.
 - c. Sketch proposed operations improvement.
 - d. Summaries all information for presentation to the Operational Improvement Committee.
- 4. Prepare information documents suitable for distribution to stakeholders, GDOT's management, and the general public.
- 5. Record, respond and follow-up with any complaint received from a citizen, local agency, or GDOT.

C. Traffic signal maintenance and repair activities including, but not limited to:

- 1. Execute a routine/preventative maintenance plan.
- 2. Install and repair vehicle/pedestrian detectors.
- 3. Install and repair signal communication systems.
- 4. Install and repair traffic signal surveillance, i.e. CCTV.
- 5. Repair traffic signal devices.

D. Data collection activities, including but not limited to:

- 1. Conduct turning movement and annual average daily traffic (AADT) counts.
- 2. Conduct and report Measure of Performance including but not limited to:
 - a. Percentage of malfunctions that were proactively identified.
 - b. Percent of operations detectors.
 - c. Time to response after receiving indications of failure.
 - d. Throughput along the corridor during peak hours.
 - e. Delay and number of stops.
- 3. Collect information on conditions along the corridor, possibly to be provided to the traveling public.

- E. Traffic signal timing activities including but not limited to:
 - 1. Develop multiple timing plans for each corridor and area.
 - 2. Field verify and fine tune the timing plans.
 - 3. Ongoing review to determine adequacy of existing timing plans.
 - 4. Install and activate traffic responsive timing.
 - 5. Install and activate adaptive traffic signal systems.

- F. Coordination of activities including but not limited to:
 - 1. Coordinate with local agencies on nearby signal systems.
 - 2. Integrate traffic signal timing with nearby ramp meter operations.
 - 3. Conduct and document meetings with GDOT, maintaining agencies, GDOT district staff, and other stakeholders.
 - 4. Coordinate with construction projects and contractor activities to implement timing plans to complement a corridor under staged construction.

- G. Actively manage and monitor corridors between the hours of 6:00 AM and 7:00 PM (hours subject to change), including but not limited to:
 - 1. Monitor identified corridors through surveillance equipment and central software.
 - 2. Make real time adjustments in response to congestion/incidents.

- 7. Related Key Resources:
 - A. Traffic Engineers, ten (10) full time equivalents (FTE).
 - B. Design Engineer, one (1) FTE.
 - C. Signal Technicians, three (3) FTE.
 - D. Signal Operations Specialists (TSOS), three (3) FTE.

**EXHIBIT II
CERTIFICATION FORM**

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

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

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

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

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

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

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

I further certify that the firm or any affiliate(s) has not been involved in any arbitration, litigation, mediation, dispute review board or other dispute resolution proceeding with a client, business partner, or government agency in the last five years involving an amount in excess of \$500,000 related to performance on public infrastructure projects.

I further certify that there are not any pending regulatory inquiries that could impact our ability to provide services if we are the selected consultant.

I further certify that there are no possible conflicts of interest created by our consideration in the selection process or by our involvement in the project.

I further certify that the submitting firm's annual average revenue for the past five (5) years is sufficient to allow the services to be delivered effectively by our firm and that there are no trends in the revenue which may be concerning other than normal market fluctuations.

I further certify that in regards to Audit and Accounting System Requirements, that the submitting firm:

- I. Has an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
- II. Has submitted its yearly Certified Public Accountant overhead audit if it currently has an aggregate contract amount exceeding \$250,000.
- III. Has no significant outstanding deficient audit findings from previous contracts with GDOT that have not been resolved.
- IV. Is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

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

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

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

Sworn and subscribed before me

This ____ day of _____, 20__.

Signature

NOTARY PUBLIC

My Commission Expires: _____

NOTARY SEAL

EXHIBIT III

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contracting Entity/Respondent: _____

Address: _____

Solicitation No./Contract No. : RFQ-484-091014

Solicitation/Contract Name: Traffic Engineering Services

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

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

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

E-Verify/Company Identification Number

Date of Authorization

Signature of Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Consultant

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 201__

Notary Public

[NOTARY SEAL]

My Commission Expires: _____

EXHIBIT IV
Area Class Summary Example

Respondents should complete a table similar to the below and indicate by placing an "X" in the appropriate column indicating the firm which meets each required area class for each specific project with particular emphasis on the area classes which the Prime must hold as well as the 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	DBE – Yes/No ->	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
		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								

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: August 21, 2014

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

RFQ-484-091014: Traffic Engineering Services

NOTE PLEASE REVIEW CAREFULLY!

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

NOTE: Signed acknowledgment of this addendum (this page) MUST be attached to your PROPOSAL.

Firm Name _____

Signature _____ Date _____

Typed Name and Title _____

Georgia Department of Transportation (GDOT)
Office of Transportation Services Procurement
One Georgia Center
600 West Peachtree Street, NW
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 Questions and Answers:

	Questions	Answers
1.	<p>a. Would like to get clarifications on the Key Resources called for under Item 7 of Exhibit 1. The term used is FTE with description calling it Full Time Equivalent. Does that mean that team can propose 20 persons with half time availability or commitment to make up the 10 FTE?</p> <p>b. In addition, if the response is yes to the question above, does that allow us to submit a one page resume for each of those individuals or we need to select the most applicable 10.</p> <p>c. Should we assume that your response applies to the other category of key staff as well?</p>	<p>a. Yes.</p> <p>b. Submit the ten (10) most qualified individuals, with each resume being one (1) page in length.</p> <p>c. Yes.</p>
2.	<p>There is a requirement to show three (3) FTE signal operations specialists (TSOS) as key resources – As of October 2011, TPCB board has voted to no longer continue the certification; and is no longer accepting new applications. Is TSOS still a requirement on this RFQ?</p>	<p>The Traffic Signal Operations Specialist (TSOS) certification is not a requirement for the RFQ. In this context, TSOS is a job title - not a certification.</p>

	Questions	Answers
3.	There is a requirement to show three (3) FTE signal technicians as key resources-should these be from the consultant firms only or can they be from signal installation crew and contractors as well?	Yes, the proposal can include Signal Technicians from the prime, subconsultant, or vendor.
4.	Can you please provide us with the qualifications required for signal technician and signal operations specialists	There are no required qualifications for Signal Technicians or Traffic Signal Operations Specialists.

II. RFQ Exhibit I, Section 7 is DELETED and REPLACED by the following:

- 7. Key Team Leaders:
 - A. Traffic Engineers, ten (10) full time equivalents (FTE). Provide a one (1) page resume for each of the ten (10) most qualified individuals (i.e. ten resumes, one-page in length).
 - B. Design Engineer, one (1) FTE. Provide a one (1) page resume for the most qualified individual.
 - C. Signal Technicians, three (3) FTE. Provide a one (1) page resume for each of the three (3) most qualified individuals (i.e. three resumes, one-page in length).
 - D. Traffic Signal Operations Specialists (TSOS), three (3) FTE. Provide a one (1) page resume for each of the three (3) most qualified individuals (i.e. three resumes, one-page in length).



Georgia Department of Transportation

Request for Qualifications

To Provide

Traffic Engineering Services

RFQ-484-091014A

Qualifications Due: September 30, 2014

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

REQUEST FOR QUALIFICATIONS

484-091014A

Traffic Engineering 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 traffic engineering services.

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

NOTE: Firms that submitted SOQs for RFQ-484-091014 are not required to resubmit a new SOQ for this RFQ. GDOT will incorporate your original submittal information for RFQ-484-091014 into the submittals for RFQ-484-091014A. For questions related to this process, please contact, **R. Steve Farrar at rfarrar@dot.ga.gov**.

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

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

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

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

For more information on the GDOT DBE Program please contact:

Georgia Department of Transportation
Equal Opportunity Division
One Georgia Center, 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 traffic engineering 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 each project/contract identified. GDOT anticipates that the Contract Type will be paid via Firm Fixed Price and/or Cost Plus Fixed Fee methodology. As an On-Call Indefinite Delivery, Indefinite Quantity contract(s), 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(s) will have a minimum of Twenty-Five Thousand Dollars and no cents (\$25,000.00) and a maximum of Forty Million Dollars and no cents (\$40,000,000.00). The Department will only consider increasing the maximum amount in the event that services are needed while the successor contract is being procured, however; the Department will seek to ensure that the successor contract is in place to prevent such need.

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-484-091014A. 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 - Suitability** response.

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

GDOT will request a written proposal of the three (3) to five (5) finalist firms for each project/contract. GDOT reserves the right to request a presentation/interview on any project/contract as determined in its best interests; however, this additional requirement shall typically be reserved for the most complex projects. Each finalist firm shall be notified in writing and informed of the proposal due date. Any additional detailed proposal instructions and requirements, beyond that provided in **Section V. Selection Criteria for Phase II**, for the finalists will be provided in the Finalist Notification. All members of the Selection Committee will review the written proposal (and will attend the presentation/interview if so chosen). **Firms shall not address any questions, prior to the award announcement, to anyone other than the designated contact.**

E. Final Selection

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

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

III. Schedule of Events

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

PHASE I	DATE	TIME
a. GDOT issues public advertisement of RFQ -484- 091014A	9/16/2014	-----
b. Deadline for submission of written questions and requests for clarification	9/23/2014	2:00 PM
c. Deadline for submission of Statements of Qualifications	9/30/2014	2:00 PM
d. GDOT completes evaluation and issues notification and other information to finalist firms	TBD	
PHASE II		
e. Deadline for submission of written questions from finalists	TBD	2:00 PM
f. Phase II Response of Finalist firms due	TBD	TBA

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

A. Area Class Requirements and Certification

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

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

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

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

- Project Manager education, registration, relevant engineering experience, relevant project management experience, experience in utilizing GDOT specific processes, manuals, or guidance.
- Key Team Leaders' education, registration, relevant technical experience, and relevant experience in utilizing GDOT specific processes, manuals, or guidance.
- Prime Consultant's experience for the previous five (5) years in delivering projects of similar complexity, size, scope, and function.

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

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

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

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

A. Technical Approach – 40%

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

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

B. Past Performance – 10%

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

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

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

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

A. Administrative Requirements

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

1. Basic company information:
 - a. Company name.
 - b. Company Headquarter Address.
 - c. Contact Information - Name and all contact information (telephone number(s) and e-mail address) of primary proposing contact (this will be the individual with whom the Department will direct all communications).
 - d. Company website (if available).
 - e. Georgia Addresses - Identify and provide addresses for the offices located in the State of Georgia.
 - f. Staff - List the number and disciplines of staff members employed in each office in the State of Georgia.
 - g. Ownership - Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the Offeror a sole proprietorship, partnership, corporation, limited liability Corporation, or other structure?
2. Certification Form - Complete the Certification Form (*Exhibit "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 (2) 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 (1) page maximum for each Key Team Leader identified in Section 7 of each Exhibit I. Respondents submitting more than one (1) page for each Key Team Leader identified will be subject to disqualification.

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

C. Resources/Workload Capacity

1. Overall Resources - Provide information regarding the overall resources dedicated to delivering the specific project, including:
 - a. Organizational chart which identifies the project manager, prime, Key Team Leaders, support personnel, and reporting structure.
 - b. Primary Office - Identify and discuss the primary office which will be responsible for handling the specific project and the number and types of staff within the office and how this office could benefit the project and promote efficiency.
 - c. Narrative on Additional Resource Areas and Ability – Respondents are also allowed one (1) page to provide information regarding additional resource areas identified as important to the project, to discuss how the key areas will integrate and work together on the project, to discuss any information which is pertinent to these areas, to provide a narrative regarding how the organization of the team, including the PM 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 (1) 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 (1) page of text (for the Primary Office and Narrative on Ability discussion), and the tables.

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

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

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

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

A. Technical Approach

Provide any unique technical approaches your firm offers relative to 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. 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 (1) original and five (5) identical copies. Submittal #2 is an electronic version of Submittal #1 which allows for GDOT to maintain the files electronically. The original and each copy of Submittal #1 should be stapled separately. The original and each copy of Submittal #1 should be bound together using a binder clip or other similar fashion which allows the individual copies to be separated and distributed easily to Selection Committee Members. See **Attachment 1** for a summary of how the submittals should be prepared.
- B. Submittals must be typed on standard (8½" x 11") paper. The pages should be numbered, however, submittal pages will be counted by section to determine compliance with page limits. Responses are limited to the page counts indicated in each section and should be double-sided using a minimum of size 11 font. Page counts will be determined by pages with print on them, not by the physical piece of paper. For example, a piece of paper which has print on both sides, shall be considered two (2) 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- 091014A 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: R. Steve Farrar
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.

NOTE: Firms that submitted SOQs for RFQ-484-091014 are not required to resubmit a new SOQ for this RFQ. GDOT will incorporate your original submittal information for RFQ-484-091014 into the submittals for RFQ-484-091014A. For questions related to this process, please contact, **R. Steve Farrar** at rfarrar@dot.ga.gov.

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: **R. Steve Farrar, e-mail: rfarrar@dot.ga.gov**. The deadlines for submission of questions relating to the RFQ are the times and dates shown in the (**Schedule of Events- Section III**). From the issue date of this solicitation until a successful proposer is selected and the award is made official and announced, respondents are subject to the Restriction of Communication in **Section I.B**.

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

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

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

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

- C. Submittals must be sealed in an opaque envelope or box, and reference **RFQ 484-091014A 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: R. Steve Farrar
Transportation Services Procurement
One Georgia Center, 19th Floor
600 West Peachtree Street, NW
Atlanta, Georgia 30308

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

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

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

D. Questions and Requests for Clarification

Questions about any aspect of the Phase II Response for Finalists, shall be submitted in writing via e-mail to: **R. Steve Farrar, e-mail: rfarrar@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

RFQ-484-091014A Traffic Engineering Services

- 1. Project Number(s): N/A
- 2. PI Number(s): N/A
- 3. County(ies): N/A
- 4. Description: N/A
- 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
3.06	Traffic Operations Studies
3.07	Traffic Operations Design
3.09	Traffic Control Systems Analysis, Design and Implementation

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
3.06	Traffic Operations Studies
3.07	Traffic Operations Design
3.09	Traffic Control Systems Analysis, Design and Implementation

6. Scope:

The selected firm shall provide services for the Regional Traffic Operations Program (RTOP). The Regional Traffic Operations Program will actively manage traffic flow along arterial corridors with emphasis placed on benefits to the region as a whole. Corridors to be included in the scope of work include, but are not limited to the existing RTOP Group 1 and Group 2 Corridors. RTOP Group 1 and Group 2 corridors currently include:

- A. SR 9/Peachtree Road/Roswell Road.
- B. SR 92.
- C. SR 140/Holcomb Bridge Road/Jimmy Carter Blvd.
- D. SR 141/Peachtree Rd/Peachtree Industrial Blvd.
- E. SR 141/Peachtree Pkwy/Medlock Bridge Rd.
- F. SR 237/Piedmont Rd.
- G. SR 3/US 41/Tara Blvd/Old Dixie Highway.
- H. SR 3/US 41/Northside Drive/Cobb Parkway.
- I. SR 8/Ponce De Leon Ave/Scott Boulevard/Lawrenceville Highway.
- J. SR 10/US78.
- K. SR 42/Moreland Ave.
- L. SR 85.

A successful firm shall:

- A. Procure, install, maintain, and repair traffic signal components and devices.
- B. Evaluate conditions along a corridor and implement a plan for improved traffic flow.
- C. Staff two (2) signal installation crews, with the ability to quickly add resources based on capacity needs.

- D. Understand and demonstrate a working knowledge of GDOT's Traffic Signal Timing Specifications, Guidelines, and Procedures.
- E. Have demonstrated ability to work with local agencies.
- F. Respond quickly to notifications from GDOT.

The selected firm will provide the following traffic engineering services, including but not limited to:

A. Maintain and update an inventory of existing conditions, including:

- 1. Compile existing signal/device from data and information available from GDOT and local agencies.
- 2. Field validate existing conditions and identify those components incorrectly represented on supplied documentation.
- 3. Document field conditions and identify any equipment deficiencies.

Examples of inventories shall include but are not limited to:

- 1. Timing database.
- 2. Controller alarm logs.
- 3. Signal permit revisions.

B. Monitoring and reporting activities including:

- 1. Perform routine verification that field devices and sensors are operating correctly.
- 2. Identify desirable locations for smart devices, including but not limited to:
 - a. Closed Circuit Television (CCTV).
 - b. Travel Time Detectors.
- 3. Identify proposed operational improvements to improve traffic flow, including but not limited to:
 - a. Calculated reduction in delay or operational benefit.
 - b. Develop construction cost estimate.
 - c. Sketch proposed operations improvement.
 - d. Summaries all information for presentation to the Operational Improvement Committee.
- 4. Prepare information documents suitable for distribution to stakeholders, GDOT's management, and the general public.
- 5. Record, respond and follow-up with any complaint received from a citizen, local agency, or GDOT.

C. Traffic signal maintenance and repair activities including, but not limited to:

- 1. Execute a routine/preventative maintenance plan.
- 2. Install and repair vehicle/pedestrian detectors.
- 3. Install and repair signal communication systems.
- 4. Install and repair traffic signal surveillance, i.e. CCTV.
- 5. Repair traffic signal devices.

D. Data collection activities, including but not limited to:

- 1. Conduct turning movement and annual average daily traffic (AADT) counts.
- 2. Conduct and report Measure of Performance including but not limited to:
 - a. Percentage of malfunctions that were proactively identified.
 - b. Percent of operations detectors.
 - c. Time to response after receiving indications of failure.
 - d. Throughput along the corridor during peak hours.
 - e. Delay and number of stops.
- 3. Collect information on conditions along the corridor, possibly to be provided to the traveling public.

E. Traffic signal timing activities including but not limited to:

1. Develop multiple timing plans for each corridor and area.
2. Field verify and fine tune the timing plans.
3. Ongoing review to determine adequacy of existing timing plans.
4. Install and activate traffic responsive timing.
5. Install and activate adaptive traffic signal systems.

F. Coordination of activities including but not limited to:

1. Coordinate with local agencies on nearby signal systems.
2. Integrate traffic signal timing with nearby ramp meter operations.
3. Conduct and document meetings with GDOT, maintaining agencies, GDOT district staff, and other stakeholders.
4. Coordinate with construction projects and contractor activities to implement timing plans to complement a corridor under staged construction.

G. Actively manage and monitor corridors between the hours of 6:00 AM and 7:00 PM (hours subject to change), including but not limited to:

1. Monitor identified corridors through surveillance equipment and central software.
2. Make real time adjustments in response to congestion/incidents.

7. Key Team Leaders:

- A. Traffic Engineers, ten (10) full time equivalents (FTE). Provide a one (1) page resume for each of the ten (10) most qualified individuals (i.e. ten resumes, one-page in length).
- B. Design Engineer, one (1) FTE. Provide a one (1) page resume for the most qualified individual.
- C. Signal Technicians, three (3) FTE. Provide a one (1) page resume for each of the three (3) most qualified individuals (i.e. three resumes, one-page in length).
- D. Traffic Signal Operations Specialists (TSOS), three (3) FTE. Provide a one (1) page resume for each of the three (3) most qualified individuals (i.e. three resumes, one-page in length).

**EXHIBIT II
CERTIFICATION FORM**

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

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

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

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

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

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

I further certify that the firm or any affiliate(s) has not been involved in any arbitration, litigation, mediation, dispute review board or other dispute resolution proceeding with a client, business partner, or government agency in the last five years involving an amount in excess of \$500,000 related to performance on public infrastructure projects.

I further certify that there are not any pending regulatory inquiries that could impact our ability to provide services if we are the selected consultant.

I further certify that there are no possible conflicts of interest created by our consideration in the selection process or by our involvement in the project.

I further certify that the submitting firm's annual average revenue for the past five (5) years is sufficient to allow the services to be delivered effectively by our firm and that there are no trends in the revenue which may be concerning other than normal market fluctuations.

- I further certify that in regards to Audit and Accounting System Requirements, that the submitting firm:
- I. Has an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
 - II. Has submitted its yearly Certified Public Accountant overhead audit if it currently has an aggregate contract amount exceeding \$250,000.
 - III. Has no significant outstanding deficient audit findings from previous contracts with GDOT that have not been resolved.
 - IV. Is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

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

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

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

Sworn and subscribed before me

This ____ day of _____, 20__.

Signature

NOTARY PUBLIC

My Commission Expires: _____

NOTARY SEAL

EXHIBIT III

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contracting Entity/Respondent: _____

Address: _____

Solicitation No./Contract No. : RFQ-484-091014A

Solicitation/Contract Name: Traffic Engineering Services

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

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

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

E-Verify/Company Identification Number

Date of Authorization

Signature of Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Consultant

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 201__

Notary Public

[NOTARY SEAL]

My Commission Expires: _____

EXHIBIT IV
Area Class Summary Example

Respondents should complete a table similar to the below and indicate by placing an "X" in the appropriate column indicating the firm which meets each required area class for each specific project with particular emphasis on the area classes which the Prime must hold as well as the 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 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								

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	-> Excluded
b. Primary office to handle project and staff description of office and benefits of office	
c. Narrative on Additional Resource Areas and Ability	1
2. Project Manager Commitment Table	-> Excluded
3. Key Team Leaders Project Commitment Table	-> Excluded

ADDENDUM NO. 2

ISSUE DATE: October 23, 2014

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

RFQ-484-091014A: Traffic Engineering Services

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

NOTE: Signed acknowledgment of this addendum (this page) MUST be attached to your PROPOSAL.

Firm Name _____

Signature _____ Date _____

Typed Name and Title _____

Georgia Department of Transportation (GDOT)
 Office of Transportation Services Procurement
 One Georgia Center
 600 West Peachtree Street, NW
 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 Questions and Answers:

	Questions	Answers
1.	In the Notice to Selected Finalists for RFQ-484-091014A, dated October 20, 2014, section A.1.a states: "Provide any unique technical approaches your firm offers relative to fulfilling the scope of services, and/or management of the project, including the approach to a successful bridge design". Since this project is for traffic engineering services, may we delete "including the approach to a successful bridge design" to provide our response?	Yes, Section A.1.a should read ""Provide any unique technical approaches your firm offers relative to fulfilling the scope of services and/or management of the project."

Keith Golden, P.E., Commissioner



GEORGIA DEPARTMENT OF TRANSPORTATION

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

October 6, 2014

Federal Highway Administration
Regional Office
61 Forsyth Street
Atlanta, Georgia 30303

Attention: Melinda Roberson

Dear Ms. Roberson:

We recently solicited Statements of Qualifications for a consultant to provide traffic engineering services for the Georgia Department of Transportation's (GDOT) regional traffic operations program (RTOP). Originally, we advertised with Request for Qualifications (RFQ)-484-091014 on September 10, 2014 and we received two (2) responses, out-of a possible population of thirty-three (33) consultants which meet the area class qualifications. The two respondents were from ARCADIS U.S., Inc. and Parsons Transportation Group, Inc. The solicitation is attached as Exhibit I for your reference.

Upon receipt of the two (2) responses, we re-examined our stated qualifications and determined the qualifications represent the minimum qualifications for the work being advertised. Therefore, we re-advertised the RFQ on September 16, 2014 requesting interested consultants to submit their statement of qualifications (SOQ) by 2:00 PM on September 30, 2014. No additional responses were received by the September 30, 2014 deadline.

We are requesting your approval to proceed with our evaluation and award process, with two (2) firms - ARCADIS U.S., Inc. and Parsons Transportation Group, Inc., instead of the required minimum of three (3) firms. Additionally, in accordance with the Official Code of Georgia (O.C.G.A.) 50-22-1, we have made our request for services publicly known by announcing the requirements for this request. We believe that we have done everything possible to secure adequate competition for this solicitation.

Please let us know if there is any additional information that you require in order to consider this request. We look forward to hearing from you soon.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Young", is written over a horizontal line.

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



U.S. Department
of Transportation
**Federal Highway
Administration**

Georgia Division

October 15, 2014

61 Forsyth Street S.W.
Suite 17T100
Atlanta, Georgia 30303
Phone 404-562-3630
Fax 404-562-3703
Georgia.fhwa@fhwa.dot.gov

In Reply Refer To:
HPE-GA

Keith Golden, P.E., Commissioner
Georgia Department of Transportation
One Georgia Center
600 West Peachtree Street, NW
Atlanta, GA 30308

Dear Commissioner Golden:

Our office has reviewed your letter dated October 6, 2014, requesting our approval for proceeding with a noncompetitive procurement for the GDOT Regional Traffic Operations Program (RTOP). Noncompetitive procurement (as specified in 23 CFR 172.5(a)(3)) may only be used under limited circumstances.

Upon reviewing the information provided with your letter, FHWA concurs that there have been adequate efforts for solicitation of a number of sources, however, competition remains inadequate. As a result, FHWA approves your request to proceed with your evaluation and award process.

If you have any additional questions, please feel free to contact Mrs. Melinda Roberson at (404) 562-3652.

Sincerely,

for Rodney N. Barry P.E.
Division Administrator

Cc: Mr. Treasury Young, Procurement Administrator, GDOT Office of Procurement

SOQ AREA CLASS CHECKLIST

SOLICITATION #: RFQ 484-091014A

SOLICITATION TITLE: Traffic Engineering Services

		3.06	3.07	3.09	Certificate Expires
Primes and Subconsultants					
1	ARCADIS U.S., Inc.	X	X	X	6/30/2017
	URS Corporation	X	X	X	6/30/2015
	Wolverton & Associates, Inc.	X	X	X	3/31/2017
	TransCore ITS, Inc.		X	X	4/30/2017
	Southeastern Engineering, Inc.	X	X	X	12/31/2015
	AECOM Technical Services, Inc.	X	X	X	1/31/2015
2	Parsons Transportation Group, Inc.	X	X	X	2/28/2015
	GCA, Inc.	X	X	X	6/30/2017
	Jacobs Engineering Group Inc.	X	X	X	5/31/2016

GDOT GUIDE FOR SELECTION COMMITTEE MEMBERS

RFQ 484-091014A

Traffic Engineering Services

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

Coordination and Communication

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

Evaluation Process

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

Phase I

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

Phase II

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

Phase I Evaluation of Statements of Qualifications

Evaluation of Eligible Submittals

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

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

Directions for use of the Evaluation Preliminary Scoring Forms:

Scoring forms will be distributed to all Selection Committee members along with copies of submittals which were received and validated. Evaluators will have the option of using the hard copy forms or an electronic version of the form. However, to ensure that Open Records Request can be filled in compliance with the law, Evaluators who choose to use the electronic version of the form should only maintain one version of the form and must provide the electronic version of the form to Procurement. Each evaluator will use their numbered scoring form for scoring all submittals. Evaluators must ensure that the name of the Firm being evaluated is written in the appropriate box to identify the Firm to whom the ratings and comments belong. Using the criteria categories in **Evaluation of Eligible Submittals** above, each submittal will be given a **preliminary score** for each of the criteria. The Reviewer should provide comments for each section which support

the rating. Reviewers should not seek to write down everything that the submittal contains. Rather, Reviewers should first determine the rating and then answer why they feel the rating is warranted.

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

SPECIAL INSTRUCTIONS FOR EVALUATING AVAILABILITY

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

Evaluation Meeting:

All completed Scoring Forms with the preliminary scores and comments for each criteria of each firm, must be brought to the Selection Committee Meeting planned for Friday, October 17, 2014. The completed forms must be turned in at the conclusion of the meeting.

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

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

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

Phase II

Evaluation of Technical Approach and Past Performance

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

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

Evaluation Meeting:

All notes must be brought to the Selection Committee Meeting planned for Friday, November 07, 2014. The Selection Committee will discuss and determine a final committee rating for each criteria and will provide summary comments as to why the Committee feels the rating is warranted. The Committee will assign the following ratings:

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

FINAL SCORING AND SELECTION

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

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

Solicitation Title:	Traffic Engineering Services	1	ARCADIS U.S., Inc.
Solicitation #:	RFQ 484-091014A	2	Parsons Transportation Group, Inc.

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

(This Page For GDOT Use)

SUBMITTING FIRMS	(RANKING)	
	Score	Group Ranking
	ARCADIS U.S., Inc.	350
Parsons Transportation Group, Inc.	175	2

Evaluation Criteria →

Experience and Qualifications

Resources availability and Workload Capacity

SUBMITTING FIRMS	Maximum Points allowed =		Scores and Group Ranking	
	200	300	Total Score	Ranking
ARCADIS U.S., Inc.	▼	▼	350	1
Parsons Transportation Group, Inc.	Adequate	Marginal	175	2
Maximum Points allowed =	200	300	500	%

RFQ	RFQ 484-091014A	PHASE 1 SUMMARY COMMENTS FOR TOP SUBMITTALS	
Firm	ARCADIS U.S., Inc.	# of Evaluators	
Experience and Qualifications		Assigned Rating	Excellent
<p>The PM and the key team leads all have direct relevant experience with the project requirements. The value added expertise of the PM and key team lead demonstrates their direct relevant experience. In addition, the team had the following advanced certifications; seven (7) PE (Professional Engineer), three (3) PTOE (Professional Traffic Operations Engineer), and eight (8) IMSA (International Municipal Signal Association). The experience cited for the prime consultant is immediately correlative to the size and scope of the work related to this contract.</p>			
Resources availability and Workload Capacity		Assigned Rating	Adequate
<p>A large majority of the team for this project will have full time availability. Three of the team leads have other commitments, but a major of their time will be available for this contract. The key team leads meet ninety-five percent (95%) of the required FTE and the evaluation team believes the additional staff presented in the organizational chart will be sufficient to address the remaining five percent (5%).</p>			
RFQ	RFQ 484-091014A	PHASE 1 SUMMARY COMMENTS FOR TOP SUBMITTALS	
Firm	Parsons Transportation Group, Inc.	# of Evaluators	
Experience and Qualifications		Assigned Rating	Adequate
<p>A majority of the key team leads, including the PM, have direct relevant experience with the project requirements. Specifically the team had the following advanced certifications; ten (10) PE, six (6) PTOE, six (6) IMSA. The evaluation team would have agreed to a higher rating if the experiences of the team members had been consistent with the size and scope of this contract. Only three (3) out of the five (5) reference projects provided by the prime consultant were relevant to this project. Additionally the majority of the team, including the PM, did not work on the three (3) relevant projects.</p>			
Resources availability and Workload Capacity		Assigned Rating	Marginal
<p>The key team leads show only seventy-five (75%) of the required FTE overall and none of them individually are fully available for this contract. Additionally, many of the key team leads have commitments on projects that are less than fifty percent (50%) complete. The PM appears to have adequate availability for this project.</p>			



SELECTION OF FINALISTS

RFQ-484-091014A Traffic Engineering Services

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

**ARCADIS U.S., Inc.
Parsons Transportation Group Inc.**



October 20, 2014

NOTICE TO SELECTED FINALISTS

To: ARCADIS U.S., Inc. and Parsons Transportation Group Inc.

Please send an e-mail confirming receipt of this notice to R. Steve Farrar (rfarrar@dot.ga.gov).

Re: RFQ-484-091014A – Traffic Engineering 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-484-091014A), page 8, VII. Instructions for Preparing Technical Approach and Past Performance Response – Phase II Response, A&B and page 10, IX. Instructions for Submittal for Phase II – Technical Approach and Past Performance Response, A-D for instructions to submit your package.** As a finalist, your firm is required to comply with the written instructions and remaining schedule below:

A. Technical Approach - 40%

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

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

1. Technical Approach to Managing the Project:
 - a. Provide any unique technical approaches your firm offers relative to fulfilling the scope of services, and/or management of the project, including the approach to a successful bridge design.
 - b. Unique challenges of the project and how your firm intends to mitigate these challenges, including quality control and quality assurance procedures.
2. Provide any specific qualifications, skills, knowledge of the project and project area which may uniquely benefit the firm and project.

B. Past Performance - 10%

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

Remaining Schedule

1. GDOT completes evaluation and issues notification and other information to finalist firms.	10/20/2014	-----
2. Deadline for submission of written questions from finalists (e-mail preferred)	10/23/2014	2:00 PM
3. GDOT Receives Submittals 1 & 2 for Phase II	10/30/2014	2:00 PM

C. Finalist Selection

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

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

Please address any questions you may have to R. Steve Farrar, and congratulations, again, to each of you!

R. Steve Farrar
rfarrar@dot.ga.gov
404-631-1561

SUBMISSION & PRESCREENING CHECKLIST

SOLICITATION #:	RFQ 484-091014A		
SOLICITATION TITLE:	Traffic Engineering Services		
SOLICITATION DUE DATE:	October 30, 2014		
SOLICITATION TIME DUE:	2:00pm		
No.	Consultants	Date	Time
1	ARCADIS U.S., Inc.	10/30/2014	12:03 PM
2	Parsons Transportation Group, Inc.	10/30/2014	12:28 PM
			Compliant with Page # Limitations
			X
			X

GDOT SELECTION COMMITTEE SCORING AND OVERALL RANKING OF SUBMITTALS

Solicitation Title:	<i>Traffic Engineering Services</i>	1	ARCADIS U.S., Inc.
Solicitation #:	<i>RFQ 484-091014A</i>	2	Parsons Transportation Group, Inc.
PHASE I AND PHASE II -Individual Committee Member Scoring and Overall Ranking based on Published Criteria			

(This Page For GDOT Use)

SUBMITTING FIRMS	(RANKING)			
	Sum of		Group	
	Total	Score	Ranking	
ARCADIS U.S., Inc.		725	1	
Parsons Transportation Group, Inc.		450	2	

Evaluation Criteria →

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

	PHASE I		PHASE II		Group Scores and Ranking	
<i>Maximum Points allowed =</i>	200	300	400	100		
SUBMITTING FIRMS	▼	▼	▼	▼	Total Score	Ranking
ARCADIS U.S., Inc.	Excellent	Adequate	Good	Good	725	1
Parsons Transportation Group, Inc.	Adequate	Marginal	Adequate	Good	450	2
<i>Maximum Points allowed =</i>	200	300	400	100	1000	%

RFQ	RFQ 484-091014A	PHASE 2 SUMMARY COMMENTS	
Firm	ARCADIS U.S., Inc.		
Suitability -Technical Approach		Assigned Rating	Good
<p>The consultants have a very good understanding of the RTOP process. The members of the evaluation committee liked the consultant's suggestion to monitor Mid-town Traffic Operations Program (MTO) and Perimeter Traffic Operations Program (PTOP) from the TMC and getting the RTOP information to the 511 system. The evaluation team also likes the asset management approach - using TEAMS. Additionally the evaluation team appreciates acknowledgement of and commitment to knowledge transfer.</p>			
Past Performance		Assigned Rating	Good
<p>The evaluators discussed the ratings provided by the checked references as well as experience on relevant projects and feel consultant's past performance is good.</p>			
RFQ	RFQ 484-091014A	PHASE 2 SUMMARY COMMENTS	
Firm	Parsons Transportation Group, Inc.		
Suitability -Technical Approach		Assigned Rating	Adequate
<p>Members of the evaluation team found the technical approach to this project to be very general. The evaluation team does not believe that the consultant understands the level of effort and time commitment required to manage each corridor (i.e. the area manager approach). The evaluation team recognizes that commitment from key staff, to projects in other geographical areas, is a challenge that was not addressed in this technical approach. The evaluation team favors the use of Purdue Coordination Diagram (PCD) and this performance evaluation tool will be a key component to the Department's new Central Software.</p>			
Past Performance		Assigned Rating	Good
<p>The evaluators discussed the ratings provided by the checked references as well as experience on relevant projects and feel consultant's past performance is good.</p>			

Reference Check Summary for
 RFQ 484-091014A
 Traffic Engineering Services

<i>Questions (to be answered on 1-10 scale, 10 indicates best)</i>		ARCADIS U.S., Inc.	Parsons Transportation Group Inc.
1. Rate the firm's quality of leadership in Project Management for your project.			
Reference A		10	9
Reference B		9	9
Section Average		9.50	9.00
2. Rate the overall services of the firm's staff for the duration of the project.			
Reference A		9	10
Reference B		8	8
Section Average		8.50	9.00
3. Rate the firm's ability to meet the established project goals.			
Reference A		10	7
Reference B		7	9
Section Average		8.50	8.00
4. Rate the firm's technical assistance in program management			
Reference A		10	10
Reference B		9	9
Section Average		9.50	9.50
5. Rate the overall success of the project thus far.			
Reference A		10	9
Reference B		8	9
Section Average		9.00	9.00
Overall Average		9.00	8.90

RFQ 484-091014A
Traffic Engineering Services

Past Performance Check - Notes for
ARCADIS U.S., Inc.

Reference A

Firm Name	Georgia Department of Transportation		
Project Name	PROJECT 1: RTOP (2010 - ongoing)		
Project Manager	Grant Waldrop	Title	District 6 Traffic Engineer
Contact Information	678-721-5286		
	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.	10	
Comments	Arcadis setup the coordination with the local governments to implement the program. Arcadis developed the procedures for this program and have been executing the processes well since. There were some bumps in the first couple of years, but of late the team has been performing very well.		

Reference B

Firm Name	Georgia Department of Transportation		
Project Name	Prioritized Regionwide Signal Re-timing Services (IDIQ) (2014 - ongoing)		
Project Manager	Alan Davis	Title	State Signal Engineer
Contact Information	404-635-2832		
	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.	7	
	4. Rate the firm's technical assistance in program management	9	
	5. Rate the overall success of the project thus far.	8	
Comments	Been having some issues with the deliverables coming from Arcadis. Once the issues are discussed, the consultant provides corrected information. People within the firm are great, responsive, easy to work with and very capable.		

RFQ 484-091014A
Traffic Engineering Services

Past Performance Check - Notes for
Parsons Transportation Group Inc.

Reference A

Firm Name	Georgia Department of Transportation		
Project Name	Regional Traffic Operations Program (RTOP) 1 & 2 (2012-2015)		
Project Manager	Grant Waldrop	Title	District 6 Traffic Engineer
Contact Information	678-721-5286		
	Reference Questions	Score	
	1. Rate the firm's quality of leadership in Project Management for your project.	9	
	2. Rate the overall services of the firm's staff for the duration of the project.	10	
	3. Rate the firm's ability to meet the established project goals.	7	
	4. Rate the firm's technical assistance in program management	10	
	5. Rate the overall success of the project thus far.	9	
Comments	The work being evaluated on this project was performed by Delcam (which was purchased by Parsons Transportation). Delcam had a limited role to deploy the video servers. Their quality of work was excellent, however they missed multiple deadlines.		

Reference B

Firm Name	Michigan Department of Transportation		
Project Name	Oakland County Signal Optimization (2014-2015)		
Project Manager	Joe McAttee	Title	Traffic Signal Engineer
Contact Information	517-636-6058		
	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.	9	
Comments	Traffic analysis and modeling is very good. Good technical support for the controllers. They are currently shifting project managers. The new manager is in constant contact with the MDOT. The department uses them for a ton of work. They do a good job.		

SAM Search Results
List of records matching your search for :

Search Term : arcadis*
Record Status: Active

ENTITY <input type="checkbox"/>	ARCADIS U.S., INC.	Status:Active
DUNS: 081509838	+4:	CAGE Code: 005Q6 DoDAAC:
Expiration Date: Sep 15, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 630 PLAZA DR STE 200 City: HIGHLANDS RANCH State/Province: COLORADO ZIP Code: 80129-2379 Country: UNITED STATES		
ENTITY <input type="checkbox"/>	ARCADIS U.S., INC.	Status:Active
DUNS: 143490659	+4:	CAGE Code: 6SRJ2 DoDAAC:
Expiration Date: Apr 28, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 1 SEAGATE STE 700 City: TOLEDO State/Province: OHIO ZIP Code: 43604-1558 Country: UNITED STATES		
ENTITY <input type="checkbox"/>	ARCADIS OF NEW YORK, INC.	Status:Active
DUNS: 788772759	+4:	CAGE Code: 317A0 DoDAAC:
Expiration Date: Jul 24, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 655 3RD AVE 12th Fl City: NEW YORK State/Province: NEW YORK ZIP Code: 10017-5621 Country: UNITED STATES		
ENTITY <input type="checkbox"/>	ARCADIS U.S., INC.	Status:Active
DUNS: 783194769	+4:	CAGE Code: 6SR86 DoDAAC:
Expiration Date: Apr 28, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 194 SEVEN FARMS DR STE F City: CHARLESTON State/Province: SOUTH CAROLINA ZIP Code: 29492-8509 Country: UNITED STATES		

ENTITY	ARCADIS U.S., INC.	Status:Active
DUNS: 783225816	+4:	CAGE Code: 6UXD4 DoDAAC:
Expiration Date: Apr 29, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 1004 N BIG SPRING ST STE 300 City: MIDLAND State/Province: TEXAS ZIP Code: 79701-3383 Country: UNITED STATES		
ENTITY	ARCADIS U.S., INC.	Status:Active
DUNS: 057690414	+4:	CAGE Code: 6UXH6 DoDAAC:
Expiration Date: Apr 29, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 10352 Plaza Americana Dr City: BATON ROUGE State/Province: LOUISIANA ZIP Code: 70816-8174 Country: UNITED STATES		
ENTITY	Ayuda ARCADIS 8a Joint Venture LLC	Status:Active
DUNS: 079270472	+4:	CAGE Code: 72AS4 DoDAAC:
Expiration Date: Oct 6, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 11800 Ridge Pkwy #550 City: Broomfield State/Province: COLORADO ZIP Code: 80021-6543 Country: UNITED STATES		
ENTITY	GEO-MARINE AND ARCADIS US INC JOINT VENTURE	Status:Active
DUNS: 078454144	+4:	CAGE Code: 6QUH1 DoDAAC:
Expiration Date: Sep 18, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 2201 K AVENUE City: PLANO State/Province: TEXAS ZIP Code: 75074-5974 Country: UNITED STATES		
ENTITY	ARCADIS Deutschland GmbH	Status:Active
DUNS: 327720165	+4:	NCAGE Code: DB403 DoDAAC:
Expiration Date: May 5, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: Europaplatz 3 City: Darmstadt State/Province: ZIP Code: 64293 Country: GERMANY		

ENTITY	ARCADIS OF NEW YORK, INC.	Status:Active
DUNS: 107398604	+4:	CAGE Code: 1MQN4 DoDAAC:
Expiration Date: Jul 23, 2015	Has Active Exclusion?: No	Delinquent Federal Debt?: No
Address: 6723 TOWPATH RD City: SYRACUSE ZIP Code: 13214-0000	State/Province: NEW YORK Country: UNITED STATES	
ENTITY	VERSAR-ARCADIS A JOINT VENTURE	Status:Active
DUNS: 079479456	+4:	CAGE Code: 771J0 DoDAAC:
Expiration Date: Aug 11, 2015	Has Active Exclusion?: No	Delinquent Federal Debt?: No
Address: 630 PLAZA DR STE 200 City: Highlands Ranch ZIP Code: 80129-2379	State/Province: COLORADO Country: UNITED STATES	
ENTITY	Bioengineering Arcadis, LLC	Status:Active
DUNS: 785111787	+4:	CAGE Code: 4JSH8 DoDAAC:
Expiration Date: Jun 6, 2015	Has Active Exclusion?: No	Delinquent Federal Debt?: No
Address: 3850 N Causeway Blvd Ste #990 City: Metairie ZIP Code: 70002-8127	State/Province: LOUISIANA Country: UNITED STATES	
ENTITY	ARCADIS U.S., INC.	Status:Active
DUNS: 004037466	+4:	CAGE Code: 6UXH5 DoDAAC:
Expiration Date: May 30, 2015	Has Active Exclusion?: No	Delinquent Federal Debt?: No
Address: Rosehill Offc Pk 1, 8725 Rosehill, STE 350 City: LENEXA ZIP Code: 66215-4611	State/Province: KANSAS Country: UNITED STATES	
ENTITY	ARCADIS THELEN JV	Status:Active
DUNS: 830669813	+4:	CAGE Code: 5GT84 DoDAAC:
Expiration Date: May 30, 2015	Has Active Exclusion?: No	Delinquent Federal Debt?: No
Address: 1210 PREMIER DR STE 200 City: CHATTANOOGA ZIP Code: 37421-3747	State/Province: TENNESSEE Country: UNITED STATES	

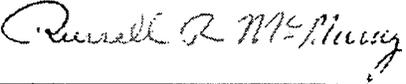
ENTITY	ARCADIS G&M OF NORTH CAROLINA	Status:Active
DUNS: 156418357	+4:	CAGE Code: 3Y4L7 DoDAAC:
Expiration Date: May 27, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 801 CORPORATE CENTER DR STE 300		
City: RALEIGH	State/Province: NORTH CAROLINA	
ZIP Code: 27607-5243	Country: UNITED STATES	
ENTITY	ARCADIS DEUTSCHLAND GMBH	Status:Active
DUNS: 341658070	+4:	NCAGE Code: CE125 DoDAAC:
Expiration Date: May 5, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: THEODOR-HEUSS-ALLEE 108		
City: FRANKFURT AM MAIN	State/Province:	
ZIP Code: 60486	Country: GERMANY	
ENTITY	ARCADIS U.S., INC.	Status:Active
DUNS: 947473062	+4:	CAGE Code: 6UXD6 DoDAAC:
Expiration Date: Apr 29, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 1114 BENFIELD BLVD Ste A		
City: MILLERSVILLE	State/Province: MARYLAND	
ZIP Code: 21108-2585	Country: UNITED STATES	
ENTITY	ARCADIS RTKL JV	Status:Active
DUNS: 966122272	+4:	CAGE Code: 6AFR4 DoDAAC:
Expiration Date: Apr 28, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 630 PLAZA DR STE 100		
City: HIGHLANDS RANCH	State/Province: COLORADO	
ZIP Code: 80129-2379	Country: UNITED STATES	
ENTITY	PIKA-ARCADIS JV	Status:Active
DUNS: 968807862	+4:	CAGE Code: 6GRJ2 DoDAAC:
Expiration Date: Apr 23, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 12723 Capricorn Dr Ste 500		
City: Stafford	State/Province: TEXAS	
ZIP Code: 77477-4022	Country: UNITED STATES	

ENTITY	Ayuda ARCADIS Small Business Joint Venture LLC	Status:Active
DUNS: 079271380	+4:	CAGE Code: 72F24 DoDAAC:
Expiration Date: Feb 10, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 11800 Ridge Pkwy Ste 550 City: Broomfield State/Province: COLORADO ZIP Code: 80021-6543 Country: UNITED STATES		
ENTITY	ARCADIS U.S., INC.	Status:Active
DUNS: 022361518	+4:	CAGE Code: 6UXD3 DoDAAC:
Expiration Date: Mar 14, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 1100 SUPERIOR AVE E STE 1250 City: CLEVELAND State/Province: OHIO ZIP Code: 44114-2542 Country: UNITED STATES		
ENTITY	ARCADIS U.S., INC.	Status:Active
DUNS: 800150930	+4:	CAGE Code: 372P0 DoDAAC:
Expiration Date: Mar 14, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 2410 PACES FERRY RD SE STE 400 City: ATLANTA State/Province: GEORGIA ZIP Code: 30339-3769 Country: UNITED STATES		
ENTITY	ARCADIS U.S., INC.	Status:Active
DUNS: 147552561	+4:	CAGE Code: 5TN02 DoDAAC:
Expiration Date: Mar 14, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 1210 PREMIER DRIVE STE 200 City: CHATTANOOGA State/Province: TENNESSEE ZIP Code: 37421-0000 Country: UNITED STATES		
ENTITY	Arcadis GMP Pacific JV	Status:Active
DUNS: 078689918	+4:	CAGE Code: 6W2A2 DoDAAC:
Expiration Date: Mar 14, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 630 Plaza Dr City: Highlands Ranch State/Province: COLORADO ZIP Code: 80129-2379 Country: UNITED STATES		

ENTITY	ARCADIS/EM-ASSIST JOINT VENTURE	Status:Active
DUNS: 078511181	+4:	CAGE Code: 6SGN0 DoDAAC:
Expiration Date: Mar 14, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 630 PLAZA DR STE 100 City: HIGHLANDS RANCH State/Province: COLORADO ZIP Code: 80129-2379 Country: UNITED STATES		
ENTITY	ARCADIS G&M OF NEW YORK ARCHITECTURAL AND ENGINEERING SERVICES, PC	Status:Active
DUNS: 788532781	+4:	CAGE Code: 4MHV8 DoDAAC:
Expiration Date: Mar 14, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 1 PENN PLZ STE 1628 City: NEW YORK State/Province: NEW YORK ZIP Code: 10119-1628 Country: UNITED STATES		
ENTITY	ARCADIS U.S., INC.	Status:Active
DUNS: 147538701	+4:	CAGE Code: 4JXX1 DoDAAC:
Expiration Date: Mar 14, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 4307 VINELAND RD STE H-18 City: ORLANDO State/Province: FLORIDA ZIP Code: 32811-7374 Country: UNITED STATES		
ENTITY	ARCADIS U.S., INC.	Status:Active
DUNS: 108863192	+4:	CAGE Code: 0C0J9 DoDAAC:
Expiration Date: Mar 14, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 2000 POWELL ST FL 7TH City: EMERYVILLE State/Province: CALIFORNIA ZIP Code: 94608-1811 Country: UNITED STATES		
ENTITY	URS/ARCADIS	Status:Active
DUNS: 078645976	+4:	CAGE Code: 6SXY5 DoDAAC:
Expiration Date: Jan 21, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 1950 N Stemmons Fwy Ste 6000 City: Dallas State/Province: TEXAS ZIP Code: 75207-3178 Country: UNITED STATES		

**STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION
NOTICE OF PROFESSIONAL CONSULTANT QUALIFICATION**

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

NAME AND ADDRESS	ISSUE DATE	DATE OF EXPIRATION
ARCADIS U.S., Inc. 2410 Paces Ferry Road, Suite 400 Atlanta, GA 30339	6/12/14	6/30/17
SIGNATURE 		
1. Transportation Planning <input checked="" type="checkbox"/> 1.01 State Wide Systems Planning Urban Area and Regional Transportation Planning <input checked="" type="checkbox"/> 1.02 Planning Aviation Systems Planning <input checked="" type="checkbox"/> 1.04 Mass and Rapid Transportation Planning <input checked="" type="checkbox"/> 1.05 Alternate System and Corridor Location Planning 1.06 Unknown <input checked="" type="checkbox"/> 1.06a NEPA Documentation 1.06b History <input checked="" type="checkbox"/> 1.06c Air Studies <input checked="" type="checkbox"/> 1.06d Noise Studies <input checked="" type="checkbox"/> 1.06e Ecology 1.06f Archaeology 1.06g Freshwater Aquatic Surveys <input checked="" type="checkbox"/> 1.07 Attitude, Opinion and Community Value Studies 1.08 Airport Master Planning <input checked="" type="checkbox"/> 1.09 Location Studies <input checked="" type="checkbox"/> 1.10 Traffic Studies 1.11 Traffic and Toll Revenue Studies <input checked="" type="checkbox"/> 1.12 Major Investment Studies <input checked="" type="checkbox"/> 1.13 Non-Motorized Transportation Planning	3. Highway Design Roadway (Continued) <input checked="" type="checkbox"/> 3.09 Traffic Control Systems Analysis, Design and Implementation <input checked="" type="checkbox"/> 3.10 Utility Coordination 3.11 Architecture <input checked="" type="checkbox"/> 3.12 Hydraulic and Hydrological Studies (Roadway) <input checked="" type="checkbox"/> 3.13 Facilities for Bicycles and Pedestrians 3.14 Historic Rehabilitation 3.15 Highway Lighting <input checked="" type="checkbox"/> 3.16 Value Engineering <input checked="" type="checkbox"/> 3.17 Design of Toll Facilities Infrastructure	
2. Mass Transit Operations 2.01 Mass Transit Program (Systems) Management <input checked="" type="checkbox"/> 2.02 Mass Transit Feasibility and Technical Studies 2.03 Mass Transit Vehicle and Propulsion System Mass Transit Controls, Communications and Information Systems 2.04 2.05 Mass Transit Architectural Engineering 2.06 Mass Transit Unique Structures 2.07 Mass Transit Electrical and Mechanical Systems Mass Transit Operations Management and Support Services 2.08 2.09 Aviation 2.10 Mass Transit Program (Systems) Marketing	4. Highway Structures <input checked="" type="checkbox"/> 4.01 Minor Bridges Design <input checked="" type="checkbox"/> 4.02 Major Bridges Design 4.03 Movable Span Bridges Design <input checked="" type="checkbox"/> 4.04 Hydraulic and Hydrological Studies (Bridges) <input checked="" type="checkbox"/> 4.05 Bridge Inspection	
3. Highway Design Roadway <input checked="" type="checkbox"/> 3.01 Two-Lane or Multi-Lane Rural Generally Free Access Highway Design <input checked="" type="checkbox"/> 3.02 Two-Lane or Multi-Lane with Curb and Gutter Generally Free Access Highways Design Including Storm Sewers Two-Lane or Multi-Lane Widening and Reconstruction, with Curb and Gutter and Storm Sewers in Heavily Developed Commercial, Industrial and Residential Urban Areas <input checked="" type="checkbox"/> 3.03 <input checked="" type="checkbox"/> 3.04 Multi-Lane, Limited Access Expressway Type Highway Design <input checked="" type="checkbox"/> 3.05 Design of Urban Expressway and Interstate <input checked="" type="checkbox"/> 3.06 Traffic Operations Studies <input checked="" type="checkbox"/> 3.07 Traffic Operations Design <input checked="" type="checkbox"/> 3.08 Landscape Architecture	5. Topography <input checked="" type="checkbox"/> 5.01 Land Surveying <input checked="" type="checkbox"/> 5.02 Engineering Surveying <input checked="" type="checkbox"/> 5.03 Geodetic Surveying 5.04 Aerial Photography 5.05 Aerial Photogrammetry 5.06 Topographic Remote Sensing <input checked="" type="checkbox"/> 5.07 Cartography 5.08 Subsurface Utility Engineering	
	6. Soils, Foundation & Materials Testing <input checked="" type="checkbox"/> 6.01a Soil Surveys <input checked="" type="checkbox"/> 6.01b Geological and Geophysical Studies <input checked="" type="checkbox"/> 6.02 Bridge Foundation Studies Hydraulic and Hydrological Studies (Soils and Foundation) <input checked="" type="checkbox"/> 6.03 6.04a Laboratory Materials Testing 6.04b Field Testing of Roadway Construction Materials <input checked="" type="checkbox"/> 6.05 Hazard Waste Site Assessment Studies	
	8. Construction <input checked="" type="checkbox"/> 8.01 Construction Supervision	
	9. Erosion and Sedimentation Control <input checked="" type="checkbox"/> 9.01 Erosion, Sedimentation, and Pollution Control and Comprehensive Monitoring Program <input checked="" type="checkbox"/> 9.02 Rainfall and Runoff Reporting <input checked="" type="checkbox"/> 9.03 Field Inspections for Compliance of Erosion and Sedimentation Control Devices Installations	