FORM A

TRANSMITTAL LETTER

**INSTRUCTIONS:**

(a) The Respondent's Authorized Representative must sign the Transmittal Letter on behalf of the Respondent.

(b) An authorized representative of each Major Team Member must sign the certification set out at the end of the Transmittal Letter.

(c) All signature blocks on this Form may be modified to properly reflect the authority of the person signing.

**TRANSMITTAL LETTER**

|  |  |
| --- | --- |
| **RESPONDENT NAME:** |   |
| **SOQ Submission Date:** |   |

Georgia Department of Transportation

One Georgia Center

600 West Peachtree Street, NW

Atlanta, Georgia 30308

Ladies and Gentlemen:

1. Introduction

[*Respondent Name*] ("**Respondent**") submits this statement of qualifications (this "**SOQ**") in response to the Request for Qualifications dated as of May 24, 2018, together with amendments (the "**RFQ**"), issued by the Georgia Department of Transportation ("**GDOT**") to develop the **Georgia Interstate Broadband Deployment Project** (the "**Project**") through a Design-Build-Finance-Operate-Maintain Agreement ("**DBFOM Agreement**"). Capitalized terms not otherwise defined in this SOQ shall have the meanings given in the RFQ.

1. Enclosures

Enclosed, and together forming this SOQ, are the following:

**VOLUME 1 – Introduction and Administrative**

| **Section** | **SOQ Component** |
| --- | --- |
| **1.1** | Completed Form A (Transmittal Letter) |
| **1.2** | Executive Summary |
| **1.3** | Completed Form I (Trade Secrets Index) |
| **1.4** | Trade Secrets |
| **1.5** | Legal Structure |
| **1.6** | Completed Form B for each Major Team Member (Major Team Member Information) |
| **1.7** | Completed Form E for each Major Team Member (Certifications) |

**VOLUME 2 – Technical**

|  |  |
| --- | --- |
| **No.** | **SOQ Component** |
| **Part A - Technical Information** |
| **2.1** | Organizational Chart |
| **2.2** | Key Technical Personnel Qualifications |
| **2.3** | Completed Form D-1 (Key Technical Personnel References) |
| **2.4** | Key Technical Personnel Commitment |
| **2.5** | Completed Form C-1 (Technical Qualifications – Design)  |
| **2.6** | Narrative Attachment to Form C-1 |
| **2.7** | Completed Form C-2 (Technical Qualifications – Construction) |
| **2.8** | Narrative Attachment to Form C-2 |
| **2.9** | Completed Form C-3 (Technical Qualifications – Operations) |
| **2.10** | Narrative Attachment to Form C-3 |
| **2.11** | Completed Form C-4 (Technical Qualifications – Maintenance) |
| **2.12** | Narrative Attachment to Form C-4 |
| **2.13** | Respondent Experience Summary  |
| **Part B - Project Development Approach** |
| **2.14** | Plan for development of the Project |

**VOLUME 3 – Financial**

|  |  |
| --- | --- |
| **No.** | **SOQ Component** |
| **Part A – Financial and Commercial Experience** |
| **3.1** | Completed Form F (Equity Member Experience) |
| **3.2** | Narrative Attachment to Form F |
| **3.3** | Completed Form G (Commercialization Experience) |
| **3.4** | Narrative Attachment to Form G |
| **3.5.** | Key Commercial Personnel Qualifications |
| **3.6** | Completed Form D-2 (Key Commercial Personnel References) |
| **3.7** | Key Commercial Personnel Commitment |
| **Part B – Financial Capacity** |
| **3.8** | Financial Statements |
| **3.9** | Surety Letters |
| **3.10** | Support Relating to Proposal Security |
| **3.11** | Guarantor Support Letter |
| **3.12** | Financing Party Support Letters |
| **3.13** | Equity Funding Letter |
| **3.14** | CFO Certificate |
| **3.15** | Bankruptcy/Insolvency Proceedings of Lead Engineer Firm |
| **Part C - Financing and Commercialization Approach** |
| **3.16** | Preliminary Financial Approach |
| **3.17** | Commercialization Approach |

1. Acknowledgements, Representations and Warranties

Respondent acknowledges receipt, understanding and full consideration of all materials posted on the Georgia Procurement Registry Website.

Respondent acknowledges receipt, understanding and full consideration of all of the amendments and RFQ Comments and answers provided on the Georgia Procurement Registry Website:

***[list any amendments to this RFQ and sets of questions and answers by dates and numbers]***

Respondent represents and warrants that it has read the RFQ, including any amendments, and agrees to comply with the contents and terms of the RFQ.

Respondent understands that GDOT is not bound to shortlist any Respondent and may reject each SOQ received.

Respondent further understands that, except as provided in the RFQ and RFP, all costs and expenses incurred by it in preparing this SOQ and participating in the Project procurement process will be borne solely by the Respondent.

Respondent agrees that GDOT will not be responsible for any errors, omissions, inaccuracies or incomplete statements in the RFQ or in this SOQ.

1. Governing Law

This SOQ shall be governed by and construed in all respects according to the laws of the State of Georgia.

1. Authorized Representative

|  |  |
| --- | --- |
| Authorized Representative of Respondent: |   |
| Authorized Representative’s contact information, including title, firm name, telephone  |
| number, facsimile number and email address: |   |

By executing this form the Respondent confirms that the representative named above is authorized to act as agent on behalf of the Respondent and each of the Major Team Members.

Respondent’s business address:

|  |  |  |
| --- | --- | --- |
| (No.) | (Street) | (Floor or Suite |
| (City) | State or Province) | ZIP or Postal Code) | (Country) |

|  |  |
| --- | --- |
| State or Country of Incorporation/Formation/Organization: |   |

*[Insert appropriate signature block from the following]*

1. Sample signature block for corporation or limited liability company:

*[Insert Respondent’s name]*

|  |  |
| --- | --- |
| By: |   |
| Print Name: |   |
| Title: |   |

1. Sample signature block for partnership or joint venture:

*[Insert Respondent’s name]*

|  |  |
| --- | --- |
| By: | *[Insert general partner's or members name]* |
| By: |   |
| Print Name: |   |
| Title: |   |

*[Add signatures of additional general partners or members as appropriate]*

1. Sample signature block for attorney in fact:

*[Insert Respondent’s name]*

|  |  |
| --- | --- |
| By: |   |
| Print Name: |   |
|  | Attorney in Fact |

1. Major Team Members

Under penalty of perjury, each of the undersigned, certifies on behalf of the entity for which he or she signs that:

(a) the Respondent's Authorized Representative named above is authorized by the relevant entity to sign this Transmittal Letter on behalf of the Respondent; and

(b) the representations, certifications, statements, disclosures, authorizations and commitments made, and information contained, in the SOQ (including, in Form B (Major Team Member Information) and Form E (Certifications)) in respect of such entity have been authorized by such entity, and is or are correct, complete and not materially misleading; and

(c) he or she is authorized to act on behalf of the entity for which he or she signs and acknowledges that GDOT is relying on his or her representation to this effect:

*[Role of team member]:[[1]](#footnote-1)[[2]](#footnote-2)*

*[insert entity name]*

*By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Printed Name: [insert name]*

*Title: [insert title]*

1. For any Major Team Member that is a joint venture, include signature by each joint venture member, [↑](#footnote-ref-1)
2. Signature block to be repeated for each Major Team Member. [↑](#footnote-ref-2)