BILL C. PEACOCK
Director - Purchasing

DOUGLAS COUNTY BOARD OF COMMISSIONERS

PURCHASING DEPARTMENT
8700 Hospital Drive • Douglasville, GA 30134
Telephone (770) 920-7247 • Fax (770) 920-7219

June 9, 2016

Subject: Douglas County Board of Commissioners
Request for Qualifications – Chattahoochee Hill Country Regional Greenway Trail – Northeast Extension from Boundary Waters Park to Sweetwater State Park PI-0012877
Solicitation No. 16-010

Dear Gentlemen/Ladies:

The Douglas County Board of Commissioners is seeking a firm to provide Professional Services for Preliminary Engineering Design Services for the Chattahoochee Hill Country Regional Greenway Trail – Northeast Extension from Boundary Waters Park to Sweetwater Creek State Park.

Your sealed proposals (one (1) original unbound and five (5) bound copies) in response to this Request are due **no later than 2:00 p.m. ET, Thursday, June 30, 2016**. All sealed proposals must be submitted to the Douglas County Purchasing Department, 8700 Hospital Drive, Douglasville, GA 30134. All proposals must be submitted by this date and time and will be publicly opened. You are invited to attend, or submit your proposal prior to the deadline as stated in the attachments.

Thank you in advance for your interest and looking forward to your participation.

Sincerely,

Bill Peacock
Purchasing Director

Attachments

web site: CelebrateDouglasCounty.com e-mail: bpeacock@co.douglas.ga.us

Persons With Hearing Or Speech Disabilities Who Need To Contact Douglas County May Place Their Call Through The Georgia Relay Center At (800) 255-0056 (Text Telephone) Or (800) 255-0135 (Voice Telephone).

DOUGLAS COUNTY GEORGIA BOARD OF COMMISSIONERS
Purchasing Department
June 2016

REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES FOR PRELIMINARY ENGINEERING DESIGN SERVICES
Chattahoochee Hill Country Greenway Trail – Northeast Extension from Boundary Waters Park to Sweetwater State Park PI-0012877
Solicitation No. 16-010

The Douglas County Board of Commissioners is soliciting RFQs from qualified firm(s) or organization(s) to provide Professional Services for Preliminary Engineering Design Services for the Chattahoochee Hill Country Regional Greenway Trail – Northeast Extension from Boundary Waters Park to Sweetwater Creek State Park Project PI-0012877.

This is a design project for an 11 mile trail section to establish a substantial link in the Chattahoochee Hill Country Regional Greenway Trail System as proposed by the Path Foundation and as shown in the Atlanta Regional Commission's Regional Trail Network System. This segment will address trip pattern needs by implementing a hard surface multi-use trail providing pedestrian and bicyclist access between two major park destinations (Sweetwater Creek State Park and Boundary Waters Park in Douglas County), that will generally follow the Chattahoochee River Alignment between the two parks. In addition, this project will include the identification but not design of a potential launch pad at Boundary Waters Park. The goal is to design this segment of the trail as one project, while creating construction plans that will allow for a phased implementation. Construction is anticipated to be implemented in a minimum of three (3) phases. Due to the complexity of the trail, its regional significance, and the numerous stakeholders, coordination meetings will be scheduled to discuss the implementation of amenities, style, and characteristics of the final trail design. The proposed project site is located in the County of Douglas, Georgia.

The Consultant shall provide design services that consist of development of GDOT Plan and Development Process required documents. This scope should cover all GDOT required permitting, plan submissions, coordination and all tasks required to let this project to construction. These documents include but are not limited to the Concept Reports, Historical and Environmental Documents, Preliminary Design and Engineering Documents at 30%, 60%, and 90% completion that include development of conceptual and design development documents and preliminary outline specifications, Final Design and Engineering Documents that include the final concept and design development documents and approvals, final specifications, quantities, and constructions estimates, Utility Coordination, and Construction Engineering Services. These documents will be reviewed with the county and GDOT for approval. The final documents will be suitable for inclusion in solicitation documents.

Copies of this Request for Qualifications may be obtained by contacting the Douglas County Purchasing Department, at 8700 Hospital Drive, Douglasville, GA, (770.920.7247) and is also available on the Purchasing Department website, located at www.celebratedouglascounty.com.

Douglas County reserves the right to waive any informality, to reject any and all proposals, to evaluate proposals, to accept portions of any proposals which, in its opinion, may be in the best interest of the County. The County reserves the right to add to or delete from the scope of the project when the firm is selected and during contract negotiation. No proposal may be withdrawn within sixty (60) days after the proposal opening and all proposals shall remain firm during this period.

I. General Project Information

A. Overview

The Douglas County Board of Commissioners (DCBOC) is soliciting Request for Qualifications (RFQ) from qualified firm(s) or organization(s) to provide Professional Services for Preliminary Engineering Design Services for the Chattahoochee Hill Country Regional Greenway Trail – Northeast Extension from Boundary Waters Park to Sweetwater Creek State Park Project PI-0012877.

This RFQ seeks to identify potential providers for the Scope of Services for the project/contract listed in Exhibit I. Firms that respond to this RFQ, and are determined by the DCBOC 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. Douglas County 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 Douglas County.

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 Douglas County including elected officials, 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, Douglas County reserves the right to reject the submittal of the offending respondent.

C. Douglas County will require a minimum DBE goal in adherence to the Georgia Department of Transportation Board's adoption of 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.

Douglas County 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 professional services, for the DCBOC Project identified. The anticipated scope of work for the project/contract is included in **Exhibit I**.

In addition, DCBOC desires that the Consultant have the ability to provide, either with its own forces or through a sub-consultant team member, comprehensive services necessary to fulfill all preliminary engineering services which may arise during the project cycle.

E. Contract Term and Type

DCBOC anticipates one (1) Multi-Phase, Project Specific contract to be awarded to one (1) firm, for the project/contract identified. DCBOC anticipates that the Contract Type will be paid via Firm Fixed Price and/or Cost Plus Fixed Fee methodology. As a Project Specific contract, it is the County's intention that the Agreements will remain in effect until successful completion of the preliminary engineering phase of the projects, and may choose to utilize the selected consultant for use on construction revisions as necessary.

F. Contract Amount

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

II. <u>Selection Method</u>

A. Method of Communication

All general communication of relevant information regarding this solicitation will be made via the Douglas County Purchasing Department web page under Solicitation 16-010, Chattahoochee Hill Country Regional Greenway Trail – Northeast Extension from Boundary

Waters Park to Sweetwater Creek State Park Project PI-0012877. All firms are responsible for checking the website on a regular basis for updates, clarifications, and announcements. DCBOC reserves the right to communicate via electronic-mail with the primary contact listed in the qualifications/proposal. Other specific communications will be made as indicated in the remainder of this RFQ.

B. Phase I - Selection of Finalists

Based on the 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 up to three (3) 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 Douglas County regarding the **Phase II - Suitability** response.

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

Douglas County will request a written proposal of up to three (3) finalist firms for the project/contract. Douglas County 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), Douglas County 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 Douglas County awards a contract. The final form of the contract shall be developed by Douglas County.

III. Schedule of Events

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

Phase I	**DATE**	**TIME**
a. Douglas County issues public advertisement of **Solicitation 16-010**	6/8/2016	----------
b. Deadline for submission of written questions and requests for clarification	6/21/2016	5:00 PM
c. Deadline for responses to questions and request for clarification	6/24/2016	5:00 PM
d. Deadline for submission of Request for Qualifications	6/30/2016	2:00 PM
Phase II		
e. Deadline for submission of written questions from finalists	TBD	TBD
f. Phase II Response of Finalist firms due	TBD	TBD

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 County 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 Douglas County to determine if Firm is eligible for award.

B. Project Manager, Key Team Leader(s) and Prime's Experience and Qualifications – 30%

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

- Project Manager 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 – 20%

The Selection Committee will evaluate all firms on their Resources availability and Workload Capacity which shall account for a total of twenty (20%) 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 (**XI. <u>Schedule)</u>**

V. <u>Selection Criteria for Phase II</u> - 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 Douglas County and/or 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 County to ensure compliance with the page limitations.

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

A. Administrative Requirements

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

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

B. Experience and Qualifications

1. Project Manager - Provide information pertaining to the project manager, including but not limited to:
   a. Education.
   b. Registration (if necessary and applicable.)
   c. Relevant engineering experience.
   d. Relevant project management experience for projects of similar complexity, size, scope, and function (no more than five (5) projects).
   e. Relevant experience utilizing GDOT specific processes, manuals, or guidance (Plan Development Process, Design Policy, Environmental Procedures Manual, etc.).

   This information is limited to two pages maximum.

2. Key Team Leaders - Provide experience of Key Team Leaders (defined as those individuals who oversee project areas determined as particularly important to each specific project, refer to the Project Description in **Exhibit I, specifically Section 7** for the list of Key Team Leaders for each Project). For each Key Team Leader identified provide:
   a. Education.
   b. Registration (if necessary and applicable.)
   c. Relevant experience in the applicable resource area (on no more than three (3) of the most relevant projects).
   d. Relevant experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.) which are specific to the key team leader's 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. Respondents who provide more Key Team Leaders than what is outlined in the requirement will be subject to disqualification as this would provide an advantage over firms who complied with the requirement and had the required number of Key Team Leaders. Respondents who do not provide the required Key Team Leaders will be subject to disqualification as this does not meet the requirements of the project and therefore would deem the respondent and its team unqualified for the award.

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

   This information is limited to two pages maximum.

4. Area Class Summary Form and Notice of Professional Consultant Qualifications - Prime Consultants are defined as the firm submitting the Request for Qualifications and the firm

with whom Douglas County will contract. The Team is defined as the Prime Consultant and their sub-consultants, who are considered team members. Prime Consultants and their sub-consultant team members must meet the Area Class requirements listed in Exhibit I for each project on which they apply. In regards to the required Area Classes, for each project/contract on which they apply, respondents should submit a summary form (example provided in Exhibit IV) which details the required area classes for the Prime Consultant and all sub-consultants or joint-venture of consultants on the team listed in the Request for 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 RFQs, documentation must be provided which shows that the firm has submitted its application for prequalification prior to the RFQ due date. The team must maintain its prequalification certification in order to be considered eligible for award if selected. **Additionally, respondents should submit the Notice of Professional Consultant Qualifications (for the Prime Consultant and all sub-consultants for each project) issued by GDOT and attach after the Area Class summary form.**

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

C. Resources/Workload Capacity

1. Overall Resources - Provide information regarding the overall resources dedicated to delivering the specific project, including:
   a. Organizational chart which identifies the project manager, prime, Key Team Leaders, support personnel, and reporting structure.
   b. Primary Office - Identify and discuss the primary office which will be responsible for handling the specific project and the number and types of staff within the office and how this office could benefit the project and promote efficiency.
   c. Narrative on Additional Resource Areas and Ability – Respondents are also allowed one page to provide information regarding additional resource areas identified as important to the project, to discuss how the key areas will integrate and work together on the project, to discuss any information which is pertinent to these areas, to provide a narrative regarding how the organization of the team, including the PM and Key Team Leaders can deliver the project on schedule given their workload capacity. Douglas County DOT recognizes that some individuals may be able to meet the schedule while carrying heavier project loads. Respondents may discuss the advantages of your team and the abilities of the team members which will enable the project to meet the proposed schedule as identified in **Exhibit I** (where applicable). If

there is no proposed schedule, discuss the advantages of the team and the abilities of the team members which will enable the project to move as expeditiously as possible. **Respondents submitting more than the one additional page allowed, will be subject to disqualification.**

2. Project Manager Commitment Table - Provide a list of ALL projects Douglas County DOT, 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 County 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 County to ascertain the available capacity.

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

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

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

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

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

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

Past performance may be evaluated through the checking of project references for the proposed project manager as well as the firm. The Douglas County Department of Transportation 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 – Request for 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 Request for Qualifications – Phase I Response.** Respondents must submit one original and five identical copies. Submittal #2 is an electronic version of Submittal #1 which allows for Douglas County to maintain the files electronically. The original and each

copy of Submittal #1 should be stapled separately. The original and each copy of Submittal #1 should be bound together using a binder clip or other similar fashion which allows the individual copies to be separated and distributed easily to Selection Committee Members. See **Attachment 1** for a summary of how the submittals should be prepared.

B. Submittals must be typed on standard (8½" x 11") paper. The pages should be numbered, however, submittal pages will be counted by section to determine compliance with page limits. Responses are limited to the page counts indicated in each section and should be double-sided using a minimum of size 11 font. Page counts will be determined by pages with print on them, not by the physical piece of paper. For example, a piece of paper which has print on both sides, shall be considered two pages while a piece of paper with print on only one side would be considered a single page. Each 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 envelope or box, and reference **Solicitation 16-010, "Chattahoochee Hill Country Regional Greenway Trail – Northeast Extension from Boundary Waters Park to Sweetwater Creek State Park PI-0012877" and the words "REQUEST FOR QUALIFICATIONS"** must be clearly indicated on the outside of all of the envelopes or boxes. Qualifications **must be physically received by Douglas County** prior to the deadline indicated in the Schedule of Events (*Section III of RFQ*) at the exact address below:

Douglas County Board of Commissioners
Attention: Mr. Bill Peacock, Director
Purchasing Department
Third Floor
8700 Hospital Drive
Douglasville, GA 30134

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

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. Douglas County is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of Douglas County. 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.

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

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

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

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

A. There are two (2) submittals required. Submittal #1 must follow the format and meet the content requirements identified in **Section VII**, entitled **Instructions for Preparing Technical Approach and Past Performance Response – Phase II Response.** Respondents must submit one original and five identical copies. Submittal #2 is an electronic version of Submittal #1 which allows for Douglas County to maintain the files electronically. The original and each copy of Submittal #1 should be stapled separately. The original and each copy of Submittal #1 should be bound together using a binder clip or other similar fashion which allows the individual copies to be separated and distributed easily to Selection Committee Members.
B. Submittals must be typed on standard (8½" x 11") paper. The pages should be numbered; however, submittal pages will be counted by section to determine compliance with page limits. Responses are limited to the page counts indicated in each section and should be double-sided using a minimum of size 11 font. Page counts will be determined by pages with print on them, not by the physical piece of paper. For example, a piece of paper which has print on both sides shall be considered two pages while a piece of paper with print on only one side would be considered a single page. Each proposal 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 envelope or box, and reference **Solicitation 16-010 "Chattahoochee Hill Country Regional Greenway Trail – Northeast Extension from Boundary Waters Park to Sweetwater Creek State Park PI-0012877" 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 Douglas County** prior to the deadline indicated in the Notice to Finalists at the exact address below:

Douglas County Board of Commissioners
Attention: Mr. Bill Peacock, Director
Purchasing Department
Third Floor
8700 Hospital Drive
Douglasville, GA 30134

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. Douglas County is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of Douglas County. 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.

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

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: **Bill Peacock, e-mail: bpeacock@co.douglas.ga.us 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. Douglas County Terms and Conditions

A. Statement of Agreement

With the submission of a proposal, the respondent agrees that he/she has carefully examined the proposal, and agrees that it is the respondent's responsibility to request clarification on

any issues in any section of the proposal 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 proposal 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 proposal, the respondent hereby certifies: (a) that this proposal 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 proposal; (c) that respondent has not solicited or induced any person, firm, or corporation to refrain from sending a proposal.

The respondent also understands that failure to provide required information may result in disqualification. Failure to provide administrative information may not result in disqualification. At the County's discretion, the County may notify the respondent that administrative information is not provided or there was an error in the information provided, **and** the County will allow a respondent to provide an update to the administrative information. However, the exception to this is the provision of the required **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT,** which by Georgia Law requires disqualification of the response. The above changes mentioned to administrative information would be considered allowable as these would be limited to changes which **do not** affect the information which the evaluators use to score the respondents. Failure of a respondent to provide the specific administrative information as required in the notice will result in disqualification. Any respondent who provides changes in addition to the information requested in the notice shall be subject to disqualification. Failure of a respondent's proposal to provide any information pertaining to a respondent and its teams qualifications, of any type, will subject the proposal to disqualification. The County will not allow updates to qualifications to be provided to avoid disqualification as this would allow a respondent to modify its proposal and alter the information which evaluators would score. The above changes related to qualifications would not be allowable as these would allow changes which **do** affect the information which the evaluators use to score the respondents proposal.

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

Douglas County does not 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 prime respondent with the remaining companies participating as sub-consultants.

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

Douglas County will require a minimum DBE goal in adherence to the Georgia Department of Transportation requirements for federally funded projects 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.

Douglas County 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

Douglas County 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 Douglas County 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. Douglas County is not obligated to any respondent to reimburse such expenses. All submittals upon receipt become the property of Douglas County. 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 Douglas County and does not obligate Douglas County to procure or contract for any services. Neither Douglas County 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 County and a respondent containing such terms and conditions as are negotiated between those parties. Douglas County 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, Douglas County will determine the respondent(s) proposal that in the sole judgment of the County is in the best interest of the County (if any is so determined), with respect to the evaluation criteria stated herein. Douglas County then intends to conduct negotiations with such respondent(s) to determine if an acceptable contract may be reached.

G. Right to Cancel or Change RFQ

Douglas County reserves the right to cancel any and all Request for Qualifications where it is determined to be in the best interest of the County to do so. Douglas County 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 Request for Qualifications for this advertisement to routinely check the posting on the Purchasing Department's website for any revisions to this RFQ.

H. 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.

XI. Schedule

Consultant is expected to meet the Base Line Schedule as noted:

Activity Name	BL Project Start	BL Project Finish
Concept Development	NTP-Anticipated July 2016	May 11, 2017
Database Preparation	May 12, 2017	July 11, 2017
Preliminary Plans Phase	July 12, 2017	April 24, 2018
Environmental	Anticipated-July 2016	July 24,2019
Location and Design	May 3, 2018	December 4, 2018
ROW Plans	May 3, 2018	September 5, 2018
ROW Acquisition	July 18, 2018	July 18, 2018
Final Design Phase	August 20, 2018	April 19, 2019
Final Submittals	June 4, 2019	October 23, 2019

XII. Debarment and Errors & Omissions

Each firm submitting a qualifications statement must include an errors and omissions insurance overview. The overview shall include a comprehensive loss history, amount of errors and omission coverage, amount of deductible, and the name of the underwriter.

EXHIBIT I

Project/Contract

1. PI Number(s): 0012877
2. County(ies): Douglas
3. Description: Chattahoochee Hill Greenway Trail – Northeast Extension from Boundary Waters Park to Sweetwater State Park PI-0012877

   This is a design project for an 11 mile trail section to establish a substantial link in the Chattahoochee Hill Country Regional Greenway Trail System as proposed by the Path Foundation and as shown in the Atlanta Regional Commission's Regional Trail Network System (See Appendix A and www.douglascountydot.com for more information). This segment will address trip pattern needs by implementing a hard surface multi-use trail providing pedestrian and bicyclist access between two major park destinations (Sweetwater Creek State Park and Boundary Waters Park in Douglas County), that will generally follow the Chattahoochee River Alignment between the two parks. In addition, this project will include the identification but not design of a potential launch pad at Boundary Waters Park. The goal is to design this segment of the trail as one project, while creating construction plans that will allow for a phased implementation. Construction is anticipated to be implemented in a minimum of three (3) phases. Due to the complexity of the trail, its regional significance, and the numerous stakeholders, coordination meetings will be scheduled to discuss the implementation of amenities, style, and characteristics of the final trail design.

4. Required Area Classes:
   Prime Consultants are defined as the firm submitting the Request for Qualifications and the firm with whom the Douglas County BOC will contract. The Team is defined as the Prime Consultant and their sub-consultants, who are considered team members. The Prime Consultant must be prequalified in the Area Classes identified below in Section 5.A. The Prime Consultant or sub-consultant team members must be prequalified in the Area Classes identified below in Section 5.B. Respondents should submit a summary form (example provided in **Exhibit IV**) which details the required area classes for the Prime Consultant and all sub-consultants or joint-venture of consultants on the team listed in the Request for 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 <u>MUST</u>** be prequalified by GDOT in the area classes listed below:

Number	Area Class
1.13	Non-Motorized Transportation Planning

3.02	Two-Lane or Multi-lane urban Roadway Design
3.06	Traffic Operations Studies
3.07	Traffic Operations Design
3.12	Hydraulic and Hydrological Studies (Roadway)
3.13	Facilities for Bicycles and Pedestrians
4.01	Minor Bridge Design
4.04	Hydraulic and Hydrological Studies (Bridges)
6.03	Hydraulic and Hydrologic Studies (Soils & Foundation)
9.01	Erosion, Sedimentation, and Pollution Control Plan

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

Number	Area Class
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
1.13	Non-Motorized Transportation Planning
3.02	Two-Lane or Multi-lane urban Roadway Design
3.06	Traffic Operations Studies
3.07	Traffic Operations Design
3.08	Landscape Architecture Design
3.12	Hydraulic and Hydrological Studies (Roadway)
3.13	Facilities for Bicycles and Pedestrians
3.15	Highway Lighting

4.01	Minor Bridge Design
4.04	Hydraulic and Hydrological Studies (Bridges)
5.01	Land Surveying
6.01(a)	Soil Survey Studies
6.01(b)	Geological and Geophysical Studies
6.02	Bridge Foundation Studies
6.03	Hydraulic and Hydrologic Studies (Soils & Foundation)
6.05	Hazardous Waste Site Assessment Studies
9.01	Erosion, Sedimentation, and Pollution Control Plan

5. Scope:

The Consultant shall provide design services that consist of development of GDOT Plan and Development Process (PDP) required documents. This scope should cover all GDOT required permitting, plan submissions, coordinations and all tasks required to let this project to construction. These documents include but are not limited to the Concept Reports, Historical and Environmental Documents, Preliminary Design and Engineering Documents at 30%, 60%, and 90% completion that include development of conceptual and design development documents and preliminary outline specifications, Final Design and Engineering Documents that include the final concept and design development documents and approvals, final specifications, quantities, and constructions estimates, Utility Coordination, and Construction Engineering Services. These documents will be reviewed with the county and GDOT for approval. The final documents will be suitable for inclusion in solicitation documents.

Conceptual Design:

- Project Planning
- Prepare Project Need and Purpose
- Develop Environmental Documents and special studies

Deliverables

- Conceptual Design and Report –Provide paper and electronic copies as required by Project Manager and approved by GDOT.

Meetings

- Initial Concept Meeting
- Concept Meeting
- Utility Coordination Meeting

Preliminary Plan Development:

- Project planning
- Develop typical sections
- Design horizontal geometrics
- Design vertical geometrics
- Design drainage
    - **a.** Delineate drainage areas
    - **b.** Design drainage layout
- Prepare preliminary plan set
    - **a.** Prepare cover and other miscellaneous sheets
    - **b.** Prepare typical section sheets
    - **c.** Prepare detail estimate sheets
    - **d.** Prepare 20-scale plan sheets
    - **e.** Prepare profile sheets
    - **f.** Design and prepare driveway profile sheets
    - **g.** Prepare drainage profile sheets
    - **h.** Generate cross-sections at (50-foot intervals)
- Prepare erosion control plan set
    - **a.** Design erosion control plan
    - **b.** Prepare cover and other miscellaneous note sheets
    - **c.** Prepare drainage area map sheet
    - **d.** Prepare BMP location detail sheets
    - **e.** Prepare site monitoring location sheet
- Coordinate with utilities/add existing facilities
- Preliminary quantity takeoff/cost estimate
- Prepare for and attend PFPR
- Respond to PFPR comments
- Meetings
- QA/QC
- Project management and coordination
- PIOH

Deliverables

- Preliminary Plans Provide paper and electronic copies as required by Project Manager and approved by GDOT.
- Preliminary Construction Estimates
- PFPR Comments.
- Design Calculations
- PIOH Displays and English Proficiency Information/Documentation of Process

Meetings

- Attend Douglas County PFPR
- Attend GDOT coordination meetings
- Attend Douglas County stakeholder meetings (6 minimum)
- Attend, coordinate and schedule PIOH

Right of Way Plan Development:

- Project planning
- Mathematize proposed right-of-way and easement/compute areas (16 parcels Maximum)
- Prepare Right-of-Way Plans and Data Sheets
- Meeting
- QA/QC
- Project Management and Coordination

Deliverables

- Final Right-of-Way Plans.- Provide paper and electronic copies as required by Project Manager and approved by GDOT.

Meetings

- Attend Right-of-Way Meeting with Douglas County
- Attend GDOT coordination meetings

Final Plan Development:

- Project planning
- Finalize typical sections
- Design drainage
    - **a.** Finalize drainage layout
- Finalize Preliminary Plans
- Finalize Erosion Control Plans
- Final quantity takeoff/cost estimate

- Prepare for and attend FFPR
- Respond to FFPR comments
- Meetings
- QA/QC
- Submit Final Construction Plans- Provide paper and electronic copies as required by Project Manager and approved by GDOT.
- Project Management and Coordination

Deliverables

- Final Construction Plans. Provide paper and electronic copies as required by Project Manager and approved by GDOT.
- FFPR Comments.
- Final Design Calculations
- QA/QC Assurance Letter
- Construction Estimates
- Bid Package Documents to include, but not limited to, Special Provisions, Variance Approvals, Environmental and Specifications, etc.

Meetings

- Attend Douglas County FFPR
- Attend GDOT coordination meeting.

Construction Services*:

- Project Planning
- Respond to RFIs
- Provide revisions to address changes in construction, if required

Deliverables

- Generate As-Built Construction Plans- Provide paper and electronic copies as required by Project Manager and approved by GDOT.
- All final documents in electronic form to Douglas County Department of Transportation with all ownership, reproduction and manipulation rights (if completed in cadd, the files shall be suitable to open and modify in Microstation V8.)

Meetings

- Pre-construction Meeting
- Coordination Meeting(s)
- Post Construction Meeting*

* Contingent Item

7. Related Key Team Leaders:

   A. Trail Designer
   B. Roadway Designer
   C. Environmentalist
   D. Bridge Designer

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 Douglas County 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 Douglas County may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the Douglas County may contact any individual or entity named in the Request for Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Request for Qualifications is submitted for the express purpose of inducing Douglas County 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, Douglas County. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Sworn and subscribed before me

This _____ day of _____, 20___.

_____
Signature

_____
NOTARY PUBLIC

My Commission Expires: _____

_____
NOTARY SEAL

EXHIBIT III

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contracting Entity/Respondent: _____

Address: _____

Solicitation No./Contract No. : **Solicitation 16-010**

Solicitation/Contract Name: **Professional Services for Preliminary Engineering Design Services for the Chattahoochee Hill Country Regional Greenway Trail – Northeast Extension from Boundary Waters Park to Sweetwater Creek State Park PI-0012877**

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

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

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

_____ _____
E-Verify/Company Identification Number Date of Authorization

_____ _____
Signature of Authorized Officer or Agent Date
(Contractor Name)

_____
Title of Authorized Officer or Agent of Consultant

_____
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 201_

_____ [NOTARY SEAL]
Notary Public
My Commission Expires: _____

EXHIBIT IV

Area Class Summary Example

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

Area Class #	Area Class Description	Prime Consultant Name	Sub-Consultant #1 Name	Sub-Consultant #2 Name	Sub-Consultant #3 Name	Sub-Consultant #4 Name	Sub-Consultant #5 Name	Sub-Consultant #6 Name
	DBE – Yes/No ->							
	Prequalification Expiration Date							
1.01	Statewide Systems Planning							
1.02	Urban Area and Regional Transportation Planning							
1.03	Aviation Systems Planning							
1.04	Mass and Rapid Transportation Planning							
1.05	Alternate Systems Planning							
1.06(a)	NEPA							
1.06(b)	History							
1.06(c)	Air Quality							
1.06(d)	Noise							
1.06(e)	Ecology							
1.06(f)	Archaeology							
1.06(g)	Freshwater Aquatic Surveys							
1.07	Attitude, Opinion, and Community Value Studies (Public Involvement)							
1.08	Airport Master Planning (AMP)							
1.09	Location Studies							
1.10	Traffic Analysis							
1.11	Traffic and Toll Revenue Studies							
1.12	Major Investment Studies							
1.13	Non-Motorized transportation Planning							
2.01	Mass Transit Program (Systems Management)							

2.02	Mass Transit Feasibility and Technical Studies							
2.03	Mass Transit Vehicle and Propulsion System							
2.04	Mass Transit Controls, Communication and Information Systems							
2.05	Mass Transit Architectural Engineering							
2.06	Mass Transit Unique Structures							
2.07	Mass Transit Electrical and Mechanical System							
2.08	Mass Transit Operations Management and Support Services							
2.09	Airport Design (AD)							
2.10	Mass Transit Program (Systems Marketing)							
3.01	Two-Lane or Multi-lane Rural Roadway Design							
3.02	Two-Lane or Multi-lane urban Roadway Design							
3.03	Multi-Lane Urban Roadway Widening and Reconstruction							
3.04	Multi-lane Rural Interstate Limited Access Design							
3.05	Multi-lane Urban Interstate Limited Access Design							
3.06	Traffic Operations Studies							
3.07	Traffic Operations Design							
3.08	Landscape Architecture Design							
3.09	Traffic Control Systems Analysis, Design and Implementation							
3.10	Utility Coordination							
3.11	Architecture							
3.12	Hydraulic and Hydrological Studies (Roadway)							
3.13	Facilities for Bicycles and Pedestrians							
3.14	Historic Rehabilitation							
3.15	Highway and Outdoor Lighting							
3.16	Value Engineering (VE)							
3.17	Toll Facilities Infrastructure Design							
4.01	Minor Bridge Design							
4.02	Major Bridge Design							

4.04	Hydraulic and Hydrological Studies (Bridges)							
4.05	Bridge Inspection							
5.01	Land Surveying							
5.02	Engineering Surveying							
5.03	Geodetic Surveying							
5.04	Aerial Photography							
5.05	Photogrammetry							
5.06	Topographic Remote Sensing							
5.07	Cartography							
5.08	Overhead/Subsurface Utility Engineering (SUE)							
6.01(a)	Soil Survey Studies							
6.01(b)	Geological and Geophysical Studies							
6.02	Bridge Foundation Studies							
6.03	Hydraulic and Hydrologic Studies (Soils & Foundation)							
6.04(a)	Laboratory Testing of Roadway Construction Materials							
6.04(b)	Field Testing of Roadway Construction Materials							
6.05	Hazardous Waste Site Assessment Studies							
8.01	Construction Engineering and Supervision							
9.01	Erosion, Sedimentation, and Pollution Control Plan							
9.02	Rainfall and Runoff Reporting							
9.03	Field Inspection for Erosion Control							

ATTACHMENT 1

Submittal Formats for GDOT Engineering Projects

		# of Pages Allowed
Cover Page	->	1
A. Administrative Requirements		
1. Basic Company Information a. Company name b. Company Headquarter Address c. Contact Information d. Company Website e. Georgia Addresses f. Staff g. Ownership		Excluded
2. Notarized Certification Form (Exhibit II) for Prime	->	1
3. Notarized Georgia Security and Immigration Compliance Act Affidavit (Exhibit III)	->	1
4. Signed Cover Page of any Addenda Issued	->	1 (each addenda)
5. Debarment and Errors & Omissions		Excluded
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

ATTACHMENT 1 (continued)

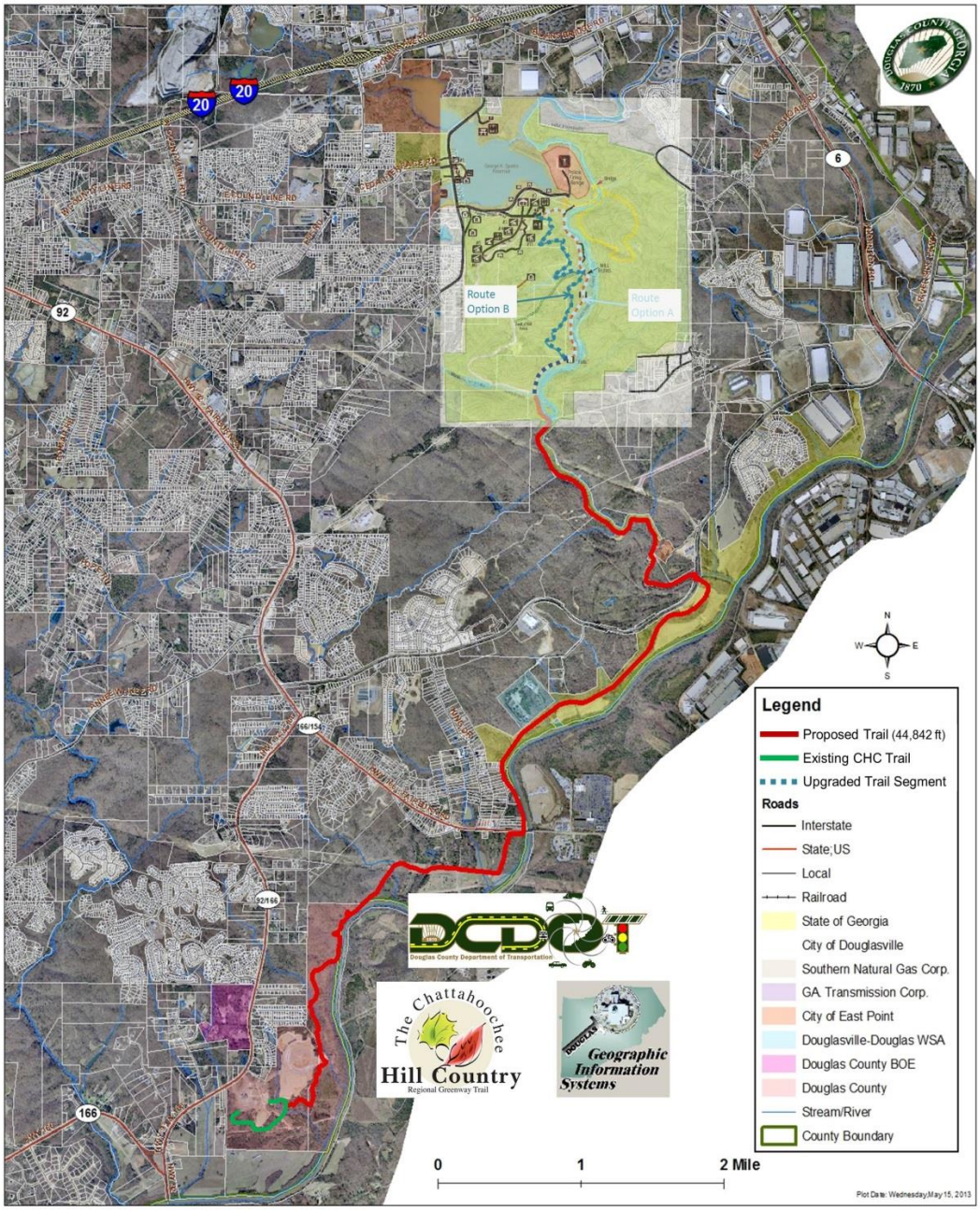
Submittal Formats for GDOT Engineering Projects

			# of Pages Allowed
4.	Area Class Table and Notice of Professional Consultant Qualifications for	->	Excluded
5.	Prime and Sub-Consultants		
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		1
c.	Narrative on Additional Resource Areas and Ability		
2.	Project Manager Commitment Table	->	Excluded
3.	Key Team Leaders Project commitment table	->	Excluded

APPENDIX A

Preliminary Conceptual Layout and Example Documentation

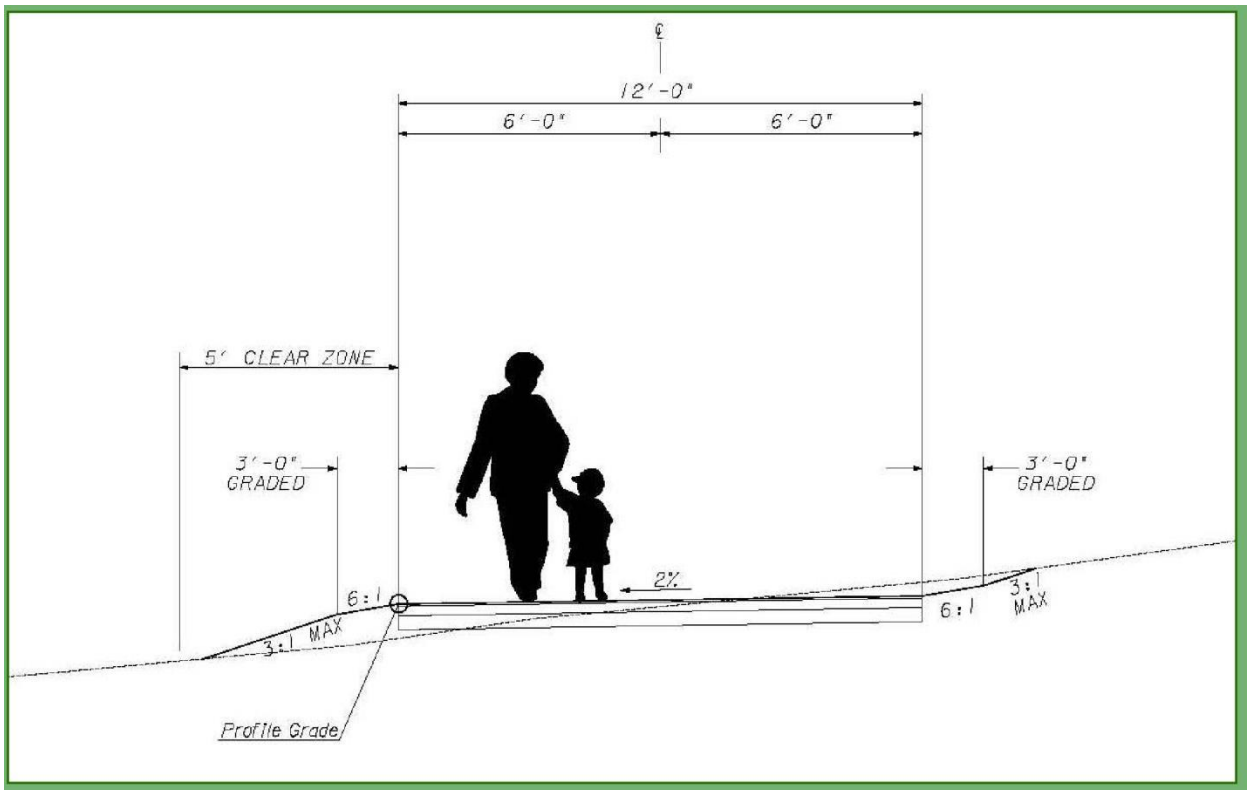
Chattahoochee Hill Country Regional Greenway Trail - Douglas Co. NE
Extension from Boundary Waters Park to Sweetwater Creek State Park



The Chattahoochee Hill Country

Regional Greenway Trail

Sample Typical Section



END OF REQUEST