



# **Douglas County Board of Commissioners**

## **Request for Qualifications**

**To Provide**

**Professional Consulting Services for Transportation Projects  
Indeterminate Scope and Schedule (On-call Basis)**

**Solicitation #19 - 017  
Qualifications Due: 09/20/2019**

**Douglas County Board of Commissioners  
Purchasing Department  
8700 Hospital Drive  
Douglasville, Georgia 30134**

# DOUGALS COUNTY BOARD OF COMMISSIONERS

## REQUEST FOR QUALIFICATIONS

Solicitation #19-017  
August 19, 2019

### **Professional Consulting Services for Transportation Projects Indeterminate Scope & Schedule (On-call Basis)**

#### **I. General Project Information**

##### **A. Overview**

The Douglas County Board of Commissioners (DCBOC) is soliciting SOQs from qualified firm(s) or organization(s) to provide Consultant Services for the **Professional Consulting Services for Transportation Projects**.

##### **Indeterminate Scope & Schedule (On-call Basis)**

This Request for Qualifications (RFQ) seeks to identify potential providers for the Scope of Services for the project/contract listed in Exhibit I. Firms that respond to this RFQ, and are determined by 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 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 and/or GDOT will monitor and assess each consultant services submittals for their DBE participation and/or good faith effort in promoting equity and opportunity in accordance with the state of Georgia, Department of Transportation Disadvantage Business Program Plan.

For more information on the GDOT DBE Program please contact:

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

##### **D. Scope of Services**

Under the terms of the resulting On-call Service Agreements, the selected consultant(s) will provide professional services for Project(s) identified by a Task Order Request which may be issued by the County at any time during

the life of the professional services contract. The anticipated scope of work for the project/contract will be defined at the time the Task Order is issued and may require services in one or more areas listed in **Exhibit I**. Consultants will be expected to provide services only in areas in which they possess the required qualifications and which have been approved by the County.

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**

The County anticipates On-call Consulting Services contracts to be awarded to multiple firms with expertise in various Transportation projects elements, including but not limited to, traffic analysis and design, roadway design, operational improvement project design, new-alignment project design, bridge design and evaluation, boundary and control surveying, construction inspections, and field and materials testing. DCBOC anticipates that the Contract Type will be paid via Firm Fixed Price and/or Cost Plus Fixed Fee methodology. The term of the On-call Consulting Services agreements resulting from this RFQ will for an initial 1 year period, and a total four (4) possible additional annual extensions, at the discretion of the County. It is the County's intention that the subsequent Task Orders issued under these agreements will remain in effect for the time period stipulated in the Task Order or until successful completion of the of the Task Order elements for the specific scope of the project, whichever comes first. Under the terms of the On-call Consulting Services Agreements, the County may choose to utilize one of the selected On-call consultants for services services on one or more of the project phases, such as: scoping phase, preliminary engineering phase, or for construction phase services, or may award those services to another firm.

#### **F. Contract Amount**

There will be no specific contract amount as a result of this RFQ. The resulting contracts will be for On-call stand-by services, when and if requested by the County. Task Orders may be issued by the County as needed for a specific scope of services. The contract amount for each such Task Order will be determined via negotiations at the time the Task Order is issued. If the County is unable to reach a satisfactory agreement for the services to be provided in connection with a Task Order, the County reserves the right to terminate negotiations with the selected firm and begin negotiations with another On-call qualified firm, or to issue a separate RFQ for the specific Task Order scope of services.

#### **G. Purchasing Policy for Douglas County**

This Request for Qualification is in accordance with and shall abide by the current version/revision of the adopted Purchasing Policy of Douglas County adopted by County Resolution 16-205.

### **II. Selection Method**

#### **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 #19-017– Professional Consulting Services for Transportation Projects Indeterminate Scope & Schedule (On-call Basis)**. All firms are responsible for checking the website on a regular basis for updates, clarifications, and announcements. The County 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 Consulting Services 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 may identify several firms with expertise in various Transportation elements to be further considered for an On-call contract.

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 major categories of services for Transportation improvements. 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.

The County will select one or more of the firms in each major Transportation caNegotiations will then be initiated with the top-ranked firm(s) to finalize the terms and conditions of the contract(s). 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 the County’s best estimate of the Schedule that will be followed during the RFQ process, which may culminate in award of an On-call Services Contract(s). All times indicated are prevailing times in Atlanta, Georgia. The County reserves the right to adjust the Schedule as it deems necessary.

| <b>PHASE I</b>   | <b>DATE</b> | <b>TIME</b> |
|--|-------------|-------------|
| a. Douglas County issues public advertisement of <b>Solicitation #19-017</b>                           | 8/19/2019   | -----       |
| b. Pre-Bid Meeting   | 9/5/2019    | 10:00 AM    |
| c. Deadline for submission of written questions and requests for clarification                         | 9/10/2019   | 5:00 PM     |
| d. Deadline for submission of Statements of Qualifications   | 9/20/2019   | 10:00 AM    |
| e. Douglas County completes evaluation and issues notification and other information to finalist firms | TBD         | TBD         |
| <b>PHASE II</b>  |             |             |

|  |     |     |
|--|-----|-----|
| f. Deadline for submission of written questions from finalists | TBD | TBD |
| g. 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 Area Class(es) for which they are offering services 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. 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 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 RFQ response 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 area classes or Transportation project services categories for which the firm wants to be considered.

### 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 that will be responsible for managing the On-call Services contract for the firm, information to include, but not limited to:
  - a. **Education.**
  - b. **Registration** (if necessary and applicable.)
  - c. **Relevant engineering experience.**

- d. **Relevant project management experience** for projects indicating comparable 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 relevant Transportation project areas, For each Key Team Leader for the resource areas indicated 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 resource area 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 for each resource area. 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 Transportation projects of various complexity, size, scope, and function demonstrating the relevant experience being offered by the consultant in response to this RFQ. 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 and/or GDOT. For each project demonstrating the relevant experience , the following information should be provided:
  - a. **Client name, project location and dates** during which services were performed.
  - b. **Description of overall project and services performed** by your firm.
  - c. **Duration of project services provided** by your firm, and overall project budget.
  - d. **Experience utilizing GDOT specific processes, manuals, or guidance** (PDP, Design Policy, Environmental Procedures Manual, etc.)
  - e. **Client(s) current contact information** including contact names and telephone numbers.
  - f. **Involvement of Key Team Leaders** on the projects.

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

- 4. **Area Class Summary Form and Notice of Professional Consultant Qualifications** - Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom Douglas County will contract for On-call Consulting Services. Prime Consultants do not necessarily need to be pre-qualified in all area classes required for a large complex project; they may request to be approved to provide services on small projects with limited scope in only the resource areas for which they are pre-qualified. However, such Prime Consultants will only be considered for Task Orders that are limited to the resource area for which they are pre-qualified when such resource area is limited in scope and does not require other expertise for which the Consultant is not pre-qualified. 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 for each project resource area for which they are offering to provide consulting services. Task Orders will only be issued to Consultants who are pre-qualified in the required project resource areas In regards to the required Area Classes, for each project/contract on which they are offering to provide services, 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 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 category they are offering services in) issued by GDOT and attach after the Area Class summary form.**

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

**C. Resources/Workload Capacity**

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

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

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

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

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|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

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 service area(s) being submitted on.

**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 Transportation projects and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures. Provide any specific qualifications, skills, knowledge of typical Transportation projects and/or resource area which may uniquely benefit the firm and typical projects.

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 - Statements of Qualifications**

A. There are two (2) submittals required. Submittal #1 must follow the format and meet the content requirements identified in **Section VI, entitled Instructions for Content and Preparation of Statements of Qualifications – Phase I Response.** Respondents must submit one original and five identical copies. Submittal #2 is an electronic version of Submittal #1 which allows for 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 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 and the words **Solicitation #19-017 – Professional Consulting Services for Transportation Projects Indeterminate Scope & Schedule (On-call Basis) “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 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.**

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. 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 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: **Bill Peacock, e-mail: [bpeacock@co.douglas.ga.us](mailto: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 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 **Solicitation # 19-017 Professional Consulting Services for Transportation Projects Indeterminate Scope & Schedule (On-call Basis)** 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 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: **Bill Peacock, e-mail: [bpeacock@co.douglas.ga.us](mailto: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 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.

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 SOQ to provide any information pertaining to a respondent and its teams qualifications, of any type, will subject the SOQ 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 SOQ 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 SOQ.

#### **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, 7<sup>th</sup> 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 issue TASK ORDER requests as work is needed and conduct negotiations with such respondent(s) to determine if an acceptable contract may be reached.

#### **G. Debriefings**

All debriefings will typically be conducted in writing.

#### **H. 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 Statement of Qualifications (SOQs) for this advertisement to routinely check the posting on the Purchasing Department's website 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.

**XI. Schedule**

Consultant(s) are expected to meet the Estimated Base Line Schedule for each TASK ORDER issued to them. A finalized schedule will be developed based on the requirements of each TASK ORDER.

**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):
2. County(ies): Douglas
3. Description:

The project description will vary according to the scope of each TASK ORDER to be issued in the future.

4. Required Area Classes:

Prime Consultants are defined as the firm submitting the Statement of 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 required for the resource area being proposed by the Respondent. The Prime Consultant or sub-consultant team members must be prequalified in the primary Area Classes required for the type of Transportation Project for which services are being offered. Respondents should submit a summary form (example provided in **Exhibit IV**) which details the area classes for the Prime Consultant and all sub-consultants on the team listed in the Statement of Qualifications. The Prequalification Expiration Date must be current by the deadline stated for this RFQ.

- A. To be considered for an On-call Contract or Project Task Order the **Prime Consultant MUST** be prequalified by GDOT in the area class(es) for the primary service category(ies) for which services are offered. Verification of Area Class Certification(s) must be submitted with the RFQ response.
- 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 for any additional area class sub-categories for services generally required in conjunction with the primary service category. Verification of Area Class Certification(s) must be submitted with the RFQ response.

5. Scope:

The scope of required in connection with specific projects or service tasks will be defined at the time the County issues a TASK ORDER for a complete project, a project phase or activity. Other activities that may be included are described in the General Scope of Services in Appendix A.

Typical Project Activities may involve one or more of the following:

#### **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.
- Project Scoping Report

#### **Meetings**

- Initial Concept Meeting
- Concept Meetings
- Agency Coordination Meetings
- Public Outreach Meetings
- Utility Coordination Meetings

**Additional Services/Tasks that may be included, subject to future negotiation:**

**Preliminary Plan Development\***

- Project planning
- Develop/refine 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 (6 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 meeting.

**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 or later.)

**Meetings\***

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

\* **Contingent Task**

**EXHIBIT II**  
**CERTIFICATION FORM**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sworn and subscribed before me

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
NOTARY PUBLIC

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

\_\_\_\_\_  
NOTARY SEAL

**EXHIBIT III**

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

Contracting Entity/Respondent: \_\_\_\_\_

Address: \_\_\_\_\_

Solicitation No./Contract No. : **Solicitation #19-017**

Solicitation/Contract Name: **Professional Consulting Services for Transportation Projects Indeterminate Scope & Schedule (On-call Basis)**

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 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 |
|--------------|---|-----------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
|              | <b>DBE – Yes/No -&gt;</b>   |                       |                        |                        |                        |                        |                        |                        |
|              | <b>Prequalification Expiration Date</b>                             |                       |                        |                        |                        |                        |                        |                        |
| 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         |                       |                        |                        |                        |                        |                        |                        |

Solicitation #19-017 – Professional Consulting Services for Transportation Projects Indeterminate Scope & Schedule (On-call Basis)

|         |   |  |  |  |  |  |  |  |
|---------|---|--|--|--|--|--|--|--|
| 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**

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

# APPENDIX A

## General

Professional services for DOUGLAS COUNTY Transportation projects may be procured through TASK ORDERS awarded to prequalified firms under this Request for Qualification or through an individual RFP process, at the discretion of the County. The specific contracting vehicle depends on the relative size of the project, complexity of the project, required completion schedule of project, and specialized requirements of the project. The Consultant must be pre-qualified by GDOT in the appropriate Area Classes required for each of the service categories described herein. Consultants may be awarded On-call Services contracts on one or more of the Service Categories enumerated below, at the discretion of the County. It is envisioned that the following services may be procured through individual project work TASK ORDER, when appropriate:

## Description of Services

### 1. Minor Road Improvement Design Services

Under the terms of a future TASK ORDER, the CONSULTANT may be requested to provide design services and develop engineering plans as requested by DOUGLAS COUNTY to provide minor road improvement services such as assessment of signal warrants, establishing road or intersection or pedestrian level of service, paving unpaved roads, addition of turn lanes, analysis of and correction of vertical and/or horizontal alignment and improvement of sight distance. Consultants shall be pre-qualified with GDOT for appropriate area class. All plans shall be prepared meeting appropriate Federal, State and County specifications and done at a scale as required by the GDOT Plan Presentation Guidelines, or as directed by DOUGLAS COUNTY. These services may include one or more project phases such as concept development, right of way records research, survey services, traffic studies and projection services, drainage calculations, geotechnical engineering, environmental, cost and quantity estimates, and construction and right of way plan preparation. Public hearings may be held for specific projects or groups of projects in a particular area. The construction and right of way plans shall generally follow GDOT format as directed by DOUGLAS COUNTY, and will generally include specifications, quantity calculations, typical sections, construction plan sheets, right of way plan sheets and tables, drainage plans and profiles, cross sections, mainline/side street/driveway plan sheets with profiles as appropriate, erosion control/water quality and monitoring plans as appropriate, traffic control/staging plans/detour plans as appropriate, utility plans both public and private including water/sewer design and adjustment, signing/marketing/signal plans as appropriate, signal timing plans, specifications and structural design for structures such as pedestrian bridges and retaining walls.

### 2. Major Road Improvement Design Services

Under the terms of a future TASK ORDER, the CONSULTANT may be requested to provide design services and develop engineering plans as requested by DOUGLAS COUNTY to provide improvements to major roads such as extensions, addition of lanes and correction of vertical and/or horizontal alignment, improvement of sight distance and/or construction of new roadway on new alignment. Consultants shall be pre-qualified with the GDOT for appropriate area classes. All plans shall be prepared meeting appropriate Federal, State and County specifications and done at a scale as directed by DOUGLAS COUNTY. These services will include concept development, right of way records research, survey services, traffic studies and projection services, drainage calculations, geotechnical engineering, environmental, cost and quantity estimates and construction and right of way plan preparation. Public hearings may be held for specific

projects or groups of projects in a particular area. These services may include intersection improvements design services, and bridge replacement/improvement design services. The construction and right of way plans shall generally follow GDOT format as directed by DOUGLAS COUNTY, and generally include specifications, quantity calculations, typical sections, construction plan sheets, right of way plan sheets and tables, drainage plans and profiles, cross sections, mainline/side street/driveway plan sheets with profiles as appropriate, erosion control/water quality and monitoring plans as appropriate, traffic control/staging/detour plans as appropriate, utility plans both public and private including water/sewer design and adjustment, signing/marketing/signal design plans as appropriate, specifications and structural design for structures such as pedestrian bridges and retaining walls.

### **3. Intersection Improvement Design Services**

Under the terms of a future TASK ORDER, the CONSULTANT may be requested to provide design services and develop engineering plans as requested by DOUGLAS COUNTY to provide improvements to intersections such as signalization, addition of turn lanes, corrections of vertical and/or horizontal alignment and improvement of sight distance. Consultants shall be pre-qualified with GDOT for appropriate area class. All plans shall be prepared meeting appropriate Federal, State and County specifications and done at a scale as directed by DOUGLAS COUNTY. Public hearings may be held for specific projects or groups of projects in a particular area. These services will include concept development, right of way records research, survey services, traffic studies and projections, drainage calculations, geotechnical engineering, environmental, cost and quantity estimates and construction and right of way plan preparation. The construction and right of way plans shall generally follow GDOT format as directed by DOUGLAS COUNTY and generally include specifications, quantity calculations, typical sections, construction plan sheets, right of way plan sheets and tables, drainage plans and profiles, cross sections, mainline/side street/driveway plan sheets with profiles as appropriate, erosion control/water quality and monitoring plans as appropriate, traffic control/staging/detour plans as appropriate, utility plans both public and private including water/sewer design and adjustment, signing/marketing/signal design plans as appropriate, specifications and structural design for structures such as pedestrian bridges and retaining walls.

### **4. Bridge Replacement / Improvement Design Services**

Under the terms of a future TASK ORDER, the CONSULTANT may be requested to provide design services and develop engineering plans as requested by DOUGLAS COUNTY to replace or improve roadway bridges. Consultants shall be pre-qualified with GDOT for appropriate area class. All plans shall be prepared meeting appropriate Federal, State and County specifications and done at a scale as required by GDOT or as directed by DOUGLAS COUNTY. Public hearings may be held for specific projects or groups of projects in a particular area. These services will include concept development, right of way records research, survey services, drainage and hydraulic calculations, Federal Emergency Management Agency (FEMA) submittal and approval, cost and quantity estimates and construction, right of way plan and structural plan preparation. These services may include minor road improvement design services and major road improvement design services. The construction, right of way and structural plans shall generally follow GDOT format as directed by DOUGLAS COUNTY, and generally include specifications, quantity calculations, typical sections, construction plan sheets, right of way plan sheets and tables, drainage plans and profiles, cross sections, mainline/side street/driveway plan sheets with profiles as appropriate, erosion control/water quality and monitoring plans as appropriate, traffic control/staging/detour plans as appropriate, utility plans both public and private including water/sewer design and adjustment, signing/marketing/signal plans as appropriate, specifications and structural design for structures such as pedestrian bridges, retaining walls, structural bridge plans including deck plans/deck sections, end wall designs as appropriate, beam details, bent design, superstructures and substructures, plans and details and miscellaneous details.

### **5. Survey Services**

Under the terms of a future TASK ORDER, the CONSULTANT may be requested to perform surveys as requested by DOUGLAS COUNTY in the support of the design, right of way acquisition and construction of pedestrian, road, bridge and transit projects under this contract and as otherwise required for maintenance, improvements and expansion of the DOUGLAS COUNTY road and transit system. These surveys will generally include right of way and deed research, topographic and field surveys, engineering surveys, boundary surveys, as-built surveys, construction and right of way staking / pin placement, surveys depicting right of way and/or easement area, locating utilities, construction verification surveys and professional opinions.

## **6. Traffic Engineering Design Services**

Under the terms of a future TASK ORDER, the CONSULTANT may be requested to provide design services for ITS/ATMS Infrastructure, Traffic Signal, and Traffic Signal Timing Optimization. The ITS/ATMS design services may generally include various infrastructures including fiber optic cable, closed circuit television cameras, and others as deemed necessary to provide required coverage. The Traffic Signal design services shall generally include new signal locations and modifications for construction or scheduled rebuilds at various existing signalized locations as necessary. The Traffic Signal Timing Optimization services shall generally include development and preparation, signal software database modifications, field implementation and verification, and fine tuning adjustments to new coordination plans on various arterial and signal systems as required. Tasks performed in this category may relate existing traffic infrastructure or may be in conjunction with traffic engineering design services and will generally include the following: development of project scope of services, review and research of pertinent county and public records, research of design criteria and investigation of site conditions, preparation of plan package including any supporting documents, development of engineers estimate of probable construction cost, and submittal of executive summary or final design report.

## **7. Transportation Planning Services:**

Under the terms of a TASK ORDER, the CONSULTANT may be requested to provide technical assistance with feasibility studies and analysis of project alignment for new road projects. The number of possible alignments, scenarios or applications conducted will depend on the complexity of the application and budget availability at the time of the request. The feasibility analysis and types of applications that could be included would be the use of ARC Travel Demand model output for traffic impact analysis, specific roadway and/or system improvement scenarios, and the use of the model for providing design year forecasts for transportation design projects. Specific tasks shall generally include aggregating or disaggregating data from existing databases into a format useable as input to the travel demand model; checking model outputs for reasonableness, providing technical advice and guidance if model outputs indicate problems, and performing troubleshooting function when or if any model components do not yield reasonable outputs; producing written procedures on how to incorporate data gathered for travel model and model output into other traffic engineering software such as CORSIM, Synchro and Highway Capacity Software; and providing professional advice and guidance on the practice of travel demand forecasting regarding the obsolescence, utility and relative merits of evolving methodology and identifying efficiencies to be gained from forecasting efforts conducted by the Atlanta Regional Commission. The collection of traffic counts will be required as needed.

## **8. Pedestrian / Bikeway Improvement Design Services:**

Under the terms of a future TASK ORDER, the CONSULTANT may be requested to provide design services and develop engineering plans as requested by DOUGLAS COUNTY to add, improve and extend sidewalks, multi-use paths, trails and bikeways. Consultants shall be pre-qualified with the Georgia Department of Transportation (GDOT) for appropriate area class. All plans shall be prepared meeting appropriate Federal, State and County specifications and done at a scale as directed by DOUGLAS COUNTY. These services will include concept development, right of way records research, survey services, drainage calculations,

geotechnical engineering, environmental, cost and quantity estimates and construction and right of way plan preparation. Public hearings may be held for specific projects or groups of projects in a particular area. The construction and right of way plans shall generally follow GDOT format as directed by DOUGLAS COUNTY, and will generally include specifications, quantity calculations, typical sections, construction plan sheets, right of way plan sheets and tables, drainage plans and profiles, cross sections, mainline/side street/driveway plan sheets with profiles as appropriate, erosion control/water quality and monitoring plans as appropriate, traffic control and staging plans as appropriate, utility plans both public and private including water/sewer design and adjustment, signing/marketing/signal plans as appropriate, specifications and structural design for structures such as pedestrian bridges and retaining walls.

#### **9. Project Contract Administration and Project Inspections:**

Under the terms of a future TASK ORDER, the CONSULTANT may be requested to provide DOUGLAS County with consulting services to assist in the administration of construction projects. These services may be utilized to support existing projects being undertaken by DOUGLAS County. The scope of work for the various task orders may include but not be limited to:

Utilization of public involvement techniques, especially group facilitation, with regards to public forums for public infrastructure improvement projects including:

- transportation studies and planning activities;
- traffic engineering projects; and
- roadway improvement concepts and designs;

Coordination with public and private utility companies concerning relocation of existing facilities;

Review of contract documents using DOUGLAS County and Georgia DOT standard specifications and formats; and

Providing construction inspection assistance in accordance with the most current GDOT inspection requirements and the GDOT Construction Manual, including collection of field materials and testing tickets as well as ensuring all information required for project close out is provided by the contractor ; and

Project oversight for a variety of transportation projects, including review of contractor invoices.

#### **10. Right of Way Acquisition Services**

Under the terms of a future TASK ORDER, the CONSULTANT may be requested to provide right of way services in support of a project only for specific elements, or for all elements required from concept to final certification, at the discretion of the County. The specific elements required for a particular project will be defined when the TASK ORDER is issued. The performance of all right of way acquisition services shall be in compliance with the most current requirements under Title 49 Code of Federal Regulations, Part 24, Title 23 Code of Federal Regulations, Part 710, the Federal Uniform Act, all State laws addressed in Georgia Code 22 and 32, and in accordance with the Georgia Department of Transportation Right of Way Manual of policies and procedures.

The work may include any of the following general activities;

Pre - Right of Way Plans

- Concept Team Meetings
- Preliminary Cost Estimate
- Conceptual Stage Studies
- Public Hearings
- Preliminary Field Plan Review

Pre – Acquisition

- Title Searches
- Appraisals
- Pre-acquisition work
- Cost to Cure Estimates
- Relocation Package Preparation

Acquisition:

- Acquisition Work
- Condemnation petition Preparation
- Property Management
- Final Field Plan Review
- Closings

Relocations

## 11. Miscellaneous Services

Under the terms of a future TASK ORDER the County may issue during the term of the Consulting Services Agreement resulting from this RFQ, the CONSULTANT may be requested to provide DOUGLAS County with miscellaneous services. These services may be utilized to support existing projects being undertaken by DOUGLAS County. The scope of work for the various task orders may include, but may not be limited to, one or more of the following elements:

- Preparation of project concepts, alternatives, and letter reports;
- Preparation of public hearing and or public information meeting displays and presentations;
- Construction Inspections;
  
- Preparation of field data base such as:
  - o aerial photography;
  - o field surveys;
  - o parcel maps;
  - o photogrammetric mapping;
  - o GIS support services;
  - o Digital Terrain Models (DTM);
- Location of Utilities;
- Production of right-of-way and property line maps;
- Hydrologic and hydraulic analysis and design of hydraulic systems;
- Preliminary roadway/bridge/right-of-way design and plans;
- Field stakeout;
- Environmental Documents;
- Final roadway/bridge/right-of-way design and plans;
- Geotechnical services including soil borings, density testing in the field and laboratory, road corings, other materials testing;
- Preparation of supplemental specifications and special provisions;
- Construction Cost Estimates;
- Subsurface Utility Engineering (UIE); and
- Other professional services as identified by DOUGLAS County.

End Section