



Upper Westside Community Improvement District

Request for Qualifications

Howell Mill Road Bike/Ped Concept Study

**RFQ 2019-001
Qualifications Due: April 15, 2019**

**Upper Westside Community Improvement District
976 Brady Ave NW, Ste 100
Atlanta, GA 30318**



RFQ 2019-001

TABLE OF CONTENTS

- I. General Project Information
 - A. Overview
 - B. IMPORTANT- A RESTRICTION OF COMMUNICATION IS IN EFFECT FOR THIS PROJECT
 - C. DBE Goal
 - D. Scope of Services
 - E. Contract Term and Type
 - F. Contract Amount
 - G. Rights Reserved
- II. Selection Method
 - A. Method of Communication
 - B. Statement of Qualifications
 - C. Technical Approach and Past Performance
 - D. Final Selection
- III. Schedule of Events
- IV. Selection Criteria for Evaluation of Statement of Qualifications
 - A. Area Class Requirements and Certification
 - B. Project Manager, Key Team Leader(s) and Prime's Experience and Qualifications – 30%
 - C. Project Manager, Key Team Leader(s) and Prime's Resources and Workload Capacity – 20%
- V. Selection Criteria for Evaluation of Technical Approach and Past Performance
 - A. Technical Approach – 40%
 - B. Past Performance – 10%
- VI. Instructions for Content and Preparation of Statement of Qualifications
 - A. Administrative Requirements
 - B. Experience and Qualifications
 - C. Resources/Workload Capacity
- VII. Instructions for Preparing Technical Approach and Past Performance Response
 - A. Technical Approach
 - B. Challenge Question
 - C. Past Performance
- VIII. Instructions for Submittal of Statement of Qualifications
 - A. Submittals Required
 - B. Submittal Format
 - C. Questions and Requests for Clarification
- IX. Instructions for Submittal of Technical Approach and Past Performance
 - A. Submittals Required
 - B. Submittal Format
 - C. Questions and Requests for Clarification
- X. Terms and Conditions
 - A. Statement of Agreement
 - B. Joint-Venture Proposals, Sub-Consultants, and Vendors
 - C. Non-Discrimination and DBE Requirements
 - D. Audit and Accounting System Requirements
 - E. Submittal Costs and Confidentiality
 - F. Award Conditions
 - G. Debriefings
 - H. Right to Cancel or Change RFQ
 - I. Substitutions, Alternates, Exceptions, and Extensions
 - J. GDOT Code of Conduct Pertaining to Conflict of Interest in the Award and Administration of Contracts
 - K. Insurance Requirements



RFQ 2019-001

EXHIBIT I – Project/Contract

EXHIBIT II – Certification Form

EXHIBIT III – Georgia Security and Immigration Compliance Act Affidavit

EXHIBIT IV – Area Class Summary Example

EXHIBIT V – Certificate of Insurance

ATTACHMENT 1 – Submittal Formats



RFQ 2019-001

REQUEST FOR QUALIFICATIONS RFQ 2019-001

Consulting Services for Howell Mill Road Bike/Ped Concept Study

I. General Project Information

A. Overview

The Upper Westside Community Improvement District (UWCID) is soliciting Statements of Qualifications (SOQs) from qualified firm(s) to provide Engineering & Planning Services for the **Howell Mill Road Bike/Ped Concept Study**.

This Request for Qualifications (RFQ) seeks to identify potential providers for the Scope of Services for the project/contract listed in **Exhibit I - Attachment A**. Firms that respond to this RFQ and are determined by UWCID to be sufficiently qualified may be deemed eligible, and invited to offer a technical approach, and/or possibly present and/or interview for these services. Providers must maintain their pre-qualification status with GDOT throughout the duration of their contract with UWCID. 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. UWCID reserves the right to reject any or all Statements of Qualifications or Technical Approach, and to waive technicalities and informalities at the discretion of UWCID.

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 UWCID and UWCID Board Members, except for the submission of questions as instructed in the RFQ, or with the contact designated in **RFQ Section VIII.C.**, or as provided by any existing work agreement(s). For violation of this provision, UWCID reserves the right to reject the submittal of the offending respondent.

C. DBE Goal

The Georgia Department of Transportation (Department) 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.

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

For more information on the GDOT DBE Program please contact:

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



RFQ 2019-001

D. Scope of Services

Under the terms of the resulting Agreements, the selected consultants will provide engineering and planning services for the Howell Mill Road Bike/Ped Concept Study by examining design alternatives for providing bicycle and pedestrian facilities from the terminus of planned bike facilities at Forrest St and Howell Mill Road to the location where bike facilities continue north at Norfleet St and Howell Mill Road. The anticipated scope of work for the project/contract is included in **Exhibit I - Attachment A**.

E. Contract Term and Type

UWCID anticipates one (1) contract to be awarded to one (1) firm, for the project/contract identified. UWCID anticipates that the Contract Type will be paid via Firm Fixed Price methodology. As a Project Specific contract, it is the UWCID's intention that the Agreements will remain in effect until successful completion of the concept study phase of the project, and may choose to utilize the selected consultant for use on revisions as necessary.

F. Contract Amount

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

G. Rights Reserved

This RFQ does not commit UWCID to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies. UWCID reserves the right to accept or reject any or all Submittals received as a result of this request and to waive minor irregularities in the procedure.

II. Selection Method

A. Method of Communication

All general communication of relevant information regarding this solicitation will be made via the UWCID website (www.upperwestsideatl.org) under RFQ 2019-001. All firms are responsible for checking the website on a regular basis for updates, clarifications, and announcements. UWCID reserves the right to communicate via electronic-mail with the primary contact listed in the SOQs. Other specific communications will be made as indicated in the remainder of this RFQ.

B. Statement of Qualifications

Based on the SOQs submitted in response to the projects/contracts listed in this RFQ, the Selection Committee will review the **Experience and Qualifications** and **Resources and Workload Capacity** listed in **Section IV. Selection Criteria**.

All firms must meet the minimum requirements as listed in **Section IV.A.** below.

C. Technical Approach and Past Performance

UWCID requests a **Technical Approach** proposal in conjunction with the Statement of Qualifications. UWCID 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. Any additional detailed proposal instructions and requirements, beyond that provided in **Section V**. All members of the



RFQ 2019-001

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.**

D. Final Selection

Final selection will be determined by carrying the scores from the **Statement of Qualifications** and by evaluating the **Technical Approach** and **Past Performance**. The Selection Committee will discuss the Responses and the final rankings will be determined.

Negotiations will then be initiated with the top-ranked firm(s) to finalize the terms and conditions of the contract(s), including the fees to be paid. If UWCID and the Firm reach an agreement concerning the Scope of Services and Fee, a draft contract will be submitted by the Firm. Negotiations will proceed concerning the draft contract language. If, at all, UWCID and Firm reach a mutual agreement concerning the contract language, execution of the contract shall proceed. In the event a satisfactory agreement cannot be reached with the highest ranking firm(s), UWCID 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 UWCID awards a contract.

III. Schedule of Events

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

SCHEDULE OF EVENTS	DATE	TIME
a. UWCID issues public advertisement of RFQ 2019-001	3/15/2019	-----
b. Deadline for submission of written questions and requests for clarification	3/29/2019	2:00 PM
c. Deadline for submission of Statements of Qualifications / Technical Approach and Past Performance	4/15/2018	2:00 PM
d. UWCID (in collaboration with the City and ARC) completes evaluation and issues notification and other information.	TBD	

IV. Selection Criteria - Evaluation of Statements of Qualifications

A. Area Class Requirements and Certification

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

Each submittal will require a certification to allow the UWCID 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 UWCID 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 the evaluation will be utilized:**

1. Project Manager education, registration, relevant engineering experience, relevant project management experience, experience in utilizing UWCID, City of Atlanta, and GDOT specific processes, manuals, or guidance.
2. Key Team Leaders’ education, registration, relevant technical experience, and relevant experience in utilizing UWCID, City of Atlanta, and GDOT specific processes, manuals, or guidance.
3. Prime Consultant’s experience 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:**

1. Project Manager Workload
2. Workload capacity of Key Team Leader(s)
3. Resources dedicated to delivering project
4. Ability to Meet Project Schedule

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

A. Technical Approach – 40%

The Selection Committee will evaluate the firms 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 the evaluation to determine the highest ranked/most qualified (**NOTE: Scores from the Statement of Qualifications will be carried forward and combined with the scores from the Technical Approach and Past Performance Sections to determine the final ranking**):

1. 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.
2. Identify any unique challenges of the project and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures. Provide any specific qualifications, skills, knowledge of the project and project area which may uniquely benefit the firm and project, and your ability and willingness to meet time requirements.
3. Challenge Question: What would be an alternate approach to public outreach beyond what is outlined in the proposal?

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 City and GDOT projects. The Selection Committee will consider all factors in their totality when arriving at a final score for the Past Performance.

VI. Instructions for Content and Preparation of Statements of Qualifications

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 UWCID to ensure compliance with the page limitations.**

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

A. Administrative Requirements

It is required to submit the information below for each copy of each submittal. This is general information and will not be scored but may be used to determine eligibility for selection. **Under Administrative Requirements section, only submit the information requested; additional information will be subject to disqualification of your firm.**

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

B. Experience and Qualifications

1. **Project Manager** - Provide information pertaining to the project manager, including but not limited to:
 - a. **Education**
 - b. **Registration** (if necessary and applicable)
 - c. **Relevant engineering experience**
 - d. **Relevant project management experience** for projects of similar complexity, size, scope, and function
 - e. **Relevant experience utilizing GDOT specific processes, manuals, or guidance** (Plan Development Process, Design Policy, Environmental Procedures Manual, etc.)

This information is limited to two (2) pages maximum.

2. **Key Team Leaders** - Provide experience of Key Team Leaders (defined as those individuals who oversee project areas determined as particularly important to each specific project, refer to the Project Description in



RFQ 2019-001

Exhibit I, specifically Section 7 for the list of Key Team Leaders for each Project). For each Key Team Leader identified provide:

- a. **Education**
- b. **Registration** (if necessary and applicable)
- c. **Relevant experience** in the applicable resource area of the most relevant projects
- d. **Relevant experience utilizing GDOT specific processes, manuals, or guidance** (PDP, Design Policy, Environmental Procedures Manual, etc.) which are specific to the key team leader's area

This information is limited to one (1) page maximum for each Key Team Leader identified in Section 7 of each Exhibit I. Respondents submitting more than one (1) page for each Key Team Leader identified will be subject to disqualification. Respondents who provide more Key Team Leaders than what is outlined in the requirement will be subject to disqualification as this would provide an advantage over firms who complied with the requirement and had the required number of Key Team Leaders. Respondents who do not provide the required Key Team Leaders will be subject to disqualification as this does not meet the requirements of the project and therefore would deem the respondent and its team unqualified for the award.

3. **Prime Experience** - Provide information on the prime's experience and ability in delivering effective services for projects of similar complexity, size, scope, and function, which demonstrate the firm's capabilities to provide services for UWCID. **Projects should have taken place in the last three (3) years, no earlier than 2015.** For each project, and **a minimum of three (3) and no more than five (5)** total, 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 four (4) 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 UWCID will contract. The Team is defined as the Prime Consultant and their sub-consultants, who are considered team members. Prime Consultants and their sub-consultant team members must meet the Area Class requirements listed in Exhibit I for each project on which they apply. In regards to the required Area Classes, for each project/contract on which they apply, respondents should submit a summary form (example provided in Exhibit IV) which details the required area classes for the Prime Consultant and all sub-consultants or joint-venture of consultants on the team listed in the Statement of Qualifications. The area classes and firm's meeting the area classes listed on the summary form must meet all required area classes or the team will be disqualified. If a team member's prequalification will expire prior to the due date of the SOQs, documentation must be provided which shows that the firm has submitted its application for prequalification prior to the SOQ due date. The team must maintain its prequalification certification in order to be considered eligible for award if selected. **Additionally, respondents should submit the Notice of Professional Consultant Qualifications (for the Prime Consultant and all sub-consultants for each project) issued by GDOT and attach after the Area Class summary form.**

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

C. Resources/Workload Capacity

1. **Overall Resources** - Provide information regarding the overall resources dedicated to delivering the specific project, including:
 - a. **Organizational chart** which identifies the project manager, prime, Key Team Leaders, support personnel, and reporting structure.
 - b. **Primary Office** - 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. Respondents may discuss the advantages of your team and the abilities of the team members which will enable the project to meet the proposed schedule as identified in **Exhibit I** (where applicable). If there is no proposed schedule, discuss the advantages of the team and the abilities of the team members which will enable the project to move as expeditiously as possible. **Respondents submitting more than the one (1) additional page allowed, will be subject to disqualification.**

2. **Project Manager Commitment Table** - Provide a list of ALL projects (UWCID, City of Atlanta, 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 UWCID 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 UWCID to ascertain the available capacity.

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

This information is limited to the organization chart, one (1) page of text (for the Primary Office and Narrative on Ability discussion), and the tables.



VII. Instructions for Preparing Technical Approach and Past Performance Response

The Selection Committee will evaluate firms using the information provided as requested (NOTE: Scores from Statement of Qualifications will be carried forward to Technical Approach and Past Performance):

The Technical Approach and Past Performance 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 UWCID to ensure compliance with the page limitations.**

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

A. Technical Approach

Provide any unique technical approaches your firm offers relative to addressing anticipated design concepts, use of any alternative methods for delivery (if applicable), and/or management of the project. Identify any unique challenges of the project and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures. Provide any specific qualifications, skills, knowledge of the project and project area which may uniquely benefit the firm and project, and your ability and willingness to meet time requirements.

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

B. Challenge Question

Response limited to one (1) page for each Challenge Question.

C. Past Performance

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

Past performance may be evaluated through the checking of project references for the proposed project manager as well as the firm. UWCID 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 UWCID 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.



RFQ 2019-001

VIII. Instructions for Submittal for Statements of Qualifications

A. Submittals Required

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 Response**. Respondents must submit one original and five (5) identical copies. Submittal #2 is an electronic version of Submittal #1 which allows for UWCID 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. Submittal Format

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 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.

Submittal #1 must be sealed in an opaque envelope or box, and reference RFQ 2019-001 and the words "STATEMENT OF QUALIFICATIONS" must be clearly indicated on the outside of all of the envelopes or boxes. Statements of Qualifications must be physically received by designated staff at UWCID prior to the deadline indicated in the Schedule of Events (Section III of RFQ) at the exact address below:

Adeline Collot
Upper Westside Community Improvement District
976 Brady Ave NW, Ste 100
Atlanta, GA 30318

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

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

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:

Adeline Collot: adeline@upperwestsideatl.org

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**.



RFQ 2019-001

IX. Instructions for Submittal for Technical Approach and Past Performance Response

A. Submittals Required

There are two (2) submittals required. Submittal #1 must follow the format and meet the content requirements identified in **Section VI**, entitled **Instructions for Preparing Technical Approach and Past Performance Response**. Respondents must submit one original and five (5) identical copies. Submittal #2 is an electronic version of Submittal #1 which allows for UWCID 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 Format

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 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.

Submittal #1 must be sealed in an opaque envelope or box, and reference RFQ 2019-001 and the words "TECHNICAL APPROACH AND PAST PERFORMANCE RESPONSE" must be clearly indicated on the outside of all of the envelopes or boxes. Statements of Qualifications must be physically received by designated staff of UWCID prior to the deadline indicated in the Schedule of Events (Section III of RFQ), to the exact address below:

Adeline Collot
Upper Westside Community Improvement District
976 Brady Ave NW, Ste 100
Atlanta, GA 30318

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

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:

Adeline Collot: adeline@upperwestsideatl.org

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.**

X. UWCID 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 UWCID's discretion, UWCID may notify the respondent that administrative information is not provided or there was an error in the information provided, **and** UWCID 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. UWCID 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

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

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

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



RFQ 2019-001

C. Non-Discrimination and DBE Requirements

Upper Westside Community Improvement District 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.

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

For more information on the GDOT DBE Program please contact:

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

D. Audit and Accounting System Requirements

UWCID 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 UWCID, City of Atlanta, or GDOT that have not been resolved.
4. The prime is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

E. Submittal Costs and Confidentiality

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



F. Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the UWCID and does not obligate the UWCID to procure or contract for any services. Neither the UWCID 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 UWCID and a respondent containing such terms and conditions as are negotiated between those parties. UWCID reserves the right to waive non-compliance with any requirements of this Request for Qualifications and to reject any or all proposals submitted in responses. Upon review of responses, the UWCID will determine the respondent(s) proposal that in the sole judgment of the UWCID is in the best interest of the UWCID (if any is so determined), with respect to the evaluation criteria stated herein. The UWCID then intends to conduct negotiations with such respondent(s) to determine if an acceptable contract may be reached.

G. Debriefings

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

H. Right to Cancel or Change RFQ

UWCID reserves the right to cancel any and all Request for Qualifications where it is determined to be in the best interest of the UWCID to do so. UWCID 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 UWCID 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.

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

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

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



RFQ 2019-001

K. Insurance Requirements

The Proposer shall submit a statement acknowledging that Exhibit V–Certificate of Liability Insurance will be included within the Consultant’s contract with UWCID. Failure to submit this document will result in the submittal to be declared as non-responsive and it will be rejected.



RFQ 2019-001

EXHIBIT I

Project/Contract

1. Project Number(s): RFQ 2019-001
2. PI Number(s): N/A
3. County(ies): Fulton
4. Description: Engineering & Planning Services for the Howell Mill Road Bike/Ped Concept Study
5. Required Area Classes:

Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom UWCID will contract. The Team is defined as the Prime Consultant and their sub-consultants, who are considered team members. The Prime Consultant must be prequalified in the Area Classes identified below in Section 5.A. The Prime Consultant or sub-consultant team members must be prequalified in the Area Classes identified below in Section 5.B. Respondents should submit a summary form (example provided in **Exhibit IV**) which details the required area classes for the Prime Consultant and all sub-consultants or joint-venture of consultants on the team listed in the Statement of Qualifications. The area classes listed on the summary form must meet all required area classes or the team will be disqualified. The Prequalification Expiration Date must be current by the deadline stated for this RFQ.

A. The **Prime Consultant MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
1.13	Non-Motorized Transportation Planning
3.02	Two-Lane or Multi-lane Urban Roadway Design
3.03	Multi-Lane Urban Roadway Widening and Reconstruction
3.13	Facilities for Bicycles and Pedestrians

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

Number	Area Class
1.05	Alternative 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
1.07	Attitude, Opinion, and Community Value Studies (Public Involvement)
1.09	Location Studies
1.10	Traffic Analysis
1.13	Non-Motorized Transportation Planning
3.06	Traffic Operations Studies
3.07	Traffic Operations Design
3.08	Landscape Architecture Design
3.09	Traffic Control Systems Analysis, Design and Implementation
3.12	Hydraulic and Hydrological Studies (Roadway)
3.13	Facilities for Bicycles and Pedestrians
3.15	Highway and Outdoor Lighting
4.01	Minor Bridge Design
4.02	Major Bridge Design
4.04	Hydraulic and Hydrological Studies (Bridges)
5.01	Land Surveying
5.02	Engineering Surveying
5.08	Overhead/Subsurface Utility Engineering (SUE)
6.03	Hydraulic and Hydrologic Studies (Soils & Foundation)



RFQ 2019-001

6. Scope:

I. General: The work to be accomplished is in support of the following Atlanta Regional Commission (ARC) subelement:

806ETS – Regional Transportation Planning Study Program

II. Area covered: All the necessary services provided in this subgrant contract will support the development of a concept plan for bicycle and pedestrian facilities and improvements that connect the intersection of Howell Mill Rd and Forrest Street to the intersection of Howell Mill Road and Norfleet Rd within the City of Atlanta in Fulton County.

III. Goal: The Regional Transportation Planning Study (RTPS) program provides local governments and Community Improvement Districts funds for transportation plans, corridor studies and feasibility studies that support the goals and objectives of the Atlanta Region’s Plan. The purpose of these studies is to develop project concepts that improve safety, mobility and access to all roadway users, while also preparing them for advancement to Scoping and/or PE phases (in future TIP project solicitations).

IV. Work Tasks:

The Howell Mill Rd Bike/Ped Concept Study will examine design alternatives for providing bicycle and pedestrian facilities along Howell Mill Rd and/or alternative roads and streets from the terminus of bike facilities being delivered by the Renew Atlanta Howell Mill Complete Street Project at Forrest St and Howell Mill Rd to the location where bike lanes continue at Norfleet Rd just north of Collier Rd. For each alternative considered, the study will assess impacts to traffic, driveway access, mobility and safety of all users, right-of-way acquisition, utility impacts and cost, environmental, historic and archeological resources, and will develop a schedule and budget. The Study will include selection of a preferred alternative and preparation of a draft GDOT Concept Report which will be the basis for future engineering, project administration, and construction in accordance with AASHTO minimum roadway standards, NACTO Urban Street Design Guide and Atlanta’s Transportation Plan.

The work to be accomplished under this contract is divided into the following tasks:

Task 1– Project Management Team and Public Involvement

The goal of this task is to develop a local planning outreach process that promotes the involvement of all stakeholders in the study area. A concerted effort to reach out to senior, low-income and minority stakeholder populations should be made. The public involvement and agency coordination process shall include the following:

- **Project Management Team (PMT):** The Upper Westside CID shall establish a Project Management Team that includes, at a minimum, a representative from the City of Atlanta, the consultant, and the ARC. This team shall meet monthly in person, and as needed over conference call, to discuss the study progress and guide the overall planning effort. The project’s ARC project manager must be notified of all public meetings taking place. The Upper Westside CID will provide day-to-day management guidance to the consultant.
- **Public Engagement and Agency Coordination:** The consultant will develop an outreach plan and schedule to be approved by the Project Management Team. The goal of this task is to develop a local planning outreach process that promotes the involvement of all stakeholders in the study area. A concerted effort to reach out to senior, low-income and minority stakeholder populations should be made. The public involvement and agency coordination process shall include, at a minimum, the following:

- Agency coordination with the City of Atlanta (Office of Mobility Planning and Department of Public Works Traffic Engineering), Upper Westside CID, Georgia Department of Transportation, MARTA (planning or operations staff), and other agency partners as needed.
- Outreach to key stakeholders, including residents, businesses, property owners, institutional uses (such as Piedmont West and US Postal Service) along the corridor. The format may include, but is not limited to: meetings, individual stakeholder interviews, or surveys. Upper Westside CID staff will attend all stakeholder meetings.
- Consultant will conduct at least three opportunities for the public to provide feedback on the study and proposed project including an initial general public kickoff meeting to cover scope, timeline, and general visioning. Engagement with the public at large will include educating participants about design alternatives and their potential impacts, as well as seeking input and consensus on a preferred alignment or design. The format, location and scheduling of the public engagement events should be designed to maximize the number of people attending and the depth of engagement.
- Consultant may consider additional online tools and approaches to gather community input and feedback. CID staff will be engaging residents at local neighborhood meetings and NPU meetings, promoting the study via the CID's social media networks, and potentially creating a page on an online community engagement platform.

Project information will be uploaded to a project website and social media to provide basic project information to the public, including project materials and meeting summaries, and the opportunity to leave feedback.

Task 2 –Existing Conditions & Technical Analysis

Conduct a review of previous plans and studies, current policies and programs that impact the study area, roadway design plans, traffic studies, zoning ordinances, as well as developments and projects currently underway, permitted or programmed along the corridor. The consultant will also conduct a technical analysis and detailed survey of existing physical conditions and demands on the corridor. Studies/documents to be reviewed, at a minimum, include:

- Renew Atlanta engineering plans for Howell Mill Complete Street (construction scheduled 2020)
- Cycle Atlanta Plan, Phase 1 (2012)
- Atlanta's Transportation Plan (2019)
- Howell Mill Road Safety Audit (2015)
- Additional Master Plans listed here: <http://upperwestsideatl.org/studies/>
- Review of programmed or permitted developments (office, housing, etc.) and transportation projects underway.

Technical assessment shall include, at a minimum:

- Documentation of existing conditions on a basemap of color aerial photography;
- Traffic study looking at existing and projected peak volumes, speed data, turning movements, LOS and operations of key intersections. GDOT should be consulted to confirm methodology;
- Safety analysis for all transportation modes, including risk factors, conflict points, pedestrian and bicycle counts, and crash history;
- Transit station and bus on/off boarding counts, including how passengers access the stations or stops;
- Evaluation of existing and projected trip and parking demand for bicycles, walking, shared mobility devices (e.g. electric scooters, bike share), on-street parking, pickup/drop-off and loading needs for taxis/ride hailing services and delivery vehicles;
- A structural evaluation of the existing Howell Mill bridge over I-75 for possible addition of bike/ped facilities;
- Inventory of the following:

- Public rights of way (sidewalk and street widths, number of lanes) Consultant may leverage Renew Atlanta’s survey for ROW and above ground utilities on Howell Mill Rd. The consultant may elect to undertake additional topographic survey to more accurately map any features that may be critical or design alternatives that do not follow Howell Mill Rd.
- Right-of-way parcels, ownership, easements, control of existing and needed access, and development plans or permits within potential right-of-way.
- Historic resources, known utilities, and archaeological resources (e.g. historic streetcar tracks)
- Local and regional bus and streetcar routes and stops
- Existing streetscape elements (e.g. bike racks, planters, outdoor seating, dockless scooters, vending, delivery stations, etc.)

Task 3 –Alternatives Analysis & Concept Plan Development

Based on the existing conditions, technical analysis, predicted travel patterns, and initial public input, the consultant shall prepare a concept layout and typical sections for at least three alternative corridor designs (not including no-build). Following further evaluation of alternatives and agency, stakeholder and public input, a preferred alternative will be selected and a draft GDOT Concept Report will be prepared. Specific elements of the analysis shall include:

- Preferred and alternative alignments:
 - Conceptual alternatives should include roadway crossing needs, where applicable. If a proposed alignment includes off-road (multi-use path) and on-road bike facilities, discuss how these transitions will be made
 - The conceptual alternatives should also include any recommendations for new road networks, interparcel access and land uses that promote pedestrian and vehicular connectivity.
 - The consultant will develop typical sections for the different alternatives that show basic dimensions and, if applicable, where the facility is located within existing road rights-of-way and in relation to travel lanes, shoulders, drainage facilities, utility poles, existing large trees and other features.
 - Each conceptual alternative will be displayed graphically on the base aerial mapping and in a format that can be used for formal presentations, technical reports and public meetings.
- Analysis of ROW, utilities, potential community and environmental impacts, the relative feasibility and constructability of alternative concepts, and preliminary cost estimates:
 - Assess the right-of-way requirements associated with each of the conceptual alternatives. This information should identify any existing easements or restrictions on affected properties. The proposed right-of-way should be shown graphically on the base map.
 - Identify and discuss all public and private underground and overhead utilities in the study area. Include a preliminary assessment of whether any relocations will be required and if the relocations will occur outside of the existing rights-of-way. For underground utilities, an assessment should be made of whether they will be impacted by construction of the proposed improvements. The assessment should include identification of owners of potentially impacted utilities.
 - Conduct an environmental screening to identify natural and cultural resources in the study area, including wetlands, surface waters, floodplains, flora/fauna, endangered species, hazardous material sites, historic resources, archaeological resources, and Section 4(f) public lands. Identify potential impacts on these resources and permitting requirements. All environmental resource screenings should be conducted by qualified professionals.
 - Prepare a preliminary cost estimate for each of the conceptual alternatives, as well as engineering, right-of-way and reimbursable utility costs. The consultant should also prepare a project development timeline that includes the engineering, right-of-way acquisition, utility relocation and construction phases. If necessary, a project phasing plan should be developed that identifies how the proposed improvements would be implemented in phases.

- Consultant shall advance the preliminary findings and supporting documentation of the Preferred Concept to a format acceptable to GDOT and then prepare a draft GDOT Concept Report

Task 4 – Prepare Project Deliverables

The following shall be developed and submitted to the CID in the format indicated below.

Deliverables:

- Howell Mill Rd Complete Street Concept Summary document: Prepare a document summarizing the goals of the project, methodology, public involvement process, *summary* of findings from the existing conditions and right-of-way assessment, traffic analysis, safety audit, environmental screening and preferred and alternative concepts.
- Study Appendix to include complete technical documentation, including traffic study, environmental screening memo, safety/crash data, stakeholder and public engagement summary memo and responses to Outreach efforts that satisfy NEPA, City of Atlanta and GDOT requirements, copies of sign-in sheets, meeting minutes, meeting advertisements, photo documentation, survey copies, and raw data collected.
- Alternative and preferred concept layouts and typical sections for the bike/ped routes. In addition to engineering drawings, these materials should be displayed graphically on the base aerial mapping and in a format that can be used for stakeholder presentations, technical reports, and public meetings.
- Draft GDOT Concept Report

Format:

- PDF file of the final report document which includes the summary report, concept layout, typical sections and the remaining full documentation as appendices (as described above).
- One (1) printed final report document and appendices in 8.5”x11” and concept plan and typical sections in 11”x17”.
- Individual PDF files of each of the following:
 - Final Report (including concept plan, typical sections and appendices)
 - Traffic study
 - Environmental/historic resource screening memo
 - GDOT Concept Report
- Electronic files in their original formats with supporting graphics and GIS or other data files (Word, Excel, InDesign, shapefiles, CAD, etc.)

7. Key Team Leads:

- Roadway Design Lead
- Bike/Ped Design Lead
- Public Engagement Lead



RFQ 2019-001

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 UWCID 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 (5) 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 UWCID may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the UWCID 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 UWCID 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



RFQ 2019-001
Signature

This ____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires: _____

NOTARY SEAL



RFQ 2019-001

EXHIBIT III

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Consultant's Name:	
Address:	
Solicitation No./Contract No.:	<u>RFQ 2019-001</u>
Solicitation/Contract Name:	<u>Howell Mill Road Bike/Ped Concept Study</u>

CONSULTANT AFFIDAVIT

By executing this affidavit, the undersigned Consultant verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of the Upper Westside Community Improvement District has registered with, is authorized to use and uses 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.

Furthermore, the undersigned Consultant will continue to use the federal work authorization program throughout the contract period and the undersigned Consultant will contract for the physical performance of services in satisfaction of such contract only with sub-consultants who present an affidavit to the Consultant with the information required by O.C.G.A. § 13-10-91(b). Consultant hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number
(EEV/E-Verify Company Identification Number)

Date of Authorization

Name of Consultant

I hereby declare under penalty of perjury that the foregoing is true and correct

Printed Name (of Authorized Officer or Agent of Consultant)

Title (of Authorized Officer or Agent of Consultant)

Signature (of Authorized Officer or Agent)

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

____ DAY OF _____, 201__

[NOTARY SEAL]

Notary Public

My Commission Expires: _____

Rev. 11/01/15

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 (in Bold). The table below only includes the area classes relevant to this RFQ and does not represent a full listing of all GDOT area classes. Particular attention should be paid to the date that consultants certificate expires.

Area Class #	Area Class Description	Prime Consultant Name	Sub-Consultant #1 Name	Sub-Consultant #2 Name	Sub-Consultant #3 Name	Sub-Consultant #4 Name	Sub-Consultant #5 Name	Sub-Consultant #6 Name
	DBE – Yes/No ->							
	Prequalification Expiration Date							
1.05	Alternative 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							
1.07	Attitude, Opinion, and Community Value Studies (Public Involvement)							
1.09	Location Studies							
1.10	Traffic Analysis							
1.13	Non-Motorized transportation Planning							
3.02	Two-Lane or Multi-lane Urban Roadway Design							
3.03	Multi-Lane Urban Roadway Widening and Reconstruction							
3.06	Traffic Operations Studies							
3.07	Traffic Operations Design							
3.08	Landscape Architecture Design							
3.09	Traffic Control Systems Analysis, Design and Implementation							
3.12	Hydraulic and Hydrological Studies (Roadway)							
3.13	Facilities for Bicycles and Pedestrians							
3.15	Highway and Outdoor Lighting							
4.01	Minor Bridge Design							
4.02	Major Bridge Design							
4.04	Hydraulic and Hydrological Studies (Bridges)							
5.01	Land Surveying							
5.02	Engineering Surveying							
5.08	Overhead/Subsurface Utility Engineering (SUE)							
6.03	Hydraulic and Hydrologic Studies (Soils & Foundation)							



RFQ 2019-001

ATTACHMENT 1

Submittal Formats for UWCID Engineering Design Services

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