



Request for Qualifications

General Engineering Consulting Services

Solicitation Number:	16-049
Solicitation Date:	February 5, 2016
Proposal Submission Deadline:	April 4, 2016 4:00 PM (ET)
Proposed Award Date:	May 12, 2016

**245 Peachtree Center Avenue, NE, Suite 400
Atlanta, GA 30303-1426
(404) 463-3000**

PART 1 – SOLICITATION, OFFER, AND AWARD

1 Information for Proposers

1.1 Purpose of Procurement

The purpose of Solicitation No. 16-049 is to solicit Statement of Qualifications (SOQs) from qualified engineering firms interested in providing General Engineering Consulting (GEC) services to SRTA (State Road and Tollway Authority) and GRTA (Georgia Regional Transportation Authority) for up to a seven (7) year period.

This Request for Qualifications (RFQ) seeks to identify potential providers of GEC services. The procurement of GEC services will be conducted using qualifications-based competitive proposal procedures (i.e. “Brooks Act” procedures) as defined in 40 U.S.C. § 1102, 49 U.S.C. § 5325b and O.C.G.A. § 50-22-1 through 50-22-9. All respondents to this RFQ are subject to the instructions communicated in this document and are cautioned to review the entire RFQ and carefully follow the instructions herein.

The selected Contractor will provide a range of design, engineering, transportation-related and toll-related technical services to GRTA and SRTA, referred to collectively as “Authorities.” The specific services to be provided are summarized in Part III (Scope of Services) of this RFQ document. The Authorities shall be the sole contracting entities for the GEC services.

The services to be performed shall generally fall into the following National Institute of Government Purchasing (NIGP) commodity codes:

- 906 - Architectural Services, Professional
- 925 - Engineering Services, Professional

There will be a Pre-Proposal Conference for this solicitation at 11:00 a.m. (EST) on Monday, February 15, 2016 in the GRTA Board Room located at 245 Peachtree Center Avenue, NE, Suite 400, Marquis Tower One, Atlanta, Georgia 30303 in the GRTA Board Room on the 4th floor of Marquis Tower One. Attendance at the Pre-Proposal Conference by potential proposers is voluntary, but strongly recommended. Small, minority and woman-owned businesses are encouraged to attend the Pre-Proposal Conference to learn about the procurement and to network with potential prime contractors and subcontractors.

SOQs will be accepted until 4:00PM (EST), April 4, 2016. A copy of the RFQ document can be found on the Authorities websites at [GRTA Bid Opportunities](#) and [SRTA Bid Opportunities](#) respectively, as well as on the Georgia Procurement Registry website at [Georgia Procurement Registry](#).

1.2 State Road & Tollway Authority (SRTA) Profile

SRTA is a state-level, independent authority created by the Georgia General Assembly to operate tolled facilities within the state. SRTA also serves as a financing arm for state and local

transportation projects across the state. SRTA's Mission is to enhance the mobility in Georgia by providing innovative transportation choices and financial solutions. SRTA's vision is to be a world class tolling and financing provider of transportation solutions. Much of that capability is dependent on the success of the toll collection implementation to accommodate the needed technology and ability to grow within the system. SRTA's core values go to integrity, expertise, collaboration, providing great customer service and diversity.

SRTA currently operates the I-85 Express Lanes, a 16-mile stretch of I-85 from Old Peachtree Road to Chamblee Tucker Road, just south of I-285. The I-85 Express Lanes are High Occupancy Toll lanes in which registered vehicles with 3 or more passengers, transit, motorcycles, emergency and electric vehicles are not tolled. Since their opening in October 2011, usage of the I-85 Express Lanes has more than tripled. SRTA currently processes approximately 4 million transactions and receives approximately \$9 million in toll revenue annually with a transponder base of approximately 450,000 and an approximate account base of 275,000.

1.3 Georgia Regional Transportation Authority (GRTA) Profile

The Georgia Regional Transportation Authority (GRTA) was created by the State of Georgia General Assembly in 1999 and is charged with combating air pollution and traffic congestion in the metropolitan Atlanta region. GRTA was formed to ensure that the metropolitan Atlanta region can sustain its economic growth, while maintaining the excellent quality of life that has made the region attractive to businesses and workers.

GRTA assists local governments in financing mass transit or other transportation projects that alleviate air pollution and congestion by serving as a conduit for federal and state grant funds and by issuing revenue and/or administering general obligation bonds. GRTA operates a regional commuter bus service (*Xpress*) throughout its 13-county jurisdiction. GRTA's fifteen Board members are appointed by the Governor and sit as the Governor's Development Council, which at the direction of the Governor, may coordinate, supervise, and review planning by state agencies.

1.4 Federal Participation in Contract

The contract to be awarded as a result of this solicitation may be financed, in part, by funds from the United States Department of Transportation (USDOT) as awarded through programs of its operating administrations.

For Federal Transit Administration (FTA) eligible task orders executed by GRTA under this Contract it is contemplated that federal funds shall comprise 80% of the total task order price and state and/or local funds shall comprise the remaining 20% of the total task order price.

1.5 Type and Term of Contract

The Authorities will establish a master contract with the selected proposer, for a base period of three (3) years, with two, additional two-year extensions for a possible maximum engagement of seven (7) years. (The actual schedule and contract terms are subject to development by Authorities and the Consultant.) During the term of the master contract, Authorities may issue task orders for work covered by the master contract.

All extensions or renewals of the term of the contract shall be in the Authorities' sole discretion and evidenced in writing in advance of the Contract expiration date.

1.6 Solicitation Schedule

This solicitation will be governed by the following schedule:

Solicitation Date	February 5, 2016
Pre-Proposal Conference	February 15, 2016, 11:00 a.m. (EST)
Deadline for Submission of Written Questions	March 1, 2016, 4:00 P.M. (ET)
GRTA & SRTA Response to Written Questions Posted Online	March 15, 2016, 5:00 P.M. (ET)
Deadline for Submission of Statements of Qualifications to GRTA	April 4, 2016, 4:00 P.M. (EST)
Invitation to Interview/Present-Optional (by invitation only, at Authorities' sole discretion)	April 15, 2016, 5:00 P.M. (EST)
Presentations and Interviews to Authorities Qualifications Evaluation Committee-Optional (by invitation only)	April 20-21, 2016*, (Times TBD)
Recommendation for Contract Negotiation to Authorities' Executive Director	April 22, 2016*
Initial Contract Negotiations Commence with Top Ranked Firm	April 25, 2016*
Recommendation for Contract Award to Authorities Executive Director or Board	May 11, 2016*
Notice of Award	May 12, 2016*
Contract Effective Date	June 1, 2016*

*Tentative and subject to change at the Authorities' sole discretion with no formal modification to the RFQ document. Changes to all other dates require the issuance of a formal addendum to the RFQ document.

1.7 Restrictions on Communications with the Authorities During Solicitation, Offer, and Award Period

1.7.1 Restrictions on Communicating with Staff

From the issue date of this RFQ until the final award is announced, Proposers are not allowed to communicate, for any reason, with any State staff except through the Issuing Officer named herein, or during the oral conference (if any), or as defined in this RFQ or as provided by existing work agreement(s). Prohibited communication includes all contact or interaction, including but not limited to telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. The Authorities reserve the right to reject the Proposal of any Proposer violating this provision.

1.7.2 Contract Questions, Clarifications and Recommendations

From the date of issuance of this solicitation through the date of contract award by the Authorities, all official communications to and from the Authorities regarding this solicitation will be transmitted in writing (defined as being sent or received via letter or email on official firm/agency letterhead or by electronic mail).

No questions other than written questions will be accepted. Neither GRTA nor SRTA shall be responsible for any oral statements made by its employees regarding this solicitation.

All vendor communications concerning this solicitation should be directed to the Procurement & Contracts Manager as set forth in Section 1.8 below. **Unauthorized contact regarding this solicitation with other GRTA or SRTA employees and/or Board members may result in disqualification.** Any oral communications will be considered unofficial and non-binding on the Authorities. Vendors should only rely on written statements issued by the Procurement & Contracts Manager.

1.8 Contact Information

All inquiries, offers, submissions, and/or other correspondence regarding this solicitation (excluding protests submitted in accordance with Part 1, Section 2.10 below) must be directed in writing to:

Leanna Jordan Pierre, Procurement & Contracts Manager
Georgia Regional Transportation Authority
Marquis One Tower
245 Peachtree Center Ave, NE, Suite 400
Atlanta, GA 30303-1426
E-mail: lpierre@grta.org

2 Solicitation Terms and Conditions/Instructions to Proposer

2.1 Deadline for Submission of Proposals/Late Proposals

Proposals submitted in response to Solicitation No. 16-049 must be received at the address provided in Section 1.8 no later than 4:00 p.m. (ET) on April 4, 2016 to ensure that they are evaluated for contract award. SOQs received after the submission deadline will not be evaluated. SOQs will not be opened and read in public.

2.2 Format of Proposals

Six (6) complete copies of each SOQ, including five (5) paper copies and one (1) electronic copy on compact disc or flash drive, must be submitted to the Authorities' Procurement & Contracts Manager for the SOQ to be eligible for evaluation and consideration for contract

award. Submittals must be typed on standard (8 ½" x 11") paper, except for the organizational chart which may be submitted on 11" x 17" paper. The pages of the qualification submittals must be numbered. A table of contents, with corresponding tabs, must be included to identify each section. Each Statement of Qualifications shall be prepared simply and economically, providing straightforward, concise delineation of respondent's capabilities. Fancy bindings, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content.

All SOQs must be prepared and submitted in accordance with the SOQ format and content requirements specified in Part 1, Section 3 below. SOQ must be typed. The included required forms may be completed by using the free Adobe Reader software available at <http://get.adobe.com/reader/>.

The "original" paper copy of the SOQ must be unbound. All paper copies must be clearly marked as being either "Original" or "Copy" as applicable.

All SOQs must be prepared and submitted in accordance with the RFQ document format and content requirements specified in Part I, Section 3 below. SOQs must be typed in English. As a condition of submission responsiveness, all Offer Documents, included as Part IV of this RFQ, that require the signature of Proposer must be signed.

Any contract award made as a result of this solicitation shall bind the Proposer to all of the terms, conditions and specifications set forth in this RFQ.

2.2.1 Electronic Copy

The CD shall contain electronic file copies of all complete, signed Offer Documents that are submitted in paper copy format.

Use caution in creating electronic files to be included on a CD. If the Authorities are unable to open an electronic file due to a virus or because the file has become corrupted, the Proposer's response may be considered incomplete and disqualified from further consideration.

Use commonly accepted software programs to create electronic files. The Authorities have the capability of viewing documents submitted in the following format: Microsoft Word, Microsoft Excel and portable document format file (PDF). Unless the RFQ specifically requests the use of another type of software or file format than those listed above, please contact the Issuing Officer prior to utilizing another type of software and/or file format. In the event the Authorities are unable to open an electronic file because the Authorities does not have ready access to the software utilized by the Proposer, the Proposer's response may be considered incomplete and disqualified from further consideration.

2.3 Location for Submission of Statement of Qualifications/Methods of Delivery

It is the sole responsibility of the Proposer to ensure that its proposal is successfully delivered to the Authorities by the specified date and time. The Authorities are not responsible for late or lost deliveries of SOQs. The Procurement and Contracts Manager will send an email to the Proposer's authorized representative as confirmation of receipt of the SOQ.

SOQs must be delivered to the GRTA administrative office located at Marquis One Tower, 245 Peachtree Center Avenue, NE, Suite 400, Atlanta, Georgia, 30303-1426. GRTA's physical address and mailing address are the same.

All envelopes, packages, and/or boxes (including all envelopes, packages, and/or boxes submitted within a larger envelope, package, or box) must be clearly marked with the following identifier on the outside of the envelope, package or box:

“Statement of Qualifications in response to Solicitation No. 16-049: RFQ for General Engineering Consulting Services – April 4, 2016, 4:00 p.m. (EST)

ATTN: Leanna Jordan Pierre, Procurement & Contracts Manager to be opened by addressee only.”

Failure to clearly mark all envelopes, packages, and/or boxes as specified may result in the disqualification of the SOQ. It is the sole responsibility of the Proposer to ensure that its SOQ is successfully delivered to GRTA by the specified date and time. Neither Authority is responsible for late or lost deliveries by the U.S. Postal Service or private courier/delivery services.

2.4 Questions and Exceptions/Modifications to Contract Language

Questions regarding the RFQ must be submitted to the Authorities in writing (defined as being sent or received via letter on official firm/agency letterhead or by electronic mail) by 4:00 p.m. (EST) on March 1, 2016. Written questions must be submitted to the attention of Leanna Jordan Pierre, Procurement & Contracts Manager in accordance with Part 1, Section 1.8 above. **Inquiries must be numbered sequentially and submitted in the form of questions.** The Authorities may not respond to written questions received after the submission deadline.

In addition, any exceptions or proposed modifications to the Contract provided in Part II of this RFQ must also be submitted to the Authorities in writing by 4:00 p.m. (EST) on March 1, 2016. If a Proposer takes exception to a Contract provision, the Proposer must state the reason for the exception and state the specific Contract language it proposes to include in place of the provision. The Authorities are under no obligation to accept any of the proposed modifications or make any modification to the Contract based on exceptions taken by a submitting firm. The Authorities shall review all proposed modifications and exceptions to the Contract and shall issue a Final Contract in the form of an Addendum to this RFQ not later than five (5) business days prior to the deadline for the submission of SOQs.

The Authorities' staff will review and evaluate all written questions that are received by the submission deadline and will post responses to all questions to both the Georgia Procurement Registry web site at [Georgia Procurement Registry](#), GRTA web site at [GRTA Bid Opportunities](#)

and SRTA website [SRTA Bid Opportunities](#) not later than 5:00 p.m. (ET) March 15, 2016. Answers to questions received will be issued jointly by the Authorities. It is the sole responsibility of the Proposer to make itself aware of the Authorities' responses to written questions. Responses to questions are provided as information only and do not in any way alter the contents of the Solicitation inclusive of the Scope of Work and the remainder of the RFQ documents. Revisions to the Solicitation shall be made only via formally issued Amendments (i.e. Addenda). Only such written addenda shall constitute revisions to the Solicitation that are binding upon the Authorities. It is the sole responsibility of the Proposer to make itself aware of the Authorities' responses to written inquiries and their impact on the RFQ.

2.5 Amendments to Solicitation (Addenda)/Postponement of Proposal Submission Deadline

The Authorities reserve the right to revise or amend the RFQ up to the time set for the submission of proposals. Such revisions and amendments, if any, shall be announced by written addenda to the RFQ and posted on the websites as set forth below. If an addendum significantly changes the RFQ, the date set for the submission of proposals may be postponed by such number of days as in the opinion of the Authorities shall enable potential Proposers to revise their proposals. In any case, the proposal submission deadline shall be at least five business days after the last addendum, and the addendum shall include an announcement of the new date, if applicable, for the submission of proposals.

Upon issuance, addenda will be considered part of the RFQ and will prevail over inconsistent or conflicting provisions contained in the original RFQ. Copies of all addenda will be made available on Georgia Procurement Registry web site at [Georgia Procurement Registry](#), GRTA web site at [GRTA Bid Opportunities](#) and the SRTA website [SRTA Bid Opportunities](#). It is the responsibility of the Proposer to check the aforementioned websites daily to ensure that it has received notification of any changes to the RFQ.

Proposers shall acknowledge receipt of all addenda by completing and submitting Offer Document #A3 (Acknowledgement of Addenda), included in Part 4 of this RFQ as part of its RFQ. As with other required documentation, proposals that fail to reference receipt of addenda by inclusion of Offer Document #A3 (Acknowledgement of Addenda) may be excluded from consideration for a contract award.

2.6 Modification of Proposals

A submitted proposal may be withdrawn and changes to a submitted proposal can be made prior to the SOQ due date and time. In the event a Proposer notes an error or omission in its response which was overlooked during the Proposer's review prior to submitting the response, the Proposer may contact the Authorities' Procurement and Contracts Manager to request the response be withdrawn. Please take note of the following limitations and risks regarding regaining access to the response:

In order to reinstate the Proposer's ability to resubmit a response, the Proposer's original response must first be withdrawn. Once the Proposer's response is withdrawn, the

Authorities have no response from the Proposer. Unless and until the Proposer resubmits the revised response, the Authorities will have no offer from the Proposer to evaluate for possible Contract award. Any resubmission must be received by Authorities no later than the SOQ due date and time.

2.7 Single Response to Solicitation

If only one SOQ is received in response to this RFQ, a detailed cost analysis of the single proposal may be requested of the single Proposer. A cost analysis, evaluation, and/or audit of the proposal may also be performed by the Authorities in order to determine if the proposal price is fair and reasonable. If the Authorities determine that a cost analysis is required, the single Proposer must be prepared to provide, upon request, detailed summaries of estimated costs (i.e., labor, equipment, supplies, overhead costs, profit, etc.) and documentation supporting all cost elements.

2.8 Confidential/Proprietary Information

All SOQs that are received by the Authorities in response to this RFQ will become the property of the Authorities and considered public records subject to the Georgia Open Records Act and shall be presumed to be fully open to public inspection following award of a contract. If a Proposer believes a portion of the information submitted in its proposal constitutes a trade secret or is otherwise exempt from disclosure under Georgia state law, the Proposer shall present an affidavit as required by O.C.G.A. § 50-18-72.

2.9 Reserved Rights

The Authorities reserve the right to reject any and all proposals or any portion of a specific proposal for any reason. Issuance of this RFQ and receipt of proposals does not commit the Authorities to award a contract.

The Authorities have the sole right to select the successful SOQ for contract award; to reject any SOQ as unsatisfactory or non-responsive due to non-conformance with the requirements of this RFQ; to cancel the solicitation and to advertise for new SOQs; or not to award a contract as a result of this RFQ.

The Authorities reserve the right to accept any SOQ deemed to be in the best interest of both The Authorities and to waive any irregularities in any proposal that does not prejudice other Proposers. The Authorities further reserve the right to negotiate with the Proposer whose SOQ is considered by the Authorities and in their sole discretion, to be most advantageous to both the Authorities.

The Authorities further reserve the right to retain all SOQ submitted and to use any ideas or concepts in any proposal for any purpose regardless of whether that proposal is selected for contract award.

SOQ shall be submitted to the Authorities on the most favorable of terms possible from the standpoint of cost, quality and technical capability to both of the Authorities. No Proposer shall have any cause of action against the Authorities arising out of the methods by which SOQs are evaluated.

2.10 Protest Procedures

2.10.1 Requirements for Protests

All protests related to this Solicitation shall be governed by GRTA's protest procedures without regard to SRTA's protest processes or procedures. All protests must be submitted to the Authorities in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) with sufficient documentation, evidence, and legal authority to demonstrate that the Protestor is entitled to the relief requested. The protest must be certified as being true and correct to the best knowledge and information of the Protestor, be signed by a corporate officer of the Protestor, and be notarized. The protest must also include a mailing address to which a response should be sent.

Protests received after the deadlines for receipt of protests are subject to denial without any requirement for review or action by the Authorities.

All protests must be directed in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to:

Executive Director
State Road and Tollway Authority and Georgia Regional Transportation Authority
245 Peachtree Center Avenue, NE, Suite 400
Atlanta, GA 30303-1426
E-mail: ctomlinson@grta.org
Fax: (404) 463-3060

2.10.2 Pre-Proposal Protests

All protests concerning solicitation specifications, criteria, and/or procedures shall be submitted, in writing, to the Authorities' Executive Director(s) as specified above not later than ten (10) business days prior to the deadline for submission of bids/proposals.

The Authorities' Executive Director(s) may, within his or her discretion, postpone the deadline for submission of bids/proposals, but in any case, shall provide a written response to all protests not later than five (5) business days prior to the deadline for submission of bids/proposals. If the deadline for submissions of bids/proposals is postponed by Authority as a result of the protest, the postponements shall be announced via an addendum to the solicitation.

The decision rendered by the Authorities' Executive Director(s) shall be the final agency decision on the matter, but shall be subject to judicial review as set forth in O.C.G.A. §50-13-19 or review by the Federal Transit Administration as set forth below.

2.10.3 Pre-Award Protests

With respect to protests made after the deadline for the submission of bids/proposals, but before contract award by GRTA, protests shall be limited to those alleging a violation of Federal or State law, a challenge to the bids/proposals evaluation and award process, GRTA's failure to have or follow its protest procedures or its failure to review a complaint or protest. Such protests shall be submitted, in writing, to the Authorities' Executive Director(s) as specified below, but no later than five (5) business days after the Recommendation for Contract Award Announcement and no later than five (5) business days after Recommendation for Contract Award announcement by the Authorities.

The Authorities' Executive Director(s) may, within his or her discretion, postpone the award of the contract, but in any case, shall provide a written response to all protests not later than three (3) business days prior to the date that the Authorities shall announce the contract award.

The decision by the Authorities' Executive Director(s) shall be the final agency decision on the matter, but shall be subject to judicial review as set forth in O.C.G.A. §50-13-19 or review by the Federal Transit Administration as set forth below.

2.10.4 Protest Response

The Authorities' Executive Director(s) shall issue written responses to all protests received by the required protest response dates. All protest responses shall be transmitted by first-class U.S. Mail to the address indicated in the protest letter.

For convenience, the Authorities will also send a copy of the response to a protest to the Protester by facsimile and/or electronic mail if a facsimile number and/or electronic mail address are indicated in the protest letter. The protest response transmitted by U.S. Mail shall be the official Authorities' response to the protest, and the Authorities will not be responsible for the failure of the Protester to receive the protest response by either facsimile or electronic mail.

The decision by the Authorities' Executive Director(s) shall be the final agency decision on the matter but shall be subject to judicial review as set forth in [O.C.G.A. § 50-13-19](#) or review by FTA as specified in Part 1, Section 2.6.3 below.

2.10.5 Review of Protests by FTA

All protests involving contracts financed with federal assistance shall be disclosed to the FTA in accordance with FTA Circular 4220.1F. Protesters shall exhaust all administrative remedies with GRTA prior to pursuing protests with FTA. FTA limits its reviews of protests to: a grantee's failure to have or follow its protest procedures; a grantee's failure to review a complaint or protest; or violations of Federal law or regulation. Appeals to FTA must be received by the cognizant FTA regional or headquarters office within five business days of the date the Protester learned of an adverse decision by the grantee or other basis of appeal to FTA.

2.11 Minority Business Participation

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the Authorities' policy to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All companies qualifying under this solicitation are encouraged to submit a SOQ.

Award of this contract will be conditioned upon satisfying the requirements of this solicitation. These requirements apply to all companies, including those who qualify as a disadvantaged business enterprise (DBE). GRTA's overall agency goal for participation by DBEs in its FTA funded contracts awarded between October 1, 2014 – September 30, 2017 is 11%. Additional contract requirements related to participation by DBEs in FTA financed projects are specified in Part 2 –Contract of this RFQ.

As an incentive to increase utilization of minority-owned businesses as subcontractors on State purchases, the State of Georgia provides for an income tax adjustment on the state tax return of any company that subcontracts with a State certified minority-owned firm to furnish goods, property, or services to the State of Georgia, including GRTA. The Tax Incentive Program is codified at [O.C.G.A. §48-7-38](#) and is managed by the Georgia Department of Revenue.

2.12 Registered Lobbyists

By submitting a response to this SOQ, the Proposer hereby certifies that the Proposer and its lobbyists are in compliance with the Lobbyist Registration Requirements in accordance with the Georgia Government Transparency and Campaign Finance Commission and as required by O.C.G.A. § 21-5-71.

2.13 Conflict of Interest-Authorities' Employees

The Authorities' employees are bound by the Georgia Governor's Executive Order dated January 10, 2011 for "Establishing a Code of Ethics for Executive Branch Officers and Employees". The Executive Order prohibits the Authorities' employees, or any person acting on their behalf, from accepting, directly or indirectly, any gift from any person with whom the employee interacts on official Authority business. Therefore, it is unlawful for a potential Proposer, or its subcontractors or suppliers, to make gifts or favors to any of the Authorities' employee. It is also unlawful for any Authority employee to accept any such gift or favor. In addition, any persons acting as members of the Proposal Review Committee for this procurement shall, for the purposes of this procurement, be bound by the referenced Executive Order.

Throughout the proposal evaluation and award process and subsequent contract negotiations, Proposers shall not discuss or seek specific information about this procurement, including but not limited to, the contents of submissions, the evaluation process or the contract negotiations, with members of the Proposal Review Committee, the Authorities' Board of Directors, or Authority employees other than Leanna Jordan Pierre, Procurement & Contracts Manager.

2.14 Conflict of Interest Disclosure

Each Proposer must include in its SOQs a full disclosure of all actual, perceived or potential conflicts of interest within its team. Respondent shall disclose if their firm (including any subsidiary, parent or other closely affiliated legal entity of their firm) is working on any transportation project that has a tolling component within the State of Georgia, where the contract engaging the Proposer for the project is with a private or public entity other than the Authorities. If a Proposer has any question as to whether or not its proposed team would be in compliance with the terms of this Section, such Proposer may submit the issue to the Procurement and Contracts Manager in writing, describing in reasonable detail the proposed structure and seeking clarification. The Authorities, or appropriate Authority, will promptly respond to any such request for clarification.

Failure to disclose business relationships (and the supporting information required) meeting the criteria in the first sentence, *is grounds for automatic disqualification*; however, the mere existence of such business relationships is **NOT** an automatic disqualification. Proposers are put on notice that the Authorities will review the provided information and make a determination as to whether a potential or actual conflict of interest exists *that warrants disqualification*. The Authorities' determination of a potential or actual conflict of interest that warrants, and therefore results in the disqualification of a Proposer from further consideration under this procurement shall be made by the Authorities in their sole discretion.

By submitting its Proposal, each Proposer agrees that, if an actual, perceived or potential conflict of interest is thereafter discovered, Proposer must make an immediate and full written disclosure to the Authorities, or appropriate Authority, that includes a description of the action that Proposer has taken or proposes to take to avoid or mitigate such conflicts. If Proposer was aware of an organizational conflict of interest prior to award of the Contract and did not disclose the conflict to the Authorities, the Authorities may terminate the Contract for default.

2.15 Restrictions on Participation

Proposers are advised that the following entities are precluded from submitting a Proposal in response to this solicitation and from participating as the lead general engineering consulting firm, or a subcontractor or sub consultant for a Proposer:

- any entity that is the General Engineering Consultant or Program Management Consultant for the Innovative Delivery Unit of the Georgia Department of Transportation ("GDOT") as of the posting date of this procurement; and
- any entity that is a parent, affiliate, or subsidiary of any of the entities listed above or that is under common ownership, control or management with any of the foregoing entities.

2.16 Participation on Future Related Work

The Authorities recognize that the services and work product provided by the selected GEC pursuant to this Solicitation, may involve GDOT and/or be incorporated in whole or in part as part of GDOT's future solicitation documents, especially those related to managed lanes or other toll facilities. Therefore, in order to address potential conflicts, the following shall apply:

- The selected GEC shall be eligible (subject to GDOT standard conflict of interest requirements) to perform work for an entity (“Proposing Entity”) that may submit a proposal in response to a future GDOT design build procurement on those projects on which the GEC did not perform work for SRTA or GRTA.
- The selected GEC may be eligible (subject to GDOT standard conflict of interest requirements) to perform civil engineering or other work as a team member of a Proposing Entity on projects on which the GEC provided work product or services under this Solicitation. Prior to the performance of such services for the Proposing Entity, the GEC shall notify the affected Authority and GDOT in writing of the matter and request GDOT and Authority approval to proceed in both roles on the project. In order to be considered for approval, the GEC must demonstrate to the satisfaction of GDOT and the affected Authority that acceptable safeguards will be implemented and maintained to prevent any communications or sharing of work product between the GEC resources working under this Solicitation and those providing services to the Proposing Entity.

Failure to adhere to these provisions or any of governing ethics or conflict of interest requirements may result in the GEC and/or the Proposing Entity (or their proposal) being disqualified or ineligible for award.

2.17 Contractual Relationships

The Authorities intend to execute the Contract, attached as Part 2 of this RFQ, for the provision of the required services with the selected Contractor. The selected Contractor’s contractual responsibility must solely rest with one firm or legal entity, which shall not be a subsidiary or affiliate with limited resources.

Neither Authority shall be a party to contracts between the selected Contractor and/or any subcontractors it may choose to employ during fulfillment of the contract; however, the selected Contractor shall execute fair and reasonable contracts with its subcontractors (if any) and shall provide the Authorities with copies of said contracts not later than five business days prior to their execution. Additional contract requirements related to Subcontractors are specified in Part 2 –Contract of this RFQ.

2.18 Contractual Provisions

The Authorities intend to immediately engage the successful firm for discussion of services.

By submitting a Qualification Statement, each Proposer acknowledges its acceptance of the RFQ specifications and the Contract terms and conditions without change except as otherwise expressly stated in the submitted proposal. If a Proposer takes exception to a Contract provision, the Proposer must state the reason for the exception and state the specific Contract language it proposes to include in place of the provision. Any exceptions to the Contract must be submitted in accordance with Section 2.4 as noted above. Exceptions must be in an original document clearly marked and may not be submitted in the form of hand written changes to the

original Contract. Proposed exceptions must not conflict with or attempt to preempt requirements specified in the RFQ.

At the end of the evaluation process, the Authorities shall contact the apparent successful Proposer. Prior to the Contract award, the apparent successful Proposer will be required to enter into negotiations/discussions with the Authorities to resolve any contractual differences before an award is made. These negotiations/discussions are to be finalized and all exceptions resolved within one (1) week of notification. Failure to resolve any contractual issues may lead to rejection of the Proposer. Authorities reserve the right to proceed to discussions with the next highest ranked Proposer. The Proposer should not expect to make any modifications to the Contract unless the same are necessary in order to ensure that the Contract is consistent with the offer.

The Authorities reserve the right to modify the Contract to be consistent with the successful offer, and to negotiate other modifications with the apparent successful Proposer if such changes are in Authorities' interest. Exceptions that materially change the terms or the requirements of the RFQ may be deemed non-responsive by the Authorities, in their sole discretion, and rejected. Contract exceptions which grant the Proposer(s) an impermissible competitive advantage, as determined by the Authorities in their sole discretion, will be rejected.

2.19 Responsibility for Compliance with Legal Requirements

Proposer's services, and facilities shall be in full compliance with any and all applicable federal, state, and local laws, regulations, ordinances, and standards and any standards adopted by nationally recognized testing facilities regardless of whether or not they are referred to in this RFQ.

2.20 Conditional Proposals

Terms and conditions attached to a SOQ by a Proposer and made a condition of contract execution may render the proposal non-responsive and may be rejected as being nonresponsive by the Authorities.

2.21 Sales and Use Taxes

The Authorities are exempt from paying sales and use taxes. All proposal prices must exclude sales and use taxes (if applicable).

2.22 Statement of Qualification Preparation Costs

All costs of SOQ preparation, attendance at pre-proposal and/or pre-award meetings, and any other pre-award costs shall be at Proposer's sole cost and expense.

3 Contents of a Complete Statement of Qualifications

All SOQs should include a table of contents with page numbers and sufficient detail to facilitate easy reference to all requested information.

To be eligible for evaluation by the Authorities as a complete, responsive proposal in response to this RFQ, any and all SOQs submitted to the Authorities must contain all of sections listed in the following table, properly signed (as required), fully completed by the Proposer, and numbered and arranged as specified in the table below:

Percent of Score	Page Limit of Section	Statement of Qualification Requirements
Section A – Complete Statement of Qualifications Checklist & Offer Documents		
NA	NA	<p>A1 – Statement of Qualifications Checklist</p> <ul style="list-style-type: none"> • This document serves as a checklist for Proposers to ensure that their SOQ is complete and ready for submission to GRTA. The document is used by GRTA during the evaluation of responsiveness of SOQs. • This document must be fully completed, signed, and submitted with the proposal. • Blank checklist form is attached as Offer Document #1 in Part 4 of this RFQ.
		<p>A2 – Statement of Qualifications Letter</p> <ul style="list-style-type: none"> • This document summarized the acknowledgments and representations made by and agreed to by the Proposer with regard to its proposal. • This document must be fully completed, signed, and submitted with the SOQs. • A blank form is attached as Offer Document #2 in Part 4 of this RFQ.
		<p>A3 – Acknowledgment of Addenda</p> <ul style="list-style-type: none"> • This document is required by Part 1, Section 2.5 of this RFQ. • This document must be fully completed, signed, and submitted with the proposal. • If no addenda to the RFQ were issued by GRTA, Proposer must still complete the form and include it in its proposal. • Blank form is attached as Offer Document #3 in Part 4 of this RFQ.
		<p>A4 – Contractor Information Form</p> <ul style="list-style-type: none"> • This document summarizes key information about the Proposer for the Authorities' assistance and reference during evaluation of the SOQs including: <ul style="list-style-type: none"> ○ Contact Information for Proposer ○ Corporate information ○ List of references for whom firm has performed similar services in the past five years ○ GRTA will contact the references listed on this document as part of its evaluation of proposals.

		<ul style="list-style-type: none"> ○ If Proposer is a certified DBE, proof of DBE certification must accompany this document. ○ This document must be fully completed, signed, and submitted with the SOQ. ● Blank form is attached as Offer Document #4 in Part 4 of this RFQ.
		<p>A5 – Contractor Affidavit</p> <ul style="list-style-type: none"> ● This document must be fully completed, signed, and submitted with the SOQs. ● A blank form is attached as Offer Document #5 in Part 4 of this RFQ.
		<p>A6 – Schedule of Proposed DBEs and/or DBE Good Faith Efforts Documentation</p> <ul style="list-style-type: none"> ● This form summarizes the Proposer’s efforts to assist GRTA with meeting its DBE goal. ● This document is required by Part 1, Section 3.1 of this RFQ. ● This document must be fully completed, signed, and submitted with the SOQ. ● A blank form is attached as Offer Document #6 in Part 4 of this RFQ. ● For additional information regarding the submission of Good Faith Efforts Documentation, see Part 1, Section 3.1 of this RFQ.
		<p>A7 – Certification Regarding Lobbying</p> <ul style="list-style-type: none"> ● This document is required by Part 2 of this RFQ. ● This document must be fully completed, signed, and submitted with the proposal. ● A blank form is attached as Offer Document #7 in Part for of this RFQ.
Section B – Firm’s Experience and Qualifications		
30%	6	<p>B1 – Experience and Qualifications</p> <ul style="list-style-type: none"> ● Provide information regarding the firm’s experience and qualifications by detailing the qualification and experience of the firm’s key staff that will provide services under the contract, to include at a minimum: <ul style="list-style-type: none"> ○ Identify primary point of contact (or contacts, if firm is proposing different contacts for the Authorities) for the contract. ○ Identify key staff and describe their demonstrated ability to effectively perform services in programs comparable in complexity, size, and function, to clients such as government entities, private tolling entities, transit authorities and similarly-structured organizations. ○ Include evidence of relevant competencies of the principal professional(s) and key staff in services relevant to SRTA’s needs and evidence of overall competency of the firm in providing relevant consulting services.

	1	<p>B2 – Organizational Chart</p> <ul style="list-style-type: none"> • Include an organizational chart of the proposed team showing names, titles, firms, and roles of all personnel listed in B1 or B3. • Submit on 8.5"x11" or 11"x17" paper size
	40	<p>B3 – Resumes</p> <ul style="list-style-type: none"> • Include resumes for project staff that would participate in the project; all resumes should include at a minimum: <ul style="list-style-type: none"> ○ Name ○ Role in this contract ○ Years of experience ○ Firm name and location – including city and state of the firm where the person currently works ○ Education – provide all levels of relevant academic degree(s) received, indicate the area(s) of specialization for each degree ○ Current professional registration ○ Relevant projects – information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to their proposed role in the contract.
Section C – Managed Lanes Experience		
25%	8	<p>C1 – Relevant Projects</p> <ul style="list-style-type: none"> • Provide information on firm's experience with up to four similar projects of size and scope, including any experience with the following: <ul style="list-style-type: none"> ○ Express lanes on existing interstates ○ Working with Toll System Integrators ○ Review of design, testing, installation of toll systems ○ Implementation (Go-Live) planning ○ System-to-system interchanges for managed lanes ○ Program Management in a tolling environment
	2	<p>C2 – Other Relevant Experience to Managed Lanes</p> <ul style="list-style-type: none"> • Provide any additional experience related to managed lanes that would be beneficial to SRTA.
Section D – Suitability for Work with SRTA		
25%	3	<p>D1 – Apparent Suitability</p> <ul style="list-style-type: none"> • Describe how proposing firm will provide suitable services for SRTA, including: <ul style="list-style-type: none"> ○ Firm's apparent fit to the project types, initiatives and/or needs of SRTA. ○ Any special or unique qualifications for the scope listed in <i>Part 3</i>. ○ Any special or unexpected services offered by the firm which might be suitable for the program. ○ Experience with the technologies and protocols used by SRTA. ○ Experience with the brands, vendors, service providers (and their relevant solutions/systems/equipment) currently in use by SRTA.

Section E – Project Experience and Suitability for work with GRTA		
20%	8	E1 – Relevant Project Experience <ul style="list-style-type: none"> • Provide information on firm’s experience with up to four relevant projects, including any experience with the following: <ul style="list-style-type: none"> ○ Work with similar transit agencies in an engineering capacity ○ Site civil design and construction management including parking lots, hydraulics and drainage, striping, and landscape architecture. ○ ITS design (dynamic message signs, security cameras, etc.) ○ Transit-related architecture ○ Design of park-and-ride lots and associated facilities
	3	E2 – Apparent Suitability <ul style="list-style-type: none"> • Describe how proposing firm will provide suitable services for GRTA, including: <ul style="list-style-type: none"> ○ Firm’s apparent fit to the project types, initiatives and/or needs of GRTA. ○ Any special or unique qualifications for the scope listed in <i>Part 3- Scope of Services</i>. ○ Any special or unexpected services offered by the firm which might be suitable for the program. ○ Experience with the GRTA’s existing transit operations.
Section F – Required Documentation		
	None	F1 – Litigation History <ul style="list-style-type: none"> • Describe any litigation the Proposer or any sub consultants has been involved in in the past five (5) years. Describe experience with litigation with Owners and/or Contractors. List any active or pending litigation and explain.
	None	F2 – Insurance <ul style="list-style-type: none"> • Provide name of insurance carrier for Proposer, types and levels of coverage, and deductible amounts per claim.
	None	F3 – Finance <ul style="list-style-type: none"> • List the Proposer’s annual average revenue for the past five (5) years. • Supply financial references and main banking references or the prime contracting firm
	None	F4 – Failure to Complete <ul style="list-style-type: none"> • Has the Proposer or any proposed sub consultants ever been removed from a contract or failed to complete a contract as assigned?

3.1 Schedule of Proposed Disadvantaged Business Enterprise (DBE) Participation and/or Documentation of Good Faith Efforts

Task orders issued by GRTA under the resulting Contract, that are financed, whether in part or in whole, by FTA funds, shall be subject to GRTA’s overall agency goal for participation by DBEs in its federally funded contracts. GRTA’s overall agency goal for federally funded

contracts awarded between October 1, 2014 and September 30, 2017 is 11%. A separate contract goal has not been established for this procurement.

Proposers are encouraged to assist GRTA with meeting its DBE goal by including firms certified as DBEs by the Georgia Department of Transportation (GDOT) on its team.

Proposers must list all proposed subcontractors and the associated DBE status. Proposers must also include the services to be provided under the contract and the estimated percentage of participation by the each subcontractor on the form.

DBE subcontractors must be certified by GDOT, MARTA, a State Authority or State Department of Transportation prior to the deadline for submission of SOQs and their certification must be active as of the date of submission of SOQs. Proposers must attach copies of current GDOT DBE certifications for each proposed DBE subcontractor to this form for the subcontractor to be recognized as a DBE under the contract.

Proposers who do not propose to subcontract at least 11% of the total contract price to DBE subcontractors must attach to the form documentation demonstrating their “good faith efforts” to recruit and utilize DBE firms as subcontractors under the contract. Proposers may attach up to three (3) sheets of documentation of their “good faith efforts” to recruit and utilize DBE subcontractors. It shall be at the sole discretion of GRTA to evaluate and determine the sufficiency of a Proposer’s “good faith efforts” to recruit and utilize DBE subcontractors.

Good Faith Efforts require that the Proposer consider all qualified DBEs, who express an interest in performing work under the contract. This means that the bidder cannot reject a DBE as unqualified unless the bidder has sound reasons based on a thorough investigation of the DBE’s capabilities. Further, the DBE’s standing within its industry, membership in specific groups, organizations or associations and political or social affiliations (for example, union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the Contractor’s efforts to meet the contract DBE participation goal.

The following list, which is not exclusive or exhaustive, sets forth the types of actions, which indicate good faith efforts on the part of a bidder to meet the DBE goal. The extent and type of actions required will vary depending on such things as industry practice, the time available for submitting a bid and the type of contract involved.

- Attendance at a pre-bid meeting, if any, scheduled by GRTA to inform DBEs of subcontracting opportunities under a given solicitation.
- Advertisement in general circulation media, trade association publications, and minority-focus media for at least twenty (20) days before bids are due. If 20 days are not available, publication for a shorter reasonable time is acceptable.
- Written notification to capable DBEs that their interest in the contract is solicited.
- Documentation of efforts to negotiate with DBEs for specific sub-contracts including at a minimum:
 - The names, addresses, and telephone numbers of DBEs that were contacted and the date(s) of contact.
 - A description of the information provided to DBEs regarding the plans and specifications for portions of the work to be performed.

- A statement explaining why additional agreements with DBEs were not reached.
- For each DBE the bidder contacted, but rejected as unqualified, the reason for the bidder's conclusion.
- Documentation of efforts made to assist the DBEs contacted that needed assistance in obtaining bonding or insurance required by the bidder or the Authority.
- Documentation of efforts to utilize the services of small business organizations, community and contractor groups to locate qualified DBEs.
- Documentation that the bidder has broken out contract work items into economically feasible units in fields where there are available DBE firms to perform the work.
- Evidence that adequate information was provided to interested DBEs about the plans, specifications and requirements of the contract, and that such information was communicated in a timely manner.
- Documentation of any efforts made to assist interested DBEs in obtaining necessary equipment, supplies, materials or related assistance or services.

The determination that a Proposer had exercised good faith efforts in attempting to meet the DBE contract goal shall be at GRTA's sole discretion. GRTA's complete DBE Program Policy can be found here: [GRTA Disadvantaged Business Enterprise Program](#).

4 Evaluation and Award Process

4.1 Standards for Award

Solicitation No. 16-049 is a Request for Qualifications (RFQ). The procurement of GEC services will be conducted using qualifications-based competitive proposal procedures (i.e. "Brooks Act" procedures) as defined in 40 U.S.C. § 1102, 49 U.S.C. § 5325b and O.C.G.A. § 50-22-1 through 50-22-9.

The Authorities intend to award a contract to the Proposer(s) whose firm and proposed team are determined to be the most qualified to provide the required GEC services to both of the Authorities. A Qualifications Evaluation Committee comprised of professional staff employed by the Authorities will evaluate all SOQs that are received. The Qualifications Evaluation Committee will determine the most qualified firm or team and will present the ranked list to the GRTA Executive Director for approval to enter into negotiations with the top ranked firm or team.

In order to be eligible for contract award a proposal must meet all of the following criteria:

4.1.1 The SOQ submitted is responsive to the solicitation.

- A SOQ shall be considered responsive if it conforms in all material aspects to the requirements of the solicitation at the scheduled time of submission and does not require further discussions with the Proposer.
- It shall be at the sole discretion of the Authorities to determine if an SOQ "conforms in all material aspects to the requirements of the solicitation."

4.1.2 The firm who submitted the SOQ is a responsible firm.**4.1.2.1 A firm shall be considered responsible if the firm meets, at the time of contract award, the following minimum qualifications:**

- The firm has been in business for at least five (5) consecutive years.
- The firm must have a full-time tolling practice group.
- The firm has been engaged in at least two (2) engineering services contracts of similar scope and complexity for a government entity such as the federal government, state government or a regional government entity with demonstrated success.
- The firm's proposed tolling lead has a minimum of ten (10) years of demonstrated tolling services experience and will be assigned full-time to an established Atlanta metro area office for this project.
- The firm's proposed transit lead has a minimum of five (5) years of demonstrated experience with park and ride construction for other authorities, states, or transit agencies.
- The firm is not currently on System Awards Management list of suspended/debarred firm and does not have outstanding federal delinquent debt

4.1.2.2 The firm is registered with the Georgia Secretary of State Corporations Division and licensed to do business in Georgia Firms that meet the minimum qualifications will then have their SOQs scored and ranked by the Qualifications Evaluation Committee. To determine the SOQ which is most advantageous to both Authorities, the Qualifications Evaluation Committee will rank the proposal taking into consideration the criteria as outlined in Part 1, Section 3 of this RFQ.

4.1.2.3 A firm shall be considered responsible if the firm possesses, at the time of contract award, the ability to perform successfully and a willingness to comply with the terms and conditions of the proposed contract, attached as Part II (Pro-Forma Contract) to this RFQ.

4.1.3 The firm is judged, at the sole discretion of the Authorities, to be the most qualified firm for the Services to be provided.

4.2 Evaluation and Award Process

All SOQs shall be evaluated by a Qualifications Evaluation Committee to be comprised of professional staff employed by the Authorities. Following receipt, SOQs will be evaluated and a contract will be awarded in accordance with the following process:

- SOQs will first be evaluated by the Authorities' staff for responsiveness in accordance with the standard set forth in Part I, Section 4.1.1 above. Only those SOQs that are determined to be responsive shall be evaluated for Proposer responsibility.

- 4.2.1 All responsive SOQs shall be evaluated by a Qualifications Evaluation Committee to be comprised of professional staff employed by the Authorities. Following receipt, SOQs will be evaluated and a contract will be awarded in accordance with the following process:**
- Proposers who submitted responsive proposals will be evaluated by the Qualifications Evaluation Committee for responsibility in accordance with the standard set forth in Part I, Section 4.1.2 above.
- 4.2.2 The Qualifications Evaluation Committee shall determine the Proposer that is the most qualified to provide the required services. To determine the most qualified Proposer, the Qualifications Evaluation Committee will rank the Proposers taking into consideration the criteria listed in Section 3.**
- 4.2.3 The evaluation will include an initial review of all proposals and a determination by the Qualifications Evaluation Committee and a preliminary scoring and ranking based on the evaluation criteria as outlined in Section 3 of this RFQ. Upon completing the preliminary scoring, the Qualifications and Evaluation committee shall have the option to conduct interviews with the top firms or proceed with the preliminary score as the final score.**
- 4.2.4 Should the Qualifications Evaluation Committee elect to conduct interviews, the number of firms interviewed shall be determined at the sole discretion of the Qualifications Evaluation Committee, but in no event shall the Qualifications Evaluations Committee interview more than three (3) firms. After conducting interviews, the Qualification Evaluation Committee shall complete the final scores for each of the firms interviewed in accordance with the criteria as outlined in Section 3 of this RFQ.**
- 4.2.5 Upon approval by the Authorities' Executive Director(s), the Authorities will enter into exclusive contract negotiations with the highest ranked Proposer to finalize the terms and conditions of the contract, including the fees to be paid. In the event a satisfactory agreement cannot be reached with the highest ranked firm, the Authorities will formally terminate the contract negotiations in writing and will enter into negotiations in turn with the second highest ranked firm. In the event a satisfactory agreement cannot be reached with the second highest ranked firm, the Authorities will formally terminate the contract negotiations in writing and will follow the same negotiations process with the next highest rank firm until a contract is agreed to with a qualified firm. (In the event the Authorities choose to enter into multiple contracts for the Services, the Authorities will follow this procedure until it successfully negotiates contracts with the chosen number of firms.)**

- 4.2.6 A Recommendation for Contract Award to the Proposer with whom a contract has been negotiated will be forwarded to the Authorities' Executive Director(s) and the GRTA Board of Directors for approval. A notice of the Recommendation for Contract Award will be sent to all Proposers who submitted SOQs.**
- 4.2.7 The GRTA Board of Directors and Authorities' Executive Director(s) will consider the Recommendation for Contract Award.**
- 4.2.8 If the Recommendation for Contract Award is approved by the GRTA Board of Directors and the Authorities' Executive Director(s), a Notice of Contract Award will be sent to all Proposers and the previously negotiated contract will be executed.**
- 4.2.9 A Notice to Proceed will be issued.**
- 4.2.10 The GRTA Board of Directors may, at its sole discretion, approve the Recommendation for Contract Award, delay consideration of the recommendation, reject the recommendation and order a new solicitation, or cancel the procurement altogether.**