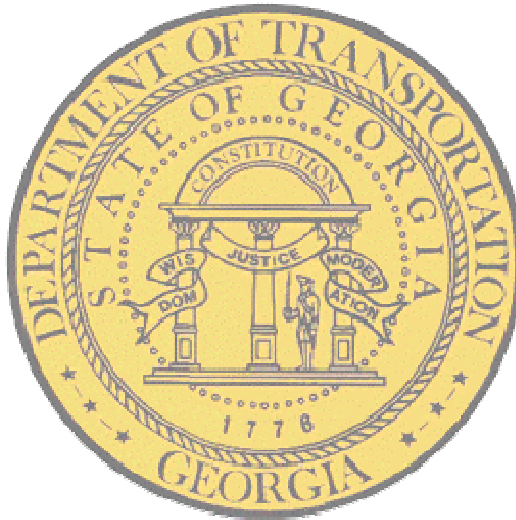




Georgia Department of Transportation

Request for Qualification

To Provide

Services for
Geospatial Development and Update

RFQ-484-043009
Qualifications Due: April 30, 2009

**Georgia Department of Transportation
One Georgia Center
600 West Peachtree, N.W.
Atlanta, Georgia 30308**

REQUEST FOR QUALIFICATIONS

RFQ-484-043009 Geospatial Services

The Georgia Department of Transportation (GDOT) is soliciting Statements of Qualifications from qualified firm(s) or organization(s) to develop and implement geospatial data modeling and applications. This Request for Qualifications seeks to identify potential providers for the above-mentioned services. Some firms that respond to this RFQ, and who are determined by GDOT to be sufficiently qualified, may be deemed eligible, and may be invited, to interview and/or possibly offer Proposals for these services. All respondents to this RFQ are subject to instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully. **IMPORTANT- A RESTRICTION OF COMMUNICATION IS IN EFFECT FOR THIS SOLICITATION.** From the advertisement date of this solicitation until successful respondents are selected and the selection is announced, respondents are not allowed to communicate about this solicitation or scope with any staff of GDOT or GDOT Board Members, except for submission of questions as instructed in the RFQ, or as provided by any existing work agreement(s). Violators of this provision are subject to having their Submittal rejected. GDOT reserves the right to reject any or all Statements of Qualifications or Consultant Plan Proposals, and to waive technicalities and informalities at the discretion of GDOT.

Section 1 General Project Information

Federal law states that the Georgia Department of Transportation (GDOT) has the responsibility of collecting, maintaining and reporting road mileage and data characteristics on all public roads within Georgia which is mandated by Federal Code 23 CFR 420.105(b) and 23 CFR 460.3(b). Public road mileage is used in the statutory formula for the apportionment of highway safety funds under 23 U.S.C. 402(c). Public road mileage and data characteristics are also used for state and local planning functions, official state and county maps, and the annual Highway Performance Monitoring System (HPMS) report required by the Federal Highway Administration (FHWA Order M5600.1B).

Georgia State Code 32-4-2 (b) requires GDOT to keep written records of the mileage on all public roads, state highway and county roads. This law requires road changes to be revised as soon as is reasonably possible. Records should indicate, paved or unpaved, road conditions, status, type and use, and other information needed for long range planning for construction and maintenance. Georgia State Code 32-4-2 (e) Official Record of State Highway System requires an official map, written record (has priority in conflict of map), resolutions, and certifications of abandonment.

The purpose of this procurement is to obtain geospatial development services to enhance the access, representation, and framework of transportation data in accordance with Federal and State Code.

Scope of Services

The Office of Transportation Data desires to engage a firm to develop and implement a geospatial data model and applications which will provide collection tools and access to roadway inventory data, maps, videolog, and other geospatial data within a common user interface. GDOT needs a geospatial data model that enables a unified management of roadway geometry and inventory information. Additionally, GDOT requires a HPMS work flow application to select sample segments, assess collection progress, perform quality control, and prepare HPMS data submittals.

As part of the above scope, GDOT requires the following core functionality to be implemented in developing these information systems:

- Maintain the history, inventory, and condition status of transportation systems
- Facilitate the production of the Highway Performance Monitoring System (HPMS) annual report and submittal
- Provide a means for creating and running ad hoc queries
- Maintain geospatial data in conjunction with inventory information
- Improve the visualization and analysis of the transportation system

- Integration of video logs, documents, reports, and photographic materials into business processes
- Integration of enterprise data warehouse/data marts, databases, and document management systems
- Training in the operation and use of the developed systems
- Technical Support and Maintenance of the developed systems

The Offeror should note that emphasis for this work is on geospatial elements. This work is to be fully integrated into GDOT's GIS framework. More specifically, the following elements should be provided as part of the work:

- Geospatial Strategic Planning
- Geospatial Data Processing
- Geospatial Data Workflow Implementations
- Geospatial Web Service, Application, and Database Development
- Geospatial System Integration

Additional Information

GDOT uses GIS products from Environmental Systems Research Institute (ESRI). Offerors will be expected to provide development with the following ESRI products: ARC 9.x (Arc Map, Arc Catalog, and Arc toolbox), Arc IMS Services, Arc SDE, Arc Engine, ArcGIS Mobile /ArcPad, ArcWeb Services and Arc Server as well as the following software and programming languages: Oracle, SQL Server, Postgres, JAVA, and Visual Studio .NET and C#.

In general, state DOT's share a common vision, mission, and purpose. Additionally, their sources of funding and operational issues are also very much in common. The common need to reduce cost and support common geospatial frameworks has unified several state DOT's in cooperatively developing information systems. GDOT envisions opportunity for collaboration among other state DOT's and the possibility of leveraging prior work to address geospatial business needs.

GDOT anticipates the award of an Indefinite Delivery Indefinite Quantity contract through which specific task orders will be issued for the work.

Section 2 Selection Method

Method of Communication

All general communication of relevant information regarding this solicitation will be made via the Georgia Procurement Registry (GPR) under RFQ-484-043009 (RFQ). All firms are responsible for checking the GPR on a regular basis for updates, clarifications, and announcements. GDOT reserves the right to communicate via e-mail with the primary contact listed in the Statements of Qualifications (SOQ). Other specific communications will be made as indicated in the remainder of this RFQ.

Selection of Shortlist (Step I)

Based on the Statements of Qualifications submitted in response to this RFQ, the Selection Committee will identify a minimum of one (1) of the most qualified firms. The finalist selection will be based on the sum of individual rankings by the Selection Committee Members. Firms selected as finalists will receive notification from GDOT.

Final Selection (Step II)

GDOT may request a Consulting Plan Proposal from the finalist firm(s.) The proposal will include more specific information on the firm's proposed team and resources for the committee to consider. Copies of this information shall be sent at the time specified by GDOT in *Section 3- Schedule of Events*.

An interview may be requested of the finalist firm(s.) If so, each finalist firm shall be notified by e-mails to the primary contact listed in the SOQ and informed of the place, date and time for the interview session. Detailed interview instructions and requirements of the finalists will be provided in the Notification to Finalists. All members of the Selection Committee will be present during the interviews. **Firms shall not address any questions, prior to the interview, to anyone other than the designated contact.**

Around the time of the finalist notification, all finalist firms will be given any relevant available information which has previously been developed (such as previous programs or studies, etc.), and a specimen of the standard consulting contract form. Criteria for the remainder of the selection process will be communicated in the Notification to Finalists. NOTE: Scoring and ranking from the previous qualification (Step I) will NOT be used in the final selection (Step II).

Final Award

Upon completion of the selection process by the Selection Committee, the firms will be ranked in descending order based on the sum of individual rankings by the Selection Committee Members. Negotiations will then be initiated with the highest-ranked firm 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-ranking firm, GDOT will formally terminate the negotiations in writing and enter into negotiations with the second highest-ranked firm, and so on in turn until a mutual agreement is established and GDOT awards a contract. The final Form of Contract shall be developed by GDOT.

Section 3 Schedule of Events

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

STEP I		
a. GDOT issues public advertisement of RFQ-484-043009	4/15/2009	-----
b. Deadline for submission of written questions and requests for clarification	4/22/2009	2:00 PM
c. Deadline for submission of Statements of Qualifications	4/30/2009	2:00 PM
d. GDOT completes evaluation	5/11/2009	-----
STEP II		
e. GDOT issues notification and other information to finalist firms	5/12/2009	
e. Deadline for submission of written questions from finalists	5/20/2009	2:00 PM
f. Deadline for finalist firms to submit Consulting Plan Proposal (if applicable)	6/3/2009	2:00 PM
g. GDOT interviews finalist firms (if applicable)	6/12/2009	TBA

Section 4 Selection Criteria

Criteria for Evaluation of Statements of Qualifications

15% Factor} Stability and resources of the firm, including the firm's history, growth, resources, litigation history, financial information, and other evidence of stability. This shall include:

Firm's History and Growth
Financial Information
Litigation History
Overall Resources of the Firm

40% Factor} Firm's relevant experience and qualifications, including the evidence of qualification and experience of the firm's key staff and the evidence of the ability of firm in effective services in programs comparable in complexity, size, and function, to clients such as government entities and similarly-structured organizations. This includes degree of apparent relevant competencies of the principal and lead staff knowledge of geospatial business needs and development of state Department of Transportation's Linear Referencing Systems and Transportation Data Models, Roadway Inventory Management Systems, Straight Line Diagramming and Videolog Systems, and the Highway Performance Management System

20% Factor} Firm's past performance, including the demonstrated ability of firm in effective services for entities in programs comparable in complexity, size, and function.

25% Factor} Firm's apparent suitability to provide services for project, including the firm's apparent fit to the project type and/or needs of GDOT, any special or unique qualifications for the project, past and projected workloads (*available* resources), and any special or unexpected services offered by the firm which might be suitable for the program. Firm will also be evaluated on ability to perform a minimum of 50% of the work utilizing its own work forces. The firm's non-discrimination policies and evidence of efforts or success in W/MBE-DBE inclusion will be a part of this evaluation.

Section 5 Instructions for Preparing Statements of Qualifications

The content of all Statements of Qualifications must be categorized and numbered as outlined below, and include all requested information to in order for the submitted SOQ to be considered responsive:

A. Description and Resources of Firm

- A1- Provide basic company information: company name, address, name of primary proposing contact, telephone number, fax number, e-mail address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed. 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?
- A2- Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations and staffing of offices.
- A3- Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with clients. List any active or pending litigation and explain. List any indictments the firm/principals have been issued.
- A4- Provide a Statement of Disclosure, which will allow GDOT to evaluate possible conflict of interest. Respondents must provide, in their own format, a statement of all potential legal or otherwise significant conflict of interest possibly created by the respondents being considered in the selection process or by the respondent's involvement in the project. Respondents should provide information as to the nature of relationship(s) with parties in such potential conflict.
- A5- Provide name of insurance carrier, types and levels of coverage, and deductible amounts per claim.
- A6- List the firm's annual average revenue for the past five (5) years.
- A7- Supply financial references and main banking references.
- A8- Has the firm ever been removed from a contract or failed to complete a contract as assigned?
- A9- Complete the Certification Form (*Exhibit "A" enclosed with RFQ*), and provide a notarized original with response.

B. Experience and Qualifications

- B1- Provide professional qualifications and description of experience for principal project staff. The project manager's resume must be included. This information should be for principal project staff of both prime and subconsultants. *(At this stage, firms are asked for information on lead staff only, but may list qualifications and experience on more than one lead individual who are being proposed for services to GDOT. If the firm is selected as a finalist, GDOT may request detailed information on the exact proposed expanded team and their relevant experience.)*
- B2- Provide information on the firm's experience for clients of similar type, size, function, and complexity. This information should be for clients of the prime consultant. Describe no more than ten (10) and no less than five (5) accounts, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform services for GDOT. For each account, the following information should be provided:
 - a. Client name, location and dates during which services were performed.
 - b. Clear description of overall project and services performed by your firm.
 - c. Exact length of service performed by your firm, and overall project budget.
 - d. Client's stated satisfaction in service of your firm.

C. Statement of Suitability

- C1- Provide any information that may serve to differentiate your firm from other firms in suitability for the project. Furnish evidence of the firm's fit to the project and/or needs of GDOT and any special or unique qualifications for the project. Supply current and projected workloads, logistical capabilities for working in proximity to project location, quality assurance procedures, and any special services offered by the firm that may be particularly suitable for this project.
- C2- Provide indication that your firm has the capability and capacity to perform at least 50% of the proposed services utilizing your own staff.
- C3- Provide any non-discrimination and equal employment opportunities policies of the firm.

Section 6 Submittal of Statements of Qualifications

Submittals

One (1) original and six (6) copies of the qualifications shall be prepared, for a total of seven (7) sets. One complete copy must be provided via CD as a .pdf file. Each submittal shall be identical and include a transmittal letter. Submittals must be typed on standard (8 ½" x 11") paper. The pages of the qualification submittals must be numbered. A table of contents, with corresponding dividing tabs, must be included to identify each section. Responses are limited to twenty (20) pages, ten (10) double-sided pages preferred, or less using a minimum of an eleven (11)-point font. 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.

The cover letter, table of contents, dividing tabs, and Exhibit "A" will not count toward the 20 page limit.

Submittals must be sealed in an opaque envelope or box, and reference **RFQ-484-043009 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 GDOT** prior to the deadline indicated in the Schedule of Events (*Section 3 of RFQ*) at the exact address below:

Georgia Department of Transportation (GDOT)
Attn: Bobby Adams
Transportation Services Procurement
One Georgia Center, Floor 19
600 West Peachtree NW
Atlanta, Georgia 30308

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

Statements of Qualifications submitted via facsimile or e-mail will be rejected. All expenses for preparing and submitting responses are the sole cost of the party submitting the response. GDOT is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of GDOT. 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.

Debriefings

Debriefings may be allowed at the discretion of GDOT. Post-Award debriefings may be requested by a principal of the firm, but will not be conducted until after the contract has been awarded. If a firm is notified of non-selection at any time during the procurement process, a Pre-Award Debriefing may be requested.

Questions and Requests for Clarification

Questions about any aspect of the RFQ, or the project, shall be submitted in writing (e-mail is preferable) to: **Bobby Adams, e-mail: badams@dot.ga.gov**. The deadlines for submission of questions relating to the RFQ are the times and dates shown in *Section 3 - Schedule of Events*. From the issue date of this solicitation until a successful proposer is selected and the selection is announced, respondents are not allowed to communicate about this solicitation for any reason with any members or employees of GDOT except for submission of questions as instructed in the RFQ, or as provided by any existing work agreement(s). For violation of this provision, GDOT shall reserve the right to reject the proposal of the offending proposer.

Section 7. GDOT Terms and Conditions

DBE Requirements

The Georgia Department of Transportation 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 13% 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.

Georgia Department of Transportation 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, Floor 7
600 West Peachtree NW
Atlanta, Georgia 30308
Phone: (404) 631-1972

Right to Cancel or Change RFQ

GDOT reserves the right to cancel any and all Request for Qualifications where it is determined to be in the best interest of the Department to do so. GDOT 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 Georgia Procurement Registry for any revisions to this RFQ.

AUDIT AND ACCOUNTING SYSTEM REQUIREMENTS

GDOT 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 and received approval.
3. Firm(s) should not have any significant outstanding deficient audit findings from previous contracts with GDOT that have not been resolved.
4. The prime is responsible for being reasonably assured that all subconsultants presented as a part of the proposed team are similarly in compliance with the above requirements.

(Exhibit A)
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.

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 proposer and any principal employee of the proposer 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.

I further certify that the proposer 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 proposer is not now under consideration for suspension or debarment from any such agency.

I further certify that the proposer has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract, and further, that the proposer is not now under any notice of intent to default on any such contract.

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

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

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of 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.

Signature

Sworn and subscribed before me

This _____ day of _____, 200__.

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____