



Georgia Department of Transportation

Request for Qualifications

To Provide

**Professional Services for
*Task Order Contract for Consultant Engineering Services***

**RFQ 484-061209
Qualifications Due: June 12, 2009**

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

REQUEST FOR QUALIFICATIONS

RFQ 484-061209

Consultant Engineering Services

Section 1 General Project Information

Overview

The Georgia Department of Transportation (GDOT) is soliciting Statements of Qualifications from qualified firm(s) or organization(s) to provide professional services for an Indefinite Delivery/Indefinite Quantity (IDIQ) Contract for Consultant Engineering Services. Services will consist of highway rail grade crossing engineering analyses, railway corridor studies, railroad crossing safety project plan development, and other related tasks as required to facilitate the Office of Utilities Railroad Crossing Safety Section in administering the federally funded USC 23 Section 130 railroad grade crossing safety program. This firm/organization will be involved with all aspects of the design for this project. 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 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. 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.

I. Scope of Services

The following narrative details the items of work to be performed by the Consultant. Based on this description, the Consultant shall identify components and sub-components of the work and provide the Department with a detailed plan, schedule, and resource allocation for their completion. This information must be included in Sections 1, 2, and 3 of the proposal submittal. It must be understood that the Scope of Work is intended to give the Consultant general guidance and is not inclusive or limiting.

SCOPE OF WORK

The chosen consultant will be expected to perform the following or additional tasks as may be appropriate for this project:

- A. Visit railroad crossings as requested for gathering field data, taking photographs and contacting other sources to gather the data necessary to prepare a complete package of information to allow GDOT to determine if that particular railroad crossing will qualify for safety improvements.
- B. Make recommendations on feasibility of consolidating or closing the crossing.
- C. Identify any deficiencies and corrective actions recommended if the crossing needs improvements to accommodate the installation of warning devices.
- D. Prepare plans for submission to individual railroads for their response and submittal of circuit design plans and estimate, for consultant's review and evaluation, with assistance from this office.
- E. Provide required correspondence and documentation for each project developed to the Office of Environment/Location, for environmental and historical clearance, prior to submission to Office of Utilities.
- F. Submit railroad circuit design plans and estimate to the Office of Utilities for their preparation of a force account agreement with individual railroads. Monitor progress of work authorization through departmental channels.
- G. Provide assistance to the railroad with problem solving of potential roadway concerns, during installation of devices.

Once the information is obtained the consultant should put together and deliver the following to GDOT's Office of Utilities Railroad Section:

1. A cover letter for each Highway Railroad Engineering Analysis Report completed. This will identify the crossing with a brief description of what is included in the package, as well as any special information found that is not part of a typical package. This could include but is not limited to needs such as culvert (pipe) extensions, road closures, road widening or paving, visible utility adjustments etc.
2. The completed "Highway Railroad Engineering Analysis Report" in GDOT Office of Utilities Railroad Section's established format (example to be provided to successful consultant).
3. A "Site Condition Sketch" of the crossing area in accordance with Office of Utilities (OU) Railroad Section's established format (example to be provided to successful consultant).
4. A detailed county or city map (extracted from GDOT databases) of the area with the particular road crossing circled, page titled, with a north arrow.
5. Digital Color Photos (5 minimum with a resolution of 640 x 480 pixels minimum on CD-ROM's in JPEG format) of the location in accordance with OU Railroad Section's established formats (examples to be provided to successful consultant).
6. A project plan showing the crossing and all improvements needed if the location is to become a construction project. This should comply with the OU Railroad Section's established format (example to be provided to successful consultant).
7. Correspondence and plans package suitable for submission to the Office of Utilities for their use in the preparation of the Force Account Agreement between the Railroad's and the Department of Transportation.

I. FINAL NOTES

The Consultant shall be responsible for gathering all data required to develop the reports and plans. Techniques and methods proposed for gathering and manipulating data must be described within the proposal. Techniques must be utilized which will: 1) maximize the use of existing data available from the Department and other agencies, 2) minimize staff time of the Department and other agencies in the accumulation and dissemination of the data, and 3) collect information in the most efficient and cost effective manner possible.

The Department may provide information such as reports, plans, data or inventories from previous work or projects; however, the Consultant shall validate this information and provide any information not available from the Department. The Consultant shall be responsible for collecting all information, which is not available from the Department.

Prior to beginning the work, the Consultant shall be required to prepare a sample report and plan and secure the Department's written approval of the format prior to proceeding with the Project.

Any comments received from the Department as a result of reviews must be incorporated into the final reports and plans.

All plans shall be provided in hard copy, and in an electronic format compatible with the Microstation .DGN file format. All electronic files shall be provided through E-mail transfer. Upon Department approval of the reports and plans, the entire project shall be archived on CD-ROMs that are ready for use on the Department's workstations.

The Department may also require related tasks, such as specification development and or detail sheet preparation.

Contract Term

GDOT anticipates an Indefinite Delivery, Indefinite Quantity Contract be awarded as a result of this advertisement. The Indefinite Delivery, Indefinite Quantity Contract will be in force for a period of up to two (2) years with a combined minimum allowable cost of Fifty Thousand Dollars (\$50,000.00) and a combined maximum cost of One Million Dollars (\$1,000,000.00). While this agreement is in force, various tasks will be assigned to the firm through a series of project Task Orders that will define the project and the Scope of Services. Compensation for each Task Order will be negotiated as firm, fixed price payment method by the Department. (The actual schedule and contract terms are subject to development by GDOT.)

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 484-061209. 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. Other specific communications will be made as indicated in the remainder of this RFQ.

Selection of Shortlist

Based on the Statements of Qualifications submitted in response to this RFQ, the Selection Committee will identify three (3) to five (5) of the most qualified firms using sum of individual rankings.

All firms must meet the minimum requirements as listed in Section 5 below.

Finalist Notification

Firms selected as finalists will receive notification from GDOT. In this communication, GDOT may request a Consulting Plan Proposal from the firms. 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*. 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, studies, preliminary plans, etc.), and a specimen of the standard consulting contract form. Criteria for the remainder of the selection process will be communicated in the Finalist Notification. **NOTE: Scoring and ranking from the previous qualification round will NOT be used in the final selection round.**

Interview

An Interview may be requested of three (3) to five (5) finalist firms. If so, each finalist firm shall be notified in writing 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 Finalist. 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 designated contact.**

Final Selection

Upon completion of the selection process by the Selection Committee, the firms will be ranked in descending order of recommendation using the sum of individual rankings from the Selection Committee members. Negotiations will then be initiated with the top-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-ranking firm, and so on in turn until a mutual agreement is established and GDOT awards a contract. The final form of the 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 484-061209	05/07/09	-----
b. Deadline for submission of written questions and requests for clarification	06/05/09	2:00 PM
c. Deadline for submission of Statements of Qualifications	06/12/09	2:00 PM
d. GDOT completes evaluation	06/24/09	-----
STEP II		
e. GDOT issues notification and other information to finalist firms	06/26/09	
e. Deadline for submission of written questions from finalists	07/07/09	2:00 PM
f. Deadline for finalist firms to submit Consulting Plan Proposal (if applicable)	07/14/09	2:00 PM
g. GDOT interviews finalist firms (if applicable)	07/23/09	TBA

Section 4 Selection Criteria

Criteria for Evaluation of Statements of Qualifications

The Selection Committee will evaluate all firms using the following criteria:

Pass/Fail} Presented teams must be prequalified in the indicated area classes in order to be evaluated. Required proof of prequalification shall be submitted as indicated Section 5 below.

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 professional(s) and lead staff in general engineering and environmental documentation services, and evidence of competence, including review of:

Relevant Project Experience of the Firm
Experience of key resources on relevant projects of the Firm
Relevant Project Experience of the Project Manager
Project Manager Education

Project Manager Registration
Project Manager Years of Engineering or Relevant Experience

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), the ability of firm to gather resources in metro Atlanta, quality assurance procedures, and any special or unexpected services offered by the firm which might be suitable for the program. The firm's non-discrimination policies and evidence of efforts or success in W/MBE-DBE inclusion will be a part of this evaluation. Review will include:

EEO Policies
Unique Qualifications
Special Services
Proposed QC/QA Procedures

Section 5 Instructions for Preparing Statements of Qualifications

The Statements of Qualifications must be submitted in accordance with the instructions provided in Section 6, must be categorized and numbered as outlined below, and must be responsive to all requested information:

Minimum Requirements

Firms must meet the minimum qualifications in order to be fully considered.

- 1- The Offeror shall be prequalified by GDOT in the following Area Classes: 1.06a, 1.06b, 1.06c, 1.06d, 1.06e, 1.06f, 1.06g, 1.10, 3.01, 3.02, 3.03, 3.06, 3.07, 3.10, 3.12, 4.01, 5.01, 5.02, and 9.01. The presented team (either the prime or one or more of the submitted subconsultant(s)) must be prequalified. Submit the "Notice of Professional Consultant Qualifications" for the prime consultant and all sub-consultants or joint venture of consultants on the presented team listed in the Statement of Qualifications. The Notice must be current by the deadline stated for this Request for Qualifications (RFQ). *(These qualifications sheets shall not be considered part of the 15-page limit.)*
- 2- Complete the Certification Form (*Exhibit "I" enclosed with RFQ*), and provide a notarized original with response as section "A2" of the firm's Statement of Qualifications. *(This one-page form submission shall not be considered part of the 15-page limit.)*

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?

B. Experience and Qualifications

- B1- Provide professional qualifications and description of experience for principal project staff. The project manager's resume must be included. *(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. 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. (Include letters from GDOT, if available)
 - e. Client(s) current contact information.
 - f. Letters of reference from at least two (2) of those clients for whose projects were of similar size and scope. (Letters of reference should describe the work completed, and contain some specific examples on how quality products were delivered on schedule and within budget.)

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, 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 any non-discrimination and equal employment opportunities policies of the firm.

Section 6 Instructions for Submittal of Statements of Qualifications**Submittals**

One (1) original and three (3) copies of the qualifications shall be prepared, for a total of four (4) 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 tabs, must be included to identify each section. Responses are limited to fifteen (15) double-sided pages or less using a minimum of an eleven (11)-point font. Any, exhibits, affidavits, or other enclosure information called for may be included in an Appendix and will not count toward the page limit. 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.

Submittals must be sealed in an opaque envelope or box, and reference **RFQ 484-061209 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: Rowena Dean
Transportation Services Procurement
One Georgia Center, 19th Floor
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.

GDOT reserves the right, in its sole discretion, to waive any technicalities associated with this submittal if it deems it is in the best interest of the State.

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: **Rowena Dean, e-mail: rdean@dot.ga.gov**. The deadlines for submission of questions relating to the RFQ are the times and dates shown in the (*Schedule of Events- Section 3*). 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, 7th Floor
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 have no 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 I)
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 _____, 20____.

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____