

**Midtown Alliance**  
**999 Peachtree Street NE, Suite 730 Atlanta, GA 30309**

August 23, 2016

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**For FC-9177, Midtown Traffic Operations Program (MTOPT)**

Midtown Alliance (MIDTOWN) requests qualified individuals and firms (Consultants) with experience in construction management services to submit a proposal to provide Consultant Services for the MTOPT in the Midtown Atlanta area.

Utilizing criteria described herein, the selected Consultant(s) will assist MIDTOWN in the implementation and management of this program.

**I. INTRODUCTION**

MIDTOWN is soliciting Proposals from qualified firm(s) to provide Consultant Services for support of the Midtown Traffic Operations Program (MTOPT). The RFQ is being handled and procured by MIDTOWN and the City of Atlanta (CITY) with oversight by the Georgia Department of Transportation (GDOT). This RFQ seeks to identify potential providers for the below-mentioned Scope of Services. Firms that respond to this RFQ and are determined by MIDTOWN to be sufficiently qualified may be invited to make presentations and interview for these services. All respondents to this RFQ are subject to instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully. MIDTOWN reserves the right to reject any or all proposals and to waive technicalities and informalities at the discretion of MIDTOWN.

The Georgia Department of Transportation (GDOT) in collaboration with Midtown Alliance, and the City of Atlanta seeks the continuation of the existing Midtown Traffic Operations Program (MTOPT). The program will be completing its third year in 2016. The fourth year is currently funded by GDOT and funding beyond year four will be determined on an annual basis. The purpose of the program is to improve safety, access, and mobility for all users through improvements to Midtown's traffic signal system. With a scope of 110 signals within Midtown, the project includes active signal management, conducting repairs and upgrades to signal equipment, routine maintenance of signal timing and hardware, and program reporting.

The Consultant will enter into a contract for this project with MIDTOWN for an initial period of twelve (12) months, commencing ten (10) working days from receipt of notice to proceed, and renewal of up to 48 months, at the option of MIDTOWN and concurrence by GDOT. Any work assigned during the contract period will continue through to completion under the terms of the contract even though the expiration date has passed. MIDTOWN also reserves the option to issue a new procurement for future years of this program.

## **II. STATEMENT OF WORK**

### **REQUIRED SERVICES**

The consultant is expected to provide all personnel, expertise and equipment necessary to actively manage signal operations for the signals listed below. This active management includes determining existing operational deficiencies, providing signal timing, evaluating the use of advanced signal timing techniques (such as traffic responsive and traffic adaptive applications) and providing regular maintenance of the signal timing and hardware.

### **Signalized Intersections**

The following intersections are included in the scope of MTOP and shown in Attachment H:

1. Spring Street at Buford Conn/S. Rhodes Center
2. Spring Street at 18th Street
3. Spring Street at 17th Street
4. Spring Street at 16th Street
5. Spring Street at 14th Street
6. Spring Street at 12th Street
7. Spring Street at 10th Street
8. Spring Street at 8th Street
9. Spring Street at 6th Street/Abercrombie Place
10. Spring Street at 5th Street
11. Spring Street at Armstead Place
12. Spring Street at Ponce De Leon Avenue
13. Spring Street at North Avenue
14. Spring Street at Linden Avenue
15. Spring Street at Pine Street/Connector A
16. West Peachtree Street at Pine Street
17. West Peachtree Street at Linden Avenue
18. West Peachtree Street at North Avenue
19. West Peachtree Street at Ponce De Leon Avenue
20. West Peachtree Street at 3rd Street
21. West Peachtree Street at 5th Street
22. West Peachtree Street at 6th Street
23. West Peachtree Street at 8th Street
24. West Peachtree Street at Peachtree Place
25. West Peachtree Street at 10th Street
26. West Peachtree Street at 11th Street
27. West Peachtree Street at 12th Street
28. West Peachtree Street at 14th Street
29. West Peachtree Street at 15th Street
30. West Peachtree Street at 16th Street
31. West Peachtree Street at 17th Street
32. West Peachtree Street at 18th Street
33. Peachtree Street at Buford Connector

34. Peachtree Street at Spring Street
35. Peachtree Street at Peachtree Circle/Rhodes
36. Peachtree Street at West Peachtree Street
37. Peachtree Street at 17th Street
38. Peachtree Street at 16th Street
39. Peachtree Street at B&G Club Driveway
40. Peachtree Street at 15th Street
41. Peachtree Street at 14th Street
42. Peachtree Street at 12th Street
43. Peachtree Street at 11th Street
44. Peachtree Street at 10th Street
45. Peachtree Street at Peachtree Place
46. Peachtree Street at 8th Street
47. Peachtree Street at 7th Street
48. Peachtree Street at 6th Street
49. Peachtree Street at 5th Street
50. Peachtree Street at 4th Street
51. Peachtree Street at 3rd Street
52. Peachtree Street at Ponce De Leon Avenue
53. Peachtree Street at North Avenue
54. Peachtree Street at Linden Avenue
55. Peachtree Street at Pine Street
56. Juniper Street at 14th Street
57. Juniper Street at 12th Street
58. Juniper Street at 11th Street
59. Juniper Street at 10th Street
60. Juniper Street at 8th Street
61. Juniper Street at 7th Street
62. Juniper Street at 6th Street
63. Juniper Street at 5th Street
64. Juniper Street at 3rd Street
65. Juniper Street at Ponce De Leon Avenue\*
66. Juniper/Courtland Street at North Avenue
67. Courtland Street at Linden Avenue
68. Courtland Street at Pine Street
69. Courtland Street at Currier Street
70. Piedmont Avenue at Currier Street
71. Piedmont Avenue at Pine Street
72. Piedmont Avenue at North Avenue
73. Piedmont Avenue at Ponce De Leon Avenue\*
74. Piedmont Avenue at 5th Street
75. Piedmont Avenue at 7th Street
76. Piedmont Avenue at 8th Street
77. Piedmont Avenue at 10th Street
78. Piedmont Avenue at 12th Street
79. Piedmont Avenue at 14th Street
80. Piedmont Avenue at The Prado
81. Monroe Drive at Dutch Valley Rd.
82. Monroe Drive at Worchester Drive

83. Monroe Drive at Amsterdam Avenue
84. Monroe Drive at Park Drive
85. 10th Street at Monroe Drive
86. Monroe Drive at 8th Street
87. 17th Street at I-75/I-85 NB
88. 17th Street at I-75/I-85 SB
89. 14th Street at State Street
90. 14th Street at Techwood Drive
91. 14th Street at Williams Street
92. 14th Street at Crescent Avenue
93. 10th Street at Hemphill Avenue
94. 10th Street at State Street
95. 10th Street at Atlantic Drive
96. 10th Street at Holly Street
97. 10th Street at Fowler Street
98. 10th Street at Techwood Drive/I-75/85SB
99. 10th Street at Williams Street/I75-85NB
100. 10th Street at HAWK Signal
101. 10th Street at Charles Allen Drive
102. Ponce De Leon Avenue at Myrtle Street\*
103. Ponce De Leon Avenue at Argonne Avenue\*
104. Ponce De Leon Avenue at Durant Place\*
105. North Avenue at State Street
106. North Avenue at Luckie Street/Tech Parkway
107. North Avenue at HAWK Signal
108. North Avenue at Techwood Drive/Centennial Olympic Park Drive
109. North Avenue at Williams Street/I-75/85
110. North Avenue at Argonne Avenue

\*The scope of services for signals at these intersections is subject to maintenance only (Task 1C).

### **Adjacent Corridors**

The goal of the program is to improve safety, access, and mobility for all users that travel to, through, and within Midtown. In order to accomplish this task the consultant team will closely coordinate with the City of Atlanta Office of Transportation staff as well as the adjacent DTOP area and RTOP corridor managers for Northside Drive (SR 3) and Ponce de Leon Ave (SR 8). The goal of this coordination is to ensure seamless transition for travelers.

### **Operational Concept**

MIDTOWN in partnership with the CITY will establish a Selection Committee to review qualifications, interview firms and ultimately select the qualified consultant team to lead the effort to actively manage the signals listed in the above project area section. The selected consultant will contract with MIDTOWN.

## **Scope of Services (MTOY Year 4)**

### **Task 1A – Active Signal Management**

#### **System Monitoring and Trouble Shooting**

During typical weekday business hours (7:00 AM to 7:00 PM), the consultant will actively monitor and manage the Midtown traffic signal system. This includes monitoring traffic conditions and signal operations through on-site field inspections and remote monitoring capabilities using the existing communications network, system detection, and surveillance cameras. The consultant will evaluate and troubleshoot signal equipment malfunctions and operations. Drive-through inspections will be conducted to ensure the existing signal operations are maximizing progression. The consultant will monitor traffic patterns and perform signal timing adjustments as necessary to maintain traffic flow and safety.

#### **Incident Response**

The consultant will be responsible for investigating and responding to citizen and local businesses complaints related to traffic conditions and signal operations. Additionally, the consultant team will respond to weather events, incidents, and construction related events that may impact signal operations including signals in flash, road closures, traffic diversions, and special events. Timing strategies to accommodate road closures due to incidents, movie shoots, or special events will be evaluated.

#### **Operational Improvements**

The consultant will assist MIDTOWN in identifying and evaluating operational improvements (equipment, operations, and timing strategies) to improve existing and future travel and safety conditions for all modes of travel (vehicle/pedestrian/bicycle) throughout Midtown. Based on the field review of the signals and familiarity with the area, the consultant team will develop a preliminary list of potential operational strategies for the signals. As part of this review, the consultant team will develop an engineer's estimate of probable cost for each operational strategy and present this submittal to the CITY, MIDTOWN, and GDOT. Recognizing that all operational strategies cannot be implemented immediately, the consultant team will provide an initial ranking of project priorities.

#### **Signal Retiming**

The consultant team will monitor and evaluate the need for retiming the Midtown signal system. If needed, AM, midday, PM, and weekend plans will be developed including TOD schedule, cycle lengths, pedestrian timings, clearance intervals, offsets, operational strategies, and phase changes. Special event timing plans will also be developed as necessary. Timing plans will be developed in accordance with GDOT Specification 687. Timing plans will be uploaded to the traffic signal controller and fine-tuned in the field.

### **Task 1B – Equipment Repairs and Upgrades**

The consultant team will repair and upgrade traffic signal and communication equipment to maximize the efficiency of the traffic signal system. The consultant will focus on restoring communications to all signals in the Midtown area utilizing one, or a

combination of communications media. The consultant will continue to install fiber optic communications equipment, where plausible, to improve the ability to remotely monitor and manage incidents.

The consultant will repair and upgrade the traffic signal equipment to maximize the efficiency of the traffic signal system. The consultant will identify, evaluate, and implement new technologies to enhance remote monitoring, real time traffic information (i.e. Blue Toad, Radar, Infrared technologies, etc.), signal operations, and detection.

Incident responsive timing plans that rely on corridor communications will be developed and implemented along 14<sup>th</sup> Street, 10<sup>th</sup> Street, and North Avenue followed by the major North-South corridors. Many of the required communications upgrades to implement the incident responsive timings may come from overlapping projects in the Midtown area.

### **Task 1C – Routine Maintenance**

The consultant will conduct routine maintenance at each traffic signal within the Midtown area on a monthly basis as a minimum. Traffic signal maintenance will include downloading and checking alarms, verifying correct timing databases, TOD schedules, controller clocks, detection, communications, and overall operations. If the proper equipment is available, items identified for repair or replacement will be corrected at that time during the scheduled maintenance or programmed for a return visit. The consultant will monitor the project's tracking/ticketing system and will maintain the GDOT TEAMS site for asset management for the duration of the project. Where necessary, field wiring will be labeled inside cabinets. Cabinet wiring details will be developed for non-GDOT standard cabinets. Cabinets will be cleaned to improve their operation and longevity. Signal equipment with repeated maintenance issues will be identified and programmed for replacement.

### **Task 1D – Program Reporting**

The consultant will prepare bi-weekly reports of the program's current status, previous period's activities and future priorities. The consultant will prepare a monthly stakeholder report outlining the work completed the previous month, any issues, and next month's priorities. A yearly report will be prepared for each year of the program highlighting its accomplishments and the next year's priorities. In addition, the consultant will facilitate monthly stakeholder meetings with MIDTOWN, GDOT, and the CITY.

Monthly memos will be developed for submittal to MIDTOWN, the CITY, and GDOT that provide updates on the status of the project and recognized benefits. The consultant team will provide updates on the status of the project including a monthly budget report, a schedule of upcoming management activities, a detector failure report, and a communications deficiency report.

### III. CRITERIA FOR SELECTION

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

- Pass/Fail Presenting teams must be prequalified by GDOT in the indicated Area Class in order to be evaluated. Required proof of prequalification shall be submitted as indicated in Section IV below.
- Pass/Fail Presenting teams must demonstrate the 9% DBE goal will be met on this contract as indicated in Section V below.
- 10% Factor Stability and resources of the submitting 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
  - Overall resources of the firm
  - Litigation history
  - Financial information
  - Other evidence of stability
- 30% Factor Firm's relevant experience and qualifications, including evidence of qualification and experience of key staff and evidence of the firm's ability to provide 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 relative to the project and services required, and evidence of competence.
- 40% Factor Firm's apparent suitability to provide services for project, including any special or unique qualifications for the project, current and projected workloads (available resources), quality assurance procedures, special or enhanced capabilities (such as the ability of the Firm to perform or gather a team to perform and special or enhanced capabilities necessary or any ancillary service required to carry out and manage the complete scope of the project), the ability of firm to gather resources in the project area, the apparent fit and location and proximity to the project, firm's non-discrimination policies and evidence of efforts or success in W/MBE-DBE inclusion, and any other service or relevant scope item offered by the firm which might be suitable for the project.
- 20% Factor Interview

### IV. PROPOSAL FORMAT

The proposal must be limited to 30 pages not including required forms and organizational tables. The proposal must be submitted in accordance with the instructions provided in Section V. Subsection D, must be categorized and numbered as outlined below, and must be responsive to all requested information:

**A. Minimum Requirements**

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

1. The prime consultant must have been in business for a minimum of five (5) years.
2. The presenting team (either the prime or one or more of the sub-consultants) must be prequalified in the area class(es) identified below.

<b>Number</b>	<b>Area Class</b>
3.06	Traffic Operations Studies
3.07	Traffic Operations Design
3.09	Traffic Control Systems Analysis, Design and Implementation

Submit completed Attachments A through G. Attachments A, E, F and G do not have to be completed for sub-consultants. The Notice must be current as of the deadline stated for this RFQ and throughout the contract period.

3. Complete the Title VI Acknowledgement Form (Attachment E enclosed with RFQ), and provide an original copy with the firm's Proposal.
4. Complete the Georgia Security and Immigration Compliance Act Affidavit form (Attachment F enclosed with RFQ), and provide a notarized original within the firm's Proposal.
5. Complete the O.C.G.A § 50-36-1(e)(2) Affidavit Verifying Status Public Benefit (SAVE) (Attachment G enclosed with RFQ), and provide a notarized original within the firm's Proposal.

**B. Stability and Resources**

1. 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?
2. 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.
3. Has the team 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 team/principals have been issued.\*
4. Provide a Statement of Disclosure, which will allow MIDTOWN to evaluate possible conflicts 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.
5. Provide name of insurance carrier, types and levels of coverage, and deductible amounts per claim.
  6. List the submitting firm's annual average revenue for the past five (5) years.
  7. Supply financial references and main banking references of the submitting firm.
  8. Has the firm ever been removed from a contract or failed to complete a contract assigned?

\*NOTE: Information requested for B.3 and B.8 should be submitted for both the prime and sub-consultant(s).

**C. Experience and Qualifications**

1. 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 MIDTOWN. (If the firm is selected as a finalist MIDTOWN may request detailed information on the exact proposed expanded team and their relevant experience).
2. 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 MIDTOWN. For each account, the following information should be provided:
  - a) Client name, locations 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 clients, if available). Client (s) current contact information.
  - e) Letters of reference from at least two (2) of those clients for projects of similar sizes and scopes. Contact names and telephone numbers must be included. (Letters of reference should describe the work completed, and contain some specific examples on how quality products were delivered on schedule and within budget.)
3. Provide information on the firm's experience in installing and maintaining traffic signal components and other Intelligent Transportation System devices.
4. Provide information of the firm's experience in providing the services described in the Scope of Services in a similar setting (dense, mixed-use, urban core, grid street network).
5. Provide information on the firm's experience in executing a preventative maintenance program.
6. Provide information on the firm's experience in designing Intelligent Transportation Systems.
7. Provide information on the firm's experience in timing signalized corridors.
8. Provide information on the firm's experience in measuring/calculating the

benefits and costs associated with arterial corridor management (i.e. signal retiming and maintenance).

**D. Suitability**

1. Provide any information that may serve to differentiate your firm from other firms in suitability for the project including but not limited to:
  - a) Furnish evidence of the firm's fit to the project and/or needs of MIDTOWN, any special or unique qualifications for the project.
  - b) Supply current and projected workloads.
  - c) Quality assurance procedures.
  - d) Any special or enhanced capabilities offered by the firm that may be particularly suitable for this project.
  - e) Ability to gather resources in vicinity to the project.
  - f) Location and proximity of firm to project and any knowledge of the project and/or project area which may uniquely benefit the firm and project.
  - g) Provide any non-discrimination and equal employment opportunities policies of the firm.
2. Provide information on the firm's ability to provide a project manager, traffic engineers, design engineers, technicians, repair/installation crews and the anticipated availability of these individuals.

**V. CONTRACT ADMINISTRATION**

**A. Statement of Agreement**

With the submission of qualifications, the respondent agrees that he/she has carefully examined the RFQ, and agrees that it is the respondent's responsibility to request clarification on any issues in any section of the RFQ with which the respondent disagrees or needs clarified. The respondent also understands that failure to mention these items during the question period or in the RFQ will be interpreted to mean that the respondent is in full agreement with the terms, conditions, specifications and requirements therein. With submission of an RFQ, the respondent hereby certifies: (a) that the RFQ is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that respondent has not directly or indirectly included or solicited any other respondent to put in a false RFQ; (c) that respondent has not solicited or induced any person, firm, or corporation to refrain from submitting an RFQ.

**B. Joint Venture Proposals**

MIDTOWN does not generally desire to enter into "joint-venture" agreements with multiple firms. In the event two or more firms desire to "joint-venture" it is strongly recommended that one firm propose and maintain status as the prime respondent with the remaining companies participating as sub-providers.

**C. DBE Requirements**

The DBE requirement on this project is 9%. The DBE goal can be met by prime contracting, sub-contracting, joint venture or mentor/protégé relationship.

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.

For more information on the GDOT DBE Program please contact:

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

**D. Submittal Instructions**

Six (6) hard copy sets and one electronic version of the Technical Proposal must be submitted to the following address no later than the 2 p.m. on Wednesday, September 7, 2016:

Midtown Alliance  
Attention Project: **FC-9177** City of Atlanta  
Department of Procurement  
55 Trinity Avenue, SW  
Suite 1900  
Atlanta, GA 30303

Submittals must be sealed in an opaque envelope or box, identify the responder's name and title, and reference "**CoA FC-9177 GDOT P.I. 0013879**" and the words "**MTOP – STATEMENT OF QUALIFICATIONS**" must be clearly indicated on the outside of all of the envelopes or boxes.

**No submittals will be accepted after the time and date set for receipt. Late proposals will not be opened.**

**E. Communication**

To ensure the proper and fair evaluation of proposals, MIDTOWN prohibits any communication initiated by a proposer or its agent to an employee of MIDTOWN, the CITY, or GDOT while evaluating or considering the proposal during the period of time following the issuance of the RFQ, the opening of proposals and prior to the time a decision has been made with respect to the Contract award. An appropriate Purchasing employee of MIDTOWN or the CITY may initiate communication with a proposer in order to obtain information or clarification needed to develop a proper and accurate evaluation of the proposal. Unauthorized communication by the proposer may disqualify the proposer from consideration.

A pre-proposal conference will be held on Monday, August 29, 2016 from 9:00 A.M. - 12 noon at Atlanta City Hall – 55 Trinity Ave SW, Suite 1900, Atlanta, GA 30303.

All questions regarding this RFQ should be addressed to Dan Hourigan, Director – Transportation & Sustainability, via email **Dan@MidtownAtl.com** with the title "**MTOP RFQ Question (s)**" in the subject line.

All questions concerning the RFQ shall be submitted via email only no later than 5:00 p.m. on **Wednesday August 31, 2016**. Questions received after this date will not receive a response. All valid questions and responses will be posted on MIDTOWN's website.

**F. Acknowledgment of Addenda**

Addenda may be issued in response to changes in the RFQ. Addenda must be acknowledged by signing and returning the Addendum Form to be included in the Technical Proposal. Failure to properly acknowledge any Addendum may result in a declaration of non-responsiveness by MIDTOWN. All Addendums issued for this project may be found on MIDTOWN's website [www.MidtownAtl.com](http://www.MidtownAtl.com).

**G. Proposal Duration**

No Proposal may be withdrawn for a period of sixty (60) days after the time and date scheduled (or subsequently rescheduled) for proposal opening. Proposals submitted in response to this RFQ must be valid for a period of One Hundred Twenty (120) days from the proposal submission deadline, and must be so marked.

**H. Expenses of Preparing Responses to this RFQ**

MIDTOWN accepts no responsibility for any expenses incurred by the responders to this RFQ. Such expenses are to be borne exclusively by the responders.

**I. Georgia Open Records Act**

Without regard to any designation made by the person or entity making a submission, MIDTOWN considers all information submitted in response to this invitation or request to be a public record that will be disclosed upon request pursuant to the Georgia Open Records Act, O.C.G.A. § 50-18-70 et seq., without consulting or contacting the person or entity making the submission, unless a court order is presented with the submission. You may wish to consult an attorney or obtain legal advice prior to making a submission.

**VI. AWARD OF CONTRACT**

A Selection Committee will review all proposals submitted pursuant to this RFQ. The Selection Committee, in its discretion, will determine which of the firms to interview based on the quality of the submitted proposals. Proposals will be evaluated on the qualifications and information provided in Section III. Criteria for Selection, and Section IV. Proposal Format.

Firms to be interviewed will be scheduled for an oral presentation to the Selection Committee, not to exceed one hour's duration, responding to questions from the Selection Committee relevant to the firm's proposal.

The Selection Committee will then score all firms based on the information submitted and oral interview, and will compile a ranking of those firms.

**MIDTOWN reserves the right to waive any informalities or irregularities of proposals, to request clarification or information submitted in any proposal, to request additional information from any proposer, or to reject any or all proposals, and to re-advertise for proposals. MIDTOWN also reserves the right to extend the date or time scheduled for the opening of proposals.**

Sincerely,

A handwritten signature in black ink that reads "Dan Hourigan". The signature is written in a cursive, flowing style.

Dan Hourigan  
Director – Transportation & Sustainability

Attachments:

- (A) Projects Form
- (B) Personnel Form
- (C) Statement of Qualifications Package
- (D) Sample Contract
- (E) E Verify
- (F) Buy American



**ATTACHMENT B**

**PERSONNEL FORM**

**Complete the following information for the key personnel who will work on this project. Attach a resume for each employee listed below. The resumes for key personnel will not count against the 30-page limit. Attachment B should include personnel information for the prime and any subcontractors. Please provide brief resumes for each of the team leaders for the prime firm and any subcontractors.**

<b>Name</b>	<b>Title/Position</b>	<b>Employed Full Time (Y/N)</b>	<b>Years Employed by Firm</b>	<b>Years of Professional Experience</b>	<b>Georgia Registration #</b>	<b>Qualifications*</b>

**\*Qualifications**

- 1. Transportation Design**
- 2. Land Surveying**
- 3. Traffic Engineering**
- 4. Environmental and Geotechnical**
- 5. Program Management**
- 6. Land Acquisition**
- 7. Construction Inspection**

**ATTACHMENT C**

**STATEMENT OF QUALIFICATIONS PACKAGE (FOR PRIME CONSULTANT ONLY)**

**1. Firm Name** (as registered with the Secretary of State): \_\_\_\_\_

**Local Address:** \_\_\_\_\_  
\_\_\_\_\_

**Principal Contact:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**2. Name & Address of Parent Company (if applicable)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Name/Title/Email Address of Official(s) authorized to negotiate and execute contracts:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Type of Firm:**

\_\_\_\_ Corporation    \_\_\_\_ Partnership    \_\_\_\_ Individual    \_\_\_\_ Other

**Note: Submit copy of your current Georgia Business License**

**If Corporation, please complete the following:**

**A. Date incorporated** \_\_\_\_\_

**B. State incorporated** \_\_\_\_\_

**C. Date authorized in Georgia** \_\_\_\_\_

**D. President's name** \_\_\_\_\_

**If Partnership, complete the following:**

**A. Date organized** \_\_\_\_\_

**B. Type:**    \_\_\_\_General       \_\_\_\_Limited       \_\_\_\_Other

**C. Name of partners** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Secretary of State's Charter Number:** \_\_\_\_\_

**6. Federal Employer's Identification Number:** \_\_\_\_\_

**7. Are you certified as a DBE (Disadvantaged Business Enterprise)?**

\_\_\_\_Yes    \_\_\_\_No

**If yes, attach copy of GDOT certification letter.**

**8. Are you certified as an MBE (Minority Business Enterprise)?**

\_\_\_\_Yes    \_\_\_\_No

**If yes, attach copy of GDOT certification letter.**

**9. Are you certified as an WBE (Women Business Enterprise)?**

\_\_\_\_Yes    \_\_\_\_No

**If yes, attach copy of GDOT certification letter.**

**10. Are you a Small Business Enterprise (per 13-CFR 121.3-8)?**

\_\_\_\_Yes    \_\_\_\_No

If yes, attach a copy of letter certifying same.

**11. Do you have an Affirmative Action Plan?**

\_\_\_ Yes     \_\_\_ No

If yes, submit copy of letter certifying same.

**12. Present Offices:**

City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Number of personnel in this office \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Number of personnel in this office \_\_\_\_\_

**13. Summary of Receipts and Fees. Insert index number for last 5 years, most recent year first.**

	20__	20__	20__	20__	20__
Gross Receipts for Firm					
Gross Receipts for Local Office					

**Index for ranges of receipts and fees:**

- a. Less than \$50,000
- b. \$50,000 to \$100,000
- c. \$100,000 to \$250,000
- d. \$250,000 to \$500,000
- e. \$500,000 to \$1 Million
- f. \$1 Million to \$2 Million
- g. \$2 Million to \$5 Million
- h. \$5 Million to \$10 Million
- i. \$10 Million or greater

**14. Percent of local office's gross receipts related to Transportation works.**

20__	20__	20__	20__	20__

**15. Do you carry professional liability insurance?**

Yes       No

If yes, attach copy of certificate showing policy number, company, amount, and expiration date.

**16. Does your firm have a CADD system**

Yes       No

If yes, list types and number of workstations \_\_\_\_\_

**17. Are annual financial statements and audited overhead rates available upon request?**

Yes       No

**18. Has a principal owner or any of the Key Personnel who will work on MIDTOWN's projects ever been disciplined by a State Registration Board?**

Yes       No

If yes, attach explanation on separate sheet.

**19. Has the firm failed to complete a job or defaulted on a contract in the last 5 years?**

Yes       No

If yes, attach explanation on separate sheet.

**I hereby certify that the information contained in the Statement of Qualifications is true and correct to the best of my knowledge, and that this firm is duly authorized to conduct business in the State of Georgia.**

**Firm** \_\_\_\_\_ **By** \_\_\_\_\_

**Title** \_\_\_\_\_ **Date** \_\_\_\_\_

**ATTACHMENT D**

**FORM J  
Buy America Certification**

The undersigned Proposer hereby certifies on behalf of itself and all contractors (at all tiers) the following:

- a. Proposer shall comply with the Federal Highway Administration (“FHWA”) Buy America Requirements of 23 CFR 635.410, which permits FHWA participation in the DB Agreement only if domestic steel and iron will be used on the Project. To be considered domestic, all steel and iron used and all products manufactured from steel and iron must be produced in the United States and all manufacturing processes, including application of a coating, for these materials must occur in the United States. Coating includes all processes that protect or enhance the value of the material to which the coating is applied. This requirement does not preclude a minimal use of foreign steel and iron materials, provided the cost of such materials does not exceed 0.1% of the design-build contract price.
- b. A false certification is a criminal act in violation of 18 U.S.C. 1001. Should this certification be investigated, Proposer has the burden of proof to establish that it is in compliance.
- c. At Proposer’s request, GDOT may, but is not obligated to, seek a waiver of Buy America requirements from FHWA if grounds for the waiver exist. However, Proposer certifies that it will comply with the applicable Buy America requirements if a waiver of those requirements is not available or not pursued by GDOT.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Proposer’s Name: \_\_\_\_\_

## ATTACHMENT E

### TITLE VI INTRODUCTION

As a sub-recipient of federal funds from Georgia Department of Transportation, all municipalities are required to comply with Title VI of the Civil Rights Act of 1964 which provides that:

**“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried out under this title.”**

Additionally, the Civil Rights Restoration Act of 1987, expanded the definition of the terms “programs and activities” to include all programs or activities of federal recipients, sub recipients, and contractors, whether or not such programs and activities are federally assisted.

The provisions of Title VI apply to all contractors, subcontractors, consultants and suppliers. And is a condition for receiving federal funds. All sub recipients must sign Title VI assurances that they will not discriminate as stated in Title VI of the Civil Rights Act of 1964.

In the event that the sub recipient distributes federal aid funds to second tier entity, the sub-recipient shall include Title VI language in all written documents and will monitor for compliance. If, these assurances are not signed, the City or County government may be subjected to the loss of federal assistance.

All sub recipients that receive federal assistance must also include Federal Highways Administrations 1273 in their contracts. The FHWA 1273 sets out guidance for ensuring nondiscrimination and encouraging minority participation and outreach.

Enclosed you will find Title VI acknowledgment form and the Title VI assurances. The Title VI acknowledgment form and Title VI assurances must be signed by your local government official if it has not been signed.

## TITLE VI ACKNOWLEDGEMENT FORM

The \_\_\_\_\_ assures that no person shall on the grounds or race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any City or County sponsored program or activity.

The \_\_\_\_\_ assures that every effort will be made to ensure nondiscrimination in all of its programs or activities, whether those programs are federally funded or not.

Assurance of compliance therefore falls under the proper authority of the City Council or the County Board of Commissioners. The Title VI Coordinator or Liaison is authorized to ensure compliance with provisions of this policy and with the Law, including the requirements of 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21.

\_\_\_\_\_  
Official Name and Title

\_\_\_\_\_  
Date

### **Citations:**

Title VI of the Civil Rights Act of 1964; 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h); 23 USC 324; DOT Order 1050.2; EO 12250; EO 12898; 28 CFR 50.3

### **Other Nondiscrimination Authorities Expanded the range and scope of Title VI coverage and applicability:**

The 1970 Uniform Act (42 USC 4601)  
Section 504 of the 1973 Rehabilitation Act (29 USC 790)  
The 1973 Federal-aid Highway Act (23 USC 324)  
The 1975 Age Discrimination Act (42 USC 6101)  
Implementing Regulations (49 CFR 21 & 23 CFR 200)  
Executive Order 12898 on Environmental Justice (EJ)  
Executive Order 13166 on Limited English Proficiency (LEP)

**ATTACHMENT F**

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

Solicitation Name: Midtown Traffic Operations Program

Respondent's Name: \_\_\_\_\_

**STATE OF GEORGIA  
CONSULTANT AFFIDAVIT**

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the Georgia Department of Transportation has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,\* in accordance with the applicable provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and, it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the Georgia Department of Transportation at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / E-Verify™ User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Consultant

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent  
SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
[NOTARY SEAL]

\_\_\_\_\_  
Notary Public

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

\*or any subsequent replacement operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603 Revised 8-22-2011



ATTACHMENT H

