



Atlanta Downtown
Improvement District

Request for Qualifications

To Provide

**Planning & Engineering Design Services in Support of I-75/I-85
Capping from Baker St/Piedmont Ave Bridge to Ted Turner Drive
Bridge (The Stitch)**

RFQ-202208-01

Qualifications Due: September 13, 2022

**The Atlanta Downtown Improvement District, Inc.
84 Walton St NW
Suite 500
Atlanta, GA 30303**

REQUEST FOR QUALIFICATIONS

RFQ-202208-01

Planning & Engineering Design Services in Support of I-75/I-85 Capping
from Baker St/Piedmont Ave Bridge to Ted Turner Drive Bridge
(The Stitch)

I. General Project Information

A. Overview

The Atlanta Downtown Improvement District (ADID) is soliciting SOQs from qualified firm(s) or organization(s) to provide consultant services for planning and engineering design services in support of I-75/I-85 capping from Baker St/Piedmont Ave bridge to Ted Turner Drive bridge (the Stitch).

This Request for Qualifications (RFQ) seeks to identify potential providers for the Scope of Services for the project/contract listed in Exhibit I-1. Firms that respond to this RFQ, and are determined by ADID to be sufficiently qualified, may be deemed eligible, and invited to offer a technical approach and/or possibly present and/or interview for these services. 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. ADID reserves the right to reject any or all Statements of Qualifications, Technical Approach and DBE Utilization Plan, and to waive technicalities and informalities at the discretion of ADID.

B. IMPORTANT - A RESTRICTION OF COMMUNICATION IS IN EFFECT FOR THIS PROJECT.

From the advertisement date of this solicitation until successful respondents are selected and the award is made official and announced, firms are not allowed to communicate about this solicitation or scope with any staff of ADID including Board Members, except for the submission of questions as instructed in the RFQ, or with the contact designated in **RFQ Section VIII.C.**, or as provided by any existing work agreement(s). For violation of this provision, ADID reserves the right to reject the submittal of the offending respondent.

C. ADID has adopted a 16.7% 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.

ADID 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.

ADID, as a matter of Policy, establishes race conscious goals on those U.S. DOT assisted contracts that have known subconsultant opportunities and DBE availability in the sub-consulting areas. However, a numerical DBE goal may not be established on every such contract or task order. Contract goals are adapted to the circumstances of each such contract (e.g., type of work, availability of DBEs to perform the particular type of work).

Depending on the contract type anticipated, Project Specific or Indefinite Delivery/Indefinite Quantity (IDIQ or On-Call), particularly described goal setting activity will be required and monitored for compliance by ADID.

Project Specific (incl Multi-Phase): Race Neutral Process. ADID sets an Annual goal for DBE participation on its federally funded projects. A narrative shall be submitted in the Technical Approach and DBE Utilizations Plan that provides the Prime an opportunity to describe in detail how they propose to contribute to the Agency's overall goal on its contract. This narrative will be scored with a value of ten (10%) percent for the DBE

Utilization Plan. The Prime Consultant must demonstrate Good Faith Efforts throughout the life of the contract. ADID PMs will utilize this narrative as the Project progresses as a point of accountability for various task orders and activities associated with the contract. The Annual Goal shall not be applicable when the scored narrative is utilized.

D. Scope of Services

Under the terms of the resulting Agreements, the selected consultants will provide planning and engineering design services for the tasks identified on an as-authorized basis for the ADID Project identified. The anticipated scope of work for the project/contract is included in **Exhibit I-1**.

In addition, ADID desires that the Consultant have the ability to provide, either with its own forces or through a sub-consultant team member, comprehensive services necessary to fulfill all preliminary engineering services which may arise during the project cycle.

E. Contract Term and Type

ADID anticipates one (1) Multi-Phase, Project Specific contract to be awarded to one (1) firm, for each project/contract identified. ADID anticipates that the Contract Type may be Lump Sum, Cost Plus Fixed Fee, Cost per Unit of Work or Specific Rate of Compensation. As a Project Specific contract, it is ADID's intention that the Agreements will remain in effect until successful completion of the preliminary engineering phase of the projects, and may choose to utilize the selected consultant for use on construction revisions as necessary.

F. Contract Amount

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

G. Optional Pre-Bid Informational Meeting

ADID will hold a pre-bid meeting for this solicitation. While interested prime and subconsultant firms are encouraged to attend, participation is optional. The pre-bid meeting will be held virtually via Zoom meeting and registration ahead of the meeting is required to attend. Participants may submit questions and requests for clarification in writing via the chat window during the pre-bid meeting and ADID will provide informal responses during the meeting, and follow-up with formal responses published to the RFQ posting site. Pre-bid meeting time, date, and registration link is posted below:

RFQ-202208-01 Pre-Bid Meeting

Date: August 19, 2022

Time: 1:00 PM

Registration Link:

https://us06web.zoom.us/meeting/register/tZlvce-hqzstG9VOvKUt_Qzd4JlwFzZiUXuS

II. Selection Method

A. Method of Communication

All general communication of relevant information regarding this solicitation will be made via the ADID website (<https://www.atlantadowntown.com/adid/about/notices>) under RFQ-202208-01. All firms are responsible for checking the ADID website on a regular basis for updates, clarifications, and announcements. ADID reserves the right to communicate via electronic-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.

B. Phase I - Selection of Finalists

Based on the Statements of Qualifications submitted in response to the projects/contracts listed in this RFQ, the Selection Committee will review the **Experience and Qualifications** and **Resources and Workload Capacity** listed in **Section IV. Selection Criteria for Phase I**. The Selection Committee will discuss the top submittals and the final rankings of the top submittals will be determined. From the final rankings of the top submittals, the Selection Committee will identify three (3) to five (5) firms which will be shortlisted.

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

C. Finalist Notification for Phase II

Firms selected and shortlisted as finalists will receive notification and final instructions from ADID regarding the **Phase II – Technical Approach, DBE Utilization Plan and Past Performance** response.

D. Phase II - Finalists Response on Technical Approach, DBE Utilization Plan, and Past Performance

ADID will request a **Technical Approach and DBE Utilization Plan** of the three (3) to five (5) finalist firms for the project/contract. ADID reserves the right to request a presentation/interview on any project/contract as determined in its best interests; however, this additional requirement shall typically be reserved for the most complex projects. Each finalist firm shall be notified in writing and informed of the Technical Approach due date. Any additional detailed Technical Approach/DBE Utilization Plan/Past Performance instructions and requirements, beyond that provided in **Section V. Selection Criteria for Phase II**, for the finalists will be provided in the Finalist Notification. All members of the Selection Committee will review the Technical Approach, DBE Utilization Plan, and Past Performance (and will attend the presentation/interview if so chosen). **Firms shall not address any questions, prior to the award announcement, to anyone other than the designated contact.**

E. Final Selection

Final selection will be determined by carrying the scores from **Phase I** forward for each Finalist and by evaluating the **Technical Approach, DBE Utilization Plan, and Past Performance** criteria for **Phase II**. The Selection Committee will discuss the Finalist's Phase II Responses and the final rankings will be determined.

Negotiations will then be initiated with the top-ranked firm(s) to finalize the terms and conditions of the contract(s), including the fees to be paid. In the event a satisfactory agreement cannot be reached with the highest-ranking firm(s), ADID will formally terminate the negotiations and possibly enter into negotiations with the second highest-ranking firm, and so on in turn until a mutual agreement is established and ADID awards a contract. The final form of the contract shall be developed by ADID.

III. Schedule of Events

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

PHASE I	DATE	TIME
a. ADID issues public advertisement of RFQ-202208-01	08/10/2022	-----
b. Optional virtual pre-bid meeting for RFQ-202208-01	08/19/2022	1:00 PM
b. Deadline for submission of written questions and requests for clarification	08/22/2022	2:00 PM
c. Deadline for submission of Statements of Qualifications	09/13/2022	2:00 PM
d. ADID completes evaluation and issues notification and other information to finalist firms	09/23/2022	-----
PHASE II		
e. Deadline for submission of written questions from finalists	09/30/2022	2:00 PM
f. Phase II Response of Finalist firms due	10/14/2022	2:00 PM
g. Finalist firm interviews (if requested)	10/24/2022- 10/28/2022	-----

IV.

Selection Criteria for Phase I - Criteria for Evaluation of Statements of Qualifications

A. Area Class Requirements and Certification

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

Each submittal will require a certification to allow ADID to analyze risks in determining if any Firm should be ineligible for award. The certification shall cover a wide variety of information. Any firm which responds in any potentially concerning manner must provide additional information as directed herein for consideration by ADID to determine if Firm is eligible for award.

B. Project Manager, Key Team Leader(s) and Team's Experience and Qualifications – 20%

The Selection Committee will evaluate all firms on their Experience and Qualifications, which shall account for a total of twenty percent (20%) of the total evaluation. **The following criteria for scoring Phase I of the evaluation will be utilized to determine which firms are shortlisted:**

1. Project Manager education, registration, relevant technical experience, relevant project management experience, experience in utilizing GDOT specific processes, manuals, or guidance.
2. Key Team Leaders' education, registration, relevant technical experience, and relevant experience in utilizing GDOT specific processes, manuals, or guidance.
3. Team's experience in delivering projects of similar complexity, size, scope, and function.

C. Project Manager, Key Team Leader(s) and Prime's Resources and Workload Capacity – 20%

The Selection Committee will evaluate all firms on their Resources availability and Workload Capacity which shall account for a total of twenty percent (20%) of the total evaluation. **The following criteria for scoring the Resources and Workload Capacity will be utilized to determine which firms are shortlisted:**

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

D. Additional Resources and Challenges – 10%

The Selection Committee will evaluate all firms on their Additional Resources and approach to addressing specific challenges which shall account for a total of ten percent (10%) of the total evaluation. **The following criteria for scoring the Resources will be utilized to determine which firms are shortlisted:**

1. Identify and provide a brief description of additional resources, excluding the Project Manager, Key Team Leader(s) and Key Team Members, used to staff the contracts.
2. Describe how the additional resources identified will help address the specific challenges of the Stitch.

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

A. Technical Approach – 30%

The Selection Committee will evaluate the shortlisted firms (Finalists) on their Technical Approach, which shall account for a total of thirty- percent (30%). The Selection Committee shall utilize the following additional criteria for scoring Phase II of the evaluation to determine the highest ranked/most qualified (**NOTE: Scores from Phase I will be carried forward and combined with the scores from the Phase II to determine the final ranking of Finalists**):

1. Provide any unique technical approaches your firm offers relative to addressing anticipated design concepts, use of any alternative methods for delivery (if applicable), and/or management of the project.
2. Identify any unique challenges of the project and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures.
3. Provide any specific qualifications, skills, knowledge of the project and project area which may uniquely benefit the firm and project, and your ability and willingness to meet time requirements.
4. Provide any high-level ideas that may add value to the existing conceptual design and implementation recommendations. Examples may include, but should not be limited to: design approaches to streamline construction and/or reduce cost, potential alternative delivery strategies for design & construction, elements that can enhance project sustainability in a cost-effective manner, interstate and local road safety and operational enhancements, cost-effective new technologies that can be employed in the design or operation of the Stitch, and potential enhancements to the park and urban-design elements.
5. Based on your understanding of the project, provide a conceptual duration estimate (in months) of each major planning and design milestone of the project (e.g. RAISE Planning Grant Scope, Concept Design, Costing Plans, Preliminary Design, Final Design, etc.). Factor in reasonable review times and consider alternative delivery strategies.

B. DBE Utilization Plan – 10%

The Selection Committee will evaluate shortlisted firms on their DBE Utilization Plan, which shall account for a total of ten percent (10%) percent of the total evaluation.

Although ADID asserts an overall annual goal of 16.7%, in accordance with its mandated responsibilities under 49 CFR 26, ADID effectuates this goal by employing **project-specific** goals on each project; taking into full consideration the individual characteristics and nuances of those projects. These project-specific goals may be greater than or less than the overall annual goal. Equally as important, ADID is deeply committed to increasing the number of Disadvantaged Business Enterprises (DBE) firms that offer professional services, as well as increasing the capacity of current DBE professional services firms. As such, provide a narrative on how your firm proposes to contribute to the ADID's overall annual goal. The narrative shall include the benefit to the DBE firm(s) in the associated advertised GDOT Area Class(es) for which each certified DBE firm will perform a Commercially Useful

Function (CUF) under the resulting contract. CUF means that a DBE is independently playing a necessary and useful role in the project as required by 48 CFR 26.55. Respondents must identify and describe in detail their proposed DBE Utilization Plan for this project, which utilizes Georgia-certified DBEs for project participation. Each DBE Utilization Plan shall include the following:

- a. A Subcontractor Project Plan identifying the certified disadvantaged, small, or minority/female owned businesses that it intends to use to meet or exceed the established 16.7% DBE participation goal for this project. This plan must specifically indicate the nature of subcontracting contemplated. The plan must also detail the company name, contact person, address, telephone number, and work description for each business enterprise (disadvantaged, small, non-minority, minority, or female owned) to be utilized on the project.
- b. A signed and dated DBE Participation Statement for each certified DBE firm that will be utilized in your plan. The participation statement must be certified that their DBE firm is listed in Georgia State Unified Certifications Program (UCP) Directory with an active status and include the duty to communicate.

Each DBE Utilization Plan must vividly show Good Faith Efforts (GFE) to achieve the DBE Goal as well as the ability for ADID to determine the extent of compliance with the proposed plan. In instances where a firm has been unable to meet its proposed DBE Goal, even after taking all timely and continuous action steps throughout the life of the project, the firm shall submit the required GFE documentation for a final GFE assessment and determination, in accordance with 49 CFR 26.

C. Past Performance – 10%

The Selection Committee may consider information provided via references provided for relevant projects, knowledge any selection committee member has of performance on relevant projects, and performance evaluations or knowledge presented on other projects. The Selection Committee will consider all factors in their totality and score from 0 to 10 when arriving at a final score for the Past Performance.

VI. Instructions for Content and Preparation of Statements of Qualifications – Phase I Response

The Statements of Qualifications submittal must be submitted in accordance with the instructions provided in Section VIII, and must be **organized, categorized using the same headings (in red), and numbered and lettered** exactly as outlined below, and must be responsive to all requested information. For the sections in which page number limits are stated, each section with a stated limit must begin on a new page and end on the last page allowed for the section. **It is not allowed to begin new sections on a page allowed for a previous section, if applicable. This will enable ADID to ensure compliance with the page limitations.**

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

A. Administrative Requirements

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

1. Basic company information:

- a. **Company name.**
- b. **Company Headquarter Address.**
- c. **Contact Information** - Name and all contact information (telephone number(s) and e-mail address) of primary proposing contact (this will be the individual with whom ADID will direct all communications).
- d. **Company website** (if available).
- e. **Georgia Addresses** - Identify and provide addresses for the offices located in the State of Georgia.
- f. **Staff** - List the number and disciplines of staff members employed in each office in the State of Georgia.

- g. **Ownership** - Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the Offeror a sole proprietorship, partnership, corporation, limited liability Corporation, or other structure?
2. **Certification Form** - Complete the Certification Form (*Exhibit "II" enclosed with RFQ*), and provide a notarized original within the firm's Statement of Qualifications. This is to be submitted for the Prime **ONLY**.
3. **Georgia Security and Immigration Compliance Act Affidavit** – Complete the form (*Exhibit "III" enclosed with RFQ*), and provide a notarized original within the firm's Statement of Qualifications. This is to be submitted for the Prime **ONLY**.
4. **Addenda** - Signed cover page of any Addenda issued for the Prime **ONLY**.

B. Experience and Qualifications

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

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

2. **Key Team Leaders** - Provide experience of Key Team Leaders (defined as those individuals who oversee project areas determined as particularly important to each specific project, refer to the Project Description in **Exhibit I-1, specifically Section 7** for the list of Key Team Leaders for each Project). For each Key Team Leader identified provide:
 - a. **Education**.
 - b. **Registration** (if necessary and applicable.)
 - c. **Relevant experience** in the applicable resource area of the most relevant projects.
 - d. **Relevant experience utilizing GDOT specific processes, manuals, or guidance** (PDP, Design Policy, Environmental Procedures Manual, etc.) which are specific to the key team leader's area.

This information is limited to one (1) page maximum for each Key Team Leader identified in Section 7 of Exhibit I-1. Respondents submitting more than one (1) page for each Key Team Leader identified will be subject to disqualification. If desired, teams may use the same individual for two or more Key Team Leader categories so long as their experience is relevant to multiple categories and the resource is not overutilized. If the same individual is identified for multiple Key Team Leader categories, teams may submit one (1) page maximum for each category. Respondents who provide more Key Team Leaders than what is outlined in the requirement will be subject to disqualification as this would provide an advantage over firms who complied with the requirement and had the required number of Key Team Leaders. Respondents who do not provide the required Key Team Leaders will be subject to disqualification as this does not meet the requirements of the project and therefore would deem the respondent and its team unqualified for the award.

3. **Team Experience** - Provide information on the team's experience and ability in delivering effective services for projects of similar complexity, size, scope, and function, which demonstrate the firm's capabilities to provide services for ADID. For each project, the following information should be provided:
 - a. **Client name, project location and dates** during which services were performed.
 - b. **Description of overall project and services performed**. Specify which firm(s) on the team performed the services.
 - c. **Duration of project services provided** by your firm, and overall project budget.
 - d. **Experience utilizing GDOT specific processes, manuals, or guidance, if applicable** (PDP, Design Policy, Environmental Procedures Manual, etc.)
 - e. **Client(s) current contact information** including contact names, telephone numbers and **e-mail address**.
 - f. **Involvement of Key Team Leaders** on the projects.

This information is limited to four (4) pages maximum.

4. **Area Class Summary Form and Notice of Professional Consultant Qualifications** - Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom ADID will contract. The Team is defined as the Prime Consultant and their sub-consultants, who are considered team members. Prime Consultants and their sub-consultant team members must meet the Area Class requirements listed in **Exhibit I-1** for each project on which they apply. In regards to the required Area Classes, for each project/contract on which they apply, respondents should submit a summary form (example provided in Exhibit IV) which details the required area classes for the Prime Consultant and all sub-consultants or joint-venture of consultants on the team listed in the Statement of Qualifications. The area classes and firm's meeting the area classes listed on the summary form must meet all required area classes or the team will be disqualified. If a team member's prequalification will expire prior to the due date of the SOQs, documentation must be provided which shows that the firm has submitted its application for prequalification prior to the SOQ due date. The team must maintain its prequalification certification in order to be considered eligible for award if selected. **Additionally, respondents should submit the Notice of Professional Consultant Qualifications (for the Prime Consultant and all sub-consultants for each project) issued by GDOT and attach after the Area Class summary form.**

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

C. Resources/Workload Capacity

1. **Overall Resources** - Provide information regarding the overall resources dedicated to delivering the specific project, including:
 - a. **Organizational chart** which identifies the project manager, prime, Key Team Leaders, support personnel, and reporting structure. This chart may be submitted on a 11" x 17" page. **(Excluded from the page count)**
 - b. **Primary Office** - Identify and discuss the primary office which will be responsible for handling the specific project and the number and types of staff within the office and how this office could benefit the project and promote efficiency. **This information to be included on the one (1) page with the Narrative on Additional Resource Areas and Ability.**
 - c. **Narrative on Additional Resource Areas and Ability** – Respondents are to provide information regarding additional resource areas identified as important to the project, to discuss how the key areas will integrate and work together on the project, to discuss any information which is pertinent to these areas, to provide a narrative regarding how the organization of the team, including the PM and Key Team Leaders can deliver the project on schedule given their workload capacity. (ADID recognizes that some individuals may be able to meet the schedule while carrying heavier project loads.) Respondents may discuss the advantages of your team and the abilities of the team members which will enable the project to meet the proposed schedule as identified in **Exhibit I-1** (where applicable). If there is no proposed schedule, discuss the advantages of the team and the abilities of the team members which will enable the project to move as expeditiously as possible. **Respondents submitting more than the one (1) page allowed (combined for C.1.b. and C.1.c.) will be subject to disqualification.**
 - d. **Identify Additional Resources** – Respondents are allowed one (1) page to provide information on additional resources, outside of the Project Manager, Key Team Leaders and Key Team Member, providing a brief description of the resource and describe how the additional resources identified will help address project specific challenges. **Respondents submitting more than the one (1) page allowed will be subject to disqualification.**

2. **Project Manager Commitment Table** - Provide a list of ALL projects (ADID, GDOT, other governments and private contracts – Information may be validated and any firm determined not to be listing all projects may be subject to disqualification) on which the proposed project manager is currently committed, to enable ADID to ascertain the project manager’s availability. Utilize a table similar to the following format with a minimum of all criteria indicated to provide the requested information:

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

3. **Key Team Leader Project Commitment Table** - Provide a table similar to the below, with a minimum of all criteria indicated, which identifies ALL projects the Key Team Leaders (refer to the Project Description in **Exhibit I-1**, specifically **Section 7** for the list of Key Team Leaders for each Project) are committed on to enable ADID to ascertain the available capacity.

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

The information is limited to the organization chart (excluded from page count), [one (1) page of text to include both C.1.b. Primary Office and C.1.c. Narrative on Additional Resource Areas], one (1) page of text for Identify Additional Resources, and tables in C.2. and C.3.

VII. Instructions for Preparing Technical Approach, DBE Utilization Plan, and Past Performance Response – Phase II Response

The following information will only be requested of the shortlisted firms. The Selection Committee will evaluate the shortlisted firms using the information provided as requested below (NOTE: Scores from Phase I will be carried forward to Phase II):

The Phase II response must be submitted in accordance with the instructions provided in Section IX, and must be **organized, categorized using the same headings (in red), and numbered and lettered** exactly as outlined below, and must be responsive to all requested information. For the sections in which page number limits are stated, each section with a stated limit must begin on a new page and end on the last page allowed for the section. **It is not allowed to begin new sections on a page allowed for a previous section, if applicable. This will enable ADID to ensure compliance with the page limitations.**

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

A. Phase II Response Technical Approach and DBE Utilization Plan

1. Technical Approach

- a. Provide any unique technical approaches your firm offers relative to addressing anticipated design concepts, use of any alternative methods for delivery (if applicable), and/or management of the project.
- b. Identify any unique challenges of the project and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures.
- c. Provide any specific qualifications, skills, knowledge of the project and project area which may uniquely benefit the firm and project, and your ability and willingness to meet time requirements.
- d. Provide any high-level ideas that may add value to the existing conceptual design and implementation recommendations. Examples may include, but should not be limited to: design approaches to streamline construction and/or reduce cost, potential alternative delivery strategies for design & construction, elements that can enhance project sustainability in a cost-effective manner, interstate and local road safety and operational enhancements, cost-effective new technologies that can be employed in the design or operation of the Stitch, and potential enhancements to the park and urban-design elements.
- e. Based on your understanding of the project, provide a conceptual duration estimate (in months) of each major planning and design milestone of the project (e.g. RAISE Planning Grant Scope, Concept Design, Costing Plans, Preliminary Design, Final Design, etc.). Factor in reasonable review times and consider alternative delivery strategies.

This information will be limited to a maximum of eight (8) pages.

2. DBE Utilization Plan

Provide a narrative on how your firm proposes to contribute to the Agency's overall annual goal. The narrative shall include the benefit to the DBE firm(s) in the associated advertised GDOT Area Class(es) for which each certified DBE firm will perform a Commercially Useful Function (CUF) under the resulting contract. CUF means that a DBE is independently playing a necessary and useful role in the project as required by 48 CFR 26.55. Respondents must identify and describe in detail their proposed DBE Utilization Plan for the project, which utilizes Georgia-certified DBEs for project participation. Each DBE Utilization Plan shall include the following:

- a. A Subcontractor Project Plan identifying the certified disadvantaged, small, or minority/female owned businesses that it intends to use to meet or exceed the established 16.7% DBE participation goal for this project. This plan must specifically indicate the nature of subcontracting contemplated. The plan must also detail the company name, contact person, address, telephone number, and work description for each business enterprise (disadvantaged, small, non-minority, minority, or female owned) to be utilized on the project.

This information will be limited to a maximum of one (1) page.

- b. Complete one DBE Participation Commitment Statement for each certified DBE firm that will be utilized in your plan. **(EXHIBIT "V" enclosed with RFQ)** and provide with the firm's Technical Approach and DBE Utilization Plan. **(Excluded from the page count)**
- c. Complete the Certification Form **(EXHIBIT "VI" enclosed with RFQ)** and provide a notarized original *within the firm's Technical Approach and DBE Utilization Plan*. This is to be submitted for the Prime **ONLY**. **(Excluded from the page count)**

B. Past Performance

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

Past performance may be evaluated through the checking of project references for the proposed project manager as well as the firm. ADID will check these references at random. For this reason, attention should be paid to the references provided to ensure that the contact information provided is accurate and the individual references are reachable. Other past performance information which may be utilized includes GDOT consultant performance ratings as well as knowledge that any member of the Selection Committee has pertaining to the past performance of the firm on any project.

VIII. Instructions for Submittal for Phase I - Statements of Qualifications

- A. There is one (1) electronic version submittal required. The Submittal must follow the format and meet the content requirements identified in **Section VI**, entitled **Instructions for Content and Preparation of Statements of Qualifications – Phase I Response**. See **Attachment 1** for a summary of how the submittals should be prepared.
- B. Submittals must be typed on standard (8½” x 11”) paper. The pages should be numbered, however, submittal pages will be counted by section to determine compliance with page limits. Responses are limited to the page counts indicated in each section using a minimum of size 11 font. Page counts will be determined by pages with print on them, not by the physical piece of paper. Each Statement of Qualifications shall be prepared simply and economically as indicated above. Colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content.

NOTE: Additional pages other than what has been specified above in each section should not be included and will be grounds for disqualification. Submittals are limited to the information requested in Section VI. Instructions for Content and Preparation of Statements of Qualifications - Phase I Response only. Hyperlinks or embedded video are not allowed.

Statements of Qualifications submittals must be a PDF document for each project/contract. Each PDF document must follow the naming convention for electronic records as follows: the proposing firm’s full legal name, RFQ#, RFQ Title and the specific project contract number being submitted on. To submit your Statement of Qualification, send an email with the subject line: “[Proposing Firm’s Name] Phase I Submittal for RFQ-202208-01, Planning & Engineering Design Services in Support of the Stitch” to the email address: proposals@atlantadowntown.com

Upon successful receipt of the electronic submittal, ADID will send a receipt confirmation e-mail to the sender. **If you do not receive an email receipt confirmation for your submittal within one (1) hour of your submittal, please contact Jack Cebe at jcebe@atlantadowntown.com**

Statements of Qualifications **must be received by ADID** prior to the deadline indicated in the Schedule of Events (*Section III of RFQ*).

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

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. ADID is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of ADID. 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.

ADID reserves the right, in its sole discretion, to waive any technicalities associated with this submittal if deemed in the best interest of the State.

C. Questions and Requests for Clarification

Questions about any aspect of the RFQ, or the project, shall be submitted in writing via e-mail to ADID at **e-mail: proposals@atlantadowntown.com**. The deadlines for submission of questions relating to the RFQ are the times and dates shown in the (**Schedule of Events- Section III**). From the issue date of this solicitation until a successful proposer is selected and the award is made official and announced, respondents are subject to the Restriction of Communication in **Section I.B**.

IX. Instructions for Submittal for Phase II – Technical Approach, DBE Utilization Plan, and Past Performance Response

THESE INSTRUCTIONS ARE INTENDED SOLELY FOR THOSE FIRMS IDENTIFIED AND NOTIFIED AS FINALISTS. Final Instructions will be provided to the Finalists in the notification.

Please note that each project/contract will follow an individual schedule which meets the availability of each Selection Committee. For this reason, the Notice to Selected Finalists and resulting Phase II responses may be on different schedules for each project/contract.

- A. There is one (1) electronic version submittal required. The Submittal must follow the format and meet the content requirements identified in **Section VII**, entitled **Instructions for Preparing Technical Approach, DBE Utilization Plan, and Past Performance Response - Phase II Response**. See **Attachment 1** for a summary of how the submittals should be prepared.
- B. Submittals must be typed on standard (8½" x 11") paper. The pages should be numbered, however, submittal pages will be counted by section to determine compliance with page limits. Responses are limited to the page counts indicated in each section using a minimum of size 11 font. Page counts will be determined by pages with print on them, not by the physical piece of paper. Each Statement of Qualifications shall be prepared simply and economically as indicated above. Colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content.

NOTE: Additional pages other than what has been specified above in each section **should not be included and will be grounds for disqualification**. Submittals are limited to the information requested in Section VII. Instructions for Preparing Technical Approach, DBE Utilization Plan, and Past Performance Response for Phase II Response only. Hyperlinks or embedded video are not allowed.

Technical Approach/DBE Utilization Plan submittal must be a PDF document for each project/contract. Each PDF document must follow the naming convention for electronic records as follows: the proposing firm's full legal name, RFQ#, RFQ Title and the specific project contract number being submitted on. To submit your Technical Approach/DBE Utilization Plan, send an email with the subject line: "**[Proposing Firm's Name] Phase II Submittal for RFQ-202208-01, Planning & Engineering Design Services in Support of the Stitch**" to the email address: proposals@atlantadowntown.com

Upon successful receipt of the electronic submittal, ADID will send a receipt confirmation e-mail to the sender. **If you do not receive an email receipt confirmation for your submittal within one (1) hour of your submittal, please contact Jack Cebe at jcebe@atlantadowntown.com**

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

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. ADID is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of ADID. 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.

ADID reserves the right, in its sole discretion, to waive any technicalities associated with this submittal if deemed in the organization's best interest.

C. Questions and Requests for Clarification

Questions about any aspect of the Phase II Response for Finalists, shall be submitted in writing via e-mail to ADID at **e-mail: proposals@atlantadowntown.com or as directed in the Notice to Selected Finalists, if different**. The deadlines for submission of questions relating to the Phase II Response will be identified in the Notice to Selected Finalists. From the issue date of this solicitation until a successful proposer is selected and the award is made official and announced, respondents are subject to the Restriction of Communication in **Section I.B.**

X. ADID Terms and Conditions

A. Statement of Agreement

With the submission of a SOQ, the respondent agrees that he/she has carefully examined the Request for Qualifications, and agrees that it is the respondent's responsibility to request clarification on any issues in any section of the Request for Qualifications with which the respondent disagrees or needs clarified. The respondent also understands that failure to mention these items during the question period or in the SOQ will be interpreted to mean that the respondent is in full agreement with the terms, conditions, specifications and requirements in the

therein. With submission of a SOQ, the respondent hereby certifies: (a) that this SOQ is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that respondent has not directly or indirectly included or solicited any other respondent to put in a false or insincere SOQ; (c) that respondent has not solicited or induced any person, firm, or corporation to refrain from sending a SOQ.

The respondent also understands that failure to provide required information may result in disqualification. Failure to provide administrative information may not result in disqualification. At ADID's discretion, it may notify the respondent that administrative information is not provided or there was an error in the information provided, **and** the allow a respondent to provide an update to the administrative information. However, the exception to this is the provision of the required **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**, which by Georgia Law requires disqualification of the response. The above changes mentioned to administrative information would be considered allowable as these would be limited to changes which **do not** affect the information which the evaluators use to score the respondents. Failure of a respondent to provide the specific administrative information as required in the notice will result in disqualification. Any respondent who provides changes in addition to the information requested in the notice shall be subject to disqualification. Failure of a respondent's SOQ to provide any information pertaining to a respondent and its teams qualifications, of any type, will subject the SOQ to disqualification. ADID will not allow updates to qualifications to be provided to avoid disqualification as this would allow a respondent to modify its SOQ and alter the information which evaluators would score. The above changes related to qualifications would not be allowable as these would allow changes which **do** affect the information which the evaluators use to score the respondents SOQ.

B. Joint-Venture Proposals, Sub-Consultants, and Vendors

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

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

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

C. Non-Discrimination and DBE Requirements

ADID, 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.

ADID has adopted a 16.7% 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.

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

For more information on the GDOT DBE Program please contact:

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

D. Audit and Accounting System Requirements

ADID reserves the right to reject any proposal with firms that do not meet the following requirements:

1. Firm(s) should have an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
2. Any firm that currently has an aggregate contract amount exceeding \$250,000 should have submitted their yearly CPA overhead audit.
3. Firm(s) should have no significant outstanding deficient audit findings from previous contracts with GDOT that have not been resolved.
4. The prime is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

E. Submittal Costs and Confidentiality

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

F. Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon ADID and does not obligate ADID to procure or contract for any services. Neither ADID nor any respondent submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by ADID and a respondent containing such terms and conditions as are negotiated between those parties. ADID reserves the right to waive non-compliance with any requirements of this Request for Qualifications and to reject any or all proposals submitted in responses. Upon review of responses, ADID will determine the respondent(s) proposal that in the sole judgment of ADID is in the best interest of ADID (if any is so determined), with respect to the evaluation criteria stated herein. ADID then intends to conduct negotiations with such respondent(s) to determine if an acceptable contract may be reached.

If any potential supplier disputes ADID selection, such a dispute shall be resolved by binding mediation in Atlanta at the supplier’s expense. By submitting a bid or proposal, supplier waives any claim to injunctive relief and agrees that its legal remedies, if any, shall be limited to bid and proposal preparation costs.

G. Debriefings

In lieu of Pre-Award and Post-Award debriefings, it shall be ADID’s policy to provide the “Selection Package” at the time of the Selection Announcement (also referred to as the Announcement of Entering into Negotiations). The “Selection Package” will include the scores and comments of phases for all firms who responded and will typically

be provided as a PDF file and e-mailed. Previously, pre-award debriefings only provided the scores and comments of the firm. It shall be the policy of ADID that all debriefings will typically be conducted in writing.

H. Right to Cancel or Change RFQ

ADID reserves the right to cancel any and all Request for Qualifications where it is determined to be in the best interest of ADID to do so. ADID 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 ADID website for any revisions to this RFQ.

I. Substitutions, Alternates, Exceptions, and Extensions

No substitutions or alternates will be accepted for this solicitation. Any respondent submitting substitutions or alternates will be considered non-responsive and will not be considered for award.

J. Reserved

EXHIBIT I

Project/Contract 1

1. Project Number(s): AT-381
2. PI Number(s): 0019180
3. County(ies): Fulton
4. Description: I-75/I-85 CAPPING PLANNING & ENGINEERING - THE STITCH

The Stitch is a proposed transformational investment that aims to reclaim approximately 14 acres of new urban greenspace atop a new, $\frac{3}{4}$ mile platform spanning the I-75/I-85 Downtown Connector between Ted Turner Drive/the Civic Center MARTA Center (at West Peachtree Street) and Piedmont Avenue.

The goals for the The Stitch are to:

- Catalyze new development, including a substantial amount of affordable housing.
- Repurpose and revitalize underutilized assets, including the air space over the Connector, the Civic Center MARTA Station, the streets currently solely dedicated to vehicular throughput, and acres of nearby vacant private land.
- Reconnect the local street grid through new street segments and retrofits of existing rights-of-way to create safe, pedestrian-oriented, bikeable, storefront oriented streets.
- Improve access to jobs by fostering transit-oriented development at the Civic Center MARTA rail station and introducing an off-street local and commuter bus facility for improved passenger connections.
- Create accessible and programmed urban greenspace to improve the quality of life for current citizens and those enticed to relocate here to occupy newly built affordable and attainable housing in the preeminent intown location.
- Reestablish a vibrant community amenity with quality civic infrastructure and interconnected open spaces that contribute to health and wellness.
- Enhance safety on the Connector through the addition of a compliant shoulder and reduction in recurring flooding due to improved stormwater management.
- Improve the sustainability of Downtown Atlanta by locally addressing flooding and mitigating noise and air quality impacts, while broadly lowering emissions, increasing pedestrian and bicycle use, and incorporating innovative climate change mitigation strategies such as carbon capture technology.
- Redress the long-standing physical separation characterized by largescale infrastructure, noise, pollution, and flooding in the community created by the construction of a 16-lane interstate highway.

To date, ADID has developed a Stitch Vision Plan, a Implementation Plan, Existing Conditions and Opportunities Report, ULI Panel Report, and successful RAISE grant application. **These are provided as Attachments 1 - 5 to the RFQ, posted as separate files on the ADID website.**

5. Required Area Classes:

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

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

Number	Area Class
1.06(a)	NEPA Documentation
3.02	Urban Roadway Design
3.03	Complex Urban Roadway Design
3.05	Urban Interstate Highway Design
3.06	Traffic Operations Studies
3.07	Traffic Operations Design
3.13	Bicycle and Pedestrian Facility Design

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

Number	Area Class
1.06(b)	History
1.06(c)	Air Studies
1.06(d)	Noise Studies
1.06(e)	Ecology
1.06(f)	Archaeology
1.07	Attitude, Opinion, and Community Value Studies (Public Involvement)
1.10	Traffic Projections
1.12	Major Investment Studies
1.13	Non-Motorized Transportation Planning
3.08	Landscape Architecture
3.09	Traffic Control Systems Analysis, Design and Implementation
3.10	Utility Coordination
3.15	Highway Lighting and Outdoor Lighting
5.01	Land Surveying
5.02	Engineering Surveying
5.03	Geodetic Surveying
5.04(a)	Aerial Photography/Conventional Aircraft
5.04(c)	Aerial Photography/Unmanned Aircraft System (Design Grade)
5.05	Aerial Photogrammetry
5.06(a)	Topographic Remote Sensing (LIDAR) (Conventional Aircraft, Terrestrial Sensors and Mobile Vehicle, Boat, or Rail Units (Design Grade)
5.06(b)	Topographic Remote Sensing (Unmanned Aircraft System LIDAR) (Design Grade)
5.07	Cartography
5.08	Overhead/Subsurface Utility Engineering (SUE)
6.01(a)	Soil Survey Studies
6.01(b)	Geological and Geophysical Studies
6.02	Bridge Foundation Studies
6.03	Hydraulic and Hydrologic Studies (Soils & Foundation)
6.05	Hazardous Waste Site Assessment Studies
9.01	Erosion, Sedimentation and Pollution Control Plan (ESPCP) Preparation

6. Scope:

Under the terms of this Agreement, the selected consultant will provide services including, but not limited to, project management, planning, scoping, survey, NEPA, and Architectural & Engineering (A&E) design. All required engineering studies to advance the Stitch project through the GDOT Plan Development Process (PDP) are considered part of the scope of services. Public and stakeholder engagement, including the coordination and leading of PDP and NEPA related meetings with implementation partners, is anticipated throughout the entire project's process and Consultant support for these activities is expected throughout the duration of the scope of services. The Consultant is expected to provide internal Quality Control/Quality Assurance reviews and documentation of these reviews for all deliverables. Attendance in and provision of meeting minutes for regular project management and design development meetings (frequency, duration, and other details of these meetings to be negotiated) are also expected.

The Scope of Services for the Stitch project Task Orders may include, but are not limited to, the items listed below. All deliverables are to be developed to GDOT standards and specifications, where applicable. The first task order is anticipated to include tasks A.1. and A.2, following the scope outlined in the successful RAISE planning grant application. Future task orders are contingent upon project development and available funding.

A. Planning & Scoping

1. Outreach and Engagement Plan
2. Stitch Master Plan

- a. Previous study and existing conditions review/analysis
 - i. Draft project need & purpose statement
 - ii. NEPA analysis category identification (e.g. CE, EIS, EA, 4(f) etc.)
- b. Multimodal transportation analysis and plan
- c. Site and proposed development summary, including land use and housing policy recommendations
- d. Parks and open space master plan and planning-level cost estimate
- e. Project sustainability framework and strategy identification
3. Regional Economic Impact Analysis of the Stitch project
4. Municipal Finance Strategy for future funding for the Stitch project.
5. Grant Application & Management Assistance.
- B. Design Support Services
 1. GIS data collection and mapping
 2. Flown topographical survey with ground control
 3. Stormwater system survey
 4. ROW boundary survey
 5. Parcel boundary survey and ownership research
 6. SUE Level-B Survey (overhead and underground utilities)
 7. Geotechnical, hydraulics, and bridge foundation surveys
 8. Pavement condition survey
 9. Utility relocation coordination, including MARTA infrastructure
 10. ROW staking, negotiation, and acquisition
 11. Quantity take-off's and Cost Estimates for each design phase.
 12. Design development scheduling, tracking, and progress reporting in Primavera P6
 13. Concept of Operations document development, GDOT Go-Live support, and related agency/stakeholder coordination.
 14. Coordination meetings with applicable GDOT offices and other project partners/stakeholders.
- C. Environmental Documents
 1. Need & purpose refinement
 2. Phase I environmental screening and special studies (i.e., air, noise, history, ecology, and archaeology).
 3. UST Phase I & II studies
 4. Project Scoping
 5. Section 4(f) coordination and evaluation
 6. Public Open House(s)
 7. Impact prediction & assessment
 8. Draft environmental document and preliminary agency approvals
 9. Mitigation plans, Conceptual Stage Studies, and approvals
 10. Approved location and design report.
 11. Final environmental document and agency approvals
 12. Permitting agency coordination & meetings
 13. MS4 and NPDES permitting (MS4 exemption anticipated)
- D. Concept Development (10% Design)
 1. Development of conceptual designs for the following project elements: park, architectural, roadway, transit, structural (walls & bridges), stormwater/drainage/irrigation, water/sewer utilities, MEP, ITS, signage & marking, cap fire life-safety & lighting, cap waterproofing, and other requisite systems.
 2. Conceptual design to include, but not limited to, the following deliverables:
 - a. Conceptual plans, cross-sections, and roadway profiles
 - b. Design criteria
 - c. Analysis of design variances/exceptions
 - d. Conceptual loading analysis for cap structure
 - e. Conceptual construction staging and phasing plan
 - f. ROW impact analysis
 - g. Identification of major utility impacts
 3. Traffic Analysis
 - a. Collection of traffic counts and existing/proposed traffic forecasts meeting GDOT standards.
 - b. GDOT approvals of traffic forecasts.
 - c. Development of approved regional impact modelling and reporting (if required).
 - d. Development of approved Interchange Modification/Justification Report (if required).
 - e. Development of approved phase I and phase II Intersection Control Evaluation studies.
 4. Project Implementation Support
 - a. Project phasing and schedule recommendations

- b. Analysis of project delivery mechanisms (e.g. design, bid build vs. design build vs. CMAR).
- 5. Concept Report
 - a. Draft concept report
 - b. Final concept report
 - c. Initial Concept Team Meeting
 - d. Concept Team Meeting
- E. Costing Plans (generally, 30% design), if required
 - 1. Complete 30% design plans for parks, bridges, interstate, and surface streets including, but not limited to:
 - a. Preliminary bridge plans
 - b. Preliminary park building/structure architectural plans (including waterproofing membrane)
 - c. Preliminary park plans (including waterproofing membrane)
 - d. Preliminary pavement design
 - e. Updated ROW impact analysis
 - f. 30% Roadway plans and profiles
 - g. 30% Roadway cross sections
 - h. 30% Roadway lighting plans
 - i. 30% Signing and marking plans
 - j. 30% Grading plans
 - k. 30% Signal plans
 - l. 30% ITS plans
 - m. 30% Retaining wall design
 - n. 30% Cap support system plans (electrical, water/sewer/plumbing, fire life safety, ventilation, etc.)
 - o. 30% Erosion, sedimentation, and pollution control plans (ESPCP)
 - p. 30% Utility plans
 - q. 30% Drainage design including cisterns and MS4, if applicable
 - r. Construction staging detailed concept
- F. Preliminary Design
 - 1. Bridge plan advancement
 - 2. Preliminary ROW plans
 - 3. Preliminary roadway plans and profiles
 - 4. Preliminary roadway cross sections
 - 5. Preliminary roadway lighting plans
 - 6. Preliminary driveway plans
 - 7. Preliminary grading plans
 - 8. Preliminary signal plans
 - 9. Preliminary ITS plans
 - 10. Preliminary retaining wall plans, and profiles
 - 11. Preliminary cap support system plans (electrical, water/sewer/plumbing, fire life safety, ventilation, etc.)
 - 12. Preliminary erosion, sedimentation, and pollution control plans (ESPCP)
 - 13. Preliminary utility plans
 - 14. Preliminary drainage design including cisterns and MS4, if applicable
 - 15. Construction detour modelling and preliminary detour plans
 - 16. Draft project standards and details package (for all design disciplines)
 - 17. Draft project construction specifications package (for all design disciplines)
 - 18. Preliminary Field Plan Review (PFPR) participation, report, and responses
- G. Final Design
 - 1. Final bridge plans
 - 2. Final park building/structure architectural plans (including waterproofing membrane)
 - 3. Final park plans (including waterproofing membrane)
 - 4. Final pavement design
 - 5. Final ROW plans
 - 6. Final roadway plans and profiles
 - 7. Final roadway cross sections
 - 8. Final roadway lighting plans
 - 9. Final driveway plans
 - 10. Final grading plans
 - 11. Final signal plans
 - 12. Final ITS plans
 - 13. Final retaining wall plans, and profiles
 - 14. Final cap support system plans (electrical, water/sewer/plumbing, fire life safety, ventilation, etc.)

15. Final erosion, sedimentation, and pollution control plans (ESPCP)
16. Final utility plans
17. Final drainage design including cisterns and MS4, if applicable
18. Final detour plans
19. Final project standards and details package (for all design disciplines)
20. Final project construction specifications package (for all design disciplines)
21. Final Field Plan Review (FFPR) participation, report, and responses
22. Corrected FFPR plans
23. Final Plans, Specifications, and Estimates (PS&E) package
24. Amendments and Revisions

H. Construction Support Services

1. Construction Bidding & Letting Support
2. Construction Engineering & Inspection
3. Request for Information Response & Management Support
4. Review of shop drawings

7. Related Key Team Leaders:

- A. Deputy Project Manager
- B. Design Team Manager
- C. Bridge & Structural Design
- D. NEPA Planning
- E. Multimodal Transportation Planning
- F. Traffic Analysis
- G. Roadway Design
- H. Transit Station & Systems Design
- I. Complete Streets Design
- J. Parks & Landscape Architectural Design
- K. Urban Design
- L. Architectural Design (Park Structures)
- M. Utility Coordination
- N. Constructability Analysis
- O. Stormwater/Drainage and Erosion Control Design
- P. Cap Fire and Life-Safety Systems Design
- Q. Cap Waterproofing System Design
- R. Roadway & Bridge Lighting Design
- S. MEP Design
- T. Water/Sewer Utility Design
- U. Air Rights & ROW Specialist
- V. Community & Stakeholder Engagement
- W. Zoning, Land-use, and Affordable Housing Planning & Policy
- X. Economic Impact Analysis
- Y. Municipal Finance Strategy
- Z. Grants Pursuit & Management Specialist
- AA. Sustainability Goal Setting & Tracking

EXHIBIT II
CERTIFICATION FORM

I, _____, being duly sworn, state that I am _____ (title) of _____

_____ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

Initial each box below indicating certification. The person initialing must be the same person who signs the Certification Form. (If unable to initial any box for any reason, place an "X" in the applicable box and attach a statement explaining the non-certification. ADID will review and make a determination as to whether or not the firm shall be considered further or disqualified).

I further certify that to the best of my knowledge the information given in response to the Request for Qualifications is full, complete and truthful.

I further certify that the submitting firm and any principal employee of the submitting firm has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings, nor is any team members/principals currently under indictment for any reason related to actions on public infrastructure projects.

I further certify that I understand that Firms included on the current Federal list of firms suspended or debarred are not eligible for selection and that the submitting firm has not, in the immediately preceding five (5) years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the submitting firm is not now under consideration for suspension or debarment from any such agency.

I further certify that the submitting firm has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract and further, that the submitting firm is not now under any notice of intent to default on any such contract, nor has been removed from a contract or failed to complete a contract as assigned due to cause or default.

I further certify that the firm or any affiliate(s) has not been involved in any arbitration, litigation, mediation, dispute review board or other dispute resolution proceeding with a client, business partner, or government agency in the last five (5) years involving an amount in excess of \$500,000 related to performance on public infrastructure projects.

I further certify that there are not any pending regulatory inquiries that could impact our ability to provide services if we are the selected consultant.

I further certify that there are no possible conflicts of interest created by our consideration in the selection process or by our involvement in the project.

I further certify that the submitting firm's annual average revenue for the past five (5) years is sufficient to allow the services to be delivered effectively by our firm and that there are no trends in the revenue which may be concerning other than normal market fluctuations.

I further certify that in regards to Audit and Accounting System Requirements, that the submitting firm:

- I. Has an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
- II. Has submitted its yearly Certified Public Accountant overhead audit if it currently has an aggregate contract amount exceeding \$250,000.
- III. Has no significant outstanding deficient audit findings from previous contracts with GDOT that have not been resolved.
- IV. Is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that ADID may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that ADID 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 ADID to award a contract.

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial or rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Sworn and subscribed before me

This ____ day of _____, 20__.

Signature

NOTARY PUBLIC

My Commission Expires: _____

NOTARY SEAL

EXHIBIT III

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Consultant's Name:	
Address:	
Solicitation No./Contract No.:	
Solicitation/Contract Name:	

CONSULTANT AFFIDAVIT

By executing this affidavit, the undersigned Consultant verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of ADID has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

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

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

Date of Authorization

Name of Consultant

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

Printed Name (of Authorized Officer or Agent of Consultant)

Title (of Authorized Officer or Agent of Consultant)

Signature (of Authorized Officer or Agent)

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

____ DAY OF _____, 20____

Notary Public

[NOTARY SEAL]

My Commission Expires: _____

EXHIBIT IV
Area Class Summary Example

Respondents should complete a table similar to the below and indicate by placing an “X” in the appropriate column indicating the firm which meets each required area class for each specific project with particular emphasis on the area classes which the Prime must hold as well as the sub-consultants. The below table is a full listing of all area classes. Since no single advertisement would require every area class, Respondents should delete all the area classes which are not applicable to the project they are pursuing and only include the ones applicable. Particular attention should be paid to the date that consultants certificate expires.

Area Class #	Area Class Description	Prime Consultant Name	Sub-Consultant #1 Name	Sub-Consultant #2 Name	Sub-Consultant #3 Name	Sub-Consultant #4 Name	Sub-Consultant #5 Name	Sub-Consultant #6 Name
	DBE – Yes/No ->							
	Prequalification Expiration Date							
1.01	State-Wide Systems Planning							
1.02	Urban Area and Regional Transportation Planning							
1.03	Aviation Systems Planning							
1.04	Mass and Rapid Transportation Planning							
1.05	Alternate Systems Planning							
1.06(a)	NEPA Documentation							
1.06(b)	History							
1.06(c)	Air Studies							
1.06(d)	Noise Studies							
1.06(e)	Ecology							
1.06(f)	Archaeology							
1.06(g)	Freshwater Aquatic Surveys							
1.06(h)	Bat Surveys							
1.07	Attitude, Opinion, and Community Value Studies (Public Involvement)							
1.08	Airport Master Planning (AMP)							
1.09	Location Studies							
1.10	Traffic Projections							
1.11	Traffic and Toll Revenue Studies							
1.12	Major Investment Studies							
1.13	Non-Motorized transportation Planning							
2.01	Mass Transit Program (Systems Management)							
2.02	Mass Transit Feasibility and Technical Studies							
2.03	Mass Transit Vehicle and Propulsion System							
2.04	Mass Transit Controls, Communication and Information Systems							
2.05	Mass Transit Architectural Engineering							
2.06	Mass Transit Unique Structures							
2.07	Mass Transit Electrical and Mechanical System							
2.08	Mass Transit Operations Management and Support Services							
2.09	Airport Design (AD)							
2.10	Mass Transit Program (Systems Marketing)							
3.01	Rural Roadway Design							
3.02	Urban Roadway Design							
3.03	Complex Urban Roadway Design							
3.04	Rural Interstate Highway Design							
3.05	Urban Interstate Highway Design							
3.06	Traffic Operations Studies							
3.07	Traffic Operations Design							
3.08	Landscape Architecture							

3.09	Traffic Control Systems Analysis, Design and Implementation							
3.10	Utility Coordination							
3.11	Architecture							
3.12	Hydraulic and Hydrological Studies (Roadway)							
3.13	Bicycle and Pedestrian Facility Design							
3.14	Historic Rehabilitation							
3.15	Highway Lighting and Outdoor Lighting							
3.16	Value Engineering							
3.17	Design of Toll Facilities Infrastructure							
4.01(a)	Minor Bridge Design							
4.01(b)	Minor Bridge Design - CONDITIONAL							
4.02	Major Bridge Design							
4.03	Complex Bridge Design							
4.04	Hydraulic and Hydrological Studies (Bridges)							
4.05	Bridge Inspection							
5.01	Land Surveying							
5.02	Engineering Surveying							
5.03	Geodetic Surveying							
5.04(a)	Aerial Photography/Conventional Aircraft							
5.04(b)	Aerial Photography/Unmanned Aircraft System (Concept Grade)							
5.04(c)	Aerial Photography/Unmanned Aircraft System (Design Grade)							
5.05	Aerial Photogrammetry							
5.06(a)	Topographic Remote Sensing (LIDAR) (Conventional Aircraft, Terrestrial Sensors and Mobile Vehicle, Boat, or Rail Units) (Design Grade)							
5.06(b)	Topographic Remote Sensing (Unmanned Aircraft System (LIDAR) (Design Grade)							
5.06(c)	Topographic Remote Sensing (Unmanned Aircraft System (LIDAR) (Concept Grade)							
5.06(d)	Topographic Remote Sensing (Sonar)							
5.06(e)	Topographic Remote Sensing Thermal and Infrared Sensors							
5.07	Cartography							
5.08	Overhead/Subsurface Utility Engineering (SUE)							
6.01(a)	Soil Survey Studies							
6.01(b)	Geological and Geophysical Studies							
6.02	Bridge Foundation Studies							
6.03	Hydraulic and Hydrologic Studies (Soils & Foundation)							
6.04(a)	Laboratory Materials Testing							
6.04(b)	Field Testing of Roadway Construction Materials							
6.05	Hazardous Waste Site Assessment Studies							
8.01	Construction Engineering							
9.01	Erosion, Sedimentation and Pollution Control Plan (ESPCP) Preparation							
9.02	Rainfall and Runoff Reporting							
9.03	Field Inspections for Compliance of Erosion and Sedimentation Control Device Installations							

EXHIBIT V

DBE PARTICIPATION COMMITMENT STATEMENT

RFQ No.: _____

RFQ Title: _____

Prime Consultant: _____

DBE Firm (Subconsultant or Vendor): _____

Georgia UCP Vendor No.: _____ Subconsultant Vendor

The **Prime Consultant** affirms its commitment to utilizing the above-named **DBE Firm** for the work described below and will enter into contractual agreements within fourteen (14) business days after entering an agreement with the Atlanta Downtown Improvement District for the specified scope of work.

Additionally, in all instances where a DBE(s) work does not commence from the moment of the DBE(s) contract execution, the prime shall have a duty to proactively communicate with its DBE(s) at a minimum of quarterly, in writing regarding the status of the overall project; the anticipated commencement date of the DBE's work; and all relevant information known at that time that may impact the DBE's work and ability to successfully perform the work.

Role(s)	Applicable Area Class(es)	Participation Commitment(s) Including PI Number(s)

The facts and representations contained in this statement are true and correct, and no material facts have been omitted. Should the **DBE Firm** not be able to honor a participation commitment, the **Prime Consultant** will make good faith efforts to replace the **DBE Firm** with another DBE firm that can honor the commitment with the approval of ADID.

By: _____
Print Name (of Authorized Officer or Agent of Consultant) Title

Signature (of Authorized Officer or Agent of Consultant) Date

The **DBE Firm** affirms its certification as a DBE in the State of Georgia is current and is listed on Georgia State Unified Certifications Program (UCP) Directory and that it will perform the portion of the contract as stated below.

By: _____
Print Name (of Authorized Officer or Agent of Consultant) Title

Signature (of Authorized Officer or Agent of Consultant) Date

Note: In the event, the Prime Firm does not receive the award of the prime contract, all representations in this Statement shall be null and void. Should the scope of services for the prime contract be changed such that the Prime Consultant cannot honor a participation commitment to the DBE Firm, the Prime Consultant will not be obligated to make an additional participation commitment to the DBE Firm.

EXHIBIT VI
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 Technical Approach and DBE Utilization Plan and any enclosure and exhibits thereto.

I further certify that the submitting firm commitment to utilizing each DBE firm for the work described in the attached DBE Participation Commitment Statement(s) and enter into a contractual agreement within fourteen (14) business days after an agreement the Atlanta Downtown Improvement District for the specified scope of work.

I further certify that in all instances where a DBE(s) work does not commence from the moment of the DBE(s) contract execution, the prime shall have a duty to proactively communicate with its DBE(s) at a minimum of quarterly, in writing regarding the status of the overall project; the anticipated commencement date of the DBE's work; and all relevant information known at that time that may impact the DBE's work and ability to successfully perform the work.

I further certify that all facts and representations contained in each DBE Participation Commitment Statement(s) are true and correct, and no material facts have been omitted. Should the **DBE Firm** not be able to honor a participation commitment, the **Prime Consultant** will make good faith efforts to replace the **DBE Firm** with another DBE firm that can honor the commitment with the approval of ADID.

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

I acknowledge and agree that all of the information contained in the Technical Approach and DBE Utilization Plan is submitted for the express purpose of inducing ADID to award a contract.

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial or rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Sworn and subscribed before me

This ____ day of _____, 20__.

Signature

NOTARY PUBLIC

My Commission Expires: _____

NOTARY SEAL

**Submittal Formats for ADID RFQ-202208-01
ATTACHMENT 1 – PHASE I RESPONSE**

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

**Submittal Formats for ADID RFQ-202208-01
ATTACHMENT 2 - PHASE II RESPONSE**

		# of Pages Allowed
Phase II Cover Page		-> 1
A. Phase II Response Technical Approach and DBE Utilization Plan		
1. Technical Approach		
a. Provide any unique technical approaches	}	8
b. Identify any unique challenges of the project		
c. Provide any specific qualifications, skills		
d. Provide high-level improvement ideas		
e. Provide conceptual task durations		
2. DBE Utilization Plan		
a. Provide a narrative on how your firm proposes to contribute to the Agency's overall annual goals		1
b. DBE Participations Commitment Statement	->	1 (each certified DBE firm)
c. Notarized Certification Form (Exhibit VI) for Shortlisted Prime	->	1