



**BARTOW COUNTY**  
**Request for Qualifications**

**RFQ #18-12-02**

**Engineering and Design Services**

**City of Cartersville Railroad Crossing Feasibility Study**  
**PI# 0016422**

**Statement of Qualifications Due:**  
**February 15, 2019 - 2:00 PM**

**Deadline for Written Questions Due:**  
**February 6, 2019 – 5:00 PM**

**Information on this solicitation may be found at:**

**[www.bartowga.org](http://www.bartowga.org)**

*Click on Projects for Bid*

**Questions should be directed to Tom Sills, AICP, via email to:**

**[sillst@bartowga.org](mailto:sillst@bartowga.org)**

**Bartow County Commissioner**  
**135 West Cherokee Avenue | Suite 251 | Cartersville, Georgia 30120**



**REQUEST FOR QUALIFICATIONS  
ENGINEERING DESIGN SERVICES**

**City of Cartersville Railroad Crossing Feasibility Study**

Bartow County is accepting sealed Statements of Qualifications (SOQ) for Engineering Design Services related to the above named project. The purpose of this SOQ is to select qualified Consultants to provide professional services to assist the County with specific engineering tasks related to the development of the City of Cartersville Railroad Crossing Feasibility Study (Railroad Study).

Sealed statements of qualifications will be received no later than **Friday, February 15, 2019 at 2:00 PM** at the **Bartow County Commissioner's Office, Suite 251, 135 West Cherokee Avenue, Cartersville, GA 30120**,. Submittals received after the above date and time, or in any location other than the Commissioner's Office, will not be considered.

There is not an Offerors Conference scheduled for this procurement. The deadline for written questions is **Monday, February 6, 2019 at 5:00 PM**.

RFQ documents may be obtained from Mr. Tom Sills, CBMPO Transportation Planner at [sillst@bartowga.org](mailto:sillst@bartowga.org).

Will Martin, P.E.  
Director, Community Development Department

## QUALIFICATIONS LETTER AND CERTIFICATION

We propose to furnish and deliver any and all of the deliverables and services named in the attached Request for Qualifications (RFQ).

We further agree to strictly abide by all the terms and conditions contained in the Bartow County Purchasing Policies as modified by any attached special terms and conditions, all of which are made a part hereof. Any exceptions are noted in writing and included with the Statement of Qualifications.

It is understood and agreed that this Statement of Qualifications constitutes an offer, which when accepted in writing by the Community Development Department of Bartow County, and subject to the terms and conditions of such acceptance, may be the basis for a valid and binding contract between the undersigned and Bartow County.

It is understood and agreed that we have read the County's specifications shown or referenced in the RFQ and that this statement is made in accordance with the provisions of such specifications. By our written signature on this Statement of Qualifications, we guarantee and certify that all items included in this statement meet or exceed any and all such County specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. It is further understood that Bartow County reserves the right to reject any or all offers, waive technicalities, and informalities, and to make a contract award in the best interest of the county.

It is understood and agreed that this Statement of Qualifications shall be valid and held open for a period of **one hundred twenty (120) days** from opening date.

I certify that this Statement of Qualifications and offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a statement for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the Statement of Qualifications and certify that I am authorized to sign this Statement for the Offeror. I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et. seq. have not been violated and will not be violated in any respect.



## QUALIFICATIONS LETTER AND CERTIFICATION

Statement of Qualifications Submitted by:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

All spaces must be filled in and the Qualifications Letter must be signed where indicated. **Failure to sign and return the Qualifications Letter WILL cause rejection.**

# REQUEST FOR QUALIFICATIONS

## Engineering and Design Services

### I. General Project Information

#### A. Overview

Bartow County and the Cartersville-Bartow Metropolitan Planning Organization (CBMPO) are soliciting Statements of Qualifications (SOQ) from qualified firm(s) or organization(s) to provide Consultant Services for professional services to assist the County with the development of the City of Cartersville Railroad Crossing Feasibility Study ("Railroad Study") for the Cartersville-Bartow County Metropolitan Planning Organization (CBMPO)..

This Request for Qualifications (RFQ) seeks to identify potential providers for the Scope of Services for the project/contract listed in Exhibit A. Firms that respond to this RFQ, and are determined by Bartow County to be sufficiently qualified, may be deemed eligible, and invited to offer proposals 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. Bartow County reserves the right to reject any or all Statements of Qualifications or Consultant Plan Proposals, and to waive technicalities and informalities at the discretion of Bartow County.

#### B. Restricions on Communications

Restrictions on Communications are in place with the Staff/Buyer of Record from the issue date of this RFQ until a firm is selected and the selection is announced. Offerors are directed to submit all questions about this RFQ including technical requirements, submission instructions, and any other general information to Tom Sills, AICP, CBMPO Transportation Planner, only. All questions concerning this RFQ must besubmitted in writing to [kiserl@bartowga.org](mailto:kiserl@bartowga.org). No questions other than written will be accepted. No response other than written will be binding upon the County. Bartow County reserves the right to reject any or all proposals, to make award of contract in the best interest of the County and to waive technicalities and informalities.

#### C. **Bartow County supports DBE participation on all federally funded projects. The history and amount of DBE proposed will be a consideration in the award of contracts on this project.**

Bartow County will monitor and assess each consultant services submittal for their DBE participation and/or good faith effort in promoting equity and opportunity in accordance with the State of Georgia, Department of Transportation Disadvantaged Business Program Plan.

#### D. Scope of Services

Under the terms of the resulting Agreements, the selected consultants will provide engineering design related services for the Bartow County Project identified. The anticipated scope of work for the project/contract is included in **Exhibit "A"**.

#### E. Contract Term and Type

Bartow County anticipates one (1) Project Specific contract to be awarded to one (1) firm, for the project/contract identified. Bartow County anticipates that the Contract Type will be paid via Firm Fixed Price methodology. As a Project Specific contract, it is the County's intention that the Agreements will remain in effect until successful adoption of the Railroad Study. Bartow County may choose to utilize the selected consultant for use on plan revisions as necessary.

## **F. Contract Amount**

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

## **II. Selection Method**

### **A. Method of Communication**

All general communication of relevant information regarding this solicitation will be made via the Bartow County website and reference **RFQ #18-12-02**. All firms are responsible for checking the website on a regular basis for updates, clarifications, and announcements. Bartow County 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 evaluate the submittals based on **Section IV. Selection Criteria**. 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 up to three (3) 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 Bartow County regarding the appropriate **Phase II – Presentation/Technical Approach Response**.

### **D. Phase II – Finalists Response on Technical Approach/Past Performance**

Top ranked consultants teams will be given an opportunity for a presentation/interview. Proposed key personnel (up to four) from the project team may be requested to present the teams' and their qualifications at the interview. The interview format will consist of up to a 45 minute presentation with an additional time allowed for discussion. Each finalist firm shall be notified in writing and informed of the presentation date. Any additional detailed 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 written proposal (and will attend the presentation/interview). **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 summing the scores from **Phase I** and **Phase II** for each Finalist. Phase I will account for a possible 60 total points of the total score. Phase II will make up the remaining 40 points. The top 3 scoring firms will be contacted for Phase II.

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), Bartow County 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 Bartow County awards a contract. The final form of the contract shall be developed by Bartow County.

**III. Schedule of Events**

The following Schedule of Events represents Bartow County's best estimate of the Schedule that will be followed. All times indicated are using Eastern Standard Time. Bartow County reserves the right to adjust the Schedule as Bartow County deems necessary.

<b>PHASE I</b>	<b>DATE</b>	<b>TIME</b>
a. Bartow County issues public advertisement	1/10/2019	-----
b. Deadline for submission of written questions and requests for clarification	2/6/2019	5:00 PM
c. Deadline for submission of Statements of Qualifications	2/15/2019	2:00 PM
d. Bartow County completes evaluation and issues notification and other information to finalist firms	2/25/2019	-----
<b>PHASE II</b>		
e. Conduct Consultant Interviews	3/7/2019	TBD
f. Award of Contract	3/13/2019	10:00 AM-
<b>PHASE III</b>		
g. Initial meeting with consultant and TCC	*3/20/19	10:00 AM
h. Research location data	April/May	
i. Meet with stakeholders	April	
j. Hold public meeting	May	
k. Develop recommendations	June/July	
l. Report to TCC	*7/17/19	10:00 AM
m. Report to CBMPO Policy Committee	*8/7/19	2:00 PM
n. Submit final report	8/30/19	

**IV. Selection Criteria for Phase I - Criteria for Evaluation of Statements of Qualifications**

**A. Area Class Requirements and Certification**

Presented teams must be prequalified in the indicated Georgia Department of Transportation Area Class(es) in order to be evaluated. Required proof of prequalification shall be submitted as indicated in **Section VI.B.4.** below. All Submittals will be pre-screened to verify that the Prime consultant and 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 the County 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 Bartow County to determine if Firm is eligible for award.

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

The Selection Committee will evaluate all firms on their Experience and Qualifications, which shall account for a total of twenty (20/100) points of the total evaluation. **The following criteria for scoring Phase I of the evaluation will be utilized to determine which firms are shortlisted:**

- Project Manager education, registration, relevant engineering experience, relevant project management experience, experience in utilizing Georgia Department of Transportation specific processes, manuals, or guidance.
- Key Team Leaders' education, registration, relevant technical experience, and relevant experience in utilizing Georgia Department of Transportation specific processes, manuals, or guidance.
- Prime Consultant's experience for a minimum of the previous five (5) years 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 points**

The Selection Committee will evaluate all firms on their Resources availability and Workload Capacity which shall account for a total of twenty (20/100) points of the total evaluation. **The following criteria for scoring the Resources and Workload Capacity will be utilized to determine which firms are shortlisted:**

- Project Manager Workload
- Workload capacity of Key Team Leader(s)
- Resources dedicated to delivering project
- Ability to Meet Project Schedules

**D. Past Performance – 20 points**

The Selection Committee will evaluate all firms on their Past Performance which shall count for a total of twenty (20/100) points of the total evaluation. The Selection Committee will consider information provided via references provided for relevant projects, knowledge any selection committee member has of performance on relevant projects, past DBE participation levels, and performance evaluations or knowledge presented on similar projects.

**V. Selection Criteria for Phase II - Criteria for Evaluation of Presentation**

**A. Presentation/Interview – 40 points**

The Selection Committee will evaluate the shortlisted firms (Finalists) on their Technical Approach, which shall account for a total of forty (40/100) points. 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**):

- Demonstrated Technical ability to deliver the project products.
- Familiarity with State and Federal procedures
- Provide any specific qualifications, skills, or knowledge which your firm has which could benefit the project, and your ability and willingness to meet time requirements identified with the Scope of Work.

**VI. 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 VII, 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 a separate last page for that section. It is not allowed to begin new sections on a page allowed for a previous section, if applicable. This will enable the County 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 proposing firm's full legal name and the specific project contract being submitted on to include the Project Numbers, PI Numbers, Count(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.**

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 the County 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 "B" 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 "C" 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 by the Prime **ONLY** of any Addenda issued.

#### **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 engineering experience.
  - d. Relevant project management experience for projects of similar complexity, size, scope, and function (no more than five (5) projects).
  - e. Relevant experience utilizing Georgia Department of Transportation specific processes, manuals, or guidance (Plan Development Process, Design Policy, Environmental Procedures Manual, etc.).

**This information is limited to two 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 "A", specifically Section 6** 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 (on no more than three (3) of the most relevant projects).
  - d. Relevant experience utilizing Georgia Department of Transportation specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.) which are specific to the key resource area.

**This information is limited to one page maximum for each Key Team Leader identified in Section 6 of each Exhibit "A". Respondents submitting more than one page for each Key Team Leader identified will be subject to disqualification.**

3. Prime Experience - Provide information on the prime's experience and ability in delivering effective services for projects of similar complexity, size, scope, and function for the previous five (5) years. Describe no more than five (5) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to provide services for BARTOW COUNTY. 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 by your firm.
  - c. Duration of project services provided by your firm, and overall project budget.
  - d. Experience utilizing Georgia Department of Transportation specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.)
  - e. Client(s) current contact information including contact names and telephone numbers.
  - f. Involvement of Key Team Leaders on the projects.

**This information is limited to two 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 Bartow County will contract. The Team is defined as the Prime Consultant and their subconsultants, who are considered team members. Prime Consultants and their subconsultant team members must meet the Area Class requirements listed in Exhibit "A" 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 "D") which details the required area classes for the Prime Consultant and all subconsultants 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 the Georgia Department of Transportation 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) plus 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.
  - 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.
  - c. Narrative on Additional Resource Areas and Ability – Respondents are also allowed one page 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. (Bartow County 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 A** (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 additional page allowed, will be subject to disqualification.**
  
2. Project Manager Commitment Table - Provide a list of ALL projects (Bartow County, 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 the County 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	Name of Customer for Projects with PI/Project # if applicable	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 "A"**, specifically **Section 6** for the list of Key Team Leaders for each Project) are committed on to enable the County to ascertain the available capacity.

Key Team Leader	Name of Customer for Projects with PI/Project # if applicable	Role of Key Team Leader on Project	Project Description	Current Phase of Project	Current Status of Project	Monthly Time Commitment in Hours

**This information is limited to the organization chart, one page of text (for the Primary Office and Narrative on Ability discussion), and the tables.**

#### D. 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 the County 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. The County 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 Bartow County 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.

#### VII. Instructions for Submittal of Phase I - Statements of Qualifications

- A. There are two (2) submittals required. *Submittal #1* 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. Respondents must submit one original and five identical copies.** *Submittal #2* is an electronic version of *Submittal #1* which allows for Bartow County to maintain the files electronically (*preferably on a thumb drive*). The original and each copy of *Submittal #1* should be stapled separately. The original and each copy of *Submittal #1* should be bound together using a binder clip or other similar fashion which allows the individual copies to be separated and distributed easily to Selection Committee Members. 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 and should be double-sided using a minimum of size 11 font. Page counts will be determined by pages with print on them (exclusive of page numbering and headers), not by the physical piece of paper. For example, a piece of paper which has print on both sides, shall be considered two pages while a piece of paper with print on only one side would be considered a single page. Each Statement of Qualifications shall be prepared simply and economically as indicated above. Fancy bindings, 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 must be sealed in an opaque envelope or box, **and the words "CBMPO Railroad Study" and "STATEMENT OF QUALIFICATIONS"** must be clearly indicated on the outside of all of the envelopes or boxes. Statements of Qualifications **must be physically received by Bartow County** prior to the deadline indicated in the Schedule of Events (*Section III of RFQ*) at the exact address below:

**BARTOW COUNTY**  
**Attention: Kathy Gill**  
**Bartow County Commissioner's Office**  
**135 West Cherokee Avenue, Suite 251**  
**Cartersville, Georgia 30120**

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

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

Bartow County 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: **Tom Sills, e-mail:sillst@bartowga.org**. 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**.

**VIII. Instructions for Preparing Technical Approach Response – Phase II Response**

**The information required for this section WILL ONLY BE REQUESTED OF THE FINALIST FIRMS and will be supplied to those firms after evaluation of Phase I is complete. The Selection Committee will evaluate the shortlisted firms using the information provided as requested below (NOTE: Scores from Phase I will be carried forward into Phase II).**

**IX. Instructions for Submittal for Phase II – Technical Approach and Past Performance Response**

**Final Instructions will be provided to the Finalists in the notification.**

**X. Bartow County 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.

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

"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. General Insurance, Workers' Compensation Requirements**

Consultant and/or Contractor shall have and maintain in full force and effect insurance coverage against claims for injuries to persons or damages to property which may arise from or in connection with the performance of duties performed with coverage and limits no less than:

Commercial General Liability coverage of at least \$1,000,000 (one million dollars) combined single limit per occurrence for comprehensive coverage including for bodily and personal injury, sickness, disease or death, injury to or destruction of property, including loss of use resulting therefrom. If a general aggregate limit applies, the general aggregate limit shall be twice the required occurrence limit.

Commercial Automobile Liability (owned, non-owned, hired) coverage of at least \$1,000,000 (one million dollars) combined single limit per occurrence for comprehensive coverage including bodily and personal injury, sickness, disease or death, injury to or destruction of property, including loss of use resulting therefrom.

Valuable Papers Coverage in an amount sufficient to assure the restoration of any plans, drawings, field notes, or other similar data relating to the Work

Professional Liability of at least \$1,000,000 (one million dollars) limit for claims arising out of professional services and caused by Consultant's/Contractor's errors, omissions or negligent acts.

Workers Compensation limits as required by the State of Georgia and Employers' Liability limits of \$1,000,000 (one million dollars) per occurrence or disease. (If consultant is a sole proprietor, who is otherwise not entitled to coverage under Georgia's Workers' Compensation Act, Consultant must secure Workers' Compensation coverage approved by the State Board of Workers' Compensation and the Commissioner of Insurance. The amount of such coverage shall be the same as what is otherwise required of employers entitled to coverage under the Georgia Workers' Compensation Act.)

### **D. Civil Rights, Non-Discrimination and DBE Requirements**

**Bartow County, in accordance with Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (P.L. 100.259), assures that no person shall, on the grounds of race, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of a County department that receives Federal aid funding. Bartow County further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether or not those programs and activities are federally funded.**

**Bartow County supports DBE participation on all federally funded projects. The history and amount of DBE proposed will be a consideration in the award of contracts on this project.** Therefore, Bartow County, 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 RFQ, minority business enterprises will be afforded full opportunity to submit proposals in response to this RFQ and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award. The Contractor/Consultant shall also insure that its employees and employment applicants are not discriminated against because of race, color, creed, sex, or national origin.

#### **E. Immigration Requirements**

Pursuant to O.C.G.A. § 13-10-91 and the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, contractor/consultant is required to provide evidence of compliance with the Federal Work Authorization Program, commonly referred to as E-Verify and must submit a fully executed E-Verify Affidavit, included herein as Exhibit "C", stating affirmatively that the individual, firm, organization or corporation which is engaged in a physical performance of services agreement with Bartow County, Georgia 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/contractor will continue to use the federal work authorization program throughout the contract period and the undersigned consultant/contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the consultant/contractor with the information required by O.C.G.A. § 13-10-91(b).

#### **F. Audit and Accounting System Requirements**

Bartow County 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. Firm(s) should have no significant outstanding deficient audit findings from previous contracts with Bartow County or any other state or local government agency that have not been resolved.
3. 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.

#### **G. Submittal Costs and Confidentiality**

All expenses for preparing and submitting responses are the sole cost of the respondent submitting the response. The County is not obligated to any respondent to reimburse such expenses. All submittals upon receipt become the property of the County. 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, the details of the proposal documents will remain confidential until a final award.

#### **H. 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 the County and does not obligate the County to procure or contract for any services. Neither the County 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 the County and a respondent containing such terms and conditions as are negotiated between those parties. The County 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, the County will determine the respondent(s) proposal that in the sole judgment of the County is in the best interest of the County (if any is so determined), with respect to the evaluation criteria stated herein. The County then intends to conduct negotiations with such respondent(s) to determine if an acceptable contract may be reached.

**I. Debriefings**

In lieu of Pre-Award and Post-Award debriefings, it shall be the County'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 the County that all debriefings will typically be conducted in writing.

**J. Right to Cancel or Change RFQ**

Bartow County reserves the right to cancel any and all Request for Qualifications where it is determined to be in the best interest of the County to do so. Bartow County 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 Bartow County website for any revisions to this RFQ. No changes will be posted later than 48 hours prior to the submittal deadline.

**K. 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.

**L. Bartow County Code of Conduct Pertaining to Conflict of Interest in the Award and Administration of Contracts**

Any Bartow County employee who leaves the employment of the County and subsequently becomes employed with a consultant firm and whose duties while employed with the County included the direct involvement with the negotiation, administration, or management of a contract in which the firm is either the primary consultant or a subconsultant **SHALL NOT** be authorized to work on that contract as an employee of that firm for a period of one (1) year after their employment ends.

Additionally, on July 1<sup>st</sup> of each year, any consultant firm that is under contract with the County as a prime or sub consultant shall provide to the County Community Development Director a current list of all former County employees employed by the firm and a document that certifies the responsibilities of those employees as it relates to the current contracts with the County. This certification document shall attest to the fact that over the last year no former County employee that is employed by their firm has worked on a contract between the County and their firm where that employee, when employed by the County, had direct involvement with the selection, award and/or administration of the consultant contract. Any consultant firm entering into a contract with the County for the first time as a prime or sub consultant shall provide the initial required list of former County employees and certification prior to the contract effective date. If the County determines at any point during a contract that an actual conflict exists as it relates to the above paragraph, then the County shall have the authority to issue a stop work order on that contract.



NEXT PAGE

**EXHIBIT "A"**

Project/Contract

- 1. PI Number(s): PI# 0016423
- 2. County: Bartow
- 3. Description: Prestate City of Cartersville Railroad Crossing Feasibility Study
- 4. Required Area Classes:

Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom Bartow County will contract. The Team is defined as the Prime Consultant and their subconsultants, 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 subconsultant 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 "D"**) which details the required area classes for the Prime Consultant and all subconsultants 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 the Georgia Department of Transportation in the area classes listed below:

- 1.09 Location Studies

- B. The **Team** (either the Prime Consultant and/or one or more of their subconsultant team members) **MUST** be prequalified by Georgia Department of Transportation in the area classes listed below:

- 1.10 Traffic Analyses
  - 3.02 Two-Lane or Multi-Lane Urban Roadway Design
  - 3.06 Traffic Operations Studies

- 5. Scope:

The Consultant shall provide design and engineering services for the CBMPO Railroad Study which is federally funded in part. The project consists of supplying the MPO and the Georgia Department Transportation (GDOT) with the following:

- A. Provide existing and projected traffic and volume data on the affected road network.
- B. Provide railroad utilization data for the corridors within the study area including frequency, length, and average road travel delays due to blocked crossings.
- C. Provide safety information relative to the rail crossings within the study area.
- D. Identify restraints due to topography, utilities, flood, soils, other environmental factors, historic properties, and land use.
- E. Attend meetings of the MPO Technical Coordinating Committee (TCC), and the Policy Committee (PC) as needed and one meeting with the general public.
- F. Contact stakeholders.
- G. Present alternatives with future impacts and cost estimates.

- 6. Related Key Leaders (up to four may be included).

- A.
  - B.
  - C.
  - D.

The completed study is due no later than December 31, 2019.



**EXHIBIT "B"**  
**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. The County 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 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 no significant outstanding deficient audit findings from previous contracts with Bartow County that have not been resolved.
- III. 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 Bartow County may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the Bartow County may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the Bartow County 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 "C"

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contracting Entity/Respondent: \_\_\_\_\_

Address: \_\_\_\_\_

Solicitation No./Contract No. : **RFQ #18-12-01**

Solicitation/Contract Name **CBMPO City of Cartersville Railroad Crossing Feasibility Study**

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 entity which is contracting with Bartow County has registered with, is authorized to participate in, and is participating in 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.

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 County within five (5) business days after any subcontractor is retained to perform such service.

\_\_\_\_\_  
E-Verify/Company Identification Number

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

\_\_\_\_\_  
Signature of 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 Public

[NOTARY SEAL]

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

**EXHIBIT “D”  
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 subconsultants. 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
	<b>DBE – Yes/No -&gt;</b>						
	<b>Prequalification Expiration Date</b>						
1.09	<b>Location Studies</b>						
1.10	Traffic Analyses						
3.02	Two-Lane or Multi-Lane Urban Roadway Design						
3.06	Traffic Operations Studies						

## ATTACHMENT 1

### Submittal Formats for Bartow County Transportation Projects

	->	# of Pages Allowed
Cover Page	->	1
<b>A. Administrative Requirements</b>		
1. Basic Company Information		
a. Company name		
b. Company Headquarter Address		Excluded
c. Contact Information		
d. Company Website		
e. Georgia Addresses		
f. Staff		
g. Ownership		
2. Notarized Certification Form (Exhibit B) for Prime	->	1
3. Notarized Georgia Security and Immigration Compliance Act Affidavit (Exhibit C)	->	1
4. Signed Cover Page of any Addenda Issued	->	1 (each addenda)
<b>B. Experience and Qualifications</b>		
1. Project Manager		
a. Education		
b. Registration		2
c. Relevant engineering experience		
d. Relevant project management experience		
e. Relevant experience using Bartow County specific processes, etc.		
2. Key Team Leader Experience		
a. Education		1 (each)
b. Registration		
c. Relevant experience in applicable resource area		
d. Relevant experience using BARTOW County specific processes, etc.		
3. Prime's Experience		
a. Client name, project location, and dates		
b. Description of overall project and services performed		2
c. Duration of project services provided		
d. Experience using BARTOW County specific processes, etc.		
e. Clients current contact information		
f. Involvement of Key Team Leaders		
4. Area Class Table and Notice of Professional Consultant Qualifications for Prime and Sub-Consultants	->	Excluded
<b>C. Resources/Workload Capacity</b>		
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