



REQUEST FOR QUALIFICATIONS NO. 20-001
General Tolling Services Consultant-Engineering and Implementation Support

Instructions to Submitting Firms:

All spaces below and all offer documents as outlined in are to be filled in with signatures where indicated. Failure to sign may render your Qualifications Submission invalid.

QUALIFICATIONS SUBMISSION OF:

Name of Bidder: _____

Address: _____

City, State and Zip Code: _____

SUBMIT QUALIFICATIONS TO:

STATE ROAD AND TOLLWAY AUTHORITY
Gary Thomason, Procurement Specialist
245 Peachtree Center Avenue, Suite 2200
Atlanta, Georgia 30303

Qualifications Due and Open: June 10, 2019; 2:00 PM, Local Time (Atlanta, GA)

Schedule of Events

Release RFQ	May 6, 2019
Pre-Submission Conference	May 13, 2019; 10:30 AM EST
Deadline for Vendor Written Questions (Submit questions by email to gthomason@sрта.ga.gov)	May 20, 2019; 2PM EST]
Responses to Written Questions	May 29, 2019
Qualifications Submission Deadline	June 10, 2019; 2 PM EST]
Interviews (option, by invitation only)	June 24 – 28, 2019
Notice of Intent to Award	July 1, 2019*
Notice of Contract Award	July 15, 2019*

*Subject to change without a formal addendum to the RFQ.

All questions should be submitted by email to gthomason@sрта.ga.gov. Questions must be submitted no later than the deadline specified in the above Schedule of Events. Answers to written questions received will be available at the State Road and Tollway Authority (SRTA) website at <http://www.sрта.ga.gov>. Answers are provided for informational purposes only and will not be considered binding unless incorporated by addendum to this RFQ. All questions and answers will be posted to the SRTA's website where the RFQ document is located. Submitting Firms are reminded and encouraged to check this website daily for any changes to the RFQ as well as to check this website for Notice of Contract Award. Posting of Notice of Award shall constitute official public notification.

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PART 1 – SOLICITATION, OFFER, AND AWARD

1. Information for Submitting Firms

1.1 Purpose of Procurement

The purpose of this solicitation is to engage qualified individuals or firms to provide General Tolling Consultant Services. The services to be provided shall include professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including mapping, evaluation, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, preparation of operations and maintenance manuals, and other related services defined as architectural and engineering services by 40 U.S.C. § 1102(C). Therefore, this procurement shall be conducted as a qualification-based, negotiated procurement in accordance with the Brooks Act as required by 23 CFR Part 172.7(a)(1). The scope of services is attached as Part 2 of this Request for Qualifications (RFQ) document.

The services to be performed shall generally fall into the following North American Industry Classification System (NAICS):

- 541310 Architects
- 541330 Engineers

And/or the National Institute of Governmental Procurement (NIGP) industry code:

- 92064 System Implementation and Engineering Services
- 92536 Engineering Services (Not Otherwise Classified)
- 92593 Traffic and Transportation Engineering
- 95877 Project Management Services
- 98196 Transportation Consulting

All respondents to this RFQ are subject to the instructions communicated in this document and are cautioned to review the entire RFQ and carefully follow the instructions herein.

Qualifications will be accepted until 2:00PM (EST), **June 10, 2019**. Instructions for requesting a copy of the RFQ document can be found on the SRTA website at <http://www.srta.ga.gov/doing-business-with-us/>.

1.2 Type and Term of Contract

SRTA shall negotiate and enter into an IDIQ type contract with the selected Contractor. Services under the resulting contract shall be requested on an as-needed basis; no minimum amount of work is guaranteed. The contract to be awarded by SRTA shall be for a term of three (3) years with two (2) one-year renewal options that may be exercised SRTA's discretion. All extensions or renewals shall be made in writing and executed by both parties prior to the contract expiration date.

1.3 Solicitation Schedule

This solicitation will be governed by the following schedule:

Release RFQ	May 6, 2019
Pre-Submission Conference	May 13, 2019 10:30 AM EST
Location: SRTA Office	
Deadline for Vendor Written Questions	May 20, 2019; 2:00 PM EST
(Submit questions by email to gthomason@srta.ga.gov)	
SRTA Responses to Written Questions	May 29, 2019
Qualifications Submission Deadline	June 10, 2019; 2:00 PM EST
Interviews (optional, by invitation only)	June 24 – 28, 2019
Notice of Intent to Award	July 1, 2019*
Notice of Contract Award	July 15, 2019*

* Tentative and subject to change with no formal modification to the RFQ document. Changes to all other dates require the issuance of a formal addendum to the RFQ document.

1.4 Restrictions on Communications with SRTA during Solicitation, Offer, and Award Period

From the date of issuance of this solicitation through the date of contract award by SRTA, all official communications to and from SRTA regarding this solicitation will be transmitted in writing (defined as being sent or received via letter or email on official firm/agency letterhead or by electronic mail).

All communications from prospective firms concerning this solicitation should be directed to the Issuing Officer identified in Section 1.5 below. **Unauthorized contact regarding this solicitation with other SRTA staff or SRTA Board members may result in disqualification.** Any oral communications will be considered unofficial and non-binding on SRTA. Submitting Firms should only rely on written statements issued by the SRTA Procurement Manager.

1.5 SRTA Contact Information

All inquiries, offers, submissions, and/or other correspondence regarding this solicitation (excluding protests submitted in accordance with Part 1, Section 2.10 below) must be directed in writing to the Issuing Officer:

Gary Thomason, Issuing Officer
State Road and Tollway Authority
245 Peachtree Center Avenue NE, Suite 2200
Atlanta, GA 30303
E-mail: gthomason@srta.ga.gov

1.6 Pre-Submission Conference

A pre-submission conference will be held on Monday, May 13, 2019 at 10:30 AM EST at the SRTA Main Office. The SRTA Main Office is located at 245 Peachtree Center Avenue NE, Suite 2200 Atlanta, GA 30303. All prospective Submitting Firms are encouraged to attend. A conference line will be available for Submitting Firms to call in to the pre-submission conference if desired. The dial-in information for the pre-submission conference is as follows:

- Dial-in number: 678-845-8292
- Pin: Not PIN Required
- <https://www.uberconference.com/srtapmo2>

1.7 ADA Guidelines

The State of Georgia adheres to the guidelines set forth in the Americans with Disabilities Act. Suppliers should contact the Issuing Officer at least one day in advance if they require special arrangements. The Georgia Relay Center at 1-800-255-0056 (TDD Only) or 1-800-255-0135 (Voice) will relay messages, in strict confidence, for the speech and hearing impaired.

2. Solicitation Terms and Conditions / Instructions to Submitting Firms

2.1 Deadline for Submission of Qualifications / Late Submissions

Qualifications submitted in response to SRTA Solicitation No. 20-001 must be received by SRTA no later than 2:00PM EST on June 10, 2019 to ensure that they are evaluated for contract award by the Evaluation Committee for this procurement. Qualifications received after the submission deadline will not be evaluated. Qualifications will not be opened and read in public.

2.2 Format of Qualifications Submissions

Six (6) total paper copies of each Qualifications Submission, inclusive of one (1) original, as well as one (1) electronic copy on USB drive must be submitted to the SRTA Procurement Manager for the RFQ to be eligible for evaluation and consideration for contract award.

The electronic copy must be submitted in Portable Document Format (PDF), Microsoft Word, and/or Microsoft Excel formats. The USB drive shall contain electronic file copies of all complete, signed Offer Documents that are submitted in paper copy format.

All Qualifications must be prepared and submitted in accordance with the format and content requirements specified in Part 1, Section 3 below. Qualifications Submissions must be typed. The included required forms may be completed by using the free Adobe Reader software available at <http://get.adobe.com/reader/>.

The "original" paper copy of the RFQ must be unbound. All paper copies must be clearly marked as being either "Original" or "Copy" as applicable.

All Qualifications Submissions must be prepared and submitted in accordance with the RFQ document format and content requirements specified in Section 3 below. Qualifications Submissions must be typed in English. As a condition of submission responsiveness, all Offer Documents that require the signature of submitting firm must be signed by an authorized representative of the firm.

Any contract award made as a result of this solicitation shall bind the submitting firm to all of the terms, conditions and specifications set forth in this RFQ.

2.3 Delivery of Qualifications Submissions

It is the sole responsibility of the Submitting Firm to ensure that its submission is successfully delivered to SRTA by the specified date and time. SRTA is not responsible for late or lost deliveries of qualifications. Qualifications Submissions must be delivered to the address noted in Section 1.5 above.

All envelopes, packages, and/or boxes (including all envelopes, packages, and/or boxes submitted within a larger envelope, package, or box) containing a Qualifications Submission on USB drive must be clearly marked with the following identifier on the outside of the envelope, package or box:

“Qualifications Submission in response to SRTA Solicitation No. 20-001:
RFQ for Consulting Services – June 10, 2019, 2:00 PM EST
ATTN: Gary Thomason, Issuing Officer
To be opened by addressee only.”

Failure to clearly mark all envelopes, packages, and/or boxes as specified may result in the Qualifications Submission being discovered and/or opened late. SRTA is not responsible for Qualifications Submission discovered and/or opened late due to submitting firm’s failure to mark the Qualifications Submission as specified. It is the sole responsibility of the submitting firm to ensure that its Qualifications Submission is successfully delivered to SRTA by the specified date and time. SRTA is not responsible for late or lost deliveries by the U.S. Postal Service or private courier/delivery services.

2.4 Questions

Questions regarding the RFQ must be submitted to SRTA in writing (defined as being sent or received via letter on official firm/agency letterhead or by electronic mail) by 2:00 p.m. (ET) on May 20, 2019. Written questions must be submitted to the attention of Gary Thomason, Issuing Officer, in accordance with Section 1.5 above. **Inquiries must be in the form of questions.** There is a prescribed form for the submission of written questions. Attachment A shall be used to submit all questions. SRTA may not respond to written questions received after the submission deadline.

SRTA staff will review and evaluate all written questions that are received by the submission deadline and will post responses to all questions to both the Georgia Procurement Registry web site at http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp and SRTA web site at <http://www.srta.ga.gov/doing-business-with-us/> not later than 5:00 p.m. (ET) May 29, 2019. It is the sole responsibility of the submitting firm to make itself aware of SRTA’s responses to written questions. Responses to questions are provided as information only and do not in any way alter the contents of the solicitation, inclusive of the Scope of Services and the remainder of the RFQ documents. Revisions to the solicitation shall be made only via formally issued amendments (i.e. Addenda). Only such written Addenda shall constitute revisions to the solicitation that are binding upon SRTA.

2.5 SRTA’s Right to Request Additional Information – Submitting Firm’s Responsibility

Prior to finalizing the ranking of submitting firms, SRTA must be assured that the selected submitting firm has all of the resources to successfully perform under any future contract. This includes, but is not limited to, adequate number of personnel with required skills, availability of appropriate equipment in sufficient quantity to meet the on-going needs of SRTA, financial resources sufficient to complete performance under the contract, and experience in similar endeavors. If, during the evaluation process, SRTA is unable to assure itself of the submitting firm’s qualifications and resources, SRTA has the option of requesting from the submitting firm any information deemed necessary to determine the submitting firm’s responsibility. If such information is required, the submitting firm will be so notified and will be permitted approximately seven (7) business days to submit the information requested.

2.6 Amendments to Solicitation (Addenda) / Postponement of Qualifications Submission Deadline

SRTA reserves the right to revise or amend the RFQ up to the time set for the submission of Qualifications. Such revisions and amendments, if any, shall be announced by written addenda to the RFQ. If an addendum significantly changes the RFQ, the date set for the submission of Qualifications may be postponed by such number of days as in the opinion of SRTA shall enable potential Submitting Firms to revise their Qualifications Submissions. In any case, the qualifications submission deadline shall be at least five business days after the last addendum, and the addendum shall include an announcement of the new date, if applicable, for the submission of Qualifications.

Upon issuance, addenda will be considered part of the RFQ and will prevail over inconsistent or conflicting provisions contained in the original RFQ. Copies of all addenda will be made available on both the Georgia Procurement Registry web site at http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp and the SRTA web site at <http://www.srta.ga.gov/doing-business-with-us/>.

SRTA will not be responsible for a potential submitting firm failing to receive notification of addenda that have been publicly posted on the SRTA website or Georgia Procurement Registry website. EACH SUBMITTING FIRM IS INDIVIDUALLY RESPONSIBLE FOR REVIEWING ADDENDA AND ANY OTHER POSTED DOCUMENTS AND MAKING ANY NECESSARY CHANGES AND/OR ADDITIONS TO THE FIRM'S QUALIFICATIONS SUBMISSION PRIOR TO THE SUBMISSION DEADLINE. It is the sole responsibility of each submitting firm to check the SRTA and Georgia Procurement Registry websites regularly for addenda.

Submitting firms shall acknowledge receipt of all addenda by completing and submitting Offer Document #3 (Acknowledgement of Addenda), included in this RFQ, as part of its Qualifications Submission. As with other required documentation, Qualifications Submissions that fail to reference receipt of addenda by inclusion of Offer Document #3 (Acknowledgement of Addenda) may be excluded from consideration for a contract award.

2.7 Modification of Qualifications Submissions

Except at the written request of SRTA, no Qualifications Submission may be modified after the deadline for qualifications submission identified in Section 2.1.

2.8 Single Response to Solicitation

If only one Qualifications Submission is received in response to this RFQ, a detailed cost analysis of rates may be requested of the single Submitting Firm. If SRTA determines that a cost analysis is required, the single submitting firm must be prepared to provide, upon request, detailed summaries of estimated costs (i.e., labor, equipment, supplies, overhead costs, profit, etc.) and documentation supporting all cost elements.

2.9 Confidential / Proprietary Information

Any and all materials submitted in response to this RFQ are subject to public inspection, pursuant to the provisions of O.C.G.A. § 50-18-70 et seq., Georgia's Open Records Act, upon completion of the RFQ process. SRTA's receipt, review, evaluation or any other act or omission concerning any such information shall not be considered to create an acceptance of any obligation or duty for SRTA to prevent the disclosure of any such information except as required by the Open Records Act. Submitting firms that decide to submit information they believe should be exempt from

disclosure under the Open Records Act shall: (i) clearly mark each page containing such information as confidential, proprietary or exempt, (ii) shall include such information in a different color from the rest of the Qualifications Submission text, (iii) shall state the legal basis for the exemption with supporting citations to the Georgia Code, and (iv) for records containing trade secrets, submitting firms that wish to keep such record confidential shall also submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 of the Georgia Code.

Pursuant to Georgia Law, if the information is requested under the Open Records Act, SRTA shall make a final determination if any exemption actually exists for SRTA to deny the request and prevent disclosure. SRTA will withhold such information from public disclosure under the Open Records Act only if SRTA determines, in its sole discretion, that there is a basis to do so.

All material submitted regarding the RFQ becomes the property of SRTA. Any activity pursuant to this RFQ by any submitting firm is governed by all applicable laws, including without limitation, Georgia and Federal antitrust laws.

2.10 Reserved Rights

SRTA reserves the right to reject any and all Qualifications Submission or any portion of a specific Qualifications Submission for any reason. Issuance of this RFQ and receipt of Qualifications Submissions does not commit SRTA to award a contract.

SRTA has the sole right to select the successful firm(s) for contract award(s); to reject any Qualifications Submission as unsatisfactory or non-responsive due to non-conformance with the requirements of this RFQ; to cancel the solicitation and to advertise for new Qualifications Submissions; or not to award a contract as a result of this RFQ.

SRTA reserves the right to accept any Qualifications Submission deemed to be in the best interest of SRTA and to waive any irregularities in any Qualifications Submission that does not prejudice other submitting firms. SRTA further reserves the right to negotiate with the Submitting Firm(s) whose Qualifications Submission is to be most advantageous to SRTA and does not unduly place SRTA at risk from a legal perspective.

No submitting firm shall have any cause of action against SRTA arising out of the methods by which Qualifications Submissions are evaluated.

2.11 Protest Procedures

Submitting firms should familiarize themselves with the procedures set forth on SRTA's website, which is accessible here: <https://www.srta.ga.gov/wp-content/uploads/2018/11/FY-2019-Procurement-Policy-11-15-18.pdf>

2.12 Minority Business Participation

As an incentive to increase utilization of minority-owned businesses as subcontractors on State purchases, the State of Georgia provides for an income tax adjustment on the state tax return of any company that subcontracts with a State certified minority-owned firm to furnish goods, property, or services to the State of Georgia, including SRTA. The Tax Incentive Program is codified at [O.C.G.A. §48-7-38](#) and is managed by the Georgia Department of Revenue.

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is SRTA's policy to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All companies qualifying under this solicitation are encouraged to submit price quotes. Award of this contract will be conditioned upon satisfying the requirements of this solicitation. These requirements apply to all companies, including those who qualify as a disadvantaged business enterprise (DBE). SRTA's overall agency goal for participation by DBEs in its Federal Transit Administration funded contracts in FFY18-20 (October 1, 2017 - September 30, 2020) is 11.0%. Additional contract requirements related to participation by DBEs are specified in Part 3 –Contract of this RFQ. SRTA has not established a separate DBE goal for this project.

2.13 Ethical Standards

SRTA has adopted Standards of Ethical Conduct for Purchasing for SRTA employees involved in procurement. It is a breach of ethical standards for any SRTA employee to participate directly or indirectly in a procurement when the employee knows:

- The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
- A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
- Any other person, business or organization with whom the employee or any member of employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

SRTA employees are also bound by the Georgia Governor's Executive Order dated January 14, 2019 for "Establishing a Code of Ethics for Executive Branch Officers and Employees." The Executive Order prohibits SRTA and SRTA employees, or any person acting on their behalf, from accepting, directly or indirectly, any gift from any person with whom the employee interacts on official SRTA business. Therefore, it is unlawful for a potential submitting firm, or its subcontractors or suppliers, to make gifts or favors to any SRTA employee. It is also unlawful for any SRTA employee to accept any such gift or favor. In addition, any persons acting as members of the Qualifications Evaluation Committee for this procurement shall, for the purposes of this procurement, be bound by SRTA's Standards of Ethical Conduct for Purchasing and the referenced Executive Order.

Throughout the qualifications evaluation and award process and subsequent contract negotiations, submitting firms shall not discuss or seek specific information about this procurement, including but not limited to, the contents of submissions, the evaluation process or the contract negotiations, with members of the Qualifications Evaluation Committee, the SRTA Board of Directors, or SRTA employees other than Gary Thomason, Issuing Officer.

2.14 Contractual Relationships

SRTA intends to execute the Contract, attached as Part 3 of this RFQ, for the provision of the required services with the selected firm(s). The selected firm's contractual responsibility must solely rest with one firm or legal entity, which shall not be a subsidiary or affiliate with limited resources. Submitting firm's Qualifications Submission Letter, included as Offer Document #2 of this RFQ, must clearly indicate the firm or entity responsible for contract execution.

SRTA shall not be a party to agreements between the selected firm and/or any subcontractors it may choose to employ during fulfillment of the Contract; however, the selected firm shall execute fair and reasonable agreements with its subcontractors (if any) and shall provide SRTA with copies

of said agreements not later than five business days prior to their execution. Additional contract requirements related to Subcontractors are specified in the Contract.

2.15 Conflicts of Interest

An organizational conflict of interest occurs when: (1) a contractor has a conflicting role that might bias its judgment or in some way influence a government competitive procurement; or (2) a contractor is or might be otherwise impaired in its objectivity in performing the contract work; or (3) a contractor appears to have an unfair competitive advantage.

Firms shall be prohibited from assigning to this Contract any of the firm's team members or its subcontractors' team members (individually or collectively, "Team Members") if, at any point during the term of the Contract or any renewal of the Contract, the Team Members have works on or are working on any project comprising of the MMIP Express Lanes for:

- (1) SRTA, either directly or indirectly, under a separate contract;
- (2) GDOT as a prime contractor or sub-contractor; or
- (3) a proposer to a solicitation posted by GDOT for the construction of an Express Lanes project

2.16 Contractual Provisions

The contract to be executed between SRTA and the selected Contractor as a result of this solicitation is included as an attachment to this RFQ. SRTA has no obligation to consider and/or approve exceptions or changes to the Contract.

The apparent successful submitting firm must return two signed copies of the Contract to the Issuing Officer within five business days of notification of intent to award. Failure to do so may lead to rejection of the Submitting Firm. SRTA reserves the right to proceed to discussions with the next highest ranked Submitting Firm.

2.17 Responsibility for Compliance with Legal Requirements

Submitting firm's products, services, and facilities shall be in full compliance with any and all applicable federal, state, and local laws, regulations, ordinances, and standards and any standards adopted by nationally recognized testing facilities regardless of whether or not they are referred to in this RFQ.

2.18 Conditional Qualifications

Terms and conditions attached to a Qualifications Submission by a form and made a condition of contract execution may render the submission non-responsive and may be rejected by SRTA.

2.19 Sales and Use Taxes

SRTA is exempt from paying sales and use taxes. All prices must exclude sales and use taxes (if applicable).

2.20 Qualifications Submission Preparation Costs

All costs of qualifications submission preparation, attendance at pre-submission and/or pre-award meetings, and any other pre-award costs shall be at submitting firm's sole cost and expense.

2.21 Qualifications Submission Withdrawal and/or Revision Following Submission

A Qualifications Submission may be withdrawn and changes to a submitted Qualifications Submission can be made prior to the RFQ Due Date and time. In the event a firm notes an error or omission in its response which was overlooked prior to submission, the firm may contact the Issuing Officer to request the Qualifications Submission withdrawn. Once the Submitting Firm's response is withdrawn, SRTA has no response from the Submitting Firm. Unless and until the Submitting Firm resubmits the received response, the SRTA will have no offer from the Submitting Firm to evaluate for possible Contract award. Any resubmission must be received by the SRTA no later than the Qualifications Submission deadline.

3. Contents of Complete Qualifications Submission

All Qualifications Submissions should include a table of contents with page numbers and sufficient detail to facilitate easy reference to all requested information.

To be eligible for evaluation by SRTA as a complete, responsive Qualifications Submission in response to SRTA Solicitation No. 20-001, any and all Qualifications submitted to SRTA must contain all thirteen (13) of the following documents, properly signed (as required), fully completed by the submitting firm, and numbered and arranged in the following order:

3.1 Complete Qualifications Checklist

- This document serves as a checklist for submitting firms to ensure that their submission is complete and ready for submission to SRTA. The document is used by SRTA during the evaluation of responsiveness of Qualifications Submissions.
- This document must be fully completed, signed, and submitted with the Qualifications Submission.
- Blank checklist form is attached as Offer Document #1 of this RFQ.

3.2 Qualifications Letter

- This document summarizes the acknowledgements and representations made by and agreed to by the submitting firm with regard to its Qualifications Submission.
- This document must be fully completed, signed, and submitted with the Qualifications Submission.
- Blank form is attached as Offer Document #2 of this RFQ.

3.3 Acknowledgement of Addenda to RFQ

- This document is required by Part 1, Section 2.6 of this RFQ.
- This document must be fully completed, signed, and submitted with the Qualifications Submission.
- If no addenda to the RFQ were issued by SRTA, submitting firm must still complete the form and include it in its Qualifications Submission.
- Blank form is attached as Offer Document #3 of this RFQ.

3.4 Submitting Firm Information Form

- This document summarizes key information about the submitting firm for SRTA's assistance and reference during evaluation of the Qualifications including:
 - Contact Information for submitting firm

- Corporate information
 - List of references for whom submitting firm has performed similar services in the past ten years
- SRTA will contact the references listed on this document as part of its evaluation of Qualification Submissions.
 - If Submitting Firm is a certified DBE, proof of DBE certification must accompany this document.
 - This document must be fully completed, signed, and submitted with the Qualifications Submission.
 - Blank form is attached as Offer Document #4 of this RFQ.

3.5 Submitting Firm Certifications

- This document must be fully completed, signed, and submitted with the Qualifications Submission.
- Blank form is attached as Offer Document #5 of this RFQ.

3.6 Statement of Firm’s Qualifications and Experience

- Each submitting firm must provide certain information in the prescribed format and limit their response statements as instructed below. SRTA recognizes the amount of effort necessary to prepare a response to this RFQ and leaves it up to the submitting firm to determine the exact level of detail necessary to demonstrate that it has the requisite prior experience and capabilities to perform up to SRTA’s expectations.
- Each Qualification Submission shall be prepared simply and economically, providing a straightforward, concise delineation of firm’s capabilities to satisfy the requirements of this RFQ. Emphasis on each Statement of Firm’s Qualifications and Experience must be on **relevance**, completeness and clarity of content.
- This document shall be provided by the submitting firm and labeled as Offer Document #6. It shall be a narrative description of the submitting firm’s qualifications and experience. This narrative description shall include the appropriate use of headings and subheadings that address, at minimum, the following elements:

Percent of Score	Page Limit	Qualifications Requirements
Section A – Complete Qualifications Submission & Offer Documents		
N/A Pass/Fail	N/A	Offer Document #6, Section A1 - Provide basic company information: Company name, address, name of primary proposing contact, telephone number, fax number, E-mail address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed and this office’s proximity to SRTA’s offices. 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 (LLC), or other structure?

N/A Pass/Fail	N/A	Offer Document #6, Section A2 - Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations.
N/A Pass/Fail	N/A	Offer Document #6, Section A3 - Has the firm been involved in any litigation in the past three (3) years? Describe your experience with litigation with clients. List any active or pending litigation and explain. List any indictments the firm/principals have been issued.
N/A Pass/Fail	N/A	Offer Document #6, Section A4- Provide a statement of disclosure, which will allow SRTA to evaluate possible conflicts of interest. Respondents must provide, in their own format, a statement of all potential legal or otherwise significant conflicts of interests possibly created by the respondent being considered in the selection process or by the respondent's involvement with SRTA or involvement in a particular SRTA project. Respondents should provide information as to the nature of relationship(s) with parties in such potential conflict.
N/A Pass/Fail	N/A	Offer Document #6, Section A5- Provide name of insurance carrier, types and levels of coverage, and deductible amounts per claim.
N/A Pass/Fail	N/A	Offer Document #6, Section A6- Supply financial references and main banking references.
N/A Pass/Fail	N/A	Offer Document #6, Section A7 - Has the firm ever been removed from a contract or failed to complete a contract as assigned?
N/A Pass/Fail	N/A	Offer Document #6, Section A8 - Provide any non-discrimination and equal opportunity policies of the firm.

- There is no prescribed format for this document. The format of the document shall be at the discretion of submitting firm; however, the document shall be limited to no more than ten (10) single-side typed pages, collectively, with font size no smaller than 10 pt.

3.7 Firm's Experience and Qualifications

- This document shall be a narrative description of the Submitting Firm's project approach and proposed project team members and shall include, at minimum, the following elements:

Percent of Score	Page Limit	
Section B – Firm's Experience and Qualifications		

15	8	<p>Offer Document #7, Section B1 - Provide information on the firms' experience for clients where the services provided were of similar type, function, and complexity. Provide any information that may serve to differentiate the firm(s) from other firms in suitability for the project.</p> <p>Describe no more than five (5) and no fewer than three (3) accounts, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform services for SRTA. For each account, the following information should be provided:</p> <ul style="list-style-type: none"> • Client name, location and dates during which services were performed; • Clear description of overall project and the specific services performed by your firm including descriptions of with whom the firm worked with at each agency – client staff, other consultants, integrators; • Exact length of service performed by your firm, and overall project budget; • Client's stated satisfaction in service of your firm; and • Client's current contact information. <p>Letters of reference from at least (2) of those clients for whose projects were of similar scope. Letters of reference should describe the work completed and contain some specific examples on how quality products were delivered on schedule and within budget.</p>
30	18	<p>Offer Document #7, Section B2 - Provide professional qualifications and description of experience for the firm including the project principal and key personnel, including any potential embedded consultants. (A local presence will be required for embedded consultants. Please include any other logistical capabilities for working in proximity to SRTA offices.)</p> <p>Include an organizational chart of the proposed team showing names, titles, firms, and roles/subject matter of all personnel listed. Appropriate designations should be included if multiple firms are proposed as a team.</p> <p>Provide resumes for staff that would support SRTA under this contract. All resumes should include at a minimum:</p> <ul style="list-style-type: none"> • Name • Role in this contract, key responsibilities, and subject matter expertise • Years of experience • Firm name and location – including city and state from where staff will support, if different • Education – provide all levels of relevant academic degree(s) received, indicate the area(s) of specialization for each degree • Current professional registrations • Relevant projects – information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to their proposed role in the contract.

25	6	<p>Offer Document #7, Section B3 – MMIP Express Lanes – Procurement, Design, Testing, Implementation, and Acceptance Support:</p> <ul style="list-style-type: none"> a. Provide information on firm’s experience with similar tasks in size and scope. b. Provide discussion on how this experience will impact the consultant’s approach to this task and/or addresses the firm’s suitability for this task. c. Include a list of all key staff provided in Section B2 that will work on this task and the role they will play. d. Of the key staff identified, specify which personnel, if any, are available to work in a full-time capacity during high activity periods.
10	2	<p>Offer Document #7, Section B4 - General Engineering Support (Commercial Back Office (“CBO”), Existing Roadside Toll Systems, Other Facilities)</p> <ul style="list-style-type: none"> a. Provide information on firm’s experience with similar tasks – particularly coordination with CBO integrators, in between integrators, and using toll technology to collect non-toll payments. b. Provide discussion on how this experience will impact the consultant’s approach to this task and/or addresses the firm’s suitability for this task. c. Include a list of all key staff provided in Section B2 that will support this work and the role they will play.
15	3	<p>Offer Document #7, Section B5- Project Management</p> <ul style="list-style-type: none"> a. Provide a description of your firm’s and personnel’s experience in providing project management services similar to those described in this RFQ. Please describe previous experiences with project managers embedded as agency staff. b. Provide a description of your firm’s approach to meet the project manager staffing needs SRTA may have in the future. Include a staffing management approach that demonstrates how your firm will provide project management resources and how the Contractor personnel will be managed. Please include: <ul style="list-style-type: none"> i. Process and proposed lead time for locating and bringing on board resources that meet Task Order needs ii. Description of approach for quickly substituting qualified personnel after start of Task Order c. Provide a list of all key staff provided in Section B2 that qualify to provide project management services under this Contract and include: 1) all active certifications for each proposed staff member; 2) Names and titles of the Contractor’s management staff who will supervise the project management personnel and quality of services rendered under this Contract. d. Of the key staff identified, specify which personnel, if any, are available to work in a full-time, embedded capacity.
Section C – Statement of Suitability		
5	2	<p>Offer Document #7, Section C1 - Include any unique qualifications and/or experience of your firm that may not have been included in the Scope of Services above. This should include any value-add services that would support SRTA’s Vision, Mission and Core Values.</p>

- There is no prescribed format for this document. The format of the document shall be at the discretion of Submitting Firm; however, the document shall be limited to no more than fifteen (15) single-side typed pages for all sections, font size no smaller than 10 pt. Resumes will not be counted towards the page limit; however, Submitting Firm shall only submit resumes for Key Personnel as defined in the attached Contract. Submitting Firm should label this document as Offer Document #7.

3.8 Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

- This document must be fully completed, signed, and submitted with the Qualifications Submission.
- Blank form is attached as Offer Document #8 of this RFQ.

3.9 Subcontractors and DBEs

- This document must be fully completed, signed, and submitted with the Qualifications Submission.
- If any identified subcontractor is a certified DBE, proof of DBE certification must accompany this document.
- Blank form is attached as Offer Document #9 of this RFQ.

3.10 Certification Regarding Suspension and Debarment

- This document must be fully completed, signed, and submitted with the Qualifications Submission.
- Blank form is attached as Offer Document #10 of this RFQ.

3.11 Certification Regarding Lobbying

- This document must be fully completed, signed, and submitted with the Qualifications Submission.
- Blank form is attached as Offer Document #11 of this RFQ.

3.12 Non-Collusion Affidavit

- This document must be fully completed, signed, and submitted with the Qualifications Submission.
- Blank form is attached as Offer Document #12 of this RFQ.

3.13 Anti-Boycott, Divestment and Sanctions Against Israel Certification

- This document must be fully completed, signed, and submitted with the Qualifications Submission.
- Blank form is attached as Offer Document #13 of this RFQ.

4. Qualifications Evaluation and Contract Award

4.1 Standards for Award

SRTA Solicitation No. 20-001 is a Request for Qualifications (RFQ). The procurement of Engineering Consulting services will be conducted using qualifications-based competitive proposal procedures

(i.e. "Brooks Act" procedures) as defined in 40 U.S.C. § 1102, 49 U.S.C. § 5325b and O.C.G.A. § 50-22-1 through 50-22-9.

In order to be eligible for contract award a Qualifications Submission must meet all of the following criteria:

4.1.1 The Qualifications Submission is responsive to the solicitation.

- A qualifications submission shall be considered responsive if it conforms in all material aspects to the requirements of the solicitation at the scheduled time of submission.
- It shall be at the sole discretion of SRTA to determine if a qualifications submission conforms in all material aspects to the requirements of the solicitation.

4.1.2 The submitting firm who submitted the Qualifications Submission is a responsible firm at the time of contract award.

- The determination that a submitting firm is responsible may include, but is not limited to, consideration of the following:
 - Submitting firm's record of integrity and business ethics;
 - Submitting firm's current performance;
 - Submitting firm's past performance;
 - Submitting firm's financial and technical resources or ability to obtain such
 Submitting firm is not currently debarred not suspended from Federal or State of Georgia programs

4.1.3 The Submitting Firm is judged, at the sole discretion of SRTA, to be the most qualified firm(s) for the Scope of Services to be provided.

4.2 Evaluation and Award Process

All Qualifications shall be evaluated by the Qualifications Evaluation Committee. Qualifications and evaluations will be kept strictly confidential throughout the evaluation and award process. Only the members of the Qualifications Evaluation Committee and other SRTA staff having a legitimate work-related interest will be provided access to the Qualifications and evaluation results during the evaluation and award process. Qualifications will be evaluated and a contract will be awarded in accordance with the following process:

4.2.1 Qualifications will first be evaluated by the Issuing Officer or his/her designee for responsiveness in accordance with the standard set forth in Part 1, Section 4.1.1 above. Only those Qualifications Submissions that are determined to be responsive shall be evaluated for responsibility.

4.2.2 Submitting firms who provided responsive Qualifications Submissions will be evaluated by the Qualifications Evaluation Committee for responsibility in accordance with the standard set forth in Part 1, Section 4.1.2 above.

4.2.3 The Qualifications Evaluation Committee shall evaluate each responsive submission in accordance with the criteria outlined in Part 1, Section 3.6 and 3.7 to determine the submitting firm that is most qualified to provide the required Scope of Services.

The Qualifications Evaluation Committee may choose to invite selected submitting firms to make presentations and participate in interviews with the committee prior to completing its ranking of Qualifications. It shall be at the discretion of the Qualifications Evaluation Committee as to whether it will conduct interviews and as to how many and which Submitting Firms will be invited to make presentations and participate in interviews with the committee.

- 4.2.4 The evaluation will include an initial review of all qualifications submissions and a determination by the Qualifications Evaluation Committee and a preliminary scoring and ranking based on the evaluation criteria as outlined in Section 3 of this RFQ. Upon completing the preliminary scoring, the Qualifications and Evaluation committee shall have the option to conduct interviews with the top firms or proceed with the preliminary score as the final score.
- 4.2.5 Should the Qualifications Evaluation Committee elect to conduct interviews, the number of firms interviewed shall be determined at the sole discretion of the Qualifications Evaluation Committee, but in no event shall the Qualifications Evaluations Committee interview more than three (3) firms. After conducting interviews, the Qualification Evaluation Committee shall complete the final scores for each of the firms interviewed in accordance with the criteria as outlined in Section 3 of this RFQ.
- 4.2.6 Upon approval by the SRTA's Executive Director(s), the SRTA will enter into exclusive contract negotiations with the highest ranked Submitting Firm to finalize the terms and conditions of the contract, including the fees to be paid. In the event a satisfactory agreement cannot be reached with the highest ranked firm, SRTA will formally terminate the contract negotiations in writing and will enter into negotiations in turn with the second highest ranked firm. In the event a satisfactory agreement cannot be reached with the second highest ranked firm, SRTA will formally terminate the contract negotiations in writing and will follow the same negotiations process with the next highest ranked firm until a contract is agreed to with a qualified firm.
- 4.2.7 Upon the successful conclusion of negotiations, SRTA will execute a contract with the successful submitting firm and will issue a Notice to Proceed.
- 4.2.8 The SRTA Executive Director may, at his or her sole discretion, delay consideration of the recommendation for Contract Award or reject the recommendation and award the contract to another submitting firm(s) or cancel the procurement altogether.
- 4.2.9 SRTA reserves the right issue multiple contract awards under this solicitation.

PART 2 – SCOPE OF SERVICES

General Systems Consultant – Implementation and Engineering

1 Scope of Services

1.1 SRTA Background

SRTA is a state-level, independent authority created by the Georgia General Assembly to operate tolled facilities and certain transit services within the state of Georgia. SRTA also serves as a financing arm for transportation projects across the state. SRTA's Mission is "Connecting people, jobs, and communities through preferred mobility options and innovative solutions." SRTA's vision is to be an integral component of Georgia's mobility network and a national leader for innovative transportation. SRTA's core values are integrity, innovation, collaboration, customer focus, and diversity.

1.1.1 SRTA Toll Facilities and Operations

SRTA operates the Peach Pass and Xpress Customer Service Center – including a large retail center with three satellite locations. The Customer Service Center supports upwards of 50 Customer Service representatives, image reviewers, supervisors, and managers. The Toll Operations Center is co-located in the Georgia DOT Traffic Management Center and supports 24/7 operations of the Express Lanes. SRTA currently has approximately 535,000 active accounts and 902,000 active tags. SRTA toll transponders are "Peach Pass" branded and are the open standard (ISO-18000 6C) technology. These are the only transponders currently being distributed by SRTA.

SRTA currently operates four Express Lanes in the Metro-Atlanta region as described in Table 1 below. All Express Lanes are registered lanes (all users must have a valid transponder) with trip building and dynamic pricing. SRTA is currently interoperable with Florida and North Carolina through the Southeastern Hub.

Table 1: Existing SRTA Express Lanes

	I-85 Express	I-85 Express Extension	I-75 South Metro Express	Northwest Corridor Express
Toll Free Eligibility	HOV3+, Transit, Motorcycles, Alternative Fuel Vehicles		Transit	
Typical Section	1-lane in each direction		1 or 2 lanes, reversible	
Separation	Limited access, buffer stripe only		Barrier separated	
Toll Schema/Trip Building	Mainline (several transactions in each segment)		Entry-Exit (two transactions in each trip)	
Current Integrator	Electronic Transaction Consultants		Neology	
Length	15 miles	10 miles	12 miles	30 miles
Number of Lanes¹	64	36	9/12 ¹	16/26 ¹
Avg. Trips per Weekday	30,000	7,400	10,300	29,100
Toll Rate Min/Max	\$0.20/\$15.50	\$0.20/\$1.00	\$0.50/\$1.15	\$0.20/\$5.95

¹Lane numbers for reversible lanes are calculated as: number of physical lanes/number of lanes in each direction (i.e. a reversible lane counts as 2)

1.1.2 SRTA Transit Operations

The service currently has 27 commuter bus routes from 27 park and ride lots located in 12 counties. Future expansion of Xpress is detailed in the Direct Xpress Final Report located on the Xpress website: <http://directxpress.xpressga.com/>. This plan includes expansion of existing park and ride lots, construction of new park and ride lots, and potential airport service.

1.1.3 SRTA Express Lane Expansion

SRTA is coordinating with the Georgia Department of Transportation (GDOT) in the planning and development stages for the Major Mobility Investment Program (MMIP). As part of this program, the State is planning for four additional Express Lane facilities:

- Revive 285 Express Lanes
- I-285 Eastside Express Lanes
- I-285 Westside Express Lanes
- GA 400 Express Lanes

It is anticipated that these projects would be under construction by 2026. Details on these projects can be found at <http://www.dot.ga.gov/IS/MMIP>.

1.2 General Scope

SRTA's goal through this procurement is to acquire services from a qualified firm or firms for the provision of a General Systems Consultant, where the selected firm or selected firms provide technical expertise in the review, selection and implementation of new toll system components and improvements for both new and existing facilities; project management services; and network support.

Section 2 of this Scope of Services, captures SRTA's immediate needs. However, during the Term of the Contract, new tasks or projects could be assigned to the General System Consultant as SRTA embarks in new projects, makes changes to the current services, or adds new services. These projects may include new toll facilities, parking facilities, or transitions of existing systems. SRTA reserves the right to supplement staff as needed during the term of this contract.

SRTA expects the selected firm to work with all departments within the Authority. However, the GSC will primarily work under the direction of the Director of Engineering and Director of Project Management Office. It is expected that for some tasks or projects, GSC staff will work functionally as an extension of SRTA staff and as such is expected to coordinate and take direction from SRTA staff and contractors as required by each task. These contractors may include temporary staff, contract staff, General Engineering Consultant staff, the Toll Operations and Customer Service General Systems Consultant staff, and contract project managers. For key positions within Engineering and PMO, consultants within the GSC team may be requested work full-time (more than 32 hours per week on-site) at SRTA as Embedded Consultants. Travel costs will not be paid for Embedded Consultants.

It is not uncommon for key personnel from the GSC to serve as SRTA's representative on external matters at the request or direction of the Executive Director, Deputy Executive Director, Director of Operations, or Director of Engineering. Therefore, the offeror selected through this procurement as SRTA's GSC will be an integral part of the SRTA team as we develop and implement the projects above and enter into new endeavors to fulfill SRTA's mission/vision statement.

SRTA considers the services, which are envisioned and generally described herein, to be necessary. Offerors shall assume them to be mandatory; however, the actual scope will be determined through procurement, negotiation and execution of task orders under a Consulting Services Agreement with a successful firm(s).

1.2.1 Project Principal

The selected firm will provide a qualified project principal who will be responsible for:

1. Assigning and managing staff with appropriate background, expertise, and years of experience for each task order;
2. Provide leadership and assistance to SRТА in industry best practices including the latest trends, information on peer agency initiatives, and other innovative practices;
3. Provide leadership in the development of requirements for tolling systems enhancements and/or replacement;
4. Host regularly scheduled meetings with SRТА management (Directors of Engineering and Project Management Office) to review progress and provide status updates on each project; and
5. Provide toll industry advice and consultation to SRТА’s Executive Director and Deputy Executive Director, and to other members of SRТА’s executive team as directed by SRТА’s Executive Director and Deputy Executive Director, in support of SRТА initiatives/involvement with IBTTA, ATI, and other industry organizations.

1.2.2 MMIP Express Lanes – Procurement, Design, Testing, Implementation, and Acceptance Support

SRТА, in coordination with GDOT, is currently in the planning stages of an expansion to the Georgia Express Lanes network. These projects include the Georgia 400 Express Lanes, the Eastside Express Lanes, the Westside Express Lanes, and the Top End Express Lanes (collectively the Major Mobility Investment Program, (MMIP)). It is anticipated that procurement of a Toll System Integrator to support MMIP would begin in 2020. The MMIP Integrator would be responsible for providing the roadside system and the Operational Back Office which consists primarily of image review, pricing, trip building, reporting, and maintenance management systems.

Under the direction of the Director of Engineering, the selected firm(s) will provide qualified technical teams to:

1. Assist in the creation of tolling-related service solicitations such as RFPs, including management of such competitive processes consistent with SRТА guidelines;
2. Provide subject matter expert in the review, selection, and project management of any and all tolling system enhancements, system implementations and proposals;
3. Provide expertise in toll systems selection, development, and integration into the revenue collection;
4. Review contract deliverables to ensure that the deliverable conforms to the terms of agreements with the Toll Systems Integrator and SRТА standards;
5. Review detailed development and implementation schedules and assist with progress reporting;
6. Oversee system development testing both formal and informal;
7. Review claims and change orders and produce Independent Cost Estimates, as requested;
8. Monitor and verify toll system acceptance testing and advise SRТА regarding test process and results;
9. Monitor and verify installation activities;
10. Monitor informal testing procedures for progress;
11. Act as an independent witness for formal testing and document results;
12. Advise SRТА regarding contract system performance standards;
13. Work collaboratively and effectively with other stakeholders and governmental entities such as Georgia Department of Transportation (GDOT);
14. Review engineering design drawings submitted by both GDOT’s design or construction contractors;
15. Review engineering design drawings submitted by SRТА’s Toll Integrator;
16. Provide network support and technical expertise for SRТА Engineering and IT;
17. Review network-related submittals from Integrators and GDOT contractors; and
18. Coordinate between new and existing integrators for business continuity.

1.2.3 Commercial Back Office – Engineering Support

SRTA is currently in the design phase for a new Commercial Back Office (CBO) with Kapsch with an anticipated go-live date of Q2 2020. The implementation and acceptance of this new system is not part of this RFQC scope.

Under the direction of the Director of Engineering, the selected firm(s) will provide qualified technical staff to:

1. Provide technical expertise on or create new ICDs between new Toll System Integrators and the CBO Integrator; and
2. Coordinate any change orders originating from the CBO that may impact Toll System Integrators.

1.2.4 Existing Roadside Toll Systems – Engineering Support

The removal, relocation, or replacement of toll equipment on existing revenue-collecting facilities may be required as a result of incidents, extreme weather, or interstate improvement projects. SRTA is currently in design and development phase of an upgrade to the existing toll collection system used on I-85 Express Lanes and I-85 Express Lanes Extension. The anticipated go-live date is Q2 2020. The implementation and acceptance of this new system is not part of this RFQC scope. However, the selected firm may support any major upgrade to this toll system or roadside equipment in the future or for other existing facilities.

Under the direction of the Director of Engineering, the selected firm will provide qualified technical staff to:

1. Provide subject matter expert in the review, selection, and project management of any and all system enhancements system implementations and proposals;
2. Review Toll Integrator plans, change orders, scopes, and fees;
3. Create independent cost estimates;
4. Coordinate any system changes required;
5. Review test plans and witness any testing whether formal or informal;
6. Verify transactions for accuracy;
7. Perform roadside inspection of roadside improvements, repairs, and replacements; and
8. Support SRTA in other system reviews or enhancements as requested.

1.2.5 Other Facilities

SRTA anticipates that additional facilities outside of the MMIP may require GSC support throughout the contract term. These facilities may include additional express lanes constructed by GDOT and tolled by SRTA, toll roads constructed by other entities than GDOT and tolled by SRTA, toll roads constructed by other entities and not tolled by SRTA where SRTA is the back office, and facilities that use toll technology for payment (e.g. parking).

Under the direction of the Director of Engineering, the selected firm will provide qualified technical staff to:

1. Provide subject matter expert in the review, selection, and project management of any and all system enhancements, system implementations and proposals;
2. Review and provide expertise on concept level plans;
3. Provide feedback or technical advice on the technical feasibility of any new facilities;
4. Perform site visits and make recommendations on technology, electrical, network, or system requirements;
5. Review Toll Integrator plans, change orders, scopes, and fees;
6. Create independent cost estimates;
7. Coordinate any system changes required;
8. Review test plans and witness any testing whether formal or informal;
9. Verify transactions for accuracy;

10. Perform roadside inspection of roadside improvements, repairs, and replacements; and
11. Support SRTA in other system reviews or enhancements as requested.

1.2.6 Project Management

SRTA has multiple initiatives and major projects that must be completed concurrently. When demand exceeds capacity, SRTA may request supplementing Project Management staff (long term or short term) through the General Systems Consultant. These consultant project managers may work from SRTA's offices (if required by SRTA) as Embedded Consultants and as such act as an extension of SRTA's staff using SRTA credentials. They will be expected to work on behalf of the Authority and take direction from SRTA staff and contractors as required by each task or project. These contractors may include temporary staff, contract staff and contract project managers.

The General System Consultant shall assist SRTA in the execution, management and administration of tolling, transportation, technology and other type of projects. Project/Program management involves overseeing discrete work functions and products, as well as larger and interrelated activities. Typical tasks may include, but are not limited to:

1. General program and project management support
2. Project planning
3. Development of scope, independent cost estimates and other procurement documents.
4. Scope management
5. Schedule development and oversight, including monitoring progress and milestones
6. Issue and Risk management
7. Change management
8. Meeting facilitation and communication
9. Development of project status reports
10. Vendor negotiations and estimates
11. Change order and task order preparation support
12. Process contracts, task orders, change orders and amendments
13. Design review, documentation submittal review, and technology evaluations
14. Management and maintenance of the official project sites (SharePoint / Microsoft Project Online), files and documentation
15. Measure project performance using appropriate tools and techniques in order to monitor the progress of the project, identify and quantify any variances, perform any required corrective actions, and communicate to all stakeholders
16. Vendor deliverables management
17. Vendor Management
18. Testing oversight, including Final Acceptance Testing
19. General project coordination activities

Embedded Consultant Project Managers, under the direction of SRTA's Project Management Office Director and following SRTA's Project Management Methodology, Policies and Procedures, will:

1. Be responsible for the overall direction, coordination, implementation, execution, and completion of specific tasks or projects; and
2. Have experience managing tolling, transportation and/or other technology related projects.

SRTA will provide a work space for those Embedded Consultant Project Managers working from SRTA's offices. Consultant shall provide any equipment and software licenses required by the Consultant Project Manager to perform their work, including laptop/computer, cellphone, software licenses, etc.

SRTA utilizes SharePoint for project management purposes. All SRTA contractors and related subcontractors are required to maintain the expertise and resources required to utilize SRTA's PMO SharePoint site for the duration of their contracts with SRTA. All project management activities and tasks will be managed and documented in the SRTA SharePoint environment, including the project schedule, risks and issues, project status, action items, meeting agendas/notes and change requests. All project documents and deliverables will be managed within the SRTA SharePoint environment. SRTA contractors and related subcontractors will be responsible for all relevant software licenses, including Microsoft Office 365 and Microsoft Project Online which is required to use SRTA's project management system.