



REQUEST FOR QUALIFICATIONS

SRTA SOLICITATION # 21-102

STATE ROAD AND TOLLWAY AUTHORITY GENERAL ENGINEERING CONSULTING SERVICES

Schedule of Events

Issue date	March 15, 2021
Round 1 deadline for submitting questions	March 23, 2021 (5:00 PM ET)
Posting of official answers	March 26, 2021
Participation Letter due date (See Section 2.16)	March 29, 2021
Statement of Qualifications due date	April 5, 2021 (2:00 PM ET)
Notification to Finalists	April 13, 2021
Deadline for submitting questions for Finalists	April 15, 2021
QA Responses from SRTA	April 20, 2021
Phase 2 responses of Finalists Due	May 4, 2021
Interviews	TBA
Notice of Intent to Negotiate	On or about May 11, 2021
Notice of Award	On or about May 24, 2021



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Acronyms and Abbreviations

ATL – Atlanta-Region Transit Link Authority

FHWA – Federal Highway Administration

GDOT – Georgia Department of Transportation

GEC – General Engineering Consulting

HOT – High Occupancy Toll

RFP – Request for Proposal

RFQ – Request for Qualifications

SOQ – Statement of Qualifications

SRTA – State Road and Tollway Authority

Definitions

Agreement or Contract means the binding Contract entered into with the firm selected as a result of this RFQ between the SRTA and Contractor, as applicable.

Business Day means Monday through Friday, excluding State-recognized holidays.

Contractor means the company that undertakes the Contract to perform Services.

Day(s) means calendar days unless otherwise specified in the Contract as a Business Day.

Request for Qualifications means this RFQ any addenda thereto.

Services means all labor, materials, equipment, and expertise needed to successfully provide those deliverables described in the RFQ.

Wherever the word “including,” “include,” or “includes” is used in the RFQ, it shall be deemed to be followed by the words “without limitation”.

PART 1 -SOLICITATION, OFFER AND AWARD

1 General Information

1.1 Purpose of Procurement

The purpose of this solicitation is to request Statements of Qualifications (SOQs) from qualified general engineering consulting firms interested in providing General Engineering Consulting (GEC) services to the State Road and Tollway Authority (SRTA). The term of engagement is anticipated to be three years, with two annual renewal options.

The procurement of GEC services will be conducted using qualifications-based competitive proposal procedures. All Proposers to this RFQ are subject to the instructions communicated in this document, as may be amended, and are cautioned to review the entire RFQ and carefully follow the instructions herein.

The selected Contractor will provide a range of design, engineering, transportation-related and toll-related technical services to SRTA as further detailed in the Scope of Work. The Scope of Work consists of furnishing all labor, machinery, tools, means of transportation, supplies, equipment, materials, safety equipment, Services and incidentals required to deliver the Scope of Work beginning with Section 5 and to also include Sections 3.6, of this RFQ.

The Services to be performed correspond to the following National Institute of Government Purchasing (NIGP) general commodity codes:

- 90740 – Engineering Services, Non-Licensed (Not Otherwise Classified), Including Consulting)
- 91896 – Transportation Consulting
- 92593 – Traffic and Transportation Engineering

A complete copy of the RFQ document can be accessed on:

- (1) Georgia Procurement Registry website at http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp
- (2) SRTA website at: <https://www.srta.ga.gov/procurement/>
- (3) Important notifications leading up to the RFQ Submission Deadline will be posted to the same sites

1.2 Type, Term of Contract, and Contract Amount

The Contractor shall perform all Services as called for in this RFQ and Contract, and as called for in any subsequent amendments through June 30, 2024 as set out in the Contract. SRTA shall retain the option of renewing the Contract for up to two (2), one-year renewal periods. During the term of the contract, SRTA may issue task orders for work covered by the contract.

SRTA anticipates one (1) On-Call Indefinite Delivery, Indefinite Quantity contract to be awarded to (1) one firm, for each project/contract identified. SRTA anticipates that the Contract Type will be paid via Firm Fixed Price and/or Cost Plus Fixed Fee methodology.

Any Contract renewals shall be at the sole discretion of SRTA and shall be made in writing and executed by both parties.

The On-Call, Indefinite Delivery Indefinite Quantity contract will have a minimum of Twenty-Five Thousand Dollars (\$25,000.00) and a maximum of Fifteen Million Dollars (\$15,000,000.00) over the life of the contract.

1.3 Federal Participation in Contract

Activities related to the contract to be awarded as a result of this solicitation may be financed in part by funds from the United States Department of Transportation (USDOT) as awarded through programs of its operating administrations, including the Federal Highway Administration (FHWA). As such, all FHWA requirements governing the use of federal funds are in effect.

1.4 Solicitation Schedule

The times contained throughout this solicitation represent local Atlanta time.

Issue date	March 15, 2021
Round 1 deadline for submitting questions	March 23, 2021 (5:00 PM ET)
Posting of official answers	March 26, 2021
Participation Letter due date (See Section 2.16)	March 29, 2021
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Interviews	TBA
Notice of Intent to Negotiate	On or about May 11, 2021
Notice of Award	On or about May 24, 2021

Proposals submitted in response to SRTA Solicitation No. 21-102 must be received no later than **2:00 PM Eastern Time (ET) on April 5, 2021** to ensure that they are evaluated for contract award by the Evaluation Committee for this procurement. Proposals received after the deadline will not be evaluated.

1.5 Restrictions on Communications with SRTA and ATL

From the date of issuance of this solicitation through the date of Contract award, excepting the Oral Presentations, Proposers are not allowed to communicate for any reason with SRTA or ATL employees, any participants in this procurement, or any SRTA or ATL Board Members regarding this procurement. All Proposer communications concerning this solicitation should be directed to the Issuing Officer. Prohibited communication includes all contact or interaction regarding this solicitation, including, but not limited to, telephonic communications, emails, faxes, letters, texts, or personal meetings. Unauthorized contact regarding this solicitation may result in disqualification.

Oral communications regarding this solicitation shall not be considered official communications. SRTA and ATL are not responsible for any oral statements made by their employees regarding this solicitation. All official communications to and from SRTA and ATL regarding this solicitation shall be transmitted in writing.

1.6 Contact Information

All inquiries, offers, submissions, and/or other correspondence regarding this solicitation (excluding protests submitted in accordance with Section 2.9 below) must be directed in writing to:

Jennifer Ward, Issuing Officer
State Road and Tollway Authority

245 Peachtree Center Avenue NE, Suite 2200
Atlanta, GA 30303
Issuing Officer Email: srtaprocurement@srta.ga.gov
Proposal Submission Link: <https://www.dropbox.com/request/6GJqk6ye5fRAmhk7gNYT>

2 Terms and Conditions/Instructions to Proposers

2.1 Deadline for Submission of Proposals/Late Proposals

Proposals submitted in response to SRTA Solicitation No. 21-102 must be received by SRTA by the deadlines posted in 1.4 and under "Schedule of Events" to ensure that they are evaluated for Contract award by the Evaluation Committee for this procurement. Proposals received after published submission deadlines will not be evaluated.

2.2 Format of Proposals

Each Proposer shall submit its Statement of Qualifications in digital format in Microsoft Word, searchable PDF, or Excel as applicable. The Statement of Qualifications shall consist of all completed and signed Offer Documents and supporting documentation requested in the Statement of Qualifications (SOQ). The SOQ shall be submitted as a **singular file** and clearly marked "Statement of Qualifications," with the Proposer name and SRTA RFQ Number in the file name. *Example: "SRTA RFQ 21_102 [Company Name] Statement of Qualifications"*

The Statement of Qualifications must be submitted to the Issuing Officer by the Submission Deadline in order for the Proposer's submission to be eligible for evaluation and consideration for Contract award.

If a Proposer submits an affidavit referred to in Section 2.7 (Confidential/Proprietary Information), Proposer must provide one (1) separate electronic copy in searchable PDF format of its proposal labeled "SRTA Solicitation No. 21-102: [Proposer Name] [Copy of Non-Confidential Portion of Proposal]" that excludes any records attached to such affidavit, with no file to exceed 50MB.

All proposals must be prepared and submitted in accordance with the proposal format and content requirements specified. The included required forms may be completed by using the free Adobe Reader software available at <http://get.adobe.com/reader/>. Proposals must be in English.

As a condition of submission responsiveness, all offer documents that require the signature of Proposer must be signed. Any Contract award made as a result of this solicitation shall bind the Proposer to all of the terms, conditions, and specifications set forth in this RFQ.

2.3 Location for Submission of Proposals/Methods of Delivery

Proposals must be submitted exclusively to the Issuing Officer at the Dropbox proposal submission address noted in Section 1.6. It is the sole responsibility of the Proposer to ensure that its proposal is successfully delivered to SRTA by the specified date and time. **SRTA is not responsible for late file transfers/submittals for any reason.** Proposers may email the Issuing Officer at the email address in Section 1.6 in order to acknowledge receipt; however, the completeness or readability of the submittal cannot be confirmed. Due to the potential volume of proposals received, immediate acknowledgement should not be expected.

Failure to clearly label all files may result in the proposal being discovered and/or opened late. SRTA is not responsible for proposals discovered and/or opened late due to Proposer's failure to mark the proposal as specified. Proposals received after the Proposal Submission Deadline, due to late delivery or late discovery due to Proposer's failure to mark the proposal as specified, may result in SRTA disqualifying the proposal

from consideration for Contract award.

For common technical questions on Dropbox submittals, Proposers should review the Dropbox information at the following link:

<https://help.dropbox.com/files-folders/share/received-file-request>

2.4 Questions

Questions regarding the RFQ must be submitted in writing, defined as being received via letter on official firm/agency letterhead or by electronic mail in accordance with Section 1.4 - Solicitation Schedule. Written questions must be submitted to the attention of the Issuing Officer in accordance with Section 1.5 and 1.6 above.

The final Contract that SRTA expects to award as a result of this RFQ is attached hereto as Attachment 3 to this RFQ.

Please review the Contract and submit any and all questions, clarifications and recommendations to the Issuing Officer by the deadline dates and time specified in this RFQ. All questions, clarifications, and recommendations must be submitted using Attachment 1-Questions and Answers Template.

Should there be any changes made to the Contract as a result of requests received, SRTA shall post a Final Contract via formal addendum. Absent the issuance of a formal addendum containing a Final Contract, Proposers should plan on the Contract terms and conditions as attached hereto as Attachment 3. Answers to all questions received by the applicable deadline will be posted to:

- (1) Georgia Procurement Registry website at http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp
- (2) SRTA website at: <https://www.srta.ga.gov/procurement/>

It is the sole responsibility of the Proposer to make itself aware of responses to written questions the Proposer has submitted. 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, the remainder of the RFQ documents, or the Contract. Revisions to the solicitation or to the Contract shall be made only via formally issued addenda. Only such written addenda posted online shall constitute revisions to the solicitation.

2.5 Amendments to the Solicitation (Addenda)

SRTA reserves the right to revise or amend the RFQ up to the time set for the submission of proposals. Such revisions and amendments, if any, shall be announced by written addenda to the RFQ. 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 for download on:

- (1) Georgia Procurement Registry website at http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp
- (2) SRTA website at: <https://www.srta.ga.gov/procurement/>

SRTA will not be responsible for a potential Proposer failing to receive notification of the availability of addenda. **EACH PROPOSER IS INDIVIDUALLY RESPONSIBLE FOR REVIEWING ADDENDA AND ANY OTHER POSTED DOCUMENTS AND MAKING ANY NECESSARY OR APPROPRIATE CHANGES TO THE PROPOSER'S RESPONSE PRIOR TO SUBMISSION.** It is the sole responsibility of each potential Proposer to check the SRTA and Georgia Procurement Registry websites daily for addenda.

If an addendum significantly changes the RFQ, the date set for the submission of proposals may be postponed by such number of days as in the opinion of the SRTA deems suitable to enable potential Proposers to revise their proposals.

Proposers shall acknowledge receipt of all addenda by completing and submitting Offer Document #3 (Acknowledgement of Addenda to RFQ), included as Offer Document #3 in Attachment 2 of this RFQ and described in Section 3.3, as part of its proposal. As with other required documentation, proposals that fail to reference receipt of addenda by inclusion of Offer Document #3 (Acknowledgement of Addenda to RFQ) may be excluded from consideration for a contract award.

2.6 Single Response to the Solicitation (Reserved)

2.7 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. Each Proposer will be responsible for clearly identifying and labeling any records contained in its proposal as "trade secret" that the proposer has reasonably determined meet the definition of "trade secret" under Section 10-1-761(4) of the Georgia Code and that the proposer wishes to be exempt from disclosure under Section 50-18-72(a)(34) of the Georgia Code or any other applicable law. The Proposer must attach to its proposal an affidavit affirmatively declaring that specific information in the Records constitutes trade secrets pursuant to Article 27 of Chapter 1 of Title 10 of the Georgia Code.

If SRTA receives a request for public disclosure of all or any portion of the materials identified as "trade secrets" in a proposal in accordance with this RFQ, before producing such records in response to such request, SRTA shall notify the Proposer of its intention to produce such records. If SRTA makes a determination that the specifically identified information does not in fact constitute a trade secret, it shall notify the Proposer of its intent to disclose the information within ten (10) Days unless prohibited from doing so by an appropriate court order. If the Proposer wishes to prevent disclosure of the requested Records, the Proposer may file an action in Fulton County Superior Court to obtain an order that the requested records are trade secrets exempt from disclosure. The Proposer shall serve the requestor with a copy of its court filing. If SRTA makes a determination that the specifically identified information does constitute a trade secret, SRTA shall withhold the records, and the requester may file an action in Fulton County Superior Court to obtain an order that the requested records are not trade secrets and are subject to disclosure.

Proposers are advised that their designation as "trade secret" will not be binding on the SRTA or determinative of any issue relating to confidentiality. SRTA will not accept blanket designations that do not clearly identify information and materials that are "trade secrets". SRTA may, in its sole discretion, and subject to compliance with the Open Records Laws and other applicable law, treat the whole of the relevant Section(s)/document(s) that are subject to such a blanket designation as subject to disclosure pursuant to the Open Records Laws.

All material submitted regarding the RFQ becomes the property of the SRTA. Any activity pursuant to this RFQ by any Proposer is governed by all applicable laws, including without limitation, Georgia and Federal antitrust laws. SRTA is not responsible to return to a Proposer any or all of the proposal or other information furnished by that Proposer.

In no event will the State, SRTA, ATL, or any of their agents, representatives, consultants, directors, officers or employees be liable to a Proposer or subcontractor for the disclosure of all or a portion of any proposal submitted in response to this RFQ.

Nothing contained in this provision shall modify or amend requirements and obligations imposed on SRTA or any other State entity by the Open Records Laws or other applicable law, and the provisions of the Open Records Laws or other laws shall control if there is a conflict between the procedures described above and the applicable law.

2.8 Reserved Rights

In connection with this solicitation, SRTA reserves to itself all rights (which rights are exercisable by SRTA in its sole discretion) available under Procurement Policy and applicable law, including without limitation, with or without cause, and with or without notice, the right to:

- (1) modify the procurement process or documentation described in this RFQ;
- (2) develop the project in any manner that it, in its sole discretion, deems necessary or desirable
- (3) cancel this RFQ, or a subsequent RFQ, in whole or in part at any time prior to the execution by the SRTA of the Contract, without incurring any cost obligations or liabilities except as otherwise expressly stated in this RFQ or the subsequent RFQ;
- (4) issue a new request for proposals after cancellation of this RFQ or a subsequent RFQ;
- (5) not issue an RFQ;
- (6) reject any and all submittals, responses, and proposals at any time;
- (7) reject any and all proposals or any portion of a specific proposal for any reason;
- (8) modify all dates set or projected in this RFQ;
- (9) terminate evaluations of proposals at any time;
- (10) issue amendments, supplements, and modifications to this RFQ;
- (11) appoint Evaluation Committees to review proposals, and seek the assistance of outside technical experts and consultants in Proposal evaluation;
- (12) revise the evaluation criteria or methodology by issuing an amendment prior to the Statement of Qualifications Deadline;
- (13) require confirmation of information furnished by a Proposer, require additional information from a Proposer concerning its proposal and require additional evidence of qualifications or ability to perform the work described in this RFQ;
- (14) down-select to one or multiple Proposers or add additional down-selection phases;
- (15) seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ;
- (16) add or delete Proposer responsibilities from the information contained in this RFQ;
- (17) negotiate contract terms contemporaneously and /or subsequently with any number of proposers as SRTA deems to be in its best interests;
- (18) waive administrative or minor deficiencies in a Proposal, accept and review a non-conforming proposal or permit clarifications or supplements to a Proposal;
- (19) disqualify any Proposer who changes its proposal without approval;
- (20) disqualify any Proposer from the procurement process for violating any rules or requirements of the procurement specified in this RFQ, the RFQ, applicable law, or any other communication from SRTA;

- (21) add to the shortlist of Proposers any Proposer that submitted a Proposal in order to replace a shortlisted Proposer that withdraws or is disqualified from participation in this procurement;
- (22) (as and solely to the extent applicable) adjust the terms of, or not pursue federal financing programs, or adjust the terms of, or not pursue other financing or public funding for the Project on behalf of the Proposers, or otherwise;
- (23) develop some or all of the Project itself or through another state or local government entity or entities;
- (24) disclose information submitted to SRTA as permitted by applicable law or this RFQ;
- (25) exercise any other right reserved or afforded to SRTA under this RFQ or a subsequent RFQ and applicable law; and
- (26) exercise its discretion in relation to the matters that are the subject of this RFQ as it considers necessary or expedient in light of all circumstances prevailing at the time that SRTA considers to be relevant.

This RFQ does not commit SRTA to enter into the Contract or proceed with the procurement described in this RFQ. SRTA, ATL, and the State assume no obligations, responsibilities or liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to or responding to this RFQ, or any subsequent RFQ. All such costs shall be borne solely by each Proposer.

Except as provided in this RFQ, in no event will SRTA be bound by, or liable for, any obligations with respect to the Project until such time (if at all) as the Contract has been authorized by SRTA and executed by SRTA, and then, only to the extent provided in the Contract. No Proposer shall have any cause of action against SRTA arising out of the methods by which proposals are evaluated.

SRTA has the sole right to select the successful proposal(s) for contract award(s); to split a contract where allowable; to cancel the solicitation and to advertise for new proposals; to award multiple contracts; or not to award a contract as a result of this RFQ.

SRTA reserves the right to accept any proposal deemed to be in the best interest of SRTA and to waive any irregularity or informality in any proposal that does not prejudice SRTA or other Proposers.

SRTA reserves the right to negotiate with the Proposer whose proposal is considered by SRTA, and in its sole discretion, to be the most advantageous to SRTA.

2.9 Protest Policy

SRTA's protest policy shall govern this solicitation, and it can be found at:

<https://www.srta.ga.gov/procurement/>

2.10 Disadvantaged Business Enterprise (DBE) Participation

It is SRTA's policy to practice nondiscrimination based on age, disability, race, gender, color, sex, religion or national origin in the award or performance of this Contract. All companies qualifying under this solicitation are encouraged to submit proposals. The requirements of this solicitation apply for all Proposers, including those who qualify as a Disadvantaged Business Enterprise (DBE). Proposers with questions regarding DBE certification may contact the Issuing Officer.

The DBE Directory identifying all firms eligible to participate as DBEs is maintained by the Georgia

Department of Transportation (Georgia DOT) in relation to the Uniform Certification Program (UCP). Proposer or subcontractors seeking to participate as DBEs must be certified at the time of proposal submittal.

To access the Georgia DOT DBE Directory, please visit: <http://www.dot.ga.gov/PS/Business/DBE>.

The status of a company as a Disadvantaged Business Enterprise is subject to change. Proposer shall be solely responsible for reviewing and utilizing the most current version of the DBE Directory to ensure that any company listed in its proposal as a Disadvantaged Business Enterprise is certified at the time of proposal submission.

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. The Tax Incentive Program is codified at O.C.G.A. §48-7-38 and is managed by the Georgia Department of Revenue.

2.11 Small Business Participation

SRTA strongly supports the participation of small business owners in their contracts. It is the policy of SRTA to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. It is the intention of SRTA to create a level playing field on which Small Businesses can compete fairly for contracts and subcontracts relating to its construction, procurement and professional services activities.

2.12 Ethical Standards

It is a breach of ethical standards for any SRTA or ATL employee to participate directly or indirectly in a procurement when the employee knows:

- (1) The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
- (2) 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
- (3) 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 and ATL 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/ATL and SRTA/ATL 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 or ATL business. Therefore, it is unlawful for a potential Proposer, or its subcontractors or suppliers, to make gifts or favors to any SRTA or ATL employee. It is also unlawful for any SRTA or ATL employee to accept any such gift or favor. In addition, any persons acting as members of the Evaluation Committee for this procurement shall, for the purposes of this procurement, be bound by the referenced Executive Order.

Throughout the proposal evaluation and award process and subsequent contract negotiations, Proposers 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 Evaluation Committee, the SRTA and ATL Board of Directors, or SRTA or ATL employees other than the Issuing Officer.

2.13 ADA Guidelines

SRTA adheres to the guidelines set forth in the Americans with Disabilities Act. Proposers should contact the Issuing Officer at least one Day in advance if they require special arrangements when attending a Hosted site visit (if a Hosted site visit is scheduled).

2.14 Audit and Accounting System Requirements

SRTA reserves the right to reject any proposal that does not meet the following requirements:

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

2.15 Contractual Relationships

SRTA intends to execute a Contract, included as Attachment 3 to this RFQ. The selected Contractor's contractual responsibility must solely rest with one firm or legal entity, which shall not be a subsidiary with or affiliate with limited resources. Proposer's Proposal Letter, included as Offer Document #2 of this RFQ, must clearly indicate the firm or entity responsible for contract execution.

2.16 Proposal Withdrawal and/or Revision Following Submission

A submitted proposal may be withdrawn and changes to a submitted proposal can be made prior to the Proposal Submission Deadline. In the event a Proposer notes an error or omission in its response which was overlooked prior to submitting the proposal, the Proposer may contact the Issuing Officer to request the proposal withdrawn. Once the Proposer's response is withdrawn, there is no response from the Proposer. Unless and until the Proposer resubmits the received response, SRTA will have no offer from the Proposer to evaluate for possible Contract award. Any resubmission must be received no later than the Proposal submission deadline.

2.17 Proposer Conflicts of Interest

Proposer must disclose in detail, with the Proposal, anything that may create a conflict or appearance of a conflict of interest. For purposes of this RFQ, "conflict of interest" means any situation or circumstance arising out of existing or past activities, business interests, familial relationships, contractual relationships or organizational structure (i.e., parent entities, subsidiaries, affiliates, subconsultants, etc.) or litigation where: 1.) Proposer, a key team member or Key Personnel could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of SRTA independent judgment; or 2.) could or could be seen to compromise, impair or be incompatible with the effective performance of its obligations under the resulting Contract.

Required disclosures include but are not limited to: 1.) any current contractual relationships with SRTA or ATL or any of their employees or board members; 2.) any past, present or planned contractual or employment relationships with any officer or employee of SRTA or ATL; and 3.) any other circumstances that might be considered to create a financial interest in the Contract by SRTA or ATL or any of their respective employees

or board members if Proposer is awarded the Contract. The foregoing list is a demonstrative list and shall constitute a limitation on the Proposer's disclosure obligations.

SRTA, in its sole discretion, will make a determination relative to a real or perceived potential conflict for a Proposer and its ability to mitigate such a conflict. A Proposer found to have a Conflict of Interest that cannot be mitigated, as determined in the sole discretion of SRTA, shall not have its proposal submission evaluated for Contract Award.

Failure to comply with the requirements in this Section 2.16 or to abide by the SRTA's determination in this matter may result in disqualification of the Proposer from submitting a proposal, disqualifying the offending team member from participating on a Proposer's team or, following submission of a proposal, discontinuing further consideration of such Proposer and its proposal.

Conflicts of interest that arise after the Proposal submission deadline, but before the Notice of Award, must be disclosed in detail in writing to the Issuing Officer.

Restrictions on Participation. Proposers are advised that the following entities are precluded from submitting a Proposal in response to this solicitation and from participating as the lead general engineering consulting firm, or a subcontractor or sub consultant for a Proposer:

- 1) Any entity that is the Program Management Consultant for the Innovative Delivery Unit of the Georgia Department of Transportation ("GDOT") as of the posting date of this procurement; and
- 2) Any entity that is a parent, affiliate, or subsidiary of any of the entities listed above or that is under common ownership, control or management with any of the foregoing entities.

Participation on Future Related Work. SRTA recognizes that the services and work product provided by the selected GEC pursuant to this RFQ may involve GDOT and/or be incorporated in whole or in part as part of GDOT's future solicitation documents, especially those related to managed lanes or other toll facilities. Therefore, in order to address potential conflicts, the following shall apply:

- 1) The selected GEC shall be eligible (subject to GDOT standard conflict of interest requirements) to perform work for an entity ("Proposing Entity") that may submit a proposal in response to a GDOT design build procurement on those projects on which the GEC did not perform work for SRTA.
- 2) The selected GEC may be eligible (subject to GDOT standard conflict of interest requirements) to perform civil engineering or other work for GDOT or as a team member of a Proposing Entity on projects on which the GEC provided work product or services under this Solicitation or previous contracts with SRTA. Prior to the performance of such services for GDOT or the Proposing Entity, the GEC shall notify SRTA and GDOT in writing of the matter and request GDOT and SRTA approval to proceed in both roles on the project. In order to be considered for approval, the GEC must demonstrate to the satisfaction of GDOT and SRTA that acceptable safeguards will be implemented and maintained to prevent any communications or sharing of work product between the GEC resources working under this solicitation and those providing services to the Proposing Entity.
- 3) If a proposer is already performing work for GDOT or a Proposing Entity, then proposer must request SRTA and GDOT approval to proceed in both roles on the project. Proposer should submit the request in writing to SRTA's Procurement Manager no later than **March 29, 2021**. In order to be considered for approval, the GEC must demonstrate to the satisfaction of SRTA and GDOT that acceptable safeguards will be implemented and maintained to prevent any communications or sharing of work product between the GEC resources working under this Solicitation and those services being provided to GDOT or the Proposing Entity.

Failure to adhere to these provisions or any of governing ethics or conflict of interest requirements may result in the GEC and/or the Proposing Entity (or their proposal) being disqualified or ineligible for award.

2.18 Contractual Provisions

The Contract to be executed between the selected Contractor and SRTA has been included in Attachment 3, respectively, to this RFQ. Any conflicting language shall be resolved prior to the execution of a final agreement with the selected Contractor. SRTA has no obligation to approve exceptions or changes to the Pro Forma contract.

SRTA reserves the right to modify the Pro-Forma Contract and/or include additional contractual provisions in the Contract at their sole discretion.

2.19 Registered Lobbyists

By submitting a response to this RFQ, the Proposer hereby certifies that the Proposer and its lobbyists are in compliance with the Lobbyist Registration Requirements in accordance with the Georgia Government Transparency and Campaign Finance Commission.

2.20 Responsibility for Compliance with Legal Requirements

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

2.21 Conditional Proposals

Terms and conditions attached to a proposal by a Proposer and made a condition of Contract execution may render the proposal non-responsive and may be rejected.

2.22 SRTA's Right to Request Additional Information-Contractor Responsibility

Prior to award, SRTA must be assured that the selected Contractor has all of the resources to successfully perform under the 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 relevant experience in similar endeavors. If such information is required, the Contractor will be so notified and will submit the information requested within the time requested.

2.23 Sales and Use Taxes

SRTA is exempt from paying sales and use taxes.

2.24 Proposal Preparation Costs

Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete proposal. All costs of proposal preparation, attendance at Hosted site visits and/or pre-award meetings, and any other pre-award costs shall be at Proposer's sole cost and expense. SRTA will not provide reimbursement for any costs associated with proposal preparation.

2.25 Placeholders

If a Proposer does not include information or materials in its proposal that are described in the relevant submittal requirements in Section 3 because the required information or materials are not applicable to that Proposer, the Proposer must include in the relevant Section in its proposal a statement to the following effect: "Section[s] [] of the ----- do[es] not apply because [Proposer to insert brief explanation]."

2.26 No Geographic Preference

This procurement will be conducted in a manner that prohibits the use of statutorily or administratively imposed in-State or local geographic preferences in evaluation of proposals or award of contracts, except where Federal statutes expressly mandate or encourage geographic preference. This does not pre-empt State licensing laws.

2.27 Modification of Proposals

Except at the written request of the SRTA, no proposal may be modified after the deadline for proposal submission.

3 Contents and Instructions for Statement of Qualifications (Phase 1 Only)

All Proposals should include a table of contents with page numbers and sufficient detail to facilitate easy reference to all requested information. Proposer shall not utilize a font size smaller than 10pt font or have margins that are less than 1-inch. To be eligible for evaluation as a complete, responsive proposal in response to SRTA Solicitation No. 21-102, any and all proposals submitted must contain all of the following documents, properly signed by an authorized representative (as applicable), fully completed by the Proposer, and numbered and arranged in the following order:

3.1 Complete Proposal Checklist

This document serves as a checklist for Proposers to ensure that their proposal is complete and ready for submission. The document is used by SRTA during the evaluation of responsiveness of proposals.

This document must be fully completed, signed by an authorized representative, and submitted with the proposal. The blank checklist form is attached in Attachment 2 as Offer Document #1 of this RFQ.

3.2 Proposal Letter

This document summarized the acknowledgements and representations made by and agreed to by the Proposer with regard to its proposal.

This document must be fully completed, signed by an authorized representative, and submitted with the proposal. The blank form is attached in Attachment 2 as Offer Document #2 of this RFQ.

3.3 Acknowledgement of Addenda to the RFQ

This document must be fully completed, signed by an authorized representative, and submitted with the proposal.

If no addenda to the RFP were issued, Proposer must still complete the form and include it in its proposal. The blank form is attached in Attachment 2 as Offer Document #3 of this RFQ.

3.4 Proposer Information Form

This document summarizes key information about the Proposer for the SRTA's assistance and reference during evaluation of the proposals including:

- (1) Contact Information for Proposer
- (2) Corporate Information
- (3) List of references for whom Proposer has performed similar services in the past five years
- (4) References listed on this document as part of the evaluation of proposals will be contacted

(5) If Proposer is a certified DBE, proof of DBE certification must accompany this document.

This document must be fully completed, signed, and submitted with the proposal. The blank form is attached in Attachment 2 as Offer Document #4 of this RFQ.

3.5 Proposer Certifications

This document certifies that the proposal, as provided by the Proposer, will meet or exceed requirements of the RFQ.

This document must be fully completed, signed, and submitted with the proposal. The blank form is attached in Attachment 2 as Offer Document #5 of this RFQ.

3.6 Statement of Qualifications

This document shall be provided as Offer Document #6 by the Proposer.

Proposer shall detail their ability to perform the Scope of Services set forth in this RFQ, which shall be a narrative description of the Proposer's qualifications and experience. This narrative description shall include the appropriate use of headings and subheadings that address, at minimum, the following elements:

1. Name of lead firm and any subconsultants
2. Identification of Project Principal, Primary point of contact for the contract, and Express Lanes Program Manager (a single person may serve as one or more of these roles)
3. 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.)
4. 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.
 - a. Describe no more than five (5) and no fewer than three (3) contracts, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform services for SRTA. For each contract, the following information should be provided:
 - i. Client name, location and dates during which services were performed.
 - ii. 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.
 - iii. Exact length of service performed by your firm, and overall project budget.
 - iv. Client's stated satisfaction in service of your firm; and
 - v. Client's current contact information.
 - b. 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.
5. Key staff and a description of their demonstrated ability to effectively perform services in programs comparable in complexity, size, and function to clients such as government entities, private tolling entities, and similarly structured organizations.

6. 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. All potential embedded consultants should be identified.
7. Resumes for staff that would support SRTA under this contract. All resumes should include at a minimum:
 - a. Name
 - b. Role in this contract, key responsibilities, and subject matter expertise
 - c. Years of experience
 - d. Firm name and location – including city and state from where staff will support, if different
 - e. Education – provide all levels of relevant academic degree(s) received, indicate the area(s) of specialization for each degree
 - f. Current professional registrations
 - g. 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.

Proposer should label this document as “Offer Document #6 – Firm Qualifications and Experience” in its proposal. The page limitation for this response is 35 pages, of which resumes may be no more than 20 pages. All pages shall be 8.5”x11” except the organization chart, which may be submitted as 11”x17”. Font size shall not be smaller than 10 pt. with margins no less than 1 inch.

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

This document must be fully completed, signed by an authorized representative, notarized, and submitted with the proposal. Blank form is attached in Attachment 2 as Offer Document #7 of this RFQ.

3.8 Sub-Contractor Affidavit

This document must be fully completed, signed by an authorized representative, and submitted with the proposal. Blank form is attached in Attachment 2 as Offer Document #8 of this RFQ.

3.9 Subcontractor and DBE Listing Form

This document must be fully completed, signed by an authorized representative, and submitted with the proposal. If any identified subcontractor is a certified DBE, proof of DBE certification must accompany this document. Blank form is attached in Attachment 2 as Offer Document #9 of this RFQ.

3.10 Certification Regarding Debarment and Suspension

This document must be fully completed, signed by an authorized representative, and submitted with the proposal. Blank form is attached in Attachment 2 as Offer Document #10 of this RFQ.

3.11 Certification Regarding Lobbying

This document must be fully completed, signed by an authorized representative, and submitted with the proposal. Blank form is attached in Attachment 2 as Offer Document #11 of this RFQ.

3.12 Non-Collusion Affidavit

This document must be fully completed, signed by an authorized representative, and submitted with the proposal. Blank form is attached in Attachment 2 as Offer Document #12 of this RFQ.

3.13 Anti-Boycott, Divestment and Sanctions Against Israel Certification

This document must be fully completed, signed by an authorized representative, and submitted with the

proposal. Blank form is attached in Attachment 2 as Offer Document #13 of this RFQ.

3.14 Statement of Responsibility Certification

This document must be fully completed, signed by an authorized representative, and submitted with the proposal. Blank form is attached in Attachment 2 as Offer Document #14 of this RFQ.

3.15 Sales and Use Tax Compliance Form

This document must be fully completed, signed by an authorized representative, and submitted with the proposal. Blank form is attached in Attachment 2 as Offer Document #15 of this RFQ.

3.16 Litigation History

This document shall be provided by the Proposer and shall be a narrative description of the Proposer's litigation history. Proposer shall identify and describe material local, state and federal proceedings (legal, administrative, regulatory and otherwise, currently pending against the Proposer or its Principals (to include officers, members, directors and partners) or concluded adversely to the Proposer, or its Principals, within the past ten (10) years.

If Proposer has not been involved in any material litigation within the past ten (10) years, Proposer shall provide a written statement indicating such.

Proposer's response to this Section 3.16 shall be clearly marked in Attachment 2 as Offer Document #16.

3.17 Termination or Failure to Complete

This document shall be provided by the Proposer and shall be a list of each project on which the Proposer was terminated or failed to complete the delivery of services within the last seven (7) years. For each project, Proposer shall provide: 1.) project name, 2.) project start and end dates, 3.) estimated total contract value (i.e. all work which the Proposer was responsible for), 4.) reason(s) for the contract termination or failure to complete.

Proposer's response to this Section 3.17 shall be clearly marked in Attachment 2 as Offer Document #17.

3.18 Financial History

This document shall be provided by the Proposer and shall demonstrate sufficient financial strength, resources and capability to finance the work to be performed and complete the Contract in a satisfactory manner as measured by:

Financial references, including name of proposer's primary financial institutions and address, name of contact person and telephone number for each financial institution identified.

Proposer's response to this Section 3.18 shall be clearly marked in Attachment 2 as Offer Document #18.F

Contents and Instructions for Phase 2

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

3.19 Technical Approach

Proposer shall include a narrative description of the Proposer's approach to meet the requirements set forth in Section 5 - Scope of Services.

There is no prescribed format for this document. The format of the document shall be at the discretion of the Proposer; however, font size no smaller than 10 pt. with margins no less than 1 inch, on 8.5 x 11 size paper. Proposer should label this document as "Technical Approach." The page limitation for this response is 20 pages.

- (1) Provide a description of the proposer's approach to general **Program and Project Management**. As a part of the approach,
 - (a) Provide a description of your firm's and personnel's experience in providing program and/or project management services similar to those described in this RFQ including previous experiences with program/project managers embedded as agency staff and how this experience will be reflected in the firm's approach.
 - (b) Identify an Express Lanes Program Manager who will be responsible for overseeing the Scope of Work specific to SRTA's existing Express Lanes and future Express Lanes.
 - (c) Provide a list of all key staff provided in Section 3.6 that are anticipated to provide project/program management services under this Contract with active certifications for each proposed staff member.
- (2) Drawing on the proposer's past experience, provide a description of the proposer's approach to providing **engineering services and support** with respect to:
 - (a) Creation of procurement documents for toll system integrators
 - (b) Design, installation, testing, and operations of toll systems on Express Lanes
 - (c) Software and processes used to process images, build trips, and congestion price Express Lanes
 - (d) Coordination with contractors responsible for the civil construction of Express Lanes, including procurement, design, construction, and inspection
 - (e) Coordination with agency staff
 - (f) Working directly with Toll System integrators
 - (g) Implementation (Go-Live) planning
- (3) Drawing on the proposer's past experience, provide a description of the proposer's approach to providing **other services and support** with respect to:
 - (a) Planning, Traffic analysis, and general feasibility studies
 - (b) Network and IT Support
 - (c) Providing expert toll support in industry best practices including the latest trends, peer agency initiatives, and other innovative practices.
 - (d) Public-Private Partnerships
 - (e) Coordination with the DOTs, other consultants and vendors, and agency staff
 - (f) Any other support the proposer believes will be beneficial to SRTA under the Scope of this contract

3.20 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 SRTA 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. SRTA 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 SRTA 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.

4 Proposal Evaluation Process and Contract Award

The following section describes the process by which proposals will be evaluated and a selection made for a potential award. A Selection Committee will be established to review and evaluate proposals submitted in response to this RFQ and make a recommendation for award to the Executive Director.

4.1 Determination of Responsiveness

Proposals will be analyzed for conformance with the instructions and requirements of the RFQ as identified in Section 3 and Section 4. Any proposal found to be non-responsive may be withdrawn from further consideration. Only those proposals found to be responsive will be evaluated as described below.

4.2 Evaluation of Proposals

The Selection Committee will evaluate all responsive proposals as described below:

- (1) **Phase 1 – Statement of Qualifications Evaluation.** During the first phase of the evaluation, the Selection Committee will have access to all Statements of Qualifications. Using the evaluation criteria that follow, the Selection Committee will evaluate all responsive proposals based on the Phase 1 evaluation criteria as outlined below and rank the proposals.
 - (a) **The Completeness of the Statement of Qualifications shall be a Pass or Fail.** Only those Proposers that have been determined by the Evaluation Committee to have submitted all required documentation shall receive a 'PASS'. Any Proposer providing an incomplete submittal package will receive a 'FAIL' and will not be evaluated further.
 - (b) Up to three (3) of the highest-ranking proposers shall advance to the next phase in the evaluation process.
- (2) **Phase 2 – Technical Approach/Interviews/Past Performance.** SRTA will request a Technical Approach of the three (3) finalist firms. SRTA reserves the right to request a presentation/interview on any project/contract as determined in its best interests; however, this additional requirement shall typically be reserved for the most complex projects. Each finalist firm shall be notified in writing and informed of the Technical Approach due date. Any additional detailed Technical Approach instructions and requirements beyond that provided in Section 3 for the Finalists will be provided in the Finalist Notification. All members of the Selection Committee will review the Technical Approach (and will attend the presentation/interview if so chosen). **Firms shall not address any questions prior to the award announcement to anyone other than the designated contact.**
 - (a) The dates and nature of the interview requirements will be communicated to the invited Finalists.
 - (b) Should SRTA elect not to conduct oral presentations/interviews, no points will be awarded to any Finalist for the presentation/interview.
 - (c) The Selection Committee will tabulate the scores of the technical approach, presentation/interviews, and past performance with the results from the previous phases

to determine the final ranking.

4.2.1 Negotiations

SRTA may enter into exclusive contract negotiations with the highest ranked Proposer to finalize the terms and conditions of the Contract.

4.2.2 Evaluation Criteria

Proposals will be evaluated based on the following criteria and point valued assigned below:

- (1) **Experience and Qualifications** (Maximum 35 points)
- (2) **Technical Approach** (Maximum 55 points)
- (3) **Past Performance** (Maximum 10 points)
- (4) **Oral Presentation/Demo (Optional)** (Maximum 10 points) – Should SRTA elect to conduct oral presentations/interviews, the basis for selecting proposers to be invited for oral presentations are the scores assigned during the Technical Evaluation for each Proposer. Proposers will be evaluated on the overall quality of their oral presentations.

4.2.3 Contract Negotiations and Award

Award of any contract as result of this RFQ is contingent upon the availability of grant and appropriated funds. Obligation under any contract resulting from this RFQ or the exercise of any renewal option thereunder is contingent upon the availability of such funds. No legal liability on the part of SRTA may arise until such funds are made available for such contract and the Contractor receives notice of such availability to be confirmed in writing by the issuance of a Purchase Order.

An award by SRTA, if made, will be to the highest ranking responsive and responsible proposer, possessing the ability, willingness, and integrity to perform successfully under the terms and conditions of this Contract, that will provide the best value according to the selection process stated above. SRTA reserves the right to make an award as deemed in its best interest, which may include awarding the whole proposal, only part of the proposal, or none of the proposal, based on the sole discretion of its best interest.

SRTA may make such investigations as it deems necessary to determine the ability of the proposer to perform, and the proposer shall furnish to SRTA all such information and data for this purpose as SRTA may request. SRTA reserves the right to reject any proposal if the evidence submitted by, or investigation of, such proposer fails to satisfy that such proposer is qualified to carry out the obligations of the Contract.

A notice shall be posted through the public posting of a Notice of Intent to Negotiate to the SRTA website and the Georgia Procurement Registry. The Notice is not notice of an actual contract award; instead, it is notice of the expected contract award(s) pending successful negotiations with the most highly qualified Proposer. The Notice will identify any apparent successful Proposer.

SRTA shall contact the apparent successful Proposer. The apparent successful Proposer must return a signed copy of the contract to the Issuing Officer within 7 calendar days of notification. Failure to do so may lead to rejection of the Proposer. SRTA reserves the right to proceed to discussions with the next highest ranked Proposer.

The Notice of Award is the public notice of actual Contract award and will be publicly posted to the SRTA website and the Georgia Procurement Registry.

Following execution of the Contract, a Task Order will be issued to the Contractor for each specific project qualifying under this RFQ on an as-needed basis and at the sole discretion of SRTA. The Task Order will specify the date Contractor will assume and complete project work, the level of effort and resources required, the scope of work, the SRTA point-of-contact overseeing the project, and fees to be paid.

Any Contract resulting from this RFQ will be financed in part with funds available to the SRTA through grants or appropriations from the State of Georgia, Federal Highway Administration funding, and any other fund source. In the event funding from these sources is eliminated or decreased, SRTA reserves the right to terminate this Contract or modify it accordingly.

PART 2 – SCOPE OF SERVICES

5 Scope of Services

SRTA considers the services which are envisioned and generally described below to be necessary, and currently intends these items and services, at a minimum, to reflect the Scope for a prospective Contract. The actual, final scope of services, however, may differ, may be greater or lesser, and shall be determined in subsequent processes, including negotiation prior to execution of a prospective Contract with a successful firm.

5.1 Background

The goal of SRTA is to acquire professional engineering and other services from a qualified firm for the provision of Engineering, Program/Project Management, Toll Operations, and related services.

The selected Consultant(s) shall provide General Engineering Consulting (GEC) services to SRTA for up to a period of five years. The GEC services to be provided to SRTA shall include a range of design, engineering, program/project management, and transportation-related and toll-related technical services.

The contract(s) will be a task order type contract(s). Task orders shall be entered into for individual projects or tasks under the contract. The number of task orders that may be issued under the Contract(s) is limited only by the total Not-To-Exceed Contract Value. The cumulative amount of all task orders under the contract shall not exceed the total Not-To-Exceed Contract Value.

In accordance with the provisions of 40 U.S.C. § 1102, 49 U.S.C. § 5325b and O.C.G.A. §50-22-1 through 50-22-9, the types of services to be provided by the selected Consultants(s) shall be limited to the following:

- A. Practice of professional engineering, as defined in Paragraph (11) of O.C.G.A. §43-15-2;
- B. Professional services of an architectural or engineering nature that are associated with research, planning, development, design, construction, alteration or repair of real property;
- C. Other 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 studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operations and maintenance manuals, and other related services.

5.2 Description of Anticipated Work for SRTA

The GEC for SRTA will provide support and services during the planning, procurement, design, construction, and operation of the existing and future toll facilities in metro Atlanta.

SRTA currently operates four Express Lanes:

- A. I-85 Express – a 15-mile HOT Lane,
- B. I-85 Express Extension – a 10-mile HOT Lane,
- C. I-75 South Metro Express – a 12-mile reversible Express Lane, and
- D. Northwest Corridor – a 30-mile reversible Express Lane.

SRTA is currently in the planning and pre-procurement phases of 6 major projects:

- A. SR 400 Express, in coordination with GDOT,

- B. Top End East Express, in coordination with GDOT,
- C. Top End West Express, in coordination with GDOT,
- D. Westside Express, in coordination with GDOT,
- E. Eastside Express, in coordination with GDOT, and
- F. Toll Integration Services Contractor – SRTA’s future integrator for the above nine Express Lanes.

Information about the five future Express Projects can be found at <https://majormobilityga.com/>.

It is expected that the selected firm will work with all departments within SRTA. However, the GEC will primarily work under the direction of the Director of Engineering and Director of Project Management Office. It is anticipated that SRTA would require full time or near-full time support from multiple resources of the GEC in order to accomplish the work in the time frames required.

SRTA may also use resources under the GEC as an extension of SRTA staff and may provide workspace in SRTA’s offices for these Embedded Consultants. Travel costs will not be paid for Embedded Consultants. Resources will need to be available to attend SRTA meetings, GDOT meetings, or contractor meetings in person when necessary. Attendance via phone or web conference may be acceptable with prior SRTA approval.

5.3 Services to be Provided by General Engineering Consultant

The entire range of GEC services to be provided by the selected Consultant during the contract term is unknown by SRTA at the time of solicitation. However, the following list represents those GEC services that are known or expected to be required. The following list is not intended to be a comprehensive or exclusive list of all services to be provided during the contract term.

It is anticipated that the GEC would provide support for existing Express Lanes, known future Express Lanes, and other potential toll facilities that may be required during the duration of the contract.

General Program and Project Management Support. Provide leadership in utilization of best practices in program management of various tasks and/or phases of services and/or projects, including scoping, budgeting, scheduling, procurement, contracting and coordination of sub-consultant, subject matter experts and other internal and external stakeholders. Provide ancillary management duties such as meeting facilitation, agenda development and minutes/documentation.

The selected firm will provide a local full time qualified Program Manager who will be responsible for:

- A. General program management support, providing leadership and management services for all projects;
- B. The overall direction, coordination, implementation, execution (on-time and on-budget), and completion of specific tasks or projects;
- C. Meeting established program/projects completion dates and budgets;
- D. Assigning and managing staff with appropriate background, expertise, and years of experience for each project or task order;
- E. Providing leadership and assistance to SRTA in industry best practices including the latest trends, information on peer agency initiatives, and other innovative practices;
- F. Providing leadership in the development of requirements for new tolling facilities or enhancements of existing facilities;
- G. Hosting regularly scheduled meetings with SRTA management to review progress and provide status updates on each project;

- H. Work collaboratively and effectively with other stakeholders; and governmental entities such as Georgia Department of Transportation (GDOT).

The selected firm will provide staffing with the expertise to serve as project managers for a wide variety of SRTA's projects and initiatives, which required the selected consultant's staff to have the skills necessary to optimize the use of available funds; guide and control of the scope of the work for a given project. All of these tasks must move projects forward in a collaborative manner to meet established end dates and program/project budgets. Project Managers will be responsible for the overall direction, coordination, implementation, execution, and completion of specific tasks or projects. Typical tasks may include, but are not limited to:

- A. General project management support
- B. Project planning
- C. Development of scope, independent cost estimates and other procurement documents.
- D. Scope management
- E. Schedule development and oversight, including monitoring progress and milestones
- F. Budget management and monitoring
- G. Issue and Risk management
- H. Change management
- I. Meeting facilitation and communication
- J. Development of project status reports
- K. Contract negotiation support
- L. Change order and task order preparation support
- M. Review and process contracts, task orders, change orders and Contract amendments
- N. Design review, documentation submittal review, and technology evaluations
- O. Management and maintenance of the official project sites (SharePoint / Microsoft Project Online or any other project management tool as directed by SRTA), files and documentation
- P. 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
- Q. Review and management of vendor deliverables
- R. Vendor Management
- S. Testing oversight and support, including Final Acceptance Testing
- T. General project coordination activities

SRTA currently utilizes SharePoint for project management purposes. All SRTA consultants and related subconsultants are required to maintain the expertise and resources required to utilize any project management tool or system as directed by SRTA for the duration of their contracts with SRTA. SRTA consultants and related subconsultants will be responsible for all relevant software licenses required to use SRTA's project management tools or system.

Planning. Provide planning level services such as feasibility studies for existing or future toll facilities. Review third party planning documentation on behalf of SRTA.

Procurement. Produce and support SRTA with the creation of RFPs for the procurement of Toll System Integrators (TSI) as well as creation of the tolling and Intelligent Transportation Systems (ITS) requirements and specifications for any GDOT RFPs for the design and/or construction of toll lanes.

Transportation Engineering Design. Produce, or provide design support and review of, roadway plans produced by SRTA, GDOT, or other agencies including but not limited to review of roadway geometry, signing and marking, maintenance of traffic, cost estimates, standards and specifications, construction plans and related services.

Toll System Design. Provide review of Toll System Integrator documentation and deliverables related to requirements and design.

Toll System Development, Testing, Go-Live. Provide review of Toll System Integrator documentation and deliverables related to development, testing, or in preparation for go-live of a new toll facility. This work would include reviewing, witnessing, or participating in demos, training, formal and informal testing, and go-live preparation and post-support.

Network/IT Support. Provide expert support for network planning and design; review toll system integrator documentation related to network, security, and access; create network related standards, specification, or plans as needed; perform field investigations and testing for fiber breaks.

Construction. Review RFIs, construction documentation, and perform independent construction inspection. Work may include supporting the Operations Division with Go-Live tasks in advance of the opening of each managed lane.

Traffic Studies Support. Provide traffic studies, data collection, analysis, simulations, access and operations studies, origin-destination studies, and coordinate with SRTA's consultant on traffic and revenue studies.

General Systems Support. Provide support and subject matter expertise for the procurement, implementation, and operation of toll systems including oversight of procurements and contract management including toll systems and ITS.

Public Outreach Support. Participate in outreach activities with SRTA including attending public information meetings.

Tolling Industry Service Support. Assist SRTA, as needed, with knowledge of the different service types of the tolling industry (e.g. ORT, variable pricing, violations/video, sales through kiosks, etc.). Provide expert toll facility consultant services for operations, facilitate peer reviews, provide support and training to staff, perform system operations, create Standard Operating Procedures, provide review and recommendations for changes to Express Lane pricing, Business Rules, etc.

Public-Private Partnership Support. Assist SRTA with the creation or evaluation of P3 related documentation. Documentation may include contracts, high-level financing, feasibility, or recommendations. Work may also include facilitating peer discussions and summarizing/distilling peer experiences.

Other Related Services Support. Coordinate with SRTA, GDOT, other agencies, private entities, stakeholders and consultants with other tasks as needed. The successful firm may be retained by SRTA for additional related services should SRTA choose to enter into separate discussions with the firm for such services.

6 Attachments

The following are provided as separate attachments:

- (A) Attachment 1 - Question and Answer Template
- (B) Attachment 2 - Offer Documents
- (C) Attachment 3 - SRTA Service Provider Agreement (Contract Sample)