



REQUEST FOR QUALIFICATIONS (RFQ) SRTA SOLICITATION # 23-000

STATE ROAD AND TOLLWAY AUTHORITY TOLL INTEGRATION SERVICES CONTRACTOR

Schedule of Events

Release RFQ	March 24, 2023
Pre-Submission Conference	March 31, 2023 (2:00 PM ET)
Deadline for Submitting Written Questions	April 14, 2023 (3:00 PM ET)
Posting SRTA Responses to Written Questions	May 5, 2023
Statement of Qualifications Due Date	May 17, 2023 (3:00 PM ET)
Notification to Shortlisted Firms (on or about)	June 20, 2023

Refer to the RFQ for the anticipated schedule of RFP events following shortlist.

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PART 2 – DRAFT RFP

Refer to the Table of Contents included with the Draft RFP

ATTACHMENTS

Attachment 1 – RFQ Offer Documents

PART 1 – SOLICITATION AND SHORTLIST

1 Introduction

1.1 Purpose of Procurement

The State Road and Tollway Authority (SRTA) is seeking qualified contractors interested in serving as SRTA's Toll Integration Service Contractor (TISC) to replace and maintain the all-Electronic Toll Collection Systems (ETCS) for SRTA's existing four operational Express Lane facilities and any additional toll facilities that SRTA will operate during the contract term. The purpose of this solicitation is to request Statements of Qualifications (SOQs) from qualified Tolling System Integrators (TSIs) interested in providing these services, which will include the Roadside System and Toll Facility Host (TFH) design, development, procurement, installation, integration, provisioning, testing, training, staffing, commissioning, operation, and maintenance.

This Request for Qualifications (RFQ) is the first step of what will be a two-step solicitation. It is intended that this RFQ will be utilized to shortlist up to five (5) firms that will be invited to participate in the prospective second step of the solicitation, the Request for Proposals (RFP), a draft of which is attached to this RFQ. Shortlisted Proposers will be asked to provide comments on the Draft RFP shortly after the RFQ process is completed.

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.

Under the Scope of Services, the selected TISC shall provide an ETCS that includes a Toll Facility Host (TFH) and roadside equipment for SRTA's four existing express toll lane facilities: the I-75 South Metro Express Lanes, the I-75/I-575 Northwest Corridor Express Lanes, the I-85 Express Lanes and the I-85 Express Lanes Extension. The TFH will include such functionality as trip building, congestion pricing, image processing, reporting, auditing, and interfacing with SRTA and third-party systems. The roadside equipment will include all systems and infrastructure to support Automatic Vehicle Identification (AVI), Automated Vehicle Detection and Classification (AVC), Violation Enforcement System (VES), Digital Video Audit System (DVAS), traffic sensors, and all related/required components and sensors. Roadside equipment will also include ITS equipment, such as CCTV cameras and Toll Rate Dynamic Message Signs (TRDMS). Additionally, a key part of the Scope of Services will be to develop and implement a robust transition plan that provides for a seamless customer experience and minimal risk or loss to SRTA while transitioning between systems.

SRTA anticipates that vendors will leverage an existing core software platform to provide the functionality described in the Scope of Services, but that customization and configuration will be needed to meet SRTA's operational needs, functionality, user interface and reporting requirements. The Scope of Services will include a discovery phase, where the TISC will provide key technical resources to learn SRTA operational and audit processes through onsite and remote meetings. This learning phase will be followed by a series of workshops in partnership with SRTA to identify how to best customize the TISC's core software platform. SRTA anticipates refining the TFH software requirements and associated pricing to reflect the level of customization required to deliver software that meets the project's functional and operational needs. The goal is to provide a more cost-effective way of delivering the functionality needed by SRTA in manner that is consistent with the TISC's core software platform.

Refer to Part 2 of this RFQ, which contains the Draft RFP, for a more detailed Scope of Services.

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

- 57892 Toll Collection Equipment and Supplies
- 93683 Toll Collection Equipment Maintenance and Repair
- 95893 Toll Management and Operations Services
- 96385 Toll and Bridge Fees

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://srta.ga.gov/procurement/>

Important notifications leading up to the final award of the contract, including responses to questions and addendums, will be posted to the same sites.

1.2 Type and Term of Contract

SRTA anticipates one contract to be awarded to one firm for a duration of ten years with five two-year renewal options. Any Contract renewals shall be at the sole discretion of SRTA and shall be made in writing and executed by both parties.

SRTA anticipates the Contract Type will be paid via Firm Fixed Price.

1.3 Goals of Procurement

It is SRTA's expectation that the TISC will partner with SRTA to achieve the following goals throughout the duration of the contract term:

1. Achieve operational cost efficiencies through the application of innovation, technology, and industry best practices.
2. Meet or exceed schedule and performance targets during design and implementation as well as throughout the operations and maintenance phase.
3. Safely and smoothly transition the existing TSI toll facilities and ITS system to the responsibility of the TISC with minimal revenue loss and disruption to customers.
4. Reduce the level of software customization and development required by conducting a thorough discovery process of SRTA's needs, developing an understanding of the TISC's core software platform offerings, and modifying technical requirements to best leverage the TISC's core offerings with cost-effective enhancements that meet SRTA's needs.
5. Cooperate and collaborate productively with SRTA and its project stakeholders.
6. Provide a seamless and quality customer experience throughout SRTA's Express Lane facilities.

1.4 Summary of Procurement Process

The objective of this RFQ is to gather and evaluate responses from Proposers to develop a shortlist of Contractors to participate in the RFP process with SRTA. Only those Proposers on the shortlist will be eligible to submit a proposal in response to SRTA's Toll Integration Service Contractor Request for Proposals (RFP). All Proposers are invited to participate by submitting responses, as further defined below.

After evaluating all responses received prior to the closing date of this RFQ, the list of shortlisted Proposers will be publicly announced.

Those Proposers who are shortlisted will be invited to participate with SRTA in reviewing the Draft RFP. Proposers will be required to participate in a mandatory site visit to review existing SRTA facilities. The purpose of these site visits is to provide Proposers with a better understanding of site conditions and the work required. Additionally, SRTA intends to hold one-on-one sessions with each shortlisted Proposer to discuss the Draft RFP and Scope of Services. Proposers will have the opportunity to ask questions of SRTA during one-on-one sessions and through a formal written question process.

After receiving feedback from shortlisted Proposers on the Draft RFP, SRTA will issue a final RFP and invite shortlisted Proposers to provide Technical and Price Proposals.

1.5 Solicitation Schedule

The following table outlines the anticipated solicitation schedule for both the RFQ and RFP:

	Event	Date	Time (Atlanta Local Time)
1	Release of RFQ with Draft RFP (Draft RFP #1)	3/24/2023	12:00pm
2	Pre-Submission Conference	3/31/2023	2:00pm
3	Deadline for submitting written questions regarding the RFQ only	4/14/2023	3:00pm
4	Posting SRTA Responses to Written Questions for the RFQ only	5/3/2023	
5	Statement of Qualifications (SOQ) Due/Close Date and Time	5/17/2023	3:00pm
6	Publish Shortlist (on or about)	6/20/2023	
7	Issue Updated Draft RFP (Draft RFP #2)	6/21/2023	
8	Mandatory Technical Site Visits	7/10/2023 to 7/21/2023	
9	Deadline for Submitting Written Questions Regarding Draft RFP #2 after Site Visits	7/26/2023	3:00pm
10	One-on-One Sessions	7/31/2023 to 8/8/2023	
11	Deadline for Submitting Written Questions regarding Draft RFP #2 after One-on-One Sessions	8/15/2023	3:00pm
12	Posting SRTA Responses to All Written Questions for Draft RFP #2	8/29/2023	

13	Release Final RFP	9/12/2023	
14	Deadline for Submitting Written Questions Regarding Final RFP	9/26/2023	3:00pm
15	Posting SRTA Responses to Written Questions on Final RFP	10/5/2023	
16	Release of Addendums to Final RFP	10/23/2023	
17	Proposals Due/Close Date and Time	11/22/2023	3:00pm
18	Proposal Evaluation	11/23/2023 to 2/19/2024	
19	Oral Presentations (Optional)	12/14/2023 to 12/22/2023	
20	Notice of Intent to Award [NOIA] (on or about)	2/19/2024	12:00pm
21	Notice of Award and Final Contract Posted [NOA] (on or about)	3/11/2024	12:00pm

The times contained throughout this solicitation represent local Atlanta time.

SOQs submitted in response to SRTA Solicitation No. 23-000 must be received no later than **3:00 PM Eastern Time (ET) on May 17, 2023** to ensure that they are evaluated for shortlisting by the Evaluation Committee for this procurement. SOQs received after the deadline will not be evaluated.

1.6 Pre-Submission Conference

All prospective Proposers are invited to attend the pre-submission conference, which will be held virtually through Teams at the date and time noted in the Solicitation Schedule. While attendance is not mandatory, it is highly encouraged. Proposers who wish to attend the Pre-Submission Conference must email the Issuing Officer no later than **12:00pm Eastern Time (ET) on March 30, 2023** with their interest in attending the pre-submission conference. A Microsoft Teams link will be provided to one contact person from interested Proposer. Proposers may forward the invite to other persons within their firm who plan to attend the Pre-Submission Conference. Refer to Section 1.8 for the Issuing Officer’s contact information.

Emails to the Issuing Officer shall include the following:

Subject Line: TISC Pre-Submission Conference – [Insert Proposer’s Firm Name]

Body of the Email: A statement expressing your interest in attending the Toll Integration Services Contractor Pre-Submission Conference. Please include your firm’s name and contact person name, phone number and email address.

The Pre-submission Conference is intended to be an opportunity for potential respondents to ask questions in order to further clarify any uncertainties that they may have. Please note that oral answers given at the conference represent a good faith effort to provide useful information; however, any verbal

responses provided at the conference shall not be deemed to have altered or revised this RFQ document unless a formal addendum is issued. Only those material changes executed via an addendum to the solicitation will be binding.

1.7 Restrictions on Communications with SRTA

From the date of issuance of this solicitation through the date of Contract award, excepting the site visits, one-on-one sessions and Oral Presentations, Proposers are not allowed to communicate for any reason with SRTA employees, any participants in this procurement, or any SRTA 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 is not responsible for any oral statements made by their employees regarding this solicitation. All official communications to and from SRTA regarding this solicitation shall be transmitted in writing.

1.8 Contact Information

All inquiries, offers, submissions, and/or other correspondence regarding this solicitation (excluding protests submitted in accordance with Section 2.8 below) must be directed in writing to:

Staci Winston, Issuing Officer
State Road and Tollway Authority
245 Peachtree Center Avenue NE, Suite 2200
Atlanta, GA 30303
Issuing Officer Email: procurement@srta.ga.gov
Proposal Submission Link: <https://www.dropbox.com/request/p44Mym8MSVnvwMnh66t7>

1.9 Bonds

At the RFP stage, shortlisted Proposers will be required to provide a Bid Bond with their proposal. SRTA anticipates the successful Proposer will also be required to provide Payment and Performance Bonds.

Specific provisions concerning bonding will be set forth in the Final RFP.

2 Solicitation Terms and Conditions/Instructions to Proposers

2.1 Deadline for Submission of Qualifications/Late Submissions

SOQs submitted in response to SRTA Solicitation No. 23-000 must be received by SRTA no later than **3:00 p.m. (ET) on May 17, 2023** to ensure that they are evaluated by the Evaluation Committee for this procurement. SOQs received after the submission deadline will not be evaluated.

2.2 Format of SOQs

Each Proposer shall submit its **Statement of Qualifications (SOQ)** in digital format in Microsoft Word, searchable PDF, or Excel as applicable. Hard copies of the SOQ are not required. The SOQ shall consist of

all completed and signed Offer Documents and supporting documentation requested in the SOQ. The SOQ shall be submitted as a **singular file** and clearly marked "Statement of Qualifications," with the Proposer name and SRTA Solicitation Number in the file name. *Example: "SRTA RFQ 23_000 [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 shortlisting.

If a Proposer submits an affidavit referred to in Section 2.6 Confidential/Proprietary Information, Proposer must provide one (1) separate electronic copy in searchable PDF format of its SOQ labeled "SRTA Solicitation No. 23-000: [Proposer Name] [Copy of Non-Confidential Portion of Proposal]" that excludes any records attached to such affidavit, with no file to exceed 50 MB.

All SOQs must be prepared and submitted in accordance with the SOQ 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. Proposers shall use DocuSign for electronic signatures. Any Contract award made as a result of this solicitation shall bind the Proposer to all the terms, conditions, and specifications set forth in this RFQ.

2.3 Location for Submission of SOQs/Methods of Delivery

SOQs must be submitted exclusively to the Issuing Officer at the Dropbox submission address noted in Section 1.8. It is the sole responsibility of the Proposer to ensure that its SOQ 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 1.8 to acknowledge receipt; however, the completeness or readability of the submittal cannot be confirmed. Due to the potential volume of SOQs received, immediate acknowledgement should not be expected.

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

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 the Section 1.5 Solicitation Schedule. Please include a section reference and page number with each question. Written questions must be submitted to the attention of the Issuing Officer, in accordance with Section 1.5, 1.6 and 1.8 above.

General questions regarding the Scope of Services are allowed and will be answered. Do not submit detailed questions regarding the Draft RFP at this time. Detailed questions about the Draft RFP will not be

answered at this time. As outlined in Section 1.5 Solicitation Schedule, shortlisted vendors will be offered the opportunity to ask questions about the Draft RFP after being shortlisted.

Answers to all questions received by the applicable deadline will be made public to all and 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 or the remainder of the RFQ documents. Revisions to the solicitation 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 SOQs. 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 SOQs may be postponed by such number of days as in the opinion of SRTA deems suitable to enable potential Proposers to revise their SOQs.

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 1 of this RFQ and described in Section 3.3 as part of its SOQ. As with other required documentation, SOQs that fail to reference receipt of addenda by inclusion of Offer Document #3 (Acknowledgement of Addenda to RFQ) may be excluded from consideration for shortlisting.

2.6 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 SOQ 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 SOQ 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 SOQ 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 determines 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 determines 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 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 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 SOQ or other information furnished by that Proposer.

In no event will the State, SRTA, 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 SOQ 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.

2.7 Reserved Rights

In connection with this solicitation, SRTA reserves to itself all rights (which rights are exercisable by SRTA at 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, including by modifying the scope of the project;
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 qualifications after cancellation of this RFQ or a subsequent RFQ;
5. Not issue an RFP;
6. Reject any and all submittals, responses, and proposals at any time;
7. Reject any and all SOQs or any portion of a specific SOQ for any reason;
8. Modify all dates set or projected in this RFQ;

9. Terminate evaluations of SOQs at any time;
10. Issue amendments, supplements, and modifications to this RFQ;
11. Appoint Evaluation Committees to review SOQs, and seek the assistance of outside technical experts and consultants in SOQ evaluation;
12. Make independent calculations with respect to numbers and calculations submitted in a SOQ for purposes of its evaluation;
13. Revise the evaluation criteria or methodology by issuing an amendment prior to the SOQ Submission Deadline;
14. 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;
15. Down-select to one or multiple Proposers or add additional down-selection phases;
16. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ;
17. Add or delete Proposer responsibilities from the information contained in this RFQ;
18. Waive administrative or minor deficiencies in a SOQ, accept and review a non-conforming proposal or permit clarifications or supplements to a SOQ;
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 SOQ 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 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 considering all circumstances prevailing at the time that SRTA considers to be relevant.

This RFQ does not commit the SRTA to enter into the Contract or proceed with the procurement described in this RFQ. SRTA 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 SOQs 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 a contract(s) to other than the Proposer submitting the lowest price proposal; 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.

2.8 Protest Policy

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

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

2.9 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 has not established a separate DBE goal for this project.

2.10 Ethical Standards

It is a breach of ethical standards for any SRTA 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 employees are also bound by the Georgia Governor's Executive Order, dated April 1, 2021, for "Establishing a new Code of Ethics for the Executive Branch of state government." 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 Proposer, 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 Evaluation Committee for this procurement shall, for the purposes of this procurement, be bound by the referenced Executive Order.

Throughout the SOQ evaluation, 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 Board of Directors, or SRTA employees other than the Issuing Officer.

2.11 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 any Hosted site visits.

2.12 Contractual Relationships

SRTA intends to execute a Contract with one of the shortlisted Proposers. 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 SOQ Letter, included as Offer Document #2 of this RFQ, must clearly indicate the firm or entity responsible for contract execution.

2.13 SOQ Withdrawal and/or Revision Following Submission

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

2.14 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 the SRTA 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; and 3.) any other circumstances that might be considered to create a financial interest in the Contract by SRTA 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 determine 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 2.14 or to abide by 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 SOQ submission deadline, but before the Notice of Award, must be disclosed in detail in writing to the Issuing Officer.

2.15 Registered Lobbyists

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

2.16 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.

2.17 SOQ Preparation Costs

Each SOQ should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete SOQ. All costs of SOQ 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 SOQ preparation.

2.18 Placeholders

If a Proposer does not include information or materials in its SOQ 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 SOQ a statement to the following effect: "Section[s] [] of the ----- do[es] not apply because [Proposer to insert brief explanation]."

2.19 Modification of SOQs

Except at the written request of SRTA, no SOQ may be modified after the deadline for SOQ submission. The Proposers shall designate certain individuals as key personnel within the RFQ and RFP phase. During this time, the Proposer shall not replace, reassign or relocate any key personnel without written consent of SRTA unless the individual: (a) voluntarily resigns from the Company, (b) is dismissed by the Company for misconduct, or (c) fails to perform his or her duties and responsibilities pursuant to this RFQ and RFP.

3 Contents and Instructions for Statement of Qualifications (SOQ)

All SOQs 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. Paper size shall be 8.5 x 11, except where otherwise indicated. To be eligible for evaluation as a complete, responsive SOQ in response to SRTA Solicitation No. 23-000, any and all SOQs submitted must contain all of the following documents, properly signed by an authorized

representative (as applicable), fully completed by the Proposer, and labeled, numbered and arranged in sequential order by Offer Document Number as noted in the following sections. Page limits for each section are described in the Complete SOQ Checklist in Attachment 1.

3.1 Complete SOQ Checklist – Offer Document #1

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

This document must be fully completed, signed by an authorized representative, and submitted with the SOQ. The blank checklist form is included in Attachment 1.

3.2 Qualifications Letter – Offer Document #2

The Qualifications Letter summarizes the acknowledgements and representations made by and agreed to by the Proposer regarding its SOQ.

This document must be fully completed, signed by an authorized representative, and submitted with the SOQ. The blank form is included in Attachment 1.

3.3 Acknowledgement of Addenda to the RFQ – Offer Document #3

The Acknowledgment of Addenda to the RFQ form must be fully completed, signed by an authorized representative, and submitted with the SOQ.

If no addenda to the RFQ were issued, Proposer must still complete the form and include it in its SOQ. The blank form is included in Attachment 1.

3.4 Proposer Information Form – Offer Document #4

The Proposer Information Form summarizes key information about the Proposer for SRTA's assistance and reference during evaluation of the SOQs including:

1. Contact Information for Proposer
2. Corporate Information
3. 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 SOQ. The blank form is included in Attachment 1.

3.5 Qualifications and Experience – Offer Documents #5a, 5b, 5c and 5d

Offer Documents #5a, 5b, 5c, and 5d shall be a narrative description of the Proposer's qualifications and experience. The narrative description shall include the appropriate use of headings and subheadings numbers. The format of the documents 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, except where otherwise indicated.

3.5.1 Proposer's Qualifications and Experience – Offer Document #5a

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, at minimum, the following elements:

1. Firm(s) - Composition and Roles
 - a. Name of lead firm and subcontractors.
 - b. Brief description of the lead firm (brief history, number of employees, lines of business, areas of specialization, office locations, organizations, parent company (if applicable), etc.).
 - c. Description of the lead firm's experience, including relevant experience as a subcontractor, in performing work of a similar type, function and complexity to the work solicited in this RFQ; specifically, the design, implementation, operations and maintenance of managed lane facilities, and the participation in such work by the key personnel proposed for assignment to this project.
 - d. Description of each subcontractor's experience in performing work of a similar type, function and complexity to the work solicited in this RFQ and their role on this project.
2. Firm(s) - Project Experience
 - a. Provide a description of relevant projects, in order of most relevant to least relevant, which demonstrate the team's capabilities to perform services for SRTA that are similar in scope and nature to the Scope of Services required by this RFQ. SRTA will give preference to projects that are either completed or well advanced in the implementation phase, and include express lanes involving all electronic tolling, trip building and dynamic pricing. Services (implementation and/or ongoing maintenance) must have been provided within the past five (5) calendar years.
 - i. Required: For the lead firm, provide 2 to 5 relevant projects. At least one of the relevant projects shall be from within the United States.
 - ii. Optional: For each subcontractor, provide up to 2 projects.
 - b. For each project, the following information should be provided:
 - i. Project information
 1. Project name
 2. Indication of whether the work was undertaken by the Proposer Team or a specific Team member, including the roles of participating Team members
 3. Client/operator name and geographical area
 4. Client contact person, title, phone number and email address
 - a. Client contact persons may be contacted as part of the evaluation of SOQs.
 5. Status of project, including contract award date, first lane in revenue service date, Final System Acceptance date, and start of O&M date (as applicable)
 6. Project value at project award vs current project value
 - a. Indicate whether Liquidated Damages were assessed for any major project milestones and what they were assessed for.
 - b. Provide an explanation for any deviations in the contract value from Project Award to Current Project value.
 7. Project milestones completion dates at project award vs actual

completion dates

- a. Indicate whether Factory Acceptance Tests (FAT), Site Integration Tests (SIT), Site Commissioning Tests (SCT) and Operational Acceptance Tests (OAT) were completed successfully with the initial test. If tests were not completed successfully with the initial test, indicate how many additional times the tests were conducted to achieve approval and the resulting delays to the schedule. Indicate whether delays in completing OAT or issues remaining after OAT have resulted in delays in achieving Final System Acceptance
 - b. Provide an explanation for deviations from the baseline schedule or for failed tests.
8. Dates during which services were performed.
- ii. Clear description of overall project and the specific services performed, including descriptions on the following scope elements as applicable to the project:
 1. Number of lanes
 2. Description of the software development and/or customization process including client review and approval
 3. Description of the level of customization and software development required to meet contractual requirements
 4. Trip building and trip review processes
 5. Congestion pricing functionality (time of day, dynamic)
 6. Multi-protocol AVI read capabilities
 7. ITS Elements (Toll Rate Dynamic Message Signs, CCTV Cameras, Detectors)
 8. Reversible toll facility
 9. Reporting system functionality
 10. Image Processing System (IPS) functionality and image review services
 11. Audit and reconciliation process and functionality
 12. Transition approach, including successes and lessons learned
 13. Network management and cybersecurity
 14. Approach to continual improvement throughout the project
 15. Operations responsibilities and staffing description
 16. Maintenance responsibilities and staffing description
 - iii. The participation of key personnel proposed for assignment to the TISC project, including a description of their role on the example project(s).
 - iv. Description of issues or challenges found during project implementation and an explanation on how those issues or challenges were mitigated or resolved.
3. Letters of Reference
- a. Letters of reference should describe the work completed and contain some specific examples on how quality products and services were delivered on schedule, within budget and to the Agency's satisfaction.
 - b. *Required:* For the lead firm, provide letters of reference from at least (2) of those

clients for whose projects were of similar scope.

- c. *Optional:* For subcontractors, provide letters of reference from up to two (2) of those clients for whose projects were of similar scope.

4. Project Involvement – Toll System Implementation

- a. For the lead firm, provide the project name, project location, brief description of services provided by the lead firm, client information and client contact information for all Roadside Toll System Implementation projects that the firm has been involved in over the last 5 calendar years.

Proposer should label all documents submitted in response to this section as Offer Document #5a – Proposer Qualifications and Experience.

3.5.2 Project Team and Personnel – Offer Document #5b

Proposer shall provide a narrative description of the project team. This narrative description shall include, at minimum, the following elements:

1. Brief description of the team organization and skillsets, including any proposed subconsultants and their roles. Describe any special or unique benefits that the proposed team brings to the Scope of Services.
2. A project organizational chart identifying the names, roles and firms of key project personnel and any other relevant positions to support the required Scope of Services.
 - a. The organizational chart should include what percent of time each person (or role where a specific person has not been identified yet) will be dedicated to the project during Project Delivery (Implementation/Transition) and during Operations and Maintenance.
3. Listing of the following project personnel, their anticipated working location, description of their qualifications, and description of how their professional experience relates specifically to this project (refer to Part 2, Draft RFP, for personnel requirements):
 - a. Project Director
 - b. Project Manager
 - c. Deputy Project Manager
 - d. Technical Delivery Manager
 - e. Operations and Maintenance Manager
 - f. Test Director
 - g. Software Architect
 - h. Roadside Architect
4. Identify the adequacy of the team's resources, including personnel, labor, equipment and supplies, etc. Discuss the availability of qualified resources to implement the Project, maintenance work and associated responsibilities, as well as the Proposer's backlog and other project schedules during critical overlapping timeframes. For key project personnel, provide a brief narrative explaining other project commitments the individual may have that would restrict their full availability to this project.
5. Provide resumes (not to exceed two (2) pages per team member), for each of the eight identified Project Personnel in bullet #3 above. Resumes should include at a minimum:
 - a. Name
 - b. Role in this contract, key responsibilities, and subject matter expertise
 - c. Years of Experience (Total Year of Experience / Total Years of Experience in Tolling)
 - 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 and certifications
 - 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. Describe the project and the persons specific roles in the project.
 - h. A brief written statement prepared by the individual that identifies how they believe they are qualified for the proposed role and the specific skills they are bringing to make the overall project successful.

The organizational chart may be submitted in 11x17 page format. Proposer should label all documents submitted in response to this section as Offer Document #5b – Project Team.

3.5.3 Project Approach – Offer Document #5c

Proposer shall provide a narrative description of the Proposer’s understanding of and approach to the project. This narrative description shall include the following elements as well as additional material that the Proposer believes demonstrates their qualifications to partner with SRTA to deliver this project:

1. Firm’s understanding of the project and interpretation of the Scope of Services included in Part 2 – Draft RFP.
2. Software Platform – Describe the capabilities of the Proposer’s base software solution(s) as they apply to the requirements in the Scope of Services and the anticipated level of customization, including anticipated major areas of development. Describe the requirements confirmation and software development approach anticipated for this project with specific reference to the techniques and methodology to be used for engaging SRTA in the customization process. Describe tools or techniques the Proposer has used in the past (if any) to minimize customization and software development.
3. Transition - Describe the process of transitioning from the legacy systems to the new TISC system, including tolling points, ITS devices and network connectivity.
4. Technical and project management approach to deliver the Scope of Services included in Part 2 – Draft RFP. Where possible, provide references where your approach has been successfully used on other projects. All areas of the proposed Scope of Service should be touched upon, with a specific focus on areas of complexity and risk.
5. Any special or unique benefits that the proposed approach brings to the Scope of Services.
6. Any portions of the Scope of Services that the Proposer believes cannot be performed or could be performed in a different, more efficient, or better way. Proposer shall identify such areas with specificity and provide the rationale regarding Proposer’s inability to perform such services.
7. High-level project schedule, including major milestones, major task durations, and dependencies between tasks/milestones.

The high-level project schedule may be submitted in 11x17 page format. Proposer should label all documents submitted in response to this section as Offer Document #5c – Project Approach.

3.5.4 Sample Documentation – Offer Document #5d

Proposer shall provide the following sample documents from one of the example projects included in response to Section 3.5.1 Proposer’s Qualifications and Experience. Sample documents do not all need to be from the same project as long as they are from one of the projects included in the response to Section 3.5.1 Proposer’s Qualification and Experience.

1. Master Test Plan
2. Excerpt from a Final Detailed Design Document (FDDD) that covers the trip building process and trip review interface.

Proposer should label all documents submitted in response to this section as Offer Document #5d – Sample Documentation. The documents shall be in the same format as approved under the example project.

3.6 Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) – Offer Document #6

The Contractor Affidavit must be fully completed, signed by an authorized representative, notarized, and submitted with the SOQ. The blank form is included in Attachment 1.

3.7 Subcontractor Affidavit – Offer Document #7

The Subcontractor Affidavit must be fully completed, signed by an authorized representative, and submitted with the SOQ. The blank form is included in Attachment 1.

3.8 Subcontractor and DBE Listing Form – Offer Document #8

The Subcontractor and DBE Listing Form must be fully completed, signed by an authorized representative, and submitted with the SOQ. If any identified subcontractor is a certified DBE, proof of DBE certification must accompany this document. The blank form is included in Attachment 1.

3.9 Certification Regarding Debarment and Suspension – Offer Document #9

The Certification Regarding Debarment and Suspension form must be fully completed, signed by an authorized representative, and submitted with the SOQ. The blank form is included in Attachment 1.

3.10 Litigation History – Offer Document #10

Proposer shall provide 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 shall be clearly marked as Offer Document #10.

3.11 Termination or Failure to Complete – Offer Document #11

Proposer shall provide 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 shall be clearly marked as Offer Document #11.

3.12 Financial History – Offer Document #12

Proposer shall demonstrate sufficient financial strength, resources and capability to finance the work to be performed and complete the Contract in a satisfactory manner.

The Proposer shall provide applicable financial statements for the three (3) most recently completed fiscal years. Financial statements shall be prepared in accordance with United States Generally Accepted Accounting Principles (GAAP) and audited by an independent certified public accountant authorized to practice in the jurisdiction of the State of Georgia, the County or the Proposer. The statements must include, at a minimum, the following:

- Opinion Letter (Auditor’s Report)
- Balance Sheet
- Income Statement

The financial statements and related documents must set forth the financial status of that entity, subsidiary, division, subdivision, or unit which will actually perform the Services described in this RFQ. If the Proposer is a partnership or joint venture, individual financial statements must be submitted for each general partner or joint venture thereof. It is acceptable to provide an audited financial statement for the parent corporation, as long as a complete current financial report for the operating entity which will perform the service is also included.

Proposers shall also provide 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 shall be clearly marked as Offer Document #12.

3.13 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. 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 knowledge that any member of the Evaluation Committee has pertaining to the past performance of the firm on any project.

4 SOQ Evaluation and Shortlist Process

The following sections describe the process by which SOQs will be evaluated and shortlisted. An Evaluation Committee will be established to review and evaluate SOQs submitted in response to this RFQ and make a recommendation for a shortlist of qualified Proposers to the Executive Director. It is the intent of SRTA to qualify (shortlist) up to five (5) Proposers to move forward in the process to the next stage, which includes site visits, one-on-ones, and submission of proposals in response to the Final RFP.

SRTA may request clarifications from Proposers during the evaluation phase. Proposers shall provide the requested information in writing by the date and time indicated in the request for clarification. If the

requested information is not timely received, the Proposers score may be adversely affected and/or the SOQ may be declared non-responsive and disqualified from further consideration.

4.1 Pass/Fail Screening

Each SOQ will be reviewed based on the Pass/Fail criteria set forth as follows:

- (1) **Responsiveness and Completeness.** SOQs will be analyzed for conformance with the instructions and requirements of the RFQ identified in Section 3. The SOQ must contain all documentation as required by the RFQ and listed in Offer Document #1.
- (2) **Financial Capability.** Proposer has the financial capability to carry out the Scope of Services as demonstrated by the materials provided in Offer Document #12.

A Proposer must obtain a 'Pass' on all Pass/Fail items for its SOQ to move on to the next phase of evaluation, which is described in Section 4.2.

4.2 Evaluation of Proposals

The Evaluation Committee will evaluate all responsive SOQs that Pass the Pass/Fail requirements set forth in Section 4.1. The Evaluation Committee will have access to all SOQ materials and may conduct reference checks for all responsive SOQs concurrently with SOQ evaluations. The Evaluation Committee will evaluate all responsive SOQs based on the evaluation criteria outlined in Section 4.2.1 SOQ Evaluation Criteria and score the SOQs.

4.2.1 SOQ Evaluation Criteria

SOQs will be evaluated based on the criteria listed below. Criteria are listed in the order of importance to SRTA by way of the distribution of points categories.

Evaluation Criteria	Description	Maximum Points	Section Reference(s)
Proposer's Qualifications and Experience	Demonstrated ability of the lead firm and subcontractors with successful implementation of projects of similar complexity, size, and function. Past performance, including evaluation of litigation history, termination/failure to complete projects, and quality of project references.	40	3.5.1 3.10 3.11 3.13
Understanding of Project Requirements and Project Approach	Proposer's general approach to implementing a toll system and addressing the functional requirements that will form the toll system to be provided under this Scope of Services. SRTA will consider whether the Proposer understands the specific challenges of this implementation and how their approach would address those challenges.	35	3.5.3
Project Team and Key Personnel Experience	Experience of proposed team and key project personnel with similar projects; adequacy of resources to complete the project.	20	3.5.2
Sample Documentation	Quality, thoroughness, and attention to detail of sample documentation.	5	3.5.4

4.2.2 Shortlist

Once SOQs have been evaluated based on the criteria contained in Section 4.2.1, SRTA will prequalify (shortlist) up to five (5) highest scoring Proposers based on the final scores. Proposers that SRTA determines do not have the necessary experience, or that score lower than the top level as determined by SRTA, will not be prequalified and thus will not be eligible to submit a proposal in response to the Toll System Integrator Contract RFP.