



# **REQUEST FOR QUALIFIED CONTRACTORS**

## **ATL Solicitation No. #24-001**

### **GENERAL ENGINEERING CONSULTING SERVICES**

#### **Atlanta-Region Transit Link Authority (ATL)**

245 Peachtree Center Avenue, Suite 2200  
Atlanta, GA 30303

#### **Schedule of Events**

<b>Release RFQC</b>	<b>March 2, 2023</b>
<b>Mandatory Pre-Bid Meeting (virtual)</b>	<b>March 8, 2023, 11:00 AM EST</b>
<b>Deadline for Proposer Written Questions</b>	<b>March 14, 2023, 2:00 PM EST</b>
<b>ATL Responses to Written Questions</b>	<b>March 17, 2023, 2:00 PM EST</b>
<b>PROPOSAL SUBMISSION DEADLINE</b>	<b>March 30, 2023, 2:00 PM EST</b>
<b>Evaluations</b>	<b>April 4, 2023 – April 11, 2023</b>
<b>Presentations / Interviews (If Applicable)</b>	<b>April 17, 2023 – April 20, 2023</b>
<b>Negotiations (If Applicable)</b>	<b>April 17, 2023 – April 20, 2023</b>
<b>Notice of Contract Award (target)</b>	<b>May 4, 2023</b>



# **REQUEST FOR QUALIFIED CONTRACTORS**

## **General Engineering Consulting Services**

### **ATL SOLICITATION #24-001**

## **1. GENERAL INFORMATION**

The Atlanta-Region Transit Link Authority (ATL), herein referred to as “ATL”, is soliciting Requests for Qualified Contractors (RFQC) from firms interested in providing professional services for the provision of Engineering, Environmental Documentation, Property Acquisitions, Program/Project Management, Transit Technology, and transit-related technical services. All respondents to this RFQC are subject to instructions communicated in this document and are cautioned to completely review the entire RFQC and follow instructions carefully. The intent of ATL will be to award a multiple contracts for these services to the most qualified firms or teams; however, ATL reserves the right to reject any or all proposals, and to waive technicalities and informalities at the discretion of ATL.

### **1.1 BACKGROUND**

The goal of SRTA/GRTA/ATL, referred to collectively as “Authorities” is to acquire professional engineering and other services from a qualified firm for the provision of Engineering, Environmental Documentation, Property Acquisitions, Program/Project Management, Transit Technology, and transit-related technical services.

The selected Consultant(s) shall provide General Engineering Consulting (GEC) services to the Authorities for a period of five (5) years with one (1) five-year renewal options to be exercised at the Authorities’ discretion.

The contract(s) will be a task order type contract(s). Task orders shall be entered into for individual projects 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 Consultant(s) shall be limited to the following:

- a. Practice of architecture, as defined in Paragraph (6) of O.C.G.A. § 43-4-1;

- b. Practice of professional engineering, as defined in Paragraph (11) of O.C.G.A. §43-15-2;
- c. Practice of land surveying, as defined in Paragraph (6) of O.C.G.A. § 43-15-2;
- d. Practice of landscape architecture, as defined in Paragraph (3) of O.C.G.A. § 43-23-1;
- e. Professional services of an architectural or engineering nature that are associated with research, planning, development, design, construction, alteration or repair of real property;
- f. 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.

## 1.2 Description of Anticipated Work for the Authorities

This GEC will provide support and services during the planning, procurement, design, construction, and operation of the existing and future transit facilities in metro Atlanta.

It is anticipated that the GEC task orders will be partially financed by Federal Transit Administration (FTA) funds. The FTA requires that Architectural and Engineering (A&E) services be directly in support of, directly connected to, directly related to, or leading to the construction, alteration, or repair of real property. This includes the research, planning, development, design, construction, alteration, or repair of real property.

It is expected that the selected firm will work with all departments within the Authorities. However, the GEC will primarily work under the direction of the Director of Engineering. Also, it is anticipated that during certain phases of projects, the Authorities may 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.

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

During various phases of the projects, work expected of the GEC may include, but not be limited to, the below:

- **Concept phase** - support the Authorities with concept level design including location studies, environmental planning, Intelligent Transportation System ("ITS") strategic

planning, development of application packages for Federal and State grants, and other duties related to the overall mission of Xpress operations.

- **Procurement phase** - support the Authorities with the creation of solicitations for the procurement of construction as well as creation of the transit and ITS requirements and specifications for any solicitations for the design and/or construction of the future transit facilities.
- **Design phase** - support the Authorities in creation of documentation and deliverables, including preliminary and final engineering plans, construction specifications, and environmental analysis and permitting related to transit projects. This work could be park and ride lots, building infrastructure, ITS infrastructure, communications infrastructure, or electrical design.
- **Right-of-Way phase** - support the Authorities with Right of Way (“ROW”) pre- and post-acquisition activities, acquisition services, appraisals, etc. for Park and Ride lots and any other transit facility including coordination with State and other local agencies.
- **Construction phase** - Additional support may also be provided in the creation of bid documentation and support during bid process, review of construction documentation, and performance of independent construction inspection. The GEC may support the Xpress operations department with Go-Live tasks in advance of the opening of any facility or implementation of any transit technology.
- **All phases** - provide the Authorities with program-level management support. The Authorities may use the GEC to provide a program manager to support planning, design, implementation, testing, and construction of any transit related project. In addition, the GEC will be required to work with the Authorities’ Procurements and Contract Manager on any future transit projects. It is preferred that these resources are local.

### 1.3 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 the Authorities 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; however, Proposers should include subconsultants on their teams such that the proposed team can provide all of the listed services.

It is anticipated that the GEC would provide support for existing Park & Ride Lots, known future Park & Ride Lots, and other potential transit facilities that may be required during the duration of the contract.

In addition to the scope listed above, services to be provided by the selected Consultant(s) could include:

a. **General Program Management Support.** Provide leadership in utilization of best practices in program management of various tasks and/or phases of services, 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:

1. General program management support, providing leadership and management services for all projects;
2. The overall direction, coordination, implementation, execution (on-time and on-budget), and completion of specific tasks or projects;
3. Meeting established program/projects completion dates and budgets;
4. Assigning and managing staff with appropriate background, expertise, and years of experience for each project or task order;
5. Providing leadership and assistance to the Authorities in industry best practices including the latest trends, information on peer agency initiatives, and other innovative practices;
6. Providing leadership in the development of requirements for new transit facilities or enhancements of existing facilities;
7. Hosting regularly scheduled meetings with the Authorities management to review progress and provide status updates on each project;
8. Work collaboratively and effectively with other stakeholders; and governmental entities such as Georgia Department of Transportation (GDOT) & Metropolitan Atlanta Rapid Transit Authority (MARTA).

b. **Project Management.** Provide staffing with the expertise to serve as project managers for a wide variety of the Authorities' 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:

1. General project management support
2. Project planning
3. Development of scope, independent cost estimates and other procurement documents
4. Scope management

5. Schedule development and oversight, including monitoring progress and milestones
6. Budget management and monitoring
7. Issue and Risk management
8. Change management
9. Meeting facilitation and communication
10. Development of project status reports
11. Contract negotiation support
12. Change order and task order preparation support
13. Review and process contracts, task orders, change orders and Contract amendments
14. Design review, documentation submittal review, and technology evaluations
15. Management and maintenance of the official project sites (SharePoint / Microsoft Project Online or any other project management tool as directed by the Authorities), files and documentation
16. 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
17. Review and management of vendor deliverables
18. Vendor Management
19. Testing oversight and support, including Final Acceptance Testing
20. General project coordination activities

The Authorities currently utilizes SharePoint for project management purposes. All consultants and related subconsultants are required to have someone knowledgeable in using SharePoint and resources required to utilize any project management tool or system as directed by the Authorities for the duration of the contracts. The consultants and related subconsultants will be responsible for all relevant software licenses required to use the Authorities' project management tools or system.

- c. **Planning.** Provide planning level services such as feasibility studies for existing or future transit facilities. Review third party planning documentation on behalf of the Authorities.
- d. **Procurement.** Produce and support the Authorities with the creation of drafts of all solicitations for the procurement of transit facilities as well as creation of the requirements and specifications for any GDOT solicitations for the design and/or construction of light rail systems, freight rail systems, Bus Rapid Transit systems, commuter bus systems, and commuter and intercity rail systems.

- e. **Engineering.** Provide design and design support, signing and marking plans, drainage, exceptions/variances to Federal and GDOT standard, barrier/buffer studies, cost estimates, standards and specifications, construction plans and related services. In addition, support construction and maintenance related activities, such as field inspections.
- f. **Transit Operations.** Provide expert transit facility consultant services for operations planning, lane conversion studies, transit expansion, peer reviews, travel demand planning, planning coordination and related services.
- g. **Operations Support.** Assist in the development of strategic operations concepts; create good state of repair and asset management guidelines and maintenance program.
- h. **Network/IT Support.** Provide expert support for network planning and design; review transit facilities system documentation related to network, security, and access; create network related standards, specification, or plans as needed; perform field investigations and testing for fiber breaks.
- i. **Design/Repair of Transportation Facilities.** Perform all tasks associated with the research, planning, design, and construction administration of transportation facilities. This shall include, but it not limited to pedestrian sidewalks and paths, bus maintenance and operations facilities, intermodal facilities, transit stations, and/or other improvements or combinations of improvements as required as well as the provision of cost estimates for such designs and/or repairs. Plans for most facilities will be completed in accordance with GDOT's Plan Development Process.
- j. **Design/Repair of Transportation Systems.** Perform all tasks associated with the research, planning, design and operation of park and ride lots, multimodal facilities, traffic control/ITS devices, light rail systems, freight rail systems, Bus Rapid Transit systems, commuter bus systems, and commuter and intercity rail systems.
- k. **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 transit facility.
- l. **Traffic Studies Support.** Provide traffic studies, data collection, analysis, simulations, access and operations studies, origin-destination studies, and coordinate with the Authorities' consultant on traffic and revenue studies.
- m. **General Systems Support.** Coordinate with the Authorities on the most efficient and effective use of technology for traffic, transit, and enforcement. Investigate and advise on advanced/innovative technologies and make recommendations for future planning, design, and installation.
- n. **Public Outreach Support.** Participate in outreach activities with the Authorities, public information meetings and market research, and provide tools for such outreach.
- o. **Environmental Support.** Conduct environmental studies under NEPA and/or GEPA and obtain other necessary and miscellaneous permits from regulatory agencies.

- p. **Property Acquisition Support.** Conduct preliminary and final right-of-way purchase on behalf of the authority per State and Federal laws, in accordance with FTA and FHWA requirements.
- q. **Transit Technology Service Support.** Assist the Authorities, as needed, with knowledge of the different technologies of the transit industry (i.e., fare systems and sales infrastructure, automated passengers' counters, cameras, operational information displays, automated vehicle location systems, ITS infrastructure, electric vehicle charging stations, etc.).
- r. **Other Related Services Support.** Coordinate with the Authorities, GDOT, MARTA, other agencies, private entities, stakeholders, and consultants with other tasks as needed. The successful firm may be retained by the Authorities for additional related services should the Authorities choose to enter into separate discussions with the firm for such services.

#### 1.4 General Information

After the Authorities' selection of the successful submitting firms ("Consultant") to provide the Scope of Services, a master contract, herein called the Contract, will be executed between the Authorities and the Consultant. The Contract will encompass all the services mentioned previously. Each service(s) will be tasked individually under a negotiated Task Order. The scope and requirements of each Task Order under the executed Contract will be divided in four categories, based on the scope and type of work. Each Task Order is not expected to have all categories.

- a. **Category # 1:** works associated with the construction of new facilities listed on Table 1, or construction projects with a major scope, such as, but not limited to, increasing the capacity of an existing facility listed on Table 2-4, or significantly changing the functions or operations of an existing facility, which involves some redesign and civil work elements. Such projects include substantial earthwork movement and/or significant asphalt or concrete quantities and/or major architectural and/or landscaping changes. Capacity of a facility refers to the number of cars or buses parking spaces within that facility.
- b. **Category # 2:** works associated with the maintenance of existing facilities, which aim at preserving the existing facility's features or bringing those features to current standards, without changing the footprint or function of the facility listed on Table 2-4. Examples of such projects include, but are not limited to, ADA compliance upgrade projects, resurfacing projects, pavement resealing projects, and/or emergency repair projects.
- c. **Category # 3:** works associated with transit facilities technology. Examples of such projects include, but are not limited to, electric vehicle charging stations, radio and camera replacement, emergency call system, changeable message sign system, smart light emitting diode lighting system, router upgrade, and/or any electronic devices projects.
- d. **Category # 4:** support staff, also known as embedded consultant.



**Table 1: List of Proposed Park & Ride Facility**

<b>S.N</b>	<b>Proposed Park and Ride Lot</b>	<b>County</b>	<b>Location</b>
1	Roswell & Light Maintenance Facility	<b>Cobb</b>	Marietta, GA
2	Mt. Carmel	<b>Henry</b>	McDonough, GA
3	Other Facilities	<b>TBD</b>	Metro Atlanta, GA

**Table 2: List of Existing State-Owned Park & Ride Facility**

<b>S.N</b>	<b>Park and Ride Lot</b>	<b>County</b>	<b>Address</b>	<b>Capacity (Estimated Spaces)</b>
1	Cumming	<b>Forsyth</b>	4115 Deputy Bill Cantrell Memorial Rd, Cumming, GA 30040	486
2	Hamilton Mill	<b>Gwinnett</b>	3220 Sardis Church Road, Buford, GA 30519	917
3	Hickory Grove	<b>Cobb</b>	2018 Hickory Grove Rd NW, Acworth, GA 30102	550
4	Hiram	<b>Paulding</b>	79 Metromont Road, Hiram, GA 30141	159
5	Jonesboro	<b>Clayton</b>	8488 Tara Boulevard, Jonesboro, GA 30236	588
6	Newnan	<b>Coweta</b>	75 Holz Parkway, Newnan, GA 30265	712
7	Panola Road	<b>Dekalb</b>	5290 Minola Road, Lithonia, GA 30038	630
8	Powder Springs	<b>Cobb</b>	5100 Powder Springs-Dallas Road, Powder Springs, GA 30127	271
9	Riverdale	<b>Clayton</b>	6842 Lamar Hutchenson Pkwy, Riverdale, GA 30274	271
10	South Ops Facility	<b>Clayton</b>	5250 Frontage Road, Forest Park, GA 30297	N/A
11	Stockbridge	<b>Henry</b>	656 Highway 138 West, Stockbridge, GA 30281	402
12	Town Center-Big Shanty	<b>Cobb</b>	634 Big Shanty Rd, Kennesaw, GA 30144 3019 George Busbee Parkway Kennesaw, GA 30144	857
13	West Douglas	<b>Douglas</b>	7500 Douglas Blvd, Douglasville, GA 30135	545

**Table 3. List of Existing Interagency Park & Ride Facility**

<b>S.N</b>	<b>Park and Ride Lot</b>	<b>County</b>	<b>Address</b>	<b>Capacity (Estimated Spaces)</b>
1	Acworth	<b>Cobb</b>	6045 Lake Acworth Drive, Acworth, GA 30101	496
2	Busbee Drive	<b>Cobb</b>	3321 Busbee Drive NW, Kennesaw, GA 30144	366
3	Canton (Boling Park)	<b>Cobb</b>	1150 Marietta Highway, Canton, GA 30114	173
4	Douglas County Multi Modal Center	<b>Douglas</b>	8880 Dorris Drive, Douglasville, GA 30134	300
5	Hewatt Road	<b>Gwinnett</b>	2180 Stone Drive, Snellville, GA 30039	125
6	Indian Trail	<b>Gwinnett</b>	1825 Indian Trail Lilburn Road, Norcross, GA 30071	506
7	Mableton	<b>Cobb</b>	5239 Floyd Road, Mableton, GA 30126	205
8	McDonough	<b>Henry</b>	1059 Industrial Parkway, McDonough, GA 30253	250
9	North Ops Facility	<b>Cobb</b>	431 Commerce Park Dr, Marietta, GA 30060  463 Commerce Park Dr, Marietta, GA 30060  800 S Marietta Pkwy, Marietta, GA 30060	N/A
10	Union City	<b>Fulton</b>	0 Flat Shoals Road, Union City, GA 30349	300
11	West Conyers (Sigman Road)	<b>Rockdale</b>	911 Chambers Drive, Conyers, GA 30012	566

**Table 4. List of Existing Lease Park & Ride Facility**

<b>S.N</b>	<b>Park and Ride Lot</b>	<b>County</b>	<b>Address</b>	<b>Capacity (Estimated Spaces)</b>
1	BrandsMart	Henry	4000 Mount Zion Parkway, Stockbridge, GA 30281	105
2	Dacula (Hebron Baptist Church)	Gwinnett	202 Hebron Church Road, Dacula, GA 30019	400
3	East Conyers (Springfield Baptist Church)	Rockdale	1877 Iris Drive, S.E, Conyers, GA 30013	415
4	Hampton/Boothe's Crossing	Henry	104 Woosley Road, Hampton, GA 30228	100
5	Mall of Georgia	Gwinnett	3333 Buford Drive, Buford, GA 30519	750
6	Snellville (First Baptist Church)	Gwinnett	2400 Main Street. E, Snellville, GA 30078	278
7	Stone Mountain Park	Gwinnett	1475 East Park Place, Stone Mountain, GA 30087	400
8	Sugarloaf Mills	Gwinnett	5900 Sugarloaf Parkway, Lawrenceville, GA 30043	500
9	Woodstock (His Hands Church)	Cherokee	550 Molly Lane, Woodstock, GA 30189	400

## 1.5 Project Standards

The projects referenced herein, have been and will be designed in accordance with the Authorities' Design Manual for Xpress Stations and Park & Ride Facilities and GDOT's specifications and construction details. The Consultant and the general contractor shall follow the latest Authorities' Design Manual for Xpress Stations and Park & Ride Facilities and the State of Georgia Standard Specifications for Construction of Transportation Systems and Supplemental Specifications, the Special Provisions, and any applicable Construction Details and Standards by the GDOT.

The Authorities' Design Manual for Xpress Stations and Park & Ride Facilities can be viewed online at the following web address: <https://srta.ga.gov/wp-content/uploads/2021/11/SRTA-Park-Ride-Design-Manual-Version-2.pdf>.

The GDOT Standard Specifications of Construction Systems can be viewed online at the following web address: <https://www.dot.ga.gov/PartnerSmart/Business/Source/specs/2021StandardSpecifications.pdf>.

The GDOT Supplemental Specifications can be viewed online at the following web address: [http://www.dot.ga.gov/PartnerSmart/Business/Source/special\\_provisions/2016%20Supplemental%20Specifications/2016SupplementalSpecBook.pdf](http://www.dot.ga.gov/PartnerSmart/Business/Source/special_provisions/2016%20Supplemental%20Specifications/2016SupplementalSpecBook.pdf).

The Contractor may access the Construction Details and Standards by visiting: <http://mydocs.dot.ga.gov/info/gdotpubs/ConstructionStandardsAndDetails/Forms/AllItems.aspx>.

The Construction Details and Standards are subject to additions and revisions at any time. Any changes or revisions may be available in the form of a Special Provisions which are available via <https://www.dot.ga.gov/GDOT/pages/business.aspx>.

The Consultant shall adhere to the prescripts and recommendations of the FTA's Construction Project Management Handbook, which is accessible by visiting: [https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA\\_Construction\\_Project\\_Management\\_Handbook\\_2016.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA_Construction_Project_Management_Handbook_2016.pdf)

## **1.6 Engineering Services and Engineer's Certification**

The Authorities' Designated Representative shall be the final decision makers regarding acceptance of work conforming to the Plans, Specifications, Estimates, and approved revisions. The Consultant shall advise and recommend to the Authorities for acceptance of work performed by others such as the inspection or testing personnel. The Consultant or its subconsultant shall review, provide Professional Engineers (PE) Stamp as it relates to the testing and acceptance of materials. The Authorities' Designated Representative shall be the decision makers regarding acceptance of work not conforming to the Plans and Specifications.

The Consultant shall coordinate the construction contract activities of all parties other than the Construction Engineering Inspection (CEI) Inspector and general contractor involved in completing the construction project. In consultation and collaboration with the CEI, the Consultant's services shall include maintaining the required level of surveillance of general contractor activities, interpreting plans, specifications, and special provisions for the construction contract. Maintain complete, accurate records of all activities and events relating to the project and properly document all project changes.

## **1.7 Personnel**

The Consultant Program Manager shall have a valid Professional Engineer (PE) license in Georgia and/or a Project Management Professional (PMP) certification with PMI. All key design personnel on the project team must have a PE license. The Consultant shall also provide supporting qualified staff to provide in-depth engineering and architectural expertise. The Personnel qualifications, staffing level, and number of staff required for the services, the required frequency and hours of services, and the required duration of services for the assigned personnel shall be negotiated and approved by the Authorities prior to the execution of a Task Order for a given project.

## **1.8 DBE Narrative for "General Engineering Consulting Services"**

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this solicitation and resulting Contract. It is ATL'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). ATL's overall agency goal for

participation by DBEs in its federally funded contracts awarded between October 1, 2019, and September 30, 2023, is 9.62%. There is no minimum DBE participation requirement for this contract. However, ATL highly encourages DBE participation to meet or exceed the agency goal for this contract. Proposers with questions regarding DBE certification may contact the Issuing Officer.

A 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 ATL reserves the right to not engage all tasks and to accept or reject any or all bids.

## 2. TYPE AND TERM OF CONTRACT

The selected Consultant(s) shall provide General Engineering Consulting (GEC) services to the Authorities for a period of five (5) years with one (1) five-year renewal option to be exercised at the Authorities' discretion beginning July 2023. The Parties may agree to extend the Initial Term of the Contract in order to allow for completion of performance of the Services.

The Contractor shall perform all necessary services provided under the prospective contract within and in support of the Authorities service parameters.

## 3. SOLICITATION SCHEDULE

The Schedule of Events set out herein represents the ATL's estimate of the schedule that is planned to be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule is delayed, the Schedule of Events may be shifted as appropriate and at the ATL's discretion. Any changes to the Schedule of Events up to the Proposal Submission Deadline will be posted to the ATL website at <https://atltransit.ga.gov/doing-business-with-atl/>, and in appropriate NIGP Code categories on the Georgia Procurement Registry website at [http://ssl.doas.state.ga.us/PRSapp/PR\\_index.jsp](http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp). It is the responsibility of interested respondents to stay updated by checking the website(s) for information and addenda. After the Proposal Submission Deadline, the ATL reserves the right to adjust the remainder of the proposed dates, including the dates for evaluation, award and the Contract term on an as-needed basis with or without notice. The following schedule of events shall be followed unless so adjusted:

<b>Release RFQC</b>	<b>March 2, 2023</b>
<b>Mandatory Pre-Bid Meeting (virtual)</b>	<b>March 8, 2023, 11:00AM EST</b>

TEAMS Meeting ID: 264 509 683 825 Passcode: RArbiZ Download Teams   Join on the web Or call in (audio only) +1 470-737-3848,,809566808# United States, Atlanta Phone Conference ID: 809 566 808#	
<b>Deadline for Proposer Written Questions</b>	<b>March 14, 2023, 2:00 PM EST</b>
<b>ATL Responses to Written Questions</b>	<b>March 17, 2023, 2:00 PM EST</b>
<b>PROPOSAL SUBMISSION DEADLINE</b>	<b>March 30, 2023, 2:00 PM EST</b>
<b>Evaluations</b>	<b>April 4, 2023 thru April 11, 2023</b>
<b>Presentation/Interviews (If Applicable)</b>	<b>April 17, 2023 thru April 20, 2023</b>
<b>Negotiations (If Applicable)</b>	<b>April 17, 2023 thru April 20, 2023</b>
<b>Notice of Contract Award (target)</b>	<b>May 4, 2023</b>

#### 4. CONTACT INFORMATION AND RESTRICTIONS ON COMMUNICATIONS

From the date of issuance of this solicitation, and until the date of Contract award or Procurement cancellation by ATL, Proposers are not allowed to communicate for any reason with any ATL (or relevant participant stakeholders of the procurement) regarding this procurement or scope herein. All Proposer communications concerning this solicitation shall be directed to the Issuing Officer as prescribed herein. 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.

All inquiries, offers, submissions, and/or other correspondence regarding this solicitation (excluding protests submitted in accordance with Section 5.9 below) must be directed in writing to:

**Kathleen Lane, Issuing Officer**  
**Atlanta-Region Transit Link Authority**  
**245 Peachtree Center Avenue NE**  
**Suite 2200 Atlanta, GA 30303**  
**Email: [procurement@srta.ga.gov](mailto:procurement@srta.ga.gov)**

## 5. SOLICITATION TERMS AND CONDITIONS/INSTRUCTIONS TO PROPOSERS

### 5.1 DEADLINE FOR SUBMISSION OF PROPOSALS/LATE PROPOSALS

Proposals submitted in response to ATL RFQC No. 24-001 must be received by ATL no later than **2:00 p.m. (EST) on March 30, 2023**, to ensure that they are evaluated for Contract award by the Evaluation Committee for this procurement. Proposals received after the submission deadline will not be evaluated.

### 5.2 FORMAT OF PROPOSALS

Each Proposer shall submit its technical proposal, inclusive of five (5) original paper, and one (1) electronic copy on USB drive in one single PDF file. The technical proposal shall consist of all offer documents and supporting documentation requested in the RFQC. The Offer documents are being provided in conjunction with issuance of this RFQC. The physical Technical Proposal shall be submitted in a sealed envelope and clearly marked "Technical Proposal" with the Proposer name, ATL Solicitation Number and Proposal Submission Deadline on the exterior of the envelope. The "original" paper copies of the Technical Proposal must be spiral bound. Electronic copies, submitted on a USB drive, must be submitted in Portable Document Format (PDF) format. In the event of a discrepancy between a hard copy and electronic versions, the original hardcopy version will govern. The USB drive shall contain electronic file copies of all complete, signed Offer Documents that are submitted in paper copy format.

If a Proposer submits an affidavit referred to in Section 5.7 (Confidential/Proprietary Information), one (1) separate electronic copy in searchable PDF format on one or more USB flash drives of its proposal labeled "ATL Solicitation No. 24-001 [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 in Section 3 below. Proposals must be typed. The included required forms may be completed by using the free Adobe Reader software available at <http://get.adobe.com/reader/>. Proposals must be typed in English and all pricing (if applicable), if applicable, must be provided in US dollars and exclude federal excise taxes as well as any applicable state of local sales and use taxes.

The ATL is exempt from Federal excise taxes; no payment will be made for any taxes levied on Proposer's employee's wages. The ATL is also exempt from State of Georgia and local sales and use taxes. The ATL shall furnish tax exemption certificates, upon request, to the successful Proposer. As a condition of submission responsiveness, all offer documents that require the signature of Proposer must be signed. Any Contract award resulting from this



solicitation shall bind the Proposer to all of the terms, conditions, and specifications set forth in this RFQC, unless otherwise mutually agreed.

### **5.3 LOCATION FOR SUBMISSION OF PROPOSALS/METHODS OF DELIVERY**

Proposals must be submitted exclusively to the Issuing Officer at the address noted in Section 4. It is the sole responsibility of the Proposer to ensure that its proposal is successfully delivered to ATL by the specified date and time. ATL is not responsible for late or lost deliveries of proposals, for whatever reason.

Proposals that are submitted by hand delivery or delivery by U.S. Postal Service or private courier/delivery service must be delivered to the administrative office located at 245 Peachtree Center, Suite 2200, Atlanta, GA 30303. The ATL's physical address and mailing address are the same.

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

**“Proposal in response to ATL Solicitation No. 24-001  
RFQC for General Engineering Consulting Services  
ATTN: Kathleen Lane, Issuing Officer  
To be opened by addressee only.”**

Failure to clearly mark all envelopes, packages, and/or boxes as specified may result in the proposal being discovered and/or opened late. ATL 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 the ATL disqualifying the proposal from consideration for Contract award.

### **5.4 QUESTIONS**

Questions regarding the RFQC must be submitted in writing using the questions and Answers form in Attachment 4, via e-mail, by 2:00 p.m. (EST) on **March 14, 2023**. Written questions must be submitted to the attention of the Issuing Officer identified in Section 4 above.

The Contract that the ATL expects to award as a result of this RFQC will be provided as Section 7.4 below of this RFQC, either upon issuance of the RFQC, or later in the RFQC process. Therefore, all costs associated with complying with the requirements of the Contract shall be included in any pricing (if applicable) submitted by the Proposer, if applicable.

Answers to questions received by the applicable deadline will be posted to both the Georgia Procurement Registry website at [http://ssl.doas.state.ga.us/PRSapp/PR\\_index.jsp](http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp) and the ATL website at <https://atltransit.ga.gov/doing-business-with-atl/>. It is the sole responsibility of the Proposer to make itself aware of ATL's 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 RFQC 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.

## **5.5 AMENDMENTS TO SOLICITATION (ADDENDA)**

The ATL reserves the right to revise or amend the RFQC up to the time set for the submission of proposals. Such revisions and amendments, if any, shall be announced by written addenda to the RFQC. If an addendum significantly changes the RFQC, the date set for the submission of proposals may be postponed by such number of days that the ATL, in its sole opinion, believes is sufficient to enable potential Proposers to address the revised RFQC requirements in their proposals. In any case, the proposal submission deadline shall be at least three (3) business days after the last addendum, and the addendum shall include an announcement of the new date, if applicable, for the submission of proposals. Upon issuance, addenda will be considered part of the RFQC and will prevail over inconsistent or conflicting provisions contained in the original RFQC. Changes to the RFQC will be made in writing via formally issued addenda.

The ATL 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 OF APPROPRIATE CHANGES AND/OR ADDITIONAL TO THE PROPOSER'S RESPONSE PRIOR TO SUBMISSION. It is the sole responsibility of each potential Proposer to check the ATL and Georgia Procurement Registry websites daily for addenda.

Proposers shall acknowledge receipt of all addenda by completing and submitting Offer Document #A3 (Acknowledgement of Addenda), included in this RFQC, as part of its proposal. As with other required documentation, proposals that fail to reference receipt of addenda by inclusion of Offer Document #A3 (Acknowledgement of Addenda) may be excluded from consideration for a Contract award.

## **5.6 SINGLE RESPONSE TO SOLICITATION**

If only one proposal is received in response to this RFQC from a single eligible finalist, a detailed cost analysis of the single proposal may be requested of the single Proposer. A cost analysis, evaluation, and/or audit of the proposal may also be performed by ATL in order to determine if the proposal price (if applicable) is fair and reasonable. If ATL determines that a cost analysis is required, the single Proposer must be prepared to provide, upon request, detailed summaries

of estimated costs (i.e., labor, equipment, supplies, overhead costs, profit, etc.) and documentation supporting all cost elements.

## 5.7 CONFIDENTIAL/PROPRIETARY INFORMATION

Any and all materials submitted in response to this RFQC 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 RFQC 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 the ATL 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 RFQC, before producing such records in response to such request, the ATL shall notify the Proposer of its intention to produce such records. If the ATL decides 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 the ATL decides that the specifically identified information does constitute a trade secret, ATL 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 ATL or determinative of any issue relating to confidentiality. The ATL will not accept blanket designations that do not clearly identify information and materials that are "trade secrets". The ATL 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.

If Supplier considers any portion of its bid/proposal to the solicitation to be trade secret or otherwise not subject to public disclosure under the Georgia Open Records Act, Supplier must, in addition to the required original documents, provide a separate redacted electronic copy of its bid/proposal, in PDF format, and briefly describe in a separate writing, as to each item redacted, the grounds for claiming exemption from the public records law, including citation to the appropriate exemption from disclosure requirements provided under Georgia law. This redacted copy should be clearly marked "Redacted Copy-Available for Public Review." In addition, the electronic file name should include the words "**Redacted Copy**" at the **beginning of the file**

**name**. The redacted copy shall be submitted at the same time Supplier submits its bid/proposal and must only exclude or redact those specific portions that are claimed not subject to disclosure. The redacted copy should reflect the same pagination as the original and show the location from which information was redacted. Except for the redacted information, the redacted electronic copy must be identical to the original bid/proposal. The redacted copy will be open to public inspection under the Georgia Open Records Act without further notice to the Supplier. If Supplier fails to submit a redacted copy with its bid/proposal, the State is authorized to produce the Supplier's bid/proposal with the exception of audited financial statements in answer to any public records request under the Georgia Open Records Act. Even though information submitted by a Supplier may be marked as "confidential", "proprietary", "trade secret" etc., the State will make its own determination regarding what information may or may not be withheld from disclosure. If the State of Georgia deems redacted information to be subject to disclosure under the Georgia Open Records Act, the Supplier will be contacted prior to the release of this information.

All material submitted regarding the RFQC becomes the property of ATL. Any activity pursuant to this RFQC by any Proposer is governed by all applicable laws, including without limitation, Georgia and Federal antitrust laws. The ATL 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, ATL, SRTA, or any of their agents, representatives, consultants, directors, officers or employees be liable to a Proposer or Major Team Member for the disclosure of all or a portion of any proposal submitted in response to this RFQC. Nothing contained in this provision shall modify or amend requirements and obligations imposed on ATL 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.

## **5.8 RESERVED RIGHTS**

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

modify the procurement process or documentation described in this RFQC; develop the project in any manner that it, in its sole discretion, deems necessary or desirable, including by modifying the scope of the project; cancel this RFQC, or a subsequent RFQC, in whole or in part at any time prior to the execution by ATL of the Contract, without incurring any cost obligations or liabilities except as otherwise expressly stated in this RFQC or the subsequent RFQC; issue a new request for proposals after cancellation of this RFQC or a subsequent RFQC; not issue an RFQC; reject any and all submittals, responses, and proposals at any time; reject any and all proposals or any portion of a specific proposal for any reason; modify all dates set or projected in this RFQC; terminate evaluations of proposals at any time;

issue amendments, supplements, and modifications to this RFQC; appoint Evaluation Committees to review proposals, and seek the assistance of outside technical experts and consultants in Proposal evaluation; make independent calculations with respect to numbers and calculations submitted in a Proposal for purposes of its evaluation; revise the evaluation criteria or methodology by issuing an amendment prior to the Proposal Submission Deadline; 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 RFQC; seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQC; add or delete Proposer responsibilities from the information contained in this RFQC; negotiate with a Proposer without ATL being bound by any provision of a Proposer's proposal or subsequent Proposal; waive administrative or minor deficiencies in a Proposal, accept and review a non-conforming proposal or permit clarifications or supplements to a Proposal; disqualify any Proposer who changes its proposal without ATL approval; disqualify any Proposer from the procurement process for violating any rules or requirements of the procurement specified in this RFQC, the RFQC, applicable law, or any other communication from ATL; 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; (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; develop some or all of the Project itself or through another state or local government entity or entities; disclose information submitted to ATL or SRTA as permitted by applicable law or this RFQC; not issue a notice to proceed after execution of the Project Agreement; exercise any other right reserved or afforded to ATL or SRTA under this RFQC or a subsequent RFQC and applicable law; and exercise its discretion in relation to the matters that are the subject of this RFQC as it considers necessary or expedient in light of all circumstances prevailing at the time that ATL considers to be relevant.

This RFQC does not commit ATL to enter into the Contract or proceed with the procurement described in this RFQC. 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 RFQC, or any subsequent RFQC. All such costs shall be borne solely by each Proposer. Except as provided in this RFQC, in no event will ATL 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 ATL and executed by ATL and then, only to the extent provided in the Contract. No Proposer shall have any cause of action against the ATL arising out of the methods by which proposals are evaluated.

The ATL has the sole right to select the successful proposal(s) for contract award(s); 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 RFQC. The ATL reserves the right to accept any proposal deemed to be in the best interest of the ATL and to waive any irregularity or informality in any proposal that does not prejudice the ATL or other Proposers. The ATL reserves the right to negotiate with the Proposer whose proposal is considered by the ATL, and in its sole discretion, to be most advantageous to the ATL.

## 5.9 PROTEST PROCEDURES

The ATL's protest policy shall govern this solicitation, and it can be found at: <https://atltransit.ga.gov/procurement/>.

## 5.10 MINORITY BUSINESS PARTICIPATION

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this solicitation and resulting Contract. It is ATL'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). ATL's overall agency goal for participation by DBEs in its federally funded contracts awarded between October 1, 2019, and September 30, 2022, is 9.62%. ATL fully expects DBE participation to meet or exceed the agency goal for this contract. Proposers with questions regarding DBE certification may contact the Issuing Officer. Additional Contract requirements related to participation by DBEs are specified in **Attachment 3** – Contract of this RFQC. 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.

## 5.11 ETHICAL STANDARDS

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

- The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement.
- A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement.
- 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.

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 ATL and 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 ATL business. Therefore, it is unlawful for a potential Proposer, or its subcontractors or suppliers, to make gifts or favors to any ATL employee. It is also unlawful for any 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 ATL Board of Directors, or ATL employees other than the Issuing Officer.

Any prospective Proposer, anyone representing the Proposer, any subcontractor or supplier on the Prospective Proposer's team, or anyone representing a subcontractor or supplier on the Proposer's team who attempts to influence any member of the Evaluation Committee, the ATL Board of Directors, or ATL or SRTA employees in regards to this solicitation by offering or giving any advantage, gratuity, discount, bribe, or loan to any member of the Evaluation Committee, the ATL Board of Directors, or ATL or SRTA employees will have its proposal removed from consideration for Contract award.

## **5.12 ADA GUIDELINES**

The ATL 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 Pre-Proposal Conference (if applicable). The Georgia Relay Center at 1-800-255-0056 (TDD only) or 1-800-255-0135 (Voice) will relay messages, in strict confidence, for the speech and hearing impaired.

## **5.13 CONTRACTUAL RELATIONSHIPS**

The ATL intends to execute a Contract, **Attachment 3** of this RFQC. The selected Contractor's contractual responsibility must solely rest with one firm or legal entity, which shall not be a subsidiary or affiliate with limited resources. Proposer's Statement of Qualifications Letter, included as Offer Document #A2 of this RFQC, must clearly indicate the firm or entity responsible for contract execution.

## **5.14 SMALL BUSINESS PARTICIPATION**

The ATL strongly supports the participation of small business owners in its contracts. It is the policy of the ATL to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. It is the intention of the ATL 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 in compliance with the requirement of 49 C.F.R. 26.39.

#### **5.15 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, the ATL has no response from the Proposer. Unless and until the Proposer resubmits the received response, the ATL will have no offer from the Proposer to evaluate for possible Contract award. Any resubmission must be received by the ATL no later than the Proposal submission deadline.

#### **5.16 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 RFQC, "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 the ATL or SRTA's 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 ATL, SRTA, GRTA or any of their employees or board members; 2.) any past, present or planned contractual or employment relationships with any officer or employee of the ATL, SRTA or GRTA; and 3.) any other circumstances that might be considered to create a financial interest in the Contract by any ATL, SRTA, GRTA 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.

The ATL, 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 ATL, shall not have its proposal submission evaluated for Contract Award.



Failure to comply with the requirements in this Section 5.16 or to abide by the ATL's determination in this matter may result in the ATL disqualifying 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.

#### **5.17 CONTRACTUAL PROVISIONS**

The ATL shall execute the Contract, to be provided in this RFQC process, with the successful Proposer for the provision of the required services with the selected Contractor(s). The selected Contractor's contractual responsibility must solely rest with one legal entity, which shall not be a subsidiary or affiliate with limited resources. Proposer's Statement of Qualifications Letter, included as Offer Document #A2 of this RFQC, must clearly indicate the firm or entity responsible for contract execution.

The ATL shall not be a party to agreements between the selected Contractor and/or any subcontractors it may choose to employ during fulfillment of the Contract. Additional contract requirements related to subcontractors are specified in the Contract.

#### **5.18 REGISTERED LOBBYISTS**

By submitting a response to this RFQC, 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, included as Offer Document #A7

#### **5.19 RESPONSIBILITY FOR COMPLIANCE WITH LEGAL REQUIREMENTS**

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

#### **5.20 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 by the ATL.

## **5.21 PERIOD THAT PROPOSALS REMAIN VALID**

Each Proposer agrees that proposals will remain firm for a period of one hundred and eighty (180) calendar days beginning with the date that price proposals are opened. Following the deadline for proposal submission, no proposal may be withdrawn for a period of 180 calendar days.

Requests for withdrawal of proposals after 180 calendar days following the deadline for proposal submission must be submitted to ATL in writing (defined as being sent or received via letter or on official firm/agency letterhead or by electronic mail). Such requests for withdrawal of proposals must be submitted in writing to the attention of Issuing Officer.

## **5.22 ATL'S RIGHT TO REQUEST ADDITIONAL INFORMATION - CONTRACTOR RESPONSIBILITY**

Prior to award, ATL 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 ATL, 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 by ATL.

## **5.23 SALES AND USE TAXES**

The ATL is exempt from paying sales and use taxes. All pricing (if applicable) provided in response to this RFQC shall exclude sales and use taxes.

## **5.24 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 any pre-proposal and/or pre-award meetings, and any other pre-award costs shall be at Proposer's sole cost and expense. The ATL will not provide reimbursement for any costs associated with proposal preparation.

## **5.25 PLACEHOLDERS**

If a Proposer does not include information or materials in its proposal that are described in the relevant submittal requirements in Section 6 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]."

## 6. REQUIRED PROPOSAL CONTENTS (DELIVERABLES)

All proposals must 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 10-point font or have text margins that are less than 1-inch. Graphics or images may exceed 1-inch margins.

To be eligible for evaluation by the ATL as a complete, responsive proposal, proposals submitted to the ATL must contain all the following documents, properly signed by an authorized representative, and fully completed by the Proposer, and numbered and arranged as specified in the table below:

Percent of Score	Page Limit of Section	Statement of Qualification Requirements
<b>Section A – Complete Statement of Qualifications Checklist &amp; Offer Documents</b>		
NA	NA	<b>A1 – Statement of Qualifications Checklist</b> <ul style="list-style-type: none"> <li>• This document serves as a checklist for Proposers to ensure that their SOQ is complete and ready for submission to the AUTHORITIES. The document is used by the AUTHORITIES during the evaluation of responsiveness of SOQs.</li> <li>• This document must be fully completed, signed, and submitted with the proposal.</li> <li>• A blank checklist form is attached as Offer Document #A1 in Part 8 - Attachment #1 of this RFQC.</li> </ul>
		<b>A2 – Statement of Qualifications Letter</b> <ul style="list-style-type: none"> <li>• This document summarized the acknowledgments and representations made by and agreed to by the Proposer with regard to its proposal.</li> <li>• This document must be fully completed, signed, and submitted with the SOQs.</li> <li>• A blank form is attached as Offer Document #A2 in Part 8 - Attachment #1 of this RFQC.</li> </ul>
		<b>A3 – Acknowledgment of Addenda</b> <ul style="list-style-type: none"> <li>• This document is required by Part 1, Section 2.5 of this RFQC.</li> <li>• This document must be fully completed, signed, and submitted with the proposal.</li> <li>• If no addenda to the RFQC were issued by AUTHORITIES, Proposer must still complete the form and include it in its proposal.</li> <li>• A blank form is attached as Offer Document #A3 in Part 8 - Attachment #1 of this RFQC.</li> </ul>

		<p><b>A4 – Contractor Information Form</b></p> <ul style="list-style-type: none"> <li>• This document summarizes key information about the Proposer for the Authorities’ assistance and reference during evaluation of the SOQs including: <ul style="list-style-type: none"> <li>○ Contact Information for Proposer</li> <li>○ Corporate information</li> <li>○ List of references for whom firm has performed similar services in the past five years</li> <li>○ AUTHORITIES will contact the references listed on If Proposer is a certified DBE, proof of DBE certification must accompany this document.</li> <li>○ This document must be fully completed, signed, and submitted with the SOQ.</li> </ul> </li> <li>• A blank form is attached as Offer Document #A4 in Part 8 - Attachment #1 of this RFQC document as part of its evaluation of proposals.</li> </ul>
		<p><b>A5 – Contractor Affidavit</b></p> <ul style="list-style-type: none"> <li>• This document must be fully completed, signed, and submitted with the SOQs.</li> <li>• A blank form is attached as Offer Document #A5 in Part 8 - Attachment #1 of this RFQC.</li> </ul>
		<p><b>A6 – Schedule of Proposed DBEs and/or DBE Good Faith Efforts Documentation</b></p> <ul style="list-style-type: none"> <li>• This form summarizes the Proposer’s efforts to assist AUTHORITIES with meeting its DBE goal.</li> <li>• This document is required by Part 1, Section 1.8 of this RFQC.</li> <li>• This document must be fully completed, signed, and submitted with the SOQ.</li> <li>• A blank form is attached as Offer Document #A6 in Part 8 - Attachment #1 of this RFQC.</li> <li>• For additional information regarding the submission of Good Faith Efforts Documentation, see Part 1, Section 1.8 of this RFQC.</li> </ul>

		<p><b>A7 – Certification Regarding Lobbying</b></p> <ul style="list-style-type: none"> <li>• This document is required by Part 2 of this RFQC.</li> <li>• This document must be fully completed, signed, and submitted with the proposal.</li> <li>• A blank form is attached as Offer Document #A7 in Part 8 - Attachment #1 of this RFQC.</li> </ul>
<b>Section B – Firm’s Experience and Qualifications</b>		
30%	14	<p><b>B1 – Experience and Qualifications</b></p> <ul style="list-style-type: none"> <li>• Provide information regarding the firm’s experience and qualifications by detailing the qualification and experience of the firm’s key staff that will provide services under the contract, to include at a minimum: <ul style="list-style-type: none"> <li>○ Identify primary point of contact (or contacts, if firm is proposing different contacts for the Authorities) for the contract.</li> <li>○ Identify key staff and describe their demonstrated ability to effectively perform services in programs comparable in complexity, size, and function, to clients such as government entities, private transit entities, transit authorities and similarly-structured organizations.</li> <li>○ Include evidence of relevant competencies of the principal professional(s) and key staff in services relevant to the Authorities’ needs and evidence of overall competency of the firm in providing relevant consulting services.</li> </ul> </li> </ul>
	1	<p><b>B2 – Organizational Chart</b></p> <ul style="list-style-type: none"> <li>• Include an organizational chart of the proposed team showing names, titles, firms, and roles of all personnel listed in B1 or B3.</li> </ul> <p>Submit on 8.5”x11” or 11”x17” paper size</p>

	10	<p><b>B3 – Resumes</b></p> <ul style="list-style-type: none"> <li>• Include resumes for project staff that would participate in the project; all resumes should include at a minimum: <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Role in this contract</li> <li>○ Years of experience</li> <li>○ Firm name and location – including city and state of the firm where the person currently works</li> <li>○ Education – provide all levels of relevant academic degree(s) received, indicate the area(s) of specialization for each degree</li> <li>○ Current professional registration</li> </ul> </li> </ul> <p>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.</p>
<b>Section C – Project Experience</b>		
45%	20	<p><b>C1 – Relevant Project Experience</b></p> <ul style="list-style-type: none"> <li>• Provide information on firm’s experience with up to four relevant projects, including any experience with the following: <ul style="list-style-type: none"> <li>○ Work with similar transit agencies in an engineering capacity</li> <li>○ Site civil design and construction management including parking lots, roadways, structures, hydraulics and drainage, striping, and landscape architecture.</li> <li>○ ITS design (dynamic message signs, security cameras, etc.)</li> <li>○ Transit-related architecture</li> <li>○ Review of planning, design, construction, maintenance, and operation of new and/or existing transit facilities such as park-and-ride lots.</li> <li>○ Implementation of Transit Technology</li> <li>○ Program Management in a transit environment</li> </ul> </li> </ul>

	5	<p><b>C2 – Other Relevant Experience to Transit Facilities</b></p> <ul style="list-style-type: none"><li>• Provide any additional experience related to transit facilities that would be beneficial to the Authorities.</li></ul>
--	---	---

<b>Section D – Suitability for Work with the Authorities</b>		
25%	5	<p><b>D1 – Apparent Suitability</b></p> <ul style="list-style-type: none"> <li>• Describe how proposing firm will provide suitable services for the AUTHORITIES, including: <ul style="list-style-type: none"> <li>○ Firm’s apparent fit to the project types, initiatives and/or needs of AUTHORITIES.</li> <li>○ Any special or unique qualifications for the scope listed in <i>Part 3-Scope of Services</i>.</li> <li>○ Any special or unexpected services offered by the firm which might be suitable for the program.</li> <li>○ Experience with the AUTHORITIES’s existing transit operations</li> </ul> </li> <li>• A blank form is attached as Offer Document #D1 in Part 8 - Attachment #1 of this RFQC..</li> </ul>
<b>Section E – Required Documentation</b>		
	None	<p><b>E1 – Litigation History</b></p> <ul style="list-style-type: none"> <li>• Describe any litigation the Proposer or any sub consultants has been involved in in the past five (5) years. Describe experience with litigation with Owners and/or Contractors. List any active or pending litigation and explain.</li> <li>• A blank form is attached as Offer Document #E1 in Part 8 - Attachment #1 of this RFQC.</li> </ul>
	None	<p><b>E2 – Insurance</b></p> <ul style="list-style-type: none"> <li>• Provide name of insurance carrier for Proposer, types and levels of coverage, and deductible amounts per claim.</li> <li>• A blank form is attached as Offer Document #E2 in Part 8 - Attachment #1 of this RFQC.</li> </ul>
	None	<p><b>E3 – Finance</b></p> <ul style="list-style-type: none"> <li>• List the Proposer’s annual average revenue for the past five (5) years.</li> <li>• Supply financial references and main banking references or the prime contracting firm.</li> <li>• A blank form is attached as Offer Document #E3 in Part 8 - Attachment #1 of this RFQC.</li> </ul>
	None	<p><b>E4 – Failure to Complete</b></p> <ul style="list-style-type: none"> <li>• Has the Proposer or any proposed sub consultants ever been removed from a contract or failed to complete a contract as assigned?</li> <li>• A blank form is attached as Offer Document #E4 in Part 8 - Attachment #1 of this RFQC.</li> </ul>

**7. PROPOSAL EVALUATION AND CONTRACT AWARD**



## 7.1 EVALUATION COMMITTEE

This Committee shall be composed of qualified persons approved by the ATL to review and evaluate respondent firms' submittals. The ATL intends to appoint persons to the Committee comprised of qualified representatives or stakeholders of the ATL and/or the Service Scope. The Committee shall, through the procedures defined herein, perform the following: a) Scoring/Ranking of all technical proposals; b) Potentially interview finalist firms for final Technical Score; and c) Provide final Technical scoring to be used in determination of potential awardees, using criteria herein, and the application of Price Proposal evaluation.

## 7.2 EVALUATION AND AWARD PROCESS

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

- 7.2.1 Evaluation of Proposals by the Issuing Officer  
Proposals will first be evaluated by the Issuing Officer for responsiveness in accordance with the standard set forth above. Only those proposals that are determined to be responsive shall be evaluated for Proposer responsibility.
- 7.2.2 Evaluation of Proposals by the Evaluation Committee  
Proposers who submitted responsive proposals will be evaluated by the Evaluation Committee for responsibility in accordance with the standard set forth above. A responsible Proposer is one that the ATL believes to be responsible based on the responses provided on the Proposer's Offer Documents and/or based on Contractor's responses to the requirements of the RFQC. The ATL reserves the right to conduct additional due diligence into any Proposer's responsibility status. Such due diligence may include investigations into any of the items set forth in the submitted offer documents.
- 7.2.3 Scoring of Proposals by the Evaluation Committee  
Proposals that are determined to be responsive and submitted by responsible Proposers shall be further evaluated by the Evaluation Committee to determine the Proposal(s) that is/are most advantageous to the ATL. The Evaluation Committee will review each proposal to determine its compliance with the RFQC technical requirements. All proposals which are considered responsive proposals will be scored in accordance with the scoring criteria detailed below:

### Phase 1 – Technical Evaluation Criteria 100 point maximum)

- Firm's Experience and Qualifications – Qualifications, relevant competence, and availability of proposed key personnel. Proposers must present sufficient and competent staff, the capacity to complete the work in

a timely manner and appropriate personnel assignments to administer inspections. [25-point maximum]

- Project Experience – Understanding of the transit facilities program, and demonstration of unique concepts or innovative ideas to improve the planning, design, construction, maintenance, and operation of new and/or existing transit facilities such as park-and-ride lots, Xpress bus light maintenance facilities, implementation of Transit Technology, and demonstration of understanding the statutory requirements of the ATL Design Manual for Xpress Stations and Park & Ride Facilities. [40-point maximum]
- Suitability for Work with the Authorities – Understanding of the ATL’s existing transit facilities and operations. [25-point maximum]
- DBE Participation – Firm’s and personnel’s experience in providing services with ATL and similar to those described in this RFQC. Proven experience of the proposed team to effectively manage large-scale inspection programs, and their sub-contractors. [10-point maximum]

#### Phase 2 – Oral Presentations (If Applicable)

The ATL may elect to invite firms for oral presentations. Should the ATL elect to conduct oral presentations, the basis for selecting Proposers to be invited for oral presentations will be the written technical scores assigned to each invited Proposer. Detailed Criteria for Interviews may be issued to all invitees with prior official notice. Should the ATL elect not to conduct oral presentations, the technical evaluation process shall conclude after written technical scoring.

#### 7.2.4 Total Combined Score

Upon completion of the scoring by the Evaluation Committee, each Proposer will be assigned a Total Combined Score, consisting of the Proposer’s scores from Technical-written Proposals. Apparent Awardees will be determined from this exercise and Notice(s) of Intent to Award may be issued. **The overall weighting of the overall scoring shall be: 100% Technical Merit.**

### 7.3 NOTICE OF INTENT TO AWARD AND NOTICE OF AWARD

The preliminary results of the evaluation may be announced through the public posting of a Notice of Intent to Award to the ATL website. The Notice of Intent to Award (“NOIA”) is not notice of an actual contract award; instead, the NOI A is notice of the ATL’s expected contract award(s) to be pursued. The NOIA (if any) will identify the apparent successful Proposer(s).

At the end of the evaluation process, the ATL shall contact the apparent successful Proposer(s). The apparent successful Proposer(s) must return two signed copies of the Contract to the Issuing Officer within one (1) week of notification. Failure to do so may lead to rejection of the Proposer. The ATL reserves the right to proceed to discussions with the next highest ranked Proposer. The ATL reserves the right to modify the Contract be consistent with the successful offer.

The Notice of Award is ATL's public notice of actual Contract award and will be publicly posted to the ATL website.

**8. LIST OF ATTACHMENTS**

Attachment 1 - ATL 24-001 Offer Documents Portfolio

Attachment 2 - Consultant Rate Sheet

Attachment 3 - Contract Draft (to be submitted as a future addendum)

Attachment 4 - RFQC Questions and Answers