

Baldwin County Board of Commissioners Communication
121 N. Wilkinson Street, Milledgeville, GA 31061-3365



Baldwin County

Request for Qualifications

To Provide

Engineering and Design Related Services

RFQ-2019-01

Qualifications Due: May 20, 2019

Baldwin County Board of Commissioners
121 N. Wilkinson Street
Milledgeville, GA 31061-3365

REQUEST FOR QUALIFICATIONS

Engineering and Design Related Services

I. General Project Information

A. Overview

Baldwin County is soliciting Statements of Qualifications (SOQ) from qualified firm(s) or organization(s) to provide Consultant Services for engineering and design related services.

This Request for Qualifications (RFQ) seeks to identify potential providers for the Scope of Services for the project/contract listed in Exhibit I. Firms that respond to this RFQ, and are determined by Baldwin County to be sufficiently qualified, may be deemed eligible, and invited to offer proposals and/or possibly present and/or interview for these services. All respondents to this RFQ are subject to instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully. Baldwin County reserves the right to reject any or all Statements of Qualifications or Consultant Plan Proposals, and to waive technicalities and informalities at its discretion.

B. IMPORTANT- A RESTRICTION OF COMMUNICATION IS IN EFFECT FOR THIS PROJECT.

From the advertisement date of this solicitation until successful respondents are selected and the award is made official and announced, firms are not allowed to communicate about this solicitation or scope with any staff of Baldwin County including the Baldwin County Board of Commissioners, except for the submission of questions as instructed in the RFQ, or with the contact designated in RFQ Section VIII.C., or as provided by any existing work agreement(s). For violation of this provision, Baldwin County reserves the right to reject the submittal of the offending respondent.

C. Baldwin County has adopted a 10.12% overall goal for DBE participation on this federally funded project. This goal is not to be considered as a fixed quota, set aside or preference. The DBE goal can be met by prime contracting or sub-contracting.

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

For more information on the Baldwin County DBE Program please contact:

Carlos Tobar
County Manager
121 N. Wilkinson Street
Milledgeville, GA 31061-3365
Phone: (478) 363-1976

D. Scope of Services

Under the terms of the resulting Agreements, the selected consultant will provide engineering and design related services, for the Baldwin County Project identified. The anticipated scope of work for the project/contract is included in Exhibit I.

E. Contract Term and Type

Baldwin County anticipates one (1) contract to be awarded to one (1) firm, for the project/contract identified. Baldwin County anticipates that the Contract Type will be paid via Firm Fixed Price and/or Cost Plus Fixed Fee methodology. This agreement will be for Preliminary Engineering (PE) Phase only. If the project is funded by GDOT for construction, a separate solicitation will be issued for Construction Engineering.

F. Contract Amount

The contract is programmed by GDOT at a cost estimate of \$375,000.

II. Selection Method

A. Method of Communication

All general communication of relevant information regarding this solicitation will be made via the Georgia Procurement Registry (GPR) under RFQ-2019-001. All firms are responsible for checking the GPR on a regular basis for updates, clarifications, and announcements. Baldwin County reserves the right to communicate via electronic-mail with the primary contact listed in the Statements of Qualifications. Other specific communications will be made as indicated in the remainder of this RFQ.

B. Phase I - Selection of Finalists

Based on the Statements of Qualifications submitted in response to the projects/contracts listed in this RFQ, the Selection Committee will review the Experience and Qualifications and Resources and Workload Capacity listed in Section IV. Selection Criteria for Phase I. The Selection Committee will discuss the top submittals and the final rankings of the top submittals will be determined. From the final rankings of the top submittals, the Selection Committee will identify three (3) firms which will be shortlisted.

All firms must meet the minimum requirements as listed in Section IV.A. below.

C. Finalist Notification for Phase II

Firms selected and shortlisted as finalists will receive notification and final instructions from Baldwin County regarding the Phase II - Suitability response.

D. Phase II - Finalists Response on Technical Approach and Past Performance

Baldwin County will request a written proposal of the three (3) finalist firms for each project/contract. Baldwin County reserves the right to request a presentation/interview on

any project/contract as determined in its best interests; however, this additional requirement shall typically be reserved for the most complex projects. Each finalist firm shall be notified in writing and informed of the proposal due date. Any additional detailed proposal instructions and requirements, beyond that provided in Section V. Selection Criteria for Phase II, for the finalists will be provided in the Finalist Notification. All members of the Selection Committee will review the written proposal (and will attend the presentation/interview if so chosen). Firms shall not address any questions, prior to the award announcement, to anyone other than the designated contact.

E. Final Selection

Final selection will be determined by carrying the scores from Phase I forward for each Finalist and by evaluating the Technical Approach and Past Performance criteria for Phase II. The Selection Committee will discuss the Finalist’s Phase II Responses and the final rankings will be determined.

Negotiations will then be initiated with the top-ranked firm(s) to finalize the terms and conditions of the contract(s), including the fees to be paid. In the event a satisfactory agreement cannot be reached with the highest-ranking firm(s), Baldwin County will formally terminate the negotiations and possibly enter into negotiations with the second highest-ranking firm, and so on in turn until a mutual agreement is established and Baldwin County awards a contract. The final form of the contract shall be developed by Baldwin County.

III. Schedule of Events

The following Schedule of Events represents Baldwin County’s best estimate of the Schedule that will be followed. All times indicated are prevailing times in Milledgeville, Georgia. Baldwin County reserves the right to adjust the Schedule as Baldwin County deems necessary.

PHASE I		DATE	TIME
a.	Baldwin County issues public advertisement of RFQ -2019-001	04/17/19	-----
b.	Deadline for submission of written questions and requests for clarification	05/03/19	2:00 PM
c.	Deadline for submission of Statements of Qualifications	05/20/19	2:00 PM
d.	Baldwin County completes evaluation and issues notification and other information to finalist firms	TBD	-----
PHASE II			
e.	Deadline for submission of written questions from finalists	TBD	TBA
f.	Phase II Response of Finalist firms due	TBD	TBA

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

A. Area Class Requirements and Certification

Presented teams must be prequalified in the indicated GDOT Area Class(es) in order to be evaluated. Required proof of prequalification shall be submitted as indicated in Section VI.B.4. below. All Submittals will be pre-screened to verify that the Prime consultant has the

required GDOT Area Class(es) and that the overall team has the required GDOT Area Class(es). Any submittal in which the Prime consultant or the overall team GDOT area class requirements are not met will be disqualified from further consideration.

Each submittal will require a certification to allow Baldwin County to analyze risks in determining if any Firm should be ineligible for award. The certification shall cover a wide variety of information. Any firm which responds in any potentially concerning manner must provide additional information as directed herein for consideration by Baldwin County to determine if Firm is eligible for award.

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

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

- Project Manager education, registration, relevant engineering experience, relevant project management experience, experience in delivering GDOT funded projects.
- Key Team Leaders' education, registration, relevant technical experience, and relevant experience in delivering GDOT funded projects.
- Prime Consultant's experience for the previous five (5) years in delivering projects of similar complexity, size, scope, and function.

C. Project Manager, Key Team Leader(s) and Prime's Resources and Workload Capacity – 30%

The Selection Committee will evaluate all firms on their Resources availability and Workload Capacity which shall account for a total of thirty (30%) percent of the total evaluation. The following criteria for scoring the Resources and Workload Capacity will be utilized to determine which firms are shortlisted:

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

V. Selection Criteria for Phase II - Criteria for Evaluation of Technical Approach and Past Performance

A. Technical Approach – 40%

The Selection Committee will evaluate the shortlisted firms (Finalists) on their Technical Approach, which shall account for a total of forty (40%) percent. The Selection Committee shall utilize the following additional criteria for scoring Phase II of the evaluation to determine the highest ranked/most qualified (NOTE: Scores from Phase I will be carried

forward and combined with the scores from the Phase II to determine the final ranking of Finalists):

Technical approach to delivering the project (including design concepts and use of alternative methods).

Provide any specific qualifications, skills, or knowledge which your firm has which could benefit the project, and your ability and willingness to meet time requirements.

B. Past Performance – 10%

The Selection Committee may consider information provided via references provided for relevant projects, knowledge any selection committee member has of performance on relevant projects, and performance evaluations or knowledge presented on Baldwin County projects. The Selection Committee will consider all factors in their totality and score from 0 to 10 when arriving at a final score for the Past Performance.

VI. Instructions for Content and Preparation of Statements of Qualifications – Phase I Response

The Statements of Qualifications submittal must be submitted in accordance with the instructions provided in Section VIII, and must be organized, categorized using the same headings, and numbered and lettered exactly as outlined below, and must be responsive to all requested information. For the sections in which page number limits are stated, each section with a stated limit must begin on a new page and end on the last page allowed for the section. It is not allowed to begin new sections on a page allowed for a previous section, if applicable. This will enable Baldwin County staff to ensure compliance with the page limitations.

Cover page – Each submittal must have a separate cover page for each copy of each submittal and each must list the RFQ#, RFQ Title, proposing firm's full legal name and the specific project contract being submitted on to include the Project Numbers, PI Numbers, and Description.

A. Administrative Requirements

It is required to submit the information below for each copy of each submittal. This is general information and will not be scored but may be used to determine eligibility for selection.

1. Basic company information:

- a. Company name.
- b. Company Headquarter Address.
- c. Contact Information - Name and all contact information (telephone number(s) and e-mail address) of primary proposing contact (this will be the individual with whom Baldwin County will direct all communications).
- d. Company website (if available).

- e. Georgia Addresses - Identify and provide addresses for the offices located in the State of Georgia.
 - f. Staff - List the number and disciplines of staff members employed in each office in the State of Georgia.
 - g. Ownership - Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the Offeror a sole proprietorship, partnership, corporation, limited liability Corporation, or other structure?
- 2. Certification Form - Complete the Certification Form (Exhibit “II” enclosed with RFQ), and provide a notarized original within the firm’s Statement of Qualifications. This is to be submitted for the Prime ONLY.
 - 3. Georgia Security and Immigration Compliance Act Affidavit – Complete the form (Exhibit “III” enclosed with RFQ), and provide a notarized original within the firm’s Statement of Qualifications. This is to be submitted for the Prime ONLY.
 - 4. Addenda - Signed cover page of any Addenda issued for the Prime ONLY.

B. Experience and Qualifications

- 1. Project Manager - Provide information pertaining to the project manager, including but not limited to:
 - a. Education.
 - b. Registration (if necessary and applicable.)
 - c. Relevant engineering experience.
 - d. Relevant project management experience for projects of similar complexity, size, scope, and function (no more than five (5) projects).
 - e. Relevant experience utilizing GDOT specific processes, manuals, or guidance (Plan Development Process, Design Policy, Environmental Procedures Manual, etc.).

This information is limited to two (2) pages maximum.

- 2. Key Team Leaders - Provide experience of Key Team Leaders (defined as those individuals who oversee project areas determined as particularly important to each specific project) (refer to the Project Description in Exhibit I, specifically Section 7 for the list of Key Team Leaders for each Project). For each Key Team Leader identified provide:
 - a. Education.
 - b. Registration (if necessary and applicable.)

c. Relevant experience in the applicable resource area (on no more than three (3) of the most relevant projects).

d. Relevant experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.) which are specific to the key resource area.

This information is limited to one (1) page maximum for each Key Team Leader identified in Section 7 of each Exhibit I. Respondents submitting more than one (1) page for each Key Team Leader identified will be subject to disqualification.

3. Prime Experience - Provide information on the prime's experience and ability in delivering effective services for projects of similar complexity, size, scope, and function for the previous five (5) years. Describe no more than five (5) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to provide services for Baldwin County. For each project, the following information should be provided:

a. Client name, project location and dates during which services were performed.

b. Description of overall project and services performed by your firm.

c. Duration of project services provided by your firm, and overall project budget.

d. Experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.)

e. Client(s) current contact information including contact names and telephone numbers.

f. Involvement of Key Team Leaders on the projects. 6

This information is limited to two (2) pages maximum.

4. Area Class Summary Form and Notice of Professional Consultant Qualifications - Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom Baldwin County will contract. The Team is defined as the Prime Consultant and their subconsultants, who are considered team members. Prime Consultants and their subconsultant team members must meet the Area Class requirements listed in Exhibit I for each project on which they apply. In regards to the required Area Classes, for each project/contract on which they apply, respondents should submit a summary form (example provided in Exhibit IV) which details the required area classes for the Prime Consultant and all subconsultants on the team listed in the Statement of Qualifications. The area classes and firm's meeting the area classes listed on the summary form must meet all required area classes or the team will be disqualified. If a team member's prequalification will

expire prior to the due date of the SOQs, documentation must be provided which shows that the firm has submitted its application for prequalification prior to the SOQ due date. The team must maintain its prequalification certification in order to be considered eligible for award if selected. Additionally, respondents should submit the Notice of Professional Consultant Qualifications (for the Prime Consultant and all sub-consultants for each project) issued by Baldwin County and attach after the Area Class summary form.

This information is limited to the one (1) page for the Area Class table (unless the project needs require an extensive list of area classes) and the required Notice of Professional Consultant Qualifications.

C. Resources/Workload Capacity

1. Overall Resources - Provide information regarding the overall resources dedicated to delivering the specific project, including:

a. Organizational chart which identifies the project manager, prime, Key Team Leaders, support personnel, and reporting structure.

b. Primary Office - Identify and discuss the primary office which will be responsible for handling the specific project and the number and types of staff within the office and how this office could benefit the project and promote efficiency.

c. Narrative on Additional Resource Areas and Ability – Respondents are also allowed one (1) page to provide information regarding additional resource areas identified as important to the project, to discuss how the key areas will integrate and work together on the project, to discuss any information which is pertinent to these areas, to provide a narrative regarding how the organization of the team, including the PM and Key Team Leaders can deliver the project on schedule given their workload capacity. (Baldwin County recognizes that some individuals may be able to meet the schedule while carrying heavier project loads.) Respondents may discuss the advantages of your team and the abilities of the team members which will enable the project to meet the proposed schedule as identified in Exhibit I (where applicable). If there is no proposed schedule, discuss the advantages of the team and the abilities of the team members which will enable the project to move as expeditiously as possible. Respondents submitting more than the one (1) additional page allowed, will be subject to disqualification.

2. Project Manager Commitment Table - Provide a list of ALL projects (Baldwin County, other governments and private contracts – Information may be validated and any firm determined not to be listing all projects may be subject to disqualification) on which the proposed project manager is currently committed, to enable Baldwin County to ascertain the project manager's availability. Utilize a table similar to the following format with a minimum of all criteria indicated to provide the requested information:

Project Manager	PI/Project # for GDOT Projects/Name of Customer for Non-GDOT Projects	Role of PM on Project	Project Description	Current Phase of Project	Current Status of Project	Monthly Time Commitment in Hours

This information is limited to the organization chart, one (1) page of text (for the Primary Office and Narrative on Ability discussion), and the tables.

3. Key Team Leader Project Commitment Table - Provide a table similar to the below, with a minimum of all criteria indicated, which identifies ALL projects the Key Team Leaders (refer to the Project Description in Exhibit I, specifically Section 7 for the list of Key Team Leaders for each Project) are committed on to enable Baldwin County to ascertain the available capacity.

Key Team Leader	PI/Project # for GDOT Projects/Name of Customer for Non-GDOT Projects	Role of Key Team Leader on Project	Project Description	Current Phase of Project	Current Status of Project	Monthly Time Commitment in Hours

This information is limited to the organization chart, one (1) page of text (for the Primary Office and Narrative on Ability discussion), and the tables.

VII. Instructions for Preparing Technical Approach and Past Performance Response – Phase II Response

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

The Phase II response must be submitted in accordance with the instructions provided in Section IX, and must be organized, categorized using the same headings, and numbered and lettered exactly as outlined below, and must be responsive to all requested information. For the sections in which page number limits are stated, each section with a stated limit must begin on a new page and end on the last page allowed for the section. It is not allowed to begin new sections on a page allowed for a previous section, if applicable. This will enable Baldwin County to ensure compliance with the page limitations.

Phase II Cover page – Each submittal must have a separate cover page for each copy of the Phase II submittal and each must indicate the response is for Phase II, list the RFQ#, RFQ Title, proposing firm's full legal name and the specific project contract being submitted on to include the Project Numbers, PI Numbers, Count(ies), and Description.

A. Technical Approach

Provide any unique technical approaches your firm offers relative to addressing anticipated design concepts, use of any alternative methods for delivery (if applicable), and/or management of the project. Identify any unique challenges of the project and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures. Provide any specific qualifications, skills, knowledge of the project and project area which may uniquely benefit the firm and project.

This information will be limited to a maximum of three (3) pages.

B. Past Performance

No additional information should be submitted to fulfill this requirement. Information from the relevant projects listed will be used to fulfill this requirement.

Past performance may be evaluated through the checking of project references for the proposed project manager as well as the firm. Baldwin County will check these references at random. For this reason, attention should be paid to the references provided to ensure that the contact information provided is accurate and the individual references are reachable. Other past performance information which may be utilized includes Baldwin County consultant performance ratings as well as knowledge that any member of the Selection Committee has pertaining to the past performance of the firm on any project.

VIII. Instructions for Submittal for Phase I - Statements of Qualifications

A. There are two (2) submittals required. Submittal #1 must follow the format and meet the content requirements identified in Section VI, entitled Instructions for Content and Preparation of Statements of Qualifications – Phase I Response. Respondents must submit one (1) original and five (5) identical copies. Submittal #2 is an electronic version of Submittal #1 which allows for Baldwin County to maintain the files electronically. The original and each copy of Submittal #1 should be stapled separately. The original and each copy of Submittal #1 should be bound together using a binder clip or other similar fashion which allows the individual copies to be separated and distributed easily to Selection Committee Members. See Attachment 1 for a summary of how the submittals should be prepared.

B. Submittals must be typed on standard (8 1/2" x 11") paper. The pages should be numbered, however, submittal pages will be counted by section to determine compliance with page limits. Responses are limited to the page counts indicated in each section and should be double-sided using a minimum of size 11 font. Page counts will be determined by pages with print on them, not by the physical piece of paper. For example, a piece of paper which has print on both sides, shall be considered two (2) pages while a piece of paper with

print on only one side would be considered a single page. Each Statement of Qualifications shall be prepared simply and economically as indicated above. Fancy bindings, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content.

NOTE: Additional pages other than what has been specified above in each section should not be included and will be grounds for disqualification.

Submittals must be sealed in an opaque envelope or box, and reference RFQ 2019-01 and the words "STATEMENT OF QUALIFICATIONS" must be clearly indicated on the outside of all of the envelopes or boxes. Statements of Qualifications must be physically received by Baldwin County prior to the deadline indicated in the Schedule of Events (Section III of RFQ) at the exact address below:

Carlos Tobar
County Manager
121 N. Wilkinson Street
Milledgeville, GA 31061-3365
Phone: (478) 363-1976

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

Statements of Qualifications submitted via facsimile or e-mail will be rejected. All expenses for preparing and submitting responses are the sole cost of the party submitting the response. Baldwin County is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of Baldwin County. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

Baldwin County reserves the right, in its sole discretion, to waive any technicalities associated with this submittal if deemed in the best interest of the county.

C. Questions and Requests for Clarification

Questions about any aspect of the RFQ, or the project, shall be submitted in writing via e-mail to: Carlos Tobar, e-mail: ctobar@baldwincountygga.com. The deadlines for submission of questions relating to the RFQ are the times and dates shown in the (Schedule of Events-Section III). From the issue date of this solicitation until a successful proposer is selected and the award is made official and announced, respondents are subject to the Restriction of Communication in Section I.B.

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

THESE INSTRUCTIONS ARE INTENDED SOLELY FOR THOSE FIRMS IDENTIFIED AND NOTIFIED AS FINALISTS. Final Instructions will be provided to the Finalists in the notification.

A. There are two (2) submittals required. Submittal #1 must follow the format and meet the content requirements identified in Section VII, entitled Instructions for Preparing Technical Approach and Past Performance Response – Phase II Response. Respondents must submit one (1) original and five (5) identical copies. Submittal #2 is an electronic version of Submittal #1 which allows for Baldwin County to maintain the files electronically. The original and each copy of Submittal #1 should be stapled separately. The original and each copy of Submittal #1 should be bound together using a binder clip or other similar fashion which allows the individual copies to be separated and distributed easily to Selection Committee Members.

B. Submittals must be typed on standard (8 1/2" x 11") paper. The pages should be numbered, however, submittal pages will be counted by section to determine compliance with page limits. Responses are limited to the page counts indicated in each section and should be double-sided using a minimum of size 11 font. Page counts will be determined by pages with print on them, not by the physical piece of paper. For example, a piece of paper which has print on both sides, shall be considered two (2) pages while a piece of paper with print on only one side would be considered a single page. Each Statement of Qualifications shall be prepared simply and economically as indicated above. Fancy bindings, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content.

NOTE: Additional pages other than what has been specified above in each section should not be included and will be grounds for disqualification.

C. Submittals must be sealed in an opaque envelope or box, and reference RFQ 2019-01 and the words "PHASE II RESPONSE" must be clearly indicated on the outside of all of the envelopes or boxes. Statements of Qualifications must be physically received by Baldwin County prior to the deadline indicated in the Notice to Finalists at the exact address below:

Carlos Tobar
County Manager
121 N. Wilkinson Street
Milledgeville, GA 31061-3365
Phone: (478) 363-1976

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

Responses submitted via facsimile or e-mail will be rejected. All expenses for preparing and submitting responses are the sole cost of the party submitting the response. Baldwin County is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of Baldwin County. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

Baldwin County reserves the right, in its sole discretion, to waive any technicalities associated with this submittal if deemed in the best interest of the county.

D. Questions and Requests for Clarification

Questions about any aspect of the Phase II Response for Finalists, shall be submitted in writing via e-mail to: Carlos Tobar, e-mail: ctobar@baldwincountyga.com, or as directed in the Notice to Finalists, if different. The deadlines for submission of questions relating to the Phase II Response will be identified in the Notice to Finalists. From the issue date of this solicitation until a successful proposer is selected and the award is made official and announced, respondents are subject to the Restriction of Communication in Section I.B.

X. Baldwin County Terms and Conditions

A. Statement of Agreement

With the submission of a SOQ, the respondent agrees that he/she has carefully examined the Request for Qualifications, and agrees that it is the respondent's responsibility to request clarification on any issues in any section of the Request for Qualifications with which the respondent disagrees or needs clarified. The respondent also understands that failure to mention these items during the question period or in the SOQ will be interpreted to mean that the respondent is in full agreement with the terms, conditions, specifications and requirements in the therein. With submission of a SOQ, the respondent hereby certifies: (a) that this SOQ is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that respondent has not directly or indirectly included or solicited any other respondent to put in a false or insincere SOQ; (c) that respondent has not solicited or induced any person, firm, or corporation to refrain from sending a SOQ.

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

Baldwin County will not allow a joint-venture for this procurement. Sub-Consultants shall generally be considered any team member which is performing any service which typically requires prequalification, and whose services are billed as costs. Sub-Consultant Team Members must be written into the resulting Agreement and are subject to all terms and conditions in the Agreement. Vendors shall be considered any team member which is performing any service which typically does not require prequalification, and whose services are billed as direct expenses. Vendors may not be written into the resulting Agreement and may not be subject to all terms and conditions in the Agreement.

C. Non-Discrimination and DBE Requirements

Baldwin County in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d--42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to

submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

Baldwin County has adopted a 10.12% goal for DBE participation for this federally funded projects. This goal is not to be considered as a fixed quota, set aside or preference. The DBE goal can be met by prime contracting or sub-contracting.

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

For more information on the Baldwin County DBE Program please contact:

Carlos Tobar
County Manager
121 N. Wilkinson Street
Milledgeville, GA 31061-3365
Phone: (478) 363-1976

D. Audit and Accounting System Requirements

Baldwin County reserves the right to reject any proposal with firms that do not meet the following requirements:

1. Firm(s) should have an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
2. If it currently has aggregate contract amount exceeding \$250,000 has
 - a. Performed an audit in accordance with generally accepted government auditing standards to test compliance with the requirements of the Federal cost principles and issued an audit report of the consultant's indirect cost rate(s); or
 - b. Conducted a review of an audit report and related work papers prepared by a certified public accountant and issued a letter of concurrence with the related audited indirect cost rate(s).
3. Firm(s) should have no significant outstanding deficient audit findings from previous contracts with GDOT that have not been resolved.
4. The prime is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

E. Submittal Costs and Confidentiality

All expenses for preparing and submitting responses are the sole cost of the respondent submitting the response. Baldwin County is not obligated to any respondent to reimburse such expenses. All submittals upon receipt become the property of Baldwin County. Labeling information provided in submittals as "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to

the provisions of the Open Records Act, the details of the proposal documents will remain confidential until a final award.

F. Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon Baldwin County and does not obligate Baldwin County to procure or contract for any services. Neither Baldwin County nor any respondent submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by Baldwin County and a respondent containing such terms and conditions as are negotiated between those parties. Baldwin County reserves the right to waive non-compliance with any requirements of this Request for Qualifications and to reject any or all proposals submitted in responses. Upon review of responses, Baldwin County will determine the respondent(s) proposal that in the sole judgment of Baldwin County is in the best interest of Baldwin County (if any is so determined), with respect to the evaluation criteria stated herein. Baldwin County then intends to conduct negotiations with such respondent(s) to determine if an acceptable contract may be reached.

G. Right to Cancel or Change RFQ

Baldwin County reserves the right to cancel any and all Request for Qualifications where it is determined to be in the best interest of Baldwin County to do so. Baldwin County reserves the right to increase, reduce, add or delete any item in this solicitation as deemed necessary.

It is the responsibility of all firms interested in submitting Statement of Qualifications (SOQs) for this advertisement to routinely check the posting on the Georgia Procurement Registry for any revisions to this RFQ.

H. Substitutions, Alternates, Exceptions, and Extensions

No substitutions or alternates will be accepted for this solicitation. Any respondent submitting substitutions or alternates will be considered non-responsive and will not be considered for award.

EXHIBIT I

RFQ-2019-01 Engineering and Design Related Services

- 1. Project Number(s): N/A
- 2. PI Number(s): 0016631
- 3. County(ies): Baldwin
- 4. Description: Engineering and design of Baldwin County Airport Multipurpose Path
- 5. Required Area Classes:

Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom Baldwin County will contract. The Team is defined as the Prime Consultant and their subconsultants, who are considered team members. The Prime Consultant must be prequalified in the Area Classes identified below in Section 5.A. The Prime Consultant or subconsultant team members must be prequalified in the Area Classes identified below in Section 5.B. Respondents should submit a summary form (example provided in Exhibit IV) which details the required area classes for the Prime Consultant and all subconsultants or joint-venture of consultants on the team listed in the Statement of Qualifications. The area classes listed on the summary form must meet all required area classes or the team will be disqualified. The Prequalification Expiration Date must be current by the deadline stated for this RFQ.

A. The Prime Consultant MUST be prequalified by GDOT in the area classes listed below:

Number	Area Class
3.13	Facilities for Bicycles and Pedestrians

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

Number	Area Class
1.06(a)	NEPA
1.06(b)	History
1.06(c)	Air Quality
1.06(d)	Noise
1.06(e)	Ecology
1.06(f)	Archaeology

6. Scope:

The selected firm shall provide services for the engineering and design of the Baldwin County Airport Multipurpose Path. It is anticipated that receiving GDOT approvals through the Plan

Development Process should take nine months. All concept reports, preliminary and final right-of-way plans, preliminary and final construction plans, and construction documents prepared by or for the Department will be in “English” Units. Tasks include the following:

Task 1: Design Development

- a. Prepare a Concept Report consistent with GDOT’s Plan Development Process and facilitate associated meetings and activities. Coordinate with the project stakeholders for Concept Report approval by GDOT.
- b. Prepare design development documents, including description of all design work, demolition, grading and paving plans, storm drainage, utilities adjustment issues (not utility relocation plans), and other necessary civil engineering work, safe and accessible sidewalks and pedestrian ways, bicycle facilities, roadways, traffic signals, parking, streetscape elements, special features such as street furniture, including benches, litter containers, street trees, plant materials, signing, lighting, etc.
- c. Prepare revised views as necessary to describe the project.
- d. Prepare a detailed cost estimate of all elements of the work.
- e. Provide evidence of project's compliance with all relevant local, state and federal codes and regulations including compliance with Georgia DOT's plan development process, environmental process and historic preservation requirements.
- f. Respond to review by Baldwin County staff, GDOT and other parties.
- g. Prepare Environmental Document.

Task 2: Construction Documents

- a. Prepare construction documents, including plans, specifications (in CSI or similar format), general and supplemental conditions, and bid documents, adequate to let a guaranteed maximum price contract including detailed description of all design work, details of all required demolition of existing structures and other appurtenances, soil erosion and sedimentation control, physical improvements, equipment, demolition, grading and paving plans, storm drainage, and other necessary civil engineering work, safe and accessible sidewalks and pedestrian ways, bicycle facilities, roadways, traffic signals, parking, streetscape elements, special features such as street furniture, including benches, litter containers, street trees, plant materials, signage, lighting, etc.
- b. At the point of 75% completion of construction documents, submit plans and specifications to Baldwin County for review with a detailed cost estimate of all elements of the work.
- c. Provide evidence of project's compliance with all relevant local, state and federal codes and regulations including compliance with Georgia DOT's plan development process, environmental process, historic preservation requirements, and NPDES, soil erosion and

sedimentation control. Consultant shall be responsible for obtaining all required approvals and permits, including soil erosion permits, NPDES approval and filing NOI.

d. Prepare pedestrian and traffic control plan to ensure that construction impacts on pedestrian, vehicular and existing and nearby residential, institutional and businesses properties are minimized.

e. Respond to review by Baldwin County staff, GDOT and other parties as necessary.

3. Bid Assistance

a. Make available a complete set of contract documents marked “Approved for Construction.” Provide up to four (4) sets of final plans and specifications marked “Approved for Construction.” Cost of plans and specifications will be borne by bidders.

EXHIBIT II
CERTIFICATION FORM

I, _____, being duly sworn, state that I am _____ (title) of _____ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

Initial each box below indicating certification. The person initialing must be the same person who signs the Certification Form. (If unable to initial any box for any reason, place an "X" in the applicable box and attach a statement explaining the non-certification. Baldwin County will review and make a determination as to whether or not the firm shall be considered further or disqualified).

- I further certify that to the best of my knowledge the information given in response to the Request for Qualifications is full, complete and truthful.
- I further certify that the submitting firm and any principal employee of the submitting firm has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings, nor is any team members/principals currently under indictment for any reason related to actions on public infrastructure projects.
- I further certify that I understand that Firms included on the current Federal list of firms suspended or debarred are not eligible for selection and that the submitting firm has not, in the immediately preceding five (5) years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the submitting firm is not now under consideration for suspension or debarment from any such agency.
- I further certify that the submitting firm has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract and further, that the submitting firm is not now under any notice of intent to default on any such contract, nor has been removed from a contract or failed to complete a contract as assigned due to cause or default.
- I further certify that the firm or any affiliate(s) has not been involved in any arbitration, litigation, mediation, dispute review board or other dispute resolution proceeding with a client, business partner, or government agency in the last five years involving an amount in excess of \$500,000 related to performance on public infrastructure projects.
- I further certify that there are not any pending regulatory inquiries that could impact our ability to provide services if we are the selected consultant.
- I further certify that there are no possible conflicts of interest created by our consideration in the selection process or by our involvement in the project.
- I further certify that the submitting firm's annual average revenue for the past five (5) years is sufficient to allow the services to be delivered effectively by our firm and that there are no trends in the revenue which may be concerning other than normal market fluctuations.

I further certify that in regards to Audit and Accounting System Requirements, that the submitting firm:

1. Has an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
2. If it currently has aggregate contract amount exceeding \$250,000 has
 - a. Performed an audit in accordance with generally accepted government auditing standards to test compliance with the requirements of the Federal cost principles and issued an audit report of the consultant's indirect cost rate(s); or
 - b. Conducted a review of an audit report and related work papers prepared by a certified public accountant and issued a letter of concurrence with the related audited indirect cost rate(s).
3. Has no significant outstanding deficient audit findings from previous contracts with GDOT that have not been resolved.
4. Is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that Baldwin County may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the Baldwin County may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the Baldwin County to award a contract.

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial or rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Sworn and subscribed before me

This _____ day of _____, 20____.

Signature

NOTARY PUBLIC

My Commission Expires: _____

NOTARY SEAL

EXHIBIT III

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contracting Entity/Respondent: _____

Address: _____

Solicitation No./Contract No. : RFQ-2019-01

Solicitation/Contract Name: Engineering and Design Related Services

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or entity which is contracting with Baldwin County has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91 (b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to Baldwin County within five (5) business days after any subcontractor is retained to perform such service.

E-Verify/Company Identification Number

Date of Authorization

Signature of Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Consultant

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

____ DAY OF _____, 20__

Notary Public

[NOTARY SEAL]

My Commission Expires: _____

EXHIBIT IV

Area Class Summary Example

Respondents should complete a table similar to the below and indicate by placing an "X" in the appropriate column indicating the firm which meets each required area class for each specific project with particular emphasis on the area classes which the Prime must hold as well as the subconsultants. The below table is a full listing of all area classes. Since no single advertisement would require every area class, Respondents should delete all the area classes which are not applicable to the project they are pursuing and only include the ones applicable. Particular attention should be paid to the date that consultants certificate expires.

Area Class #	Area Class Description	Prime Consultant Name	Sub-Consultant #1 Name	Sub-Consultant #2 Name	Sub-Consultant #3	Sub-Consultant #4	Sub-Consultant #5	Sub-Consultant #6
	DBE – Yes/No ->							
	Prequalification Expiration Date							
1.01	Statewide Systems Planning							
1.02	Urban Area and Regional Transportation Planning							
1.03	Aviation Systems Planning							
1.04	Mass and Rapid Transportation Planning							
1.05	Alternate Systems Planning							
1.06(a)	NEPA							
1.06(b)	History							
1.06(c)	Air Quality							
1.06(d)	Noise							
1.06(e)	Ecology							
1.06(f)	Archaeology							
1.06(g)	Freshwater Aquatic Surveys							
1.07	Attitude, Opinion, and Community Value Studies (Public Involvement)							
1.08	Airport Master Planning (AMP)							
1.09	Location Studies							
1.10	Traffic Analysis							
1.11	Traffic and Toll Revenue Studies							
1.12	Major Investment Studies							
1.13	Non-Motorized transportation Planning							
2.01	Mass Transit Program (Systems Management)							
2.02	Mass Transit Feasibility and Technical Studies							
2.03	Mass Transit Vehicle and Propulsion System							
2.04	Mass Transit Controls, Communication and Information Systems							
2.05	Mass Transit Architectural Engineering							
2.06	Mass Transit Unique Structures							
2.07	Mass Transit Electrical and Mechanical System							
2.08	Mass Transit Operations Management and Support Services							
2.09	Airport Design (AD)							
2.10	Mass Transit Program (Systems Marketing)							
3.01	Two-Lane or Multi-lane Rural Roadway Design							

EXHIBIT IV
Area Class Summary Example (continued)

Area Class #	Area Class Description	Prime Consultant Name	Sub-Consultant #1 Name	Sub-Consultant #2 Name	Sub-Consultant #3	Sub-Consultant #4	Sub-Consultant #5	Sub-Consultant #6
3.02	Two-Lane or Multi-lane urban Roadway Design							
3.03	Multi-Lane Urban Roadway Widening and Reconstruction							
3.04	Multi-lane Rural Interstate Limited Access Design							
3.05	Multi-lane Urban Interstate Limited Access Design							
3.06	Traffic Operations Studies							
3.07	Traffic Operations Design							
3.08	Landscape Architecture Design							
3.09	Traffic Control Systems Analysis, Design and Implementation							
3.10	Utility Coordination							
3.11	Architecture							
3.12	Hydraulic and Hydrological Studies (Roadway)							
3.13	Facilities for Bicycles and Pedestrians							
3.14	Historic Rehabilitation							
3.15	Highway and Outdoor Lighting							
3.16	Value Engineering (VE)							
3.17	Toll Facilities Infrastructure Design							
4.01	Minor Bridge Design							
4.02	Major Bridge Design							
4.04	Hydraulic and Hydrological Studies (Bridges)							
4.05	Bridge Inspection							
5.01	Land Surveying							
5.02	Engineering Surveying							
5.03	Geodetic Surveying							
5.04	Aerial Photography							
5.05	Photogrammetry							
5.06	Topographic Remote Sensing							
5.07	Cartography							
5.08	Overhead/Subsurface Utility Engineering (SUE)							
6.01(a)	Soil Survey Studies							
6.01(b)	Geological and Geophysical Studies							
6.02	Bridge Foundation Studies							
6.03	Hydraulic and Hydrologic Studies (Soils & Foundation)							
6.04(a)	Laboratory Testing of Roadway Construction Materials							
6.04(b)	Field Testing of Roadway Construction Materials							
6.05	Hazardous Waste Site Assessment Studies							
8.01	Construction Engineering and Supervision							
9.01	Erosion, Sedimentation, and Pollution Control Plan							
9.02	Rainfall and Runoff Reporting							
9.03	Field Inspection for Erosion Control							