



January 19, 2018

To Whom It May Concern:

The Airport South Community Improvement District and the Airport West Community Improvement District, collectively known as the Aerotropolis Atlanta Community Improvement Districts (AACIDs), are soliciting Statements of Qualifications (SOQ) from qualified firm(s) or organization(s) to provide Consultant Services for professional services in performing road and infrastructure-related engineering and design services. This Request for Qualifications (RFQ) seeks to identify potential providers for the Scope of Services included in this RFQ package.

Please review the attached materials and formulate a response that addresses the RFQ. Details regarding content, timing and selection process are included. If you have any questions, please contact our office by the methods set forth in the RFQ and we will try to address them in a timely manner.

Once the RFQ process is complete and a consultant or a consulting team is chosen, we will move immediately to contract negotiations and execution. Engineering and design activities may then proceed immediately after contract execution, with a three-year (3) contract period, with an option to extend the contract for two (2) additional one (1) year terms (for a total of five (5) years).

We look forward to receiving and reviewing your response. Thank you in advance for your interest.

Sincerely,

A handwritten signature in black ink, appearing to read "Gerald McDowell". The signature is written in a cursive, flowing style.

Gerald McDowell
Executive Director

Request for Qualifications

To Provide

On-Call Engineering and Design Services

RFQ 2018-0001

Qualifications Due: February 16, 2018

Aerotropolis Atlanta CIDs
3800 Camp Creek Parkway
Building 1400, Suite 132
Atlanta, GA 30331

I. General Project Information

a. **Overview**

The Aerotropolis Atlanta Community Improvement Districts (AACIDs) are soliciting Statements of Qualifications (SOQ) to provide professional services for engineering and design work pertaining to, but not limited to roads, sidewalks, multi-use trails, traffic signals, and other infrastructure. The AACIDs intend to engage qualified firms or teams to provide on-call engineering and design services. Specific Scope of Services is outlined below.

Respondents must also demonstrate competence and experience in verbal and graphic presentation for the purpose of conveying project information to community stakeholders and elected officials.

b. **Communication**

From the advertisement date of this solicitation until a firm or team is selected and the selection is publicly announced, firms are not allowed to communicate about this solicitation or scope with AACID staff including the Board of Directors, except for submission of questions as outlined in the RFQ. AACIDs reserve the right to disqualify firms or teams for violation of this provision.

c. **Scope of Services**

The selected firm(s) or consulting team(s) will provide engineering and design services, and will be proficient in areas that include, but are not limited to:

- i. Highway/Roadway Design
- ii. Highway/Roadway Structures
- iii. Topography/Survey
- iv. NEPA
- v. Utility Coordination
- vi. Right of Way Acquisition
- vii. Cost Estimation/Construction Bidding and Negotiations
- viii. Construction Engineering Inspection (CEI)

The Scope of Work must detail the consultant or consulting team's general approach/methodology for each of the services listed above. Specifics on deliverables are not required and will be established during each task/project. The methodology should include approach for completing tasks including relevant methods and software.

d. **Contract Terms**

AACIDs intend for an on-call contract to be awarded to up to two (2) firms or consulting teams. The Agreement will be enforced for a period of three (3) years, with an option to extend for two (2) additional one (1) year terms (a total of five (5) years).

II. Selection Method

a. **Method of Communication**

All information from AACIDs regarding this solicitation will be made via the AACIDs' website. All firms are responsible for reviewing the website on a regular basis for updates, clarification and announcements. The AACIDs may contact the primary contact listed in the SOQ by electronic-mail.

b. Selection of Finalists

Based on the SOQ submitted in response to this RFQ, the AACIDs will evaluate all submittals deemed responsive and each evaluator will assign points using the criteria identified in Section III. The points assigned to each criterion will be totaled and a rank will be determined. The AACIDs reserve the right to request a presentation from the finalist firms or consulting teams in the event that the selection panel desires further elaboration from selected firms. In this event, each finalist firm or consulting team shall be notified in writing and informed of the place, date and time for the presentation. Details regarding the presentation will be provided in the Finalist Notification.

Note: Scores and rankings from the previous qualification round will NOT be used in the final selection round.

c. Final Selection

A recommendation will be made to the Board of Directors for selected firm(s) or consulting team(s). Following the Board's approval, negotiations will be initiated to finalize the terms and conditions of the contract(s), including the fees to be paid.

III. Selection Criteria

Criteria for Evaluation of SOQs

The AACIDs will evaluate all firms using the following criteria:

Pass/Fail	Presented teams must be prequalified by GDOT in the indicated Area Classes in order to be evaluated. Required proof of prequalification shall be submitted as indicated in Section V. below.
10%	Team Stability and Resources including the Prime Firm's history, growth, resources, litigation history, financial information, and other evidence of stability.
60%	Experience and Qualifications: evidence of qualification and experience of key staff and evidence of the firm or team's ability to provide effective services in programs comparable in size, scope and with comparable organizations, particularly with regards to coordination between city and county governments and GDOT. This includes the relevant competencies of the principal professional(s) and key staff relative to the potential range of projects and services required.
30%	Suitability: provide services for the project, include any special or unique qualifications, availability of resources, QA/QC procedures, non-discrimination policies, W/MBE-DBE inclusion.

IV. Schedule

The following schedule represents AACIDs’ best estimate that will be followed. All times indicated are Eastern Daylight Time (EDT). The AACIDs reserves the right to adjust the schedule as deemed necessary.

	Date	Time
AACIDs issues public solicitation	1/19/2018	12:00pm
Non-Mandatory Pre-Proposal Meeting	1/24/2018	10:00am
Deadline for submission of written questions and requests for clarification	2/2/2018	2:00pm
Deadline for submission of Statement of Qualification	2/16/2018	2:00pm
AACIDs completes evaluation and issues notification to finalist firms	3/9/2018	N/A
If Applicable: deadline for submission of written questions from finalists	3/16/2018	2:00pm
If Applicable: Presentation of finalist firms	Week of 3/26/2018	TBD
Recommendation to the AACIDs Board of Directors for approval	5/10/2018	12:00pm

V. Instructions for Preparing Statements of Qualifications

The SOQ must be submitted in accordance with the instructions provided in Section VI., must be categorized and numbered as outlined below.

a. Minimum Requirements

Firm or consulting team must meet the minimum qualifications in order to be fully considered.

- i. The presented team (either the prime or one or more of the sub-consultants) must be prequalified by GDOT in the following area class(es):

Number	Area Class
1.06a	NEPA Documentation
1.06b	History
1.06c	Air Studies
1.06d	Noise Studies
1.06e	Ecology
1.06f	Archaeology
1.06g	Freshwater Aquatic Surveys
1.06h	Bat Studies
1.07	Attitude, Opinion and Community Value Studies
1.09	Location Studies
1.10	Traffic Studies
3.01	Two-Lane or Multi-Lane Rural Generally Free Access Highway Design
3.02	Two-Lane or Multi-lane with Curb and Gutter Generally Free Access Highway Design Including Storm Sewers
3.03	Industrial and Residential Urban Areas Multi-Lane

3.04	Multi-Lane Limited Access Expressway Type Highway Design
3.05	Design of Urban Expressway and Interstate
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
3.12	Hydraulic and Hydrological Studies (Roadway)
3.13	Facilities for Bicycles and Pedestrians
3.15	Highway Lighting
3.16	Value Engineering (VE)
4.01(a)	Minor Bridge Design
4.04	Hydraulic and Hydrological Studies (Bridges)
5.01	Land Surveying
5.02	Engineering Surveying
5.03	Geodetic Surveying
5.04	Aerial Photography
5.05	Aerial Photogrammetry
5.08	Subsurface Utility Engineering
6.01a	Soil Surveys
6.02	Bridge Foundation Studies
6.03	Hydraulic and Hydrological Studies (Soils and Foundation)
6.04a	Laboratory Materials Testing
6.04b	Field Testing of Roadway Construction Materials
8.01	Construction Engineering and Supervision
9.01	Erosion, Sedimentation, and Pollution Control and Comprehensive Monitoring Program
9.03	Field Inspection for Compliance of Erosion and Sedimentation Control Devices Installations

Submit the “Notice of Professional Consultant Qualifications” for the prime consultant and all sub-consultants on the presented team listed in the SOQ. The Notice must be current by the deadline stated for this RFQ. If a firm has applied for GDOT Prequalification in an area, please note that this will not disqualify the firm, but the firm must have the prequalification approved by GDOT by Notice of Selection. Please denote any areas that applications are under review by GDOT.

b. Stability and Resources

- i. Provide basic company information for the prime consultant: company name, address, name of primary proposing contact, telephone number, e-mail address, and company website (if available). If the firm has multiple offices, the firm shall include information about the parent company and branch office separately. Identify the managing office. Provide state of residency or incorporation and number of years in business.
- ii. Briefly describe the history of your firm. Provide information about resources, disciplines and numbers of employees and location of offices.
- iii. Provide a brief summary of all sub-consultants’ history, resources, disciplines.
- iv. List any litigation with clients in the past five (5) years for the prime and sub-consultants.

- v. Provide name of insurance carrier, types and levels of coverage for the prime.

c. Qualifications and Approach

- i. Provide qualifications and experience for key staff. Provide a maximum of one (1) page resume for proposed Project Manager and maximum one (1) page resume for each key team leader.
- ii. Provide an organizational chart listing the Principal-In-Charge, Project Manager, Key Team Leaders and Support Staff. Denote the firms for each individual and DBEs.
- iii. Provide information on the team's (prime and sub-consultants) experience for clients of similar type, size, function, and complexity, with particular emphasis on projects that require coordination between one or more city or county governments and GDOT. Describe no more than ten (10) and no less than five (5) projects, in order of most relevant to least relevant, which demonstrates the team's capabilities to perform services for AACIDs. For each project, the following information should be included:
 - 1. Client name, location and dates of services
 - 2. Description of project and services performed
 - 3. Length of service performed by your firm and overall project budget
 - 4. Client contact information including name, address, phone number and e-mail
 - 5. Letters of reference from at least two (2) of those clients referenced. Letters should describe work completed and examples of quality products on schedule and within budget.

- iv. Scope of Services

The anticipated scope of work includes, but is not limited to:

- 1. Highway/Roadway Design
- 2. Highway/Roadway Structures
- 3. Topography/Survey
- 4. NEPA
- 5. Utility Coordination
- 6. Right of Way Acquisition
- 7. Cost Estimation/Construction Bidding and Negotiations
- 8. Construction Engineering Inspection (CEI)

The Scope of Work must detail the consultant or consulting team's general approach/methodology for each of the services listed above. The methodology should include approach for completing tasks including relevant methods and software.

d. Suitability

Provide any information that differentiates your team from other teams in suitability for the project including, but not limited to:

- i. Any special or unique qualifications for the project
- ii. Current and projected workloads for key team leaders
- iii. Quality assurance and quality control procedures
- iv. Any knowledge of the project and/or project area which may benefit the project
- v. Provide non-discrimination and equal employment opportunities policy of the firm
- vi. Illustrate how the team intends to reach the DBE goal set in Section VII

e. Billing Rates

Provide a billing rate table for your team. Provide hourly billing rates for each position (e.g., Project Manager, Senior Engineer, Subject Matter Experts, Traffic Engineer, etc.) proposed in the organizational chart. Rates shall include hourly base rates and any and all overhead. Provide rates for 2018, 2019, and 2020. The billing rate table shall be limited to one (1) page. The billing rates are NOT a part of the selection criteria outlined in Section III. Billing rates shall be in a separate sealed envelope from the SOQ.

VI. Instructions for Submittal of Statements of Qualifications

a. Submittals

One (1) original and seven (7) copies of the qualifications shall be prepared, for a total of eight (8) sets. One complete copy must be provided electronically via jump drive as a .pdf file. Each submittal shall be identical and include a transmittal letter signed by a duly authorized officer(s) of the firm. Submittals must be typed on standard (8 ½" x 11") paper. The pages of the qualification submittals must be numbered. A table of contents with corresponding tabs must be included to identify each section. Responses are limited to thirty (30) pages or less using a minimum of size 11 font. One (1) page of the Submittal shall be devoted to an Organizational Chart. This page shall be single-sided and not exceed 11" x 17" in size.

All pages shall be included in the page limit except for the front cover, cover letter, table of contents, tab dividers, reference letters, Notice of Professional Consultant Qualifications, litigation information, billing rates and back cover.

Submittals must be sealed in an opaque envelope or box, and reference RFQ 2018-0001, clearly indicated on the outside of all the envelopes or boxes. Proposals must be physically received by AACIDs prior to the deadline indicated in the Schedule (Section IV.) at the address below:

Aerotropolis Atlanta Community Improvement District
Attention: Kirsten Mote
3800 Camp Creek Parkway
Building 1400, Suite 132
Atlanta, GA 30331

The Billing Rates must be submitted with the Proposals, but shall be in a separate sealed envelope and will not be considered as a selection criterion.

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

b. Questions and Requests for Clarification

Questions about any aspect of the RFQ, or the project, shall be submitted in writing via e-mail to **Kirsten Mote, e-mail: kmote@aerocids.com**. The deadlines for submission of questions relating to the RFQ are the times and dates shown in the Schedule section (Section IV.).

VII. AACIDs Terms and Conditions

a. DBE Requirements

The AACIDs in accordance with Title VI of the Civil Rights Act of 1964 and 78 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.

The AACIDs has a 15% goal for DBE participation on this Agreement. The DBE goal can be met by prime contract and sub-contracting.

AACIDs will monitor each submittal for DBE participation.

b. AACIDs will not pay any fee or reimburse any expenses associated with responding to this RFQ or participating in an interview.

AACIDs reserves the right to waive irregularities, request clarification, request resubmission, withdraw this RFQ at any time, and reject any and all proposals submitted in response to this request, in its sole discretion. This RFQ is not a contract offer.