



## Request for Qualifications

To Provide

# *Engineering Design Services*

RFP 2020-0001

Qualifications Due: September 24, 2020

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

## I. General Project Information

### 1. **Overview**

The Airport West Community Improvement District and the Airport South Community Improvement District, jointly known as the Aerotropolis Atlanta Community Improvement Districts (AACIDs), are soliciting Statements of Qualifications (SOQ) to provide Engineering Design Consultant Services for the Welcome All Road Intersection Improvements project. Specific Scope of Services is outlined below.

**County** Fulton County

**PI/Project #** 0016063

#### **Project Description**

REALIGNMENT OF WELCOME ALL ROAD AND INTERSECTION IMPROVEMENTS FOR WELCOME ALL ROAD, WELCOME ALL CONNECTOR AND CAMP CREEK PARKWAY (SR 6)

This Request for Qualifications (RFQ) seeks to identify potential providers for the Scope of Services for the project/contract listed above. Firms that respond to this RFQ, and are determined by AACIDs to be sufficiently qualified, may be deemed eligible, and invited to offer a technical approach 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. AACIDs reserves the right to reject any or all Statements of Qualifications or Technical Approach, and to waive technicalities and informalities at the discretion of AACIDs.

### 2. **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.

### 3. **Scope of Services**

This is an intersection improvement, safety project proposed at the intersections of Welcome All Road, Welcome All Connector and Camp Creek Parkway (SR 6). Under the terms of the resulting Agreements, the selected consultants will provide preconstruction engineering design services and engineering assistance during construction for the Welcome All Road, Welcome All Connector and Camp Creek Parkway (SR 6) Project, GDOT Project Number 0016063. The anticipated scope of work for the project/contract is included in **Exhibit I**.

All deliverables shall be in accordance with, but not limited to, the Plan Development Process (PDP), Electronic Data Guidelines (EDG), GDOT Design Policy Manual, GDOT Drainage Manual, Plan Presentation Guide (PPG), National Environmental Policy Act (NEPA) and the Environmental Procedures Manual (EPM).

### 4. **Contract Term and Type**

AACIDs anticipates one Project Specific contract to be awarded to one (1) firm, for the project/contract identified. AACIDs anticipates that the Contract Type will be paid via Fixed Fee by Task methodology. As a Project Specific contract, it is AACIDs's intention that the Agreement will remain in effect until successful completion of the construction phase of the project. AACIDs estimates the contract term to be three (3) years with two (2), one-year options for extension.

## 5. **Contract Amount**

The Project Specific contract amount will be determined via negotiations with AACIDs. If AACIDs is unable to reach a satisfactory agreement and at reasonable rates to be paid for the services to be provided, AACID reserves the right to terminate negotiations with the highest scoring finalist and begin negotiations with the next highest scoring finalist.

## II. **Selection Method**

### 1. **Method of Communication**

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

### 2. **Selection of Finalists**

Based on the SOQ submitted in response to this RFQ, the Selection Committee will review the **Experience and Qualifications, Resources and Workload Capacity, and Past Performance** listed in **Section III. B Selection Criteria**. The points assigned to each criterion will be totaled and a rank will be determined.

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

### 3. **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**

### 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 GDOT prequalification shall be submitted as indicated in **Section V** below. All Submittals will be pre-screened by AACIDs to verify that the Prime consultant has the required Area Class(es) and that the overall team has the required Area Class(es). Any submittal in which the Prime consultant or the overall team area class requirements are not met will be disqualified from further consideration.

Each submittal will require a certification to allow AACIDs 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 AACIDs to determine if Firm is eligible for award.

## **B. Criteria for Evaluation**

The Selection Committee will evaluate all firms using the following criteria:

### **1. Project Manager, Key Team Leader(s) and Prime's Experience and Qualifications – 30%**

The Selection Committee will evaluate all firms on their Experience and Qualifications, which shall account for a total of thirty percent (30%) of the total evaluation. The following criteria for scoring of the evaluation will be utilized:

- a. Project Manager education, registration, relevant engineering experience, relevant project management experience, experience in utilizing GDOT specific processes, manuals, or guidance.
- b. Key Team Leaders' education, registration, relevant technical experience, and relevant experience in utilizing GDOT specific processes, manuals, or guidance.
- c. Prime Consultant's experience in delivering projects of similar complexity, size, scope, and function.

### **2. Project Manager, Key Team Leader(s) and Prime's Resources and Workload Capacity – 20%**

The Selection Committee will evaluate all firms on their Resources availability and Workload Capacity which shall account for a total of twenty percent (20%) of the total evaluation. The following criteria for scoring the Resources and Workload Capacity will be utilized:

- a. Project Manager workload
- b. Workload capacity of Key Team Leader(s)
- c. Resources dedicated to delivering project
- d. Ability to meet project schedule

### **3. Technical Approach – 40%**

The Selection Committee will evaluate the firms on their Technical Approach, which shall account for a total of forty percent (40%) of the total evaluation. The Selection Committee shall utilize the following criteria for scoring the evaluation to determine the highest ranked/most qualified Firm. (NOTE: Scores from the Statement of Qualifications will be carried forward and combined with the scores from the Technical Approach and Past Performance Sections to determine the final ranking):

- a. Technical approach to delivering the project (including design concepts and use of alternative methods).
- b. Any specific qualifications, skills, or knowledge which the firm has which could benefit the project, and the firm's ability and willingness to meet time requirements.
- c. Challenge Question No. 1 – The Camp Creek Parkway, Welcome All Road and Welcome All Connector intersections are traversed by a moderate amount freight due to the high density of commercial/industrial development in the AACIDs. Are there approaches to the Design / Environmental Phases and or to Construction Phasing that

can allow for efficient implementation in AACIDs dense commercial/industrial and freight environment?

**4. 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 GDOT 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. Past Performance will account for ten percent (10%) of the total evaluation.

**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	<b>8/24/2020</b>	-----
Deadline for submission of written questions and requests for clarification	<b>9/14/2020</b>	2:00pm
Deadline for submission of Statement of Qualification	<b>9/24/2020</b>	2:00pm
AACIDs completes evaluation and issues notification to finalist firms	<b>10/13/2020</b>	-----
If Applicable: deadline for submission of written questions from finalists	<b>10/26/2020</b>	2:00pm
Recommendation to the AACIDs Board of Directors for approval	<b>11/12/2020</b>	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.**

**1. Minimum Requirements**

Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom AACIDs 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 V.B.** The Prime Consultant or subconsultant team members must be prequalified in the Area Classes identified below in **Section V.B.** Respondents should submit a summary form (example provided in **Exhibit II**) 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.

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

Number	Area Class
3.01	Two-Lane or Multi-lane Rural Roadway Design
3.02	Two-Lane or Multi-lane urban Roadway Design

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
1.06(g)	Freshwater Aquatic Surveys
1.07	Attitude, Opinion, and Community Value Studies (Public Involvement)
1.10	Traffic Analysis
3.01	Two-Lane or Multi-lane Rural Roadway Design
3.02	Two-Lane or Multi-lane urban Roadway Design
3.03	Multi-Lane Urban Roadway Widening and Reconstruction
3.06	Traffic Operations Studies
3.07	Traffic Operations 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
4.01	Minor Bridge Design
5.01	Land Surveying
5.02	Engineering Surveying
5.03	Geodetic Surveying
5.04	Aerial Photography
5.05	Photogrammetry
5.08	Overhead/Subsurface Utility Engineering (SUE)
6.01(a)	Soil Survey Studies
<b>6.02</b>	<b>Bridge Foundation Studies</b>
6.03	Hydraulic and Hydrologic Studies (Soils & Foundation)
6.05	Hazardous Waste Site Assessment Studies
9.01	Erosion, Sedimentation, and Pollution Control Plan

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.

## **VI. Instructions for Submittal of Statements of Qualifications**

### **A. Submittal Requirements**

There is one (1) electronic version submittal required. The Submittal must follow the format and meet the content requirements identified in **Exhibit III**, entitled Instructions for Content and Preparation of Statements of Qualifications.

### **B. Submittal Format**

Submittals must be typed on standard (8½" 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 using a minimum of size 11 font. All pages shall be included in the page limit except for the front cover, cover letter, table of contents, area class summary table (certifications) and back cover. 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 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.

Statements of Qualifications must be electronically received by designated staff of AACIDs via website submittal form prior to the deadline indicated in the Schedule of Events (**Section IV** of RFQ).

Please visit: <https://aerocids.com/2020/08/24/welcome-all-road-engineering-design-rfq/>

**Aerotropolis Atlanta Community Improvement District  
Attention: Krystal Harris  
3800 Camp Creek Parkway  
Building 1400, Suite 132  
Atlanta, GA 30331**

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

### **1. Questions and Requests for Clarification**

Questions about any aspect of the RFP, or the project, shall be submitted in writing via e-mail to **Krystal Harris**, e-mail: [kharris@aerocids.com](mailto:kharris@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

### 1. 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 16% 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.

2. 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 all proposals submitted in response to this request, in its sole discretion. This RFQ is not a contract offer.



## EXHIBIT I

### SCOPE OF WORK

**Exhibit I** details the anticipated scope of work but is not intended as an exhaustive list of services to be performed under this contract.

This is an intersection improvement, safety project proposed at the intersection of Camp Creek Parkway, Welcome All Road and Welcome All Connector. Federal funds will be utilized.

The consultant shall provide the development of the following scopes of services items. All deliverables shall be in accordance with, but not limited to, the Plan Development Process (PDP), Electronic Data Guidelines (EDG), GDOT Design Policy Manual, GDOT Drainage Manual, Plan Presentation Guide (PPG), National Environmental Policy Act (NEPA) and the Environmental Procedures Manual (EPM).

The scope shall include:

**A. Validation of concept report previously completed** (which includes validation the following):

1. Traffic Studies
2. Conceptual right of way cost estimate utilizing vendor from GDOT's Right-of-Way services prequalified contractor list
3. Conceptual construction cost estimate
4. Intersection Control Evaluation.
5. Concept Team Meeting preparation and attendance
6. Concept Design Databook
7. Approved Concept Report (confirm the approval of report)
8. Public Involvement Plan (for GDOT's approval)

**B. Survey**

1. Aerial Photogrammetry/Mapping
2. Survey Control Package
3. Complete Survey Database
4. Property Information and Owners Report (with updates)
5. Complete stream hydraulic surveys streams
6. Extend survey limits (if necessary)
7. Survey package report

**C. Environmental Document**

1. Environmental Special Studies, Survey Reports, and Assessment of Effects for Air, Noise, Ecology, Aquatics, Archaeology, History, and NEPA
2. Agency coordination including multiple meetings to ensure consistency of expectations, design, and clearance limits
3. Preparation of Section 404 Permit Applications and Stream Buffer Variances
4. Section 7 Coordination
5. Protected Species Surveys including Aquatic and Terrestrial Surveys, as required
6. Public Involvement (Public Involvement Open House (PIOH)) and associated coordination with GDOT. (PIOH was held during concept report development and is therefore not required unless there is a detour)
7. NEPA Documents:
  - a. Environmental Approval
  - b. NEPA Reevaluations; as required

8. Prepare for and attend the Preliminary Field Plan Review (PFPR), Constructability Review, and Final Field Plan Review (FFPR)
9. Certification for Right-of-Way
10. Certification for Let
11. TPro and P6 Updates
12. Preparation of Environmental Commitments Table "Green Sheet" and Environmental Resource Impact Table (ERIT)

**D. Preliminary Design, include but not limited to:**

1. Complete Preliminary Roadway Plans, include but not limited to:
  - a. Preliminary Signing and Marking Plans
  - b. Preliminary Signal Plans
  - c. Preliminary Staging and Erosion Control Plans
2. Preliminary Bridge Layouts and hydraulic studies
3. Cost Estimation System (CES) Preliminary Cost estimate with annual updates
4. Quality Assurance/Quality Control Reviews
5. Location and Design Report
6. PFPR participation, report, plan production and distribution, and responses (all plan sets and other information requested by Engineering Services)
7. Traffic Studies
8. Preliminary Construction Plans
9. Pavement Evaluation/UST & Monitoring Wells/Soil Survey
10. Pavement Type Selection
11. Constructability Review Meeting
12. Approved Pavement Design
13. SUE Plans (Quality Level-B)

**E. Right-of-Way Plans**

1. Prepare, revise and deliver final Right-of-Way plans
2. Coordinated field review of right of way plans and staking
3. Right of Way revisions during acquisition
4. Coordination with the GDOT Right of Way Office During acquisition
5. Location and Design Approval
6. Attend Property Owners Meeting

**F. Final Design**

1. FFPR participation, report, plan production and distribution, and responses (all plan sets and other information requested by Engineering Services)
  2. Erosion Control Plans
  3. Quality Assurance/Quality Control Reviews
  4. Corrected FFPR Plans
  5. Cost Estimation System (CES) Final Cost Estimate
  6. Final Plans, Specifications, and Estimates (PS&E) Package
  7. Amendments and Revisions
  8. Final Design Databook
  9. Complete Final Roadway Plans, including but not limited to:
    - a. Final Signing and Marking Plans
    - b. Final Signal Plans
    - c. Final Staging and Erosion Control Plans
    - d. Final bridge plans
  10. Utility Plans
  11. Update Environmental Special Studies and NEPA reevaluation:
    - a. History
    - b. Ecology
    - c. Archaeology
- d. Air

- e. Noise
- f. Freshwater Aquatic and other protected species surveys, as needed
- 12. Pavement Evaluation
- 13. Special Provisions

**G. Construction:**

- 1. Use on Construction Revisions
- 2. Site Condition Revisions
- 3. Shop Drawings

**H. Quality Assurance/Quality Control Reviews for all deliverables**

**I. Attendance in and meeting minutes of monthly meetings to discuss progress and/or issues (additional meetings may be required to resolve major project issues)**

**J. All special provisions, design files, supporting documentation, analyses, and studies.**

**K. Deliverables**

- 1. Statement of Validation of previously submitted Concept Report
- 2. Approved Survey Database
- 3. Approved NEPA Environmental Document
- 4. Approved NEPA Reevaluation
- 5. Approved 404 and Stream Buffer Variances, as required
- 6. Complete Preliminary Plans and FFPR Deliverables
- 7. Approved Right-of-Way Plans
- 8. Complete Final Plans and FFPR Deliverables
- 9. Corrected FFPR Plans
- 10. Final PS&E
- 11. Use-On-Construction Revisions

**L. Available Information:**

- 1. Concept Report

**M. Related Key Resources**

- A. Roadway Design Lead
- B. Bridge Design Lead
- C. NEPA Lead
- D. Traffic Lead

**N. An expected schedule includes the following milestone dates:**

- A. Notice to Proceed – 3Q FY 2020
- B. Concept Report Approval 3Q FY2020
- C. Right-of-Way Authorization – 4Q FY TBD
- C. Construction Authorization – 4Q FY TBD

**EXHIBIT II**

Respondents should complete a table similar to the below example 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 class which the Prime must hold (**in bold**). The table below only includes the area classes relevant to this RFQ and does not represent a full listing of all GDOT area classes. 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 Name	Sub-Consultant #4 Name	Sub-Consultant #5 Name	Sub-Consultant #6 Name
	<b>DBE – Yes/No -&gt;</b>							
	<b>Prequalification Expiration Date</b>							
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							
1.07	Attitude, Opinion, and Community Value Studies (Public Involvement)							
1.09	Location Studies							
1.10	Traffic Analysis							
1.13	Non-Motorized Transportation Planning							
<b>3.03</b>	<b>Multi-Lane Urban Roadway Widening and Reconstruction</b>							
<b>3.06</b>	<b>Traffic Operations Studies</b>							
3.07	Traffic Operations Design							
3.08	Landscape Architecture Design							
3.09	Traffic Control Systems Analysis, Design and Implementation							
3.10	Utility Coordination							
<b>3.13</b>	<b>Facilities for Bicycles and Pedestrians</b>							
3.15	Highway Lighting							
4.01	Minor Bridge Design							
5.08	Overhead/Subsurface Utility Engineering (SUE)							
6.01(a)	Soil Survey Studies							
6.02	Bridge Foundation Studies							
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							

## EXHIBIT III

### Instructions for Content and Preparation of Statements of Qualifications

The Statements of Qualifications submittal must be submitted in accordance with the instructions provided in Section VI, and must be **organized, categorized using the same headings (in red), 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 AACIDs to ensure compliance with the page limitations.**

**Cover page** – Each project submittal must have cover and must list the RFQ#, RFQ Title, proposing firm's full legal name and the specific project contract being submitted on to include the Project Number, (PI Numbers) County(ies), 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. **Under Administrative Requirements section, only submit the information requested; additional information will be subject to disqualification of your firm.**

##### 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 AACIDs 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 of Area Class Form** – A completed certification form (*Exhibit "II" enclosed with RFQ*)

#### **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.
- 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 M** 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 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 team leader's area.

**This information is limited to one (1) page maximum for each Key Team Leader identified in Section M of each Exhibit I. Respondents submitting more than one (1) page for each Key Team Leader identified will be subject to disqualification. Respondents who provide more Key Team Leaders than what is outlined in the requirement will be subject to disqualification as this would provide an advantage over firms who complied with the requirement and had the required number of Key Team Leaders. Respondents who do not provide the required Key Team Leaders will be subject to disqualification as this does not meet the requirements of the project and therefore would deem the respondent and its team unqualified for the award.**

- 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, which demonstrate the firm's capabilities to provide services for AACIDs. 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.

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

**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 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. (AACIDs 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 (GDOT, 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 AACIDs 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


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 M** for the list of Key Team Leaders for each Project) are committed on to enable AACIDs 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.**

**D. Technical Approach**

1. 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.
2. 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, and your ability and willingness to meet time requirements. Provide response to the challenge question noting any Design/Environmental and or Construction Phasing approaches that would allow for an efficient implementation in AACIDs dense commercial/industrial and freight environment.

**This information will be limited to a maximum of four (4) pages.**

**E. Past Performance**

**No additional information should be submitted to fulfill this requirement. Information from the relevant projects listed as well as information as well as knowledge any selection committee member has 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. AACIDs 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.