



**REQUEST FOR QUALIFICATIONS
ON-CALL PLANNING AND ENGINEERING SERVICES**

**Gateway85 Gwinnett CID
May 23, 2018**

Proposal Due Date: June 15, 2018

You are being asked to submit qualifications for On-Call Planning and Engineering Services.

The CID will receive proposals from proponents until 2:00p.m. on June 15, 2018. Proposals received after this time will not be accepted.

The following documents are enclosed and include:

1. Request for Qualifications (RFQ)
2. Offeror's RFQ Checklist
3. Request for Statement of Qualification Letter
4. Appendices A-C

Submission Requirements presented in section 3.1

OFFEROR'S RFQ CHECKLIST

The 10 Most Critical Things to Keep in Mind When Responding to an RFQ for the Gateway85 CID

1. _____ **Read the *entire* document.** Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; funding amount and source; contract requirements (i.e., contract performance security, insurance requirements, performance and/or reporting requirements, etc.).
2. _____ **Note Gateway85 CID representative's name, address, phone numbers and e-mail address.** This is the **only** person with whom you are allowed to communicate with regard to the RFQ and is an excellent source of information.
3. _____ **Take advantage of the "question and answer" period.** Submit your questions by the due date listed in the Schedule of Events and view the answers given in the formal "addenda" posted to the CID website for the RFQ.
4. _____ **Follow the format required in the RFQ** when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
5. _____ **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Don't assume the evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with the CID. The Statement of Qualification is evaluated based solely on the information and materials provided in your response.
6. _____ **Use the forms provided**, i.e., cover page, certification forms, etc.
7. _____ **Check the CID website for RFQ addenda.** Before submitting your response, check the website at: www.gateway85.com to see whether any addenda were issued for the RFQ. If so, you must submit a signed cover sheet for each addendum issued along with your RFQ response.
8. _____ **Review and read the RFQ document again** to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and will be used to score your response.
9. _____ **Submit your response on time.** Note all the dates and times listed in the Schedule of Events and within the document and be sure to submit all required items on time. Late Statement of Qualification responses are never accepted.

This checklist is provided for assistance only and should not be submitted with Offeror's Response.

**GATEWAY85 CID
REQUEST FOR STATEMENT OF QUALIFICATION LETTER**

In the instance where we are selected based on this RFQ, we propose to furnish and deliver any and all of the deliverables and services named in the attached Request for Statement of Qualification (RFQ).

It is understood and agreed that this Statement of Qualification constitutes an offer, which when accepted in writing by the Gateway85 CID, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and Gateway85 CID.

It is understood and agreed that we have read the CID's specifications shown or referenced in the RFQ and that this Statement of Qualification is made in accordance with the provisions of such specifications. By our written signature on this Statement of Qualification, we guarantee and certify that all items included in this Statement of Qualification meet or exceed any and all such CID specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. Gateway85 CID reserves the right to reject any or all submittals, waive technicalities, and informalities, and to make an award in the best interest of the CID.

It is understood and agreed that this Statement of Qualification shall be valid and held open for a period of one hundred twenty (120) days from Request for Statement of Qualification opening date.

**STATEMENT OF QUALIFICATION SIGNATURE AND CERTIFICATION
(Offeror to sign and return with Statement of Qualification)**

I certify that this Statement of Qualification is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Statement of Qualification for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the Statement of Qualification and certify that I am authorized to sign this Statement of Qualification for the offeror. I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et. Seq. have not been violated and will not be violated in any respect.

Authorized Signature _____ Date _____

Print/Type Name _____

Print/Type Company Name Here _____

1.0 RFQ STANDARD INFORMATION

1.1 Purpose of Procurement

Gateway85 CID seeks consulting teams to provide professional planning, engineering, and related services for an annual on-call professional services consulting agreement. Services provided under the on-call consulting agreement could include any of the following categories:

- 1. Plan Development (Civil) or Plan Review**
- 2. Planning Support**
- 3. Road Design**
- 4. Roundabout Design**
- 5. Sidewalk/Trail Design**
- 6. Survey, Including Subsurface Utility Engineering (SUE)**
- 7. Utility Coordination**
- 8. Drainage/Stormwater Facility Design/Field Consultation**
- 9. Construction Engineering & Inspection/Construction Administration**
- 10. Geotechnical Engineering & Materials Testing**
- 11. Traffic Studies including IJR and IMR, and Signal Design**
- 12. Landscape Design, Including Installation Oversight**
- 13. Environmental Studies/Documents & Regulatory Permitting**
- 14. Structural Design**
- 15. Design for Federally Funded Projects**
- 16. Emergency Response Assistance – Field Assessment**
- 17. Geographic Information Services**
- 18. Graphic Design**

The CID intends to select one or two teams as on-call service providers through a two-step qualification-based selection process and intends to execute consulting agreements (with annual renewal options not to exceed 4 years) with the selected teams for services to be provided. The selected teams are expected to be able to perform work in all of the categories listed above as needed by the CID. The CID reserves the right to assign project task orders as the CID desires to the selected teams. Further, the CID reserves the right to assign specific project scope items to different teams if it is in the best interest of the CID to do so.

The selected teams will work and coordinate with the CID representative throughout the life of the project and are expected to be familiar with the requirements of the Cities of Norcross and Peachtree Corners, Gwinnett County, and the Georgia Department of Transportation.

The selected teams are expected to know how to navigate the design and permitting process whether local, state, or federal funding is being used. Selected teams must be fluent in the use of GDOT's Plan Development Process.

When a need for services arises, a scope, schedule and fee will be solicited from a selected team and will employ the submitted hourly rate schedule (Exhibit C). **Exhibit C shall be submitted in a separate sealed envelope (and opened only after qualification-based selection is complete).** Each task order will have a separate milestone schedule, and the selected consultants are expected to provide services in accordance with those schedules.

1.2 Schedule of Events

See Appendix A for the detailed Schedule of Events.

1.3 Restrictions on Communications with Staff

All questions about this RFQ must be submitted in the following format:

The subject line should read **On-Call RFP Question**

Company Name

1. Question

Citation of relevant section of the RFQ (if applicable)

Questions must be directed in writing via email to the CID:

Marsha Anderson Bomar
(e-mail: marsha@gateway85.com)

From the issue date of this RFQ until a consultant is selected and the selection is announced, Offerors are not allowed to communicate for any reason regarding this RFQ with any CID staff or related elected official except as noted above. The CID reserves the right to reject the Statement of Qualification of any Offeror violating this provision. All questions concerning this RFQ must be submitted in writing (fax or email may be used) to the CID. No questions other than written will be accepted. No response other than written will be binding upon the CID.

1.4 Description of Requirements

Gateway85 CID has established certain requirements with respect to Statement of Qualifications to be submitted by offerors.

Whenever the terms “shall”, “must”, “will”, or “is required” are used in the RFQ, the specification being referred to is a mandatory requirement of this RFQ. Failure to meet any mandatory requirement will cause rejection of offeror’s Statement of Qualifications.

Whenever the terms “can”, “may”, or “should” are used in the RFQ, the specification being referred to is a desirable and failure to provide any items so termed may not be cause for rejection, however, will probably cause a reduction in score awarded.

1.5 Resulting Contract

This RFQ and any addenda, the offeror’s RFQ response, including any amendments, and any clarification question responses shall be included in any resulting contract. The CID anticipates a Master Services Agreement with lump sum (LS) or cost plus fixed fee (to a maximum, CPFFM) task orders. The use of LS or CPFFM will be at the CID’s discretion per task order. The Master Services Agreement is for a one-year term, renewable to a maximum of four years.

1.6 Offeror’s Signature

The original Statement of Qualification must be signed in blue ink by an individual authorized to legally bind the business submitting the Statement of Qualification. The offeror’s signature on a Statement of Qualification in response to this RFQ guarantees that the offer has been established

without collusion and without effort to preclude Gateway85 CID from obtaining the best possible supply or service. Proof of authority of the person signing the RFQ response must be furnished upon request.

1.7 Submitting a Statement of Qualification

- Offerors must organize their Statement of Qualification into sections that follow the format specified in this RFQ.
- Offerors failing to comply with these instructions may be subject to disqualification.

1.7.1 Copies Required and Deadline for Receipt of Statement of Qualification

Offerors must submit one (1) original Statements of Qualification and three (3) copies, as well as one copy on a thumb drive to Gateway85 CID. Exhibit C should be presented in a separate folder on the thumb drive, clearly labelled Exhibit C. It will not be viewed until after a qualifications-based selection (QBS). Qualifications must be sealed and labeled on the outside of the package to clearly indicate that they are in response to **RFQ Professional Planning, Engineering Services – On Call. Qualifications must be received by the Gateway85 CID Office prior to 2:00 pm local time**, June 15, 2018. **Appendix C must be submitted be in a separate sealed envelope with similar label. It must clearly identify the contents of the envelope as Appendix C, Rate Schedule. This separate sealed envelope must be submitted together with the qualification package.**

- ***Regardless of cause, late Statements of Qualification will not be accepted and will automatically be disqualified from further consideration.*** It shall be the offeror's sole risk to assure delivery at the CID office by the designated time. Late Statements of Qualification will not be opened and may be returned to the offeror at the expense of the offeror or destroyed if requested.
- Offerors should carefully review the instructions; mandatory requirements, specifications, and standard terms and conditions set out in this RFQ and promptly notify the CID, in writing or via e-mail of any ambiguity, inconsistency, unduly restrictive specifications, or error which they discover upon examination of this RFQ.
- Offerors with questions or requiring clarification or interpretation of any section within this RFQ must address these questions in writing or via e-mail to the CID on or before June 1, 2018. Questions received after the deadline may not be considered.
- The CID will provide an official written response to all questions received by June 1, 2018. The CID's response will be by formal written addendum. Any other form of interpretation, correction, or change to this RFQ will not be binding upon the CID. Any formal written addendum will be posted on the CID's website at: www.gateway85.com by the close of business on the June 6, 2018. Offerors must sign and return any addenda with their RFQ response.

1.8 Project Oversight and Staffing

The successful teams will coordinate with Marsha Anderson Bomar, at email: marsha@gateway85.com, phone: (770) 449-6542, or her designee.

1.9 Authority

This RFQ is issued under the authority of the CID. The RFQ process is a two-step procurement option allowing the award to be based on stated evaluation criteria. The RFQ states the relative importance of all evaluation criteria. No other evaluation criteria, other than as outlined in the RFQ, will be used.

1.10 Public Information

All information received in response to this RFQ, including copyrighted material, is deemed public information and will be made available for public viewing and copying after receipt and evaluation of Statements of Qualification have passed with the following three exceptions: (1) bona fide trade secrets meeting confidentiality requirements that have been properly marked, separated and documented; (2) matters involving individual safety as determined by Gateway85 CID (3) other constitutional protections.

1.11 Initial Review of Statement of Qualification.

Upon opening the Statements of Qualification received in response to this RFQ, the CID will review the Statements of Qualification and separate out any information that meets the referenced exceptions in Section 1.10 above, providing the following conditions have been met:

- Confidential information is clearly marked and separated from the rest of the Statement of Qualification.
- An affidavit from an offeror's legal counsel attesting to and explaining the validity of the trade secret claim is attached to each Statement of Qualification containing trade secrets.

Information separated out under this process will be available for review only by the evaluation committee members and limited other designees. Offerors must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a "right to know" (open records) request from another party.

1.12 Initial Classification of Statement of Qualification as Responsive or Non-responsive

- All Statements of Qualification will initially be classified as either "responsive" or "non-responsive". Statements of Qualification may be found non-responsive any time during the evaluation process if any of the required information is not provided or the Statement of Qualification is not within the plans and specifications described and required in the RFQ. If a Statement of Qualification is found to be non-responsive, it will not be considered further.
- All responsive Statements of Qualification will be evaluated based on stated evaluation criteria. No criteria others than those listed will be used.
- Selection and award will be based on the offeror's Statement of Qualification as outlined in this RFQ. Submitted responses should not include references to information located elsewhere, such as Internet websites or libraries. Information or materials presented by offerors outside the formal response will not be considered, will have no bearing on any award, and may result in the offeror being disqualified from further consideration.

- The evaluation committee will provide a recommendation to the CID Board reflecting the highest ranking team(s).

1.13 CID's Rights Reserved

Issuance of the RFQ in no way constitutes a commitment by Gateway85 CID to award and execute a contract. Upon a determination such actions would be in its best interest, the CID, in its sole discretion, reserves the right to:

- cancel or terminate this RFQ;
- reject any or all Statement of Qualification received in response to this RFQ;
- waive any undesirable, inconsequential, or inconsistent provisions of this RFQ which would not have significant impact on any Statement of Qualification;
- not award if it is in the best interest of the CID not to proceed with contract execution; or
- if awarded, terminate any contract if the CID determines adequate CID funds are not available.

2.0 MANDATORY REQUIREMENTS

This section identifies all mandatory requirements which must be present in the Statement of Qualification before further consideration will be given. Offeror must prepare and submit a response which references the page(s) where each requirement is documented.

2.1 Project Information

Gateway85 CID seeks design consulting teams to provide professional engineering, planning and related services for an annual on-call professional services consulting agreement. Services provided under the on-call consulting agreement could include categories listed below. Teams may submit for all or a portion of these services.

- 1. Plan Development (Civil) or Plan Review**
- 2. Planning Support**
- 3. Road Design**
- 4. Roundabout Design**
- 5. Sidewalk/Trail Design**
- 6. Survey, Including Subsurface Utility Engineering (SUE)**
- 7. Utility Coordination**
- 8. Drainage/Stormwater Facility Design/Field Consultation**
- 9. Construction Engineering & Inspection/Construction Administration**
- 10. Geotechnical Engineering & Materials Testing**
- 11. Traffic Studies including IJR and IMR, and Signal Design**
- 12. Landscape Design, Including Installation Oversight**
- 13. Environmental Studies/Documents & Regulatory Permitting**
- 14. Structural Design**
- 15. Design for Federally Funded Projects**
- 16. Emergency Response Assistance – Field Assessment**
- 17. Geographic Information Services**
- 18. Graphic Design**

2.2 Background information

Each successful team that is awarded an on-call consulting agreement by Gateway85 CID will be forwarded selected project descriptions from time to time.

The team will be requested to prepare and submit proposed scopes of services, schedule and fees to produce (in accordance with the on-call consulting agreement) project related documents or provide the requested services. The consultant's submittal package for each project shall include:

- A detailed description of the services to be provided,
- A milestone schedule for major tasks to be conducted by the consultant
- A list of deliverables to be provided by the consultant
- A proposed fee structure for the project.

The CID will review each submittal and accept, reject, or negotiate a final scope and fee with the selected consultant. The CID does not intend to issue a project description to more than one consultant with on-call agreements unless a final scope and fee cannot be negotiated with the first consultant. Upon acceptance of a final scope and fee for each project, the CID will issue to the consultant a task order indicating acceptance of the project proposal and authorization to commence services in accordance with the on-call consulting agreement and the project proposal.

In negotiating fees, the rate schedule in Appendix C, **submitted in a separate sealed envelope**, will be utilized. No other rates will be considered.

2.3 General Scope of Services - Description of tasks

The scope and services for each project/task order may vary. Each team is expected to be able to perform the entire scope required for each project/task order. Streetscape/Landscape Architecture services

2.4 General Information

1. It is extremely important that project schedules are met. Only those firms or teams with the necessary resources and a commitment to complete all work on schedule should submit a Statement of Qualifications (SOQ).
2. Teams are expected to be very knowledgeable about the Plan Development Process (PDP) and the Plan Presentation Guide (PPG) and to be proactive in meeting the requirements of the PDP with minimal oversight by Gateway85 CID.
3. Consultant teams must be pre-qualified for work with Georgia Department of Transportation for the following services:
 - a. 1.06(a) - NEPA
 - b. 1.06(b) - History
 - c. 1.06(c) - Air Quality
 - d. 1.06(d) - Noise
 - e. 1.06(e) - Ecology
 - f. 1.06(f) - Archaeology
 - g. 1.06(g) – Freshwater Aquatic Surveys
 - h. 1.10 - Traffic Studies
 - i. 1.13 – Non-Motorized Transportation Planning
 - j. 3.02 Two-Lane or Multi-Lane With Curb and Gutter Generally Free Access highway Design
 - k. 3.06 - Traffic Operations Studies
 - l. 3.07 – Traffic Operations Design
 - m. 3.08 – Landscape Architecture
 - n. 3.10 – Utility Coordination

- o. 3.12 – Hydraulic and Hydrological Studies (Roadway)
- p. 3.13 – Facilities for Bicycles and Pedestrians
- q. 3.15 - Highway Lighting
- r. 5.01 – Land Surveying
- s. 5.02 – Engineering Surveying
- t. 5.08 – Subsurface Utility Engineering
- u. 6.01(a) – Soil Survey Studies
- v. 6.04(a) – Laboratory Materials Testing
- w. 6.04(b) – Field Testing of Roadway Construction Materials
- x. 8.01 – Construction Supervision
- y. 9.01 – Erosion, Sedimentation, and Pollution Control and Comprehensive Monitoring Program
- z. 9.03 – Field Inspections for Compliance of Erosion and Sedimentation Control Devices Installation

A current copy of the GDOT prequalification certificate is required from the Prime and each subconsultant on the team. (These are not included in page count)

- 4. Gateway85 CID will expect to liaison with a single project manager representing the team.
- 5. The CID may select the best qualified consultant(s) based on the information received from interested teams as a result of this solicitation. If necessary, interviews will be held the week of **June 25, 2018**.
- 6. Gateway85 CID reserves the right to cancel any and all Requests for Qualifications at any time when it is determined to be in the best interest of the CID.
- 7. Gateway85 CID also reserves the right to increase, reduce, add or delete any item in this solicitation as deemed necessary.
- 8. Gateway85 CID strongly encourages the solicitation of interest from Disadvantaged Business Enterprises (DBE). Any selection made as a result of this notice will be made without regard to race, color, religion, sex, or national origin.
- 9. Gateway85 CID anticipates a Master Services Agreement with Lump Sum and/or Cost Plus Fixed Fee to a Maximum Value task orders (based on negotiated scopes, schedules and the rate schedule in Appendix C) to be awarded as a result of this advertisement.
- 10. Generally, the CID's position is **not** to provide debriefings until after the contract has been awarded. **All requests must be made in writing and scheduled with Marsha Anderson Bomar or her designee.**
- 11. It is the responsibility of all firms or teams interested in submitting Statement of Qualifications (SOQs) for this advertisement to routinely check the posting on the CID's website and the State Procurement Registry for any revisions to this RFQ.
- 12. Incomplete submittals will not be considered. Late submittals will not be accepted.

3.0 STATEMENT OF QUALIFICATION SUBMISSION AND EVALUATION

3.1 Preparation of Statement of Qualification

Each Statement of Qualification should be prepared **simply and economically**, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. Submittal must include:

- One page cover letter (Not included in page count.)
- Technical Submittal (1 original and 3 copies, plus one copy on thumb drive) – please note service categories being offered or excluded.
 - a. Statement of Qualification Certification, GDOT Pre-Qualifications and sample insurance certificate documentation (This is not included in page count.)
 - b. Technical Statement of Qualification, addressing all requirements in Section 2.0 and limited to **20 pages**. To help with the review, please use the following order:
 - Qualifications of the Team
 - Experience of the Team
 - Examples of similar project(s)
 - References (Minimum of three)
 - Statement describing why your team should be selected, which answers the question “What differentiates your team?” (No more than one page. This is included in page count.)
 - c. **Appendix C Rate Schedule shall be submitted with the Qualification Package (same package) but must be in a separate sealed envelope.** No rate information shall be included in the technical statement of qualification package. (This is not included in page count.)

Mark the package as follows:

ON-CALL PLANNING AND ENGINEERING SERVICES
Name of Team
Phone Number and Point of Contact for Team

Due date: June 15, 2018 at 2:00 P.M. Eastern Time

3.1.2 Submission of Statement of Qualification

Statement of Qualification package, including separate sealed envelope with Appendix C Rate Schedule, must be submitted in a sealed package to the following address:

GATEWAY85 CID
1770 Indian Trail-Lilburn Rd., Ste. 150
Norcross, GA 30093

Any Statement of Qualification received after the due date and time will not be evaluated.

3.2.1 Administrative Review

The Statements of Qualification will be reviewed by the CID for the following administrative requirements:

1. Submitted by deadline
2. Sealed Technical Submission of Statement of Qualification with separate sealed envelope for Appendix C Rate Schedule. No hourly rates shall be disclosed in the technical statement.
3. All required documents have been submitted
4. All documents requiring an original signature have been signed and are included

3.2.2 Mandatory Requirements Review

Statements of Qualification which pass the administrative review will then be reviewed by the Technical Evaluation Team to ensure all requirements identified in Section 2.0 are addressed satisfactorily.

3.2.3 Technical Statement of Qualification Evaluation – Step I

In this phase, the Technical Evaluation Committee will evaluate the quality and completeness of each technical submittal as it addresses each requirement of the RFQ. The RFQ carries a total weight of **100 points**. Technical submittals will be evaluated by a minimum of three (3) independent reviewers and scored in four categories. Each category is assigned a maximum point value.

Teams will be evaluated and rated based on the criteria below (listed by relative importance, in descending order):

1. Qualifications of the Team - 50 points max.

Basis of Evaluation

- Qualification of Team Members (15 points)
- Demonstrated experience and reputation of the Project Manager in the management of similar type contracts (15 points)
- Knowledge of current design criteria, software, GDOT/FHWA/AASHTO guidelines and policy, and GDOT PDP as well as General Planning process and GIS (20 points)

2. Past Experience of the Team – 40 points max.

Basis of Evaluation

- Demonstrated experience with similar type contracts. (20 points)
- Demonstrated ability to complete multiple projects for municipal-like clients in a timely manner. (10 points)
- Provide organizational chart. Is org chart complete with all necessary skill sets being offered, and does the team include DBE participation? (10 points)

3. References – 10 points max.

Provide the contact name, organization, phone number and email address for at least 3 references with which prime consultant has worked in the past 5 years. A minimum of two references will be contacted to confirm the consultant's history of project performance and project manager

performance. If project manager is new (less than one year with prime firm), provide additional references specific to the project manager from his/her previous employment. Scores will be based on the average of responding references received.

Basis of Evaluation:

- Satisfaction with services performed (5 points)
- Satisfaction with and responsiveness of Project Manager on similar projects (5 points)

3.2.4 Submittal Requirements

1. The Statement of Qualification Section shall be no more than twenty pages in total: Ten (10) double-sided, 8½ x 11 pages. If so desired, a single sided 11 x 17 page can be used for the organizational chart, and it will count as one page in the 20-page limit. The 20-page limit does not include the tab pages. Tabs should not include additional information, ONLY the tab information. A cover letter will not count toward the 20-page limit. ONLY THE ITEMS RESPONSIVE TO SECTION 3.1 WILL BE REVIEWED. Any other supplemental information and pages outside the page limit will not be reviewed and may be grounds for disqualification.
2. In the “Administration Documents” section of the submittal, include a sample copy of the Prime’s insurance certificate with the current insurance limits listed. If a sample is not available, you may list the insurance carrier name and your current limits. This will not count toward the 20-page limit. Failure to include this information may result in disqualification.
3. Included on the organizational chart, provide the names of key personnel (Principal, Project Manager, Lead Engineer, Landscape Architect, QC/QA Engineer, etc.) who will perform the work. Personnel descriptions should include professional registrations, if relevant for the task, [type, number, registration], years of experience, years with firm, actual work performed by the individual (ie – is his/her experience in management, design, quality control, or drafting). This can be listed under the graphic, in chart form, if more convenient. Brief bios for key staff can be included to emphasize previous relevant work experience.
4. The consultant’s proposed project manager shall be identified and must be a professional engineer licensed in Georgia. For planning services, at least one AICP should be included. A resume for the Project Manager shall be included in the “Qualifications of Project Manager” section and will count toward the 20-page limit.

3.2.5 Interviews – Step II

The CID may conduct interviews with the top offerors. Interviews will be worth up to 20 points. The CID will make this determination and if scheduled, these interviews will be announced after the short list is finalized. Each offeror invited to interview with the CID will have a 30-minute time slot. Qualification evaluation scores will be added to the interview scores, and the list of offerors will be ranked in order. The CID will then recommend award of contracts to the top one or two scoring teams. Additional teams may be selected if it is in the CID’s best interest to do so. The content of the interview, if held, will be a simple Q and A session. No formal presentation will be required.

Final awards must be approved by the CID Board of Directors.

4.0 TERMS AND CONDITIONS

4.1 Statement of Qualification Withdrawal

A submitted Statement of Qualification may be withdrawn prior to the due date by a written request to the CID office. A request to withdraw a Statement of Qualification must be signed by an authorized individual.

4.2 Cost for Preparing Statement of Qualification

The cost for developing the Statement of Qualification is the sole responsibility of the Offeror. The CID will not provide reimbursement for such costs.

4.3 Compliance with Laws

The Consultant shall comply with all City, State of Georgia and Federal laws, rules, and regulations.

4.4 Governing Terms

This RFQ expressly limits acceptance to the terms stated below. Any additional or different terms proposed by Consultant and expressed in any form (acknowledgements, confirmations, invoices, catalogs, brochures, technical data sheets, etc.), whether before or after Consultant's receipt of this contract, shall not be binding upon CID. CID's silence or acceptance of the materials shall not constitute consent to such additional or different terms.

4.5 Indemnification

Consultant shall be responsible for and shall indemnify and hold CID harmless from any and all claims, demands, costs, damages and expenses of whatever nature (including, without limitation, attorney's fees) relating to or arising from (a) Consultant's breach of any of the representations and warranties contained herein; (b) Consultant's failure to follow CID's specifications; (c) Consultant's other breach of the terms hereof; or (d) any other act(s) or omissions(s) of Consultant, its employees, independent contractors, agents, and suppliers.

4.6 Corrections/Credits

At CID's option, Consultant shall either issue an appropriate credit or undertake, at Consultant's sole cost, corrections to materials made necessary by reason of Consultant's failure to follow CID's specifications or Consultants' other breach of the terms hereof. The remedies afforded CID in this paragraph are in addition to, not in lieu of, any other remedy herein or provided by law or equity.

4.7 Insurance

Consultant shall maintain the following insurance (a) comprehensive general liability, including blanket contractual, covering bodily injuries with limits of no less than \$1,000,000.00 per person and \$1,000,000.00 per occurrence, and property damage with limits of no less than \$1,000,000.00 per occurrence; and (b) statutory worker's compensation insurance, including employer's liability insurance. In addition to above general coverages, consultant shall maintain Professional Liability Insurance with limits of \$2,000,000 per occurrence and in aggregate. All insurance shall be provided by an insurer(s) acceptable to CID and shall provide for thirty (30) days prior notice of cancellation to

CID. Upon request, Consultant shall deliver to CID a certificate or policy of insurance evidencing Consultant's compliance with this paragraph. Consultant shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

4.8 Cancellation

CID may cancel this agreement at any time prior to CID's acceptance of the final product, upon giving written notice of cancellation to Consultant. In such event, Consultant shall be entitled only to payment for approved work completed to date. CID shall not be responsible for any other amounts whatsoever including, without limitation, penalties.

4.9 Independent Contractor

Consultant shall at all times be acting as an independent contractor and not be considered or deemed to be an agent, employee, joint venture or partner of CID. Consultant shall have no authority to contract for or bind CID in any manner.

4.10 No Assignment

Consultant may not assign this agreement or any of its rights or responsibilities hereunder, without CID's prior written consent.

4.11 Audit

Upon not less than two (2) days prior notice, CID shall have the right to inspect and audit all records (including, without limitation, financial records) of Consultant which pertain to Consultant's fulfillment of this agreement and charge therefore.

4.12 Attorney's Fees

In the event of Consultant's breach hereunder, CID, in addition to the recovery of all monies and damages owed to CID, shall be entitled to recover from Consultant the reasonable attorney's fees and court costs incurred by CID as a result of such breach.

APPENDIX A SCHEDULE OF EVENTS
RFQ- On-Call Services

<u>Event</u>		<u>Date</u>
Release of RFQ		May 23, 2018
Offerors' Conference		None
Deadline for Written Questions		June 1, 2018
*Submit via E-Mail to CID representative: marsha@gateway85.com		
*Offerors' Addendum to be posted at	www.gateway85.com	June 6, 2018
Qualifications Due (Opening Date)		June 15, 2018 at 2:00PM
Qualifications are due to:		
ON-CALL PLANNING AND ENGINEERING SERVICES		
Gateway85 CID		
1770 Indian Trail-Lilburn Rd., Ste. 150		
Norcross, GA 30093		
Technical Evaluation Complete		June 22, 2018
Interviews (if needed)	week of	June 25, 2018
Evaluation Complete (On or about)		June 29, 2018
CID Board Approval (On or about)		July 12, 2018

APPENDIX B FEDERAL PROVISIONS

Comply with following Special Provisions, as applicable:

Compliance with the Title VI of the Civil Rights Act of 1964

The Contractor shall comply and cause its Sub-contractors to comply with the regulations for compliance with the Title VI of the Civil Rights Act of 1964, as amended, and 23CFR 200.

Compliance with the Equal Employment Opportunity Executive Order

The Contractor shall comply and cause its Sub-contractors to comply with the Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR 60).

Compliance with Americans with Disabilities Act of 1990

The Contractor shall comply and cause its Sub-contractors to comply with all applicable requirement of the Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. 12101 et seq. and 49 U.S.C. 322; Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 791; and regulations and amendments thereto.

Compliance with Retention Records

The Contractor shall comply and cause its Sub-contractors to comply with retention of all required records for three (3) years after grantees or sub-grantees makes final payments and all other pending matters are closed.

APPENDIX C Rate Schedule – TEAM NAME: _____

**Rate Schedule must be submitted and clearly labeled in a separate sealed envelope.
Failure to do so may result in disqualification.**

	HOURLY RATES			
	YEAR 1	YEAR 2	YEAR 3	YEAR 5
Principal in Charge				
Project Manager				
Senior Engineer				
Mid-Level Engineer				
Engineer				
Senior Planner				
Planner				
Senior Landscape Architect				
Landscape Architect				
Drafter or Technician				
2-Person Survey Crew				
3-Person Survey Crew				
Survey Manager				
SUE Crew				
Utility Coordinator				
Construction Inspector				
Construction PM/Administrator				
Field Technician				
NEPA Specialist				
Environmental Staff				
Lab Testing (Per Test, Add'l Price List Required, Separate Sheet)				
Administrative Assistant				
Other (Specify on Separate Sheet)				

Hourly rates must include all overhead, profit, and indirect/direct costs. No additional costs will be negotiated above and beyond the hours, with the exception of field tests and materials testing which is paid per test. All mileage, postage, reproduction, etc must be included in the hourly rates listed above.