Date Posted: **6/3/2026**

Georgia Department of Transportation

Request for Qualifications

To Provide

SigOps Traffic Signal Operations Program:

Contract 1 – North Region including District 1 - Gainesville (except Gwinnett County) and District 6 - Cartersville
Contract 2 – Southwest Region including District 3 – Thomaston and District 4 - Tifton
Contract 3 – Southeast Region including District 2 – Tennille and District 5 – Jesup

RFQ 484-070926

Qualifications Due: July 9, 2026

Georgia Department of Transportation
One Georgia Center
600 West Peachtree Street, NW
Atlanta, Georgia 30308

Date Posted: **6/3/2026**

REQUEST FOR QUALIFICATIONS

Each Statement of Qualification (SOQ) submittal will require one (1) Contract Consideration Checklist sheet similar to the last page of this RFQ, indicating **ALL** the contract(s) a firm has submitted. This form is to ensure all SOQs submitted are accounted for and included in the correct Contract evaluation package.

Contract #	Region	District(s)	Project Description
1	North Region	1 & 6	North Region including District 1 - Gainesville (except Gwinnett County) and District 6 - Cartersville
2	Southwest Region	3 & 4	Southwest Region including District 3 - Thomaston and District 4 - Tifton
3	Southeast Region	2 & 5	Southeast Region including District 2 - Tennille and District 5 - Jesup

I. General Project Information

A. Overview

The Georgia Department of Transportation (GDOT) is soliciting Statements of Qualifications (SOQs) from a qualified firm(s) to provide Consultant Services for the projects listed above:

This Request for Qualifications (RFQ) seeks to identify potential providers for the Scope of Services for the project/contract listed in the Exhibit(s). Firms that respond to this RFQ and are determined by GDOT 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 the instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully.

GDOT reserves the right to reject any or all Statements of Qualifications and Technical Approach, and to waive technicalities and informalities at the discretion of GDOT.

B. Restriction of Communications

From the date of advertisement of this solicitation until the successful respondents are selected and the award is officially announced, all firms are strictly prohibited from communicating in any way regarding this solicitation or the associated scope of work with any GDOT staff, including the Commissioner and GDOT Board Members. This restriction applies to all potential respondents and will be strictly enforced.

The only exception to this restriction is for the purpose of obtaining a Consultant Evaluation Form to support a project being included in the SOQ submittal.

All questions or requests for clarification regarding any aspect of this RFQ must be submitted in writing via email to:

Temekia Arnold
TeArnold@dot.ga.gov

Deadlines for the submission of questions are listed in the Schedule of Events section of this RFQ.
Method of Communication

All general communication regarding this solicitation, including updates, clarifications, and official announcements, will be posted to the Georgia Procurement Registry (GPR) under this RFQ. It is the responsibility of all interested firms to monitor the GPR regularly for such information.

GDOT reserves the right to communicate directly via electronic mail with the primary contact listed in the submitted Statement of Qualifications (SOQ). Additional communications may be conducted as

specified elsewhere in this RFQ.

C. Contract Term and Type

GDOT anticipates three (3) On-Call Indefinite Delivery, Indefinite Quantity Contracts to be awarded to three (3) firms, for the project/contract identified in the Exhibit(s). GDOT anticipates that the Payment Type may be Lump Sum, Cost Plus Fixed Fee, Cost per Unit of Work, or Specific Rate of Compensation. As an On-Call Indefinite Delivery, Indefinite Quantity contract, the Agreements will remain in effect for up to a maximum of five (5) years.

D. Contract Amount

The On-Call, Indefinite Delivery, Indefinite Quantity contracts will have a minimum dollar amount of twenty-five thousand ($25,000.00) and a maximum dollar amount of Thirty Million Dollars ($30,000,000.00) Each.

E. Scope of Services

Under the terms of the resulting Agreements, the selected consultants will provide the anticipated scope of work for each project as outlined in the accompanying Exhibit(s) referenced herein.

F. Schedule of Events

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

PHASE I	DATE	TIME
a. GDOT issues a public advertisement for this RFQ.	06/03/2026	--------
b. Deadline for submission of written questions and requests for clarification	06/17/2026	2:00 PM
c. Deadline for submission of SOQs	07/09/2026	2:00 PM

II. Selection Method

A. Phase I - Selection of Finalists

Based on the SOQs submitted in response to the projects/contracts listed in the Exhibit(s) below, individual Selection Committee members will evaluate all firms individually based on the Phase I selection criteria and weights listed in the solicitation. All firms will be discussed and evaluated by the selection committee as a group and assigned a group rating for each of the Phase I evaluation criteria and weights, resulting in a group score for Phase I, and the final rankings of the top submittals will be determined. From the group scores of the top submittals, at least three (3) or more of the most highly qualified consultants will be shortlisted for additional evaluation.

B. Finalist Notification

Each finalist firm shall be notified by email to participate in Phase II of the evaluation process and informed of all due dates, additional details, and requirements beyond those provided in the solicitation.

C. Phase II – Evaluation of Final Selection

Based on the Phase II response from the finalist firms, the selection committee members will evaluate and discuss each finalist firm's submittal based on the Phase II selection criteria and weights listed in

the solicitation and assign a group rating resulting in a group score for Phase II.

D. Final Selection

The Final selection will be determined by carrying the selection committee group scores from Phase I forward and adding them to the results for Phase II selection committee group scores, together for a total score. The finalists will be ranked in order of preference. At least three firms will be identified as the most highly qualified to perform the services listed in the Exhibit(s). Note that there may be separate Selection Committees for each project/contract listed in the Exhibit(s).

Upon completion of the evaluation process, GDOT will formally award the contract to the top-ranked firm(s). Following the award, GDOT will initiate negotiations to finalize the terms and conditions of the contract(s), including the scope, compensation, and fees to be paid.

If a satisfactory agreement cannot be reached with the highest-ranked firm, GDOT will formally terminate negotiations and may initiate discussions with the next highest-ranked firm, continuing in order of ranking until a mutual agreement is established and the contract is executed.

III. Selection Criteria and Weights

A. **Phase I -** The following criteria and weights will be utilized in the evaluation and scoring of Phase I SOQs to determine which firms are shortlisted:

1. Project Manager, Key Team Leader(s), and Key Team Member – Experience and Qualifications Weight: 30% - Evaluation will be based on the relevant experience, professional qualifications, and technical expertise of the proposed Project Manager, Key Team Leader(s), and Key Team member for the identified scope of work.

2. Additional Resources and Challenges Weight: 20% - This criterion considers the firm on its Additional Resources and Approach to address scope challenges.

3. Prime Consultant Experience and Past Performance Weight: 10% - Past performance will be assessed using the evaluation forms submitted by the firm and any relevant experience or project knowledge held by members of the Selection Committee, particularly regarding similar or related GDOT projects.

B. **Phase II** – The following criteria and weights will be utilized in the evaluation and scoring of the shortlisted firms (finalists): Technical Approach.

1. Technical Approach Weight: 40% - This criterion evaluates the firm's proposed methodology, understanding of the project requirements, approach to managing key tasks, anticipated challenges, and strategies for delivering a successful project outcome.

2. **Presentation/Interview** GDOT 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.

IV. Instructions for Content and Preparation of Statement of Qualifications – Phase I Response

The SOQs submittal must be submitted per the instructions provided below and be organized, categorized using the same headings (in red), numbered and lettered exactly as outlined below, and 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. *New sections shall not begin on a page allowed for a previous section, if applicable. This will enable the Department to ensure compliance with the page limitations*.

Restrictions on Inclusion of GDOT Employees and Personnel Disclosure

Respondents may reference current Georgia Department of Transportation (GDOT) employees within the Prime Consultant Experience and Past Performance sections of the SOQ (Sections E and F), including within project descriptions, evaluation forms, and narratives, where applicable. Such references shall be limited to the individual's role on the referenced project and shall not imply participation on the proposing team or involvement in the current procurement.

Respondents shall not list, reference, or otherwise include any current GDOT employee as part of the proposed team, including but not limited to resumes, organizational charts, narratives, or proposed team roles. The inclusion of any current GDOT employee as part of the proposed team shall render the SOQ non-responsive.

Respondents must also ensure that all individuals identified in the SOQ have been informed of, and have agreed to, their inclusion on the proposed team. Respondents shall not list employees of other firms—including potential sub-consultants or unaffiliated entities—without those individuals' knowledge and the concurrence of their current employer.

To ensure transparency and avoid conflicts of interest, Respondents must clearly identify the current employer of all individuals proposed in the SOQ, including the Project Manager, Key Team Leaders, Key Team Members, all individuals shown on the organizational chart, and any individual referenced in the SOQ narrative or resumes. Failure to comply with these requirements shall result in a determination of non-responsiveness

Cover page – Each project/contract submittal must have a separate cover page for each copy of each Phase I submittal and must indicate the response is for Phase I, and each project/contract 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, County(ies), and Description.

A. Contract Consideration Checklist

Each SOQ submittal must include one (1) Contract Consideration Checklist, similar to the example provided on the last page of this RFQ. This checklist must identify all contracts for which the firm is submitting SOQs under this solicitation. The inclusion of this single checklist will ensure that all submitted SOQs are properly accounted for and placed into the correct evaluation package(s). In the event of any discrepancy between the contract number(s) and the PI number(s) listed on a firm's SOQ cover page, the PI number(s) will govern in determining which contract(s) the firm will be considered for. Quality Assurance/Quality Control (QA/QC) is essential to confirm the accuracy of contract submittals. Firms are responsible for ensuring that all SOQs and associated documentation are correctly completed and submitted in accordance with this requirement.

B. Addendum(s) - Signed cover page (Only) of any Addendum(s) issued.

C. Basic Company Information

The following general information is required for each submittal. This information will not be scored but may be used by the Department to determine eligibility for selection. Firms must submit only the requested information. Providing additional or unsolicited information may result in disqualification from this solicitation.

1. Company Name: Provide the full legal name of the company.
2. Company Headquarters Address: Include the complete address of the company's headquarters.
3. Primary Contact Information: Provide the name, telephone number(s), and email address of the individual who will serve as the main point of contact for this solicitation. This individual will receive all communications from the Department.
4. Company Website: Include the company's website URL, if available.
5. Georgia Office Locations: Identify all office locations within the State of Georgia, including full addresses.
6. Staffing in Georgia Offices: List the number of staff members employed at each Georgia office and specify their disciplines.
7. Ownership Structure: Indicate the form of ownership (e.g., sole proprietorship, partnership, corporation, limited liability company, or other structure). Include the state of residency or

incorporation and the number of years the firm has been in business.

This information is (Excluded from the page count).

D. Experience and Qualifications

1. Project Manager/Operations Lead - The following information must be provided for the proposed Project Manager. This section is critical for evaluating qualifications and project relevance. Resumes and supporting documentation must be clearly labeled and organized.

   a. Current Employment
      1) State the name of the firm where the Project Manager is currently employed.
      2) Indicate the number of years the Project Manager has been with the firm.
      3) Provide the total number of years of experience serving in the role of a Project Manager, to distinguish between overall career length and actual leadership experience directly relevant to the position.
   b. Education: List relevant degrees or academic credentials.
   c. Registration, if applicable and necessary for the position.
   d. Relevant Project Management Experience: Provide a combination of narrative and listing of specific experience managing on-call contracts or multiple projects of similar complexity, size, scope, and function, and experience managing internal and sub-consultant resources to staff projects on an as-needed basis.
   e. GDOT-Specific Experience: Describe experience utilizing GDOT-specific procedures, policies, and guidance such as the *Plan Development Process (PDP)*, *Design Policy Manual*, *Environmental Procedures Manual*, etc. If any listed projects did not follow GDOT processes, clearly identify the alternative processes, manuals, or guidance used and provide a comparison where appropriate.

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

2. Key Team Leaders are defined as individuals who oversee project areas deemed critical to each specific project (see Section 6 of the Project Description in Exhibit(s) below for the required Key Team Leader roles per project). For each Key Team Leader identified, the following information must be provided:

   a. Current Employment and Experience:
      1) State the name of the firm where the Key Team Leader is currently employed.
      2) Indicate the number of years with the firm.
      3) Provide the total years of experience serving in a leadership role within their discipline.
   b. Education: List relevant degrees or academic credentials.
   c. Registration: Provide details of applicable licenses or registrations required for the Key Team Leader's area of responsibility (e.g., PE, RLA, PG), if necessary and applicable.
   d. Relevant Resource Area Experience: Describe the Key Team Leader's relevant experience in their specific resource area, highlighting involvement in projects of comparable complexity, size, scope, and function.
   e. Experience with GDOT-Specific Standards, detailing the Key Team Leader's use of GDOT-specific processes, manuals, and guidance relevant to their discipline (e.g., *PDP*, *Design Policy Manual*, *Environmental Procedures Manual*, etc.) For any projects that did not follow GDOT processes, list the alternative processes, manuals, or standards used and explain their comparability.

   The information required for each Key Team Leader, as identified in Section 6 of each Project Exhibit, is limited to one (1) page maximum per individual.

   Respondents submitting more than one (1) page for any Key Team Leader will be subject to disqualification. Additionally, respondents must provide only the Key Team Leaders specified in the Project Exhibit(s). Submitting more Key Team Leaders than required will be considered non-compliant and may result in disqualification, as it provides an unfair advantage over firms that followed the stated requirements. Conversely, failure to submit all required Key Team Leaders will render the proposal nonresponsive, and the respondent's team will be deemed unqualified for the award. It is the respondent's responsibility to carefully review Section 6 of the relevant Exhibit(s)

and ensure strict compliance with both the number and content of Key Team Leader submittals.

3. Key Team Member is defined as an individual team member not included as the Project Manager or a Key Team Leader, whose qualifications the Prime firm would like to highlight as essential in the delivery of the proposed project/contract. For the Key Team Member identified, the following information must be provided:

    a. Current Employment and Experience:
        1) State the name of the firm where the Key Team Member is currently employed.
        2) Indicate the number of years with the firm.
        3) Provide the total years of experience serving in a leadership role within their discipline.
    b. Education: List relevant degrees or academic credentials.
    c. Registration: Provide details of applicable licenses or registrations required for the Key Member area of responsibility (e.g., PE, RLA, PG), if necessary and applicable.
    d. Relevant Resource Area Experience: Describe the Key Team Member's relevant experience in their specific resource area, highlighting involvement in projects of comparable complexity, size, scope, and function.
    e. Narrative discussing why the inclusion of the Key Team Member is important in the overall delivery of the project/Contract.
    f. Experience with GDOT-Specific Standards, Detail the Key Team Member's use of GDOT-specific processes, manuals, and guidance relevant to their discipline (e.g., *PDP*, *Design Policy Manual*, *Environmental Procedures Manual*, etc.) For any projects that did not follow GDOT processes, list the alternative processes, manuals, or standards used and explain their comparability.

    The information is limited to one (1) page Maximum.

4. **NOTE: Key Personnel Changes**

    If, after the RFQ submission deadline, a Project Manager or Key Team Leader listed in the SOQ is no longer employed with the firm, a replacement may be submitted if the firm is shortlisted. The replacement must be selected from within the same firm and included as part of the Phase II Technical Approach submittal. All required information for the replacement personnel must be provided, and the submittal must comply with the original page limitations. During the Phase II evaluation meeting, the evaluation team will revisit and adjust the Phase I score to reflect the experience and qualifications of the replacement personnel.

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E. Additional Resources and Challenges

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

1. Organizational Chart - Provide an organizational chart that identifies the Project Manager, Prime Consultant, Key Team Leaders, support personnel, and reporting structure. This chart is (Excluded from the page count) and may be submitted in portrait or landscape orientation on (8.5” X 11”) or (11” x 17”) paper, particularly when the Chart requires a large consultant team.
2. Primary Office - Identify and discuss the primary office responsible for managing the specific project. Include the number and types of staff within that office and describe how this office will benefit the project and promote efficiency. This information must be included on one (1) page, combined with the Narrative on Additional Resource Areas and Abilities described in Section E.3.
3. Narrative on Additional Resource Areas and Ability – Provide a narrative describing any additional resource areas important to the project. Discuss how the key areas will integrate and work together, and include any pertinent information relevant to these areas. The narrative should also explain how the team’s organization—including the Project Manager, Key Team Leaders, and Key Team Member — will support project delivery on schedule, given their current workload capacity. GDOT acknowledges that some individuals may meet schedule requirements while managing heavier workloads. Respondents may highlight the strengths and advantages of their team and explain how the team’s capabilities will help meet the proposed schedule outlined in the applicable Exhibit(s). If no schedule is provided, discuss how the team’s composition will support the project moving forward as expeditiously as possible. Note: Respondents submitting more than one (1) page combined for Sections E.2 and E.3 will be subject to disqualification.

4. Identify Additional Resources – Respondents are allowed one (1) page to provide information on additional resources, outside of the Project Manager, Key Team Leaders, and Key Team Member, providing a brief description of the resource and describing how the additional resources identified will help address scope challenges. **Respondents submitting more than one (1) page will be subject to disqualification.**

F. Prime Consultant Experience and Past Performance

Provide detailed descriptions of the Prime Consultant's past performance on task order-based, Indefinite Delivery/Indefinite Quantity (IDIQ), or similar contract experience that demonstrates the firm's ability to manage and deliver a variety of assignments that differ in scope, schedule, and complexity. Emphasize experience that highlights the ability to manage multiple concurrent assignments, respond quickly to evolving priorities, coordinate effectively across teams, and consistently meet quality, budget, and schedule requirements.

1. Similar Project Experience - Provide information on the prime consultant's experience and ability to deliver effective services for projects of similar complexity, size, scope, and function, demonstrating the firm's qualifications to perform services for GDOT. For each project listed, include the following details:

    a. Project: Provide the project name, GDOT PI number (if applicable), and project location.
    b. Client: State the name of the client.
    c. Date: Indicate the start and end dates of service. If the project is ongoing, please note that accordingly.
    d. Description: Provide a brief description of the overall project and clearly define the services your firm performed.
    e. Overall/Firm Budget: Include the overall project budget (total of PE, ROW, UTL, CST costs) and the firm's total fees.
    f. Client Contact: Provide current contact information for the client, including contact name(s), telephone number(s), and e-mail address(es).
    g. Team Involvement: Specify the involvement of the Project Manager and Key Team Leaders identified in your SOQ on each project listed.
    h. Similarity: Explain why this project is similar to the project(s) for which the firm is submitting a proposal.
    i. If applicable. If performance ratings are not available, provide a brief explanation.

2. Similar Project Experience Summary Write-up For the similar projects listed above, provide a summary write-up detailing the firm's experience utilizing GDOT-specific processes, manuals, or guidance, such as the Plan Development Process (PDP), Design Policy Manual, Environmental Procedures Manual, and other applicable resources. If any projects did not follow GDOT processes, clearly identify the alternative processes, manuals, or guidance that were used and explain their comparability to GDOT standards.

This information is limited to four (4) pages maximum.

G. Prime Consultant Evaluation Forms – Respondents must submit a completed Project Evaluation Form for each project referenced in the Similar Project Experience section. The form must be the most current version of the Contract Management Information System (CMIS) Evaluation Form, printed directly from CMIS for the respective project, and included in the SOQ submittal.

Evaluation Forms shall be submitted in the following order of preference: (1) CMIS Evaluation Form; (2) Locally Administered Project (LAP) Evaluation Form, if applicable; and (3) Legacy Evaluation Form when neither a CMIS nor LAP Evaluation Form is available for the referenced project.

If neither a CMIS nor a Locally Administered Project (LAP) Evaluation Form is available, respondents shall complete and include the Legacy Evaluation Form provided with the RFQ on the Georgia Procurement Registry.

For projects with non-Georgia clients, respondents may submit another agency's performance evaluation form in place of the CMIS, LAP, or Legacy Evaluation Forms, provided the submitted form includes comparable evaluation criteria (e.g., quality, timeliness, cost management, and communication) and clearly identifies the project, the firm's role, and the evaluator. GDOT reserves the

right to request additional information or clarification if the submitted form does not provide sufficient detail for evaluation.

Firms may submit project experience performed as a subconsultant when proposing as the Prime Consultant; however, the firm's role and responsibilities on the project must be clearly defined in the SOQ. The Prime Consultant shall not include or rely upon work performed by other firms or subconsultants in which the Prime Consultant had no direct involvement.

Evaluation Forms shall be completed by individuals with direct knowledge and oversight of the referenced project (e.g., Project Manager or responsible supervising official) and are independent of the Evaluation Committee.

Note: GDOT will no longer issue reference requests via email or Microsoft Forms. It is the sole responsibility of the respondent to obtain and include all required evaluation forms with the SOQ submittal.

Failure to provide the required Evaluation Forms for each referenced project may result in a lower evaluation rating for the Similar Project Experience factor.

The Project Evaluation Form assesses the consultant's performance on a specific project, focusing on key performance indicators such as:

1. Project Quality
2. Timeliness
3. Cost Management
4. Communication
5. Overall, Client Satisfaction

These evaluations serve as a record of the consultant's effectiveness, professionalism, and ability to meet project objectives and deadlines. The Department reserves the right to randomly validate any submitted project evaluations by contacting the evaluators listed on the forms.

This information is excluded from the page count.

H. Area Class Prequalification Requirements:

1. Summary Table.
2. Notice of Professional Consultant Qualifications.

Respondents must complete a table indicating the firm (Prime Consultant or Subconsultant) that meets each required GDOT Area Class for each project/ Exhibit. The applicable Area Classes are listed in each **Exhibit Section 4.**

3. Definitions:

    a. Prime Consultant: The firm submitting the Statement of Qualifications (SOQ) and the entity with whom GDOT will contract.
    b. Team: The Prime Consultant and any Subconsultants and/or joint venture partners included in the SOQ. The Team (either the Prime Consultant or one or more of their Subconsultant team members) must be prequalified by GDOT in all Area Classes required for each project/Exhibit.

4. Instructions for completing the Summary Table:

    a. Place an **"X"** in the appropriate column to identify whether the Prime Consultant or a Subconsultant holds each required Area Class.
    b. Only include Area Classes that apply to the specific project.
    c. Highlighted Area Classes required for the Prime Consultant, as specified in Exhibit Section 4.
    d. Ensure that the Prequalification Expiration Date is valid and current at the time of submission.
    e. Refer to an example of the required Area Class Summary Table below:

Failure to demonstrate valid prequalification for all required Area Classes will result in disqualification.

Primes and Subconsultants	Certificate Expires	1.06(a)	1.06(b)	1.06(c)	1.06(d)	1.06(e)	1.06(f)	1.06(g)	1.07	1.10
Firm Name(s) (Prime)	MM/DD/YYYY	X	X			X	X		X	
(Insert Sub Name)	MM/DD/YYYY			X						
(Insert Sub Name)	MM/DD/YYYY				X			X		
(Insert Sub Name)	MM/DD/YYYY									X

5. The proposed project team must meet the Area Class requirements listed in the Exhibit(s) for each project at the time SOQs are due. GDOT will conduct pre-screening of all potential shortlisted teams to verify that the proposed team meets the required Area Class(es). If the required Area Class(es) are not met, the team will be disqualified from further consideration.
6. If a team member's prequalification is scheduled to expire before the SOQ due date, the respondent must provide documentation confirming that a renewal application has been submitted prior to the SOQ due date. It is the consultant's responsibility to maintain current prequalification certifications in accordance with the GDOT Prequalification Manual throughout the procurement process to remain eligible for award.
7. If the highest-ranking firm does not meet the required Area Class(es), the Department reserves the right to award the contract to the next highest-ranking firm that meets all Area Class requirements.
8. The Area Class Summary Table (Excluded from the page count) may be submitted in portrait or landscape orientation on (8.5" X 11") or (11" x 17") paper, particularly when the Area Class Table requires an extensive list of area classes or a large consultant team, plus one (1) page for each team member's Notice of Professional Consultant Qualifications.

V. Instructions for Preparing Technical Approach – 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 following the instructions provided below and must be organized, categorized using the same headings (in red), numbered and lettered exactly as outlined below, and 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 the Department to ensure compliance with the page limitations.*

Phase II Cover page – Each submittal must have a separate cover page for each copy of each 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, including the Project Numbers, PI Numbers, County(ies), and Description.

A. Administrative Requirements

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

1. Certification Form - Complete the Certification Form and provide a notarized original within the firm's Statement of Qualifications. This is to be submitted for Prime ONLY.
2. Georgia Security and Immigration Compliance Act Affidavit – Complete the form a*nd* provide a notarized original within the firm's Statement of Qualifications. This is to be submitted for Prime

ONLY.

3. Addendum(s) - Signed cover page of any Addenda issued to shortlisted firms. This is to be submitted for the Prime ONLY.

B. Technical Approach

1. **Flexibility:** The regional model for traffic signal operations contracts will require the team to continually shift and re-evaluate resource allocations based on performance measures, incidents, complaints, and input from stakeholders. Describe how your team will manage this uncertain workload and staffing needs and include any unique technical approaches your team can offer.
2. **Team and Stakeholder Communication:** One of the primary goals of our regional operations programs are the removal of jurisdictional barriers in the operation of the signal systems. This contract will work with several stakeholders including the other traffic signal operations contracts, GDOT District, Counties, Cities and CIDs who each have different levels of resources, staff and knowledge for traffic signal operation and maintenance. Many aspects of the program will affect the operations and maintenance of systems that involve multiple stakeholders and competing priorities. Describe your approach to ensuring excellent coordination, communication, transparency, and consensus on outcomes.
3. **QA/QC:** The selected team will be involved with any tasks related to traffic signals in their area including operations, maintenance, design, and project development. Describe how your QA/QC process will ensure quality for all deliverables associated with this project as well as ensuring all GDOT and federal standards and GDOT and local jurisdictional preferences are met.
4. **Signal Timing Toolbox:** The current GDOT traffic signal software provides an entire toolbox of options for operating traffic signals efficiently and safely, such as traffic responsive, peer-to-peer, and dynamic maxes. **Note: The purchase or modification of software is not allowed as part of this Contract or subsequent task orders.** Describe your experience with innovative ways these tools have been used to improve operations including specific examples.
5. **Performance Measures:** Using the performance measures that currently exist for the program in ATSPM and SigOps Metrics and how you have organized your team, describe how your experience with performance measures will allow you to utilize this data to exceed the operational and maintenance goals of this program.
6. **Interpretation of Program:** Briefly describe your understanding of GDOT's vision for traffic signal operations in Georgia, how your proposal will transition services from the current contracts, and how your proposal will achieve SigOps goals and continue to evolve the program into the future.

This information will be limited to a maximum of six (6) pages.

C. Key Personnel Changes (if applicable)

If, after the RFQ submission deadline, a Project Manager or Key Team Leader listed in the SOQ is no longer employed with the firm, a replacement may be submitted if the firm is shortlisted. The replacement must be selected from within the same firm. All required information for the replacement personnel must be provided and must comply with the original page limitations. During the Phase II evaluation meeting, the evaluation team will revisit and adjust the Phase I score to reflect the experience and qualifications of the replacement personnel.

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D. Presentation/Interview

GDOT 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.

VI. Instructions for Submittal for Phase I and Phase II Response

A. There is one (1) electronic version submittal required. The Submittal must follow the format and meet the content requirements identified in Section IV for Phase I and Section V for Phase II Responses. Phase II Responses are intended solely for those firms identified and notified as finalists.

Submittals must be typed in portrait orientation on standard (8½" x 11") paper. However, the Organization Chart (11" x 17" allowed) and the Area Class Summary Table may be submitted in landscape orientation. Pages should be numbered, but compliance with page limits will be determined

by counting pages within each section. The page count will be based on pages containing printed content rather than the total number of sheets. Responses must follow the specified page limits in each section, using a minimum font size of 11. Each submittal should be prepared simply and economically, focusing on completeness, relevance, and clarity. Colored displays and promotional materials are not required or desired.

NOTE: Additional pages other than those specified above in each section should not be included and will be grounds for disqualification. Submittals are limited to the information requested in each Section. Hyperlinks or embedded videos are not allowed.

B. The submittals must be a PDF document for each project/contract. Each PDF document must follow the naming convention for electronic records as follows: the proposing firm's full legal name, RFQ#, RFQ Title, and the specific project contract being submitted.

To submit your Phase I, Statement of Qualification, and Phase II, Technical Approach, click the following Link: https://solicitation.dot.ga.gov/

NOTE: Solicitation Submittal Manual

To review the manual for solicitation Submittal, click the following Link: https://dotauthoring.dot.ga.gov/GDOT/Pages/SolicitationTraining.aspx.

If a firm is responding to multiple projects or contracts, a separate submittal must be uploaded for each response. Each submittal must comply with the required electronic records naming convention and be submitted using the designated submission link provided. Upon successful submission, the system will generate an email confirmation to the sender. If a confirmation email is not received within one (1) hour of submission, the firm must promptly contact the Negotiator listed in Section B: Restrictions on Communications.

Statements of Qualifications (SOQs) must be received by GDOT no later than the deadline specified in Section F: Schedule of Events. Technical Approach submittals must be received by the deadline indicated in the Remaining Schedule as referenced in the Notice to Selected Finalists.

Late submittals will not be accepted under any circumstances unless the deadline is formally revised through an official amendment issued by GDOT.

All costs associated with the preparation and submission of responses are solely the responsibility of the submitting party. GDOT is under no obligation to reimburse any such expenses. All submittals become the property of GDOT upon receipt. Designating any part of a submittal as "proprietary," "confidential," or with any other restriction will not prevent disclosure under the Georgia Open Records Act. The contents of all submittals will remain confidential only until the final contract award is made.

GDOT reserves the right, at its sole discretion, to waive any technicalities or informalities associated with the submittal process when such action is determined to be in the best interest of the State.

GDOT Terms and Conditions

A. Statement of Agreement

With the submission of an 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 to be 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 therein. With the submission of an 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 an SOQ.

The respondent also understands that failure to provide the required information may result in

disqualification. Failure to provide administrative information may not result in disqualification. At the Department's discretion, the Department may notify the respondent that administrative information is not provided or that there was an error in the information provided, and the Department will allow the respondent to provide an update to the administrative information. However, the exception to this is the provision of the required GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT, which, by Georgia law, requires disqualification of the response. The above changes mentioned to administrative information would be considered allowable, as these would be limited to changes that do not affect the information that the evaluators use to score the respondents.

Failure of a respondent to provide the specific administrative information as required in the notice will result in disqualification. Any respondent who provides changes in addition to the information requested in the notice shall be subject to disqualification. Failure of a respondent's SOQ to provide any information about a respondent and its team's qualifications, of any type, will subject the SOQ to disqualification. The Department will not allow updates to qualifications to be provided to avoid disqualification, as this would allow a respondent to modify its SOQ and alter the information that evaluators would score. The above changes related to qualifications would not be allowable, as these would allow changes that affect the information that the evaluators use to score the respondent's SOQ.

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

GDOT does not generally desire to enter "joint venture" agreements with multiple firms. In the event two or more firms desire to "joint venture", it is strongly recommended that one incorporated firm propose and maintain status as the Program Management firm, with the remaining firms participating as major firms. Any joint venture, proposed and established as a separate business entity, should have its own set of books and supporting documentation sufficient for an audit trail. Transactions should be recorded consistently with the joint-venture agreement, and care must be taken to ensure that the joint-venture bears its equitable share of the costs. Therefore, "unpopulated joint ventures" would not have an adequate accounting system suitable for cost-reimbursement contracts.

However, more traditional "populated joint ventures" are welcomed. A populated joint venture is where an alliance is brought to life by infusing it with working capital, employees, and control systems. The alliance implements all necessary business systems, including payroll processing, purchasing, property control, etc. The alliance will develop its indirect rate structure and calculate its indirect cost rates, based on the direct and indirect costs it incurs.

Sub-consultants shall generally be considered any team member who is performing any service that typically requires prequalification, which is subject to the Audit and Accounting System Requirements, 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 who is performing any service that typically does not require prequalification, which is not subject to the Audit and Accounting System Requirements, 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. Audit and Accounting System Requirements

GDOT reserves the right to reject any proposal from firms that do not meet the following requirements:

1. Firm(s) should have an accounting system in place to meet the requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
2. Any firm that currently has an aggregate contract amount exceeding $250,000 should have submitted its yearly CPA overhead audit.
3. The 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-consultants (s) presented as part of the proposed team are similarly in compliance with the above requirements.

D. Submittal Costs and Confidentiality

All expenses for preparing and submitting responses are the sole cost of the respondent submitting the response. The Department is not obligated to reimburse any respondent for such expenses. All

submittals upon receipt become the property of the Department. Labeling information provided in submittals as “proprietary,” “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.

E. 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, are not binding upon the Department and do not obligate the Department to procure or contract for any services. Neither the Department 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 the Department and a respondent containing such terms and conditions as are negotiated between those parties.

The Department reserves the right to waive non-compliance with any requirements of this Request for Qualifications and to reject any or all proposals submitted in response. Upon review of responses, the Department will determine the respondent's proposal that, in the sole judgment of the Department, is in the best interest of the Department (if any is so determined), concerning the evaluation criteria stated herein. The Department then intends to conduct negotiations with such respondent(s) to determine if an acceptable contract may be reached.

F. Debriefings

In place of Pre-Award and Post-Award debriefings, it shall be the Department’s policy to provide the “Selection Package” at the time of the Selection Announcement (also referred to as the Announcement of Entering into Negotiations). The “Selection Package” will include the scores and comments of the phases for all firms that responded and will typically be provided as a PDF file and emailed. Previously, pre-award debriefings only provided the scores and comments of the firm. It shall be the policy of the Department that all debriefings will typically be conducted in writing.

G. Right to Cancel or Change RFQ

GDOT reserves the right to cancel any Request for Qualifications where it is determined to be in the best interest of the Department to do so. GDOT reserves the right to increase, reduce, add to, 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. GDOT Code of Conduct Pertaining to Conflict of Interest in the Award and Administration of Contracts

Under GDOT Policy 3A-17, any GDOT employee who leaves the employment of the Department and subsequently becomes employed with a consultant firm and whose duties while employed with the Department included the direct involvement with the negotiation, administration, or management of a contract in which the firm is either the primary consultant or a sub-consultant **SHALL NOT** be authorized to work on that contract as an employee of that firm for one (1) year after their employment ends.

Additionally, on July 1st of each year, any consulting firm that is under contract with the Department as a prime or sub-consultant shall provide to the Department's Chief Procurement Officer (CPO) a current list of all former Department employees employed by the firm and a document that certifies the responsibilities of those employees as it relates to the current contracts with the Department. This certification document shall attest to the fact that over the last year, no former Department employee who is employed by their firm has worked on a contract between the Department and their firm where that employee, when employed by the Department, had direct involvement with the selection, award, and/or administration of the consultant contract. Any consultant firm entering a contract with the Department for the first time as a prime or sub-consultant shall provide the initial required list of former Department employees and certification before the contract's effective date. If the Department's CPO determines at any point during a contract that an actual conflict exists as it relates to the above paragraph, then the CPO shall have the authority to issue a stop-work order on that contract.

Date Posted: **6/3/2026**

EXHIBIT I-1

Project/Contract

1. Contract Type: IDIQ
2. District(s)/Region: District 1 – Gainesville (except Gwinnett County) and District 6 – Cartersville/North Region
3. Description: SigOps Traffic Signal Operations Program
4. Required Area Classes: This table identifies all GDOT Area Classes relevant to the scope of services. It indicates whether the **Prime Consultant** and/or any **Team Members (Subconsultants)** must be prequalified by GDOT in each listed Area Class.

Area Class No.	Area Class Description	Prime Required	Team Required
3.06	Traffic Operations Studies	x	
3.07	Traffic Operations Design	x	
3.09	Traffic Control Systems Analysis, Design & Implementation	x	x

5. Scope:

In order to provide consistent, reliable and safe travel throughout the state of Georgia, the Office of Traffic Operations seeks to proactively manage and maintain traffic signal operations by leveraging existing and emerging approaches and technology with an emphasis placed on customer service and benefits to the region as a whole. **Note: The purchase or modification of software is not a part of this Contract or subsequent task orders**.

Over the past fifteen (15) years, the Department has emerged as a leader in the operations of traffic signals by investing in programs and technology to advance the ability to manage and maintain traffic signals efficiently. These technology initiatives include upgrading the traffic signal software statewide, establishing communication to all traffic signals, utilizing data-driven applications for decision making, maintaining minimum maintenance goals and analyzing high resolution data from traffic signals. These technologies allow for the proactive operations and maintenance of all traffic signals in Georgia regardless of their location or ownership. The statewide traffic signal operations program should apply a data- driven approach to the active management of arterials in each region through improved traffic signal operations utilizing a versatile team of remote and on-site personnel.

Consultants selected will be expected to work closely with GDOT signal engineers and staff. The consultants will report directly to the Department Project Manager (DPM) from the Office of Traffic Operations Signal group.

This will be a multi-award selection where (3) separate firm teams will be selected to perform the work.

Regional Boundaries and Stakeholders for Contracts:

North Region: Includes District 1 - Gainesville (except Gwinnett County) and District 6 – Cartersville
Southwest Region: Includes District 3 – Thomaston and District 4 – Tifton
Southeast Region: Includes District 2 – Tennille and District 5 – Jesup

Note: Should any portion of a system fall outside of the designated region, traffic management of the system will be retained by the contract determined to have the largest operational influence over the system.

The consultant shall be able to:

A. Provide safe, efficient and proactive management of traffic signals
B. Provide for consistent operations and maintenance of traffic signals.
C. Be data-driven and provide documentation in decision-making.
D. Efficiently allocate financial and contract resources.
E. Keep all GDOT resources up to date.
F. Troubleshoot traffic signal components and devices.
G. Demonstrate agility in processes, policies, procedures, tactics, strategies, and objectives.
H. Pursue regional and statewide cooperation in the sharing of infrastructure, tools, resources, and programs.
I. Be familiar with GDOT's policy, standards, manuals, guidelines, and procedures that are traffic signal related.
J. Demonstrate ability to work with stakeholders, including local agencies.
K. Quickly respond to notifications from GDOT.

L. Understand and be proficient in GDOT's Intelligent Transportation System (ITS) network and Regional Network (RNET) communications architecture.

The program has classified all signals into three different priorities and will use a tiered resource-neutral model comprising three tiers to subcategorize them.

Priority definition:

1) High - On-system signals which demand a higher level of focus for operations and maintenance due to regional or local significance. May include locations along corridors with high volumes, detour or evacuation routes, areas with frequent or high-profile events, or areas of critical multimodal use. Locations should be along routes with a functional classification of Minor Arterial or higher.
2) Neutral - All other on-system signals, plus off-system signals which demand a higher level of focus for operations and maintenance due to regional or local significance. May include locations along corridors with high volumes, detour or evacuation routes, areas with frequent or high-profile events, or areas of critical multimodal use. Locations should be along routes with a functional classification of Minor Collector or higher.
3) Low - All other signals.

Each priority will have an assigned tier with the following expectations.

Metric	Tier 1	Tier 2	Tier 3	Event (On demand)
Active Monitoring	Daily	Weekly*	Monthly*	Hourly
Field Response	< 3 hours	< 5 hours*	< 24 hours*	< 1 hour
Timing Adjustments	Immediate/ real time	Within 48 hours*	7 days*	Immediate/ real time

***Exceptions to locally maintaining agencies, unless responsibility previously agreed to.**

Resource-neutral reclassification is the formal process by which corridors or signal groupings are moved between tiers (1, 2, and 3) without increasing the resources needed to meet the program's goals and compromising the management of a given tier. A formal resource re-classification review will be conducted at regular intervals. The department can reclassify at any time to account for special events. In this case, resources will be flexed, with a formal man-hour reconciliation to follow if the change becomes permanent.

The classification of signal groupings into tiers 1, 2, or 3 shall be determined through a data-driven process and stakeholder knowledge due to regional significance. This approach ensures that resources are dynamically allocated to achieve the program's goals. The evaluation criteria for tier assignment shall include, but are not limited to, the following performance metrics:

a) Automated Traffic Signal Performance Measures (ATSPM).
b) Maintenance Issues.
c) Planning Time Index (PTI), Travel Time Index (TTI), and Buffer Index.
d) Trajectory data.
e) Safety (Crash Rate and ePDO rankings).

The Consultant shall provide services in the assigned Region to actively manage traffic operations and maintain signal infrastructure, with an emphasis on performance-based operations, proactive monitoring, and incident response. Corridors or traffic signals groupings will use traffic signal software, high-resolution data, and other GDOT resources to improve operations and safety across the entire region.

M. Proactive Management of Traffic Signal: The Consultant shall apply traffic engineering standards and professional judgement to design, implement, and optimize signal timing for regional safety and efficiency. These services include, but are not limited to:

1) Evaluate and fine-tune core timing components, including:

a) Vulnerable roadway user timing, and yellow/red clearance intervals.
b) Minimum/maximum greens, extension/passage time, and volume density.
c) Actuated, coordinated, and custom logic sequences.

2) Utilize technology and analytics to identify, prioritize, and monitor signal timing enhancements.
3) Develop and periodically adjust timing plans for weekdays, weekends, holidays, and special events.
4) Execute timing adjustments in response to real time congestion, incidents, and scheduled events.
5) Perform field verification and fine-tuning of all implemented timing plans.
6) Implement, activate, and monitor traffic-responsive, adaptive, and Peer-to-Peer (P2P)/custom logic systems.
7) Develop, test, and monitor innovative phasing and timing sequences for unique configurations, including but not limited to Continuous Flow Intersections (CFI), Diverging Diamond Interchanges (DDI), and Single Point Urban Interchanges (SPUI).
8) Coordinate signal timing with adjacent ramp meter operations.
9) Maintain signal operations during construction and perform full-corridor optimization following project completion.
10) Provide GDOT with data-supported recommendations for maintenance schedules or high-level retiming efforts.
11) Maintain traffic signal timing during construction and fine Tune/Retiming Signal and or Corridor after construction is complete to optimize with installed/upgraded signal.

N. Event, incident, and emergency management: The consultant shall have engineering expertise to understand available resources, technology, and equipment, and how all factors interact, enabling the consultant to respond and coordinate the management of traffic signals, ITS components, and signal systems during planned or emergency events.

1) Using engineering analysis and judgment, design and implement system operations plans for known events and potential emergencies in the region.
2) Temporarily provide additional staffing and associated traffic operations resources as requested by the Department.
3) Liaise with the Emergency Operations Center (EOC) when activated for the region.
4) Coordinate with internal and external partners in advance and during events.

O. Monitoring and Reporting throughout Region: GDOT has a wide variety of data sources including but not limited to ATSPMs, crash data and probe data. It is expected that the consultant has a full understanding of how to use this data to apply engineering judgement to changes in operations at a traffic signal.

1) Conduct and report Measures of Performance
2) Perform routine verification of the functionality of signal equipment.
3) Maintain and revise data in signal software to meet current standards and practices including configuring and calibrating ATSPMs.
4) Identify, research, and recommend system improvements including but not limited to:

a) Desirable locations for traffic signal and ITS devices.
b) Proposed operational improvements.
c) Incident Management
d) Proposed safety improvements.
e) Emerging technologies and practices.

5) Record, respond and follow-up on any complaint, comment or question received from a citizen, local agency or GDOT.
6) Analyze data from multiple data sources/feeds.
7) Generate routine and custom reports and analyses.
8) Prepare reports for distribution to stakeholders, GDOT’s management, and general public.

P. Data Collection:

1) Utilize data collected from automated sources and technologies.
2) Establish processes for utilizing data collected from non-traditional and innovative sources, including connected vehicles infrastructure.
3) Conduct turning movement, and Average Annual Daily Traffic (AADT) counts where data cannot be obtained from other sources.
4) Collect information on conditions along the corridor, to be provided to stakeholders or the traveling public.

5) Apply engineering judgement and statistical analysis to determine the quality and validity of data sources and raw data.

Q. Regional Signal Operations Performance Metrics:

1) Conduct and report Measure of performance that reflect the safety, operational, and engineering goals of the program.
2) Using engineering analysis and judgment, evaluate and make recommendations for improving signal and corridor performance tracking metrics.
3) Assist GDOT with the design and implementation of new measures of performance to ensure continued advancement of program goals.
4) Demonstrated experience with GDOT's traffic signal systems, ATSPM systems, and automated performance measurement tools.
5) Demonstrated ability to utilize traffic signal, travel time, and other performance metrics to improve outcomes.

R. Maintain the signal timing and asset inventory database for signals in the region:

1) Using engineering analysis and judgment, routinely review the status and effectiveness of the signal timing databases.
2) Update equipment and signal-related documents in the inventory database as necessary.
3) Record of operational and maintenance tasks.
4) Log projects associated with an intersection, update when completed, ensure that revised permits are uploaded with identified construction projects and signal timing is reviewed after construction is completed.
5) Log signal timing-related activities.

S. Project Management and Coordination of Activities:

1) Maintain direct communication with the GDOT project manager through regular meetings and updates on activities.
2) Coordinate with stakeholders, including other GDOT offices/groups, GDOT district staff, local agencies and other signal operations consultants at the level of detail and oversight desired by each stakeholder.
3) Coordinate with other GDOT contracts that can be utilized to achieve desired engineering outcomes including but not limited to the Traffic Signal Design, Traffic Signal Maintenance, Statewide Traffic Signal Communications, and Statewide Traffic Signal Program and Support.
4) Conduct and document meetings with GDOT, maintaining agencies, GDOT district staff, community improvement districts and other stakeholders.
5) Maintain and update standard operating and safety procedures.

T. Proactive and Preventive Maintenance:

1) Utilize technology to proactively identify, evaluate, troubleshoot, track, coordinate, and remedy traffic signal maintenance/repair activities, including:

    a) Traffic signal components and devices.
    b) Vehicle and vulnerable roadway user detectors.
    c) Signal Communication systems.
    d) Traffic signal surveillance, i.e. CCTV.
    e) Upgrade controller firmware.

2) Manage and schedule preventative maintenance including but not limited to:

    a) Conflict monitor testing and maintenance.
    b) Traffic signal ground preventative maintenance.
    c) Traffic signal and ITS device firmware updates.

3) Make recommendations for signal upgrades and maintenance work including scope of work, sketch and cost estimate.
4) Coordinate with GDOT and the contractor on maintenance work being done.

U. Maintenance Engineer and Inspection: The consultant shall have the engineering background and expertise in traffic signal specifications, design guidelines and federal standards to:

1) Using engineering analysis and judgment, administer, monitor, inspect, and validate all traffic signal and Intelligent Transportation System (ITS) component and equipment installation, maintenance, and upgrade activities such that they are in reasonable conformity with the plans, specifications, and special provisions for the specified work.
2) Attend signal walkthroughs and provide comments on maintenance upgrades and feasibility.
3) Using engineering analysis and judgment, review contractor bid documents and provide comments to GDOT.
4) Observe the contractor's work to determine the progress and quality of work.
5) Using engineering analysis and engineering judgment, identify deficiencies, report significant discrepancies to the Department, and direct the Contractor to correct such observed discrepancies.
6) Monitor progress of construction projects involving traffic signals.
7) Update asset management database with project information.
8) Coordinate with GDOT Traffic Operations, District Traffic Operations, Construction and Contractor.

V. Traffic Engineering Services: The consultant shall provide additional engineering services necessary to achieve the tasks described in this scope including:

1) Conduct Traffic Engineering Studies – Traffic Engineering studies are required to document engineering decisions on operational changes to traffic signals including but not limited to installing new phases and modifying the operational sequence of signal phases at an intersection.
2) Conduct before and after studies – The selected firm might be requested to perform a before and after studies to document GDOT initiatives.
3) Revise signal permits – Signal permit revisions are required to document changes to the design of an intersection and to ensure changes meet design standards. The selected consultant shall provide the engineering experience necessary to design and document changes resulting from maintenance or upgrade activities to ensure signal permit records remain current.
4) Review/comment on intersection and corridor designs on proposed construction and maintenance activities – The selected consultant shall utilize operational experience and operational goals in the assigned region as well as engineering judgement based on knowledge of Department and Federal guidelines and standards to make recommendations on proposed maintenance work as well as Department and local construction and resurfacing projects.

W. Training/Support: Provide training or technical support to GDOT, district or local jurisdiction staff to improve understanding of signal engineering concepts, programs and data.

X. Work Schedule: Work will be performed as needed from Notice to Proceed until the contract expiration. Some tasks may involve late nights and weekends as needed for engineering tasks with special events, after-hours incident management or construction support. GDOT will provide advanced notice when such support is required.

6. Related Key Team Leaders:

A. Senior Traffic Engineer – two (2) each
B. Data and Programming Lead – one (1) each
C. Active Management Lead – one (1) each
D. Senior Technician Lead – one (1) each
E. Maintenance Engineer and Inspection Lead – one (1) each
F. QA/QC & Performance Lead [PE required] – one (1) each

Total of seven (7) Key Team Leaders

EXHIBIT I-2

Project/Contract

1. Contract Type: IDIQ
2. District(s)/Region: District 3 – Thomaston and District 4 – Tifton/Southwest Region
3. Description: SigOps Traffic Signal Operations Program
4. Required Area Classes: This table identifies all GDOT Area Classes relevant to the scope of services. It indicates whether the **Prime Consultant** and/or any **Team Members (Subconsultants)** must be prequalified by GDOT in each listed Area Class.

Area Class No.	Area Class Description	Prime Required	Team Required
3.06	Traffic Operations Studies	x	
3.07	Traffic Operations Design	x	
3.09	Traffic Control Systems Analysis, Design & Implementation	x	x

5. Scope:

In order to provide consistent, reliable and safe travel throughout the state of Georgia, the Office of Traffic Operations seeks to proactively manage and maintain traffic signal operations by leveraging existing and emerging approaches and technology with an emphasis placed on customer service and benefits to the region as a whole. **Note: The purchase or modification of software is not a part of this Contract or subsequent task orders**.

Over the past fifteen (15) years, the Department has emerged as a leader in the operations of traffic signals by investing in programs and technology to advance the ability to manage and maintain traffic signals efficiently. These technology initiatives include upgrading the traffic signal software statewide, establishing communication to all traffic signals, utilizing data-driven applications for decision making, maintaining minimum maintenance goals and analyzing high resolution data from traffic signals. These technologies allow for the proactive operations and maintenance of all traffic signals in Georgia regardless of their location or ownership. The statewide traffic signal operations program should apply a data- driven approach to the active management of arterials in each region through improved traffic signal operations utilizing a versatile team of remote and on-site personnel.

Consultants selected will be expected to work closely with GDOT signal engineers and staff. The consultants will report directly to the Department Project Manager (DPM) from the Office of Traffic Operations Signal group.

This will be a multi-award selection where (3) separate firm teams will be selected to perform the work.

Regional Boundaries and Stakeholders for Contracts:

North Region: Includes District 1 - Gainesville (except Gwinnett County) and District 6 – Cartersville
Southwest Region: Includes District 3 – Thomaston and District 4 – Tifton
Southeast Region: Includes District 2 – Tennille and District 5 – Jesup

Note: Should any portion of a system fall outside of the designated region, traffic management of the system will be retained by the contract determined to have the largest operational influence over the system.

The consultant shall be able to:

A. Provide safe, efficient and proactive management of traffic signals.
B. Provide for consistent operations and maintenance of traffic signals.
C. Be data-driven and provide documentation in decision-making.
D. Efficiently allocate financial and contract resources.
E. Keep all GDOT resources up to date.
F. Troubleshoot traffic signal components and devices.
G. Demonstrate agility in processes, policies, procedures, tactics, strategies, and objectives.
H. Pursue regional and statewide cooperation in the sharing of infrastructure, tools, resources, and programs.
I. Be familiar with GDOT's policy, standards, manuals, guidelines, and procedures that are traffic signal related.
J. Demonstrate ability to work with stakeholders, including local agencies.
K. Quickly respond to notifications from GDOT.

L. Understand and be proficient in GDOT's Intelligent Transportation System (ITS) network and Regional Network (RNET) communications architecture.

The program has classified all signals into three different priorities and will use a tiered resource-neutral model comprising three tiers to subcategorize them.

Priority definition:

1) High - On-system signals which demand a higher level of focus for operations and maintenance due to regional or local significance. May include locations along corridors with high volumes, detour or evacuation routes, areas with frequent or high-profile events, or areas of critical multimodal use. Locations should be along routes with a functional classification of Minor Arterial or higher.
2) Neutral - All other on-system signals, plus off-system signals which demand a higher level of focus for operations and maintenance due to regional or local significance. May include locations along corridors with high volumes, detour or evacuation routes, areas with frequent or high-profile events, or areas of critical multimodal use. Locations should be along routes with a functional classification of Minor Collector or higher.
3) Low - All other signals.

Each priority will have an assigned tier with the following expectations.

Metric	Tier 1	Tier 2	Tier 3	Event (On demand)
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Field Response	< 3 hours	< 5 hours*	< 24 hours*	< 1 hour
Timing Adjustments	Immediate/ real time	Within 48 hours*	7 days*	Immediate/ real time

***Exceptions to locally maintaining agencies, unless responsibility previously agreed to.**

Resource-neutral reclassification is the formal process by which corridors or signal groupings are moved between tiers (1, 2, and 3) without increasing the resources needed to meet the program's goals and compromising the management of a given tier. A formal resource re-classification review will be conducted at regular intervals. The department can reclassify at any time to account for special events. In this case, resources will be flexed, with a formal man-hour reconciliation to follow if the change becomes permanent.

The classification of signal groupings into tiers 1, 2, or 3 shall be determined through a data-driven process and stakeholder knowledge due to regional significance. This approach ensures that resources are dynamically allocated to achieve the program's goals. The evaluation criteria for tier assignment shall include, but are not limited to, the following performance metrics:

a) Automated Traffic Signal Performance Measures (ATSPM).
b) Maintenance Issues.
c) Planning Time Index (PTI), Travel Time Index (TTI), and Buffer Index.
d) Trajectory data.
e) Safety (Crash Rate and ePDO rankings).

The Consultant shall provide services in the assigned Region to actively manage traffic operations and maintain signal infrastructure, with an emphasis on performance-based operations, proactive monitoring, and incident response. Corridors or traffic signals groupings will use traffic signal software, high-resolution data, and other GDOT resources to improve operations and safety across the entire region.

M. Proactive Management of Traffic Signal: The Consultant shall apply traffic engineering standards and professional judgement to design, implement, and optimize signal timing for regional safety and efficiency. These services include, but are not limited to:

1) Evaluate and fine-tune core timing components, including:

a)Vulnerable roadway user timing, and yellow/red clearance intervals.
b) Minimum/maximum greens, extension/passage time, and volume density.

c) Actuated, coordinated, and custom logic sequences.

2) Utilize technology and analytics to identify, prioritize, and monitor signal timing enhancements.
3) Develop and periodically adjust timing plans for weekdays, weekends, holidays, and special events.
4) Execute timing adjustments in response to real time congestion, incidents, and scheduled events.
5) Perform field verification and fine-tuning of all implemented timing plans.
6) Implement, activate, and monitor traffic-responsive, adaptive, and Peer-to-Peer (P2P)/custom logic systems.
7) Develop, test, and monitor innovative phasing and timing sequences for unique configurations, including but not limited to Continuous Flow Intersections (CFI), Diverging Diamond Interchanges (DDI), and Single Point Urban Interchanges (SPUI).
8) Coordinate signal timing with adjacent ramp meter operations.
9) Maintain signal operations during construction and perform full-corridor optimization following project completion.
10) Provide GDOT with data-supported recommendations for maintenance schedules or high-level retiming efforts.
11) Maintain traffic signal timing during construction and fine Tune/Retiming Signal and or Corridor after construction is complete to optimize with installed/upgraded signal.

N. Event, incident, and emergency management: The consultant shall have engineering expertise to understand available resources, technology, and equipment, and how all factors interact, enabling the consultant to respond and coordinate the management of traffic signals, ITS components, and signal systems during planned or emergency events.

1) Using engineering analysis and judgment, design and implement system operations plans for known events and potential emergencies in region.
2) Temporarily provide additional staffing and associated traffic operations resources as requested by the Department.
3) Liaise with the Emergency Operations Center (EOC) when activated for region.
4) Coordinate with internal and external partners in advance and during events.

O. Monitoring and Reporting throughout Region: GDOT has a wide variety of data sources including but not limited to ATSPMs, crash data and probe data. It is expected that the consultant has a full understanding of how to use this data to apply engineering judgement to changes in operations at a traffic signal.

1) Conduct and report Measures of Performance
2) Perform routine verification of the functionality of signal equipment.
3) Maintain and revise data in signal software to meet current standards and practices including configuring and calibrating ATSPMs.
4) Identify, research, and recommend system improvements including but not limited to:

a) Desirable locations for traffic signal and ITS devices.
b) Proposed operational improvements.
c) Incident Management.
d) Proposed safety improvements.
e) Emerging technologies and practices.

5) Record, respond and follow-up on any complaint, comment or question received from a citizen, local agency or GDOT.
6) Analyze data from multiple data sources/feeds.
7) Generate routine and custom reports and analyses.
8) Prepare reports for distribution to stakeholders, GDOT’s management, and the general public.

P. Data Collection:

1) Utilize data collected from automated sources and technologies.
2) Establish processes for utilizing data collected from non-traditional and innovative sources, including connected vehicles infrastructure.
3) Conduct turning movement, and Average Annual Daily Traffic (AADT) counts where data cannot be obtained from other sources.
4) Collect information on conditions along the corridor, to be provided to stakeholders or the traveling public.
5) Apply engineering judgement and statistical analysis to determine the quality and validity of data sources and raw data.

Q. Regional Signal Operations Performance Metrics:

1) Conduct and report Measure of performance that reflect the safety, operational, and engineering goals of the program.
2) Using engineering analysis and judgment, evaluate and make recommendations for improving signal and corridor performance tracking metrics.
3) Assist GDOT with the design and implementation of new measures of performance to ensure continued advancement of program goals.
4) Demonstrated experience with GDOT's traffic signal systems, ATSPM systems, and automated performance measurement tools.
5) Demonstrated ability to utilize traffic signal, travel time, and other performance metrics to improve outcomes.

R. Maintain the signal timing and asset inventory database for signals in the region:

1) Using engineering analysis and judgment, routinely review the status and effectiveness of the signal timing databases.
2) Update equipment and signal-related documents in the inventory database as necessary.
3) Record of operational and maintenance tasks.
4) Log projects associated with an intersection, update when completed, ensure that revised permits are uploaded with identified construction projects and signal timing is reviewed after construction is completed.
5) Log signal timing-related activities.

S. Project Management and Coordination of Activities:

1) Maintain direct communication with the GDOT project manager through regular meetings and updates on activities.
2) Coordinate with stakeholders, including other GDOT offices/groups, GDOT district staff, local agencies and other signal operations consultants at the level of detail and oversight desired by each stakeholder.
3) Coordinate with other GDOT contracts that can be utilized to achieve desired engineering outcomes including but not limited to the Traffic Signal Design, Traffic Signal Maintenance, Statewide Traffic Signal Communications, and Statewide Traffic Signal Program and Support.
4) Conduct and document meetings with GDOT, maintaining agencies, GDOT district staff, community improvement districts and other stakeholders.
5) Maintain and update standard operating and safety procedures.

T. Proactive and Preventative Maintenance:

1) Utilize technology to proactively identify, evaluate, troubleshoot, track, coordinate, and remedy traffic signal maintenance/repair activities, including:

    a) Traffic signal components and devices.
    b) Vehicle and vulnerable roadway user detectors.
    c) Signal Communication systems.
    d) Traffic signal surveillance, i.e. CCTV.
    e) Upgrade controller firmware.

2) Manage and schedule preventative maintenance including but not limited to:

    a) Conflict monitor testing and maintenance.
    b) Traffic signal ground preventative maintenance.
    c) Traffic signal and ITS device firmware updates.

3) Make recommendations for signal upgrades and maintenance work including scope of work, sketch and cost estimate.
4) Coordinate with GDOT and the contractor on maintenance work being done.

U. Maintenance Engineer and Inspection: The consultant shall have the engineering background and expertise in traffic signal specifications, design guidelines and federal standards to:

1) Using engineering analysis and judgment, administer, monitor, inspect, and validate all traffic signal and Intelligent Transportation System (ITS) component and equipment installation, maintenance, and upgrade

activities such that they are in reasonable conformity with the plans, specifications, and special provisions for the specified work.
2) Attend signal walkthroughs and provide comments on maintenance upgrades and feasibility.
3) Using engineering analysis and judgment, review contractor bid documents and provide comments to GDOT.
4) Observe the contractor's work to determine the progress and quality of work.
5) Using engineering analysis and engineering judgment, identify deficiencies, report significant discrepancies to the Department, and direct the Contractor to correct such observed discrepancies.
6) Monitor progress of construction projects involving traffic signals.
7) Update asset management database with project information.
8) Coordinate with GDOT Traffic Operations, District Traffic Operations, Construction and Contractor.

V. Traffic Engineering Services: The consultant shall provide additional engineering services necessary to achieve the tasks described in this scope including:

1) Conduct Traffic Engineering Studies – Traffic Engineering studies are required to document engineering decisions on operational changes to traffic signals including but not limited to installing new phases and modifying the operational sequence of signal phases at an intersection.
2) Conduct before and after studies – The selected firm might be requested to perform a before and after studies to document GDOT initiatives.
3) Revise signal permits – Signal permit revisions are required to document changes to the design of an intersection and to ensure changes meet design standards. The selected consultant shall provide the engineering experience necessary to design and document changes resulting from maintenance or upgrade activities to ensure signal permit records remain current.
4) Review/comment on intersection and corridor designs on proposed construction and maintenance activities – The selected consultant shall utilize operational experience and operational goals in the assigned region as well as engineering judgement based on knowledge of Department and Federal guidelines and standards to make recommendations on proposed maintenance work as well as Department and local construction and resurfacing projects.

W. Training/Support: Provide training or technical support to GDOT, district or local jurisdiction staff to improve understanding of signal engineering concepts, programs and data.

X. Work Schedule: Work will be performed as needed from Notice to Proceed until the contract expiration. Some tasks may involve late nights and weekends as needed for engineering tasks with special events, after-hours incident management or construction support. GDOT will provide advanced notice when such support is required.

6. Related Key Team Leaders:

A. Senior Traffic Engineer – two (2) each
B. Data and Programming Lead – one (1) each
C. Active Management Lead – one (1) each
D. Senior Technician Lead – one (1) each
E. Maintenance Engineer and Inspection Lead – one (1) each
F. QA/QC & Performance Lead [PE required] – one (1) each

Total of seven (7) Key Team Leaders

EXHIBIT I-3

Project/Contract

1. Contract Type: IDIQ
2. District(s)/Region/ District 2 – Tennille and District 5 – Jesup/Southeast Region
3. Description: SigOpsTraffic Signal Operations Program
4. Required Area Classes: This table identifies all GDOT Area Classes relevant to the scope of services. It indicates whether the **Prime Consultant** and/or any **Team Members (Subconsultants)** must be prequalified by GDOT in each listed Area Class.

Area Class No.	Area Class Description	Prime Required	Team Required
3.06	Traffic Operations Studies	x	
3.07	Traffic Operations Design	x	
3.09	Traffic Control Systems Analysis, Design & Implementation	x	x

5. Scope:

In order to provide consistent, reliable and safe travel throughout the state of Georgia, the Office of Traffic Operations seeks to proactively manage and maintain traffic signal operations by leveraging existing and emerging approaches and technology with an emphasis placed on customer service and benefits to the region as a whole. **Note: The purchase or modification of software is not a part of this Contract or subsequent task orders**.

Over the past fifteen (15) years, the Department has emerged as a leader in the operations of traffic signals by investing in programs and technology to advance the ability to manage and maintain traffic signals efficiently. These technology initiatives include upgrading the traffic signal software statewide, establishing communication to all traffic signals, utilizing data-driven applications for decision making, maintaining minimum maintenance goals and analyzing high resolution data from traffic signals. These technologies allow for the proactive operations and maintenance of all traffic signals in Georgia regardless of their location or ownership. The statewide traffic signal operations program should apply a data- driven approach to the active management of arterials in each region through improved traffic signal operations utilizing a versatile team of remote and on-site personnel.

Consultants selected will be expected to work closely with GDOT signal engineers and staff. The consultants will report directly to the Department Project Manager (DPM) from the Office of Traffic Operations Signal group.

This will be a multi-award selection where (3) separate firm teams will be selected to perform the work.

Regional Boundaries and Stakeholders for Contracts:

North Region: Includes District 1 - Gainesville (except Gwinnett County) and District 6 – Cartersville
Southwest Region: Includes District 3 – Thomaston and District 4 – Tifton
Southeast Region: Includes District 2 – Tennille and District 5 – Jesup

Note: Should any portion of a system fall outside of the designated region, traffic management of the system will be retained by the contract determined to have the largest operational influence over the system.

The consultant shall be able to:

A. Provide safe, efficient and proactive management of traffic signals.
B. Provide for consistent operations and maintenance of traffic signals.
C. Be data-driven and provide documentation in decision-making.
D. Efficiently allocate financial and contract resources.
E. Keep all GDOT resources up to date.
F. Troubleshoot traffic signal components and devices.
G. Demonstrate agility in processes, policies, procedures, tactics, strategies, and objectives.
H. Pursue regional and statewide cooperation in the sharing of infrastructure, tools, resources, and programs.
I. Be familiar with GDOT's policy, standards, manuals, guidelines, and procedures that are traffic signal related.
J. Demonstrate ability to work with stakeholders, including local agencies.
K. Quickly respond to notifications from GDOT.

L. Understand and be proficient in GDOT's Intelligent Transportation System (ITS) network and Regional Network (RNET) communications architecture.

The program has classified all signals into three different priorities and will use a tiered resource-neutral model comprising three tiers to subcategorize them.

Priority definition:

1) High - On-system signals which demand a higher level of focus for operations and maintenance due to regional or local significance. May include locations along corridors with high volumes, detour or evacuation routes, areas with frequent or high-profile events, or areas of critical multimodal use. Locations should be along routes with a functional classification of Minor Arterial or higher.
2) Neutral - All other on-system signals, plus off-system signals which demand a higher level of focus for operations and maintenance due to regional or local significance. May include locations along corridors with high volumes, detour or evacuation routes, areas with frequent or high-profile events, or areas of critical multimodal use. Locations should be along routes with a functional classification of Minor Collector or higher.
3) Low - All other signals.

Each priority will have an assigned tier with the following expectations.

Metric	Tier 1	Tier 2	Tier 3	Event (On demand)
Active Monitoring	Daily	Weekly*	Monthly*	Hourly
Field Response	< 3 hours	< 5 hours*	< 24 hours*	< 1 hour
Timing Adjustments	Immediate/ real time	Within 48 hours*	7 days*	Immediate/ real time

***Exceptions to locally maintaining agencies, unless responsibility previously agreed to.**

Resource-neutral reclassification is the formal process by which corridors or signal groupings are moved between tiers (1, 2, and 3) without increasing the resources needed to meet the program's goals and compromising the management of a given tier. A formal resource re-classification review will be conducted at regular intervals. The department can reclassify at any time to account for special events. In this case, resources will be flexed, with a formal man-hour reconciliation to follow if the change becomes permanent.

The classification of signal groupings into tiers 1, 2, or 3 shall be determined through a data-driven process and stakeholder knowledge due to regional significance. This approach ensures that resources are dynamically allocated to achieve the program's goals. The evaluation criteria for tier assignment shall include, but are not limited to, the following performance metrics:

a) Automated Traffic Signal Performance Measures (ATSPM)
b) Maintenance Issues
c) Planning Time Index (PTI), Travel Time Index (TTI), and Buffer Index
d) Trajectory data
e) Safety (Crash Rate and ePDO rankings)

The Consultant shall provide services in the assigned Region to actively manage traffic operations and maintain signal infrastructure, with an emphasis on performance-based operations, proactive monitoring, and incident response. Corridors or traffic signals groupings will use traffic signal software, high-resolution data, and other GDOT resources to improve operations and safety across the entire region.

M. Proactive Management of Traffic Signal: The Consultant shall apply traffic engineering standards and professional judgement to design, implement, and optimize signal timing for regional safety and efficiency. These services include, but are not limited to:

1) Evaluate and fine-tune core timing components, including:

a)Vulnerable roadway user timing, and yellow/red clearance intervals.

b)Minimum/maximum greens, extension/passage time, and volume density.
c)Actuated, coordinated, and custom logic sequences.

2) Utilize technology and analytics to identify, prioritize, and monitor signal timing enhancements.
3) Develop and periodically adjust timing plans for weekdays, weekends, holidays, and special events.
4) Execute timing adjustments in response to real time congestion, incidents, and scheduled events.
5) Perform field verification and fine-tuning of all implemented timing plans.
6) Implement, activate, and monitor traffic-responsive, adaptive, and Peer-to-Peer (P2P)/custom logic systems.
7) Develop, test, and monitor innovative phasing and timing sequences for unique configurations, including but not limited to Continuous Flow Intersections (CFI), Diverging Diamond Interchanges (DDI), and Single Point Urban Interchanges (SPUI).
8) Coordinate signal timing with adjacent ramp meter operations.
9) Maintain signal operations during construction and perform full-corridor optimization following project completion.
10) Provide GDOT with data-supported recommendations for maintenance schedules or high-level retiming efforts.
11) Maintain traffic signal timing during construction and fine Tune/Retiming Signal and or Corridor after construction is complete to optimize with installed/upgraded signal.

N. Event, incident, and emergency management: The consultant shall have engineering expertise to understand available resources, technology, and equipment, and how all factors interact, enabling the consultant to respond and coordinate the management of traffic signals, ITS components, and signal systems during planned or emergency events.

1) Using engineering analysis and judgment, design and implement system operations plans for known events and potential emergencies in region.
2) Temporarily provide additional staffing and associated traffic operations resources as requested by the Department.
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D. Senior Technician Lead – one (1) each
E. Maintenance Engineer and Inspection Lead – one (1) each
F. QA/QC & Performance Lead [PE required] – one (1) each

Total of seven (7) Key Team Leaders

Project Consideration Checklist –

RFQ 484-070926

SigOps Traffic Signal Operations Program:

This form must be completed and included in the Statement of Qualifications with applicable boxes checked.

This form **will NOT** be counted in the maximum number of pages.

☐ The submitted team meets the prequalification requirements for all projects and would like to be considered for all projects.

OR

The submitted team meets the prequalification requirements and would like to be considered for the following contracts.

	Contract #	Region	District(s)	Project Description
	1	North Region	1 & 6	North Region including District 1 - Gainesville (except Gwinnett County) and District 6 - Cartersville
	2	Southwest Region	3 & 4	Southwest Region including District 3 - Thomaston and District 4 - Tifton
	3	Southeast Region	2 & 5	Southeast Region including District 2 - Tennille and District 5 - Jesup

Date Posted: **6/3/2026**

SOQ Checklist

Cover Page..... (Required for Each Project Submittal, Excluded from Page Count)

1. Labeled as “Phase I Response”
2. Includes RFQ # and Title
3. The firm’s full legal name
4. Project contract info: Project Numbers, PI Numbers, County(ies), and Description

A. Contract Consideration Checklist .....(Excluded from page count)

1. One (1) checklist per submittal
2. Includes all contracts submitted under
3. Matches PI Numbers (which govern)
4. QA/QC reviewed for accuracy

B. Addendum(s).....(Excluded from page count)

Signed the cover page (Only) of each addendum issued

C. Basic Company Information .....(Excluded from page count)

1. Company name and
2. Headquarters address
3. Primary contact: name, phone, email
4. Company website (if available)
5. Georgia office locations and addresses
6. Staffing in GA offices with disciplines
7. Ownership structure and years in business

D. Experience and Qualifications

1. Project Manager info: same as listed under D.1.....(2-page max)
2. Key Team Leaders Info same as listed under D.2 .....(1-page each)
3. Key Team Member Info same as under D.3..... (1-page max)
4. Key Personnel Changes (if applicable): include in Phase II if shortlisted

E.Additional Resources and Challenges

Overall Resources

1. Organizational Chart.....(Excluded from page count)
2. Primary Office
3. Narrative on additional Resource Areas and Ability .....(1-page combined E.2 and E.3)
4. Identify additional Resources ..... (1-page max)

F. Prime Consultant Experience and Past Performance

1. Similar Project Experience: .....(4-page max combined F.1 and F.2)

   Provide information on the prime consultant’s experience and ability to deliver effective services for projects of similar complexity, size, scope, and function, demonstrating the firm's qualifications to perform services for GDOT. For each project listed, include the following details:

   a. Project: Provide the project name, GDOT PI number (if applicable), and project location.
   b. Client: State the name of the client.
   c. Date: Indicate the start and end dates of service. If the project is ongoing, please note that accordingly.
   d. Description: Provide a brief description of the overall project and clearly define the services your firm performed.
   e. Overall/Firm Budget: Include the overall project budget (total of PE, ROW, UTL, CST costs) and the firm’s total fees.
   f. Client Contact: Provide current contact information for the client, including contact name(s), telephone number(s), and e-mail address(es).
   g. Team Involvement: Specify the involvement of the Project Manager and Key Team Leaders identified in your SOQ on each project listed.
   h. Similarity: Explain why this project is similar to the project(s) for which the firm is submitting a proposal.
   i. If applicable. If performance ratings are not available, provide a brief explanation

2. Similar Project Experience Summary Write-up.....(4-page max combined F.1 and F.2)

   Provide a summary write-up detailing the firm's experience utilizing GDOT-specific processes, manuals, or guidance, such as the Plan Development Process (PDP), Design Policy Manual, Environmental Procedures Manual, and other applicable resources. If any projects did not follow GDOT processes, clearly identify the alternative processes, manuals, or guidance that were used and explain their comparability to GDOT standards.

G. Prime Evaluation Forms: CMIS preferred, LAP or Legacy if CMIS not available ..... (Excluded from page count)

H. Area Class Prequalification's Requirements: Summary Table, and Notice of Professional Consultant Qualifications

1. Summary Table..... (Excluded from page count)
2. Notice of Professional Consultant Qualifications ..... (1 page per team member)

Phase II (Shortlisted Firms Only)

Phase II Cover Page..... Required for Each Project Submittal Excluded from Page Count)

1. Labeled as "Phase II Response"
2. Includes RFQ # and Title
3. The firm's full legal name
4. Project contract info: Project Numbers, PI Numbers, County(ies), and Description

A. Administrative Requirements:

1. Certification Form..... (Excluded from page count)
2. Georgia Security and Immigration Compliance ..... (Excluded from page count)
3. Addendum(s) ..... (Excluded from page count, signed cover page only)

B. Technical Approach:..... (6 page max)

1. Flexibility.
2. Team and Stakeholder Communication.
3. QA/QC.
4. Signal Timing Toolbox.
5. Performance Measures.
6. Interpretation of Program.

C. Key Personnel Changes (if applicable)