



Request for Qualifications

To Provide

Statewide Planning Technical Support Services

RFQ 484-071326

Qualifications Due: July 13, 2026

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

REQUEST FOR QUALIFICATIONS

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:

Chanda Carreker
ChCarreker@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 one (1) On-Call Indefinite Delivery, Indefinite Quantity Contract to be awarded to one (1) firm, 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 Ten Million Dollars (\$10,000,000.00).

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.	6/08/2026	-----
b. Deadline for submission of written questions and requests for clarification	6/29/2026	2:00 PM
c. Deadline for submission of SOQs	7/13/2026	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.

Phase I accounts for 60% of the total score, and Phase II accounts for 40% of the total score.

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 Number, RFQ Title, proposing firm's full legal name, and the specific project contract being submitted, including the District/Region/County(ies), and Project Description

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

B. 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).

C. Experience and Qualifications

1. **Project Manager** - 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 Travel Demand Modeling and Planning experience
 - e. 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.
 - f. 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*, *Georgia Statewide Travel Demand Model User Guide*, 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, Georgia Statewide Travel Demand Model User Guide*, 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.

D. 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 D.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 D.2 and D.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.

E. 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.

- F. **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.

G. 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. Each must indicate the response is for Phase II, list the RFQ Number, RFQ Title, proposing firm's full legal name, and the specific project contract being submitted, including the District/Region/County(ies), and Project 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 *and* 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. Technical approach to managing on-call contracts.
2. Technical approach to assigning and managing services performed by sub-consultants.
3. Technical approach to managing uncertain workload and staffing needs.
4. Provide any unique challenges of the project/contract and how your firm intends to mitigate these challenges, including quality control and quality assurance procedures.
5. Provide any specific qualifications, skills, or knowledge that your firm has that could benefit the contract and subsequent projects.

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

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.

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EXHIBIT I-1

1. Contract Type: IDIQ
2. District/Region: Statewide
3. Description: Statewide Planning Technical Support Services
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
1.01	Statewide Systems Planning	X	
1.02	Urban Area & Regional Transportation Planning	X	

5. Scope:

The Georgia Department of Transportation (GDOT) is considering engaging a qualified and experienced CONSULTANT firm (or team of firms, hereinafter, referred to as the "CONSULTANT") to contract for needed technical services in the Office of Planning. Under the terms of this resulting Agreement, the Selected Consultant shall provide Planning Technical Services on an "as needed basis". The technical services needed may include but is not limited to the following items.

A. Project Management and Coordination:

The CONSULTANT shall provide comprehensive project management and coordination services for the duration of the contract. This includes scheduling and facilitating regular coordination meetings with GDOT and internal team members to discuss progress, model updates, ad hoc requests, and other topics as directed by the GDOT Project Manager. The CONSULTANT will be responsible for preparing meeting agendas in advance and maintaining clear and consistent communication with GDOT throughout all phases of work. Additional meetings may be scheduled as needed to support high-priority requests or GDOT management presentations.

The CONSULTANT shall coordinate with the GDOT Project Manager to proactively track tasks, schedules, and budgets across all active work items. The CONSULTANT shall maintain an organized and responsive project management approach to ensure all deliverables are completed on time, within scope, and in accordance with GDOT's goals and objectives.

B. GSTDM Enhancements, Updates, and Maintenance:

The statewide travel demand forecasting model was developed for use in all statewide transportation planning activities and for use in county-wide, multi-county and corridor transportation plans. The model update refers to structural and input data modifications in the model to include for instance revisions to socio-economic data, changes to the network and traffic analysis zones (TAZs), any expansion to the modeling area or changes in the trip rates or modal choices. GSTDM is typically updated every 4 to 5 years to include these additional and essential functionalities. The model enhancements refer, but is not limited to, the model updates as well as additional or updated state of the practice applications that can improve the accuracy of the projections and thus the performance of the model. Such enhancements can be incorporating the updates mentioned above or expanding the model freight portion. Model maintenance refers to a continuous and more frequent process that involves ensuring that the model is still reliable and performing well weeks or months after the updates or enhancements.

The selected CONSULTANT will be expected to maintain existing model and recommend enhancements and update the model as directed by the GDOT Project Manager. The GSTDM enhancements include, but are not limited to, finding innovative ways to improve the ability of the model to answer multiple transportation policy questions at statewide, regional and corridor levels. A very strong statewide, multi-state and national level travel demand forecasting model experience is expected from the CONSULTANT. The GSTDM has a freight model component, and the CONSULTANT is expected to have a thorough knowledge of best practices related to freight modeling and its application to GDOT needs.

The selected CONSULTANT will be expected to periodically adjust the population and employment projections control totals as well as zonal distributions based on the latest information available, update the network to incorporate recent changes and apply latest modeling assumptions and/or techniques.

Currently, GDOT's travel demand models use the Cube software platform, which is a product of Citilabs, Incorporated. The department is currently undergoing a software platform review of VISUM (a PTV product). The consultant is expected to have a knowledge of the VISUM platform and be able to assist in transitioning existing models. The timeline and potential execution will be determined by GDOT project manager. Additionally, the CONSULTANT will review the potential conversion to Bentley's Open Paths and provide the GDOT project manager recommendations along with an anticipated timeline and level of effort.

The Office of Planning has committed funds to join the Next Generation National Household Travel Survey (NextGen NHTS) to get additional surveys in Georgia. The survey will provide valuable information related to short and long-distance trips, household trip rates, household vehicle ownership etc. The consultant will be responsible for summarizing the survey results and including the data into next round GSTDM update and enhancement. These improvements include but are not limited to, the incorporation of time of day (TOD) assignment within the model structure of the GSTDM, inclusion of the vehicle ownership model by geographic region and sociodemographic groups, improvement to the trip generation and distribution steps through a series of measures such as incorporating vehicle ownership levels, better representation of trip purposes and other factors from the NextGen NHTS 2024-2025 and other data sources, and improvements to the mode choice/mode split step.

1. Model Enhancements:

The major goal of the statewide model is to accurately forecast future travel demand in all areas of the state. The statewide model will also be functional for use in statewide, regional and multi-county studies and provide mid and long-range forecasts as directed by the GDOT Project Manager. It is also GDOT's goal to have a statewide forecasting model that can answer various policy questions including, but not limited to, such options as goods movement, toll facilities, and managed lanes. Therefore, as part of updating and enhancing the model, the CONSULTANT needs to be able to apply the latest emerging techniques in model application.

a. Model Application:

- 1) Enable evaluation of managed lane facilities.
- 2) Enable evaluation of high-speed rail.
- 3) Improve the freight component of the model.
- 4) Coordinate with GDOT teams to obtain data and experience using the statewide.
- 5) Enhance interaction with economic modeling.
- 6) Perform temporal validation, scenario testing, before and after studies, and sensitivity testing.
- 7) Explore best practices in statewide model.
- 8) Include performance-based planning and project prioritization.
- 9) Explore transportation system resiliency analysis.
- 10) Explore market penetration of connected and autonomous vehicles in the state, interaction with other vehicles and infrastructure, and overall impact on travel behavior.

b. Model Validation:

- 1) Validate county-to-county flows.
- 2) Compare congested travel times and speed with observed National Performance Management Research Data Set (NPMRDS).
- 3) Validate volumes at the link level by direction.
- 4) Validate screenlines by truck and non-truck volumes.
- 5) Validate regional level vehicle miles traveled and vehicle hours traveled.

c. Model Input Data:

- 1) Update Freight Component with the latest TransSearch and Freight Analysis Framework (FAF) Data.
- 2) Next Generation NHTS Data Survey integration.
- 3) Include vehicle ownership.
- 4) Enhance socioeconomic and traffic growth data outside of Georgia.

d. Model Structure:

- 1) Utilize true shape network.
- 2) Consider modeling average weekday traffic.
- 3) Full integration with MPO models.
- 4) Develop discrete mode choice for all purposes.

e. Model Visualization:

Create standard visual reports, schematics, and presentations based on the model results as requested by the GDOT Project Manager.

2. Comparison to Existing Sources:

The CONSULTANT shall compare statewide model outputs to existing models to ensure consistency and reasonableness in forecasting. Significant disparities shall be identified, reported to GDOT and resolved as needed.

3. Analysis:

It is anticipated that the statewide model be used to forecast both mid-range and long-range deficiencies and be suitable for policy analysis. The statewide model may be used to assist GDOT in prioritizing its program or developing and/or revising policies. Several model runs may be undertaken to analyze proposed improvements, identify additional improvements, or to identify combinations of alternative improvements to those currently programmed.

4. Model Update:

Currently, the GSTDM has a 2020 base year and 2050 forecast year which is currently being updated to a 2025 base year and 2055 horizon year. In the next major round of updates, the GSTDM will be updated to a base year 2030 and future year of 2060.

5. Documentation:

The CONSULTANT will prepare a report related to any work completed under Section 1. This task includes, but is not limited to, the following: 1) detailed technical report (including at a minimum modeling procedures, assumptions, and steps) on the statewide model geared toward model users, 2) summary of the statewide model geared toward GDOT management, and 3) model overview brochure geared toward non model users. The end products of this task shall be living documents containing work activities, assumptions and procedures including calibration, validation, etc.

6. Quality Control / Accuracy:

The CONSULTANT shall ensure that the statewide model is well calibrated, and quality controlled to a base year as directed by the GDOT Project Manager. The CONSULTANT also shall develop a means of ensuring that future volumes are consistent with base year traffic counts for all locations.

C. MPO Travel Demand Forecasting Model Development and Update:

DOT continuously communicates with Metropolitan Planning Organizations (MPOs) regarding developing zonal socioeconomic data, providing project lists for various model scenarios and developing plan update/travel demand model update schedules. The CONSULTANT is expected to assist with the development of zonal socio-economic data and other related tasks as requested by GDOT project manager.

The 2020 decennial census will account for the total number of residents nationwide. With the Decennial Census boundary update, the current MPO boundaries could be shifted to create new MPO(s) or dissolve existing MPO(s). The selected CONSULTANT will be expected to update the MPA boundary based on the Census definition.

1. Model update:

GDOT Office of Planning assists 14 Georgia MPOs to develop and maintain travel demand model as an official tool for MTP update:

- a. THE CONSULTANT will update the models as needed by refining, adapting and applying the model application procedures to urbanized areas of the state as directed by the GDOT Project Manager. The MPO models contain a more detailed zone system, and they typically include all or nearly all functionally classified roadways. The activities as part of this task include, but are not limited to:
 - 1) Develop socio-economic data and coordinate the development with the MPOs and work with MPOs as directed by GDOT to secure data considered reasonable for modeling purposes.
 - 2) Additional tasks will include revising, updating and applying the travel demand model.
 - 3) Development, validation, application, and documentation of travel demand models. This will include developing and/or updating a model development guide.
- b. GDOT will determine which models the CONSULTANT will aid with, in accordance with milestones such as MTP overall approvals and schedules developed for individual urbanized areas, air quality non-attainment areas, or as otherwise directed by GDOT. The CONSULTANT will be responsive to requests by GDOT to prepare for and participate in meetings or briefings for such purposes as, but not limited to, transportation plan updates and interagency consultation in non-attainment areas. The CONSULTANT shall utilize CUBE software platform (and VISUM software as requested). It is anticipated that the CONSULTANT will develop the scripts to run the models and analyze outputs. There is also a staff training element associated with this task. The CONSULTANT will be responsive to requests by GDOT to include training GDOT staff on an as needed basis regarding travel demand models. Immediate and responsive access to the CONSULTANT'S modeling staff is required due to likely multiple simultaneous MTP updates.
- c. Conduct Special Analyses - The traditional approach used by GDOT and MPOs in developing MTPs is anchored by a system wide highway needs analysis using the travel demand model. Typically, the highway needs analysis to identify highway corridors and/or locations needing additional capacity or access. GDOT recognizes it would be beneficial to be able to analyze additional means of increasing system efficiency such as, but not limited to, traffic signal coordination. The desired approach would enable GDOT to analyze management of the existing roadway system and analysis of future mobility and system preservation needs.

Analysis and preparation of materials typically useful in the public involvement process, clarifying issues and gaining consensus, are also part of this project.

Examples of special analyses could include, but not limited to safety; congestion duration; cost-effectiveness; improving the connectivity between different transportation modes; addressing freight; economic development, public transportation; the relationship between future land-use plans and transportation system performance; provide analysis on transportation system resilience and conducting supplemental model analyses to explain how the MTP addresses mobility and accessibility needs.

2. Quality Assurance / Quality Control:

The CONSULTANT will ensure that models, data inputs and outputs are quality controlled.

Careful attention should be given to model outputs to assure reasonableness. Socio-economic data sets (including base and future year scenarios) shall be thoroughly reviewed and quality controlled. The quality of GDOT models depends heavily on the quality of socio-economic data inputs.

3. Project Management:

The development, validation and calibration of travel demand models coincide with MPOs' MTP update and financial feasibility assessments, system wide needs analysis, other special analyses and public

involvement schedules in different urbanized areas throughout the State. To account for that overlap, GDOT, MPOs and CONSULTANT may need to conduct coordination meetings to discuss the allocation of resources, schedule meetings and coordinate work activities.

- a. The CONSULTANT will offer advice and assistance to GDOT staff to address project management issues. This type of assistance could take the form of strategic planning pertaining to establishing and modifying MTP activity schedules, resolving modeling issues, and determining the appropriate level of technical analyses that should be done in individual urbanized areas.

This subtask includes establishing project protocol for communications throughout the contract. GDOT, MPOs and the CONSULTANT shall have designated staff to channel communications and subsequently distribute information appropriately and in the most efficient and timely manner. As directed by GDOT, all written documentation, technical memorandums, appendices or reports, shall follow agreed upon formats. Charts, illustrations and/or slide presentations for the public involvement process shall also follow standard layouts. Periodic meetings between GDOT and CONSULTANT will be needed to successfully manage all of the MTP and modeling activities.

D. Air Quality Technical Tasks and Policy Guidance:

GDOT assists nonattainment MPOs in developing information and/or documentation necessary to demonstrate that the respective MPO's Transportation Plan and Transportation Improvement Program conform to meeting the motor vehicle emissions budget and the State Implementation Plan (SIP) developed by the Georgia Environmental Protection Division (EPD) of the Georgia Department of Natural Resources (DNR). The CONSULTANT shall support all air quality analysis, documentation, and policy guidance activities as directed by the GDOT Project Manager.

This task encompasses both technical analysis and policy support activities. On the technical side, the CONSULTANT will assist GDOT with Interagency Consultation (IAC) groups, conduct emissions modeling using the latest version of EPA's Motor Vehicle Emission Simulator (MOVES) or another designated model, and prepare the technical documentation required for air quality analysis procedures. The CONSULTANT will implement MOVES updates into the GDOT model stream scripts (CUBE and/or VISUM as applicable) and coordinate with appropriate federal, state, and local agencies to ensure consistency between emissions modeling for transportation conformity and SIP emission budget development.

On the policy side, the CONSULTANT will provide GDOT staff with input on the implications of potential National Ambient Air Quality Standards (NAAQS) changes, prepare position papers, memorandums, and correspondence as directed, and provide guidance on proposed air quality and planning legislation affecting Georgia's nonattainment and maintenance areas. The Consultant may also be asked to prepare briefings and participate in related meetings for MPOs and other stakeholders on air quality issues.

E. Project Specific Modeling Assistance:

Periodically, GDOT finds it necessary to conduct micro and mesoscopic traffic simulations as part of a planning evaluation or project development process to support scoping studies that could result in a detailed concept for a specific transportation improvement. This type of activity might include, but is not limited to, developing: CORSIM/VISSIM/SYNCHRO/etc. models and completing LOS evaluations using the Highway Capacity software. The CONSULTANT will be responsible for collecting the inputs necessary to develop the models and/or evaluations and then complete the evaluation. The CONSULTANT will evaluate the outputs and develop recommendations.

- a. Project Level Analysis:

The CONSULTANT will evaluate individual projects by using tools and procedures approved by the GDOT Project Manager. Every project is unique, different and/or special circumstances will need to be accounted for in the evaluation.

- b. Subarea and corridor analysis:

The CONSULTANT will develop procedures and scripts that easily summarize the network statistics for specific corridors from the model applications as requested.

- c. Operational analysis:

CORSIM, VISUM and/or VISSIM may be used to evaluate small areas or corridors. An emerging technical tool, the Dynamic Traffic Assignment (DTA) may be performed within the regional travel demand model to produce more accurate speed estimates.

d. Corridor Studies:

The CONSULTANT will work with GDOT staff to develop procedures to evaluate corridors as directed. The review and coordination with other on-going GDOT studies would be performed to collect any available data. A network-coding and prohibition scheme that accounts for corridor options that are anticipated would be determined. Corridor evaluation procedures will be reviewed to ensure reasonable value-of-time assumptions are used.

F. Economic Evaluations:

GDOT currently uses the Regional Economic Model Inc. (REMI) to assist in determining the economic impacts gained from pursuing projects/programs under various investment scenarios. GDOT will continue to maintain and purchase the REMI datasets; however, the CONSULTANT will be required to conduct all data runs and evaluations. The CONSULTANT should also be prepared to develop/offer additional input/thoughts on how to evaluate projects/programs in the future, separate from using the REMI model, as needed based on project specific circumstances.

a. Studies:

The CONSULTANT is expected to complete economic evaluations as directed by GDOT and document findings in a written report.

b. Alternative Evaluations:

The CONSULTANT may be asked to propose and conduct alternative economic evaluation using alternative software and/or analyses methods.

The CONSULTANT will ensure that all materials generated have quality control and assurance reviews.

G. Training:

The CONSULTANT shall supply training to GDOT staff and others who use GDOT's travel demand models on using travel demand model as needed and requested by the GDOT Project Manager. The training sessions can be in different format and settings including, but not limited to, workshops, hands-on sessions, recurrent group discussions, lunch and learns etc. and shall be of sufficient breadth and detail. The training shall include the various steps of the model component and cover the enhancement, update and maintenance of the models. Training materials in the form of brochures, user guides, etc. should also be produced to support the sessions.

H. Ad Hoc Requests:

GDOT staff will call upon the CONSULTANT for swift action to address unforeseen requests that fall outside of the usual project scope. Requests may include answering client inquiries, development of supplemental deliverables, or special reports that support the Department's goals and objectives. Although ad hoc activities are on an as-needed basis, it is anticipated that these requests will be received in a consistent or high frequency manner.

I. Program Planning & Implementation (PPI) Program Management:

GDOT's Program Planning & Implementation (PPI) group under the Division of Planning oversees federal and state transportation planning programs. The CONSULTANT shall provide direct program management support services to assist in the administration, financial analysis, reporting, and continuous improvement of the PPI program.

Support activities will include, but not limited to the following areas: overall program management and coordination, including development of frameworks, timelines, and standardized procedures; budget monitoring and financial analysis, including program balance tracking and financial reporting; planning programs

administration, providing support across key federal and state funding programs as directed by GDOT; and planning tool development, including ongoing maintenance of existing tools and the development of an integrated, modernized planning tool to improve workflow efficiency, data integrity, and usability for GDOT Planning staff.

6. Related Key Team Leaders:

- A. Transportation Planner.
- B. Travel Demand Modeler.
- C. Air Quality Specialist.
- D. Transportation Economist.
- E. Traffic Analyst.
- F. GIS specialist.
- G. Training Specialist.
- H. Data Analyst.

SOQ Checklist

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

1. Labeled as "Phase I Response."
2. Includes RFQ Number and Title
3. The firm's full legal name
4. Project contract info: District/Region/County(ies), and Project Description

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

Signed the cover page (Only) of each addendum issued

B. 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

C. Experience and Qualifications

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

D. 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 D.2 and D.3)
4. Identify additional Resources (1-page max)

E. Prime Consultant Experience and Past Performance

1. **Similar Project Experience:**(4-page max combined E.1 and E.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 E.1 and E.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.

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

G. 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 Number and Title
3. The firm's full legal name
4. Project contract info: District/Region/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: (3 page max)

1. Technical approach to managing on-call contracts.
2. Technical approach to assigning and managing services performed by sub-consultants.
3. Technical approach to managing uncertain workload and staffing needs.
4. Provide any unique challenges
5. Provide any specific qualifications or skills.

C. Key Personnel Changes (if applicable)