



**REQUEST FOR QUALIFICATIONS**

**CONSTRUCTION ENGINEERING AND INSPECTION (CEI)  
SR9/SR60/US19/MORRISON MOORE PARKWAY  
PEDESTRIAN BRIDGE & SIDEWALK IMPROVEMENTS**

**GDOT PI 0016629**

**DAHLONEGA REQUEST FOR QUALIFICATIONS #2024-009  
QUALIFICATIONS DUE: DECEMBER 11, 2024, 2:00 PM**



**CITY OF DAHLONEGA  
465 RILEY ROAD  
DAHLONEGA, GA 30533**

# REQUEST FOR QUALIFICATIONS

## GDOT PI 0016629 DAHLONEGA RFQ #2024-009

CONSTRUCTION ENGINEERING AND INSPECTION (CEI)  
SR9/ SR60/ US19/ MORRISON MOORE PARKWAY  
PEDESTRIAN BRIDGE & SIDEWALK IMPROVEMENTS

### I. General Project Information

#### A. Overview

The City of Dahlonega is soliciting Statements of Qualifications (SOQs) from qualified firm(s) or organization(s) to provide Construction Engineering and Inspection (CEI) Services SR 9/SR 60/US 19/Morrison Moore Parkway (From SR 60 Bus. to CR 189/Wimpy Mill Rd) Pedestrian Bridge & Sidewalk Improvements.

This Request for Qualifications (RFQ) seeks to identify potential providers for the Scope of Services for each project/contract listed in Exhibit A. Firms that respond to this RFQ and are determined by the City to be sufficiently qualified may be deemed eligible and invited to offer technical approach and/or possibly present and/or interview for these services. All respondents to this RFQ are subject to instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully. The City reserves the right to reject any or all Statements of Qualifications or technical approach, and to waive technicalities and informalities at the discretion of the City.

Plans for the construction of SR9/ SR60/ US19/ MORRISON MOORE PARKWAY PEDESTRIAN BRIDGE & SIDEWALK IMPROVEMENTS can be found below:

<https://www.dropbox.com/scl/fo/e1cy9hqkuowaesk6qxumu/AHGRqF2GU7clq1LK9mabwLc?rlkey=t4c2ckv5c9kyos79h1nlenmrm&st=83m5cw2n&dl=0>

#### B. Important- A Restriction Of Communication Is In Effect For This Project

From the advertisement date of this solicitation until successful respondents are selected and the award is made official and announced, firms are not allowed to communicate about this solicitation or scope with any staff of the City of Dahlonega including the City Council, except for the submission of questions as instructed in the RFQ, or with the contact designated in **RFQ Section VIII.C.**, or as provided by any existing work agreement(s). For violation of this provision, the City reserves the right to reject the submittal of the offending respondent.

#### C. Scope of Services

Under the terms of the resulting Agreements, the selected consultants will provide Construction Engineering and Inspection (CEI) Services SR 9/SR 60/US 19/Morrison Moore Parkway (From SR 60 Bus. to CR 189/Wimpy Mill Rd) Pedestrian Bridge & Sidewalk Improvements. The anticipated scope of work for the project/contract is included in **Exhibit A**.

#### D. Contract Term and Type

The contract between the City and the Contractor shall become effective upon signing and shall be completed no later than 90 calendar days beyond the completion of the construction project or later as approved by City staff. The City of Dahlonega reserves the right to terminate the contract at any time if the successful contractor fails to meet the requirements stated in this bid. The contract shall terminate absolutely and without further obligation at such time as appropriate and otherwise unobligated funds are no longer available to satisfy the obligations of the City under this contract.

E. **Pre-Qualification Conference**

A MANDATORY Pre-Qualification conference will be held November 18, 2024, 11:30 AM EST. The location of the meeting will be the City Hall Council Room located at 465 Riley Road, Dahlonega, Georgia.

II. **Selection Method**

A. **Method of Communication**

All general communication of relevant information regarding this solicitation will be made via the Georgia Procurement Registry (GPR) under RFQ-2024-009/GDOT PI 0016629 and the City's website www.dahlonega.gov. All firms are responsible for checking the GPR and City website on a regular basis for updates, clarifications, and announcements. The City reserves the right to communicate via electronic mail with the primary contact listed in the Statements of Qualifications. Other specific communications will be made as indicated in the remainder of this RFQ.

B. **Phase I - Selection of Finalists**

Based on the Statements of Qualifications submitted in response to this RFQ, the Selection Committee will review the Experience and Qualifications and Additional Resources and Challenges listed in Section III. Selection Criteria for Phase I. The Selection Committee will discuss the top submittals, and the final rankings of the top submittals will be determined. From the final rankings of the top submittals, the Selection Committee will identify three (3) to five (5) firms which will be shortlisted.

C. **Finalist Notification for Phase II**

Firms selected and shortlisted as finalists will receive notification and final instructions from the City of Dahlonega regarding the **Phase II – Technical Approach** response.

D. **Phase II - Finalists Response on Technical Approach and Past Performance**

The City of Dahlonega will request a Technical Approach of the three (3) to five (5) finalist firms for the contract. The City reserves the right to request a presentation/interview on any contract as determined in its best interests; however, this additional requirement shall typically be reserved for the most complex contracts. Each finalist firm shall be notified in writing and informed of the Technical Approach due date. Any additional detailed Technical Approach instructions and requirements, beyond that provided in **Section IV. Selection Criteria for Phase II**, for the finalists will be provided in the Finalist Notification. All members of the Selection Committee will review the Technical Approach (and will attend the presentation/interview if so chosen). **Firms shall not address any questions, prior to the award announcement, to anyone other than the designated contact.**

E. **Final Selection**

Final selection will be determined by carrying the scores from **Phase I** forward for each Finalist and by evaluating the **Technical Approach** and **Past Performance** criteria for **Phase II**. The Selection Committee will discuss the Finalist's Phase II Responses and the final rankings will be determined. **Negotiations will then be initiated with the top-ranked firm(s) to finalize the terms and conditions of the contract(s), including the fees to be paid.** In the event a satisfactory agreement cannot be reached with the highest-ranking firm(s), the City will formally terminate the negotiations and possibly enter negotiations with the second highest-ranking firm, and so on in turn until a mutual agreement is established and the City awards a contract.

**Schedule of Events**

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

<b>PHASE I</b>	<b>DATE</b>	<b>TIME</b>
a. City of Dahlonega issues public advertisement of <b>PI 0016629/RFQ-2024-009</b>	11/06/2024	-----
b. City of Dahlonega conducts mandatory pre-qualification conference	11/18/2024	11:30 PM
c. Deadline for submission of written questions and requests for clarification	11/22/2024	12:00 PM
d. Response to written questions and requests for clarification	12/04/2024	5:00 PM
e. Deadline for submission of Statements of Qualifications	12/11/2024	2:00 PM
<b>PHASE II</b>		
f. The City of Dahlonega completes evaluation and issues notification and other information to finalist firms	TBD	-----
g. Deadline for submission of written questions from finalists	TBD	-----
h. Response to written questions and requests for clarification	TBD	-----
i. Phase II Response of Finalist firms due	TBD	-----

**III. Selection Criteria for Phase I - Criteria for Evaluation of Statements of Qualifications**

**A. Area Class Requirements and Certification**

Presented teams must be prequalified in the indicated Area Class(es) in order to be evaluated. Required proof of prequalification shall be submitted as indicated in **Exhibit A** below. All Submittals will be pre-screened to verify that the Prime consultant has the required Area Class(es) and that the overall team has the required Area Class(es). Any submittal in which the Prime consultant or the overall team area class requirements are not met will be disqualified from further consideration.

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

**B. Construction Project Manager, Key Team Leader(s), Key Team Member(s), and Prime’s Experience and Qualifications – 30%**

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

1. Construction Project Manager’s education, registration, relevant construction engineering or inspection experience, relevant project management experience including making day-to-day workflow decisions for projects of similar complexity, size, scope, and function, relevant construction engineering and inspection-based training, and experience in utilizing GDOT specific processes, manuals, or guidance.
2. Key Team Leaders’ education, registration, relevant construction engineering and inspection, traffic

control, and erosion control experience on highway and bridge construction projects, and GDOT or other State Highway Agency experience in the applicable resource area, relevant construction engineering and inspection based training, and relevant experience in utilizing GDOT specific processes, manuals, or guidance.

3. Key Team Member's education, registration, relevant technical experience, relevant experience in utilizing GDOT specific processes, manuals, or guidance and Narrative discussing inclusion of Key Team Member's importance in the overall delivery of the project/contract.
4. Prime Consultant's experience delivering on-call contracts, managing multiple projects of similar complexity, size, scope and function, experience managing project from Field Plan review through project closeout, experience managing internal and sub-consultant resources to adequately staff projects on an as-needed basis and relevant experience in utilizing GDOT specific processes, manuals, or guidance.

#### C. **Additional Resources and Challenges – 20%**

The Selection Committee will evaluate all firms on their Additional Resources and approach to addressing Construction Engineering and Inspection (CEI) services types of challenges, which shall account for a total of twenty percent (20%) of the total evaluation. **The following criteria for scoring the Resources will be utilized to determine which firms are shortlisted:**

1. Identify and provide a brief description of additional resources, excluding the Construction Project Manager, Key Team Leader(s) and Key Team Member(s).
2. Describe how the additional resources identified will help address the Construction Engineering and Inspection (CEI) services of challenges and construction performance measures.
3. Ability to move/balance/reallocate resources within assigned area.

### IV. **Selection Criteria for Phase II - Criteria for Evaluation of Technical Approach and Past Performance**

#### A. **Technical Approach – 40%**

The Selection Committee will evaluate the shortlisted firms (Finalists) on their Technical Approach, which shall account for a total of forty percent (40%). The Selection Committee shall utilize the following additional criteria for scoring Phase II of the evaluation to determine the highest ranked/most qualified (**NOTE: Scores from Phase I will be carried forward and combined with the scores from the Phase II to determine the final ranking of Finalists**):

1. Special or unique qualifications for delivering the Scope of Work.
2. Management of funds and appropriate staff types and levels.
3. Detailed plan for adjusting resource allocation, if necessitated by a reduced or increased construction work plan.
4. Firm's detailed approach to assist the City in meeting Performance Measures including, but not limited to, project closeout, bridge and bridge support structures in and adjacent to the reservoir, monitoring environmental concerns, retaining and parapet wall construction monitoring, coordinating with GDOT, contractor, and other appropriate agencies, quantity measuring and monitoring, all testing not being performed by GDOT, and completing construction projects within budget and on schedule.
5. Types of reviews the firm will conduct to ensure the firm is in compliance with Scope of Services.
6. Proposed quality control/quality assurance procedures.
7. Ability to gather resources in the contract area, knowledge of the contract area, and ability to move, balance, and reallocate resources within the contract area.
8. Ability to manage project from project let through project closeout.

#### B. **Past Performance – 10%**

The Selection Committee may consider information provided via references provided for relevant projects, knowledge any selection committee member has of performance on relevant projects, and performance evaluations or knowledge presented on past projects. The Selection Committee will consider all factors in their totality and score from 0 to 10 when arriving at a final score for the Past Performance.

## **V. Instructions for Content and Preparation of Statements of Qualifications – Phase I Response**

The Statements of Qualifications submittal must be submitted in accordance with the instructions provided in Section VI, and must be organized, categorized using the same headings, and numbered and lettered exactly as outlined below, and must be responsive to all requested information. For the sections in which page number limits are stated, each section with a stated limit must begin on a new page and end on the last page allowed for the section. It is not allowed to begin new sections on a page allowed for a previous section, if applicable. This will enable the City to ensure compliance with the page limitations.

**Cover page** – Each submittal must have a separate cover page for each copy of each submittal, and each must list the RFQ#, RFQ Title, proposing firm’s full legal name, and the specific project contract being submitted to include the Project Numbers, PI Numbers, and Description.

### **A. Administrative Requirements**

It is required to submit the information below for each copy of each submittal. This is general information and will not be scored but may be used to determine eligibility for selection. Under the Administrative Requirements section, only submit the information requested; additional information will be subject to disqualification of your firm.

#### **1. Basic company information:**

- a. Company name.
  - b. Company Headquarter Address.
  - c. Contact Information - Name and all contact information (telephone number(s) and e-mail address) of primary proposing contact (this will be the individual with whom the City will direct all communications).
  - d. Company website (if available).
  - e. Georgia Addresses - Identify and provide addresses for the offices located in the State of Georgia.
  - f. Staff - List the number and disciplines of staff members employed in each office in the State of Georgia.
  - g. Ownership - Provide a form of ownership, including state of residency or incorporation, and number of years in business. Is the Offeror a sole proprietorship, partnership, corporation, limited liability Corporation, or other structure?
2. **Certification Form** - Complete the Certification Form (*Exhibit B* enclosed with RFQ) and provide a notarized original within the firm’s Statement of Qualifications. This is to be submitted for Prime **ONLY**.
3. **Georgia Security and Immigration Compliance Act Affidavit** – Complete the form (*Exhibit C* enclosed with RFQ) and provide a notarized original within the firm’s Statement of Qualifications. This is to be submitted for Prime **ONLY**.
4. **Addenda** - Signed cover page of any Addenda issued for the Prime **ONLY**.

### **B. Experience and Qualifications:**

1. **Project Manager** - Provide information pertaining to the project manager, including but not limited to:
  - a. Education.
  - b. Type, number, and state(s) where registered, (if necessary and applicable.)
  - c. Relevant construction engineering or inspection experience.
  - d. Relevant project management experience including making day-to-day workflow decisions for projects of similar complexity, size, scope, and function.
  - e. Relevant construction engineering and inspection-based training.
  - f. Relevant experience utilizing GDOT-specific processes, manuals, or guidance (Standard Specifications, Construction Manual, Bridges Manual, Environmental Procedures Manual, etc.).

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

2. **Key Team Leaders/Members** - Provide experience of Key Team Leaders/Members, including but not limited to:
  - a. Education.

- b. Type, number, and state(s) where registered, (if necessary and applicable).
- c. Relevant construction engineering and inspection, traffic control, and erosion control experience on highway and bridge construction projects, and GDOT or other State Highway Agency experience in the applicable resource area.
- d. Relevant construction engineering and inspection-based training.
- e. Relevant technical experience.
- f. Relevant experience utilizing GDOT-specific processes, manuals, or guidance (Standard Specifications, Construction Manual, Bridges Manual, Environmental Procedures Manual, etc.) which are specific to the key team leader's area.
- g. Relevant experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.) which are specific to the key resource area.
- h. Narrative discussing why the inclusion of the Key Team Member is important in the overall delivery of the project/contract.

**This information is limited to one (1) page maximum for each Key Team Leader/Member.**

3. **Prime Experience** - Provide information on the prime's experience and ability in delivering effective services for projects of similar complexity, size, scope, and function which demonstrate the firm's capabilities to provide services for the City of Dahlonega. For each project, the following information should be provided:

- a. Client name, project location and dates during which services were performed.
- b. Description of overall project and services performed by your firm.
- c. Duration of project services provided by your firm, and overall project budget.
- d. Experience utilizing GDOT specific processes, manuals, or guidance (Standard Specifications, Construction Manual, Bridges Manual, Environmental Procedures Manual, etc.).
- e. Experience managing project from Field Plan review through project closeout.
- f. Client(s) current contact information including contact names, telephone numbers and email address.
- g. Involvement of Key Team Leaders and Key Team Member on the projects.

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

4. **Area Class Summary Form and Notice of Professional Consultant Qualifications** - Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom the City will contract. The Team is defined as the Prime Consultant and their sub-consultants, who are considered team members. Prime Consultants and their sub-consultant team members must meet the Area Class requirements listed in Exhibit I. Regarding the required Area Classes, respondents should submit a summary form (example provided in Exhibit D) which details the required area classes for the Prime Consultant and all sub-consultants or joint venture of consultants on the team listed in the Statement of Qualifications. The area classes and firm's meeting, the area classes listed on the summary form must meet all required area classes or the team will be disqualified. If a team member's prequalification expires prior to the due date of the SOQs, documentation must be provided which shows that the firm has submitted its application for prequalification prior to the SOQ due date. The team must maintain its prequalification certification to be considered eligible for award if selected. **Additionally, respondents should submit the Notice of Professional Consultant Qualifications (for the Prime Consultant and all sub-consultants for each project) issued by GDOT and attach after the Area Class summary form.**

**This information is limited to the one (1) page for the Area Class table (unless the project needs require an extensive list of area classes) and the required Notice of Professional Consultant Qualifications.**

### C. **Additional Resources and Challenges**

1. **An organizational chart** which identifies the construction project manager, prime, Key Team Leaders, Key Team Member, support personnel, and reporting structure. **This chart may be submitted on a 11" X 17" page.** (Excluded from the page count).
2. **Primary Office** - Identify and discuss the primary office which will be responsible for handling the specific contract and the number and types of staff within the office and how this office could benefit from the

contract and promote efficiency. **This information to be included on the one (1) page with the Narrative on Additional Resource Areas.**

3. **Narrative on Additional Resource Areas** – Respondents are to provide information regarding additional resource areas identified as important to the project, to discuss how the key areas will integrate and work together on the project, to discuss any information which is pertinent to these areas, to provide a narrative regarding how the organization of the team, including the Construction Project Manager, Key Team Leaders, and Key Team Member can deliver the project. Respondents may discuss the advantages of the team and the abilities of the team members which will assist the Department in achieving its performance targets. **Respondents submitting more than the one (1) page allowed (combined for C.2 and C.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 Construction Project Manager, Key Team Leaders and Key Team Member, providing a brief description of the resource and describe how the additional resources identified will help address Construction Engineering and Inspection (CEI) Services, traffic control, and erosion control challenges. **Respondents submitting more than the one (1) page allowed will be subject to disqualification.**

**The information is limited to the Organization chart (excluded from page count), [one (1) page of text to include both C.2. Primary Office and C.3. Narrative on Additional Resource Areas], and one (1) page of text for Identify Additional Resources.**

## **VI. Instructions for Preparing Technical Approach and Past Performance Response – 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 in accordance with the instructions provided in Section VIII, and must be organized, categorized using the same headings, and numbered and lettered exactly as outlined below, and must be responsive to all requested information. For the sections in which page number limits are stated, each section with a stated limit must begin on a new page and end on the last page allowed for the section. It is not allowed to begin new sections on a page allowed for a previous section, if applicable. This will enable the City to ensure compliance with the page limitations.**

**Phase II Cover page** – Each submittal must have a separate cover page for each copy of the 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 on to include the Project Numbers, PI Numbers, and Description.

### **A. Technical Approach**

1. Special or unique qualifications for delivering the Scope of Work.
2. Management of funds and appropriate staff types and levels.
3. Detailed plan for adjusting resource allocation, if necessitated by a reduced or increased construction work plan.
4. Firm's detailed approach to assist the City in meeting Performance Measures including, but not limited to, project closeout, bridge and bridge support structures in and adjacent to the reservoir, monitoring environmental concerns, retaining and parapet wall construction monitoring, coordinating with GDOT, contractor, and other appropriate agencies, quantity measuring and monitoring, all testing not being performed by GDOT, and completing construction projects within budget and on schedule.
5. Types of reviews the firm will conduct to ensure the firm is in compliance with Scope of Services.
6. Proposed quality control/quality assurance procedures.
7. Ability to gather resources in the contract area, knowledge of the contract area, and ability to move, balance, and reallocate resources within the contract area.
8. Ability to manage project from project let through project closeout.

**This information will be limited to a maximum of six (6) pages. Item 11 has a one (1) page requirement for a total of six (6) pages.**



**B. Past Performance**

Past performance may be evaluated through the checking of project references for the proposed project manager as well as the firm. The City will check these references at random. For this reason, attention should be paid to the references provided to ensure that the contact information provided is accurate and the individual references are reachable. Other past performance information which may be utilized includes GDOT consultant performance ratings as well as knowledge that any member of the Selection Committee has pertaining to the past performance of the firm on any project.

**VII. Instructions for Submittal for Phase I - Statements of Qualifications**

- A. Submittals must be typed on standard (8½" x 11") paper. The pages should be numbered; however, submittal pages will be counted by section to determine compliance with page limits. Responses are limited to the page counts indicated in each section using a minimum of size 11 font. Page counts will be determined by pages with print on them, not by the physical piece of paper. Each Statement of Qualifications shall be prepared simply and economically as indicated above. Colored displays and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content.

**NOTE: Additional pages other than what has been specified above in each section should not be included and will be grounds for disqualification.** Submittals are limited to the information requested in Section VI. Instructions for Content and Preparation of Statements of Qualifications - Phase I Response only. Hyperlinks or embedded video are not allowed.

Statements of Qualifications **must be received by the City of Dahlonega** before the deadline indicated in the Schedule of Events (*Section II of RFQ*).

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

**DO NOT INCLUDE ANY PRICING INFORMATION OR RATE SCHEDULES IN THE STATEMENT OF QUALIFICATIONS.**

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The City of Dahlonega is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the City of Dahlonega.

Labeling information provided in submittals "proprietary" or "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 the final award.

The City of Dahlonega reserves the right, in its sole discretion, to waive any technicalities associated with this submittal if deemed in the best interest of the City.

**B. Questions and Requests for Clarification**

Questions about any aspect of the RFQ, or the project, shall be submitted in writing via e-mail to: Brittany Lee, e-mail: [blee@dahlonega.gov](mailto:blee@dahlonega.gov) The deadlines for submission of questions relating to the RFQ are the times and dates shown in the (**Schedule of Events- Section II**). From the issue date of this solicitation until a successful proposer is selected and the award is made official and announced, respondents are subject to the Restriction of Communication in **Section I.B.**

**VIII. Instructions for Submittal for Phase II – Technical Approach and Past Performance Response**

**THESE INSTRUCTIONS ARE INTENDED SOLELY FOR THOSE FIRMS IDENTIFIED AND NOTIFIED AS FINALISTS.**

**Final Instructions will be provided to the Finalists in the notification.**

- A. Submittals must be typed on standard (8½" x 11") paper. The pages should be numbered; however, submittal pages will be counted by section to determine compliance with page limits. Responses are limited to the page counts indicated in each section using a minimum of size 11 font. Page counts will be determined by pages

with print on them, not by the physical piece of paper. Each Statement of Qualifications shall be prepared simply and economically as indicated above. Colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content.

**NOTE:** Additional pages other than what has been specified above in each section **should not be included and will be grounds for disqualification.** Submittals are limited to the information requested in Section VI. Instructions for Preparing Technical Approach and Past Performance Response-Phase II Response only. Hyperlinks or embedded video are not allowed.

B. Technical Approach must be received by the City prior to the deadline indicated in Notice to Selected Finalists.

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

**DO NOT INCLUDE ANY PRICING INFORMATION OR RATE SCHEDULES IN THE TECHNICAL APPROACH.**

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The City of Dahlonega is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the City of Dahlonega. Labeling information provided in submittals "proprietary" or "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 final award.

The City of Dahlonega reserves the right, in its sole discretion, to waive any technicalities associated with this submittal if deemed in the best interest of the City.

C. **Questions and Requests for Clarification**

Questions about any aspect of the Phase II Response for Finalists, shall be submitted in writing via e-mail to: Brittany Lee, e-mail: [blee@dahlonega.gov](mailto:blee@dahlonega.gov) or as directed in the Notice to Selected Finalists, if **different**. The deadlines for submission of questions relating to the Phase II Response will be identified in the Notice to Selected Finalists. From the date of this issue until a successful proposer is selected and the award is made official and announced, respondents are subject to the Restriction of Communication in **Section I.B.**

## **IX. Terms and Conditions**

A. **Statement of Agreement**

With the submission of 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 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 submission of a 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 a SOQ.

The respondent also understands that failure to provide required information may result in disqualification. Failure to provide administrative information may not result in disqualification. At the City's discretion, the City may notify the respondent that administrative information is not provided or there was an error in the information provided, **and** the City will allow a 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 which **do not** affect the information which 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

pertaining to a respondent and its teams qualifications, of any type, will subject the SOQ to disqualification. The City 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 which evaluators would score. The above changes related to qualifications would not be allowable as these would allow changes which **do** affect the information which the evaluators use to score the respondents' SOQ.

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

The City does not generally desire to enter into "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 own indirect rate structure and calculate its own indirect cost rates, based on the direct and indirect costs it incurs.

Sub-Consultants shall generally be considered any team member which is performing any service which 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 which is performing any service which 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. Non-Discrimination**

The City of Dahlonega in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d--42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

**D. Submittal Costs and Confidentiality**

All expenses for preparing and submitting responses are the sole cost of the respondent submitting the response. The City is not obligated to any respondent to reimburse such expenses. All submittals upon receipt become the property of the City. Labeling information provided in submittals as "proprietary" or "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, is not binding upon the City and does not obligate the City to procure or contract for any services. Neither the City 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 City and a respondent containing such terms and conditions as are negotiated between those parties. The City reserves the right to waive non-compliance with any requirements of this Request for Qualifications and to reject any or all proposals

submitted in responses. Upon review of responses, the City will determine the respondent(s) proposal that in the sole judgment of the City is in the best interest of the City (if any is so determined), with respect to the evaluation criteria stated herein. The City then intends to conduct negotiations with such respondent(s) to determine if an acceptable contract may be reached.

**F. Right to Cancel or Change RFQ**

The City of Dahlonega reserves the right to cancel any and all Request for Qualifications where it is determined to be in the best interest of the City to do so. The City of Dahlonega reserves the right to increase, reduce, add 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.

**G. Substitutions, Alternates, Exceptions, and Extensions**

No substitutions or alternates will be accepted for this solicitation. Any respondent submitting substitutions or alternates will be considered non-responsive and will not be considered for award.

**H. Code of Conduct Pertaining to Conflict of Interest in the Award and Administration of Contracts**

Contractor warrants and represents that:

The Services to be performed hereunder will not create an actual or apparent conflict of interest with any other work it is currently performing; and the firm is not presently subject to any agreement with a competitor or with any other party that will prevent the firm from performing in full accord with this Agreement; and The firm is not subject to any statute, regulation, ordinance, or rule that will limit its ability to perform its obligations under this Agreement; and the firm shall be free to accept other work during the term hereof; provided, however, that such other work shall not interfere with the provision of Services hereunder.

**[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]**

**EXHIBIT A**

Project/Contract 1

- 1. Project Number(s): N/A
- 2. PI Number(s): 0016629
- 3. Counties: Lumpkin
- 4. Description: Construction Engineering and Inspection (CEI) Services SR9/ SR60/ US19/ Morrison Moore Parkway Pedestrian Bridge & Sidewalk Improvements
- 5. Required Area Classes:

Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom the City of Dahlonega will contract. The Team is defined as the Prime Consultant and their sub-consultants, who are considered team members. The Prime Consultant and Team members must be prequalified in the Area Class identified below in Section 5. Respondents should submit a summary form (example provided in **Exhibit D**) which details the required area class for the Prime Consultant and all sub-consultants or joint venture of consultants on the team listed in the Statement of Qualifications. The area class listed on the summary form must meet the required area class or the team will be disqualified. The Prequalification Expiration Date must be current by the deadline stated for this RFQ.

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

8.01	Construction Engineering and Supervision
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B. The **Prime Consultant and/or the Sub-Consultant MUST** be prequalified by GDOT in the area class listed below:

9.03	Field Inspection for Erosion Control
------	--------------------------------------

6. Scope:

The Consultant shall provide Construction Engineering and Inspection (CEI) Services for Morrison Moore Pedestrian Bridge which are required for contract administration and inspection. In all activities, the consultant's professionally licensed employee shall act on the owner's (City of Dahlonega) behalf and be the first line of representation in lieu of city staff and leadership. This includes monitoring of day-to-day activities and assurance of vendor construction contract compliance. Some of the projects may require night and weekend inspection.

Actual number of employees and qualifications required will be dependent on the workload required to meet the inspection needs of assigned project. Personnel information should include professional registrations or certifications which may include those that are required for construction engineering and inspection, traffic control, and erosion control on highway and bridge construction projects. Failure to meet this requirement will be considered "nonresponsive" and the entire submittal will be rejected.

The Consultant **shall**, at the discretion of the City Engineer, provide 100% frontline Construction Engineering and Inspection services required for contract administration, construction inspection and testing, documentation, and general contract compliance for PI 0016629.

The Consultant **shall** provide the personnel who will be assigned to, and work under, the direct supervision of the Prime Consultant's Construction Project Manager, which may include: Project Engineers, Junior Project Engineers, Senior Inspectors, Office Managers, Inspectors, and Inspector Aids. The Consultant will utilize effective control procedures to assure the Construction of the Project is performed in a reasonably close conformity with plans, specifications, and contract provisions. Any deviations from these and/or the previously approved scope, schedule, and budget shall be immediately communicated to City Engineer.

The Consultant's Construction Project Manager's responsibilities for day-to-day management of and decision making for the overall Project to ensure prosecution and progress of the work under this contract is achieved will include, but is not limited to, all Consultant Inspector scheduling/assignments, project control recommendations,

document control, providing responses to Contractor's Request for Information, quality management assistance, contract administration, contract modifications, coordination with GDOT's laboratory and other offices, general contract compliance, and project close-out.

1. Schedule and conduct preconstruction meeting and prepare and distribute meeting minutes;
2. Review material and shop drawing submittals for conformance to contract;
3. Conduct 7-day inspection, as required for GA EPD approval;
4. Prepare change orders as required;
5. Make periodic visits to the site to observe the progress and quality of the executed work and determine in general if the work is proceeding in accordance with plans and specifications;
6. Attend construction progress meetings with contractor and City staff to review progress, schedules and construction issues;
7. Assist the City in the review of payment applications submitted by the contractor;
8. Perform all construction monitoring and management, onsite observation and verification of quantities installed for the purpose of pay request reviews as requested and
9. Develop punch list items to be completed and corrected.

**The Construction Project Manager will be responsible for the overall management of the contract, and on selected construction projects, will be responsible for the customary day-to-day management of the overall Project to ensure prosecution and progress of the work under this contract is achieved.**

#### **A. GENERAL**

1. The services under the resulting contract shall consist of performing to the satisfaction of the City all those construction engineering services necessary or incidental to accomplish the contract consistent with applicable professional standards.
2. It shall be the responsibility of the Consultant to monitor and inspect the Construction Contract such that the project is constructed in reasonable conformity with the plans, specifications, and special provisions for the Construction Contract.
3. The Consultant shall furnish all services and labor necessary to conduct and complete the services to accomplish the resulting contract, and shall furnish all materials, equipment, laptops, supplies and incidentals other than those designated in writing as to be furnished by the City necessary to perform the services, and check or test them prior to use under this contract.
4. All services shall be performed in accordance with the established standard procedures and practices of GDOT and the City of Dahlonega.
5. Since the services under the contract are to be paid in whole or in part with federal or state funds, the services shall comply with all applicable federal and state laws and regulations.
6. At the request of the City of Dahlonega, the Consultant during the progress of the services shall furnish Equipment, information or data relating to the services under the contract as may be required by the City to enable it to carry out or to proceed with related phases of the project not covered by this contract, or which may be necessary to enable the City to furnish information to the Consultant upon which to proceed with further services.
7. Compliance with all of the foregoing shall be within the purview of the contract and shall not constitute a basis for additional or extra compensation.

#### **B. CONTROL AND AUTHORITY**

1. The Consultant's representative shall be designated by the Consultant to serve as field supervisor of all Consultant personnel and services performed under the contract, to act as Project Manager between the

Consultant and the City of Dahlonega.

2. The Consultant's representative shall coordinate with the City as to the project staffing needs and inspector assignments such as visits to the City regarding deployment of staff and other matters and review project records prepared by the Consultant to assure services conform to GDOT criteria.
3. In the event of a dispute, the Consultant's representative shall first confer with the City staff. In the event the Consultant representatives and City staff cannot agree, City Staff will promptly contact the appropriate GDOT representative who will determine the necessary course of action.
4. Key Personnel including Construction Project Manager, Project Engineer, and Inspectors shall be confirmed at the beginning of the project. Staffing changes with these positions will need to be promptly reported, in writing to City staff.

### **C. SERVICES TO BE PERFORMED BY THE CONSULTANT**

The Consultant agrees to:

1. Observe the Contractor's work to determine the progress and quality of work, identify discrepancies, report significant discrepancies to the City, and direct the Contractor to correct such observed discrepancies.
2. Attend conference(s) required to carry out the contract.
3. Become familiar with the standard construction practices of the GDOT, the construction plans and contract(s) for the project, and the Contractor's proposed schedule of operations prior to beginning field services under the contract.
4. Assign a sufficient number of technically qualified and experienced personnel to the project to perform the services required under the contract in a timely manner to avoid delay to the Contractor.
5. Notify the City staff immediately of any unanticipated project conditions.
6. Withdraw any personnel or halt any services no longer required, at the request of the City, or within a reasonable time after the lack of need becomes apparent to the Consultant.
7. Perform consultant field operations in accordance with the City regulations and accepted safety practices.
8. Provide for Consultant personnel transportation equipped with appropriate safety equipment, communication devices, hard hat, high visibility vests, and incidentals as are needed to accomplish the services required under the contract.
9. Act as Inspector as provided in the Specifications, Special Provisions, and The Source of the State of Georgia Department of Transportation.
10. Make certain that test report records or certificates of compliance have been received, prior to the incorporation of materials in the work, for materials tested off the project site.
11. Keep daily diaries, logs and records consistent with City's practice as are needed for a record of the Contractor's progress including Project Engineer's diary and Inspectors' diaries.
12. Measure and compute quantities of all materials incorporated in the work, items of work completed, and maintain an item record account.
13. Prepare and submit, such periodic, intermediate and final reports and records as may be required by the City and as are applicable to the project, which may include:
  - a. Weekly progress reports.
  - b. Weekly statement of working days.
  - c. Notice of change in construction status.

- d. Report of field inspection of material.
  - e. Test report record as provided by GDOT)
  - f. Contractor pay estimates.
  - g. Pile driving data.
  - h. Piling record.
  - i. Final certification of materials.
  - j. Explanation of quantity variation.
  - k. Statement of contract time.
  - l. Intermediate and final estimates.
  - m. Contractor evaluation form.
  - n. Other records and reports as required for the individual project by the Area Manager.
14. Review Contractor submittals of records and reports required by the City as applicable to the project which may include, but are not limited to:
- a. Weekly payroll.
  - b. Statement of wage compliance.
  - c. DBE compliance.
  - d. Requests for partial and final payment.
  - e. Other reports and records as required for the individual project by the Area Manager including, but not limited to, Contractor EEO compliance.
  - f. Progress Schedule Charts or CPM Schedule.
15. Collect, properly label or identify, and deliver to the City all original diaries, logs, notebooks, accounts, records, reports and other documents prepared by the Consultant in the performance of the contract, upon completion or termination of the contract.
16. Return, upon completion or termination of the contract, all specifications, manuals, guides, written instructions, construction contracts and plans, unused forms and record keeping books, and other documents and materials furnished by the City. The Consultant may be responsible for replacing lost documents or materials at a fair and reasonable price.
17. Prepare and deliver one copy of the "as-built" or "record" plan to the City as defined in the State of Georgia Department of Transportation Construction Manual.
18. Maybe required to prepare/generate GPS survey Data from projects and provide Initial, Monthly and final reports related to Construction projects and inspection.



**EXHIBIT B**  
**CERTIFICATION FORM**

I, \_\_\_\_\_, being duly sworn, state that I am \_\_\_\_\_ (title) of \_\_\_\_\_

\_\_\_\_\_ (firm) and hereby certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

**Initial each box below indicating certification.** The person initialing must be the same person who signs the Certification Form. (If unable to initial any box for any reason, place an "X" in the applicable box and attach a statement explaining the non-certification. The City will review and make a determination as to whether or not the firm shall be considered further or disqualified).

- I further certify that to the best of my knowledge the information given in response to the Request for Qualifications is full, complete and truthful.
- I further certify that the submitting firm and any principal employee of the submitting firm has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings, nor is any team members/principals currently under indictment for any reason related to actions on public infrastructure projects.
- I further certify that I understand that Firms included on the current Federal list of firms suspended or debarred are not eligible for selection and that the submitting firm has not, in the immediately preceding five (5) years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the submitting firm is not now under consideration for suspension or debarment from any such agency.
- I further certify that the submitting firm has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract and further, that the submitting firm is not now under any notice of intent to default on any such contract, nor has been removed from a contract or failed to complete a contract as assigned due to cause or default.
- I further certify that the firm or any affiliate(s) has not been involved in any arbitration, litigation, mediation, dispute review board or other dispute resolution proceeding with a client, business partner, or government agency in the last five years involving an amount in excess of \$500,000 related to performance on public infrastructure projects.
- I further certify that there are not any pending regulatory inquiries that could impact our ability to provide services if we are the selected consultant.
- I further certify that there are no possible conflicts of interest created by our consideration in the selection process or by our involvement in the project.
- I further certify that the submitting firm's annual average revenue for the past five (5) years is sufficient to allow the services to be delivered effectively by our firm and that there are no trends in the revenue which may be concerning other than normal market fluctuations.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that GDOT may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the GDOT may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the GDOT to award a contract.

*A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial or rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.*

Sworn and subscribed before me

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
NOTARY SEAL

EXHIBIT C

CONSTRUCTION ENGINEERING AND INSPECTION (CEI)  
SR9/ SR60/ US19/ MORRISON MOORE PARKWAY PEDESTRIAN  
BRIDGE & SIDEWALK IMPROVEMENTS

E-VERIFY AFFIDAVIT

The City of Dahlonega and the Contractor agree that compliance with the requirements of O.C.G.A. §13-10-91 are conditions of the agreement for the physical performance of services. By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91 stating affirmatively that the individual, firm, or corporation which is contracting with the City of Dahlonega has registered with and is participating in the federal work authorization program known as "E-Verify" to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 in accordance with the applicability provisions and deadlines established in O.C.G.A. §13-10-91 The undersigned Contractor also verifies use of the federal work authorization program throughout the contract period.

The Undersigned Contractor agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City of Dahlonega, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. §13-10-91 on the Subcontractor Affidavit provided by the Georgia Department of Audits and Accounts or a substantially similar form. Contractor further agrees to advise the City of Dahlonega of the hiring of a new subcontractor and will obtain a Subcontractor Affidavit within five (5) days of the hiring before the Subcontractor begins working on the project. Contractor agrees to maintain all records of such compliance for inspection by the City of Dahlonega at any time and to provide a copy of each such verification to the City of Dahlonega at the time the Subcontractor(s) is retained to perform such services.

Contractor Affidavit under O.C.G.A. §13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of City of Dahlonega has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
E-Verify Number

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Public Employer

\_\_\_\_\_  
Name of Contractor

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_ in \_\_\_\_\_, \_\_\_\_\_.  
(date) (city) (state)

\_\_\_\_\_  
Signature of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS  
THE \_\_\_\_ DAY OF \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Name and Title of Authorized Officer or Agent

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_

**ATTACHMENT D**  
**Area Class Summary**

Respondents should complete a table similar to the below and indicate by placing an “X” in the appropriate column indicating the firm which meets each required area class for each specific project with particular emphasis on the area classes which the Prime must hold as well as the sub-consultants. The table below is a listing of all required area classes. Particular attention should be paid to the date that the consultants’ certificate expires.

Area Class #	Area Class Description	Prime Consultant	Sub- Consultant #1	Sub- Consultant #2	Sub-Consultant #3	Sub-Consultant #4
	<b>Prequalification Expiration Date</b>					
8.01	Construction Engineering and Supervision		PRIME ONLY	PRIME ONLY	PRIME ONLY	PRIME ONLY
9.03	Field Inspection for Erosion Control					