

SPALDING COUNTY

SR-155 Re-Designation along CR498/McDonough Road from SR-155 to SR-16

FROM: SPALDING COUNTY
PURCHASING
119 EAST SOLOMON STREET
GRIFFIN, GA 30223

TO: ALL INTERESTED PARTIES

RE: Addendum No. 1, dated September 16, 2020

This Addendum modifies the original RFP documents dated September 11, 2020.

This Addendum consists of one (1) page. Attached documents include revised pages 5, 7, and 8 from the RFP.

*Add. 1.1 All references to cost have been removed from the RFP. Pages 7 and 8 have been revised to remove cost from the proposal. The revised pages are attached to this Addendum. Exhibit A – Cost Submittal, Page 18, is to be removed and is **not to be returned** with the Proposal.*

Add. 1.2 The final selection on Page 5 has been revised to show that a price proposal will be requested after all firms have been ranked and presented to Spalding County by the selection committee.

End of Addendum No. 1

SECTION 2: SELECTION METHOD

Method of Communication

All general communication of relevant information regarding this solicitation will be made via the Spalding County website and the Georgia Procurement Registry website. All firms are responsible for checking the Spalding County website (<https://www.spaldingcounty.com/>) or the Georgia Procurement Registry website (<https://ssl.doas.state.ga.us/gpr/>) on a regular basis for updates, clarifications, and announcements. Spalding County reserves the right to communicate via e-mail with the primary contact listed in the RFP. Other specific communications will be made as indicated in the remainder of this RFP.

Selection

Based on the Qualification-Based Proposals submitted in response to this RFP, the Selection Committee will rank the submissions in order by the most qualified firms using individual scores. Depending on the number and quality of the submissions, the Selection Committee may choose to shortlist a minimum of two (2) firms for further consideration.

All firms must meet the minimum requirements as listed in Section 5 below.

Finalist Notification

Firms will receive notification from Spalding County. In this communication, the County may either notify the firms of intended selection or provide instruction for additional information or interview. Criteria for the remainder of the selection process will be communicated in the Finalist Notification.

Interview

At the discretion of the Selection Committee, an interview may be requested with at least two (2) finalist firms. Each finalist firm shall be notified in writing and informed of the place, date and time for the interview session. Detailed interview instructions and requirements of the finalists will be provided in the Notification to Finalist. A majority of the Selection Committee members will be present during the interviews. **Firms shall not address any questions, prior to the Interview, to anyone other than the County's designated contact.**

NOTE: Scoring and ranking from the previous qualification round will NOT be used in the final selection round.

Final Selection

Upon completion of the selection process by the Selection Committee, the firms will be ranked in descending order of recommendation using the sum of individual rankings from the Selection Committee members. At this point a price proposal will be requested from the top-ranked firm. Negotiations will then be initiated to finalize the fees and the terms and conditions of the contract. In the event a satisfactory agreement cannot be reached with the highest-ranking firm, Spalding County will formally terminate the negotiations in writing and enter into negotiations with the second highest-ranking firm, and so on in turn until a mutual agreement is established and the County awards a contract.

SECTION 4: SELECTION CRITERIA

Criteria for Evaluation of Qualification-Based Proposal

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

- Firms will be evaluated based on possession of high ethical and professional standing
- Recent experience in completing GDOT Concept Reports
- Experience and versatility in performing a wide range of planning and technical services
- Qualification of personnel, stability of the firm and its workforce
- Ability to complete work on time and within budget
- Financial soundness of the firm
- Ability to produce deliverables in an acceptable electronic format

Required	Teams must be prequalified by GDOT in the appropriate area classes in order to be evaluated. Required proof of prequalification shall be submitted as indicated in Section 5.
10% Factor	<u>Stability and resources</u> of the prime firm, including the firm’s history, growth, resources, litigation history, financial information and other evidence of stability.
45% Factor	Team’s relevant <u>qualifications and approach</u> , including the evidence of qualifications and experience of the team’s key staff (including community engagement staff) and the evidence of their team’s ability to provide effective services in programs comparable in complexity, size, and function to clients such as government entities and similarly-structured organizations. This includes degree of apparent relevant competencies of the principal professional(s) and lead staff in transportation planning, modeling, and related experience, and evidence of competence.
30% Factor	Team’s apparent <u>suitability</u> to provide services for the project, including the team’s apparent fit to the project type and/or needs of Spalding County, any special or unique qualifications for the project, past and projected workloads (available resources), quality assurance procedures, and any special or unexpected services offered by the team which might be suitable for the program. The prime firm’s non-discrimination policies and evidence of efforts or success in Women and Minority Business Enterprise (W/MBE) or Disadvantage Business Enterprise (DBE) inclusion will be a part of this evaluation.
15% Factor	Overall Schedule

SECTION 5: INSTRUCTIONS FOR PREPARING QUALIFICATION-BASED PROPOSALS

The Qualification-Based Proposals must be submitted in accordance with the instructions provided in Section 6, must be categorized and numbered as outlined below, and must be responsive to all requested information:

Minimum Requirements

Firms must perform these minimum requirements in order to be fully considered.

1. Complete the Certification Form (“*Exhibit I*” enclosed with RFP), and provide a notarized original within the firm’s Qualification-Based Proposal. *(This one-page form submission shall not be considered part of the required page limit specified in Section 6.)*
2. Complete the SAVE (Systematic Alien Verification of Entitlement) Affidavit enclosed with RFP), and provide a notarized original within the firm’s Qualification-Based Proposal. *(This one-page form submission shall not be considered part of the required page limit specified in Section 6.)*
3. Complete the Immigration and Security Form and the Affidavit Verifying Status for County Public Benefit Application (enclosed with RFP), and provide a notarized original within the firm’s Qualification-Based Proposal. *(These form submissions shall not be considered part of the required page limit specified in Section 6.)*
4. Complete the W-9 form (enclosed with the RFP) and provide original within the firm’s Qualification-Based Proposal. *(This one-page form submission shall not be considered part of the required page limit specified in Section 6.)*
- ~~5. Complete the Cost Submittal (“*Exhibit A*”) and **return in a separate sealed envelope.** *(This one-page form submission shall not be considered part of the required page limit specified in Section 6.)*~~
6. The presenting team (either the prime or subconsultants) must be prequalified by GDOT in all area classes relevant to project scope and provide a copy of the GDOT pre-qualification certificate within the firm’s Qualification-Based Proposal. *(These submissions shall not be considered part of the required page limit specified in Section 6.)*

A. Stability and Resources

1. Provide basic company information: company name, address, name of primary proposing contact, telephone number, fax number, e-mail address, and company website (if available). If the firm has multiple offices, the qualifications statement shall include information about the parent company and branch office separately. Identify office from which the project will be managed. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the firm a sole proprietorship, partnership, corporation, Limited Liability Corporation or other structure?
2. Briefly describe the history and growth of your firm. Provide general information about the firm’s personnel resources, including disciplines and numbers of employees and locations and staffing of offices. Provide backlog curve and availability charts for the Project Manager and any other key personnel.
3. Provide a brief summary of all subconsultants’ history, resources and disciplines. State the expected role for each subconsultant as part of the team.
4. Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with clients. List any active or pending litigation and explain. List any indictments the firm/principals have been issued.
5. Provide a Statement of Disclosure, which will allow Spalding County to evaluate possible conflict of interest. Respondents must provide, in their own format, a statement of all potential legal or otherwise significant conflict of interest possibly created by the respondents being