



COBB COUNTY DEPARTMENT OF TRANSPORTATION

1890 County Services Parkway
Marietta, Georgia 30008-4014
(770) 528-1600 • Fax: (770) 528-1601

January 17, 2020

**Re: Request for Qualifications
Prequalified List of Engineering and Associated Specialty Firms
2020-2021 Prequalification Period**

The Cobb County *"Policy for Procurement of Professional Services"* requires a review of prequalified engineering and associated specialty firms every two years to ensure the firms meet the necessary standard for inclusion on the County's Prequalified List. **The current list will expire soon.** As a result, Cobb County Department of Transportation (CCDOT) is soliciting a "Request for Qualifications" (RFQ) to generate a new Prequalified List of Engineering and Associated Specialty firms for the 2020-2021 period."

Request for Qualifications (RFQ) MUST BE RECEIVED NO LATER THAN 5:00 p.m. local time February 12, 2020. Firms interested shall mail or hand deliver two hard copies of the "Statement of Qualifications (SOQ)" package. The package shall be limited to twenty (20) pages single sided. The following items **DO NOT** count toward the page limit: Covers, Cover Letter, Table of Contents, Dividers, Business Licenses, Addendum Acknowledgment Form, GDOT "Notice of Professional Consultant Qualification" certificate, Area Classes to be Considered for Prequalification Form (Attachment A), certificates for Disadvantaged Business Enterprise (DBE), Small Business Enterprise (SBE), Women Owned Business Enterprise (WBE), & Minority Business Enterprise (MBE), and references.

Any submissions received after the deadline shall be considered "non-responsive" and will not be opened. Additionally, your firm will be deleted from the current prequalification list. In accordance with the *Policy for Procurement of Professional Services*, firms may submit a SOQ package on a quarterly basis if they fail to meet the deadline. No future RFQ will be advertised for the 2020-2021 period.

All firms are required to submit a SOQ package. The package must include: (1) name and email address of primary contact for local area office, (2) an organizational chart of the local office, (3) a brief one-page history of the firm, (4) resumes of key personnel in the local office (limit to one page per individual), (5) copy of business license for local office, (6) GDOT "Notice of Professional Consultant Qualification" certificate (if obtained) and Attachment A indicating Area classes for which your Firm would like to be prequalified with CCDOT, (7) If applicable, certificates for the State of Georgia only for Disadvantaged Business Enterprise (DBE), Small Business Enterprise (SBE), Women Owned Business Enterprise (WBE), and Minority Business Enterprise (MBE), (8) current addresses, names, and phone numbers for 3 valid references for the Firm from the last 5 years. CCDOT reserves the right to contact any references listed.

Please note that prequalification with GDOT is not a prerequisite for prequalification with Cobb County.

The "Area Classes" for which you are requesting pre-qualification should be listed on the cover of the SOQ Package. Additionally, the Area Classes to be Considered for Prequalification Form (Attachment A) must be completed and included in your package.

The insurance and immigration compliance requirements are included in this document only as a reference, so all firms are aware of the County's requirements. These documents are not required for

prequalification with Cobb County and shall not be included in the package. Additionally, the requirements for insurance and immigration compliance are subject to change.

In accordance with the *Policy for Procurement of Professional Services*, qualifying firms must have an established office in the Metro-Atlanta area defined as the counties of: Cobb, Bartow, Cherokee, Clayton, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, Paulding, and Rockdale. Therefore, firms must submit documentation of an established office in the Metro-Atlanta area, such as your business license, even if you are prequalified with GDOT.

If you are interested in being included on CCDOT's list of prequalified firms, mail or hand deliver the requested information **no later than 5:00 p.m. February 12, 2020** to:

Cobb County Purchasing
122 Waddell Street
Marietta, GA 30060

Questions must be received no later than Friday, February 7, 2020, by 2:00 noon. All questions should be sent via email to purchasing@cobbcounty.org.

Sincerely,

COBB COUNTY DEPARTMENT OF TRANSPORTATION



Rustavius Ford, P.E.
Pre-Construction Engineer

Attachments:

Instructions
Attachment A – Area Classes to be Considered for Prequalification Form

Cc: Erica Parish, P.E., Director (electronic copy)
Andrew Raessler, P.E., Deputy Director (electronic copy)
Michael Francis, Transportation Division Manager (electronic copy)
Desiree Young (electronic copy & hard copy)
Dyan Merced (electronic copy & hard copy)
Project File

STATEMENT OF QUALIFICATIONS

INSTRUCTIONS

A. GENERAL

These instructions shall be used when completing the Cobb County Department of Transportation (CCDOT) Statement of Qualifications (SOQ). The information requested in this SOQ must be furnished to CCDOT in order for your firm to become prequalified to perform professional services on engineering projects. The CCDOT requires updated SOQ information every two years; however, firms may submit revised information (such as seeking prequalification in additional areas not already established) to CCDOT on a quarterly basis. Firm resumes of supervisory and registered professional employees should be attached to the SOQ.

Information furnished in this SOQ may be audited or verified as deemed necessary by CCDOT. Your response must be completed in accordance with the instructions and format included. Failure to follow SOQ instructions, data requirements, etc. may be grounds for CCDOT to reject your proposal.

Please submit the following information:

- (1) Name and email address of primary contact for local area office
- (2) Organizational chart of the local office
- (3) Brief one-page history of the firm
- (4) Resumes of key personnel in the local office (limit to one page per individual)
- (5) Copy of business license for local office only
- (6) DOT "Notice of Professional Consultant Qualification" certificate (if obtained) and Attachment A indicating Area classes for which your Firm would like to be prequalified with CCDOT
- (7) If applicable, certificates for the State of Georgia only for Disadvantaged Business Enterprise (DBE), Small Business Enterprise (SBE), Women Owned Business Enterprise (WBE), and Minority Business Enterprise (MBE)
- (8) Current addresses, names, and phone numbers for 3 valid references for the Firm from the last 5 years. CCDOT reserves the right to contact any references listed.

All questions regarding completion of this SOQ should be submitted via email to purchasing@cobbcounty.org no later than 2:00 p.m. Friday, February 7, 2020.

Please note that it is the responsibility of each Firm to notify CCDOT when there is a change of address.

Any documentation found to be unsubstantiated will be cause for rejection of your request. Any statements found to be falsified will be grounds for permanent rejection of your SOQ.

This SOQ may be used as a basis for selecting firms for individual projects or for screening firms preliminary to inviting submission of additional information.

Code of Contractor. All successful consultants supplying goods, services, equipment, etc. to CCDOT must avoid situations which could be considered either a conflict of interest or detrimental to the operation and reputation of CCDOT. Should CCDOT determine that a successful consultant has participated in improper activities, disciplinary action may be taken. The term "Contractor" in this document is also synonymous with "Consultant," "Respondent," or "Engineer," as may be the case.

B. SPECIFIC

1. In accordance with Cobb County's *Policy for the Procurement of Professional Services*, dated July 22, 1997, and revised November 25, 2014, qualifying firms must have an established office in the Metro-Atlanta area defined as the Counties of Cobb, Bartow, Cherokee, Clayton, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, Paulding, and Rockdale. All subsequent procurement of professional services will be in accordance with this policy. The Procurement Policy is located at <https://www.cobbcounty.org/transportation/policies-permitting/procurement-bidding>. Submitting firms should become familiar with the Procurement Policy.
2. For purposes of SOQ submittal, firms shall not combine (joint ventures) with one another.
3. Brochure substitution for SOQ requested documentation will not be accepted.
4. Personal visits to CCDOT are not encouraged nor required. If an interview is necessary, the firm will be contacted for an appointment.
5. Provide all email addresses for key personnel, firm contact(s), and website, if applicable.

C. SUBMISSION

Two (2) hardcopies of the SOQ are required. The copies must be individually signed and submitted (mail or hand delivery only) to Cobb County Purchasing no later than 5:00 p.m. on February 12, 2020.

**Cobb County Purchasing
122 Waddell Street
Marietta, Georgia 30060**

D. Disadvantaged Business Enterprise (DBE) PARTICIPATION

CCDOT encourages DBE participating in all contracts. Firms must note if it is listed as DBE, Small Business Enterprise (SBE), Women Owned Business Enterprise (WBE), or Minority Business Enterprise (MBE); if so, please submit appropriate certification documentation for the State of Georgia only.

E. INSURANCE

Consultant shall procure and maintain in full force and effect insurance protecting against claims for injuries to persons or damages to property which may arise from or in connection with performance of any Project awarded to the Consultant, its agents, representatives, employees, or subcontractors, for the duration of the Project.

Minimum Limits of Insurance:

Consultant shall maintain insurance policies with coverage and limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate for comprehensive coverage including bodily and personal injury, sickness, disease or death, injury to or destruction of property, including loss of use resulting therefrom, damage for premises/operations, products/completed operations, independent Consultants and contractual liability (specifically covering the indemnity), broad-from property damage, and underground, explosion and collapse hazard. This coverage may be achieved by using an excess or umbrella policy. The policy or policies must be on "an occurrence" basis ("claims made" coverage is not acceptable).
2. Commercial Automobile Liability (owned, non-owned and hired): \$1,000,000 combined single limit per occurrence and for bodily and personal injury, sickness, disease or death, injury to or destruction of property, including loss of use resulting therefrom.
3. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the State of Georgia and Employers Liability of \$1,000,000 per occurrence or disease.
4. Professional Liability (Errors and Omissions) Coverage: \$2,000,000 combined single limit per occurrence is required, in the event Consultant is performing design, engineering or other professional services.
5. Commercial Umbrella or Excess Liability Coverage: \$2,000,000 in liability excess coverage per occurrence above the contracts stated minimum coverage limits for Commercial General Liability, Commercial Automobile Liability, and the Workers' Compensation and Employers Liability policies of insurance. This may be satisfied by having the underlying liability limits that equal or exceed the combined amount of the underlying liability limits and umbrella coverage.
6. Builder's "All Risk" Insurance (*if applicable*): In the event Consultant is performing construction services under the Contract, Consultant shall procure and maintain "All-Risk" Builder's insurance, written on a commercially recognized policy form, providing coverage for the Work performed under the contract, and the materials, equipment or other items incorporated therein, while the same are located at the construction site, stored off-site, or at the place of manufacture. The policy limit shall be in a minimum amount equal to the "full insurable value" of such equipment and 100% of the value of the Contract, including any additional costs which are normally insured under such policy. The insurance coverage shall include boiler and machinery insurance on a comprehensive basis and include coverage against damage or loss caused by earth movement (including but not limited to earthquake, landslide, subsidence and volcanic eruption), fire, flood, hurricanes, explosion, hail, lighting, weather, vandalism, malicious mischief, wind, collapse, riot, aircraft, smoke, or other cataclysmic events, and coverage against damage or loss caused by machinery accidents and operational and performance testing, commissioning and start-up, with extended coverage, and providing coverage for transit, with sub-limits sufficient to insure the full replacement value of the property or equipment removed from its site and while located away from its site until the date of final acceptance of the Work.

The making of progress payments to the Consultant shall not be construed as relieving the Consultant or its subcontractors or insurance carriers providing the coverage described herein for

responsibility for loss or direct physical loss, damage or destruction occurring prior to final acceptance of the Work.

Deductibles and Self-Insured Retention

Any deductibles or self-insurance retentions must be declared to and approved by County so that County may ensure the financial solvency of the Consultant. At the option of County, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects County, its officers, officials, and employees; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses. Consultant shall pay all deductibles and be liable for all claims, losses and damages for which it self-insures.

Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability, Automobile Liability, and Umbrella/Excess Insurance
 - (a) Additional Insured Requirement. Cobb County, its elected and appointed officials, officers, boards, commissions, officers, employees, representatives, servants, volunteers and agents (hereinafter referred to as "Insured Party" or "Insured Parties") are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant, premises owned, leased, or used by the Consultant; and automobiles owned, leased, hired, or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the Insured Parties. Nothing contained in this section shall be construed to require the Consultant to provide liability insurance coverage to the any Insured Party for claims asserted against such Insured Party for its sole negligence.
 - (b) Primary Insurance Requirement. The Consultant's insurance coverage shall be primary and noncontributing insurance as respects to any other insurance or self-insurance available to the Insured Parties. Any insurance or self-insurance maintained by the Insured Parties shall be in excess of the Consultant's insurance and shall not contribute with it.
 - (c) Reporting Requirement. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Insured Parties.
 - (d) Separate Coverage. Coverage shall state that the Consultant's insurance shall apply separately to each Insured Party against whom claim is made or suit is brought.
 - (e) Defense Costs/Cross Liability. Coverage shall be provided on a "pay on behalf" basis, with defense costs payable in addition to policy limits. There shall be no cross liability exclusion.

Workers' Compensation and Employers Liability Coverage

The Consultant shall have and maintain in full force and effect for the duration of this Agreement, insurance protecting against claims for injuries to persons or damages to property which may arise

from or in connection with the performance of the Work by the Consultant, its agents, representatives, employees or subcontractors. The insurer shall agree to waive all rights of subrogation against County, and its officers, officials, employees and volunteers for losses arising from the work performed by the Consultant for County.

Waiver of Subrogation

The insurers shall agree under each policy of insurance required by this Contract to waive all rights of subrogation against the Insured Parties for losses arising from work performed by the Consultant for County.

All Coverages

1. Notice Requirement.

Each insurance policy required by this Contract shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to County at Cobb County, GA, c/o Cobb DOT, 1890 County Services Parkway Marietta, GA 30008. County reserves the right to accept alternate notice terms and provisions provided they meet the minimum requirements under Georgia law.

Separate endorsement for each policy, including individual policy number and endorsement language similar to: *"Coverage shall not be suspended, voided, cancelled, reduced in coverage or limits for any reason, other than non-payment of premium, except after thirty (30) days prior written notice has been given to Certificate Holder (County). The Certificate Holder (County) shall be given not less than 10 days prior written notice of cancellation for non-payment of premium."*

2. Acceptability.

The insurance to be maintained by Consultant must be issued by a company licensed or approved by the Insurance Commissioner to transact business in the State of Georgia. Such insurance shall be placed with insurers with a Best's Policyholder's Rating of "A" or better and with a financial rating of Class VII or greater, or be otherwise acceptable to Cobb County. All policies shall be subject to approval by Cobb County Attorney's Office as to form and content.

3. Failure of Insurers. The Consultant shall be responsible for any delay resulting from the failure of any insurer to furnish proof of coverage in the prescribed form.

Verification of Coverage

Consultant shall furnish County with certificates of insurance and endorsements to the policies evidencing all coverages required by this Contract. Additionally, the declarations page for each insurance policy listed on the certificate of insurance shall be submitted to County. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates, endorsements and declaration page shall be furnished at or prior to the time the time this Contract is submitted to County for execution, and

must be received and approved by County before any work commences. County reserves the right to require complete, certified copies of all required insurance policies at any time. The Consultant shall provide proof that any expiring coverage has been renewed or replaced prior to the expiration of the coverage.

Subcontractors

Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated in this Agreement, including, but not limited to, naming the Insured Parties as additional insureds.

F. IMMIGRATION COMPLIANCE

Pre-qualified firms will be required to comply with the provisions of the Georgia Security and Immigration Compliance Act of 2006 (O.C.G.A § 13-10-91 and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor) when issued work and must complete contract and subcontract Affidavits at that time as part of the Consulting Services Agreement.

G. TITLE VI COMPLIANCE

The Cobb County, Georgia, Department of Transportation 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 bidders that it will affirmatively ensure that in 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, national origin, disability, or age in consideration for an award.

ATTACHMENT A
COBB COUNTY DEPARTMENT OF TRANSPORTATION
AREA CLASSES TO BE CONSIDERED FOR PREQUALIFICATION (Please Check)

1. Transportation Planning					
	1.01	Statewide Systems Planning			1.06f Archaeology
	1.02	Urban Area and Regional Transportation Planning			1.06g Freshwater Aquatic Surveys
	1.03	Aviation Systems Planning			1.06h Bat Surveys
	1.04	Mass and Rapid Transportation Planning			1.07 Attitude, Opinion, Community Value Studies
	1.05	Alternate System and Corridor Location Planning			1.08 Airport Master Planning (AMP)
	1.06a	NEPA Documentation			1.09 Location Studies
	1.06b	History			1.10 Traffic Studies
	1.06c	Air Quality Studies			1.11 Traffic and Toll Revenue Studies
	1.06d	Noise Studies			1.12 Major Investment Studies
	1.06e	Ecology			1.13 Non-Motorized Transportation Planning
2. Mass Transit Operations					
	2.01	Mass Transit Program (Systems) Management			2.06 Mass Transit Unique Structures
	2.02	Mass Transit Feasibility and Technical Studies			2.07 Mass Transit Electrical and Mechanical Systems
	2.03	Mass Transit Vehicle and Propulsion System			2.08 Mass Transit Operations Management and Support Services
	2.04	Mass Transit Controls, Communications, and Information Systems			2.09 Aviation
	2.05	Mass Transit Architectural Engineering			2.10 Mass Transit Program (Systems Marketing)
3. Highway Design Roadway					
	3.01	Two-lane or Multi-lane Rural Roadway Design			3.10 Utility Coordination
	3.02	Two-lane or Multi-lane Urban Roadway Design			3.11 Architecture
	3.03	Multi—lane Urban Roadway widening or Reconstruction Design in Heavily Developed Commercial, Industrial or Residential Areas			3.12 Hydraulic and Hydrological Studies (Roadway)
	3.04	Multi-lane Rural Interstate Highway Design			3.13 Bicycles and Pedestrians Facility Design
	3.05	Multi-lane Urban Interstate Highway Design			3.14 Historic Rehabilitation
	3.06	Traffic Operations Studies			3.15 Highway Lighting
	3.07	Traffic Operations Design			3.16 Value Engineering
	3.08	Landscape Architecture			3.17 Design of Toll Facilities Infrastructure
	3.09	Traffic Control Systems Analysis, Design and Implementation			
4. Highway Structures					
	4.01a	Minor Bridge and Miscellaneous Highway Structure			4.03 Complex Bridge Design
	4.01b	Minor Bridge and Miscellaneous Highway Structure			4.04 Hydraulic and Hydrological Studies (Bridges)
	4.02	Major Bridge Design			4.05 Bridge Inspection
5. Topography					
	5.01	Land Surveying			5.05 Aerial Photogrammetry
	5.02	Engineering Surveying			5.06 Topographic Remote Sensing
	5.03	Geodetic Surveying			5.07 Cartography
	5.04	Aerial Photography			5.08 Subsurface Utility Engineering
6. Soils, Foundation & Materials					
	6.01(a)	Soil Survey Studies			6.04(a) Laboratory Materials Testing
	6.01(b)	Geological and Geophysical Studies			6.04(b) Field Testing of Roadway Construction Materials
	6.02	Bridge Foundation Studies			6.05 Hazardous Waste Site Assessment Studies
	6.03	Hydraulic and Hydrologic Studies (Soils & Foundation)			
8. Construction					
	8.01	Construction Supervision			
9. Erosion & Sedimentation Control					
	9.01	Erosion, Sedimentation and Pollution Control Plan Preparation			9.03 Field Inspections for Compliance of Erosion and Sedimentation Control Devices Installation
	9.02	Rainfall and Runoff Reporting			