Date Posted: 10/22/2026

Georgia Department of Transportation

Office of Engineering Design Procurement
One Georgia Center
600 West Peachtree Street NW
Atlanta Georgia 30308

REQUEST FOR QUALIFICATIONS

On-Call Roadway Design Services, Statewide

RFQ 484-112326

Statement of Qualifications Due: November 23, 2026

Date Posted: 10/22/2026

REQUEST FOR QUALIFICATIONS

I. General Project Information

A. Overview

The Georgia Department of Transportation (GDOT) is soliciting Statements of Qualifications (SOQs) from qualified firms to provide consultant services for the project or contract identified in the applicable Exhibit below.

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

B. Restriction of Communications

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

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

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

Sharon Cyrus-Bogle
scyrus@dot.ga.gov

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

Method of Communication

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

GDOT reserves the right to communicate directly via email with the primary contact listed in the submitted Statement of Qualifications (SOQ). Additional communications may be conducted as specified elsewhere in this RFQ.

C. Contract Term and Type

GDOT anticipates awarding one (1) on-call Indefinite Delivery/Indefinite Quantity contract to one (1) firm for the project or contract identified in the applicable Exhibit. The payment type through individual task orders may be Lump Sum, Cost Plus Fixed Fee, Cost per Unit

of Work, or Specific Rate of Compensation. The resulting contract will remain in effect for up to five (5) years.

NOTE: Due to the use of State funds for this contract, the prime and subconsultants' indirect cost rates established in accordance with the FAR cost principles (as specified in 48 CFR 31) will be used up to the maximum indirect cost rates of 150% for contract estimation, negotiation, administration, reporting, and contract payment.

D. Contract Amount

The resulting on-call Indefinite Delivery/Indefinite Quantity contract will have a minimum value of Twenty-Five Thousand Dollars ($25,000.00) and a maximum value of Five Million Dollars ($5,000,000.00).

E. Scope of Services

Under the resulting Agreement, the selected firm will provide the scope of services identified in the applicable Exhibit through individual task orders issued during the contract term.

F. Schedule of Events

The schedule below represents GDOT's estimated schedule. All times indicated are Eastern Time. GDOT reserves the right to adjust the schedule as GDOT deems necessary.

PHASE I	DATE	TIME
a. GDOT issues a public advertisement for this RFQ.	10/22/2026	--------
b. Deadline for submission of written questions and requests for clarification	11/5/2026	2:00 PM
c. Deadline for submission of SOQs	11/23/2026	2:00 PM

G. Area Class Prequalification

The proposed Consultant Team must collectively hold each Area Class required by Section 4 of the applicable Exhibit or have submitted an application for a new Area Class or renewal to GDOT before the SOQ deadline. A firm with a timely pending application or renewal remains eligible for evaluation. Failure to satisfy an Area Class requirement may result in disqualification.

The Area Class Summary Table identifies the team member whose prequalification is used to demonstrate each required Area Class. It does not limit the services a team member may perform. Any member of the proposed Consultant Team may perform services in an Area Class for which it holds the applicable GDOT prequalification, whether or not that firm is marked with an X for that Area Class.

Each firm is responsible for maintaining its applicable GDOT Area Class prequalifications in accordance with the GDOT Prequalification Manual throughout the procurement process and the term of any resulting contract.

GDOT will verify the proposed Consultant Team's Area Class prequalifications during prescreening, before finalizing the shortlist, and again before contract award. If a firm marked with an X in the Area Class Summary Table no longer holds the required prequalification, GDOT will consider whether another firm already listed on the proposed Consultant Team holds that Area Class. A proposed Consultant Team that does not collectively satisfy all required Area Classes at the time of shortlisting will not be shortlisted. If the highest-ranked firm's proposed Consultant Team does not collectively satisfy all required Area Classes at the time of award, GDOT will award the applicable contract to the next highest-ranked firm whose proposed Consultant Team satisfies the requirements.

II. Selection Method

Following the responsiveness review and prescreening of the Statements of Qualifications, GDOT will determine whether to conduct separate Phase I and Phase II evaluations or a combined Phase I and Phase II evaluation. This determination will be based on the number of responsive SOQs received and the efficient administration of the selection process. The evaluation process selected by GDOT will not alter the evaluation criteria or weights identified in this solicitation.

A. Separate Phase I and Phase II Evaluation

When GDOT determines that separate Phase I and Phase II evaluations are appropriate, individual Selection Committee members will review each responsive firm's SOQ using the Phase I selection criteria and weights identified in this solicitation before the Phase I group evaluation meeting. When a competitive range is needed, individual committee members will rank the firms, and the sum of their rankings will determine the competitive range. When GDOT determines that all responsive firms will be discussed and evaluated by the Selection Committee as a group, individual committee members will review each firm's SOQ before the group meeting, but will not rank firms to establish a competitive range.

During the Phase I group evaluation meeting, the Selection Committee will discuss and evaluate all responsive firms or the firms within the competitive range, as applicable, and assign a group rating for each Phase I evaluation criterion, resulting in a Phase I group score and final ranking of the top submittals. Based on the group scores, the most highly qualified firms will be shortlisted to participate in Phase II.

Each shortlisted firm will be notified by email to participate in Phase II of the evaluation process. The notification will include all due dates, additional details, and requirements beyond those provided in the solicitation.

Before the Phase II group evaluation meeting, individual Selection Committee members will review each shortlisted firm's Technical Approach without assigning individual rankings. During the meeting, the Selection Committee will discuss and evaluate all shortlisted firms as a group using the Phase II selection criteria and weight identified in this solicitation and assign a group rating resulting in a Phase II group score.

B. Combined Phase I and Phase II Evaluation

When GDOT determines that a combined Phase I and Phase II evaluation is appropriate, all responsive firms will be shortlisted to participate in Phase II. Each shortlisted firm will be notified by email to participate in Phase II of the evaluation process. The notification will include all due dates, additional details, and requirements beyond those provided in the solicitation. Before the combined evaluation meeting, the individual Selection Committee members will separately evaluate each firm's Phase I SOQ and Phase II Technical Approach using the respective selection criteria and weights identified in this solicitation.

During the combined evaluation meeting, the Selection Committee will first discuss and evaluate each firm's Phase I SOQ as a group and assign a group rating for each Phase I evaluation criterion, resulting in a Phase I group score. The Selection Committee will then separately discuss and evaluate each firm's Phase II Technical Approach as a group and assign a group rating for the Phase II evaluation criterion, resulting in a Phase II group score.

C. Final Selection

Upon completion of the applicable evaluation process, the Phase I and Phase II group scores for each firm will be added together to determine a total score, and the firms will be ranked in order of preference.

GDOT will initiate negotiations with the top-ranked firm to finalize the scope, compensation, fees, and other terms and conditions of the contract. If a satisfactory agreement cannot be reached, GDOT will formally terminate negotiations with that firm and may initiate negotiations with the next highest-ranked firm. GDOT may continue this process in order of ranking until a satisfactory agreement is reached and a contract is executed.

III. Selection Criteria and Weights

The Selection Committee will evaluate the Phase I Statements of Qualifications and Phase II Technical Approaches using the criteria and weights identified below. Phase I accounts for 60 percent of the total evaluation score, and Phase II accounts for 40 percent.

A. Phase I Selection Criteria

The following criteria and weights will be used to evaluate and score the Phase I Statements of Qualifications:

1. Project Manager, Key Team Leaders, and Key Team Member - Experience and Qualifications: 30%

Evaluation will be based on the relevant experience, professional qualifications, and technical expertise of the proposed Project Manager, Key Team Leaders, and Key Team Member in relation to the scope of services identified in the applicable Exhibit.

2. Additional Resources and Challenges: 20%

Evaluation will be based on the firm's additional resources and its approach to addressing challenges associated with the scope of services.

3. Prime Consultant Past Performance: 10%

Evaluation will be based on the Prime Consultant's experience performing similar or related services and its past performance. Past performance will be assessed using the

evaluation forms submitted with the SOQ and any relevant experience or project knowledge held by members of the Selection Committee.

B. Phase II Selection Criterion

The following criterion and weight will be used to evaluate and score the Phase II Technical Approaches:

Technical Approach: 40%

This criterion evaluates the firm's proposed approach to contract and task-order management, Subconsultant management and coordination, workload and staffing management, anticipated challenges and risks, quality management, corrective action and recovery, and the application of experience and added value to the delivery of the applicable scope of services.

C. Presentation/Interview

GDOT reserves the right to request a presentation or interview when determined to be in GDOT's best interest. If requested, the presentation or interview will be evaluated as part of the Technical Approach.

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

The Phase I Statement of Qualifications must be prepared in accordance with the instructions provided in this section. The SOQ must respond to all requested information and be organized using the required headings, numbering, and lettering shown in red.

The Phase I SOQ must be prepared as one complete PDF document in portrait orientation on 8.5-by-11-inch paper, except that the Organizational Chart and Area Class Summary Table may be submitted in portrait or landscape orientation on 8.5-by-11-inch or 11-by-17-inch paper. Use a minimum 11-point font. Number all pages and comply with the page limits stated for each section. Hyperlinks and embedded videos must not be included.

The firm must provide only the information requested. Additional pages and unsolicited information must not be included.

Standalone divider, separator, and section-identification pages must not be included. Each section with a stated page limit must begin on a new page and must not exceed the applicable limit.

A. Phase I Cover Page

The Phase I SOQ must include a cover page identifying the following information:

1. **Phase I Statement of Qualifications**
2. **RFQ Number**
3. **RFQ Title**
4. **Firm's Full Legal Name**
5. **Project Number** shown in the applicable Exhibit, if applicable
6. **District or Region and County or Counties** shown in the applicable Exhibit
7. **Project or Contract Description** shown in the applicable Exhibit

Page Limit: The Phase I Cover Page is excluded from the page count.

B. Administrative Requirements

Restrictions on Inclusion of GDOT Employees and Personnel Disclosure

A current GDOT employee must not be included as a member of the proposed consultant team. Inclusion of a current GDOT employee on the proposed team will make the SOQ nonresponsive.

Firms may identify current GDOT employees as project managers or contacts for previous projects or contracts, or as references or evaluators of the firm's past performance. Such a reference must not imply that the individual is part of the proposed consultant team.

The firm must ensure that every individual identified as a proposed team member has been informed of and agreed to the proposed role. The firm must not identify an employee of another firm, including a proposed subconsultant, without the individual's knowledge and the concurrence of the individual's current employer. The current employer of every proposed individual must be clearly identified.

1. Addendum or Addenda

For each Addendum issued for this RFQ, the firm must include only the signed Addendum cover page. The remaining pages of the Addendum must not be included. If no Addendum was issued, the firm must state "No Addendum Issued."

Page Limit: Signed Addendum cover pages are excluded from the page count.

2. Basic Company Information

a. Company Name: Provide the full legal name of the company.

b. Company Headquarters Address: Provide the complete address of the company headquarters.

c. Primary Contact Information: Provide the name, telephone number, and email address of the individual who will serve as the primary contact for this solicitation.

d. Georgia Office Locations: Identify each office located in Georgia and provide its complete address. If the firm has no Georgia office, state "No Georgia Office."

e. Staffing in Georgia Offices: Provide the number of employees and the disciplines represented at each Georgia office.

f. Ownership Structure: Identify the form of ownership, state of residency or incorporation, and number of years the firm has been in business.

g. Proposed Consultant Team List: Provide a complete list of the firms included in the proposed consultant team. List the Prime Consultant first, followed by each proposed Subconsultant, using each firm's full legal name and GDOT prequalification expiration date. If a firm does not yet have an expiration date because its initial prequalification application is pending, enter "Pending." Only firms included in the Proposed Consultant Team List will be included in the resulting contract.

The Prime Consultant is the firm submitting the Statement of Qualifications and the firm that will contract directly with GDOT.

Subconsultants are generally considered team members performing services that typically require prequalification, are subject to the Audit and Accounting System Requirements, and whose services are billed as costs. Subconsultant team members must be included in the resulting agreement and are subject to its terms and conditions.

Vendors are generally considered firms performing services that typically do not require prequalification, are not subject to the Audit and Accounting System Requirements, and whose services are billed as direct expenses. Vendors must not be included in the Proposed Consultant Team List. Vendors will not be included in the resulting agreement and will not be subject to its terms and conditions.

Firm's Full Legal Name	GDOT Prequalification Expiration Date
Prime Consultant: [Insert Full Legal Name]	[MM/DD/YYYY]
Subconsultant: [Insert Full Legal Name]	[MM/DD/YYYY or Pending]
Subconsultant: [Insert Full Legal Name]	[MM/DD/YYYY or Pending]

The firm must provide only the information requested in this subsection. Additional or unsolicited information must not be included and will not be considered.

Page Limit: Basic Company Information, including the Proposed Consultant Team List, is excluded from the page count.

C. Experience and Qualifications

The firm must provide the information requested below for the proposed Project Manager, each required Key Team Leader, and the proposed Key Team Member. The Project Manager and each Key Team Leader must be labeled exactly as the positions appear in Section 6 of the applicable Exhibit.

The same individual may be proposed as both the Project Manager and a Key Team Leader. The firm must provide the requested information separately for each position. Within the Project Manager's page limit, the firm must explain how the individual will perform both roles while maintaining sufficient availability and capacity.

The firm must not leave any requested personnel-information item blank. If an item does not apply to the proposed individual, the firm must state "Not Applicable" or "N/A."

1. Project Manager

The following information must be provided for the proposed Project Manager:

a. Current Employment: Identify the firm where the Project Manager is currently employed and the number of years the individual has been employed by that firm.

b. Project Management Experience: Provide the total number of years the individual has served as a Project Manager.

c. Education: Identify the individual's relevant degrees or academic credentials.

d. Professional Registration: Identify any relevant professional licenses or registrations.

e. Relevant Project Management Experience: Describe the individual's experience managing on-call contracts or multiple projects of similar complexity, size, scope, and function, including experience managing firm personnel and subconsultant resources on an as-needed basis.

f. GDOT-Specific Experience: Describe the individual's experience using GDOT-specific procedures, policies, manuals, standards, and guidance, including the Plan Development Process, Design Policy Manual, Environmental Procedures Manual, and other applicable resources. For projects that did not follow GDOT processes, identify the alternative processes, manuals, standards, or guidance used and explain their comparability.

Page Limit: Two (2) pages maximum.

2. Key Team Leaders

Key Team Leaders are individuals responsible for leading or overseeing scope areas considered critical to the applicable scope of services. The firm must provide the required information for each Key Team Leader identified in Section 6 of the applicable Exhibit.

The following information must be provided for each required Key Team Leader:

a. Current Employment: Identify the firm where the Key Team Leader is currently employed and the number of years the individual has been employed by that firm.

b. Professional and Leadership Experience: Provide the individual's total number of years of relevant professional experience in the applicable discipline and, separately, the number of years the individual has been responsible for leading or overseeing work within that discipline.

c. Education: Identify the individual's relevant degrees or academic credentials.

d. Professional Registration: Identify any relevant professional licenses or registrations.

e. Relevant Resource Area Experience: Describe the individual's relevant experience in the applicable resource area, emphasizing projects of comparable complexity, size, scope, and function.

f. GDOT-Specific Experience: Describe the individual's experience using GDOT-specific processes, manuals, standards, and guidance relevant to the proposed role. For projects that did not follow GDOT processes, identify the alternative processes, manuals, standards, or guidance used and explain their comparability.

The firm must identify a Key Team Leader for each position specified in Section 6 of the applicable Exhibit. Failure to identify a required Key Team Leader will make the SOQ nonresponsive. The firm must not include additional Key Team Leaders.

Page Limit: One (1) page maximum for each required Key Team Leader.

3. Key Team Member

A Key Team Member is an individual, other than the Project Manager or a Key Team Leader, whose qualifications and proposed role are considered important to the delivery of the scope of services identified in the applicable Exhibit.

a. Current Employment: Identify the individual's current employer and number of years employed by that firm.

b. Professional Experience: Provide the individual's total years of relevant professional experience in the applicable discipline.

c. Education: Identify the individual's relevant degrees or academic credentials.

d. Professional Registration: Identify any relevant professional licenses or registrations.

e. Relevant Technical Experience: Describe the individual's relevant technical experience on projects of comparable complexity, size, scope, and function.

f. Proposed Role: Describe the individual's proposed role and contribution to the successful delivery of the applicable scope of services.

g. GDOT-Specific Experience: Describe the individual's experience using GDOT-specific processes, manuals, standards, and guidance relevant to the proposed role. For projects that did not follow GDOT processes, identify the alternative processes, manuals, standards, or guidance used and explain their comparability.

Page Limit: One (1) page maximum.

4. Key Personnel Changes

No response is required under this subsection in the Phase I SOQ.

If, after submission, a Project Manager, Key Team Leader, or Key Team Member identified in the Phase I SOQ is no longer employed by the firm, the shortlisted firm must identify a replacement in the Phase II Technical Approach. The replacement must be employed by the same firm as the individual being replaced.

The firm must provide all information required for the applicable position and comply with the original page limitation. During the Phase II Technical Approach evaluation meeting, GDOT will revisit and adjust the applicable Phase I score to reflect the experience and qualifications of the replacement personnel. If no key personnel changes have occurred, the firm must state "No Changes" in the Phase II Technical Approach.

D. Additional Resources and Challenges

1. Overall Resources

Provide information regarding the overall resources available to deliver the applicable scope of services, including:

a. Organizational Chart: Provide an organizational chart showing the proposed consultant team's reporting structure. Identify the Project Manager, required Key Team Leaders, Key Team Member, and supporting personnel, and show the firm employing each individual. The organizational chart may be submitted in portrait or landscape orientation on 8.5-by-11-inch or 11-by-17-inch paper.

b. Primary Office: Identify the office responsible for managing and delivering the applicable scope of services and explain how that office will support delivery and promote efficiency.

c. Narrative on Additional Resource Areas and Ability: Explain how the organization and current workload capacity of the Project Manager, Key Team Leaders, Key Team Member, and supporting resources will support timely and efficient delivery of the applicable scope of services.

d. Identify Additional Resources: Identify resources other than the proposed Project Manager, Key Team Leaders, and Key Team Member that will assist the firm in addressing anticipated scope challenges. Briefly describe each resource and explain how it will support successful delivery of the applicable scope of services.

Page Limits: The Organizational Chart is excluded from the page count. The information provided for Items D.1.b and D.1.c combined must not exceed one page. The information provided for Item D.1.d must not exceed one page.

E. Prime Consultant Past Performance

Provide detailed descriptions of the Prime Consultant's past performance on projects or contracts involving a scope of services similar to that identified in the applicable Exhibit. The information provided must demonstrate the firm's ability to manage and deliver either a variety of task orders or multiple concurrent projects or contracts that differ in scope, schedules, deliverables, and complexity. Emphasize experience that demonstrates the firm's ability to manage multiple task orders or separate projects or contracts concurrently, respond quickly to evolving priorities, coordinate effectively across teams, and consistently meet quality, budget, and schedule requirements.

1. Similar Project or Contract Experience

To demonstrate the experience and past performance described above, provide the following information for each project or contract presented:

a. Project or Contract Overview: Provide the project or contract name, GDOT Project Number, if applicable, and location or geographic coverage. Describe the scope of the project or contract and the firm's overall role and responsibilities, including the services it performed and the services it managed or coordinated through subconsultants. Include the overall project budget or contract amount, as applicable.

b. Client and Client Contact: Provide the client's name and the name, title, telephone number, and email address of a current client representative with direct knowledge of the firm's performance.

c. Dates and Status: Provide the start and completion dates for the firm's services. If the services are ongoing, identify them as ongoing and state the current phase or status.

d. Proposed Key Personnel Involvement: For each project or contract presented, identify whether the proposed Project Manager, each proposed Key Team Leader, and the proposed Key Team Member participated in the project or contract. For each individual who participated, identify the individual's role and briefly describe the individual's responsibilities and contribution to the successful delivery of the project or contract. If a proposed individual did not participate, state 'No Involvement' for that individual.

e. Relevance to the Applicable Scope of Services: Explain why the project or contract is relevant to the applicable scope of services, including similarities in complexity, size, scope, and function.

2. Similar Project or Contract Experience Summary Write-Up

Based on the projects or contracts identified in Section E.1, Similar Project or Contract Experience, provide a consolidated narrative explaining how the experience

presented collectively demonstrates the firm's ability to perform the applicable scope of services.

Identify representative challenges encountered during the projects or contracts and explain the actions taken to address them and the results achieved. As applicable, address schedule recovery efforts, budget challenges, changes in scope or deliverables, staffing or workload demands, coordination with clients, subconsultants, and other project participants, and quality control or quality assurance concerns. Explain how the challenges encountered, solutions implemented, results achieved, and lessons learned are relevant to the successful delivery of the applicable scope of services.

Page Limit: Sections E.1 and E.2 must not exceed four (4) pages combined.

3. Prime Consultant Evaluation Forms

The firm must submit a performance evaluation for each project or contract identified in Section E.1, Similar Project or Contract Experience. The applicable evaluation form must be selected as follows:

a. **GDOT Work Performed as the Prime Consultant:** If a CMIS Evaluation Form is available, the firm must submit the most current version printed directly from CMIS. If a CMIS Evaluation Form is unavailable, the firm must submit the Legacy Evaluation Form provided with the RFQ on the Georgia Procurement Registry. The Legacy Evaluation Form must be completed and signed by the GDOT Project Manager responsible for the referenced project or contract.

b. **GDOT Work Performed as a Subconsultant:** The firm must submit the Legacy Evaluation Form. The form must be completed and signed by the Prime Consultant's Project Manager responsible for the referenced project or contract. The proposing firm’s role, responsibilities, and services performed as a subconsultant must be clearly identified in the corresponding project or contract overview under Section E.1.a.

c. **Locally Administered Project:** The firm must submit the applicable LAP Evaluation Form. If an LAP Evaluation Form is unavailable, the firm must submit the Legacy Evaluation Form completed and signed by the client's Project Manager responsible for the referenced project or contract.

d. **Non-GDOT Work:** The firm must submit the client's existing performance evaluation form. If the client does not have an evaluation form, the firm must submit the Legacy Evaluation Form completed and signed by the client's Project Manager responsible for the referenced project or contract.

   If the identified Project Manager is no longer with the applicable agency or firm or is otherwise unavailable, the Legacy Evaluation Form must be completed and signed by a current authorized representative who can evaluate the firm's performance based on direct knowledge or the applicable project or contract records.

   When the proposing firm performed the referenced work as a subconsultant, the Legacy Evaluation Form must be completed and signed by the Prime Consultant’s Project Manager responsible for that work.

The firm is responsible for obtaining and including all required Evaluation Forms with the Phase I SOQ. GDOT may validate a submitted Evaluation Form by contacting the evaluator identified on the form. Failure to provide a required Evaluation Form may result in a lower evaluation rating for the Prime Consultant Past Performance criterion.

Page Limit: The Prime Consultant Evaluation Forms are excluded from the page count.

F. Area Class Submittals

The proposing firm must create an Area Class Summary Table similar to the example below. The table must include only the Area Classes identified in Section 4 of the applicable Exhibit and must show the Prime Consultant or Subconsultant whose prequalification will satisfy each requirement.

1. Area Class Summary Table

Instructions for Completing the Area Class Summary Table

a. List the Prime Consultant and each Subconsultant whose prequalification is being used to satisfy a required Area Class. List each firm only once using its full legal name. For each required Area Class, place one X beside the firm whose prequalification will satisfy that requirement.

b. Provide the current prequalification expiration date for each firm listed. If a firm has submitted an initial application and does not have an expiration date, enter “Pending.”

c. If a firm submitted an application for a new Area Class or renewal before the SOQ deadline, place a note beneath the table identifying the firm and whether the application is for a new Area Class or a renewal.

Example Area Class Summary Table

Prime Consultant and Subconsultants	Prequalification Expiration Date	1.06(a) Team Required	3.01 Team Required	4.03 Prime Required	5.02 Team Required
Insert Prime Consultant Name	MM/DD/YYYY	X		X	
Insert Subconsultant Name	MM/DD/YYYY		X		
Insert Subconsultant Name	Pending				X

Examples: “[Firm Name] — New Area Class application pending” or “[Firm Name] — Renewal pending.”

2. Notice of Professional Consultant Qualifications

Submit the current Notice of Professional Consultant Qualifications for the Prime Consultant and each Subconsultant marked with an X in the Area Class Summary Table.

Page Limit: The Area Class Summary Table and Notices of Professional Consultant Qualifications are excluded from the page count. The Summary Table may be submitted in portrait or landscape orientation on 8.5-by-11-inch or 11-by-17-inch paper.

V. Instructions for Preparing the Phase II Technical Approach

Only shortlisted firms will submit a Phase II Technical Approach. Each shortlisted firm will be notified by email of the due date and any additional instructions.

The Phase II Technical Approach must respond to all requested information and must be organized in the order shown below using the required headings, numbering, and lettering shown in red.

The Phase II Technical Approach must be prepared as one complete PDF document in portrait orientation on 8.5-by-11-inch paper using a minimum 11-point font. Number all pages and comply with the page limits stated for each section. Hyperlinks and embedded videos must not be included.

The firm must provide only the information requested. Additional pages and unsolicited information must not be included.

Standalone divider, separator, and section-identification pages must not be included.

A. Phase II Cover Page

The Phase II Technical Approach must include a cover page containing the following information:

1. **Phase II Technical Approach**
2. **RFQ Number**
3. **RFQ Title**
4. **Firm's Full Legal Name**
5. **Project Number** shown in the applicable Exhibit, if applicable
6. **District or Region and County or Counties** shown in the applicable Exhibit
7. **Project or Contract Description** shown in the applicable Exhibit

Page Limit: The Phase II Cover Page is excluded from the page count.

B. Administrative Requirements

The Prime Consultant must provide the following completed administrative documents with the Phase II Technical Approach:

1. **Certification Form:** Complete the Certification Form and include the completed and notarized form in the Phase II Technical Approach. This requirement applies to the Prime Consultant only.
2. **Georgia Security and Immigration Compliance Act Affidavit:** Complete the affidavit and include the completed and notarized form in the Phase II Technical Approach. This requirement applies to the Prime Consultant only.
3. **Addendum or Addenda:** For each Addendum issued for this RFQ, include only the signed Addendum cover page. If no Addendum was issued, state "No Addendum Issued."

Page Limit: The Administrative Requirements are excluded from the page count.

C. Technical Approach

Provide a Technical Approach addressing the following:

1. Contract and Task-Order Management

Describe the firm's approach to managing an on-call contract and delivering task orders that may vary in scope, schedules, deliverables, and complexity.

Explain how the firm will manage multiple concurrent task orders; establish and monitor scope, schedules, budgets, and deliverables; communicate status to GDOT; respond to changing priorities; and prevent or recover from schedule delays, budget overruns, missed deliverables, and other performance issues.

2. Subconsultant Management and Coordination

Describe the firm's approach to assigning, coordinating, and managing services performed by Subconsultants under the on-call contract and resulting task orders.

Explain how the Prime Consultant will define responsibilities, coordinate schedules and deliverables, monitor quality and performance, manage Subconsultant budgets and commitments, maintain effective communication, resolve coordination or performance issues, and ensure that Subconsultant services are fully integrated into the firm's overall delivery of each task order.

3. Workload and Staffing Management

Describe the firm's approach to anticipating and responding to uncertain or changing workload and staffing needs under the on-call contract.

Explain how the firm will evaluate available capacity, assign and reallocate qualified personnel within the proposed Consultant Team, manage multiple concurrent task orders and competing priorities, respond to workload increases or specialized staffing needs, address personnel absences or turnover, and maintain continuity while meeting applicable quality, schedule, and deliverable requirements.

4. Challenges, Risk Management, and Quality Management

Identify the most significant challenges and risks the firm anticipates in delivering the applicable scope of services and resulting task orders. For each identified challenge or risk, explain why it is relevant and describe the firm's preventive measures, early-warning indicators, mitigation strategies, escalation procedures, and approach to corrective action or recovery.

Describe the firm's quality control and quality assurance process, including assigned responsibilities, applicable reviews, documentation of findings, correction of identified deficiencies, and verification that required corrections have been completed.

5. Application of Experience and Added Value

Describe the specific experience, lessons learned, practices, tools, technology, or institutional knowledge the firm will apply to improve delivery of the applicable scope of services and resulting task orders.

Explain how each identified item will improve quality, efficiency, responsiveness, coordination, cost or schedule performance, risk management, or another aspect of contract delivery.

Do not repeat personnel qualifications, project descriptions, or other information provided in the Phase I SOQ.

Page Limit: The Technical Approach is limited to five pages.

D. Key Personnel Changes

If, after submission, a Project Manager, Key Team Leader, or Key Team Member identified in the Phase I SOQ is no longer employed by the firm, the shortlisted firm must identify a replacement in the Phase II Technical Approach. The replacement must be employed by the same firm as the individual being replaced.

The firm must provide all information required for the applicable position and comply with the original page limitation. During the Phase II Technical Approach evaluation meeting, GDOT will revisit and adjust the applicable Phase I score to reflect the experience and qualifications of the replacement personnel.

If no key personnel changes have occurred, the firm must state “No Changes” in the Phase II Technical Approach.

E. Presentation/Interview

GDOT may request a presentation or interview when determined to be in GDOT’s best interest. If requested, the presentation or interview will be evaluated as part of the Technical Approach.

GDOT will provide the shortlisted firms with the applicable presentation or interview format, schedule, and instructions.

VI. Instructions for Submission of the Statement of Qualifications (Phase I) and Technical Approach (Phase II)

A. File Naming and Submission

Name each PDF using the firm’s abbreviated name, RFQ number, and phase designation, separated by underscores. Do not use spaces.

Use the same abbreviated firm name for both submissions. Use PONE for Phase I and PTWO for Phase II.

Examples:

Statement of Qualifications: PtreeEngineering_RFQ484-123456_PONE.pdf

Technical Approach: PEngineering_RFQ484-123456_PTWO.pdf

Submit the Phase I SOQ and Phase II Technical Approach through the GDOT solicitation portal: https://solicitation.dot.ga.gov/

The Solicitation Submittal Manual is available at:
https://dotauthoring.dot.ga.gov/GDOT/Pages/SolicitationTraining.aspx

B. Submission Deadline, Technical Assistance, and Confirmation

The submission portal will close automatically at 2:00 p.m. Eastern Time on the applicable submission deadline and will not accept uploads after that time.

If a firm experiences difficulty submitting through the portal, the firm must immediately call and email the Negotiator identified under Restriction of Communications. The email must describe the problem and identify the firm, RFQ number, and affected phase. GDOT will provide instructions for completing the submission through an alternate method, when appropriate.

If the firm is unable to reach the Negotiator, the firm must contact GDOT Solutions Center using the contact information below:

GDOT Solutions Center

Telephone: 404-631-1220

Email: SolutionsCenter@dot.ga.gov

Following a successful portal submission, the system will generate an email confirmation. If a confirmation email is not received within one hour, the firm must call and email the Negotiator. If the Negotiator cannot be reached, the firm must contact GDOT Solutions Center using the contact information provided above.

Late submissions will not be accepted unless the firm timely reported a portal problem and followed the alternate submission instructions provided by GDOT, or GDOT formally revised the applicable deadline by Addendum or written finalist notification, as applicable.

VII. GDOT Terms and Conditions

A. Statement of Agreement

By submitting a Phase I SOQ or Phase II Technical Approach, the firm acknowledges that it has carefully examined the RFQ and that it is the firm's responsibility to request clarification regarding any provision with which the firm disagrees or that requires clarification. Failure to raise such matters during the applicable question period will be interpreted to mean that the firm agrees with the terms, conditions, specifications, and requirements of the RFQ.

By submitting the applicable response, the firm certifies that:

1. The response is genuine and is not submitted in the interest of or on behalf of any undisclosed person, firm, or corporation;
2. The firm has not directly or indirectly induced or solicited another firm to submit a false or insincere response; and
3. The firm has not solicited or induced any person, firm, or corporation to refrain from submitting a response.

Failure to provide required information may result in disqualification. GDOT may permit a firm to correct missing or incorrect administrative information when the correction does not modify or affect information used by the Selection Committee to evaluate or score the firm. If GDOT requests specific administrative information, the firm must provide only the information requested. Failure to provide the requested information will result in disqualification, and submitting changes beyond those specifically requested may result in disqualification. Failure to provide the required Georgia Security and Immigration Compliance Act Affidavit will result in disqualification as required by Georgia law.

Except for a key-personnel replacement disclosed and evaluated in accordance with the Phase II Technical Approach requirements, a firm may not add, revise, supplement, or otherwise improve information concerning the firm's or its Team's qualifications after the applicable submission deadline. GDOT will not permit other post-deadline changes that would modify information used by the Selection Committee in its evaluation or scoring. Failure to provide required qualification information may result in disqualification.

B. Joint-Venture Proposals

If two or more firms desire to form a joint venture, it is strongly recommended that one incorporated firm propose and maintain status as the Prime Consultant, with the remaining firms participating as members of the Team.

Any joint venture proposed and established as a separate business entity should maintain its own books and supporting documentation sufficient to provide an adequate audit trail. Transactions should be recorded consistently with the joint-venture agreement, and the joint venture must bear its equitable share of costs.

An unpopulated joint venture would not have an adequate accounting system suitable for cost-reimbursement contracts. Populated joint ventures are acceptable when the joint venture is established with working capital, employees, and appropriate control systems and implements the necessary business systems, including payroll processing, purchasing, and property control. The joint venture must develop its indirect rate structure and calculate its indirect cost rates based on the direct and indirect costs it incurs.

C. Audit and Accounting System Requirements

To contract with GDOT, the firm must maintain an adequate accounting system and comply with the applicable cost principles of FAR Part 31.

1. A firm with an aggregate contract amount exceeding $250,000 should have submitted its annual CPA overhead audit.
2. The firm should have no significant unresolved audit findings from previous GDOT contracts.
3. The Prime Consultant is responsible for being reasonably assured that all proposed Subconsultants comply with these requirements.

D. Submittal Costs and Confidentiality

All costs associated with preparing and submitting a Phase I SOQ or Phase II Technical Approach are solely the responsibility of the firm. GDOT is under no obligation to reimburse any such costs.

All responses and related records are subject to the Georgia Open Records Act, O.C.G.A. § 50-18-70 et seq. As provided in O.C.G.A. § 50-18-72(a)(10), pending, rejected, or deferred sealed proposals and related detailed cost estimates are not required to be disclosed until the final award of the contract, termination or abandonment of the project, or a public vote by the agency regarding the proposal, whichever occurs first. After the applicable statutory nondisclosure period ends, response records may be disclosed except to the extent a specific exemption under state or federal law applies.

Marking information as “proprietary,” “confidential,” or otherwise restricted does not by itself prevent disclosure. GDOT will determine whether requested information is subject to disclosure or qualifies for an applicable exemption under law.

E. Award Conditions

This RFQ is not an offer to contract or a solicitation of bids. This RFQ and any response submitted are not binding upon GDOT and do not obligate GDOT to procure or contract for any services.

Neither GDOT nor any firm will be bound unless and until a written contract, mutually accepted by both parties, has been negotiated and executed by GDOT and the selected firm.

F. Debriefings

In lieu of separate pre-award and post-award debriefings, GDOT will provide the Selection Package at the time of the Selection Announcement, also referred to as the Announcement of Entering into Negotiations. The Selection Package will include the scores and comments from the applicable evaluation phases for all firms that submitted responses and will typically be provided electronically as a PDF. GDOT debriefings will typically be conducted in writing.

G. Right to Cancel or Change RFQ

GDOT reserves the right to cancel this RFQ when GDOT determines that cancellation is in its best interest. GDOT also reserves the right to increase, reduce, add, or delete any item in this RFQ as necessary.

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

Under GDOT Policy 3A-17, a former GDOT employee whose duties included direct involvement in the negotiation, administration, or management of a contract involving the firm as a Prime Consultant or Subconsultant must not work on that contract as an employee of the firm for one year after leaving GDOT employment.

On July 1 of each year, each consulting firm under contract with GDOT as a Prime Consultant or Subconsultant must provide GDOT’s Chief Procurement Officer a current list of all former GDOT employees employed by the firm and a certification describing their responsibilities relating to the firm’s current GDOT contracts. The certification must attest that, during the preceding year, no former GDOT employee worked on a contract between GDOT and the firm when that employee had direct involvement, while employed by GDOT, in the selection, award, or administration of that consultant contract.

A consulting firm entering into a GDOT contract for the first time as a Prime Consultant or Subconsultant must provide the initial list and certification before the contract’s effective date. If GDOT’s Chief Procurement Officer determines that an actual conflict exists, the Chief Procurement Officer may issue a stop-work order on the affected contract.

Date Posted: 10/22/2026

EXHIBIT I-1

Project or Contract Information

1. Project Number(s): N/A

2. District or Region and County(ies), as applicable: Statewide

3. Project or Contract Description: On-Call Roadway Design Services

4. Required Area Classes

Area Class No.	Area Class Description	Prime Required	Team Required
3. HIGHWAY DESIGN ROADWAY:			
3.01	Rural Roadway Design	X	X
3.02	Urban Roadway Design	X	X
3.03	Complex Urban Roadway Design	X	X
3.04	Rural Interstate Highway Design	X	X
3.05	Urban Interstate Highway Design	X	X
3.06	Traffic Operations Studies		X
3.07	Traffic Operations Design		X
3.08	Landscape Architecture		X
3.09	Traffic Control Systems Analysis, Design and Implementation		X
3.12	Hydraulic and Hydrological Studies (Roadway)		X
3.13	Bicycle and Pedestrian Facility Design		X
9. EROSION AND SEDIMENTATION CONTROL:			
9.01	Erosion, Sedimentation, and Pollution Control Plan (ESPCP) Preparation		X
9.02	Rainfall and Runoff Reporting		X

5. Scope of Services:

The Consultant shall provide On-Call Roadway Design Services, Statewide on a variety of different projects. These projects will vary in scale, scope, and complexity. All work will be done in accordance with Georgia Department of Transportation (GDOT) design policies and standards, with relevant project-specific requirements and restraints for conformity to all applicable design standards and guidelines such as GDOT's Design Policy Manual and the American Association of State Highway and Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets. This work may include, but not be limited to, the following when requested:

A. Project Management: Project management of sub-consultants
B. Concept Phase: Roundabout Feasibility Studies
C. Concept Phase: Concept Reports
D. Concept Phase: MS4 Permit/Infeasibility Reports
E. Concept Phase: Capacity Analysis Reports
F. Concept Phase: Intersection Control Evaluation
G. Preliminary Plans: Typical Sections
H. Preliminary Plans: Pavement Design
I. Preliminary Plans: Preliminary Geometry (InRoads)
J. Preliminary Plans: Preliminary Geometry (Open Roads)
K. Preliminary Plans: Construction Layout

L. Preliminary Plans: Roadway Cross-sections (InRoads)
M. Preliminary Plans: Roadway Cross-sections (Open Roads)
N. Preliminary Plans: Signing and Marking Plans
O. Preliminary Plans: Driveway Profiles (InRoads)
P. Preliminary Plans: Driveway Profiles (Open Roads)
Q. Preliminary Plans: Drainage Design
R. Preliminary Plans: MS4 Analysis/Design
S. Preliminary Plans: Hydrological Studies
T. Preliminary Plans: Noise Walls/Barriers
U. Preliminary Plans: Staging Plans/Cross-sections with earthwork, Grading Plans, Detour Map and Report, Bridge Construction Access (InRoads)
V. Preliminary Plans: Staging Plans/Cross-sections with earthwork, Grading Plans, Detour Map and Report, Bridge Construction Access (Open Roads)
W. Preliminary Plans: ESPCP plans
X. Preliminary Plans: R/W and easements
Y. Preliminary Plans: Utility Plans
Z. Preliminary Plans: Retaining Wall Envelopes
AA. Preliminary Plans: Design Exception Report
BB. Preliminary Plans: Design Variance Report
CC. Preliminary Plans: Construction Quantities/Cost Estimate
DD. Preliminary Plans: Address/Implement PFPR Comments
EE. Right-of-Way Plans
FF. Final Plans: Finalize Typical Sections, Plans, Profiles, Cross Sections, Grading Plans (InRoads)
GG. Final Plans: Finalize Typical Sections, Plans, Profiles, Cross Sections, Grading Plans (Open Roads)
HH. Final Plans: Finalize/Validate Pavement Design
II. Final Plans: MS4 Design
JJ. Final Plans: Noise Walls/Barriers
KK. Final Plans: Retaining Wall Envelopes
LL. Final Plans: Signing and Marking Plans
MM. Final Plans: Driveway Profiles (InRoads)
NN. Final Plans: Driveway Profiles (Open Roads)
OO. Final Plans: Drainage Design, Profiles, Cross-sections
PP. Final Plans: Construction Quantities/Cost Estimate
QQ. Final Plans: Address/Implement FFPR Comments
RR. Final Plans: Earthwork Coordination
SS. Final Plans: Staging Plans, Cross-sections and Earthwork, Detour Map and Report, Bridge Construction Access (InRoads)
TT. Final Plans: Staging Plans, Cross-sections and Earthwork, Detour Map and Report, Bridge Construction Access (Open Roads)
UU. Final Plans: ESPCP plans for staged construction
VV. Final Plans: Utility Plans
WW. Use On Construction Plan Revisions

6. Related Key Team Leaders:

Roadway Design Lead

Date Posted: 10/22/2026

SOQ Checklist

Use this checklist to confirm that the response includes and is organized under each applicable heading, number, and letter shown in red in the RFQ instructions. This checklist does not replace or modify the detailed requirements or page limitations stated in the RFQ.

This checklist is provided for the firm's use and reference only and must not be included in the Phase I Statement of Qualifications or Phase II Technical Approach.

Phase I Statement of Qualifications

Complete	Required Heading	Page Limit
☐	**A. Phase I Cover Page**	Excluded
☐	**B. Administrative Requirements**	Excluded
☐	**C. Experience and Qualifications**	Personnel limits listed below
☐	**1. Project Manager**	Two pages maximum
☐	**2. Key Team Leaders**	One page maximum per individual
☐	**3. Key Team Member**	One page maximum
☐	**D. Additional Resources and Challenges**	Two pages maximum; Organizational Chart excluded
☐	**E. Prime Consultant Past Performance**	Four pages maximum; Evaluation Forms excluded
☐	**F. Area Class Submittals**	Excluded

Phase II Technical Approach — Shortlisted Firms Only

Complete	Required Heading	Page Limit
☐	**A. Phase II Cover Page**	Excluded
☐	**B. Administrative Requirements**	Excluded
☐	**C. Technical Approach**	Five pages maximum
☐	**D. Key Personnel Changes**	Applicable original personnel page limit
☐	**E. Presentation/Interview**	As provided by GDOT, if requested