COBB COUNTY
DEPARTMENT OF TRANSPORTATION

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

REQUEST FOR QUALIFICATIONS

Date: October 16, 2026

To: Qualified Engineering Consulting Firms

Re: Request for Qualifications for Engineering Design Services
Factory Shoals Pedestrian Bridge
Cobb County Project No. B2464
GDOT P.I. No. TBD

The Cobb County Department of Transportation (Cobb DOT) is soliciting Statement of Qualifications (SOQs) from qualified firm(s) to provide Engineering Design Consultant Services for the above referenced project.

The project consists of funding by Federal and local sources. Accordingly, the successful firm will be required to comply with all applicable Federal, State, and County rules and regulations. The funding sources **REQUIRE** this project to conform to the Georgia Department of Transportation's (GDOT) Plan Development Review Process.

All engineering services shall be in accordance with all applicable guidelines of the American Association of State Highway and Transportation Officials, GDOT Standard Specifications for the Construction of Transportation Systems, Project Schedules, Plan Development Review Process, and Plan Presentation Guidelines, Cobb DOT Pre-Construction Process and Procedures Manual, and all other applicable Cobb DOT guidelines.

All project deliverables must be submitted to Cobb DOT for review and approval. Cobb DOT will coordinate all submittals to the GDOT.

I. GENERAL PROJECT INFORMATION

A. Project Overview

Project B2464 Factory Shoals Ped Bridge will provide a dedicated pedestrian and bicyclist connection over I-20 via Factory Shoals Road. This connection will improve travel for those who rely on walking and or transit to reach their daily needs.

Factory Shoals Road serves as a crucial north-south connection in the south Cobb County area. The road crosses over I-20 via a bridge (GDOT structure 067-0135-0) which was constructed in 1963; this bridge has a total length of 440 feet and is 31.2 feet wide, with a curb-to-curb width of 26.2. There are no pedestrian facilities across the bridge. On the north side of the bridge there are 5-foot wide sidewalks on the west side of Factor Shoals Road that terminate approximately 210 feet north of the bridge and connect to the Cobb County Fire Station. On the north and east side of Factory Shoals Road there are 5-foot sidewalks that terminate approximately 680 feet north of the bridge and connect to sidewalks along

Riverside Parkway and continue along Factory Shoals Road. The sidewalks south of the bridge are 5-foot sidewalks that terminate approximately 170 feet south of the bridge and are located on the east side of the road. This southern sidewalk connects to the sidewalks along Hartman Road and continues south along Factory Shoals Road.

The proposed project will begin just west of the Hartman Road intersection. The project will continue along the western side of Factory Shoals Road, crossing I-20 by the construction of a new pedestrian bridge adjacent to the existing roadway bridge. The new bridge will consist of a 12'-0" shared use path with a 2'-0" barrier on each side. The project will continue north of I-20 and terminate at the intersection of Riverside Parkway.

During Spring 2024, Cobb DOT kicked off a planning level scoping study (project number AR16 - Factory Shoals Pedestrian Bridge over I-20). The study was completed during the Fall of 2025. Documents relating to study are located on Cobb DOT's website at: https://www.cobbcounty.gov/transportation/transportation-planning/roadway-planning

The County is receptive to innovative ideas or recommendations that deviate from the completed scoping study (AR16 – Factory Shoals Pedestrian Bridge over I-20).

This Request for Qualifications (RFQ) seeks to identify potential providers for the Scope of Services as listed in **Exhibit I**. Firms that respond to this RFQ, and are determined by the County to be sufficiently qualified, may be deemed eligible, and invited to offer a technical approach and/or possibly present and/or interview for these services. All respondents to this RFQ are subject to instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully. The County 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 County.

B. Prequalification Criteria

Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom Cobb DOT will contract. The Team is defined as the Prime Consultant and their sub-consultants, who are considered team members. The Prime Consultant must be prequalified in the Area Classes identified below in Section A. The Prime Consultant or sub-consultant team members must be prequalified in the Area Classes identified below in Section B. Respondents should submit a summary form (example provided in Exhibit III) 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 listed on the summary form must meet all required area classes or the team will be disqualified. The Prequalification Expiration Date must be current by the deadline stated for this RFQ.

a. **The Prime Consultant <u>MUST</u>** be prequalified by GDOT in the area classes listed below:

Number	Area Class
3.01	Rural Roadway Design
3.02	Urban Roadway Design
3.13	Bicycles and Pedestrians Facility Design
4.01(a)	Minor Bridge Design
4.01(b)	Minor Bridge Design
4.04	Hydraulic and Hydrological Studies (Bridges)

6.02	Bridge Foundation Studies

b. **The Team** (either the Prime Consultant and/or one or more of their sub-consultant team members) **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
1.06(a)	NEPA Documentation
1.06(b)	History
1.06(c)	Air Studies
1.06(d)	Noise Studies
1.06(e)	Ecology
1.06(f)	Archaeology
1.06(g)	Freshwater Aquatic Surveys
1.06(h)	Bat Surveys
1.07	Attitude, Opinion and Community Value Studies (Public Involvement)
3.06	Traffic Operations Studies
3.07	Traffic Operations Design
3.08	Landscape Architecture
3.12	Hydraulic and Hydrological Studies (Roadway)
3.15	Highway Lighting and Outdoor Lighting
5.01	Land Surveying
5.02	Engineering Surveying
5.08	Overhead/Subsurface Utility Engineering (SUE)
6.01(a)	Soil Survey Studies
6.01(b)	Geological and Geophysical Studies
6.05	Hazardous Waste Site Assessment Studies
9.01	Erosion, Sedimentation and Pollution Control Plan (ESPCP)

C. Pre-Proposal Conference

A non-mandatory Pre-Proposal Conference will be held virtually via Microsoft Teams at 11:00 a.m. on October 27, 2026. Registration is not required but all are invited to join the meeting using the credentials below:

Microsoft Teams meeting
Join: https://teams.microsoft.com/meet/229754133347141?p=nsswFFOyGkmt8Y2JKJ
Meeting ID: 229 754 133 347 141
Passcode: 6is29wN7

Dial in by phone
+1 469-998-7460,,136236311# United States, Dallas
Find a local number
Phone conference ID: 136 236 311#

D. Project Communication Restrictions

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 Cobb DOT (including the Board of Commissioners), and GDOT, except for the submission of questions as instructed in this 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 County reserves the right to reject the submittal of the offending respondent.

E. Scope of Services

Engineering Consulting Services shall be furnished in accordance with the Cobb DOT's Consultant Services Agreement, the current Pre-Construction Process and Procedures Manual (located at https://www.cobbcounty.org/transportation/policies-permitting/design), and the Cobb County Water System's (CCWS) Water and Sewer Specifications.

The Consultant services will include:
A. Survey Database
B. Concept Phase
C. Environmental Document
D. Preliminary Design/Plans
E. Right of Way Design/Plans
F. Final Design/Plans

See **Exhibit I** for detailed tasks anticipated for the project.

The Consultant shall have the ability to provide, either with its own forces or through a sub-consultant team member, comprehensive services necessary to fulfill all engineering services which may arise during the project cycle.

The proposer will be responsible for preparing utility plans. However, Cobb DOT's Utility Coordinator will be responsible for utility coordination/submittals, relocation agreements, and encroachment agreements. Water and sewer work on this project will be coordinated with the CCWS. CCWS will be responsible for all design work to their facilities. The Consultant will be responsible for incorporating the water and sewer plans into the final construction plan set, and the appropriate pay items and quantities into the detailed estimate and bid documents. The ability to perform water and sewer work is **not** considered in the proposal evaluation process.

Cobb DOT will make available the County Geographic Information System (GIS) data specific to this project for use in developing the concept and design to the successful proposer after the contract for this project is awarded. Firms desiring to use Cobb County aerial photography in the preparation of their proposals can view and/or print copies of the photography from the online GIS website at https://www.cobbcounty.org/gis, or can purchase the data from the Cobb County GIS Core Group

F. Contract Terms and Type

Cobb DOT anticipates one (1) Multi-Phase, Project Specific contract to be awarded to one (1) firm. Cobb DOT anticipates that the Contract Type may be Lump Sum, Cost Plus Fixed Fee, Cost per Unit of Work or Specific Rate of Compensation. As a Project Specific contract, it is Cobb DOT's intention that the Agreement will remain in effect until construction completion.

G. Contract Amount

The contract amount will be determined via negotiations with Cobb DOT. If Cobb DOT is unable to reach a satisfactory agreement and at reasonable rates to be paid for the services to be provided, the County reserves the right to terminate negotiations with the highest-scoring finalist and begin negotiations with the next highest scoring finalist.

II. SELECTION METHOD

A. Method of Communication

All general communication of relevant information regarding this solicitation will be made via the Georgia Procurement Registry, https://www.cobbcounty.gov/transportation/current-bids-rfps, and through the County's eProcurement portal at (https://procurement.opengov.com/portal/cobbcoga). All firms are responsible for checking on a regular basis for updates, clarifications, and announcements. The County 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 SOQs submitted in response to this RFQ, the Selection Committee will review the **Experience and Qualifications** and **Resources and Workload Capacity** listed in **Section IV. 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.

All firms must meet the minimum requirements as listed in **Section IV.A.** below.

C. Finalist Notification for Phase II

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

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

Cobb DOT will request a Technical Approach of the three (3) to five (5) finalist firms. Cobb DOT reserves the right to request a presentation/interview as determined in its best interests. 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 V. 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 to finalize the terms and conditions of the contract, including the fees to be paid. In the event a satisfactory agreement cannot be reached with the highest-ranking firm, Cobb DOT will formally terminate the negotiations and possibly enter into negotiations with the second highest- ranking firm, and so on in turn until a mutual agreement is established and Cobb DOT awards a contract. The final form of the contract shall be developed by Cobb DOT.

III. SCHEDULE OF EVENTS

The following Schedule of Events represents Cobb DOT's best estimate of the Schedule that will be followed. All times indicated are prevailing times in Atlanta, Georgia. Cobb DOT reserves the right to adjust the schedule as Cobb DOT deems necessary.

PHASE I	DATE	TIME
a. Cobb DOT issues public advertisement of **RFQ# B2464** (**https://procurement.opengov.com/portal/cobbcoga**)	10/16/26	----------
b. Deadline for submission of written questions and requests for clarification (**https://procurement.opengov.com/portal/cobbcoga**)	11/6/26	12:00 PM
c. Last day for addendum publication	11/9/26	----------
d. Deadline for submission of Statements of Qualifications (**https://procurement.opengov.com/portal/cobbcoga**)	11/12/26	12:00 PM
e. Complete evaluation and issue notification and other information to finalist firms (**https://procurement.opengov.com/pprtal/cobbcoga**)	TBD	TBD
PHASE II		
f. Deadline for submission of written questions from finalists (**https://procurement.opengov.com/portal/cobbcoga**)	TBD	TBD
g. Phase II Response of Finalist firms due (**https://procurement.opengov.com/portal/cobbcoga**)	TBD	TBD

IV. SELECTION CRITERIA FOR PHASE I – CRITERIA FOR EVALUATION OF STATEMENT OF QUALIFLICATIONS

A. Area Class Requirement 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 **Section VI.B.4.** 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 County 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 Cobb DOT to determine if Firm is eligible for award.

B. Project Manager, Key Team Leader(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. Project Manager education, registration, relevant engineering experience, relevant project management experience, experience in utilizing GDOT specific processes, manuals, or guidance.
2. Key Team Leaders' education, registration, relevant technical experience, and relevant experience in utilizing GDOT specific processes, manuals, or guidance.
3. Prime Consultant's experience in delivering projects of similar complexity, size, scope, and function.

C. Project Manager, Key Team Leader(s) and Prime's Resources and Workload Capacity – 20%

The Selection Committee will evaluate all firms on their Resources availability and Workload Capacity which shall account for a total of twenty percent (20%) of the total evaluation. **The following criteria for scoring the Resources and Workload Capacity will be utilized to determine which firms are shortlisted:**

1. Project Manager Workload
2. Workload capacity of Key Team Leader(s)
3. Resources dedicated to delivering project
4. Ability to Meet Project Schedule

V. SELECTION CRITERIA FOR PHASE II – CRITERIA FOR EVALUATION OF TECHNICAL APPROACH AND PAST PEFORMANCE

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):**

A. Technical Approach – 40%

The Selection Committee will evaluate shortlisted firms on their Technical Approach, which shall account for a total of forty percent (40%) of the total evaluation.

1. Provide any unique technical approaches your firm offers relative to addressing anticipated design concepts, use of any alternative methods for delivery (if applicable), and/or management of the project.
2. Identify any unique challenges of the project and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures.

3. Provide any specific qualifications, skills, knowledge of the project and project area which may uniquely benefit the firm and project, and your ability and willingness to meet time requirements.

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 on Cobb DOT 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.

VI. INSTRUCTIONS FOR CONTENT AND PREPARATION OF STATEMENT OF QUALIFICATIONS – PHASE I RESPONSE

The Statements of Qualifications submittal must be submitted in accordance with the instructions provided in Section VIII, and must be organized, categorized using the same headings (in red), 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 County 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, address, phone number, and name, phone number, and email address of the primary contact person.

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 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 County 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 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 II enclosed with RFQ) and provide a notarized original within the firm's Statement of Qualifications. **This is to be submitted for the Prime ONLY.**

3. Georgia Security and Immigration Compliance Act Affidavit - Complete the form (Exhibit VI enclosed with RFQ) and provide a notarized original within the firm's Statement of Qualifications. **This is to be submitted for the Prime ONLY.**
4. Addenda - Signed Addendum Acknowledgment Form. **This is to be submitted 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. Registration (if necessary and applicable)
   c. Relevant engineering experience
   d. Relevant project management experience for projects of similar complexity, size, scope, and function.
   e. Relevant experience utilizing GDOT specific processes, manuals, or guidance [Plan Development Process (PDP), Design Policy, Environmental Procedures Manual, etc.].

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

2. Key Team Leaders - Provide experience of Key Team Leaders (defined as those individuals who oversee project areas determined as particularly important to each specific project, refer to the Project Scope in Exhibit I, specifically Section 9 for the list of Key Team Leaders for the Project). For each Key Team Leader identified provide
   a. Education
   b. Registration (if necessary and applicable)
   c. Relevant experience in the applicable resource area of the most relevant projects
   d. Relevant experience utilizing GDOT specific processes, manuals, or guidance [Plan Development Process (PDP), Design Policy, Environmental Procedures Manual, etc.], which are specific to the key team leader's area.

   This information is limited to one (1) page maximum for each Key Team Leader. Respondents submitting more than one (1) page for each Key Team Leader identified will be subject to disqualification. Respondents who provide more Key Team Leaders than what is outlined in the requirement will be subject to disqualification as this would provide an advantage over firms who complied with the requirement and had the required number of Key Team Leaders. Respondents who do not provide the required Key Team Leaders will be subject to disqualification as this does not meet the requirements of the project and therefore would deem the respondent and its team unqualified for the award.

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 Cobb DOT. 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 [Plan Development Process (PDP), Design Policy, Environmental Procedures Manual, etc.].
   e. Client(s) current contact information including contact names, telephone numbers and e-mail address.

f. Involvement of Key Team Leaders on the projects.

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

4. Area Class Summary - Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom Cobb DOT 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 be prequalified with GDOT in the appropriate areas listed in Section B of the Project General Information. In regards to the required Area Classes, respondents should submit a summary form **(example provided in Exhibit III)** 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 will expire 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 in order to be considered eligible for award if selected. **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 <u>one</u> 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. Resources/Workload Capacity

1. Overall Resources - Provide information regarding the overall resources dedicated to delivering the specific project, including:
   a. Organizational chart which identifies the project manager, prime, Key Team Leaders, support personnel, and reporting structure. This chart may be submitted on a 11" x 17" page. (Excluded from the page count)
   b. Primary Office - Identify and discuss the primary office which will be responsible for handling the specific project and the number and types of staff within the office and how this office could benefit the project and promote efficiency. **This information to be included on the one (1) page with the Narrative on Additional Resource Areas and Ability.**
   c. Narrative on Additional Resource Areas and Ability – 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 PM and Key Team Leaders can deliver the project on schedule given their workload capacity. (Cobb DOT recognizes that some individuals may be able to meet the schedule while carrying heavier project loads.) Respondents may discuss the advantages of your team and the abilities of the team members which will enable the project to meet the proposed schedule. If there is no proposed schedule, discuss the advantages of the team and the abilities of the team members which will enable the project to move as expeditiously as possible. **Respondents submitting more than the one (1) page allowed (combined for C1.b. and C1.c.) will be subject to disqualification.**

2. Project Manager Commitment Table - Provide a list of ALL projects (GDOT, other governments and private contracts – Information may be validated, and any firm determined not to be listing all projects may be subject to disqualification) on which the proposed project manager is currently committed, to enable the County to ascertain the project manager's availability. Utilize a table similar to the following format with a minimum of all criteria indicated to provide the requested information:

Project Manager	PI/Project # for GDOT Projects/Name of Customer for Non-GDOT Projects	Role of PM on Project	Project Description	Current Phase of Project	Current Status of Project	Monthly Time Commitment in Hours

3. Team Leader Project Commitment Table - Provide a table similar to the below, with a minimum of all criteria indicated, which identifies ALL projects the Key Team Leaders are committed on to enable the County to ascertain the available capacity.

Key Team Leader	PI/Project # for GDOT Projects/Name of Customer for Non-GDOT Projects	Role of Key Team Leader	Project Description	Current Phase of Project	Current Status of Project	Monthly Time Commitment in Hours

This information is limited to the organization chart (excluded from page count), one (1) page combined of text to include both the Primary Office (C1.b) and Narrative on Resource Areas and Ability (C1.c), and the tables.

VII. 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 IX, and must be organized, categorized using the same headings (in red), 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 County to ensure compliance with the page limitations.

Phase II 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, address, phone number, and name, phone number, and email address of the primary contact person.

A. Technical Approach

1. Provide any unique technical approaches your firm offers relative to addressing anticipated design concepts, use of any alternative methods for delivery (if applicable), and/or management of the project.
2. Identify any unique challenges of the project and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures.
3. Provide any specific qualifications, skills, knowledge of the project and project area which may uniquely benefit the firm and project, and your ability and willingness to meet time requirements.
4. Identity value-added benefits including but not limited to measures resulting in cost savings, reduction in right-of-way impacts, avoidance of utility impacts, and designs to reduce long term maintenance.

This information will be limited to a maximum of five (5) pages.

B. Past Performance

No additional information should be submitted to fulfill this requirement. Information from the relevant projects listed as well as information on file with the County will be used to fulfill this requirement.

Past performance may be evaluated through the checking of project references for the proposed project manager as well as the firm. The County 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 Cobb DOT 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.

VIII. INSTRUCTIONS FOR SUBMITTAL FOR PHASE I – STATEMENT OF QUALIFICATIONS

A. The Submittal must follow the format and meet the content requirements identified in Section VI, entitled **Instructions for Content and Preparation of Statements of Qualifications – Phase I Response.** See **Exhibit IV** for a summary of how the submittals should be prepared. Proposals shall be submitted through the eProcurement portal on the Cobb County Procurement Services' website **(https://procurement.opengov.com/portal/cobbcoga).** Physical, emailed or telegraphic/faxed proposals will not be considered. Unsigned proposals will not be considered.

Proposals, including any revisions, must be received by the Procurement Services Department no later than the date and time set forth in the solicitation. It is the sole responsibility of the proposer to ensure that the solicitation response is submitted to the County.

B. 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.

The electronic copy of your submittal must be a single PDF document. The PDF document shall follow the following naming convention: the proposing firm's full legal name_RFQ#_RFQ Title**.**

Statements of Qualifications submitted after the November 12, 2026, 12:00pm deadline shall be considered non-responsive and will not be opened. DO NOT DELIVER YOUR SUBMITTAL TO THE COBB COUNTY DEPARTMENT OF TRANSPORTATION OFFICE. The submittal must be submitted through the County's eProcurement portal (https://procurement.opengov.com/portal/cobbcoga).

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

Cobb DOT reserves the right, in its sole discretion, to waive any technicalities associated with this submittal if deemed in the best interest of the County.

C. Questions and Requests for Clarification

Questions about any aspect of this RFQ, shall be submitted in writing through the County's eProcurement portal **(https://procurement.opengov.com/portal/cobbcoga)**. The deadlines for submission of questions relating to the RFQ are the times and dates shown in the **(Schedule of Events- Section III)**. 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.D**.

IX. 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. The submittal will be electronic through Opengov portal. The Submittal must follow the format and meet the content requirements identified in **Section VII**, entitled **Instructions for Preparing Technical Approach and Past Performance Response - Phase II Response.** See **Exhibit V** for a summary of how the submittals should be prepared for Phase II. **The submittal must be submitted through the County's eProcurement portal (https://procurement.opengov.com/portal/cobbcoga).**

B. Submittals must be typed on standard (8½" x 11") or ("11X 17") 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 Phase II Response 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 VII. Instructions for Preparing Technical Approach and Past Performance Response-Phase II Response only. Hyperlinks or embedded video are not allowed.

C. The electronic copy of your submittal must be a single PDF document. The PDF document shall follow the following naming convention: the proposing firm's full legal name_RFQ#_RFQ Title**.**

The Phase II submittal must be received by the deadline indicated in the Notice to Selected Finalist. The submittal must be submitted through the County's eProcurement portal (https://procurement.opengov.com/portal/cobbcoga).
All expenses for preparing and submitting responses are the sole cost of the party submitting the response. Cobb DOT is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of Cobb DOT. 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.

Cobb DOT reserves the right, in its sole discretion, to waive any technicalities associated with this submittal if deemed in the best interest of the County.

D. Questions and Requests for Clarification

Questions about any aspect of Phase II Response for Finalist, shall be submitted in writing through the County's eProcurement portal **(https://procurement.opengov.com/portal/cobbcoga)**. The deadlines for submission of questions relating to the Phase II Response will be identified in the Notice to Selected Finalists. 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**.

X. COBB COUNTY TERMS AND CONDITIONS

A. With the submission of a SOQ, the respondent agrees that he/she has carefully examined the RFQ and agrees that it is the respondent's responsibility to request clarification on any issues in any section of the RFQ 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 in the 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 Cobb DOT's discretion, the County may notify the respondent that administrative information is not provided or there was an error in the information provided, **and** the County 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 County 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.

The successful proposer shall be required to sign as part of the terms and conditions of their being engaged by the County the following statements regarding Conflict of Interest, Contingency Fees, and Certification of Subcontractors:

1. CONFLICT OF INTEREST -The Consultant certifies that, to the best of the Consultant's knowledge, no circumstances exist which will cause a Conflict of Interest in performing the services required by this contract, that no employee of the County, nor any member thereof, nor any public agency or official affected by this Agreement, has any pecuniary interest in the business of the Consultant or his Subcontractor(s), and that no person associated with the Consultant or the Consultant's Subcontractor(s) has any interest that would conflict in any manner or degree with the performance of the Agreement.

   Should the Consultant become aware of any circumstances which may cause a Conflict of Interest during the term of this contract, the Consultant shall immediately notify the County. If the County determines that a Conflict of Interest exists, the County may require that the Consultant take action to remedy the Conflict of Interest or terminate the agreement without liability. The County shall have the right to recover any fees paid for services rendered by the Consultant which were performed while a Conflict of Interest existed if the Consultant had knowledge of the Conflict of Interest and did not notify the County within one (1) week of becoming aware of the existence of the Conflict of Interest.

2. PROHIBITION AGAINST CONTINGENT FEES – The Consultant warrants that the Consultant nor the Consultant's Subcontractor(s) have not employed or retained any company or person other than a bona fide employee working solely for the consultant or Subcontractor(s) to solicit or secure this Agreement and that the Consultant nor the Consultant's Subcontractor(s) have not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Consultant or the Consultant's Subcontractor(s) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award of this Agreement. For any breach or violation of this provision, the County shall have the right to terminate the Agreement without liability and, at its discretion, to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment, or consideration.

3. CERTIFICATION OF SUBCONTRACTORS. The Consultant shall require each of the Consultant's Subcontractor(s) to sign a statement certifying to and agreeing to comply with the terms and conditions of 1 and 2 above. Such signed statements shall be on forms provided by the County. The Consultant shall return such executed forms to the County and they shall be incorporated in and become a part of the Agreement. No compensation shall be payable to the Consultant until executed certifications are received by the County for all of the Consultant's Subcontractors.

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

Cobb DOT 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 consistent 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 calculates 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. Section Omitted

D. Audit and Accounting System Requirements

Cobb DOT reserves the right to reject any proposal with firms that do not meet the following requirements:

1. Firm(s) should have an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
2. Any firm that currently has an aggregate contract amount exceeding $250,000 should have submitted their yearly CPA overhead audit.
3. Firm(s) should have no significant outstanding deficient audit findings from previous contracts with Cobb DOT that have not been resolved.
4. The prime is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

E. Submittal Costs and Confidentiality

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

F. 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 County and does not obligate the County to procure or contract for any services. Neither the County 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 County and a respondent containing such terms and conditions as are negotiated between those parties. The County 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 County will determine the respondent(s) proposal that in the sole judgment of the County is in the best interest of the County (if any is so determined), with respect to the evaluation criteria stated herein. The County then intends to conduct negotiations with such respondent(s) to determine if an acceptable contract may be reached.

G. Debriefings

In lieu of Pre-Award and Post-Award debriefings, the County 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 of phases for all firms who responded and will typically be provided as a PDF file and e-mailed. All debriefing for this RFQ shall be conducted in writing.

H. Right to Cancel or Change RFQ

Cobb DOT reserves the right to cancel any and all Request for Qualifications where it is determined to be in the best interest of the County to do so. Cobb DOT 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 for this advertisement to routinely check the posting for any revisions to this RFQ.

I. 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.

J. 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.

Any questions must be received no later than Friday, November 6, 2026 by 12:00 p.m. All questions should be sent via through the County's eProcurement portal (**https://procurement.opengov.com/portal/cobbcoga**). **DO NOT CONTACT OR SEND QUESTIONS TO COBB COUNTY DEPARTMENT OF TRANSPORTATION.**

Sincerely,

COBB COUNTY DEPARTMENT OF TRANSPORTATION

Ligia Florim, PE
Pre-Construction Engineer

Attachment(s):

Project Location Map
Exhibit I – Scope of Services
Exhibit II – Certification Form
Exhibit III – Area Class Summary Example
Exhibit IV – Phase I Response
Exhibit V – Phase II Response
Exhibit VI – Georgia Security and Immigration Compliance Act Affidavit

Cc: Drew Raessler, P.E., Director CCDOT (electronic copy)
Pedram Rahbar, P.E., Deputy Director, Program Delivery CCDOT (electronic copy)
Michael Francis P.E., Transportation Division Manager CCDOT (electronic copy)
Ana Fraundorf, P.E., Project Manager CCDOT (electronic copy)
Purchasing (electronic copy & hard copy)
Project File

PROJECT LOCATION

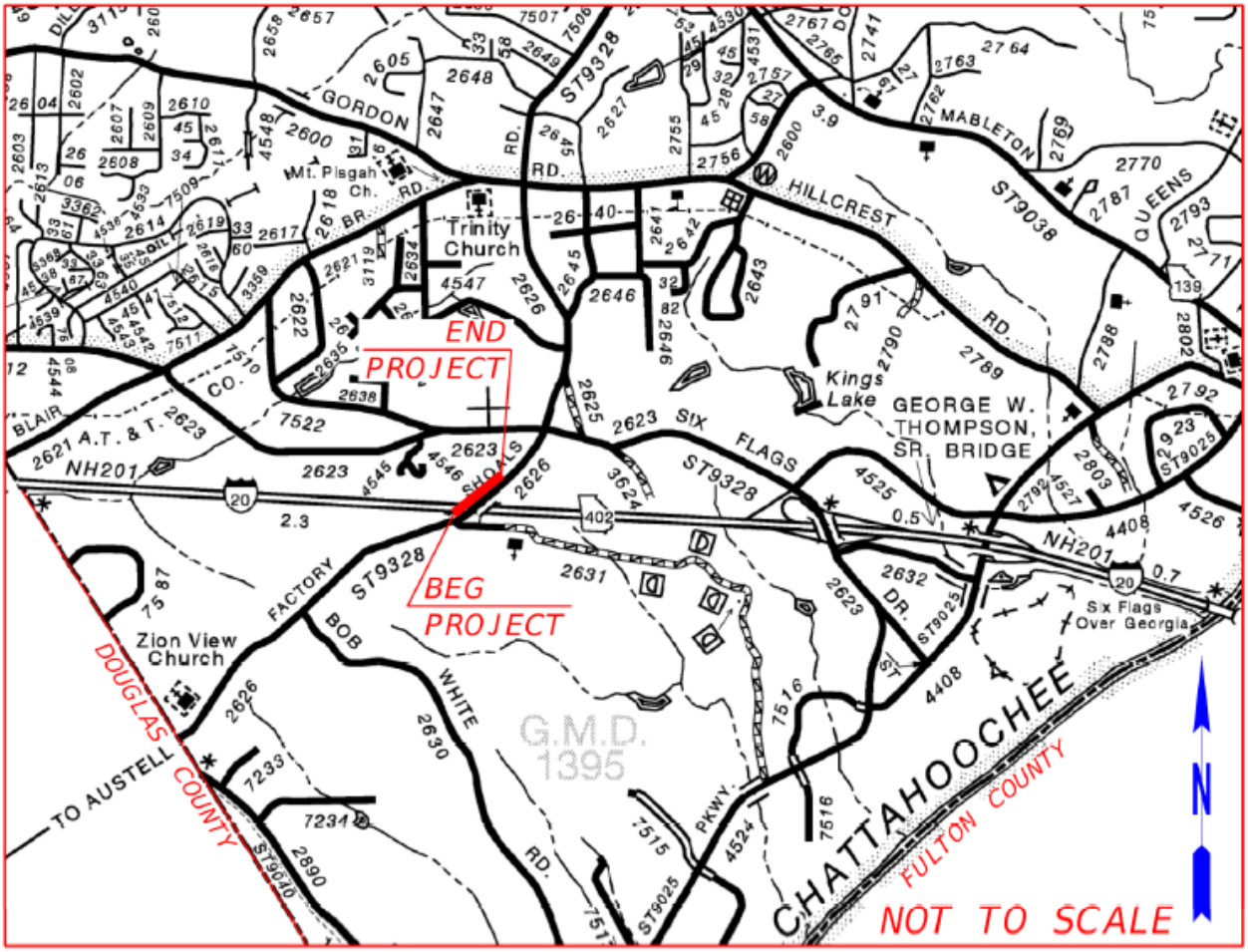


Exhibit I - Scope of Services

Factory Shoals Ped Bridge
Cobb County Project No. B2464
GDOT P.I. No. TBD

Scope:
The Consultant shall provide concept development, public involvement, field surveys and database enhancements, development of the environmental document including all required special studies, preliminary construction plans, roadway hydraulic and hydrological studies (if needed), signing and marking plans, final right-of-way (ROW) plans (including revisions), erosion control plans, staging plans (if needed), and final construction plans (including revisions through project final acceptance). All required engineering studies are considered part of the scope of services.

The Consultant is anticipated to provide:

I. Concept

- Project Kickoff Meeting
- Monthly progress meetings
- Project Justification Statement
- Concept Report
    - Prepare concept layouts and alignment alternatives (assume 2 alternatives)
    - Cost estimates for ROW, Utility, Construction for alternatives
    - Initial Concept Team Meeting Preparation and Attendance at CCDOT
    - Local Coordination Procedures Checkpoints 1 and 2 (Environmental)
    - Practical Alternative Report (PAR) Activities (if required)
    - Concept MS4
    - Concept Drainage Design
    - Concept Typical Sections
    - Concept Profiles/Cross-sections/Models
    - Concept Team Meeting Preparation and Attendance
    - Annual update to Cost Estimates
    - Approved Concept Report

II. Environmental Document

- Environmental Survey Boundary
- Property Owner Access Notification Letter
- Early Coordination Letters for Cultural Resources
- Necessary Environmental Special Studies, Survey Reports and Assessments of Effects (Air, Noise, Cultural Resources, History, Ecology, Protected Species Survey (if needed), and Archaeology)
- NEPA Documents
    - Assume Categorical Exclusion (Consultant to confirm)
    - NEPA and/or Special Studies Re-evaluation
    - Section 4(f) Coordination (if required)
- Section 404 Permit (if required)

- Stream Buffer Variance (if required)
- Section 408 Coordination (if required)
- Public Involvement due to NEPA document (if required)
- Mitigation Credits - Identify the number of credits and secure credits with an approved bank (if required)

III. Database Preparation

- Research and provide Property Owner's Database
- Provide Survey Control Package
- Provide OpenRoads Survey Database per the latest edition of GDOT's survey manual (including upstream and downstream of the existing culvert)
- Perform 404 permit surveys (if required)
- Staking for Right-of-Way

IV. Preliminary Plans

- Monthly progress meetings
- Constructability Review Meeting
- Public Information Open House (prepare for, dry run, attend, and respond to comments)
- Prepare for and hold two (2) stakeholder meetings.
- Provide the CCDOT Utility Coordinator with the necessary plans for 1st Utility Submission
- Avoidance & Minimization Measures Meeting
- Hydrologic/Hydraulic Analysis
    - Assume "No Rise" for bridges (Consultant to confirm)
    - LOMR or CLOMR analysis (if required)
- Preliminary Roadway Plans (including but not limited to:)
    - Typical Sections
    - Summary of Quantities
    - Roadway Plans and Profiles
    - Staging Plans (if required)
    - Drainage Profiles
    - Cross Sections
    - Utility Plans
    - Signing and Marking Plans
    - ITS Plans (if required)
    - Wall Plans (if required)
    - Bridge Plans
    - ESPCP
- Pavement Evaluation (if required)
- Pavement Design (if required)
- Bridge Staking
- Location and Design Report
- Draft Special Provisions
- PFPR Participation, Report, and Responses (joint meeting with CCDOT and GDOT)
- Cost Estimate

- Annual update to Cost Estimates

V. Right of Way Plans

- Prepare ROW Plans
- Coordinate ROW staking
- Right of way revisions

VI. Geotechnical Services

- Phase 1 ESA
- Phase II ESA (if required)
- Soil Survey (if required)
- Bridge Foundation Investigation
- Wall Foundation Investigation (if required)

VII. Final Plans

- Monthly progress meetings
- Provide the CCDOT Utility Coordinator with the necessary plans for 2nd Utility Submission
- Final Roadway Plans (including but not limited to:)
    - Typical Sections
    - Summary of Quantities
    - Roadway Plans and Profiles
    - Staging Plans (if required)
    - Drainage Profiles
    - Cross Sections
    - Utility Plans
    - Signing and Marking Plans
    - Wall Plans (if required)
    - Bridge Plans
    - ESPCP
- Post Construction Stormwater Report including BMP details
- FFPR Participation, Report, and Responses (joint meeting with CCDOT and GDOT)
- Annual update to Cost Estimates
- Cobb County Constructability Review (final review of pay-items and quantities)
- Finalize Special Provisions
- Finalize Cost Estimate
- Final Stamp Construction
- Submit PS&E Package

VIII. Construction Services

- Attend Pre-bid Meeting
- Attend Preconstruction Meeting
- Respond to questions during project advertisement
- Respond to RFIs
- Revisions during Construction
- Review Shop drawings

- 7-Day Inspection

IX. Key Team Leaders:

- Roadway Design Lead
- Bridge Design Lead
- NEPA Lead

X. Schedule

A schedule is anticipated prior to Notice to Proceed of the selected Consultant. The selected Consultant shall:

- Establish priorities based on project milestones.
- Monitor, assess, and recommend schedule updates based on milestones.
- Track project progress through approvals and milestones.
- Maintain and track status of project submittals.

Notes:

1. All deliverables shall be in accordance with GDOT's Plan Development Process, Electronic Data Guidelines, Plan Presentation Guide, Bridge and Structures Design Manual, NEPA Guidelines, the GDOT Environmental Procedures Manual, and Cobb County Pre-Construction Process and Procedure Manual.
2. The Consultant shall conduct Quality Control/Quality Assurance reviews prior to submittal of all deliverables.
3. The Consultant to conduct monthly project progress meetings.
4. The Consultant to record meeting minutes for all meetings.

EXHIBIT II - CERTIFICATION FORM
Factory Shoals Ped Bridge

I, _____, being duly sworn, state that I am _____ (title) of _____ _____ (firm) and hereby duly 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. Cobb County 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 (5) 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 further certify that in regards to Audit and Accounting System Requirements, that the submitting firm:

I. Has an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
II. Has submitted its yearly Certified Public Accountant overhead audit if it currently has an aggregate contract amount exceeding $250,000.
III. Has no significant outstanding deficient audit findings from previous contracts with the Community that have not been resolved.
IV. Is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that the Community may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the Community 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 Community 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 III - Area Class Summary Example

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 below table is a listing of area classes for the RFQ. Particular attention should be paid to the date that consultants prequalification expires.

Area Class Number	Area Class Description	Prime Consultant Name	Sub-Consultant #1 Name	Sub-Consultant #2 Name	Sub-Consultant #3 Name	Sub-Consultant #4 Name	Sub-Consultant #5 Name	Sub-Consultant #6 Name	Sub-Consultant #7 Name
	DBE (Y or N) =>								
	Prequalification Expiration Date=>								
1.06(a)	NEPA Documentation								
1.06(b)	History								
1.06(c)	Air Studies								
1.06(d)	Noise Studies								
1.06(e)	Ecology								
1.06(f)	Archaeology								
1.06(g)	Freshwater Aquatic Surveys								
1.06(h)	Bat Surveys								
1.07	Attitude, Opinion and Community Value Studies (Public Involvement)								
3.01	Rural Roadway Design								
3.02	Urban Roadway Design								
3.06	Traffic Operations Studies								
3.07	Traffic Operations Design								
3.08	Landscape Architecture								
3.12	Hydraulic and Hydrological Studies (Roadway)								
3.13	Bicycles and Pedestrians Facility Design								
3.15	Highway Lighting and Outdoor Lighting								
4.01(a)	Minor Bridge Design								
4.01(b)	Minor Bridge Design - CONDITIONAL								
4.04	Hydraulic and Hydrological Studies								
5.01	Land Surveying								
5.02	Engineering Surveying								
5.08	Overhead/Subsurface Utility Eng (SUE)								
6.01(a)	Soil Survey Studies								
6.01(b)	Geological and Geophysical Studies								
6.02	Bridge Foundation Studies								

6.05	Hazardous Waste Site Assessment Studies								
9.01	Erosion, Sedimentation and Pollution Control Plan (ESPCP) Preparation								

Exhibit IV - PHASE I RESPONSE

Submittal Formats for Factory Shoals Ped Bridge

		# of Pages Allowed
	Phase I Cover Page	-> 1
A.	Administrative Requirements	
1.	Basic Company Information a. Company name b. Company Headquarter Address c. Contact Information d. Company Website e. Georgia Addresses f. Staff g. Ownership	Excluded
2.	Notarized Certification Form (Exhibit III) for Prime	-> 1
3.	Notarized Georgia Security and Immigration Compliance Act Affidavit (Exhibit VI)	-> 1
4.	Signed Addendum Acknowledgment Form	-> 1
B.	Experience and Qualifications	
1.	Project Manager a. Education b. Registration c. Relevant engineering experience d. Relevant project management experience e. Relevant experience using GDOT specific processes, etc.	2
2.	Key Team Leader Experience a. Education b. Registration c. Relevant experience in applicable resource area d. Relevant experience using GDOT specific processes, etc.	1 (each)
3.	Prime's Experience a. Client name, project location, and dates b. Description of overall project and services performed c. Duration of project services provided d. Experience using GDOT specific processes, etc. e. Clients current contact information f. Involvement of Key Team Leaders	2
4.	Area Class Table and Notice of Professional Consultant Qualifications for Prime and Subs	Excluded
C.	Resources/Workload Capacity	
1.	Overall Resources a. Organization chart -> Excluded b. Primary office to handle project and staff description of office and benefits of office c. Narrative on Additional Resource Areas and Ability	1
2.	Project Manager Commitment Table	-> Excluded
3.	Key Team Leaders Project commitment table	-> Excluded

Exhibit V - PHASE II RESPONSE

Submittal Formats for Factory Shoals Ped Bridge

		# of Pages Allowed
	Phase II Cover Page	-> 1
A.	Phase II Response Technical Approach	
	1. Technical Approach	
	a. Provide any unique technical approaches b. Identify any unique challenges of the project c. Provide any specific qualifications, skills d. Identity value-added benefits	5

EXHIBIT VI

I. INDEPENDENT CONTRACTOR STATUS AND COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986

CONSULTANT acknowledges that it is functioning as an independent contractor in performing under the terms of this Agreement, and it is not acting as an employee of Cobb County. CONSULTANT acknowledges that it is responsible for complying with the provisions of the Immigration Reform and Control Act of 1986, located at 8 U.S.C. Section 1324, *et seq.,* and regulations relating thereto. Failure to comply with the above provisions of this Agreement shall be considered a material breach and shall be grounds for immediate termination of the Agreement.

II. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OF 2006

CONSULTANT acknowledges that it is responsible for complying with the provisions of the Georgia Security and Immigration Compliance Act of 2006 located at O.C.G.A. §13-10-90 *et seq.* and Georgia Department of Labor Rule 300-10-1-.02.

A. That affidavits in the required form be executed from a CONSULTANT (and any subcontractors, regardless of tier) and notarized, showing compliance with the requirements of O.C.G.A. § 13-10-91 and that such be made part of the contract and/or subcontracts;

B. That the CONSULTANT (or any subcontractor, regardless of tier) notify the COUNTY within five (5) business days of entering into a contract or other agreement for hire with any subcontractor(s), regardless of tier;

C. That the CONSULTANT be responsible for obtaining and providing to the COUNTY the "Subcontractor Affidavit & Agreement" required under these COUNTY'S "Procedures & Requirements" from each subcontractor, regardless of tier, employed or retained for work under this Agreement prior to the commencement of any work under the contract or any subcontract;

D. That COUNTY reserves the right to dismiss, or require the dismissal of, any CONSULTANT or subcontractor for failing to provide the required affidavit and/or for failure to comply with the statutory requirements of O.C.G.A. §13-10-91 and/or for providing false or misleading information upon the required affidavit(s);

E. That CONSULTANT and/or subcontractor retaining any other subcontractor to perform services under the contract provide legal notice to any subcontractor of the requirements of Cobb COUNTY for immigration compliance and further provide notice that the COUNTY reserves the right to dismiss, or require the dismissal of, any CONSULTANT or subcontractor for failing to provide the required affidavit and/or for failure to comply with the statutory requirements of O.C.G.A. § 13-10-91 and/or for providing false or misleading information upon the required affidavit(s);

F. That failure to comply with any of the requirements and procedures of the COUNTY (i.e., failure to timely supply required affidavits; failure to utilize federal work authorization procedures; failure to permit or facilitate audits or reviews of records by COUNTY or State officials upon request; and/or failure to continue to meet any of the statutory or COUNTY obligations during the life of the Agreement) shall constitute a material breach of the Agreement and shall entitle the COUNTY to dismiss CONSULTANT or to require the dismissal of any subcontractor or sub/subcontractor (irrespective of tier) for failing to fully comply with these requirements;

G. That upon notice of a material breach of these provisions, the CONSULTANT (or subcontractor, regardless of tier) shall be entitled to cure the breach within ten (10) days and provide evidence of such cure. Should the breach not be cured, the COUNTY shall be entitled to all available remedies, including termination of the Agreement, the requirement that a subcontractor be dismissed from performing work under the contract, and any and all damages permissible by law.

FORM ATTACHMENTS:

1. **CONSULTANT AFFIDAVIT & AGREEMENT;**
2. **SUBCONSULTANT AFFIDAVIT & AGREEMENT (if applicable)**

CONSULTANT AFFIDAVIT & AGREEMENT

By executing this affidavit, the undersigned Consultant verifies compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is contracting with Cobb County, Georgia, has registered with, is authorized to use, and is participating in a federal work authorization program (an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA)). The undersigned Consultant further attests that it will continue to use the federal Employment Eligibility Verification (EEV) work authorization program throughout the contract period.

The undersigned further agrees that should it employ or contract with any subconsultant(s) or should its subconsultant(s) employ other subconsultant(s) for the physical performance of services pursuant to the contract with Cobb County, Georgia, the consultant or subconsultant will:

(1) Notify the County within five business days of entering into a contract or Contract for hire with any subconsultant(s);
(2) Secure from any subconsultant(s) and/or their subconsultant(s) verification of compliance with O.C.G.A. § 13-10-91 on the attached Subconsultant Affidavit prior to the commencement of any work under the contract/Contract;
(3) Provide the subconsultant(s) with legal notice that Cobb County, Georgia, reserves the right to dismiss, or require the dismissal of, any Consultant or subconsultant for failing to provide the affidavit and/or for failure to comply with the requirements referenced in the affidavit;
(4) Maintain records of such compliance and provide a copy of each such verification to Cobb County, Georgia, at the time the subconsultant(s) is retained to perform such services or upon any request from Cobb County, Georgia; and
(5) Maintain such records for a period of five (5) years.

EEV (E-Verify) Program User ID Number	EEV Program Date of Authorization
BY: Authorized Officer or Agent Consultant	Business Name
Printed Name	Date

SWORN AND SUBSCRIBED BEFORE ME
ON THIS THE _____ DAY OF _____, 20___

_____

Notary Public Commission Expires: _____

Version 06-25-26

SUBCONSULTANT AFFIDAVIT & AGREEMENT

By executing this affidavit, the undersigned subconsultant 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 Cobb County, Georgia, has registered with, is authorized to use, and is participating in a federal work authorization program (an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA)). The undersigned Consultant further attests that it will continue to use the federal Employment Eligibility Verification (EEV) work authorization program throughout the contract period.

The undersigned further agrees that should it employ or contract with any subconsultant(s) or should its subconsultant(s) employ other subconsultant(s) for the physical performance of services pursuant to the contract with Cobb County, Georgia, the undersigned subconsultant will:

(1) Notify the County within five business days of entering into a contract or Contract for hire with any subconsultant(s);
(2) Secure from any subconsultant(s) and/or their subconsultant(s) verification of compliance with O.C.G.A. § 13-10-91 on this Subconsultant Affidavit form prior to the commencement of any work under the contract/Contract;
(3) Provide the subconsultant(s) with legal notice that Cobb County, Georgia, reserves the right to dismiss, or require the dismissal of, any Consultant or subconsultant for failing to provide the affidavit and/or for failure to comply with the requirements referenced in the affidavit;
(4) Maintain records of such compliance and provide a copy of each such verification to Cobb County, Georgia, at the time the subconsultant(s) is retained to perform such services or upon any request from Cobb County, Georgia; and
(5) Maintain such records for a period of five (5) years.

EEV (E-Verify) Program User ID Number	EEV Program Date of Authorization
BY: Authorized Officer or Agent Subconsultant [Subconsultant Name]	Subconsultant Business Name
Printed Name	Date

SWORN AND SUBSCRIBED BEFORE ME
ON THIS THE _____ DAY OF _____, 20___

_____

Notary Public Commission Expires:_____

Version 06-25-26