



Purchasing Department
140 Stonewall Avenue West, Ste 204
Fayetteville, GA 30214
Phone: 770-305-5420
www.fayettcountyga.gov

September 9, 2026

Subject: RFQ #27035-Q: Public Works Transportation Engineer of Record

Gentlemen/Ladies:

Fayette County, Georgia invites you to submit a statement of qualifications for Request for Qualifications #27035-Q, Public Works Transportation Engineer of Record. You are invited to submit a Statement of Qualification (SOQ) in accordance with the information contained herein.

Questions concerning this Request for Qualifications should be addressed to Sherry White in writing via email to swhite@fayettcountyga.gov or fax to (770) 305-5208. Questions will be accepted until 2:00p.m., Monday, September 28, 2026.

Purchasing Department office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. The office telephone number is (770) 305-5420.

Please return your response to the following address:

Fayette County Purchasing Department
140 Stonewall Avenue West, Suite 204
Fayetteville, Georgia 30214

Request for Qualifications Number: 27035-Q

Request for Qualifications Name: Public Works Transportation Engineer of Record

Your envelope must be sealed, and it should show your company's name and address.

SOQs will be received at the above address until 3:00 p.m., Thursday, October 15, 2026, in the Purchasing Department, Suite 204. SOQs will be opened at that time, and the names of the responding companies will be read.

SOQs must be signed to be considered. Late, faxed, or emailed SOQs, cannot be considered.

If you download this Request for Qualifications from the county's web site, it will be your responsibility to check the web site for any addenda that might be issued for this solicitation. The county cannot be responsible for a vendor not receiving information provided in any addendum.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ted L. Burgess", with a large, sweeping flourish above the name.

Ted L. Burgess
Director of Purchasing

Attachment

GENERAL TERMS AND CONDITIONS
RFQ #27035-Q: Public Works Transportation Engineer of Record

1. Definitions: As used in these General Terms and Conditions, the following definitions shall apply:

- a. **County:** Shall mean Fayette County, Georgia.
- b. **RFQ:** Shall mean Request for Qualifications
- c. **SOQ:** Shall mean Statement of Qualifications
- d. **Responder:** A Company or individual who submits a Statement of Qualification in response to this RFQ.
- e. **Successful Responder or Contractor:** The Responders who are offered, and accept, an Engineer of Record Contract.

2. Preparation of SOQs: It shall be the responsibility of the Responder to examine specifications, scope of work, schedule and all instructions that are part of this RFQ. Failure to observe any of the instructions or conditions in this RFQ may result in rejection of the SOQ.

All the specifications and information contained in this RFQ, unless specifically accepted in writing by the Responder and such exceptions being included with the SOQ and agreed to by the County, will form the basis of the contract between the successful Responder and the County. The Responder should take care to answer all questions and provide all requested information.

3. Submission of SOQs: Responders must submit their SOQ, along with any signed amendments issued by the County, in a sealed opaque envelope with the following information written on the outside of the envelope:

- a. The Responder's company name,
- b. The RFQ number, which is 27035-Q and
- c. The RFP Name, which is *Public Works Transportation Engineer of Record*

Mail or deliver one (1) original, unbound SOQ, signed in ink by a company official authorized to make a legal and binding offer and a digital copy on a flash drive to:

Fayette County Government
Purchasing Department
140 Stonewall Avenue West, Suite 204
Fayetteville, GA 30214

RFQ Number: 27035-Q
RFQ Name: Public Works Transportation Engineer of Record

4. Timely Receipt: Responses not received in the Purchasing Department by the time and date of the scheduled RFQ opening will not be considered.

5. **Open Offer:** To allow the County sufficient time to award a contract, the SOQ, once submitted and opened, shall remain open for acceptance for a period of at least ninety (90) days from the date of the opening to date of award.
6. **Corrections or Withdrawals:** The Responder may correct a mistake or withdraw a SOQ before the due date and time by sending written notification to the Chief Procurement Officer. SOQs may be withdrawn after the opening only with written authorization from the Chief Procurement Officer.

The County reserves the right to waive any defect or irregularity in any SOQ received.

7. **Trade Secrets – Confidentiality:** If any person or entity submits a SOQ or proposal that contains trade secrets, an affidavit shall be included with the SOQ or proposal. The affidavit shall declare the specific included information which constitutes trade secrets. Any trade secrets must be either (1) placed in a separate envelope, clearly identified and marked as such, or (2) at a minimum, marked in the affidavit or an attached document explaining exactly where such information is, and otherwise marked, highlighted, or made plainly visible. See Georgia law at O.C.G.A. § 50-18-72 (A)(34).
8. **Ethics – Disclosure of Relationships:** Before a proposed contract in excess of \$10,000.00 is recommended for award to the Board of Commissioners or the County Administrator, or before the County renews, extends, or otherwise modifies a contract after it has been awarded, the Contractor must disclose certain relationships with any County Commissioner or County Official, or their spouse, mother, father, grandparent, brother, sister, son or daughter related by blood, adoption, or marriage (including in-laws). A relationship that must be reported exists if any of these individuals is a director, officer, partner, or employee, or has a substantial financial interest in the business, as described in Fayette County Ordinance Chapter 2, Article IV, Division 3 (Code of Ethics).

If such relationship exists between your company and any individual mentioned above, relevant information must be presented in the form of a written letter to the Director of Purchasing. You must include the letter with any SOQ, bid, proposal, or price quote you submit to the Purchasing Department.

In the event that a Contractor fails to comply with this requirement, the County will take action as appropriate to the situation, which may include actions up to and including rejection of the SOQ, bid or offer, cancellation of the contract in question, or debarment or suspension from award of a County contract for a period of up to three years.

9. **Evaluation of Qualifications:** The evaluation of SOQs and the determination as to acceptability of services offered shall be the responsibility of the County. The County reserves the right to obtain clarification or additional information from any firm regarding its SOQ. The County further reserves the right to reject any SOQ, or all SOQs, and to re-release the request for qualifications.
10. **Non-Collusion:** By responding to this RFQ, the Responder shall be deemed to have

represented and warranted that the SOQ is not made in connection with any other Responder submitting a separate response to this RFQ, and is in all respects fair and without collusion or fraud.

11. **Ability To Perform:** The Responder may be required, upon request, to provide to the satisfaction of the County that he/she has the skill, experience and the necessary facilities, as well as sufficient financial and human resources, to perform the contract in a satisfactory manner and within the required time. If the available evidence is not satisfactory to the County, the County may reject the SOQ.
12. **Notice to Proceed:** The County shall not be liable for payment of any work done or any costs incurred by any responder prior to the County issuing a written Task Order notice to proceed.
13. **Unavailability of Funds:** This contract will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the County under the Contract or any Task Order issued thereunder.
14. **Payment Terms:** The County's standard payment terms are Net 30. Any deviation from standard payment terms must be specified in the awarded contract, and both parties must agree on such deviation.
15. **Severability:** The invalidity of one or more of the phrases, sentences, clauses or sections contained in the contract shall not affect the validity of the remaining portion of the contract. If any provision of the contract is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision to the extent that the provision is unenforceable. In such case, the contract shall be deemed amended to the extent necessary to make it enforceable while preserving its intent.
16. **Indemnification:** The Contractor shall indemnify and save the County and all its officer, agents and employees harmless from all suits, actions, or other claims of any character, name and description brought for or on account of any damages, losses, or expenses to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the Contractor or other persons employed by or utilized by the Contractor in the performance of the contract. The Contractor shall pay any judgment with cost which may be obtained against the County growing out of such damages, losses, or expenses, but only to the extent such damages, costs and expenses are adjudicated to have been caused by or resulted from the negligence, recklessness, or intentionally wrongful conduct of the Contractor or other persons employed or utilized by the Contractor in the performance of the contract.
17. **Non-Assignment:** Assignment of any contract resulting from this RFQ will not be authorized, except with express written authorization from the County.
18. **Insurance:** The Contractor shall procure and maintain the following insurance, to be in

effect throughout the term of the contract, in at least the amounts and limits set forth as follows:

- **General Liability Insurance:** \$1,000,000 combined single limit per occurrence, including bodily and personal injury, destruction of property, and contractual liability.
- **Automobile Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and property damage liability.
- **Worker's Compensation:** Workers Compensation as required by Georgia statute.
- **Professional Liability (Errors and Omissions) Insurance:** \$2,000,000 limit per claim and aggregate.

Before a Contract is executed with a Successful Responder, the Successful Responder shall provide Certificates of Insurance for all required coverage. The Successful Responder can provide the Certificate of Insurance after award of the Contract, but it must be provided prior to execution of the Contract document by both parties. Certificates shall list an additional insured as follows:

Fayette County, Georgia
140 Stonewall Avenue West
Fayetteville, GA 30214

19. **Termination for Cause:** The County may terminate the contract for cause by sending written notice to the Contractor of the Contractor's default in the performance of any term of the Contract. Termination shall be without prejudice to any of the County's rights or remedies by law.
20. **Termination for Convenience:** The County may terminate the contract for its convenience at any time with 10 days' written notice to the contractor. In the event of termination for convenience, the County will pay the contractor for services performed. The County will compensate partially completed performance based upon a signed statement of completion submitted by the contractor, which shall itemize each element of performance completed.
21. **Force Majeure:** Neither party shall be deemed to be in breach of the contract to the extent that performance of its obligations is delayed, restricted, or prevented by reason of any act of God, natural disaster, act of government, or any other act or condition beyond the reasonable control of the party in question.
22. **Governing Law & Venue:** This agreement shall be governed in accordance with the laws of the State of Georgia. The parties agree to submit to the jurisdiction in Georgia, and further agree that any cause of action arising under this agreement shall be required to be brought in the appropriate venue in Fayette County, Georgia.

23. Open Records Act: In the event that the Contractor receives, and responds to, a request for information as provided in Georgia's Open Records Act (O.C.G.A. § 50-18-70 *et seq.*), the Contractor shall promptly provide the County the same information provided to the initiator of the request for information. Contractor shall email such information to the County's Custodian of Records at tsmith@fayettecountyga.gov.

Fayette County, GA
RFQ #27035-Q: Public Works Transportation Engineer of Record

NEED & PURPOSE

Overview

Fayette County Public Works Department is seeking qualification packages from consultants to assist with the planning, design, permitting, management, and construction of locally-funded transportation projects. The intent of the solicitation is to develop a qualifications-based shortlist of preferred consultants whose knowledge, experience, and services best align with the types of projects anticipated to begin this fiscal year.

A minimum of three and no more than five consultants will be selected as Public Works' Transportation Engineer of Record (TEOR). A TEOR consultant may be a single firm/vendor or a team of companies. The consultants recommended by the evaluation committee to serve as an EOR will be presented to the Board of Commissioners for approval. The contract with each TEOR will be valid through the end of Fayette County's Fiscal Year 2027 (i.e., June 30, 2027). With mutual agreement, the contracts may be renewed annually for up to two additional years, through the end of Fiscal Year 2029.

TEOR work under this contract will be assigned using Task Orders on a sole-source, low-bid, or proposal basis, as described below.

- For a **sole-source** Task Order, the scope and fee would be negotiated between one consultant and the county. Examples of when this method may be used include situations where one of the TEOR consultants has unique experience and/or capabilities that make them better suited for the work. Another example is when the workload of the other TEORs would hinder them from completing the work within the project's required schedule. A third example is when the Task Order depends on work already completed by one of the TEORs, and shifting consultants would result in rework or additional costs. Other situations may also justify sole-source awards.
- Task Orders may also be awarded based on **low bid**. In this case, Fayette County would provide a detailed scope of work with schedule requirements and request Not-to-Exceed (NTE) cost estimates and schedules from two or more of the TEORs. The Task Order would be awarded to the TEOR that can meet the scope and schedule at the lowest cost.
- Last, Task Orders may be awarded based on review and scoring of **proposals** from two or more TEORs. This method will be used when the scope of work is not clearly defined, and Fayette County seeks to utilize the experience and creativity of the TEOR teams to identify the best approach. The TEOR proposals would be evaluated using criteria

established in the Request for Proposal, which is typically a combination of qualifications, technical approach, and cost.

Fayette County has an existing Engineer of Record contract for stormwater, drainage, and culvert design services (Contract # 2605-P). Projects specific to those services (e.g., a culvert replacement project) will typically not be awarded to a TEOR, although stormwater, drainage, and culvert design may be required as part of a transportation Task Order.

As needs arise, a TEOR may also be used for non-transportation projects by Public Works or other County Departments.

Projects that have special procurement requirements for engineering and design services, such as federal-aid project funded through the Atlanta Regional Commission (ARC), are excluded from the RFQ. Services for those projects will be procured on a case-by-case basis in accordance with state and federal law.

County Background

Fayette County is a relatively small community located south of Atlanta. The county's area is approximately 199 square miles, and the 2025 population is estimated at 126,284 by the Atlanta Regional Commission (ARC). Approximately 58 percent of its citizens live in one of its three largest cities: Peachtree City, Fayetteville, and Tyrone. The unincorporated county maintains approximately 467 miles of paved roads and 48 miles of gravel roads. There is no interstate, but six state routes, totaling 74 miles, traverse the county. The State Routes are 54, 85, 92, 74, 279, and 314.

Fayette County's transportation needs are like those of many suburban counties in the Atlanta metropolitan area. We are striving to address design deficiencies in our roads and intersections, minimize congestion, and preserve the rural character valued by many citizens in the unincorporated county.

Safety is another transportation priority. Fayette County adopted a Vision Zero goal as part of its June 2025 *Safety Action Plan* and continues to identify and implement safety countermeasures to reduce the risk of fatalities or serious injuries. Improving safety is expected to be a common theme across nearly all Task Orders issued under this RFQ.

An aggressive expansion of multi-use paths across the county is a third transportation goal. Fayette Forward, a non-profit organization, was recently established to help "build, maintain, and beautify our community trails" (see fayette-forward.org for more information). Fayette County is working with Fayette Forward, other local governments, GDOT, and the ARC to help identify and prioritize path segments to connect key destinations across our community.

Public input received this spring as part of Fayette County's *Comprehensive Transportation Plan* update confirmed safety as a paramount transportation goal and identified the following transportation challenges as the greatest concerns/needs in the future:

- Increasing traffic congestion;
- Development of rural areas;
- Infrastructure maintenance and repair; and
- Desire for additional paths with connections to key destination areas.

Outside federal aid and grants, Special Purpose Local Option Sales Tax (SPLOST) programs are the primary funding source for transportation projects. Fayette County has several SPLOST projects to be designed and constructed under this TEOR contract, along with some funding to address pop-up needs. Some known SPLOST projects are described in Exhibit I to illustrate the type of work to be performed by the TEOR. Our goal is to start these projects immediately after the TEOR is awarded.

Scope of Services

Listed below are the types of services expected to be requested of the TEOR. They are not listed in any order, nor is the list all-inclusive. Additional services may be requested as needed.

Traffic Studies/ Transportation Planning

This category includes data collection, analyses, and planning efforts to evaluate Fayette County's transportation infrastructure with respect to impacts, safety, and efficiency. Examples of potential tasks under this category include:

- The development and/or review of Traffic Impact Studies;
- Collection of traffic data – 24-hour counts, peak hours, turning movements, etc.;
- MUTCD Traffic Signal & Stop Warrant Studies;
- Operational & Capacity Analysis of corridors and intersections;
- Conducting field safety audits;
- Using GDOT's Intersection Control Evaluation (ICE) tool;
- Crash analysis and safety studies;
- Speed studies and speed zone evaluations; and
- Other study or planning efforts as needed.

Project Management & Plan Review

Under this category, the consultant will serve as an extension of county staff. Examples of Task Orders that may be awarded under this category include:

- Assisting with the delivery of one or more projects;
- Helping county staff manage a federal-aid project through the GDOT Plan Development Process (this would be for non-reimbursable work on a federal-aid project);
- Reviewing plans, specifications, and other deliverables;
- Coordination with GDOT, federal agencies, utility owners, and local jurisdictions;
- Preparation of project schedules, budgets, and cost estimates;
- Helping with the preparation of grant applications, including data collection and analysis, writing, graphics, etc.;
- Assistance with public meetings and stakeholder coordination; and
- Other project management and plan review efforts as needed.

Intersections

This category includes the planning and design of intersection improvements to address capacity, operational, and safety deficiencies. Typical improvements utilized by Fayette County include roundabouts, traffic signals, R-Cuts, and all-way stops. Projects may be located off-system or at the intersection of a county road with a state route. Examples of tasks under this category may include:

- Preliminary engineering and concept development;
- Traffic signal timing and phasing analyses;
- Signing, pavement marking, and maintenance of traffic plans;
- Utility coordination and conflict resolution;
- Pedestrian and bicycle accommodations;
- Preparation of construction plans, specifications, and cost estimates; and
- Other intersection design efforts as needed.

We anticipate that Task Orders for intersection projects will be among the most used with the TEOR in terms of both quantity and total dollar value.

Bridges

This category may include tasks associated with inventorying and assessing bridge structures, programming and overseeing maintenance and repair activities, design, and permitting.

Other examples include:

- Bridge inspection and condition assessments;
- Bridge replacement and rehabilitation design;
- Hydraulic and scour analyses;
- Structural evaluations and load ratings;

- Preparation of construction plans, specifications, and cost estimates; and
- Other bridge efforts as needed.

Paths / Transportation Alternatives Program

Fayette County is actively working with other local governments, non-government organizations (NGOs), and the private sector to improve and expand its network of multi-use paths. This category of work includes the planning and design of path or pedestrian projects. Scope of work may range from designing a single crosswalk to a multi-mile path project. Examples of tasks include:

- Sidewalk, trail, and shared-use path design;
- ADA compliance evaluations and accessibility improvements;
- Crosswalk and pedestrian signal design; and
- Other paths and pedestrian efforts as needed.

Roads

This category of work covers transportation projects for improvements to existing roads and the design and construction of new roads. Examples of tasks under this category may include:

- Road widening and reconstruction projects;
- Addition of auxiliary turn lanes;
- Safety improvements, including horizontal and vertical alignment modifications, clear zones, and drainage improvements;
- Pavement rehabilitation and resurfacing projects;
- Preliminary engineering and concept development;
- Utility coordination and relocation support;
- Drainage and stormwater improvements;
- Preparation of construction plans, specifications, and cost estimates; and
- Other road/corridor efforts as needed.

Surveying

Stand-alone surveying Task Orders may include the following:

- Topographic and Planimetric Surveys;
- Boundary and Right-of-Way Surveys;
- Control Surveys;
- Utility Mapping (SUE);
- Route and Corridor Surveys;

- Drainage and Hydraulic Surveys (mapping of floodplain, stream and bridge cross sections, etc.);
- Construction Staking / Layout;
- As-Built Surveys;
- Metes and Bounds Legal Descriptions;
- ROW/Deed Research;
- Easement exhibits;
- GIS and mapping support services; and
- Other surveying efforts as needed.

Surveying work will also be included as part of a larger intersection, road, or path project.

Environmental Services

This broad category includes the following types of services:

- Ecological & Natural Resources: Surveys of wetlands, streams, and protected species (flora and fauna) to evaluate ecological impacts. This also involves designing wildlife crossings and obtaining water-related permits (such as U.S. Army Corps of Engineers Section 404 permits).
- Public Engagement: Developing and conducting surveys, hosting public meetings, making presentations, soliciting and compiling feedback.
- Hazardous Materials: Conducting Phase I and Phase II Environmental Site Assessments to identify potential soil or groundwater contamination within a project's right-of-way prior to acquiring land or starting construction.
- Permitting & NEPA Documentation: Preparing environmental impact statements (EIS), environmental assessments (EA), or categorical exclusions (CE), as well as coordinating with agencies like the EPA and U.S. Fish and Wildlife Service to obtain mandatory approvals.
- Cultural & Historical Resources: Archaeological surveys and historical building evaluations to ensure projects do not adversely impact significant cultural sites, as governed by Section 106 of the National Historic Preservation Act.
- Socioeconomic & Environmental Justice: Evaluations of how a transportation project affects local communities, including assessing potential disproportionate impacts on minority and low-income populations, neighborhood cohesion, and relocations.
- Air Quality & Noise: Analyses measuring potential emissions (particulate matter, greenhouse gases) and traffic-induced noise levels. This includes creating abatement strategies like noise barriers where necessary.

Construction Engineering and Inspection (CEI)

This category may be used to oversee county projects as well as private-sector developments that the county plans to accept for ownership. Work areas include, but are not limited to:

- Quality Assurance & Materials Testing: Boots-on-the-ground inspection of earthwork, asphalt paving, and structural concrete. Inspectors verify material compliance through field and laboratory testing (e.g., density tests, soil sampling).
- Contract Administration: Managing project documentation, processing progress estimates, reviewing contractor schedules, and handling change orders or contract claims.
- Field Inspection & Oversight: Resident engineers and inspectors to monitor daily construction activities, conduct constructability reviews, and observe foundational work (driven piles, drilled shafts).
- Environmental & Safety Compliance: Regular monitoring of worksite erosion control, stormwater pollution prevention plans (SWPPP), and ensuring proper maintenance of traffic (MOT) for public safety.
- Project closeout and acceptance documentation.

Right-of-Way Acquisition

This category includes services associated with acquiring property interests necessary for transportation and other county projects.

Services required under this category may include:

- Preparation of right-of-way plans and exhibits;
- Parcel mapping and deed research;
- Preparation of easement documents and legal descriptions;
- Appraisals / acquisition cost estimates;
- Preparation of offer packages and negotiations with property owners;
- Negotiation services;
- Coordination with appraisers and acquisition agents;
- Utility easement coordination; and
- Other related services as needed.

Additional / Other

This category provides an opportunity for responders to identify services or work areas that are not specifically listed in this RFQ, but you feel may be helpful and/or appropriate for Fayette County based on your understanding of the project scope. Or perhaps your project team has skills or resources that set it apart from the competition. Here's the place to present that information.

Below is additional information regarding the scope of services for the TEOR.

1. The eleven categories described above are intended to identify the types of services that may be requested based on Fayette County's current needs and available funding. Additional related engineering, planning, and design services may be required and are eligible for work under this contract even if not specifically listed above.
2. Exhibit I identifies five projects, with short narrative descriptions, that Fayette County anticipates completing under the TEOR contract. We hope to develop and execute Task Orders for these five projects shortly after the contract is awarded. Other projects will likely be awarded, but these are on hold specifically for the TEOR.
3. The project team is expected to have the experience, staff, and resources to perform the services listed above. Responders are encouraged to include any additional services that may benefit the contract.

RESPONSE REQUIREMENTS

Submittals must include the following information to be considered responsive to this RFQ. There are no page limits, but the responses should be as concise as possible, and the presented material should efficiently convey information, be well organized, and be easy to read.

1. Cover Page

- a. Include the Request for Qualification number (#27035-Q) and title (Public Works Transportation Engineer of Record)

2. Table of Contents

3. Required Documents

- a. Company Information *{form provided}*
- b. Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) *{form provided}*
- c. Certification of Absence of Conflict of Interest *{form provided}*
- d. Exceptions *{form provided}*
- e. Contact Information:
 - i. Provide contact name, mailing address, telephone number, and email address of the primary consultant and sub-consultants; and
 - ii. Identify the individual(s) who will serve as primary contact(s) during procurement and project implementation.

4. Qualifications Statement

- a. Explain your understanding of Fayette County's needs for this Contract, your approach to performing the work, and why your team is best suited for the contract.
- b. Provide information on the prime consultant. Describe the consultant's background and size. Include the number of years in business, the corporate structure, legal status, and professional credentials.
- c. List and provide information on all sub-consultants included as part of the project team. Describe the sub-consultant's background and size. Include the number of years in business, the corporate structure, legal status, and professional credentials. Explain their anticipated role to the project team.

- d. Describe any specialization or unique capabilities. This may include technical innovation, cost-effectiveness, permitting specializations, community outreach, or other areas in which your company excels.
- e. List GDOT prequalification(s) by Area Class and firm for the prime consultant and all sub-consultants.

5. Project Team Members

Provide education, work experience, certifications/licenses, and skills relevant to this RFQ for each of the following positions.

- a. **Contract Administrator (CA)** – The designated CA should serve in this role for the duration of the contract. The intent of the CA is to help ensure continuity and consistency in the administration of the contract, including Task Order negotiations, invoicing, dispute resolution, and resource prioritization. This is the person Fayette County will turn to if something goes wrong. The CA may serve other roles on the project team but should have sufficient authority to ensure all work is completed in a timely and professional manner.
- b. **Project Managers (PM)** – Designated PMs may be with the prime consultant or sub-consultants, and different PMs may be utilized for different project types. At a minimum, show the person's history of delivering relevant projects within scope, schedule, and budget.
- c. **Subject Matter Experts (SMEs)** – Identify the lead SME for each subject area you determine appropriate for this contract, based on the anticipated scope of services described above.
- d. **Professional Engineer(s) (PE)** – Identify the PE(s) licensed in Georgia who will review, stamp, and sign engineering drawings, studies, and reports.
- e. **Registered Land Surveyor(s) (RLS)** – Identify the RLS(s) licensed in Georgia who will stamp and sign drawings and surveys.
- f. **Other Key Team Members (KTMs)** who are expected to serve active roles on the contract should also be identified. At a minimum, document their education, work experience, and skills relevant to this RFQ.

Provide an organizational chart showing, at a minimum, these positions. Indicate name, title, and firm/organization for each person.

For scoring this section, the Selection Committee may consider information provided via references, personal knowledge, past work experience with an individual, and performance evaluations in addition to what's included in the Statement of Qualifications.

6. Team Experience

For each of the 11 service categories described above, please document your team's capabilities and provide up to three Reference Projects either underway or completed since 2020. The Reference Project descriptions should include the following minimum information:

- Project Name
- Description of Scope/Work Performed
- Schedule and/or Date Completed
- Client with contact name, phone number, and email
- Contract Amount (may be rounded to the nearest \$10,000)
- Identification of proposed Project Team Members who worked on the project and what their role was.
- A list of any change orders for the project.

Additional projects may be acknowledged in the write-up to show the Team's work history and experience (e.g., "We completed the design of 18 roundabouts on local roads since 2018"), but limit the Reference Projects to the three you feel are most relevant to the category.

Three reference projects may be provided for the "Additional/Other" category.

The same project may be used as the reference project for multiple categories.

Fayette County may contact one or more reference project contacts and use information gained to influence scoring.

The eleven (11) service categories are listed below for convenience and clarity.

- Traffic Studies / Transportation Planning
- Project Management & Plan Review
- Intersections
- Bridges
- Paths / Transportation Alternative Program
- Roads
- Surveying
- Environmental Services
- Construction Engineering and Inspection
- Right-of-Way Acquisition
- Additional / Other

Factors that may influence scoring include, but are not limited to, demonstrated ability to advance projects within schedule and budget, use of cost-effective design, value engineering, construction oversight, project management techniques, and use of project team members on the reference projects.

7. Quality Control

Describe the team's internal procedures for reviewing deliverables prior to submitting them to Fayette County. Indicate the person or people responsible for quality control and their experience in serving this role on projects. If applicable, identify awards or recognitions for quality of work.

8. Scheduling and Resource Availability

Describe the team's ability to effectively manage and deliver multiple projects simultaneously. Fayette County will require a schedule for each Task Order approved under the TEOR and will place high importance on the consultant holding the schedule.

Please include the following information in addition to other items you may wish to provide.

- a) The backlog/availability of each project team member over the next 12 months;
- b) Identify and describe the tools/software used to develop and track projects; and
- c) Description of any techniques or strategies for advancing projects quickly.

EVALUATION CRITERIA

The Fayette County Purchasing Department is the facilitator for issuing this Request for Qualification (RFQ) and all communications during procurement shall be through the Purchasing Department. Statement of Qualification (SOQ) submittals will be evaluated, and a selection will be made, by an Evaluation Committee of three or more county employees.

The Evaluation Committee will review and rank the SOQs submittals based on five factors. The relative weight for each evaluation factor is provided below. The information requested in the Response Requirements section of this RFQ will guide the scoring. These items are not exhaustive; however, other types of information may be considered when scoring each factor.

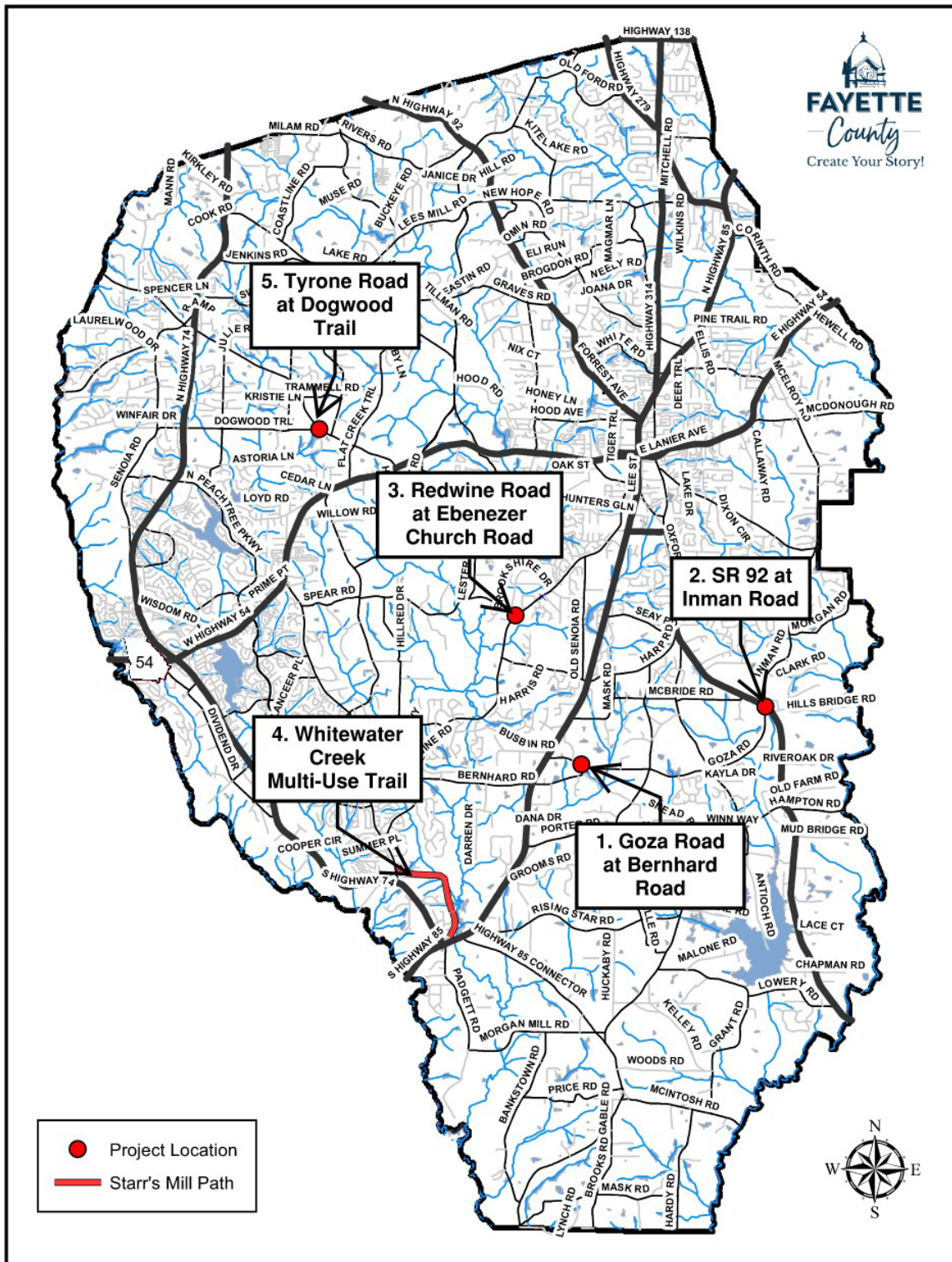
1. Qualifications Statement (20%)
2. Project Team Members (20%)
3. Team Experience (50%)
4. Quality Control (5%)
5. Scheduling and resource Availability (5%)

Exhibit II is a scoring guide developed to help guide the evaluation committee. It does not include all factors that may influence a submittal's score, but it may be a helpful guide in preparing responses.

Depending on the number of SOQs received and the range of scores, Fayette County reserves the right to request presentations and interviews with the top-scoring project teams. If conducted, the presentations and interviews would also be scored by the evaluation committee and the combined score of the qualification submittals and presentations/interviews will be used to award the TEOR. Presentations can add up to a maximum of ten (10) percent to a project team's score.

Exhibit I

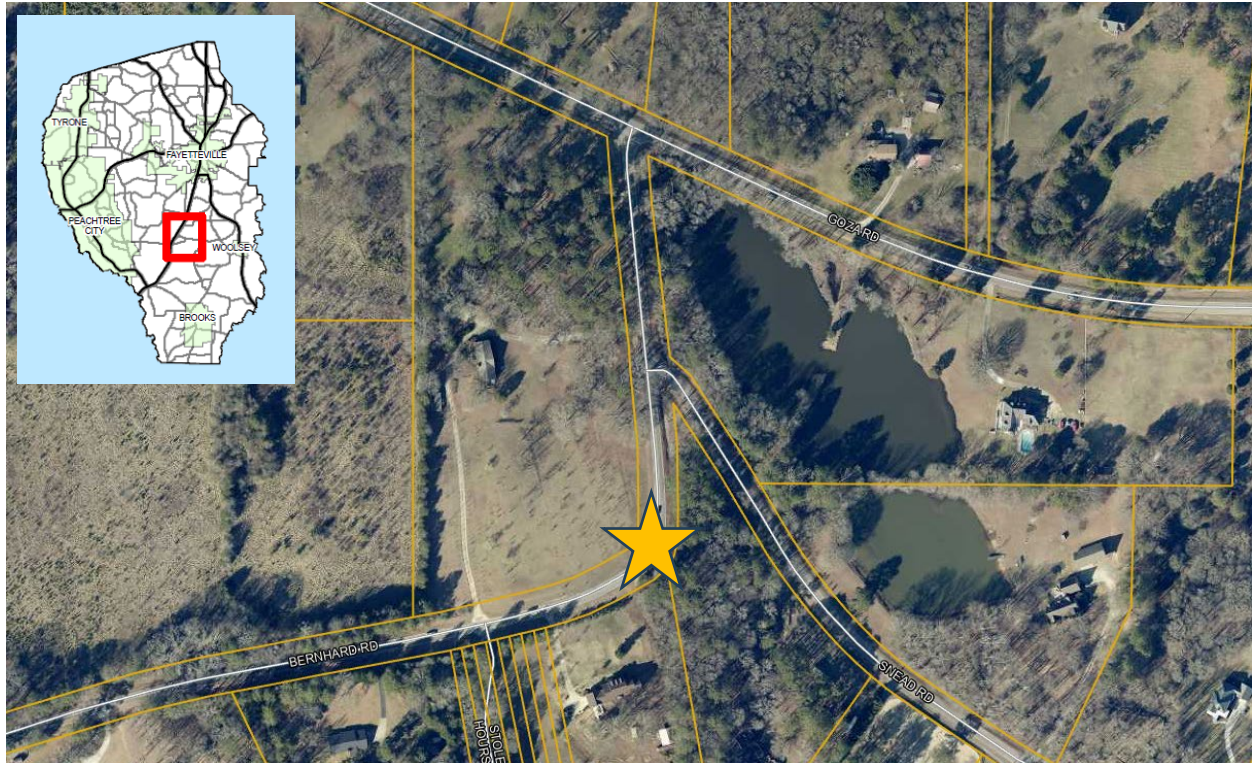
Anticipated Transportation Projects for the TEOR



1. Goza Road & Bernhard Road Improvements (Full Design)

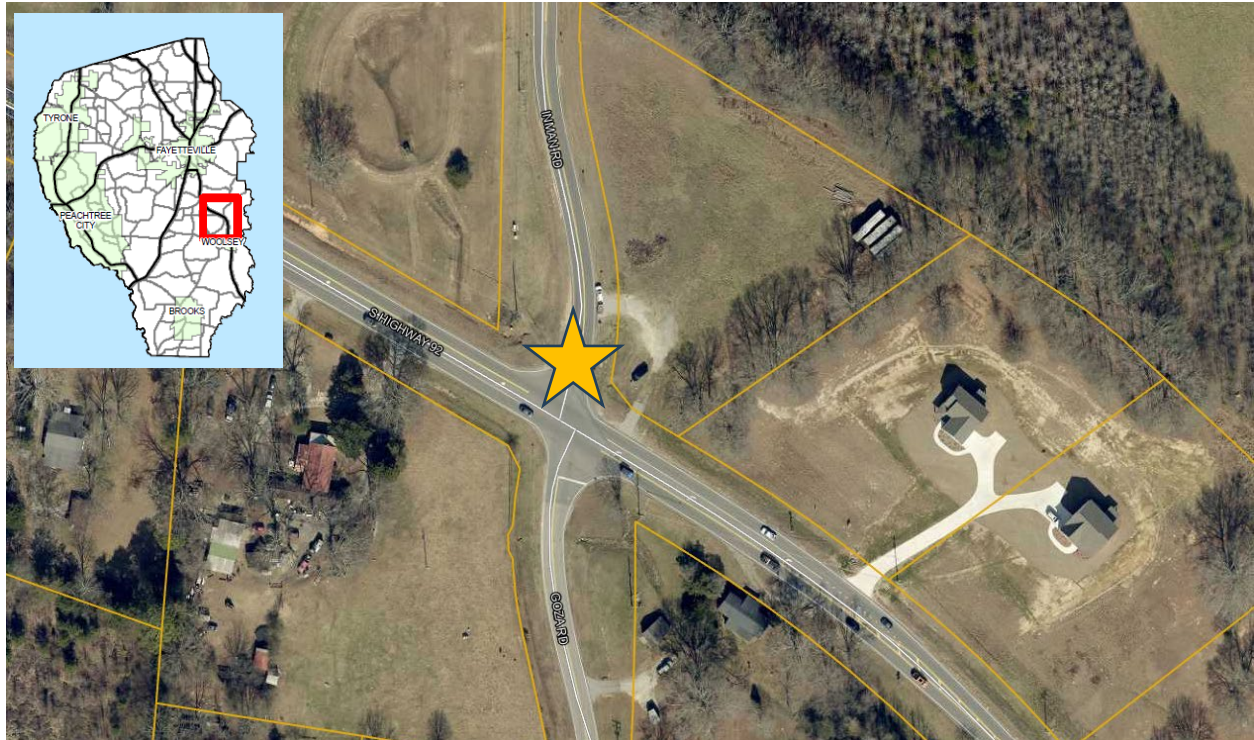
Safety improvement project to realign the 90-degree curve on Bernhard Road near Goza Road. Includes survey, environmental screening, preliminary design, utility coordination, right-of-way plans, and final construction plans. Design prioritizes minimizing right-of-way impacts.

This project may also include evaluation and design of the Goza Road and Bernhard intersections with SR 85 (not shown in the image below).



2. Channelized Right Turn Lane – Inman Road at SR 92 (Full Design)

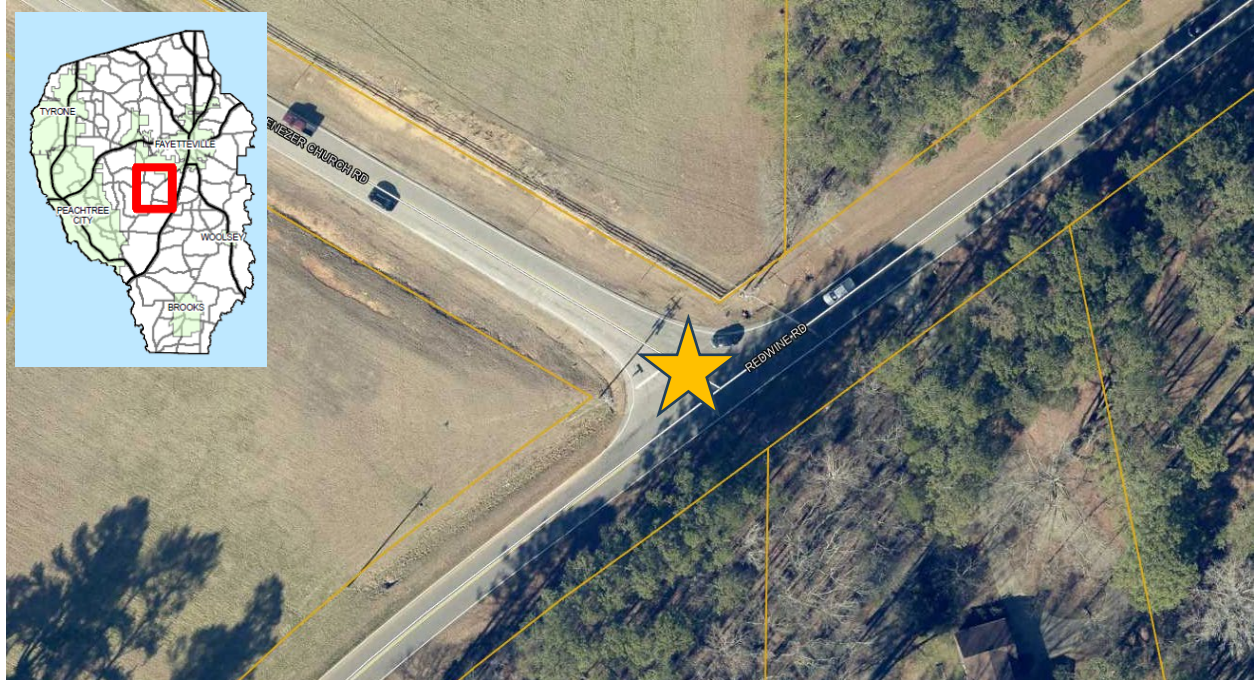
This is an intersection improvement to improve safety and operations. An elementary school is located along Inman Road to the north, and school traffic generates concerns at this location. The Board of Education asked that a channelized right-turn lane from Inman Road onto SR 92 be evaluated. The proposed scope includes survey, preliminary design plans, utility coordination, performance checks for sight distance, and final plans with a detailed cost estimate.



3. Ebenezer Church Road & Redwine Road Intersection Improvement (Full Design)

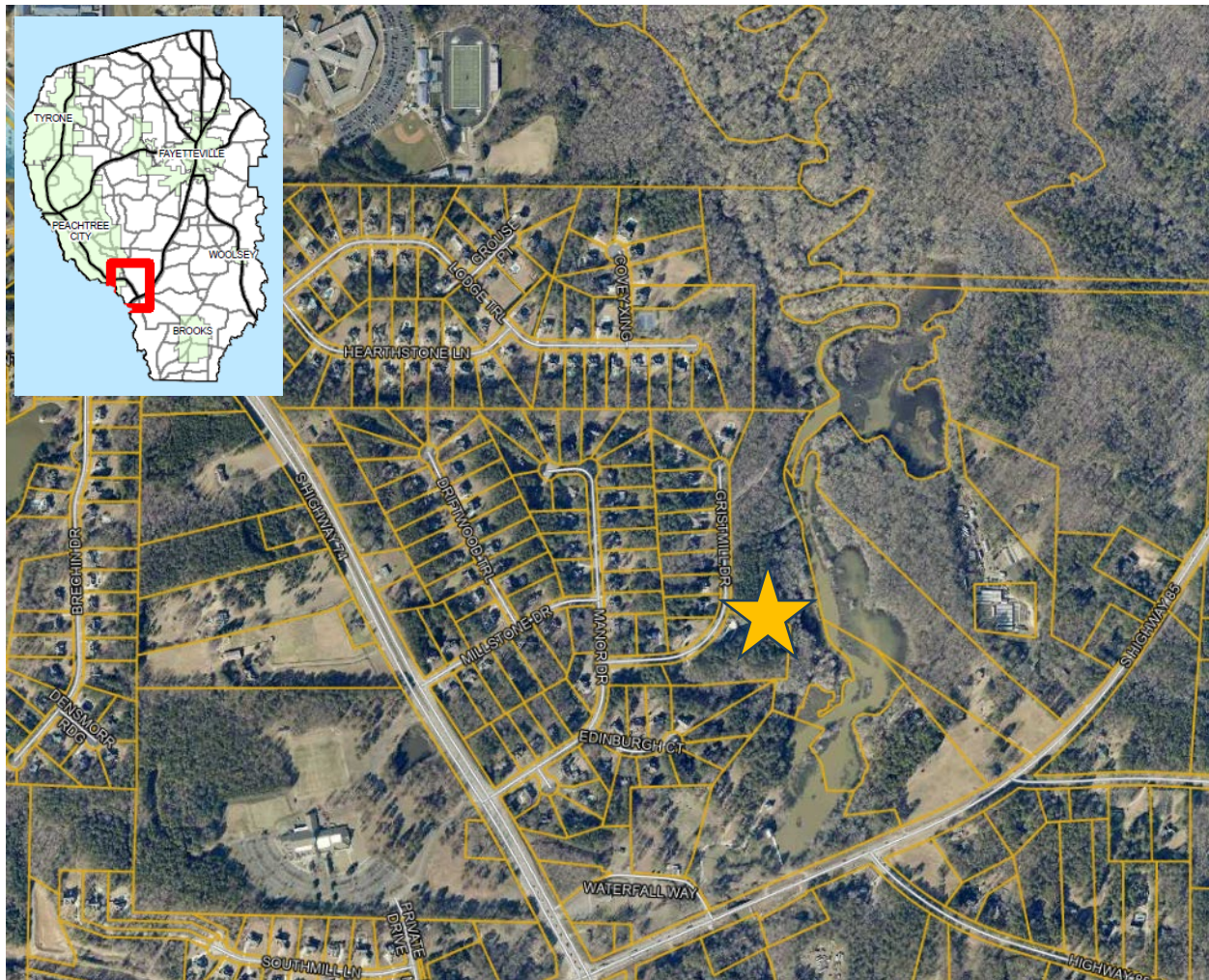
Design of a modern roundabout at the current T-intersection to enhance safety and traffic flow. The anticipated scope includes traffic analysis, survey, environmental screening, preliminary plans, right-of-way plans, final plans, utility coordination, stormwater assessment, multi-use paths along all approaches, pedestrian crossings, curb and gutter, and landscaped center island.

Consideration of a mini roundabout in lieu of a traditional one may be a preliminary task.



4. Starrs Mill Nature Trail (Full Design)

Development of a multi-use path, including alignment planning to minimize wetland and floodplain impacts. Potential tasks include surveying, wetland delineation, path alignment concept, preliminary and final design, drainage analysis, structural elements (if needed), utility coordination, and permitting. The proposed path is approximately one mile long and will be almost entirely on property owned by Fayette County.



5. Tyrone Road & Dogwood Road Intersection Improvement (Full Design)

This project is for the design and construction of intersection improvements at Tyrone Road and Dogwood Road with the goal of enhancing safety, reducing congestion, and improving traffic operations. Tasks include traffic analysis, surveys, environmental screening, preliminary design plans, right-of-way plans, final plans, utility coordination, stormwater assessment, pedestrian accommodations, and, where applicable, a multi-use path.

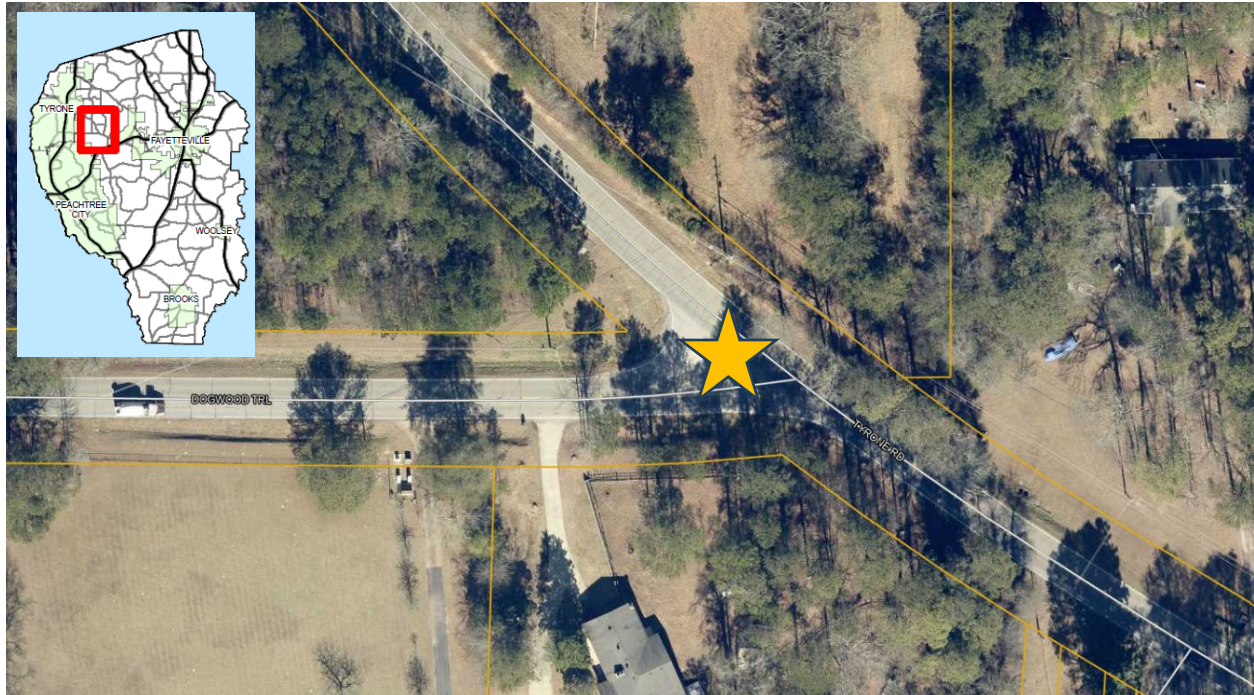


Exhibit II

Exhibit II is a scoring guide developed to help guide the evaluation committee. It does not include all factors that may influence a submittal's score, but it may be a helpful guide in preparing responses.

Please see the following two pages.

General Requirements (0% of scoring)	
	Cover Page - Provided (Y/N)
	Table of Contents - Provided (Y/N)
	Required Documents - Provided (Y/N)
	Contact Information - Provided (Y/N)
Qualifications Statement (20% of scoring)	
(5a)	Does the response demonstrate an adequate understanding of the needs required by Fayette County? Does the response explain the approach for performing the work? Does the response give reasons why they are the best fit for the work? How does the response compare to other submittals?
(5b & 5c)	Does the project team (prime and sub-consultants) have appropriate resources, corporate structure, professional credentials, etc. to perform the work anticipated for this contract in a timely and professional manner? How does the response compare to other submittals?
(5d)	Does the project team offer areas of specialization or unique capabilities that positively separate them from other qualification submittals?
(5e)	Does the project team have GDOT prequalifications? Are the area classes appropriate for the services identified in this RFQ?
Project Team Members (20% of scoring)	
(6a)	What is the Contract Administrator's experience, skill, education, and level-of-authority relative to the CAs in other submittal packages?
(6b)	What are the Project Managers' experience, skills, and education relevant to the PMs proposed in other submittal packages? Do they have a history of delivering projects within scope, schedule, and budget?
(6c)	What are the Subject Matter Experts' experience, skills, and education relevant to the SMEs proposed in other submittal packages? Are appropriate disciplines covered?
(6d)	What is the Professional Engineer's experience, knowledge, and skills relative to the PEs in other submittal packages? Does their knowledge/experience cover the range of work areas anticipated in this contract? Do they ensure a high quality of work with few omissions or errors?
(6e)	What are the Registered Land Surveyor's experience, knowledge, and skills relevant to the RLS proposed in other submittal packages?
(6f)	What are the Key Team Members' experience, knowledge, skills, and education relevant to the KTM's proposed in other submittal packages?
	Does the Organization Chart convey information clearly and logically? Does the project team cover the range of desired services?

Team Experience (50% of scoring)	
	<i>Traffic Studies / Transportation Planning</i> – demonstrated capabilities and experience, reference projects, utilization of Team Members, and relevancy to Fayette County needs.
	<i>Project Management & Plan Review</i> – demonstrated capabilities and experience, reference projects, utilization of Team Members, and relevancy to Fayette County needs.
	<i>Intersections</i> – demonstrated capabilities and experience, reference projects, utilization of Team Members, and relevancy to Fayette County needs.
	<i>Bridges</i> – demonstrated capabilities and experience, reference projects, utilization of Team Members, and relevancy to Fayette County needs.
	<i>Paths / Transportation Alternative Program</i> – demonstrated capabilities and experience, reference projects, utilization of Team Members, and relevancy to Fayette County needs.
	<i>Roads</i> – demonstrated capabilities and experience, reference projects, utilization of Team Members, and relevancy to Fayette County needs.
	<i>Surveying</i> – demonstrated capabilities and experience, reference projects, utilization of Team Members, and relevancy to Fayette County needs.
	<i>Environmental Services</i> – demonstrated capabilities and experience, reference projects, utilization of Team Members, and relevancy to Fayette County needs.
	<i>Construction Engineering and Inspection</i> – demonstrated capabilities and experience, reference projects, utilization of Team Members, and relevancy to Fayette County needs.
	<i>Right-of-Way Acquisition</i> – demonstrated capabilities and experience, reference projects, utilization of Team Members, and relevancy to Fayette County needs.
	<i>Additional / Other</i> – demonstrated capabilities and experience, reference projects, utilization of Team Members, and relevancy to Fayette County needs.
Quality Control (5% of scoring)	
	Are the procedures for quality control clearly explained and are they reasonable and appropriate for the services identified in the RFQ? Do the people assigned to review deliverables have sufficient experience and knowledge to perform this function? Does the team demonstrate a history of providing high-quality finished products? Other pertinent information as provided.
Scheduling and Resource Availability (5% of scoring)	
	Is the availability of each team member provided? Collectively, does the team have appropriate availability relative to other submittals?
	Does the team describe the means and methods for developing and maintaining project schedules? Rank the system relative to other submittals.
	Does the team provide additional information or strategies for effective scheduling and resource management?

COMPANY INFORMATION

Request for Qualifications #27035-Q: Public Works Transportation Engineer of Record

A. COMPANY

Company Name: _____

Physical Address: _____

Mailing Address (if different): _____

Website (if applicable): _____

B. AUTHORIZED REPRESENTATIVE

Signature: _____

Printed or Typed Name: _____

Title: _____

E-mail Address: _____

Phone Number: _____

C. PROJECT CONTACT PERSON

Name: _____

Title: _____

E-mail Address: _____

Phone Number: _____

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

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A. § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

27035-Q Transportation Engineer of Record

Name of Project

Fayette County, Georgia

Name of Public Employer

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

Executed on _____, _____, 20____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

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

NOTARY PUBLIC
My Commission Expires: _____

Certification of Absence of Conflict of Interest
For Development of Specifications or Scope of Work
Request for Qualifications #27035-Q: Public Works Transportation Engineer of Record

*Required for each contract or arrangement to prepare or develop specifications or requirements
(O.C.G.A. § 36-80-28)*

The undersigned Consultant, who is entering into a contract or arrangement with Fayette County, Georgia (the County) to prepare or develop specifications or requirements for an invitation for bids, request for proposals, purchase order, or any other type of solicitation for said County certifies that:

1. Consultant shall avoid any appearance of impropriety and shall follow all policies and procedures of the County, as may be related to the project.
2. Consultant discloses below any material transaction or relationship currently known to Consultant that reasonably could be expected to give rise to a conflict of interest, including, but not limited to, that of the Consultant, or the Consultant's employees, agents or subsidiaries (Include past, present, or known prospective engagements, involvement in litigation or other dispute, client relationships, or other business or financial interest):

3. Consultant shall immediately disclose any material transaction or relationship subsequently discovered during the pendency of the contract or arrangement.
4. Consultant acknowledges that any violation or threatened violation of the agreement may cause irreparable injury to the County, entitling the County to seek injunctive relief in addition to all other legal remedies.

Signature of Contractor's Authorized Official

Printed Name & Title of Authorized Official

Date

Request for Qualifications #27035-Q
Public Works Transportation Engineer of Record
EXCEPTIONS TO SPECIFICATIONS

Please list below any exceptions or clarifications to the specifications. Explain any exceptions in full.

[illegible]

COMPANY NAME: _____