

CITY OF SANDY SPRINGS PUBLIC WORKS DEPARTMENT

Statement of Qualifications

For

PROFESSIONAL CONSULTING SERVICES

Data as of

SUBMITTED BY

FIRM _____

Address _____

City _____ State _____ County _____ Zip _____

Telephone _____ Fax _____

Email Address: _____

Website (if applicable): _____

Date Prepared

RECORD OF REVISIONS:

<u>NUMBER</u>	<u>DATE</u>	<u>SUMMARY OF REVISION</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

GROUPS TO BE CONSIDERED FOR PRE-QUALIFICATION:

STATEMENT OF QUALIFICATIONS

INSTRUCTIONS

A. GENERAL

These instructions shall be used when completing the City of Sandy Springs Public Works Department (COSS-PW) Statement of Qualifications (SOQ). The information requested in this SOQ must be furnished to COSS-PW in order for your firm to become prequalified to perform professional services on transportation projects. The COSS-PW will request updated SOQ information annually. Firm resumes of supervisory and registered professional employees should be attached to the SOQ.

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

Written questions regarding the completion of this SOQ should be submitted via E-mail to cedric.clark@sandyspringsga.org.

Please note: we will process the SOQ for evaluation, approval or rejection and will notify each applicant of the results. Follow-on Requests for Qualifications/Proposals (RFQ/RFP) will be issued from COSS-PW and will be utilized to make final selections of consultants for specific projects.

In addition to annual information update, each firm is required to notify COSS-PW at any time an employee listed as a “key” individual in the SOQ changes positions or leaves the firm. Likewise, it is to your advantage to notify us anytime a new “key” employee joins the firm.

It is most important that you include current addresses, names, and phone numbers on any references provided. COSS-PW reserves the right to contact any references listed. Also, personal interviews may be conducted.

It is equally important to notify COSS-PW when there is a change address. This is extremely important when DOT issues Requests for Qualifications/Requests for Proposals (RFQs/RFPs). If an RFQ/RFP is returned to our office due to a change in firm's address and it is necessary to re-mail, this could delay your firm's response to the RFQ/RFP.

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

On the forms requesting your firm's information in response to our “Minimum Qualifications,” make sure your reply matches or exceeds the minimum(s) stated. Please ensure your qualifications are very specific. The groups for which you are requesting pre-qualification should be listed on the cover of the SOQ document.

The evaluation process is conducted by a committee of COSS-PW Transportation Planning Division and/or staff specialists. Members are added or subtracted in accordance with the specialties you may respond to (i.e.; Roads, Bridge, Testing, etc.).

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

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

B. SPECIFIC

1. Qualifying firms must have an established office in the Metro-Atlanta area defined as the Counties of Cobb, DeKalb, Fulton, Gwinnett, Henry, Rockdale, Clayton, Fayette, Douglas, Paulding, Cherokee, and Bartow.
2. For purposes of SOQ submittal, firms may not combine (joint ventures) with one another. However, prime-sub relationships in a teaming situation are acceptable. Also, the qualifications submitted in the SOQ are restricted to those in the Metro-Atlanta office(s).
3. Brochure substitution for SOQ requested documentation will not be accepted.
4. Personal visits to COSS-PW are not encouraged nor required. If we need interviews, appointments will be scheduled either here or at your firm’s office.
5. If you utilize computer-generated responses, then please ensure formats remain consistent with that set forth in this SOQ.
6. Provide all email addresses for key personnel, firm contact(s), and website, if applicable.

C. DEFINITIONS

Firm. Any individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice the profession of engineering.

Minority Business Enterprise (MBE). A minority business enterprise is a business which is certified either by D.O.T. or another agency/organization which D.O.T. recognizes for certification purposes and is at least 51 percent owned and controlled by a minority group member(s) who controls and operates it. A minority group member is an individual who is a citizen of the United States and one of the following:

- Black Americans (an individual of the black race of African origin)
- Hispanic Americans (an individual of a Spanish speaking culture and origin or parentage)
- Asian Americans (an individual of a culture, origin or parentage traceable to the areas of the Far East, Southeast Asia, the Indian Subcontinent and the Pacific Islands)
- American Indians (an individual who is an enrolled member of a federally recognized Indian tribe, or recognized by the tribe as being an Indian, as evidenced by a certification from a tribal leader)
- American Eskimos and American Aleuts.

AGENCY. City of Sandy Springs Public Works Department or any of the Divisions.

D. COMPLETENESS

Statements of Qualifications, which have not been completed properly, may, at the discretion of COSS-PW, be returned for correction without a complete review. The information requested in this SOQ **must** be submitted on the forms provided within the Statement of Qualifications or copies thereof. Statement of Qualifications not meeting this requirement may be returned as “incomplete.”

E. INFORMATION SHEETS

All pages may be copied as needed. **All pages of the SOQ package MUST BE returned, whether or not you copy or substitute pages.**

F. SUBMISSION

One (1) electronic copy (PDF format) of the SOQ should be emailed to cedric.clark@sandyspringsga.org.

G. INSURANCE

COSS-PW will require general liability insurance. COSS-PW may require certificates of insurance prior to awarding contracts. Professional liability insurance may also be required.

**CITY OF SANDY SPRINGS PUBLIC WORKS DEPARTMENT
STATEMENT OF QUALIFICATION PACKAGE**

1. Firm Name _____
(as registered with the Secretary of State)
Local Address _____

Principal Contact: _____

Email Address: _____

Phone Number: _____

2. Name & Address of Parent Company (if applicable)

3. Name & Title of Official(s) authorized to negotiate and execute contracts:

Email Address: _____

Email Address: _____

Email Address: _____

4. Type of Firm:

Corporation

Partnership

Individual

Other

NOTE: Submit copy of your current Georgia Business License

If Corporation, please complete the following:

- A. Date incorporated _____
- B. State incorporated _____
- C. Date authorized in Georgia _____
- D. President's Name _____

If Partnership, complete the following:

- A. Date organized _____
- B. Type: General Limited Other
- C. Names of Partners

5. Secretary of State's Charter Number _____

6. Indicate those areas in which the firm is authorized by the State of Georgia to conduct business and attach State of Georgia Department of Transportation "Notice of Professional Consultant Qualification Form."

- | | | |
|----------------------------------|-----------------------|--------------------|
| _____ Engineering | _____ Land Surveying | _____ Architecture |
| _____ Environmental | _____ Land Appraisal | _____ Transit |
| _____ Planning | _____ ROW Acquisition | _____ Geo-Tech |
| _____ Construction Management | | |
| _____ Traffic Engineering | | |
| _____ Landscape Architecture | | |
| _____ Aerial Photography/Mapping | | |

7. Federal Employer's Identification Number _____

8. Are you certified as a DBE (Disadvantaged Business Enterprise)?

Yes No

If yes, attach copy of GDOT certification letter.

9. Are you certified as an MBE (Minority Business Enterprise)?

Yes No

If yes, attach copy of GDOT certification letter.

10. Are you certified as a WBE (Women Business Enterprise)?

Yes No

If yes, attach copy of GDOT certification letter.

11. Are you a Small Business Enterprise (per 13-CFR 121.3-8)?

Yes No

If yes, attach copy of letter certifying same.

12. Do you have an Affirmative Action Plan?

Yes No

If yes, submit copy of letter certifying same.

13. Present Offices:

City _____ State _____

Telephone _____

Email Address: _____

Number of personnel in this office: _____

City _____ State _____

Telephone _____

Email Address: _____

Number of personnel in this office: _____

(Attach additional pages if required)

14. Number of full-time personnel by discipline in local office. List each person only once, by primary function.

Category	CERTIFICATION BY TYPE (P.E., E.I.T., A.I.C.P., R.L.S., etc.)						
	Office Total	Type	No. of Staff	Type	No. Of Staff	Type	No. of Staff
Administrative							
Appraisers							
Aviation							
Bridge Engineers							
Civil Engineers							
Construction Inspectors							
Construction Managers							
Drafting Technicians							
Ecologists							
Economists							
Engineers							
Engineering Technicians							
Environmental Engineers							
Environmental Scientists							
Estimators							
Geologists							
Hydrologists							
Information Technologists							
Landscape Architects							
Planners: Land Use							
Planners: Transportation							
Planners: Traffic							
Planners: Urban/Region							
Right of Way Acquisition Agents							
Specification Writers							
Structural Engineers							
Surveyors							
Testing Engineers							
Transportation Engineers							
Transit Engineers							
TOTAL LOCAL OFFICE							

15. Summary of Receipts and Fees. Insert index number for last 5 years, most recent year first.

Gross Receipts for Firm					
Gross Receipts for Local Office					

INDEX FOR RANGES OF RECEIPTS AND FEES

- a. Less than \$50,000
- b. \$50,000 to \$100,000
- c. \$100,000 to \$250,000
- d. \$250,000 to \$500,000
- e. \$500,000 to \$1 Million
- f. \$1 Million to \$2 Million
- g. \$2 Million to \$5 Million
- h. \$5 million to \$10 Million
- i. \$10 Million or greater

16. Percent of local office's gross receipts related to Transportation Works.

17. Do you carry professional liability insurance?

Yes No

If yes, attach copy of certificate showing policy number, company, amount, and expiration date.

18. Does your firm have a CADD system? Yes No

Types _____

Number of workstations _____

19. Are annual financial statements and audited overhead rates available upon request?

Yes No

20. Has a principal owner ever been disciplined by a State Registration Board?

Yes

No

If yes, attach explanation on separate sheet.

21. Has the firm failed to complete a job or defaulted on a contract in the last 5 years?

Yes

No

If yes, attach explanation on separate sheet.

I hereby certify that the information contained in this Statement of Qualifications is true and correct to the best of my knowledge, and that this firm is duly authorized to conduct business in the State of Georgia.

FIRM_____

By_____

Title_____

Date_____

GENERAL SERVICES GROUPS – MINIMUM QUALIFICATIONS

GROUP	TYPE	DESCRIPTION	MINIMUM QUALIFICATONS
GS-1	Legal & construction surveys	<ol style="list-style-type: none"> 1. Conduct legal surveys, write legal descriptions, prepare plants. 2. Construction staking, run topographic surveys, ROW surveys. 3. Research land records for ownership. 	<p>Requires at least one land surveyor, registered in the State of Georgia, with proficiency in surveying techniques and experience in the activities normally associated with this work group.</p> <p>Sufficient support staff and equipment to perform these activities must also be indicated.</p>
GS-2	Geotechnical investigation and testing	<ol style="list-style-type: none"> 1. Take or collect soil and/or material samples for analysis. 2. Interpret results of analysis and make appropriate recommendation. 	<p>Requires at least one professional engineer, registered with the Georgia State Board of Professional Engineers, with proficiency in appropriate engineering principles and practices associated with this group.</p> <p>Sufficient support staff and equipment to perform these activities must also be indicated.</p>
GS2A	Geotechnical Archaeological	Archaeological and cultural resource surveys, studies, data recovery and mitigation	<p>Graduate degree in archaeology, anthropology or closely related field plus the following experience:</p> <p>Two years of experience in performing all phases of GDOT Section 106 assessments, including a minimum of four months of supervised fieldwork and analytic experience in general North American archaeology which includes the following tasks: (survey), resource identification, resource evaluation and mitigation. This would include use of background documentation (courthouse research, county surveys, maps, site files, context studies, etc.), excavation (Phase III), supervision, testing (Phase II), documentation and photography.</p> <p>Experience should include at least one year of full-time professional experience or equivalent specialized training in archaeological research, administration or management.</p>

ROAD/BRIDGE DESIGN GROUPS – MINIMUM QUALIFICATIONS

GROUP	TYPE	DESCRIPTION	MINIMUM QUALIFICATONS
R-1	Minor and major road widening and multi-lane roadway and drainage engineering design	<ol style="list-style-type: none"> 1. Conduct feasibility studies for concept alternatives. 2. Design and construction management for various elements, of road engineering, including Traffic Engineering, Hydrology, Environmental Impact, Highway and Arterial Road Design and construction office and field inspection and management. 	Requires at least one professional engineer, registered with the Georgia State Board of Professional Engineers, with proficiency in civil engineering, relevant design experience, demonstrated plans productivity, and knowledge of construction techniques in the activities normally associated with this group.
R-2	Traffic Engineering – Transportation Analysis	<ol style="list-style-type: none"> 1. Conduct regional traffic studies, local traffic studies, traffic impact analyses, traffic signal system analysis and design, and interstate interchange studies. 2. Design, implementation and construction management for various traffic signal system and isolated signal installations. 	Requires at least one professional engineer, registered with the Georgia State Board of Professional Engineers, with proficiency in transportation engineering, civil engineering, relevant design experience, demonstrated plans productivity, demonstrated ability to interact successfully with the Georgia Department of Transportation and the Federal Highway Administration, and knowledge of construction techniques in the activities normally associated with this group. d
R-3	Minor and major road, bridge, and structural engineering design.	<ol style="list-style-type: none"> 1. Conduct feasibility studies and concept alternates. 2. Design and construction management for various elements of bridge, tunnel, and other major structural engineering design and construction management. 	Requires at least one professional engineer, registered with the Georgia State Board of Professional Engineers, relevant design experience, demonstrated plans productivity, demonstrated ability to interact successfully with the Georgia Department of Transportation, the Federal Highway Administration, various railroad companies, the Army Corps of Engineers, and knowledge of construction techniques in the activities normally associated with this group.
R1E	Environmental	Environmental Impact Studies (includes wetlands)	<p>Georgia Law does not regulate Professional status. Through the evaluation of applicant's educational background, past record and capability of satisfactorily completing environmental documentation for transportation projects (EIS, EA/FONSI, CE), the County will determine "Professional Status."</p> <p>Applicant shall have one qualified professional for each subtask within the Environmental Group. Each professional shall have a minimum of two years' experience. Historic and Archaeological consultants shall have qualifications as defined by the Secretary of the Interior Guidelines published at 36 CFR Part 61. Historic and Archaeological consultants shall have a minimum of two years' experience in performing all phases of Section 106 assessments including fieldwork, resource identification, resource evaluation and mitigation. Ecological consultants shall demonstrate experience in successfully completing wetland, stream, other waters of the US delineation, and the completion of Threatened and Endangered species surveys, to include coordination with USFWS and the US Army Corp of Engineers. Project manager must demonstrate having provided documentation necessary for both US Army Corps of Engineers Nationwide, Regional and Individual permits, resulting in obtaining such permits.</p>

LAND APPRAISAL – MINIMUM QUALIFICATIONS

GROUP	TYPE	DESCRIPTION	MINIMUM QUALIFICATONS
LA-1	Appraiser	Appraises rights-of-way on behalf of the City of Sandy Springs Public Works Department.	An appraiser must possess a degree or have successfully completed 165 in-class hours of study approved by the Georgia Real Estate Appraiser Board, which must include coverage of standards of professional practice. An appraiser holding a current "Certified Appraiser's License" meets this criteria. The appraiser must have at least two years of real estate appraisal activity. An appraiser must submit samples of acquisitions of rights-of-way or samples of complex appraisal assignments. If a project contains federal or state funds, the appraiser must be GA DOT approved and hold a license, or certified appraiser status with the Georgia Real Estate Appraiser Board. As of 1/1/92, only appraisers holding "Certified Appraiser" status will be considered for assignments.

RIGHT-OF-WAY ACQUISITION – MINIMUM QUALIFICATIONS

GROUP	TYPE	DESCRIPTION	MINIMUM QUALIFICATONS
ROW-1	Acquisition/Consultants	Acquires rights-of-way on behalf of the City of Sandy Springs Public Works Department.	The project coordinator/senior acquisition agent must have a minimum of 8 years of experience in acquiring rights-of-way. Any associate employed or contracted by the consulting firm must have a minimum of 2 years' experience in acquiring rights-of-way, commercial real estate brokerage appraising or a combination of 2 years of the above, including a thorough knowledge of courthouse records and procedures. COSS-PW shall have the right to interview the coordinator/senior agent and associates prior to awarding the contract. Any change in personnel added to the project after execution of contract is subject to above provisions.

TRANSIT GROUPS– MINIMUM QUALIFICATIONS

GROUP	TYPE	DESCRIPTION	MINIMUM QUALIFICATONS
TRAN-1	Market Research	<p>1. Conduct market research survey, including telephone surveys, man-on-the street interviews, and focus groups concerning the use (present or potential) of transit services.</p> <p>2. Survey customer satisfaction and determine the response to marketing activities.</p>	<p>Requires a trained staff of surveyors, including supervision, using automated telephone survey software with monitoring. Demonstrated experience in market research, with the ability to design and carry out complex research plans with specified statistical reliability. Also requires access to census tapes and other statistical information so that survey responses can be correlated with sub-regional demographics.</p>
TRAN-2	Transit route evaluations	<p>Conduct feasibility studies of routes, including demand estimation (passenger and revenue), running time, schedules, and stops</p>	<p>Requires at least two transit planners with demonstrated experience in transit route evaluations. Master's Degree in Urban or Transit Planning. Demonstrated proficiency in working with public agencies such as UMTA, MARTA, ARC, and the Federal Highway Administration. Demonstrated use of computer modeling techniques to produce passenger demand estimates.</p>
TRAN-3	Maintenance performance audits	<p>Review maintenance activities, including record keeping, actual maintenance activities performed, and training.</p>	<p>Requires at least two employees with ten or more years of public transit experience. Demonstrated ability to use micro-computers to analyze and model maintenance activities, including road calls, failure analyses, and cost of operation.</p>

OTHER GROUPS – MINIMUM QUALIFICATIONS

GROUP	TYPE	DESCRIPTION	MINIMUM QUALIFICATONS
OT1	Landscape Architecture	Design landscaping, shrubbery placement for DOT projects.	Registered Landscape Architect. Any other DOT experience such as sight distance and knowledge of traffic control.
OT2	Aerial Photography/Mapping	Produce mapping and digital data from aerial photography	Certified Photogrammetist and Registered Licensed Surveyor
OT3	Landscape Design and Construction for Trail Projects	Design and construction management experience for various elements relating to multi use trail projects.	Requires at least ten years of relevant design experience and knowledge of construction techniques in the activities normally associated with this group.
OT4	Storm Water Design Services	<ol style="list-style-type: none"> 1. Conduct surveys, investigations, hydrologic studies, hydraulic analyses, erosion and sediment control assessments. 2. Conduct field investigations, water quality sampling and reporting. 3. Design and construction staking for municipal storm sewer system improvements, including channel improvements, storm sewer design, roadway design, and culvert design. 4. Prepare design plans/specifications, recordable plats and easement exhibits, as well as summary reports of findings. 	Requires at least one professional engineer and one professional surveyor, registered with the Georgia State Board of Professional Engineers and Land Surveyors. Engineer to have proficiency in civil engineering, hydrology and hydraulics, relevant design experience, demonstrated plans productivity, and knowledge of construction techniques in the activities normally associated with this group.
OT5	N/A	N/A	N/A
OT6	N/A	N/A	N/A

NOTE: Utilize this form for requesting pre-qualification in specialties not covered in the prior work groups. COSS-PW reserves the right to accept or reject your proposed "Minimum Qualifications." If they are associated with certification programs or considered industry standards, then please include appropriate reference substantiation.

CITY OF SANDY SPRINGS

INSURANCE REQUIREMENTS

Prior to beginning work, the Consultant shall obtain and furnish certificates to the City for the following minimum amounts of insurance:

- A. Workmen's Compensation Insurance in accordance with the laws of the State of Georgia. and meets the statutory obligations with coverage B- Employer's Liability limits of at least \$100,000 each accident, \$500,000 disease policy limit and \$100,000 disease each employee.
- B. Public Liability Insurance in an amount of not less than One Hundred Thousand (\$100,000.00) Dollars for injuries, including those resulting in death to any one person, and in an amount of not less than Three Hundred Thousand (\$300,000.00) Dollars on account of any one occurrence.
- C. Property Damage Insurance in an amount of not less than Fifty Thousand (\$50,000.00) Dollars from damages on account of any occurrence, with an aggregate limit of One Hundred Thousand (\$100,000.00) Dollars.
- D. Valuable Papers Insurance in an amount sufficient to assure the restoration of any plans, drawings, field notes, or other similar data relating to the work covered by the Project.
- E. Professional Liability Insurance in an amount that correlate to the amount of the services performed and nature of the project.
- F. Commercial General Liability Insurance of at least \$500,000 general aggregate, \$500,000 products- completed operations, \$500,000 personal & advertising injury, \$500,000 each occurrence, \$50,000 fire damage, and \$5,000 medical expense any one person.
- G. Commercial Automobile Liability Insurance covering all owned, non-owned and hired automobiles with limits of at least \$500,000 per accident.

All coverage will be on an "occurrence" basis. All policies required will name the City of Sandy Springs as an additional insured. All insurance policies required above will be issued by companies authorized to do business under the laws of the State of Georgia with a rating of A or higher and no less than Class V as to financial strength as rated by the latest edition of Best's Insurance Guide, or otherwise acceptable to the City of Sandy Springs. All policies shall be amended to provide a thirty (30) day prior written notice of coverage, cancellation, suspension or non-renewal.