

Request for Qualifications For Right-of-Way Acquisition Services

Whitfield County is soliciting Statements of Qualifications (SOQ) for right-of-way acquisition services for highway projects. Please submit your SOQ in the following format:

1. **Reputation and Experience of the Acquisition Team** – Describe your understanding of the requirements of acquiring right-of-way on GDOT and local projects, as well as your experience with those types of projects. Provide an organizational chart for this project and resumes.
2. **Reputation and Experience of the Project Manager** – Especially important here is the Manager's experience and knowledge of right-of-way acquisition requirements for State and Federally funded projects. Provide a resume as well.
3. **Resources of the Acquisition Team** – The purpose of this section is to show that the firm has enough resources, either in-house or through sub-consultants, to meet the requirements of the project and complete the work on schedule. Provide a list of active right-of-way acquisition projects your firm is currently under contract for and their scheduled completion dates. Provide a list of sub-consultants to be used along with information about their experience.
4. **Quality Assurance/Control Procedures** – Describe the measures your firm takes to ensure acquisition stays on schedule and within budget, and does not delay the onset of construction.

Your SOQ should not exceed **15 pages** exclusive of covers, tabs, resumes, and required forms. Four (4) copies of your SOQ must be delivered to the following address not later than 11:00 am on Friday, September 1, 2017:

Mr. Brian McBrayer
301 W. Crawford Street
Dalton, Georgia 30720

See the Evaluation Criteria Rating Tabulation Guidelines on the following pages for further clarification on these SOQ requirements and how the SOQs will be evaluated.

EVALUATION CRITERIA

RATING TABULATION GUIDELINES

The consultant selection will follow the process described herein: A selected Evaluation Committee will conduct a review of all responses in accordance with the evaluation criteria set forth. Based on the information received from interested firms as a result of this solicitation, the Evaluation Committee will make a recommendation of the best-qualified consultant firms for consideration to the Whitfield County Board of Commissioners. The Whitfield County Board of Commissioners will make the final award.

Does the Statement of Qualifications adhere to the maximum page limit and did it arrive on time?

Does the Statement of Qualifications address all responsive/non-responsive requirements?

Yes - Accept the submission and continue the evaluation

No – Reject the submission due to the firm not being qualified

1. Reputation and Experience of the Acquisition Team – 25%

Evaluate the reputation of the Prime Consultant and their Sub-Consultant using history of similar transportation projects such as Georgia DOT, other DOT's, and local government. Did the firm(s) manage projects that are correct, clear, concise, and adhere to the contract's schedule and budget?

- Recent similar type project experience in ROW acquisition of roadway projects.
- Ability to complete work on schedule and within established budget.
- Qualifications of the design team (including sub consultants).
- Stability of the firm and its work force (including sub consultants).
- Financial Soundness of the firm.

- 5 Excellent
- 4 Good
- 3 Average
- 2 Below Average
- 1 Very Poor

2. Reputation and Experience of the Project Manager – 35%

Evaluate the reputation of the firm's proposed Project Manager. Grade the level of education, experience, technical expertise, responsiveness, attention to detail, and customer service relative to this project. Do they understand the Department's Public Information Process, Preconstruction's Plan Development Process, and other Georgia DOT operations? This project is locally funded, but design and construction will be paid for by GDOT.

- Knowledge of current ROW acquisition criteria (including Department and FHWA policies and procedures).
- Professional Qualifications (including sub consultants).
- Demonstrated experience of Project Manager with similar types of projects.

- 5 Excellent
- 4 Good
- 3 Average
- 2 Below Average
- 1 Very Poor

3. Resources of the Acquisition Team – 25%

Evaluate the human resources of the Prime Consultant combined with that of their Sub-Consultants. Does the Design Team have adequate staff to complete the project(s) on schedule? Does the Design Team have expertise and experience in performing similar projects? Is the Design Team stable and have they worked as a unit on GDOT projects before?

- Recent similar type contract and multi-project management experience.
- Adequate staffing to complete the project(s) on schedule.
- Current workload.

- 5 Excellent
- 4 Good
- 3 Average
- 2 Below Average
- 1 Very Poor

4. QA/QC Procedures – 15%

Demonstrated past and current QA/QC procedures that help ensure project's construction schedule is not delayed.

- 5 Excellent
- 4 Good
- 3 Average
- 2 Below Average
- 1 Very Poor