



## **Request for Qualifications**

**RFQ Item #25-197**

**ITS Network Maintenance and Monitoring Services**

*For*

*Augusta, Georgia – Augusta Engineering and  
Environmental Services Department – Traffic Engineering Division*

**RFQ Due: Tuesday, July 22, 2025 @ 11:00 a.m.**

### **Until further notice**

**All RFQ openings, conferences, and evaluation meetings  
will be conducted by electronic teleconferencing via ZOOM  
Instructions are enclosed**

***Sec. 1-10-50. Sealed bids selection method:***

***Bid acceptance and bid evaluation. Provided that the bids are delivered to the Procurement Director at the time, place, and under the conditions contained in the Invitation for Bids, the bids shall be conditionally accepted without alteration or correction pending evaluation.***

***To Ensure Timely Deliveries, It Is The Responsibility Of The Vendor To Ensure Their Bid Submittal Is Received By The Time Specified Above. All Submittals MUST Be Received During Our Normal Office Hours From 8:30 A.M. To 5:00 P.M., Monday Through Friday. No Deliveries Will Be Accepted Prior To 8:30 A.M. Or After 5:00 P.M., As The Building Is Closed To The Public And Delivery Services Outside Of These Hours.***

***One Original and Seven (7) Copies of RFQ shall be submitted***

***Thanks for doing business with us . . .  
Darrell White, Interim Procurement Director  
535 Telfair Street, Room 605  
Augusta, Georgia 30901***



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Revised 9/6/24

## Request for Qualifications

Request for Qualifications will be received at this office until **Tuesday, July 22, 2025 @ 11:00 a.m.** via ZOOM Meeting ID: 869 1516 6010 Passcode: 25197 for furnishing:

**RFQ 25-197 ITS Network Maintenance and Monitoring Services for Augusta, GA – Augusta Engineering and Environmental Services Department – Traffic Engineering Division**

RFQs will be received by: The Augusta Commission hereinafter referred to as the OWNER at the offices of:

Darrell White, Interim Director  
Augusta Procurement Department  
535 Telfair Street - Room 605  
Augusta, Georgia 30901

RFQ documents may be viewed on the Augusta Georgia web site under the Procurement Department **ARCbid**. RFQ documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901.

**A Pre-Qualifications Conference will be held on Monday, July 7, 2025 @ 10:00 a.m. via ZOOM. Meeting ID: 818 3211 9661; Passcode: 25197.**

**All questions must be submitted in writing by fax to 706 821-2811 or by email to [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov) to the office of the Procurement Department by Tuesday, July 8, 2025, @ 5:00 P.M. No RFQ will be accepted by fax or email, all must be received by mail or hand delivered. To ensure timely deliveries, all submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. No deliveries will be accepted prior to 8:30 a.m. or after 5:00 p.m., as the building is closed to the public and delivery services outside of these hours.**

No RFQ may be withdrawn for a period of **ninety (90) days** after qualifications have been opened, pending the execution of contract with the successful vendor.

**Request for qualifications (RFQ) and specifications.** An RFQ shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions applicable to the procurement. **All specific requirements contained in the request for qualification including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waivable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark the RFQ number on the outside of the envelope.

**GEORGIA E-Verify and Public Contracts:** The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, **regardless of the number of employees.** They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for qualifications issued by a city must include the [contractor affidavit](#) as part of the requirement for their bid to be considered.

Respondents are cautioned that acquisition of RFQ documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RFQ documents from unauthorized sources places the proponent at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

**Correspondence must be submitted via mail, fax or email as follows:**

**Augusta Procurement Department**  
**Attn: Darrell White, Interim Director of Procurement**  
**535 Telfair Street, Room 605**  
**Augusta, GA 30901**  
**Fax: 706-821-2811 or Email: [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov)**

DARRELL WHITE, INTERIM Procurement Director

Publish:

Augusta Chronicle June 12, 19, 26, 2025 and July 3, 2025

Metro Courier June 12, 2025

cc: Tameka Allen Administrator  
Hameed Malik Augusta Engineering and Environmental Services Department  
John Ussery Augusta Engineering and Environmental Service Department – Traffic Engineering

Revised: 10/02/2024

## PROCUREMENT DEPARTMENT

### ELECTRONIC ZOOM INFORMATION

The Augusta, Georgia Procurement Department conducts Public Pre-Qualifications Conferences and Openings to award quality contracts for Augusta. Proposers may participate in our Public Pre-Qualification Conferences and Openings via webcast or teleconference by following the instructions outlined below:

#### ELECTRONIC RFQ INSTRUCTIONS

*Join from a PC, Mac, iPad, iPhone, or Android device*

#### *Pre-Qualification Conference*

**RFQ #25-197 - ITS Network Maintenance and Monitoring Services**

**Monday, July 7, 2025 @ 10:00 a.m.**

#### **ZOOM Pre-Qualification Conference:**

1. Go to <https://zoom.us/join> and enter meeting ID: **818 3211 9661**
2. **Password: 25197**
3. Teleconference: Telephone number: **646 876 9923**

#### ***Opening - RFQ Item #25-197***

**RFQ #25-197 - ITS Network Maintenance and Monitoring Services**

**Tuesday, July 22, 2025 @ 11:00 a.m.**

#### **ZOOM Opening:**

1. Go to <https://zoom.us/join> and enter meeting ID: **869 1516 6010**
2. **Password: 25197**
3. Teleconference: Telephone number: **646 876 9923**

#### **OFFICIAL RFQ RESULTS will Post within 5 Days**

**For Assistance: Please Contact the Bid and Contract Team at (706) 821-2422**

## INSTRUCTIONS TO SUBMIT

### INSTRUCTIONS TO SUBMIT

- 1.1 **Purpose:** The purpose of this document is to provide general and specific information for use by vendors in submitting a proposal to supply Augusta, Georgia with equipment, supplies, and or services as listed above. All proposals are governed by the Augusta, Georgia Code.
- 1.2 **Viewing the Augusta Code:** All proposals are governed and awarded in accordance with the applicable federal and state regulations and the Augusta, Georgia Code. To view the Code visit Augusta's website at [www.augustaga.gov](http://www.augustaga.gov) or <http://www.augustaga.gov/index.aspx?NID=685> **Guidelines & Procedures.**
- 1.3 **Compliance with laws:** The Proponent shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or Augusta, Georgia statute, ordinances, and rules during the performance of any contract between the Proponent and Augusta, Georgia. Any such requirement specifically set forth in any contract document between the Proponent and Augusta, Georgia shall be supplementary to this section and not in substitution thereof.
- 1.4 **Proposals For All Or Part:** Unless otherwise specified by Augusta, Georgia or by the proponent, **AUGUSTA, GEORGIA RESERVES THE RIGHT TO MAKE AWARD ON ALL ITEMS, OR ON ANY OF THE ITEMS ACCORDING TO THE BEST INTEREST OF AUGUSTA, GEORGIA.** Proponent may restrict his proposal to consideration in the aggregate by so stating but must name a unit price on each item submitted upon.
- 1.5 **All protest shall be made in writing to:**
- Attn: Darrell White, Interim  
Director of Procurement  
535 Telfair Street, Room 605  
Augusta, GA 30901,  
Fax: 706-821-2811 or  
Email:  
[procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov)**
- 1.6 **Minority/Women Business Enterprise (MWBE) Policy:** *Court Order Enjoining Race-Based*

**Portion of DBE Program Augusta, Georgia does not have a race or gender conscious Disadvantaged Business Enterprises (DBE) program for projects having Augusta, Georgia as the source of funding. Augusta does enforce mandatory DBE requirements of federal and state agencies on contracts funded by such agencies and has a DBE Program to comply with U.S. Department of Transportation (DOT), Federal Transit Administration (FTA), Federal Aviation Administration (FAA) and other federal and state mandated DBE requirements for certain DOT, FTA, FAA, and other federal and state assisted contracts as required by 49 C.F.R. Part 26, et. seq. and/or 49 C.F.R. Part 23, et. seq. This DBE program is only for DOT, FTA and FAA assisted contracts and other federal or state funded contracts having mandatory DBE requirements. (See Article 13 of the Augusta, GA. Code.)**

**Augusta, Georgia prohibits any language in any solicitation, bid or contract that is inconsistent with the July 21, 2011, Court Order in the case, Thompson Wrecking, Inc. v. Augusta Georgia, civil action No. 1:07-CV-019. Any such language appearing in any Augusta, Georgia solicitation, bid or contract is void and unenforceable.**

**A copy of this Order can be reviewed at [www.augustaga.gov](http://www.augustaga.gov) home page.**

- 1.7 **Augusta, Georgia License Requirement:** For further information contact the License and Inspection Department @ 706 312-5050.

**General Contractors License Number:** If applicable, in accordance with O.C.G.A. §43-41, or be subjected to penalties as may be required by law.

**Utility Contractor License Number:** If applicable, in accordance with O.C.G.A. §43-14, or be subjected to penalties as may be required by law.

- 1.8 **Terms of Contract:** (Check where applicable)  
[ ] (A) Annual Contract  
[ ] (B) One time Purchase.  
[X] (C) Other



## NOTICE TO ALL VENDORS

ADHERE TO THE BELOW INSTRUCTIONS AND DO NOT SUBSTITUTE FORMS

### PLEASE READ CAREFULLY:

**Attachment B** is a consolidated document consisting of:

1. Business License Number Requirement (must be provided)
2. Acknowledgement of Addenda (must be acknowledged, if any)
3. Statement of Non-Discrimination
4. Non-Collusion Affidavit of Prime Proponent/Offeror
5. Conflict of Interest
6. Contractor Affidavit and Agreement (E-Verify User ID Number must be provided)

**Attachment B Must be Notarized & Two (2) Pages Must be returned with your submittal - No Exceptions.**

**Business License Requirement:** Proponent must be licensed in the Governmental entity for where they do the majority of their business. Your **company's business license number must** be provided on Page 1 of Attachment B. If your Governmental entity (State or Local) does not require a business license, your company will be required to obtain a Richmond County business license if awarded a contract. For further information, contact the License and Inspection Department @ 706 312-5050.

**Acknowledgement of Addenda:** You Must acknowledge all Addenda. See Page 1 of Attachment B.

**E-Verify \* User Identification Number (Company I.D.)** The recommended awarded vendor will be required to provide a copy of Homeland Security's Memorandum Of Understanding (MOU). **Contractors, Bids, RFPs, RFQs - Any** contractors performing the physical performance of services" for your city, including those that respond to bids or requests for proposals, must submit an E-Verify affidavit. Your city cannot consider any contractors, even as part of a bidding or RFP process, unless they have given you the appropriate E-Verify contractor affidavits.

Contractors are defined as those who provide any "physical performance of services," which means any performance of labor or services for a public employer using a bidding process or by contract that costs over \$2,499.99 in value between December 1 and November 30 of any given year. Typically, eligible contracts may include: New construction or the demolition of structures/roads Routine operation, repair, and maintenance of existing structures. Any contracts for labor and service that exceed \$2,499.99. Contracts for the purchase of goods without any services provided are not subject to these E-Verify requirements.

The city, each contractor, and each subcontractor have different roles and responsibilities in the E-Verify process. The city collects E-Verify affidavits from the contractor. The contractor collects E-Verify affidavits from its subcontractors. The subcontractors collect E-Verify affidavits from its sub-subcontractors. Independent contractors (those with no employees) do not need to supply E-Verify information. Instead, they will provide a driver's license or state identification card from states on the "compliant" list created by the Georgia Attorney General. Those contractors and subcontractors that fill out the affidavits are responsible for the accuracy of the information. The city does not need to confirm that the E-Verify information is correct. The liability for incorrect information is on the contractor or subcontractor. NOTE: The authorization date can be found within the Memorandum of Understanding (MOU).

**Affidavit Verifying Status for Augusta Benefit Application (S.A.V.E. Program) (Must Be Returned With Your Submittal)**

The successful proponent will submit the following forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation" (Vendor's letter will denote the date forms are to be received)

1. Georgia Security and Immigration Subcontractor Affidavit
2. Non-Collusion Affidavit of Sub-Contractor
3. **PLEASE NOTE GEORGIA LAW CHANGE: E-Verify and Public Contracts:** The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, **regardless of the number of employees. They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract.** Certain professions are also exempt. All requests for proposals issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.

### **WARNING:**

Please review "Notice to Proponent" regarding Augusta Georgia's Local Small Business Opportunity Program Proponent Requirements. Vendors are cautioned that acquisition of proposal documents through any source other than the office of the Procurement Department is not advisable. Acquisition of proposal documents from unauthorized sources places the proposer at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Proposals are publicly opened. It is your responsibility to ensure that your company has met the Specifications and Licenses' requirements prior to submitting a proposal.

Rev. 4/09/21



**Attachment B**

**You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.**

Augusta, Georgia Augusta Procurement Department

**ATTN: Procurement Director**

535 Telfair Street, Suite 605

Augusta, Georgia 30901

Name of Proponent: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Do You Have A Business License?** Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Augusta, GA Business License # for your Company (Must Provide):** \_\_\_\_\_

**And/or Your State/Local Business License # for your Company (Must Provide):** \_\_\_\_\_

**Utility Contractors License # (Must Provide if applicable):** \_\_\_\_\_ **MUST BE LISTED ON FRONT OF ENVELOPE**

**General Contractor License # (Must Provide if applicable):** \_\_\_\_\_

**Additional Specialty License # (Must Provide if applicable):** \_\_\_\_\_

**NOTE:** Company must be licensed in the Governmental entity for where they do the majority of their business. If your Governmental entity (State or Local) does not require a business license, please state above (Procurement will verify), your company will be required to obtain a Richmond County business license if awarded a BID. For further information regarding Augusta, GA license requirements, please contact the License and Inspection Department @ 706 312-5050.

**List the State, City & County that issued your license:** \_\_\_\_\_

**Acknowledgement of Addenda:** (#1) \_\_\_\_: (#2) \_\_\_\_: (#3) \_\_\_\_: (#4) \_\_\_\_: (#5) \_\_\_\_: (#6) \_\_\_\_: (#7) \_\_\_\_: (#8) \_\_\_\_:  
**NOTE: CHECK APPROPRIATE BOX (ES) - ADD ADDITIONAL NUMBERS AS APPLICABLE**

**Statement of Non-Discrimination**

The undersigned understands that it is the policy of Augusta, Georgia to promote full and equal business opportunity for all persons doing business with Augusta, Georgia. The undersigned covenants that we have not discriminated, on the basis of race, religion, gender, national origin, or ethnicity, with regard to prime contracting, subcontracting, or partnering opportunities.

The undersigned covenants and agrees to make good faith efforts to ensure maximum practicable participation of local small businesses on the proposal or contract awarded by Augusta, Georgia. The undersigned further covenants that we have completed truthfully and fully the required forms regarding good faith efforts and local small business subcontractor/supplier utilization.

The undersigned further covenants and agrees not to engage in discriminatory conduct of any type against local small businesses, in conformity with Augusta, Georgia's Local Small Business Opportunity Program. Set forth below is the signature of an officer of the proposer/contracting entity with the authority to bind the entity.

The undersigned acknowledge and warrant that this Company has been made aware of understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;

That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;

That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling Augusta, Georgia to declare the contract in default and to exercise any and all applicable rights remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

**Non-Collusion of Prime Proponent**

By submission of a proposal, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition. Collusions and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

**You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.**

**Conflict of Interest**

By submission of a bid, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

- 1. No circumstances exist which cause a Conflict of Interest in performing the services required by this BID, and
- 2. That no employee of the County, nor any member thereof, nor any public agency or official affected by this BID, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this BID. By submission of a bid, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:
  - (a) The prices in the bid have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
  - (b) Unless otherwise required by law, the prices which have been quoted in the bid have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.
  - (c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership, or cooperation to submit or not to submit a bid for the purpose of restricting competition. For any breach or violation of this provision, the County shall have the right to terminate any related contract or 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.

**Contractor Affidavit and Agreement: Contractor Affidavit under O.C.G.A. § 13-10-91(b) (I)**

**GEORGIA E-Verify and Public Contracts:** The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services **over \$2,499 in value to enroll in E-Verify, regardless of the number of employees.** They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.

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.

**Georgia Law requires your company to have an E-Verify\* User Identification Number (Company I.D.) on or after July 1, 2009.**

For additional information or to enroll your company, visit the **State of Georgia** website:

<https://e-verify.uscis.gov/enroll/> and/or [http://www.dol.state.ga.us/pdf/rules/300\\_10\\_1.pdf](http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf)

**Federal Work Authorization User Identification Number: E-VERIFY REQUIRED FOR ALL CONTRACTS OVER \$2,499.00**

**Date of Authorization**

**\*\* (E-Verify Number)** \_\_\_\_\_

\_\_\_\_\_

**Name of Contractor**

**Name of Project / Bid Number**

**AUGUSTA, GEORGIA – RICHMOND COUNTY CONSOLIDATED GOVERNMENT**

**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:**

**NOTARY SEAL**

The undersigned further agrees to submit a notarized copy of Attachment B and any required documentation noted as part of the Augusta, Georgia Board of Commissions specifications which govern this process. In addition, the undersigned agrees to submit all required forms for any subcontractor(s) as requested and or required. **I further understand that my submittal will be deemed non-compliant if any part of this process is violated.**

**You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.**



**You Must Complete and Return with Your Submittal. Document Must Be Notarized**

**Systematic Alien Verification for Entitlements (SAVE) Program**

**Affidavit Verifying Status for Augusta, Georgia Benefit Application** By executing this affidavit under oath, as an applicant for an Augusta, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract, or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for an Augusta, Georgia contract for

\_\_\_\_\_ [RFQ Project Number and Project Name]

\_\_\_\_\_ [Print/Type: Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

\_\_\_\_\_ [Print/Type: Name of business, corporation, partnership, or other private entity]

1.) \_\_\_\_\_ I am a citizen of the United States.

**OR**

2.) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older.

**OR**

3.) \_\_\_\_\_ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.\*

***In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
\* Alien Registration Number for Non-Citizens

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**NOTARY SEAL**

**Note: THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL**

REV. 2/17/2016



**TRADE SECRET STATUS AFFIDAVIT  
Augusta, Georgia**

All documents, data, letters and generated information received by Augusta, Georgia constitutes a “public record” and is subject to disclosure under the Georgia Open Records Act ("GORA"). O.C.G.A. § 50-18-70 *et seq.* However, pursuant to O.C.G.A. § 50-18-72(a)(34), "[an] entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 *et seq.*].”

O.C.G.A. § 10-1-761(4) defines “Trade secret” as “...information, without regard to form, including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which is not commonly known by or available to the public and which information:

- A. Derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and
- B. Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.”

Therefore, the records listed below and attached hereto, that were submitted with \_\_\_\_\_ response to Augusta, Georgia Request for Proposal, Request for Quote, or Request for Qualified Contractor \_\_\_\_\_ are marked confidential pursuant to O.C.G.A. § 10-1-761(4):

- (List specific information that the supplier wishes to withhold and how that information constitutes a trade secret)
- Additional trade secret information requested to be withheld
- **Your company is requested to send a redacted copy of your submittal.**

Under penalty of perjury, acknowledging that O.C.G.A. §16-10-71 provides a penalty of a fine of up to \$1,000 and potential imprisonment of one to five years, I attest that the specific information in the records listed above constitutes trade secrets pursuant to O.C.G.A. § 10-1-761(4), and request that Augusta, Georgia not disclose this protected information under the Georgia Open Records Act ("GORA").

Signature:

\_\_\_\_\_  
[Signatory Name in Print]

\_\_\_\_\_  
[Signatory’s Title] [Company Name]

\_\_\_\_\_  
[Signatory’s Title]

Date: \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE  
ME ON THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 202\_\_.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**Return form only if applicable. If form is not returned with your submittal it will be deemed there are no trade secrets in your package submittal.**

## **Minority and Women Owned Business Enterprise Program Ordinance Requirements**

### **Notice To All Bidders (PLEASE READ CAREFULLY)**

#### **Shall apply to ALL Bids regardless of the dollar amount**

In accordance with the Commission Action on 7/25/24 and the adoption of Ordinance No. 7945 Chapter 10C of the AUGUSTA, GA, CODE, Contractors agree to collect and maintain all records necessary to Augusta, Georgia to evaluate the effectiveness of its Minority and Women Owned Business Enterprise Program and to make such records available to Augusta, Georgia upon request. The requirements of the Minority and Women Owned Business Enterprise Program can be found at [www.augustaga.gov](http://www.augustaga.gov). In accordance with AUGUSTA, GA. CODE, Contractors shall report to Augusta, Georgia the total dollars paid to each subcontractor, vendor, or other business on each contract, and shall provide such payment affidavits, regarding payment to subcontractors, if any as required by Augusta, Georgia. Such utilization reports shall be in the format specified by the Director of Compliance and shall be submitted at such times as required by Augusta, Georgia. Required forms can be found at [www.augustaga.gov](http://www.augustaga.gov). If you need assistance completing a form or filing information, please contact the M/WBE Program office at (706) 821-2406. Failure to provide such reports within the time period specified by Augusta, Georgia shall entitle Augusta, Georgia to exercise any of the remedies set forth, including, but not limited to, withholding payment from the Contractor and/or collecting liquidated damages.

### **SHALL APPLY TO PROJECTS IN EXCESS OF \$300,000**

#### **Minority and Women Owned Business Enterprise Program (Continued)**

##### **Sec. 1-10-138. Race and Gender-Conscious Efforts**

Contract-by-Contract Subcontractor Goals The City, through the Goal Setting Committee (GSC), will set specific, separate percentage-based MBE and WBE subcontracting goals on a contract-by contract basis for Prime contracts in Construction, Architecture & Engineering, Professional Services, and Other Services valued in excess of \$300,000. The City shall establish such goals based upon the type of contract, the type of subcontracting work that will be required, and the availability of M/WBE firms to perform the work for that specific contract.

The GSC shall not establish subcontracting goals on contracts where (a) there are no subcontracting opportunities identified for the contract; or (b) there are not at least three (3) MBE and/or WBE firms that are available and capable to perform a CUF for the overall subcontracting opportunities on the contract.

### **Good Faith Efforts (GFE) Requirements and Guidance**

1. Achievement of subcontracting goals or documentation of Good Faith Efforts applies to every Contract for which such goals are established. **The Bidder shall submit a compliance plan detailing its achievement of the goals or its Good Faith Efforts to meet the goals. The compliance plan shall be due at the time set out in the solicitation documents.**

2. When a Bidder cannot achieve the goals, its compliance plan shall document its GFE to achieve the goals. The Director of Compliance will determine whether the Bidder has made such GFE.

### **Bid Documents**

All bid documents shall require bidders or proponents to submit with their bid the following written documents, statements, or forms, which shall be made available by the Procurement Department.

- Proposed Letter of Intent MBE/WBE.
- Proposed MBE/WBE Utilization Plan.
- Documentation of Good Faith Efforts Form (*in the event the bidder will not meet the MBE and WBE goals*).

**Failure to submit the above documentation shall result in the bid being declared non-responsive.**

### **Sec. 1-10-154. Exceptions**

In accordance with § 1-10-8, on federally funded projects or contracts, the M/WBE Program shall only be utilized when authorized by the applicable federal (and/or Georgia) laws, regulations, and conditions relating to that project or contract. To the extent that there are any conflicts between any such laws, regulations, or conditions and the provisions of the M/WBE Program, the federal (and/or Georgia) guidance shall control.

**NOTE: All forms should be submitted in a separate, sealed envelope, labeled M/WBE Forms, Company's Name & Bid number**

**For questions and or additional information, please contact:**

Minority-Owned and Women-Owned Business Enterprise Program  
535 Telfair Street, Suite 530  
Augusta, Georgia 30901  
(706) 821-2406  
[mwbe@augustaga.gov](mailto:mwbe@augustaga.gov)

Website: <https://www.augustaga.gov/83/Disadvantaged-Business-Enterprise>

REV. 9/6/24

## **SECTION I - INSTRUCTION TO SUBMIT**

Augusta, GA, invites qualified firms to submit a Statement of Qualifications (SOQ) for firms to provide ITS Network Maintenance and Monitoring Services for the Augusta Engineering and Environmental Services Department – Traffic Engineering Division. Your submittal should respond to, and be based on, the information included in this Request for Qualifications.

Responses will be received in the office of the Director of Procurement at 535 Telfair Street, Suite 605, Augusta, GA 30901 until **Tuesday, July 22, 2025 @ 11:00 a.m.** The RFQ must be submitted in a sealed package and labeled with firm's name and the name of the project - **RFQ #25-197 ITS Network Maintenance and Monitoring Service for Augusta, Georgia Augusta Engineering and Environmental Services Department – Traffic Engineering Division.** No RFQ will be accepted by fax, all must be received by mail or hand delivered. **Vendors are required to submit one (1) marked unbound original and seven (7) copies of the RFQ.**

**Opening will be via ZOOM - Meeting ID: 869 1516 6010 and Password: 25197**

The RFQ shall be addressed and delivered accordingly to:

Mr. Darrell White, Interim Director of Procurement  
Procurement Department  
535 Telfair Street, Room 605  
Augusta, Georgia 30901

After advertisement, the RFQs shall be opened per Procurement guidelines. The Procurement Director shall determine whether each package appears to be minimally responsive to the published RFQ requirements.

The User Department, in association with Procurement, will appoint a selection committee to review all acceptable minimally responsive packages. The selection committee members shall review and score each package individually based on the evaluation criteria. Failure to provide all of the requested information may cause the submittal to be rejected as non-responsive.

Any interested qualified firm and/or party is requested to make a response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the firm and must be submitted in the time, manner, and form prescribed.

The Owner reserves the right to reject any or all submittals received as the result of this request. The Owner also maintains the right to negotiate with any firm(s), as necessary, to serve the best interests of Owner. The Owner will not be liable for any costs incurred by any firm prior to the signing of a contract.

**A Pre-Qualifications Conference will be held on Monday, July 7, 2025 @ 10:00 a.m. via ZOOM. Meeting ID 818 3211 9661; Passcode: 25197.**

**All questions must be submitted in writing by fax to 706 821-2811 or by email to [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov) to the office of the Procurement Department by Tuesday, July 8, 2025 @ 5:00 P.M.**

An official authorized to bind the firm to the terms and provisions of the qualifications must sign the submittal. For a submittal to be considered it must remain valid for at least ninety **(90) days** from the time that the Owner receives it.

Qualified firms interested in providing the services described herein are invited to submit a complete Request for Qualifications for consideration. The qualifications shall address the requirements listed below. Failure to provide all requested information may be sufficient cause for rejection. The firm may provide additional information regarding the request, provided it is placed in a separate section at the end of the RFQ.

The firm's demonstrated technical capability and other qualifications, as described herein, will also be assessed.

**The User Department and Procurement will evaluate the responses to the RFQ, verify the information presented, and conduct oral interviews, as deemed appropriate. This process will result in the selection of the Firm(s) who are deemed eligible to offer proposals for these services and may be invited for interviews.** After evaluation of RFQ submissions, teams may be invited for interviews.

Augusta reserves the right to reject any or all respondents to this solicitation. Augusta will make a selection based on the RFQ Submittals and possible interviews then negotiate a final agreement with the selected firm(s). You are welcome to establish a team of firms in connection with this RFQ.

## **SECTION II – INTRODUCTION**

Augusta-Richmond County is requesting qualifications from IT support companies interested in providing professional network monitoring and maintenance services for Augusta.

The work will consist of an annual monitoring and maintenance package for Augusta, Georgia’s Intelligent Transportation System (ITS) network. **The proposed concept is to provide the Augusta Engineering Department, Traffic Engineering Division a package of network monitoring, maintenance, and support services 24 hours a day, 7 days a week, 365 days a year for the ITS network and its vital components.** The scope of work includes a company that can remotely monitor, maintain, and provide advanced support services, in person, if necessary, for the AED Traffic Engineering ITS network.

The company chosen shall meet the following criteria:

- Be able to provide proof from manufacturer as a Cisco Premier or Gold Partner,
- Shall have a minimum of 7 years’ experience in integrating, maintaining, and supporting ATMS / ITS networks in a metropolitan or statewide environment,
- Shall have advanced experience with IP routers and switches, cybersecurity (such as firewalls, IDS/IPS, VPN, and encryption), data centers (virtualization and business continuity), and digitization of transportation infrastructure,
- Shall have Cisco CCIE and CCNP/CCDP certified staff,
- Have a physical office within 3 hours of Augusta’s Traffic Management Center (TMC) located at 452 Walker Street, Augusta, GA 30901,
- Be authorized by the State of Georgia and Cisco Systems to provide Cisco hardware/services via a statewide contract

**Terms: The department intends to enter into an agreement for a period of one (1) year with the option to extend for four (4) additional one (1) year terms for a total of five (5) years. Augusta, may choose more than one vendor for this work.”**

## **SECTION III - RESPONSE FORMAT**

Responses should be submitted in the general format outlined in this section. Augusta reserves the right to eliminate from further consideration any response that is deemed substantially or materially unresponsive to the requests for information contained in this section. Submittals of firm information and qualifications should be no more than **(30) pages** in length (exclusive of cover and index sheets).

Vendors should use the following outline in organizing the contents of their qualifications:

<b>SECTION</b>	<b>CONTENTS</b>
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<b>1.</b>	<b>PROCUREMENT DOCUMENTS:</b>
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	All documents required under the Augusta Procurement regulations and procedures, properly executed and notarized as required (Attachment B and Save Form). The notary seal shall be visible on the original AND all copies.
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<b>2.</b>	<b>QUALIFICATIONS AND EXPERIENCE:</b>
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	Firm name, address, telephone number, former firm names, official Georgia address (if applicable), joint venture partner information (if applicable), and sub consultant to be used by the firm. If the firm has branch offices, state which office will be performing most of the work.
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The gross income of the firm for the past five years and the average and maximum number of permanent employees.

**3. ORGANIZATION AND APPROACH:**

A brief description of similar monitoring and maintenance projects undertaken in the past five years, including current projects. For each project include the number of temporary and permanent employees used, the project owner, and contact name and telephone number. Names of principals and key personnel who will perform the work. Personnel information should include professional degrees, registrations, or certificates (type, number and state(s) where registered if applicable) and experience on similar projects.

Name and qualification of Project Manager who will be assigned to this work and serve as primary point of contact for this project.

**4. SCOPE OF SERVICES:**

A summary of project understanding (it is expected that firms will make an on-site inspection of the project area) and a brief description of the firm's document and quality

**Vendor shall provide written documentation that they have hardware and software experience in the following:**

- Cisco IE4000 and Catalyst 38xx Series Switches
- Cisco ASA with Firepower / Advanced Malware Protection
- Cisco UCS Servers
- HP Servers
- VMWARE
- Intelight Maxview or other similar ATMS software
- Axis Camera Systems with IP Multicast Distribution
- Barracuda Business Continuity onsite and cloud based
- SNMP based NMS monitoring and maintenance

The firm will be evaluated based on the vendors possession of high ethical and professional standing, recent experience in monitoring and maintenance of similar networks, experience in working with municipalities or state agencies, experience in working with ITS / ATMS networks, qualifications of personnel, stability of the firm and its work force, current work load affecting ability to complete the work on time and within the budget, financial soundness of the firm, and ability to respond to network issues quickly.

Include current workload and availability of staff to perform the services requested in the RFQ in a timely manner and ability to respond to network issues quickly.

**5. FINANCIAL STABILITY:**

Provide financial information that would allow the evaluators to ascertain the financial stability of the firm.

- a. If a public company, include a recap of the most recent audited financial report.
- b. If a private company, provide a recap of the most recent internal financial statement; and a letter, on the financial institution's letterhead, stating financial stability.

**NOTE: Financial Stability is part of the evaluation criteria. Failure to include the requested information may impact your evaluation score. You may mark the information as confidential.**

6. **REFERENCES:**

All qualifications shall include the name, address, e-mail, fax and telephone numbers of **at least three (3) customers**. References should have been using the proposed services for at least one (1) year and have a situation similar to that which you are proposing for Augusta. **Provide the reference contact name, address, email address, telephone numbers and date of the contract.**

7. **FEE PROPOSAL:**

**DO NOT INCLUDE A FEE PROPOSAL.** Once a firm has been selected, the contract will be negotiated on a **cost-plus fixed fee basis**.

### **SECTION III - SUBMISSION REQUIREMENTS**

Qualified contractors interested in providing the services described herein are invited to submit a complete Statement of Qualification (SOQ) for consideration. The SOQ shall address the items listed below. Failure to provide all requested information may be sufficient cause for rejection of the qualifications.

1. **Vendors are required to submit one (1) marked unbound original AND (7) seven copies.** Original is to be unbound. Copies may be bound per vendor discretion.
2. **Do Not Include A Fee Proposal.** Firms shall not include fee or cost information when responding to this solicitation.
3. Submittals of Firm information and qualifications should be no more than **thirty (30) pages in length.**
4. Proposals shall be evaluated, and a selection made using the criteria items listed in the **Criteria for Evaluation.**
5. An official authorized to bind the offeror must sign all statements. Any document received after this time and date will not be considered and will be returned unopened to the firm.
6. Firms that wish to join in a consortium must designate one firm as principal or lead firm. Consortia will be evaluated according to the same requirements as a single firm.
7. Firms should be prepared simply and economically, providing a straightforward, concise description of Offeror's capabilities to satisfy the requirements of the RFQ. Responses to this RFQ should contain the required information for the contractors. If the firm includes any information in addition to the specific information requested in the RFQ; it should be included as an appendix to the qualifications.
8. The Owner will not be liable for any costs incurred by the firm prior to the signing of a contract.
9. **Firms shall outline the scope of work, elements and tasks therein and the means of execution and address all the areas included in the evaluation criteria. Each firm will be evaluated using the following criteria of evaluation.**



## SECTION IV CRITERIA FOR EVALUATION

### Evaluation Process

All Qualifications will be evaluated by an Augusta, Georgia Selection Committee (Committee). The Committee may be composed of Augusta, Georgia staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the Qualifications shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the Augusta, Georgia Procurement Office only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFQ. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of Augusta, Georgia’s requirements as set forth in this RFQ.

If needed, the selection process will include oral interviews. The consultant will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted.

Cumulative Scores will include the totals from Phase 1 – items 1 through 10. It is the intent of the Owner to conduct a fair and comprehensive evaluation of all Qualifications received. **The contract for this project/service will be awarded to the proposer who submitted a proposal that is most advantageous to the Owner.**

### Evaluation Criteria

Qualifications will be evaluated according to each Evaluation Criteria and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project/service is five hundred (500) points.

#### Rating Scale

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFQ specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project/service objectives per RFQ.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFQ specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFQ requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFQ specification.

### 1. Completeness of Response (Pass/Fail)

- a. Responses to this RFQ must be complete. Responses that do not include the proposal content requirements identified within this RFQ and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location or returned to the vendor (at vendor's expense). Please provide shipping instructions and/or fees upon the completion of the competitive process.

### Conflict of Interest Statement (Pass/Fail)

- b. Discloses any financial, business or other relationship with the Augusta, Georgia that may have an impact upon the outcome of the contract or the project/service.
- c. Lists current clients who may have a financial interest in the outcome of this contract or the project/service that will follow.
- d. Discloses any financial interest or relationship with any company that might submit a RFQ on the project/service.

### 2. Qualifications & Experience (15 points)

- a. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants/proposers to conduct the required services as listed in this RFQ and adhering to all required license requirement for federal, state and local services.

### 3. Organization & Approach (25 points)

- a. Describes familiarity of project/service and demonstrates understanding of work completed to date and project/service objectives moving forward
- b. Roles and Organization of Proposed Team
  - i. Proposes adequate and appropriate disciplines of project/service team.
  - ii. Some or all of team members have previously worked together on similar project/service(s).
  - iii. Overall organization of the team is relevant to Augusta, Georgia needs.
- c. Project and Management Approach
  - i. Team is managed by an individual with appropriate experience in similar project/services. This person's time is appropriately committed to the project/service.
  - ii. Team successfully addresses all requirements of this RFQ.
  - iii. The team and management approach responds to project/service issues. Team structure provides adequate capability to perform both volume and quality of needed work within project/service schedule milestones.
- d. Roles of Key Individuals on the Team
  - i. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project/service.
  - ii. Key positions required to execute the project/service team's responsibilities are appropriately staffed.
- e. Working Relationship with Augusta, Georgia
  - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
  - ii. Team leadership understands the nature of public sector work and its decision-making process.
  - iii. Proposal responds to need to assist Augusta, Georgia during the service.

### 4. Scope of Services to be Provided (30 points)

Vendors are required to have the minimum required experience listed in Section II Introduction. Evaluation will be based on vendors high ethical and professional standing, recent experience in monitoring and maintenance of similar networks, experience in working with municipalities or state agencies, experience in working with ITS / ATMS networks, and the ability to complete the work within the budget.

**Include current workload and availability of staff to perform the services requested in the RFQ in a timely manner and ability to respond to network issues quickly.**

Vendor shall provide written documentation that they have hardware and software experience in the following:

- Cisco IE4000 and Catalyst 38xx Series Switches
- Cisco ASA with Firepower / Advanced Malware Protection
- Cisco UCS Servers
- HP Servers
- VMWARE
- Intelight Maxview or other similar ATMS software
- Emtrac Preemption Software
- Axis Camera Systems with IP Multicast Distribution
- Barracuda Business Continuity onsite and cloud based
- SNMP based NMS monitoring and maintenance

**5. Financial stability (5 points).**

Provide financial information that would allow proposal evaluators to ascertain the financial stability of the Proposer.

- a. If a public company, include a recap of the most recent audited financial report.
- b. If a private company, provide a recap of the most recent internal financial statement; and a letter, on the financial institution's letterhead, stating financial stability.

**6. References (5 points)**

- a. Provide as reference the name of at least three (3) agencies you currently or have previously consulted for in the past three (3) years.

**7. Proximity to Area (5 points) weighted value 5**

- |  |          |
|--|----------|
| a. Within Richmond County                                | 5 points |
| b. Within CSRA   | 4 points |
| c. Within Georgia  | 3 points |
| d. Within SE United States (includes AL, TN, NC, SC, FL) | 2 points |
| e. All Others  | 1 points |

**8. Presentation by Team (10 points) (Optional)**

- a. Team presentation conveying project/service understanding, communication skills, innovative ideas, critical issues and solutions.

**9. Q&A Response to Panel Questions (5 points) (Optional)**

- a. Respondent provides responses to various interview panel questions.

Augusta, Georgia reserves the right to reject any or all RFQs, waive irregularities in any statement, accept or reject all or any part of any statement, waive any requirement of the proposals, and re-advertise as may be deemed in the best interest of Augusta, Georgia. The Owner also maintains the right to negotiate with any firm, as necessary, to serve the best interests of Owner. The Owner will not be liable for any costs incurred by the firm prior to the signing of a contract.

Weighted scores for each Qualifications will be assigned utilizing the table below:

Phase 1														
No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating * Weight)										
1	Completeness of Response <ul style="list-style-type: none"> <li>• Package submitted by the deadline</li> <li>• Package is complete (includes requested information as required per this solicitation)</li> <li>• Attachment B is complete, signed and notarized</li> </ul>	N/A	Pass/Fail	Pass/Fail										
2	Qualifications & Experience		15											
3	Organization & Approach		25											
4	Scope of Services Vendors are required to have the minimum required experience listed in Section II Introduction. Evaluation will be based on vendors high ethical and professional standing, recent experience in monitoring and maintenance of similar networks, experience in working with municipalities or state agencies, experience in working with ITS / ATMS networks, and the ability to complete the work within the budget. <b>Included current workload and availability of staff to perform the services requested in the RFQ in and timely manner and ability to respond to network issues quickly.</b> Vendor shall provide written documentation that they have hardware and software experience in the following: <ul style="list-style-type: none"> <li>• Cisco IE4000 and Catalyst 38xx Series Switches</li> <li>• Cisco ASA with Firepower / Advanced Malware Protection</li> <li>• Cisco UCS Servers</li> <li>• HP Servers</li> <li>• VMWARE</li> <li>• Intelight Maxview or other similar ATMS software</li> <li>• Emtrac Preemption Software</li> <li>• Axis Camera Systems with IP Multicast Distribution</li> <li>• Barracuda Business Continuity onsite and cloud based</li> <li>• SNMP based NMS monitoring and maintenance</li> </ul>		30											
5	Financial stability		5											
6	References		5											
7	Proximity to Area <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">a. Within Richmond County</td> <td style="width: 50%;">5 points</td> </tr> <tr> <td>b. Within CSRA</td> <td>4 points</td> </tr> <tr> <td>c. Within Georgia</td> <td>3 points</td> </tr> <tr> <td>d. Within SE United States (includes AL, TN, NC, SC, FL)</td> <td>2 points</td> </tr> <tr> <td>e. All Others</td> <td>1 points</td> </tr> </table>	a. Within Richmond County	5 points	b. Within CSRA	4 points	c. Within Georgia	3 points	d. Within SE United States (includes AL, TN, NC, SC, FL)	2 points	e. All Others	1 points		5	
a. Within Richmond County	5 points													
b. Within CSRA	4 points													
c. Within Georgia	3 points													
d. Within SE United States (includes AL, TN, NC, SC, FL)	2 points													
e. All Others	1 points													
<b>(Optional – Numbers 8 and 9) Any Vendors that Receive Less Than a 3 Ranking in Any Category will not be considered for Phase II)</b>		<b>Rating (0-5)</b>	<b>Weight</b>	<b>Score (Rating * Weight)</b>										
8	Presentation by Team		10											
9	Q&A Response to Panel Questions		5											
<b>Total:</b>			100											

Qualifications will be evaluated according to each Evaluation Criteria and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project/service is five hundred (500) points.

## SECTION V

### SELECTION PROCESS

#### Phase One Criteria (Identify short listed offerors only)

The Procurement Director, in consultation and upon the recommendation of the head of the using agency, shall select from among the offerors no less than three (3) offerors (the “short-listed offerors”) deemed to be the most responsible and responsive; provided, however, that if three (3) or less offerors respond to the solicitation, this requirement will not apply. The selection of the short-listed offerors shall be made in order of preference. From the date qualifications are received by Procurement Director through the date the contract is awarded, no offeror may make substitutions, deletions, additions or other changes in the configuration or structure of the offeror’s teams or members of offeror’s teams prior to award.

**Based on the Evaluation Criteria, Augusta reserves the right to select more than one firm to provide the requested services.** It is the intent of the Owner to conduct a fair and comprehensive evaluation of all qualifications received. The contract will be awarded to the firm who submitted the qualifications that is most advantageous to the Owner.

Your team will be evaluated on the basis of how well your firm and its individual professionals meet the criteria outlined including general and specific selection criteria. Based on the Evaluation Criteria, Augusta reserves the right to select more than one firm to provide the requested services. Please submit your qualifications in a concise written tabulated format indexed and organized. The recommended firm and contract will be presented to the Augusta Commission for final approval.

Each submittal must respond to the requested information for each section.

#### Phase Two Criteria (if deemed necessary)

(Rank the company(ies) that best addresses scope of service/ technical qualifications as outlined in the specifications to be in the best interest of Augusta, Georgia).

After an initial screening process, a technical question and answer conference or interview will be conducted, if deemed necessary, to clarify or verify the offeror’s qualifications and to develop a comprehensive assessment of the qualifications.

*Final negotiations and letting the contract.* The Committee shall rank the technical proposals. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter. In making this decision, the Using Agency and the Procurement Director shall take into account the scope, the complexity and the professional nature of the services to be rendered.

Should the Using Agency and the Procurement Director be unable to negotiate a satisfactory contract with the offeror(s) considered the most responsible and responsive that the Using Agency and the Procurement Director determines to be fair and reasonable to Augusta, Georgia; negotiations with that offeror shall be terminated. The Using Agency and the Procurement Director shall then undertake negotiations with the second most responsible and responsive short-listed offeror. If negotiations with the second most responsible and responsive short-listed offeror are unsuccessful, negotiations shall be terminated, and the Using Agency and the Procurement Director shall then undertake negotiations with the third most responsible and responsive short-

listed offeror. Should Using Agency and the Procurement Director be unable to negotiate a contract with any of the short-listed offerors, the Using Agency and the Procurement Director and the using agency may select from the additional offerors that were not short-listed in order of their responsibility and responsiveness and the Using Agency and the Procurement Director may continue negotiations in accordance with this section until an agreement is reached.

Once a firm has been selected, the contract will be negotiated on a cost-plus fixed fee basis. **Do Not Include A Fee Proposal.** Firms shall not include fee or cost information when responding to this solicitation.

Any or all of the firm(s) may be requested to expand on their response and/or make a formal presentation.

**Augusta, Georgia reserves the right to reject any or all RFQs, waive irregularities in any statement, accept or reject all or any part of any statement, waive any requirement of the proposals, as may be deemed in the best interest of Augusta, Georgia.**

### **Do Not Include A Fee Proposal**

**Firms shall not include fee or cost information when responding to this Request for Qualifications.**

# **Local Small Business Program**

## **Preference**

The Local Small Business Program provides for Local Small Business Program Preference on all applicable Augusta, Georgia procurements between \$101,000 and \$300,000 in value.

The Local Small Business Program Preferences for this procurement is:

## **Waived**

There must be a minimum of three (3) certified firms in the Local Small Business Program that can provide the service or product, as specified by the user department, for the LSBP Preference to be considered. As a result of not meeting the minimum service/product requirement, the LSBP Preference is waived for this solicitation.

# NO RESPONSE LETTER

PLEASE SUBMIT BY RESPONSE DUE DATE

RFQ #25-197	Design Services for Boykin Road Park Improvement Project	Due: Tuesday, July 22, 2025 @ 11:00 a.m.
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To: **Augusta, Georgia - Procurement Department**

This is to certify that \_\_\_\_\_, will not be submitting a response to the above referenced solicitation document prepared by Augusta Procurement Department.

Reason(s) for No Submission:

Unavailability of required resources

Prior commitments

Inadequate anticipated funding Level

Project Duration

Potential conflict of interest

Duplication of ongoing effort

Other (please explain)

\_\_\_\_\_  
\_\_\_\_\_

**Authorized Representative:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_