



FEDERALLY FUNDED

Request for Qualifications

RFQ Item #25-207

**Congestion Management Process Update for the Augusta Regional
Transportation Study 2024 Metropolitan Planning Organization**

For

Augusta, Georgia – Planning and Development Department

RFQ Due: Tuesday, August 12, 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 Interim 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



Table of Contents

Request for Qualifications

Electronic Zoom Information

Instructions to Submit

- Purpose
- Viewing of the Augusta Code
- Compliance with Laws
- Proposal for All or Part
- Minority/Women Business Enterprise (MWBE) Policy
- Augusta Georgia License Requirement
- Terms of Contract

Notice to All Vendors **Required to be returned with your submittal. Both documents must be notarized**

- Attachment B **Must return the 2 pages**
- Systematic Alien Verification for Entitlements (SAVE) Program

Trade Secret Status Affidavit

Minority and Women Owned Business Enterprise Program Ordinance Requirements

Request for Qualification Specifications

Local Small Business Program Preference

No Response Letter

Revised 9/6/24

Request for Qualifications

Request for Qualifications will be received at this office until **Tuesday, August 12, 2025 @ 11:00 a.m.** via ZOOM Meeting ID: **885 1685 7261; Passcode: 25207** for furnishing:

RFQ Item #25-207 Congestion Management Process Update for the Augusta Regional Transportation Study 2024 Metropolitan Planning Organization for Augusta, GA – Planning and Development Department

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 (706-821-2422).

Pre-Qualification Conference will be held on Monday, July 28, 2025 @ 10:00 a.m. via Zoom Meeting ID: 831 2937 5536; Passcode: 25207.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Tuesday, July 29, 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 **90 days** after RFQ has been opened, pending the execution of contract with the successful bidder(s).

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 Interim Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Interim Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark 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 qualification 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 their 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

DARRELL WHITE, Interim Procurement Director

Publish:

Augusta Chronicle July 3, 10, 17, 24, 2025
Metro Courier July 3, 2025

cc: Tameka Allen Administrator
Chyvattee Vassar Planning and Development Department
Mariah Harris Planning and Development Department

Revised: 10/02/2024

PROCUREMENT DEPARTMENT BIDS AND CONTRACTS

ELECTRONIC RFQ OPENING 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-Qualifications Conference: RFQ Item #25-207 - Congestion Management Process Update for the Augusta Regional Transportation Study 2024 Metropolitan Planning Organization for Augusta, GA – Planning and Development Department
Monday, July 28, 2025 @ 10:00 a.m.***

ZOOM RFQ Opening:

1. Go to <https://zoom.us/join> and enter meeting ID: 831 2937 5536
2. Passcode: 25207
3. Teleconference: Telephone number: 646 876 9923

***RFQ Opening - RFQ Item #25-207 - Congestion Management Process Update for the Augusta Regional Transportation Study 2024 Metropolitan Planning Organization for Augusta, GA – Planning and Development Department
Tuesday, August 12, 2025 @ 11:00 a.m.***

ZOOM RFQ Opening:

4. Go to <https://zoom.us/join> and enter meeting ID: 885 1685 7261
5. Passcode: 25207
6. 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

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

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 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**
- 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 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: Interim 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 against, 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

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__.

NOTARY PUBLIC

My Commission Expires: _____

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. 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. 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

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

REV. 9/6/24

SECTION I INSTRUCTION TO SUBMIT

Augusta, Georgia is seeking qualification for professional consulting services to develop the Augusta Regional Transportation Study 2055 Metropolitan Transportation Plan (MTP) update – Performance Based Multimodal Transportation Plan (MPO) for the Planning and Development Department. 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 Interim Director of Procurement at 535 Telfair Street, Suite 605, Augusta, GA 30901 until **Tuesday, August 12, 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 25-207 Congestion Management Process Update for the Augusta Regional Transportation Study 2024 Metropolitan Planning Organization for Augusta, GA – Planning and Development Department.**" No RFQ will be accepted by fax or email, 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.**

RFQ Opening will be via ZOOM - Meeting ID: 885 1685 7261; Passcode: 25207

The RFQ shall be addressed and delivered accordingly to:

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

After advertisement, the RFQs shall be opened per Procurement guidelines. The Interim 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.

Pre-Qualification Conference will be held on Monday, July 28, 2025 @ 10:00 a.m. via Zoom Meeting ID: 831 2937 5536; Passcode: 25207.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Tuesday, July 29, 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 to the request, provided it is placed in a separate section at the end of the RFQ.

Any information concerning the PROJECT, its conduct, results, or data gathered or processed shall not be released other than as required under the Georgia Open Records Act, O.C.G.A. § 50-18-70, et seq. Any request directed to the DESIGNATED AGENCY pursuant to the Georgia Open Records Act, for documents or information that are either received or maintained by the DESIGNATED AGENCY in the performance of the work under this Contract, for or on behalf of the DEPARTMENT, shall be released pursuant to the provisions of the Act. Further, the DESIGNATED AGENCY agrees to consult with the DEPARTMENT prior to releasing the requested documents, where required by the DEPARTMENT. **Respondents are requested to complete the trade secret affidavit and include a redacted copy of their proposal for potential open records request.**

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, through contractual agreements, will undertake the scope of work. After evaluation of RFQ submissions, teams may be invited for interviews.

If a contract is awarded as a result of this solicitation, the contract will be made on the basis of the response which best satisfies the intent of this RFQ, and other factors considered in the best interest of the Owner. Negotiations may be undertaken with the firm whose proposal shows them to be the most qualified, responsible, and capable of performing the work. In addition to cost, the Owner will consider professional qualifications and related experience to determine which proposal would be in Owner's best interest if a contract were made.

Appropriate professional registration and significant prior experience in projects of similar scope are considered minimal qualifications.

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 SCOPE OF SERVICES

SCOPE OF SERVICES

The Augusta Regional Transportation Study (ARTS-MPO) is a bi-state Metropolitan Planning Organization (MPO) covering the Augusta-Richmond County GA-SC urban area. The ARTS planning area contains approximately 805 square miles with an estimated population of 492,796 (based on the 2020 Decennial Census). The MPO includes all of Richmond County and part of Columbia County in Georgia, along with parts of Aiken and Edgefield Counties in South Carolina. In addition to the Augusta-Richmond County consolidated government, ARTS includes the Georgia cities of Blythe, Grovetown, and Hephzibah, plus the South Carolina cities of Aiken, Burnetown, New Ellenton, and North Augusta. The MPO contains a number of Census Designated Places, including Appling, Evans, and Martinez in Georgia, along with Beech Island, Belvedere, Clearwater, Gloverville, Graniteville, Langley, Murphys Estates and Warrenton in South Carolina. ARTS also includes Fort Eisenhower, a U.S. Army garrison located in Richmond and Columbia Counties.

A Congestion Management Process (CMP) is integral to transportation planning in the ARTS area. The Congestion Management Process (CMP) is intended to include procedures to alleviate or reduce anticipated increases in roadway congestion and ensure that “federal, state, and local agencies” join with regional transit providers, business, private and environmental interests to develop and implement comprehensive strategies needed to develop appropriate responses to transportation needs. The purpose of the ARTS CMP is to document congestion/travel reliability on major transportation corridors in the study area; issues related to special events, work zones and atmospheric conditions; identify and implement strategies for reducing or eliminating congestion to improve travel reliability and track the effectiveness of congestion/travel reliability mitigation projects.

The CMP will describe the framework for the ongoing process and include elements of the roadway system, traffic level of service standards, performance elements, trip reduction, and travel demand. The Congestion Management Process update should, at a minimum, conform to the requirements and principles contained in: 1) 23 CFR Part 450.322; 2) 23 CFR Part 450.306; 3) 23 CFR Part 450.316; and, 4) FAST Act – Fixing America’s Surface Transportation Act of 2015, 5) the Bipartisan Infrastructure Law (BIL), enacted on November 12, 2021.

The roadway network within the ARTS MPA includes 52 corridors designated as federal-aid roadways, such as interstates, freeways, multi-lane highways, rural highways, and arterials. Since congestion/travel reliability results from various travel system deficiencies which are identified by different criteria, the existing processes for data collection and analysis, and identification of innovative and applicable congestion mitigation strategies monitoring methodologies will be analyzed, redefined and updated. This work is based on federal guidelines, best practices, available data, engineering and planning techniques. The descriptions of the regional CMP system is included in **Attachment X**.

The RFQ shall include but not be limited to engineering and planning approaches to the following tasks:

Task 1: Review and Conduct Assessment of the Existing CMP

Task 1 - Deliverables: Tasks 1 and 2 conducted concurrently and presented combined in the Draft and Final Reports.

Task 2: Research CMP Best Practices

Research relevant CMP best practices for similar Transportation Management Areas in Georgia and South Carolina. There are many examples of best practice assessments regarding Congestion Management Process. This task will identify relevant MPO experiences with CMP that offer innovative approaches appropriate for the ARTS area.

Task 2 - Deliverables: Tasks 1 and 2 conducted concurrently and presented combined in the Draft and Final Reports.

Task 3: Develop a Stakeholder and Public Outreach Approach

Attendance and presentations on reports of up to any of three total combined meetings of the ARTS MPO committees, County Council, City Council, Town Council or Planning Commissions may be required.

Task 3 - Deliverables: Draft and Final Reports.

Task 4: Data Collection and Analysis of Existing and Future CMP Transportation System Network

Collect data currently available for the roadway network and intersections from the Annual Traffic Crash and Intersection Report and traffic data reports from state and local agencies to help reduce the data collection effort.

Task 4 - Deliverables: Tasks 4 and 5 conducted concurrently and presented combined in Technical Report; GIS Transportation Database or Update; and Presentations to MPO committees.

Task 5: Analyze Traffic Congestion Problems and Needs

Evaluate current traffic conditions and evaluate characteristics for the existing CMS corridors in the study area. Review and analyze existing transportation improvement projects in the FY 2021-2027 Transportation Improvement Program, planned projects in the 2050 Metropolitan Transportation Plan (MTP) relevant traffic and transportation studies and other regionally significant transportation projects completed for the MPO and any jurisdictions within the study area. Conduct traffic analysis of current and future levels of congestion/travel reliability on existing major and minor thoroughfares, collectors, and intersections resulting in a corridor traffic data profile.

Task 5 - Deliverables: Tasks 4 and 5 conducted concurrently and presented combined in Technical Report; GIS Transportation System Database; and GIS shape files.

Task 6: Review and refine Goals and Objectives

Review and refine existing regional goals and objectives addressing congestion management.

Task 6 - Deliverables: Tasks 6, 7 and 8 conducted concurrently and presented combined in the Draft and Final Reports.

Task 7: Develop Multimodal Performance Measures

Using the traffic and travel analysis in Task 4 and 5, develop guidelines and performance measures to address traffic congestion/travel reliability, safety, regional transportation issues, as well as existing and future transportation conditions. These performance measures should be developed in coordination and support the travel reliability, performance measures and targets set by the States of Georgia and South Carolina in consultation with FHWA and FTA.

Task 7 - Deliverables: Tasks 6, 7 and 8 conducted concurrently and presented combined in the Draft and Final Reports.

Task 8: Review and Update Existing CMP Strategies

Develop a package of multimodal congestion/travel reliability management strategies for each corridor. Also, include an evaluation of previously implemented congestion/reliability-focused projects and/or strategies to support a before & after evaluation of projects to guide in the selection of future projects.

Task 8 - Deliverables: Tasks 6, 7 and 8 conducted concurrently and presented combined in the Draft and Final Reports.

Task 9: Develop CMP Data Collection, Monitoring and Performance Reporting Process

This task will include developing a step-by-step process for data collection, updating the GIS attribute database and spatial analysis, evaluations of previously implemented congestion/travel reliability

projects or strategies in the area, and reporting annual traffic congestion/travel reliability conditions and travel data. This task will also include developing a project prioritization process.

Task 9 - Deliverables: Tasks 9 and 10 conducted concurrently and presented combined in the Draft and Final Reports; GIS based Performance Database.

Task 10: Develop CMP System Performance Monitoring Evaluation

Develop corridor profiles for each CMP corridor summarizing existing conditions, level of congestion/travel reliability, performance measures, strategies, recommendations, project prioritization and implementation process/schedule in the creation of an annual CMP report.

Task 10 - Deliverable: Tasks 9 and 10 conducted concurrently and presented combined in the Draft and Final Reports; GIS analytical reporting tool – Annual Performance Monitoring Report based Database.

Deliverables: Consultant(s) will deliver thirty-five (35) hard color copies of the Draft and Final reports and the MS Word, InDesign document and pdf. All deliveries will also be provided in an editable electronic format such as Microsoft Word, InDesign or approved equal. All GIS data and shape files, traffic data, accident/crash, & intersection data; spatial, schematic, maps; visualization graphics, and all other related documents produced with federal funds under this Scope of Work shall be provided to the Augusta Planning and Development Department editable electronic versions at the conclusion of this Project. Graphics, mapping, databases, etc. outside of Microsoft Office and ESRI GIS or equal will be provided in a software format agreed upon by the Consultant and the Client.

The Augusta Planning and Development Department will provide all available, existing, and pertinent documentation and data to the selected consultant. The consultant will schedule, coordinate and make all necessary arrangements for meetings conducted by the consultant and ARTS staff during the course of the project. The consultant will take a lead role in all aforementioned meetings, with ARTS staff assuming a supporting role during this period.

This scope of work only represents the minimum requirements. However, the expectation is that the selected consultant will adhere to standards of best practices of transportation planning and engineering and to exceed expectations by utilizing expertise and transportation planning experience to expand upon the minimum requirements.

SECTION III RESPONSE CONTENTS

An official authorized to bind the offeror must sign all statements. Any documents received after this time and date will not be considered and will be returned unopened to the firm. 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.

Your response should follow the general format below:

SECTION	CONTENTS
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1.	PROCUREMENT DOCUMENTS:
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All documents required under the Augusta Procurement regulations and procedures, properly executed and notarized as required. The notary seal shall be visible on the original AND all copies.

2. Executive Summary

The Executive Summary shall include but not limited to contact information for proposing team's authorized representative; statement of general understanding; identification of all team members; and description of team structure. An organizational chart of the proposed team and description of proposed responsibilities for each member.

3. Project Team Qualifications

A firm profile of the prime consultant and any sub-consultants. Location of primary and branch offices, number of staff members, years in business, financial stability, legal liability, types of services provided and types of projects, which the firm may specialize.

4. Relevant Experience and Past Performance.

Firm and subconsultant(s) experience on same and/or similar projects within the past five (5) years. List similar projects that demonstrate the past performance and experience of the firm(s). For at least three comparable projects within past five (5) years, provide a brief description of the project that includes the time frame for the project, tasks, outcomes, and project costs. Provide at least three references that have recent knowledge of the firm(s) past performance. It is important that primary Consultant(s) and/or Sub-consultant(s) have direct project experience contained in the scope of work.

5. Project Team Resumes

Provide resumes of proposed team members. Resumes must include a description of the individual's key duties and responsibilities, education, training, knowledge, skills, expertise, and any other qualifications relevant to the successful development of the Report. Also include a statement containing a list of current work commitments with sufficient detail to show that individuals assigned to the project are substantively available for the project. Individual resumes are limited to one page. It is important that key assigned Consultant and/or Sub-consultant staff have direct experience on a relevant project.

6. Scope of Services:

Describe the proposed work plan for the development of major deliverables along with detailed steps from project start through the **ten (10) Task** listed in **Section II**. Describe key components of your plan.

The Selection Committee will evaluate and select RFQs responses for further consideration for proposal interviews based on, but not limited to the following criteria:

- a) Specialized and appropriate expertise to complete the scope of work and meet the goals and objectives of the project.
- b) Proposed project approach and technical details.
- c) Past experiences and performances on similar projects.
- d) Adequate staff and the qualifications of each member of the proposed project team.
- e) Firm performance with project delivery relative with budgeting and maintaining a project schedule.
- f) Record of successfully completed projects without major legal, technical problems and financial accountability.
- g) Other factors that the ARTS Review Team may determine to be appropriate to receive a quality multi-modal congestion management process and monitoring report.

7. Schedule of Work:

Capacity of consultant and subconsultants to provide quality work within allotted timeframe. Provide a timeline detailing the points at which deliverables reports from the various task will be provided. The detailed timeline should complement the scope of work, showing the expected sequence of tasks and the resource requirements for the consultant.

- a.) Schedule shows completion of the work within or preferably prior to the Augusta, Georgia overall time limits and/or task as specified in the RFQ.
- b.) The schedule serves as a project/service timeline, stating all major milestones and required submittals for project/service management and applicable law compliance.
- c.) The schedule addresses all knowledgeable phases of the project/service, in accordance with the general requirements of this RFQ.

8. Financial Stability:

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

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

9. References:

List **three (3) references** to include the name, address, e-mail, fax, and telephone numbers of at least three clients for whom projects similar in size and scope have been performed.

Do Not Include A Fee Proposal. Firms shall not include fee or cost information when responding to this solicitation.

DBE Requirements:

Augusta, Georgia, a LAP of the Georgia Department of Transportation pursuant with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d--42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21 Nondiscrimination in federally assisted programs of the Department of Transportation Act, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises (DBE) will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

The Georgia Department of Transportation Board has adopted a **10% DBE Overall Annual Goal** for DBE participation on all federally funded projects. **This goal is not to be considered as a fixed quota, set aside or preference. The DBE goal can be met by prime contracting, sub-contracting, joint venture or mentor/protégé relationship.**

Augusta will monitor and assess each consultant services submittals for their DBE participation and/or good faith effort in promoting equity and opportunity in accordance with the state of Georgia, Department of Transportation Disadvantage Business Program Plan.

SECTION IV EVALUATION AND PREPARATION OF QUALIFICATIONS

Firms shall submit one (1) original and seven (7) copies. Responses will be received in the office of the Interim Director of Procurement at 535 Telfair Street, Suite 605, Augusta, GA 30901 until Tuesday, August 12, 2025 @ 11:00 a.m. Each RFQ must be submitted in a sealed envelope and must be plainly marked on the outside as "RFQ 25-207 Congestion Management Process Update for the Augusta Regional Transportation Study 2024 Metropolitan Planning Organization". They should be marked to the attention of Darrell White, Interim Director of Procurement.

Firms shall include not more than forty (40) pages of text, graphics, and photographs in which the firm shall describe the proposed work as interpreted from the Scope of Services. **One (1) marked unbound original and seven (7) copies** of the qualifications must be submitted for initial distribution and evaluation. **The original is to be single sided copies only.** Additional copies may be double sided. Firms shall outline the scope of work, elements, and tasks therein and the means of execution. Firms should focus on the scope of this project as described in this RFQ and address their qualifications relative to this specific scope of work.

- All submittals should be complete and carefully worded and must convey all information requested by Augusta.
- Submittals should be prepared simply and economically, providing a straightforward, concise description of offeror's capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content to include all items listed under **Section II and Section III.**
- **RFQ Submittals shall be no more than 40 pages max.** Each copy of the qualifications should be bound in a single volume, including any documentation.
- If the qualifications include any information in addition to the specific information requested in the RFQ, it should be included as an appendix to the qualifications.
- **The Owner will not be liable for any costs incurred by the firm prior to the signing of a contract.**
- All qualifications submittals and accompanying documentation will become property of Augusta and will not be returned.
- Qualifications packages may be withdrawn at any time prior to the published close date. Qualifications submittals cannot be withdrawn after the published close date.
- Qualifications must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed by a person duly authorized to legally bind the person, partnership, company or corporation submitting the qualifications. A corporation must indicate place and date of incorporation.
- **NO FEE Proposal is to be included in your response to this RFQ**
- **Other evaluation criteria, as outlined, should be addressed, and the firm's abilities and compliance provided.**

SECTION V CRITERIA FOR EVALUATION

Evaluation Process

All proposals 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 proposals 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 total from Phase 1 and Phase 2. It is the intent of the Owner to conduct a fair and comprehensive evaluation of all proposals 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

Proposals 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		
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.

The Evaluation Criteria Summary and their respective weights are as follows:

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 construction project/service.
- c. Lists current clients who may have a financial interest in the outcome of this contract or the construction project/service that will follow.
- d. Discloses any financial interest or relationship with any construction company that might submit a bid on the construction 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 (15 points)

- b. Describes familiarity of project/service and demonstrates understanding of work completed to date and project/service objectives moving forward.
- c. 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.
- d. Project and Management Approach
 - i. Team is managed by an individual with appropriate experience in similar projects/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.
- e. 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.
- f. 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 (40 points)

Describe the proposed work plan for the development of major deliverables along with detailed steps from project start through the **ten (10) Task** listed in **Section II**. Describe key components of your plan.

The Selection Committee will evaluate and select RFQs responses for further consideration for proposal interviews based on, but not limited to the following criteria:

- a) Specialized and appropriate expertise to complete the scope of work and meet the goals and objectives of the project.
- b) Proposed project approach and technical details.
- c) Past experiences and performances on similar projects.
- d) Adequate staff and the qualifications of each member of the proposed project team.
- e) Firm performance with project delivery relative with budgeting and maintaining a project schedule.
- f) Record of successfully completed projects without major legal, technical problems and financial accountability.
- g) Other factors that the ARTS Review Team may determine to be appropriate to receive a quality multi-modal congestion management process and monitoring report.

5. Schedule of Work (5 Points)

Capacity of consultant and subconsultants to provide quality work within allotted timeframe. Provide a timeline detailing the points at which deliverables reports from the various task will be provided. The detailed timeline should complement the scope of work, showing the expected sequence of tasks and the resource requirements for the consultant.

- a.) Schedule shows completion of the work within or preferably prior to the Augusta, Georgia overall time limits and/or task as specified in the RFQ.
- b.) The schedule serves as a project/service timeline, stating all major milestones and required submittals for project/service management and applicable law compliance.
- c.) The schedule addresses all knowledgeable phases of the project/service, in accordance with the general requirements of this RFQ.

6. 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 letter, on the financial institution's letterhead, stating financial stability.

NOTE: Will NOT be disclosed in any part of the RFQ. Failure to include the above listed financial stability requirements will affect your scoring on the evaluation sheet.

7. References (5 points)

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

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

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

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

Proposer provides responses to various interview panel questions.

NO FEE Proposal is to be included in your response to this RFQ.

The Owner will not be liable for any costs incurred by the firm prior to the signing of a contract.

Weighted scores for each Proposal 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"> • Package submitted by the deadline • Package is complete (includes requested information as required per this solicitation) • Attachment B is complete, signed and notarized 	N/A	Pass/Fail	Pass/Fail
2	Overall Qualifications & Experience		15	
3	Organization & Approach		15	
4	Scope of Services: Describe the proposed work plan for the development of major deliverables along with detailed steps from project start through the ten (10) Task listed in Section II. Describe key components of your plan. The Selection Committee will evaluate and select RFQs responses for further consideration for proposal interviews based on, but not limited to the following criteria: a) Specialized and appropriate expertise to complete the scope of work and meet the goals and objectives of the project. b) Proposed project approach and technical details. c) Past experiences and performances on similar projects. d) Adequate staff and the qualifications of each member of the proposed project team. e) Firm performance with project delivery relative with budgeting and maintaining a project schedule. f) Record of successfully completed projects without major legal, technical problems and financial accountability. g) Other factors that the ARTS Review Team may determine to be appropriate to receive a quality multi-modal congestion management process and monitoring report.		40	
5	Schedule of Work		5	
6	Financial Stability		5	
7	References		5	
(Optional – Numbers 8 and 9) Any Vendors that Receive Less Than a 3 Ranking in Any Category will not be considered for Phase II)		Rating (0-5)	Weight	Score (Rating * Weight)
8	Presentation by Team		10	
9	Q&A Response to Panel Questions		5	
Total:			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 VI SELECTION PROCESS

The Procurement Department will examine your qualifications to ascertain that all required documents are included, properly executed and in the correct quantity. Failure to meet these criteria **WILL** result in your qualifications submittal being deemed non-compliant and thus ineligible for further consideration.

A Selection Committee will review all QUALIFICATIONS submitted in response to this solicitation. Based upon the background information reported in the response, the Committee will determine whether the proposer is qualified or unqualified.

Using the Statements of Qualifications and the selection criteria, the Committee will rank the firms based upon the quality and content included in their Statement of Qualifications as well as a demonstrated understanding of the project and Augusta's requirements. Depending upon the number of qualifications received, Augusta may request select firms to make presentations to the Selection Committee and field any questions they might have to clarify their qualifications and provide additional information.

Phase One Criteria (Identify short listed offerors only)

The Interim 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 Interim 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.

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 vendor who submitted qualifications that are most advantageous to the Owner; however, the department may choose to award to more than one vendor.**

Your team will be evaluated based on 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 that best address 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 of the Contract

The Committee shall rank the technical qualifications. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose qualifications are 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 Interim Procurement Director be unable to negotiate a satisfactory contract with the offeror considered the most responsible and responsive at a price for the Using Agency and the Interim Procurement Director determines to be fair and reasonable to Augusta, Georgia; negotiations with that offeror shall be terminated. The Using Agency and the Interim 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 Interim Procurement Director shall then undertake negotiations with the third most responsible and responsive short-listed offeror. Should Using Agency and the Interim Procurement Director be unable to negotiate a contract with any of the short-listed offerors, the Using Agency, and the Interim 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 Interim Procurement Director may continue negotiations in accordance with this section until an agreement is reached.

The Owner also maintains the right to negotiate with any firm, as necessary, to serve the best interests of Owner.

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 qualifications, as may be deemed in the best interest of Augusta, Georgia.

When in the best interest of the Augusta, Georgia, Augusta reserves the right to request additional information and to request a "Best and Final" offer.



DBE PROGRAM

GDOT Locally Administered Program (LAP) FHWA Funded Projects

DBE Requirements

Augusta, Georgia, a LAP of the Georgia Department of Transportation pursuant with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d--42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21 Nondiscrimination in federally assisted programs of the Department of Transportation Act, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises (DBE) will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

The Georgia Department of Transportation Board has adopted the following goal for DBE participation on all federally funded projects.

10% DBE

Overall Annual Goal

This goal is not to be considered as a fixed quota, set aside or preference. The DBE goal can be met by prime contracting, sub-contracting, joint venture or mentor/ protégé relationship.

Augusta, Georgia, a LAP of Georgia Department of Transportation will monitor and assess each consultant services submittals for their DBE participation and/or good faith effort in promoting equity and opportunity in accordance with the state of Georgia, Department of Transportation Disadvantage Business Program Plan.

Phyllis Johnson, Director
Compliance Department
City of Augusta
535 Telfair
Suite 530
Augusta, GA 30901
(706) 826 -1325
p.johnson@augustaga.gov



EVIDENCE OF GOOD FAITH EFFORTS

This completed form should be furnished to AUGUSTA, GEORGIA

CURRENT DATE: _____/_____/_____

RFP/RFQ/P.O./Bid/Solicitation/Other: _____

PROJECT DESCRIPTION: _____

BIDDER/OFFERER(FIRM): _____

CONTACT PERSON: _____ TELEPHONE: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ EMAIL: _____

To determine whether a bidder/offerer has demonstrated good faith efforts to reach the DBE utilization goal(s) on the above-referenced project, AUGUSTA, GEORGIA will consider, AT A MINIMUM, EVIDENCE OF GOOD FAITH EFFORTS as described in

YES <input type="checkbox"/>	NO <input type="checkbox"/>	EVIDENCE OF GOOD FAITH EFFORTS
		PRE-BID MEETING(S): The bidder/offerer attended all pre-bid meetings scheduled by AUGUSTA, GEORGIA to inform DBEs of contracting and subcontracting opportunities.
		COMMUNITY RESOURCES: The bidder/offerer used the services of available community organizations, small and/or disadvantaged business assistance offices and other organizations that provided assistance in the recruitment and placement of DBE firms.
		DBE LIST(S): The bidder/offerer utilized the GDOT list of certified DBE firms found on the GDOT website.
		ADVERTISEMENT: The bidder/offerer advertised in general circulation and/or trade association publications concerning subcontracting opportunities and allowed DBEs reasonable time to respond.
		WRITTEN NOTICE(S): The bidder/offerer took the necessary steps to provide written notice in a manner reasonably calculated to inform DBEs of subcontracting opportunities and allowed sufficient time for them to participate effectively.
		SMALL CONTRACT(S): The bidder/offerer selected specific portions of the work to be performed by DBEs in order to increase the likelihood of meeting the DBE goals (including breaking down contracts into smaller units to facilitate DBE participation).
		INFORMATION: The bidder/offerer provided interested DBEs with adequate information about the plans, specifications and requirements of the subcontract.
		FOLLOW-UP: The bidder/offerer followed-up initial indications of interest by DBEs by contacting those DBEs to determine with certainty if they remained interested in bidding.
		GOOD FAITH NEGOTIATIONS: The bidder/offerer negotiated in good faith with interested DBEs and did not reject DBEs as unqualified without sound business reasons based on a thorough investigation of their capabilities.

EVIDENCE OF GOOD FAITH EFFORTS

- a) A report of all proposals received from a joint venture of DBE firms. The report shall indicate the action taken by the bidder/offerer in response to the submitted proposals that have been rejected, and the reason for rejection shall be indicated.
- b) Documentation of efforts to enter into agreements with DBE firms for contracted work and efforts to arrange for a joint venture, partnership or other business relationship with DBEs.
- c) Documented contact with DBE firms, associations, or business development organizations which disseminate information to DBE firms.
- d) A copy of letters sent to groups in relevant market sectors notifying them of the bidder's/offerer's intent to submit a proposal to AUGUSTA, GEORGIA.
- e) Description of assistance provided by the bidder to DBE firms:
 - 1. Review of Request for Proposal or other documents issued by AUGUSTA, GEORGIA.
 - 2. Review of the Scope of Work to be performed.
 - 3. Efforts to assist interested DBEs with bonding, insurance, lines of credit as required by the bidder/offerer.
- f) Documentation of any other effort(s) undertaken by the bidder to encourage the participation of DBE firms.
- g) Overall operation of the bidder/offerer may be considered in evaluating the Evidence of Good Faith Efforts of the bidder/offerer to comply with the goals and intent of the disadvantaged business enterprise goals for AUGUSTA, GEORGIA.
- h) Any other documentation to demonstrate Evidence of Good Faith Efforts to satisfy the objectives outlined above.

ASSISTANCE

You may contact the DBE Liaison Officer for assistance with completing any DBE form or document. You may also contact the DBE Liaison Officer for assistance in identifying available, capable, and willing DBE firms.

CONTACT US

Phyllis Johnson, Director
Compliance Department
City of Augusta
Augusta, Georgia
535 Telfair Street
Suite 530
(706) 826-1325
p.johnson@augustaga.gov

DBE GOAL FORMS

The following exhibits must be submitted to complete your proposal. Please complete the forms in their entirety as applicable to the bid proposal instructions.

Exhibit 1

Letter of Intent

Exhibit 2

Schedule of DBE Participation

Exhibit 3

DBE Unavailability Report

Exhibit 4

DBE Utilization Report

Exhibit 5

Final DBE Utilization Report

LETTER OF INTENT

To Utilize a Disadvantaged Business Enterprise (DBE) Subcontractor/Subconsultant

From: _____
(Name of Proposer/Bidder)

To: Augusta, Georgia's Selection Committee

Project Description: _____

In response to Augusta, Georgia's Bid No. _____, the undersigned hereby agree to utilize as a subcontractor the firm listed below, if awarded the contract. The undersigned further certify that the firm has been contacted and properly apprised of the projected work assignment(s) upon execution of the contract with Augusta, Georgia.

Name of Firm: _____
(Proposed DBE Subcontractor/Subconsultant)

Expiration of DBE Certification: _____ (Attach copy of DBE certification)

Projected Work Assignment: Enter description of work assignment _____

Projected Percentage of Prime's Contract Fees to be Awarded: (Dollar Amount **or** Percentage %) _____

(Signature of Owner or Authorized Rep.) (Date)

Subscribed and sworn to before me this _____ day of _____, 20_____.

(Notary's Signature) (Notary Seal)

(ACKNOWLEDGEMENT BY THE PROPOSED DBE FIRM)

The undersigned intends to perform work in connection with the above Contract as (check one) _____ an individual _____ a partnership _____ a corporation _____ a joint venture. The undersigned agrees with the prime contractor's/consultant's proposal and further certifies that all information provided herein is true and correct.

(Signature of Owner or Authorized Rep.) (Date)

State of _____
County of _____
Sworn and subscribed before me this _____ day of _____, _____

Notary Print Name

Notary Signature
Commission Expires _____, _____
Identification Produced: _____

Notary Seal

EXHIBIT 2

SCHEDULE OF DBE PARTICIPATION

(To be submitted with an executed Letter of Intent from each DBE firm listed in this form)

BID/RFP #:	DATE FORM SUBMITTED:
PROJECT NAME:	PROJECT START DATE:
PRIME CONTRACTOR:	ADDRESS:
CONTACT PERSON:	TELEPHONE #:

DBE Subcontractor	Expiration of Certification	DBE Contact	Phone	Type of Work To Be Performed	\$	Estimated Sub-Contract Amount
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
Total Estimated Dollar (\$) DBE Participation					\$	
DBE Subcontractor Participation Percentage <i>(Total estimated amount allocated to DBEs divided by Total Contract Amount)</i>					%	

The listing of a DBE shall constitute a representation by the bidder/responder to Augusta, Georgia that such DBE has been contacted and properly apprised of the upcoming County project. Bidders/Responders are advised that the information contained herein is subject to verification by Augusta, Georgia's contract representative, with the concurrence of Augusta, Georgia's DBE Liaison, and that submission of said information is an assertion of its accuracy, per the requirements of the DBE Program.

I certify that the above information is true to the best of my knowledge:

<i>Signature</i>	<i>Title</i>	<i>Date</i>
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THIS DOCUMENT MUST BE PROVIDED WITH THE SUBMITTAL AND SIGNED BY THE PERSON SIGNING THE SUBMITTAL

SAMPLE - DBE Unavailability Report

BID NO. _____

(NAME OF PRIME CONTRACTOR) (ADDRESS) (TELEPHONE NO.)

The undersigned representative of the prime contractor, personally appeared before the undersigned officer, authorized to administer oaths who, after being duly sworn, states that the undersigned has contacted the DBEs listed below and that said DBEs are unavailable to perform or to submit a bid which was not the low acceptable bid set forth, and that the following information regarding DBE subcontractors is true and correct to the best of his/her knowledge:

1. The following DBE contractors were invited to bid subcontract work, but were not available to work.
(Provide copy of the invitation, dates, List of DBEs, address, and responses.)
2. The following DBE contractors were invited to bid subcontract work, but did not respond to the invitation. (Provide copy of the invitation, dates, List of DBEs, address)
3. The following DBE contractors submitted bids which were not the low acceptable bids. (Provide copy of the responses and your analysis as to why the bids were not acceptable).

If you did not get any responses to your solicitation of DBE contractors, please detail your efforts to recruit eligible firms, i.e., advertising, personal calls, mailing lists, etc. Information provided will be verified. Attach all supporting documents such as newspaper ads, phone lists, mailing lists, etc.

Your report should include information as detailed above.

The report should be signed by the same person signing the Bid submittal.

Signature: _____

Title: _____

Date:

DBE UTILIZATION REPORT

EXHIBIT 4

Report No. _____

CONTRACT #:	CONTRACT AMOUNT: \$	DATE FORM SUBMITTED:	
PROJECT DESCRIPTION:		PROJECT COMPLETION DATE:	
PRIME CONTRACTOR:		PERIOD ENDING:	
CONTACT PERSON:	TELEPHONE #:	FAX #	

SUBCONTRACTING INFORMATION

*TO BE SUBMITTED **MONTHLY** TO AUGUSTA, GEORGIA'S CONTRACT REPRESENTATIVE AND THE DBE LIAISON (yjackson@augustaga.gov)*

DBE Subcontractor	Original Agreed Price	Revised Agreed Price	% of Work Completed To Date	Amount Paid This Period	Amount Paid To Date	Gender		Ethnic Category					
						M	F	B	H	A	NA	W	

I attest that the information submitted in this report is in fact true and correct to the best of my knowledge

<i>Signature</i>	<i>Title</i>	<i>Date</i>
------------------	--------------	-------------

Note: The information provided herein is subject to verification by Augusta, Georgia's DBE Liaison

FINAL DBE UTILIZATION REPORT

EXHIBIT 5

(To be submitted with the final invoice)

CONTRACT #: CONTRACT AMOUNT:		DATE FORM SUBMITTED:	
PROJECT DESCRIPTION:		PROJECT COMPLETION DATE:	
PRIME CONTRACTOR:		PERIOD ENDING:	
CONTACT PERSON:		TELEPHONE #: ()	FAX # ()

SUBCONTRACTING INFORMATION

All payments made to DBE subcontractors must be reported on this form.

DBE Subcontractor	Description of Work	Original Amount (Agreed to Price)	Final Subcontract Amount	Total Amt Paid	Gender		Ethnic Category					
					M	F	B	H	A	NA	W	
	TOTALS:											

I attest that the information submitted in this report is in fact true and correct to the best of my knowledge

<i>Signature</i>	<i>Title</i>	<i>Date</i>
------------------	--------------	-------------

Note: The information provided herein is subject to verification by Augusta, Georgia's DBE Liaison

NO RESPONSE LETTER

Please Submit by Response Due Date

RFQ Item #25-207	Congestion Management Process Update for the Augusta Regional Transportation Study 2024 Metropolitan Planning Organization for Augusta, GA – Planning and Development Department	Due: Tuesday, August 12, 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____