

January 14, 2022

NOTICE TO SELECTED FINALISTS

To: Cranston; Keck + Wood, Inc.; Stantec Consulting Services, Inc; and Thomas and Hutton, Inc.

Please send an e-mail confirming receipt of this notice to Franklin Lawson (Flawson@maconbibb.us).

Re: RFQ-2021-074 – FL, PI# 0017879, Macon-Bibb County

On behalf of the Selection Committee for the Request for Qualifications (RFQ) referenced above, we congratulate you and your firm on being selected as a finalist for further consideration. This notice shall serve as an official request for additional required information and action from finalists. **Please refer to the original solicitation (RFQ-2021-074-FL), refer to section VII. Instructions for Preparing Technical Approach and Past Performance Response – Phase II Response, A&B and IX. Instructions for Submittal for Phase II – Technical Approach and Past Performance Response, A-D for instructions to submit your package.** As a finalist, your firm is required to comply with the written instructions and remaining schedule below:

A. Technical Approach - 40%

This information will be limited to a maximum of three (3) pages.

Furnish information that may serve to differentiate your firm from other firms and evidence of the firm's fit to the project and/or needs of Macon-Bibb County Including:

1. Provide any unique technical approaches your firm offers relative to addressing anticipated design concepts, use of any alternative methods for delivery (if applicable), and/or management of the project.
2. Identify any unique challenges of the project and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures.
3. Provide any specific qualifications, skills, knowledge of the project and project area which may uniquely benefit the firm and project, and your ability and willingness to meet time requirements.

B. Past Performance - 10%

No additional information should be submitted to fulfill this requirement. Information from the relevant projects listed as well as information on file with the Department will be used to fulfill this requirement.

Past performance may be evaluated through the checking of project references for the proposed project manager as well as the firm. MBC will check these references at random. For this reason, attention should be paid to the references provided to ensure that the contact information provided is accurate and the individual references are reachable. Other past performance information which may be utilized includes MBC consultant performance ratings as well as knowledge that any member of the Selection Committee has pertaining to the past performance of the firm on any project.

Remaining Schedule

d. GDOT completes evaluation and issues notification and other information to finalist firms.	1/14/2022	-----
e. Deadline for submission of written questions from finalists	1/21/2022	2:00 PM
f. Phase II Response of Finalist firms due	1/27/2022	2:00 PM

C. Finalist Selection

Final selection will be determined by carrying the scores from **Phase I** forward for each Finalist and by evaluating the **Technical Approach** and **Past Performance** criteria for **Phase II**. For each evaluator, the points assigned to each criterion will be totaled and a rank will be determined. The rankings of all evaluators will be totaled for each finalist in order to determine the sum of the individual rankings. The finalists will be ranked in descending order of recommendation using the sum of individual rankings from the Selection Committee members. Should a tie exist for the highest ranking firm on the contract/project, and qualifications appear to be equal, the Selection Committee shall defer to the sum of the individual points and the award shall be made to the finalist with the highest sum.

Negotiations will then be initiated with the top-ranked firm to finalize the terms and conditions of the contract, including the fees to be paid. In the event a satisfactory agreement cannot be reached with the highest-ranking firm, GDOT will formally terminate the negotiations in writing and possibly enter into negotiations with the second highest-ranking firm, and so on in turn until a mutual agreement is established and GDOT awards a contract. The final form of the contract shall be developed by GDOT.

Please address any questions you may have to Franklin Lawson, and congratulations again to each of you!

Franklin Lawson
Flawson@maconbibb.us