State of Georgia

Department of Transportation

Request for Qualified Contractors for Routine Maintenance Services

Request for Qualified Contractors for Routine Maintenance Services

March 1, 2020

Revision #3.1

GDOT Georgia Department of Transportation

This Request for Qualified Contractors (RFQC) for Routine Maintenance Services was developed as part of the continuing effort to provide guidance within the Georgia Department of Transportation in fulfilling its mission to provide a safe, efficient, and sustainable transportation system through dedicated teamwork and responsible leadership supporting economic development, environmental sensitivity and improved quality of life. This RFQC is not intended to establish policy within the Department, but to provide guidance in adhering to the policies of the Department.

Your comments, suggestions, and ideas for improvements are welcomed.

Please send electronic comments to:

route_maint_prequalification@dot.ga.gov

Or

Mail comments to:

Georgia Department of Transportation – Office of Procurement
One Georgia Center
Attn: Routine Maintenance Qualification Manager
600 West Peachtree Street, 19th Floor
Atlanta, Georgia 30308

DISCLAIMER

The Georgia Department of Transportation maintains this printable document and is solely responsible for ensuring that it is equivalent to the approved Department guidelines.

REVISION HISTORY

Revision Number	Revision Date	Revision Summary
1.0	April 1, 2016	Initial Review/submittal
2.0	December 1, 2016	Updated MMSA Process, Suspension Procedures, Committee Meeting schedule, email address for electronic submittal, Updated and added Application (districts and categories), added Existing GDOT Construction Prequalified Contractor and Registered Subcontractor's application process; added ***Drainage Rehabilitation, Repair, Replacement, and Miscellaneous Maintenance Services; Guardrail Maintenance;*** and ***Sweeping and Storm Drain Cleaning*** Categories, renamed ***Joint Repair of Bridges*** to "***Bridge Maintenance and Repairs***"
2.1	January 9, 2017	Update NIGP Code list; revised Construction Bidding application information
2.2	April 4, 2017	Clarified language on ITB process
2.3	July 1, 2017	Updated NIGP Codes, revised Construction Bidding application information
2.4	December 1, 2017	Updated sub category requirements for : A. ***Drainage Rehabilitation, Repair, Replacement, and Miscellaneous Maintenance, Pavement Preservation Maintenance Services, and Concrete*** and ***Portland Cement Concrete (PCC) Pavement Maintenance Services***
2.5	December 1, 2017	Update NIGP Code list; updated Committee meeting schedule; Added Exemptions to Specifications
2.6	March 1, 2018	Clarified Step 1. C. - Approval Process and Appendix C; Clarified Exclusions from General Provisions in all categories; Added "Micro-Milling" to Pavement Preservation
2.7	April 9, 2018	Added DUNS Number to Application
2.8	May 21, 2018	Updated Insurance Requirements for Herbicide Application Services, Landscaping Maintenance Services, Tree Cutting, Pruning, and Removal Services, and Vegetation Removal Services
2.9	July 1, 2018	Clarified section VIII. Suspension of Qualified Contractors Added 4. - 4. MMSA TERMINATION ADDED Categories - ***Rumble Strip Maintenance*** and ***Sign and Sign Component (structures) Maintenance Services***

3.0	October 1, 2019	Removal of Traffic Signal and Device Maintenance category
3.1	March 1, 2020	Revised the Routine Maintenance Services Contractors' Qualification Schedule

LIST OF AFFECTIVE CHAPTERS

Document	Revision Number	Revision Date
Request for Qualified Contractors for Routine Maintenance Services	1.0	04/01/2016
E. Specific Qualifications Standards - *A. Drainage Rehabilitation, Repair, Replacement, and Miscellaneous Maintenance Services; Guardrail Maintenance Services, and Sweeping and Storm Drain Cleaning* **TASK C – Complete and Submit Application Packet,** *2. Section 1 – Company Information***,** *D. - Existing GDOT Construction Prequalified Contractor and Registered Subcontractor* **B. How to Get Qualified for Routine Maintenance Services;** *- F. Application Deadlines*	2.0	12/01/2016
II. How to Get Qualified for Routine Maintenance Services - B. Step 1 - Task B - Add National Institute of Governmental Purchasing (NIGP) Codes **D. Existing GDOT Construction Prequalified Contractor and Registered Subcontractor - 5**. Section 4 - Type(s) of Service Currently Prequalified in Construction Bidding	2.1	01/09/2017
VI. B. 1 – 2 Approval Notification & Process **VII A –** Complete Invitation to Bid	2.2	04/04/2017
D. Existing GDOT Construction Prequalified Contractor and Registered Subcontractor - 5. Section 4 - Type(s) of Service Currently Prequalified in Construction Bidding	2.3	07/01/2017
V. Specific Qualifications Standards A. Drainage Rehabilitation, Repair, Replacement, and Miscellaneous Maintenance I. Pavement Preservation Maintenance Services J. Concrete and Portland Cement Concrete (PCC) Pavement Maintenance Services	2.4	08/01/2017
B. Step 1 - Task B - Add National Institute of Governmental Purchasing (NIGP) Codes **F. Application Deadlines** **V. Specific Qualifications Standards**	2.5	12/01/2017
Step 1. C. - Approval Process Per Category - **Exclusions from General Provisions**	2.6	03/01/2018
C. TASK C – Complete and Submit Application Packet - **2. Section 1.** Company Information **D**. D-U-N-S Number	2.7	04/09/2018

Document	Revision Number	Revision Date
V. Specific Qualifications Standards Herbicide Application Services, Landscaping Maintenance Services, Tree Cutting, Pruning, and Removal Services, and Vegetation Removal Services	2.8	05/21/2018
VIII. Suspension of Qualified Contractors 4. - 4. MMSA TERMINATION ***K. Rumble Strip Maintenance*** ***L. Sign and Sign Component (structures) Maintenance Services***	2.9	07/01/2018
Removed all Sections referencing Traffic Signal and Device Maintenance	3.0	10/01/2019
II. How to Get Qualified for Routine Maintenance Services ***F. Application Deadlines***	3.1	03/01/2020

Routine Maintenance Services Request for Qualified Contractor's governs the Qualifications of Contractors to Perform Routine Maintenance Work for the State of Georgia Department of Transportation.

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I. Purpose/Summary

This Request for Qualified Contractors for Routine Maintenance Services governs the qualifications for contractors that provide routine maintenance and any related work for the Georgia Department of Transportation (GDOT).

II. How to Get Qualified for Routine Maintenance Services

A. Step 1 - Task A – Register as a Sourcing Bidder

All Contractors MUST pre-register as a Sourcing Bidder with the Department of Administrative Services (DOAS) to receive and respond to bids on the Georgia Procurement Registry (GPR)

Access Team Georgia Marketplace website: https://saofn.state.ga.us/psp/sao/SUPPLIER/ERP/h/?tab=DEFAULT. Select "Register as a Sourcing Bidder" or "Supplier" under the login table. If you need assistance with registering as a "Sourcing Bidder" in Team Georgia Marketplace, access http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier for more information. Access http://doas.ga.gov/state-purchasing/purchasing-education-and-training/supplier-training to watch a tutorial on how to register.

B. Step 1 - Task B - Add National Institute of Governmental Purchasing (NIGP) Codes

Click on the "Add NIGP Codes" option when completing the registration form on the Team Georgia Marketplace website. Select the NIGP codes that are applicable to your business/contracting firm. However, you are strongly encouraged to selected additional NIGP codes that are applicable to the services you provide, in order to receive notification opportunities from more than just GDOT. You must include all of the following NIGP codes to ensure you will be notified of GDOT's routine maintenance service opportunities.

NIGP Code	Description
57028	Guard Rails and Accessories: Bolts, Posts, Terminal Ends, Washers, etc.
91313	Construction, Bridge and Drawbridge, Including Reconstruction and Rehabilitation
91327	Construction, Highway and Road
91345	Construction, Sewer and Storm Drain
91366	Maintenance and Repair, Bridges
91371	Maintenance and Repair, Highway and Roads, Including Removal of Asphalt, Concrete, Bitumens, etc.
91377	Maintenance and Repair, Pipe Culvert
91381	Maintenance and Repair, Sewer and Storm Drain, Including Removal
91384	Maintenance and Repair, Streets, Major and Residential
91395	Paving and Resurfacing, Highway and Road
91396	Paving and Resurfacing, Streets, Major and Residential
96874	Street Sweeping Services
96881	Traffic Sign Maintenance and Repair
98815	Fence Installation, Maintenance and Repair
98836	Grounds and Roadside Maintenance: Mowing, Edging, Plant, Not Tree Trimming, etc.
98852	Landscaping, Including Design, Fertilizing, Planting, etc., Not Grounds Maintenance or Tree Trimming Services
98887	Tree Trimming and Pruning Services, Utility Lines, Energized
98888	Tree Trimming and Pruning Services
98889	Weed and Vegetation Control, Including Trees, Shrubs and Aquatic Weed Control

Once registered, participants will receive email notices from Team Georgia Marketplace for all routine

maintenance contracting bid opportunities. Click on link within email notice to view routine maintenance bid opportunities.

C. TASK C – Complete and Submit Application Packet

1. Application Forms

Qualification applications for Routine Maintenance Services shall be submitted using the forms and procedures established by the Department. The application form and all other applicable documents, resources and other guidance may be found on the GDOT website at www.dot.ga.gov/PS/Business/Prequalification/RoutineMaint/.

For those contractors that have already prequalified or have been registered as a GDOT *Construction* Contractor or Subcontractor, please follow the instructions located at D. Existing GDOT Construction Prequalified Contractor and Registered Subcontractor.

a. Each completed application shall be examined by the Routine Maintenance Contractor Qualifications Review Committee to determine the contractor's ability to perform one or more of the maintenance categories set forth herein. If deemed qualified, the Department shall notify via email, and by posting to the GDOT website, only those qualified contractors for those specific Routine Maintenance Services. Qualified Contractor's will have the ability to bid on all future Invitations to Bid (ITBs). Additionally, contractors that are deemed qualified will receive, via email, a Maintenance Master Services Agreement (MMSA) to sign and return to GDOT. The MMSA will have an expiration date indicated thereon, which shall be five (5) years from the MMSA execution date.

   Should the applicant be dissatisfied with the decision of the Routine Maintenance Contractor Qualifications Review Committee as to the contractor's qualifications per assigned category(ies) of work, the contractor may file an appeal of the decision with the Routine Maintenance Contractor Qualifications Review Committee as provided in VI. F. Re-application Process of this Procedure.

b. Each contractor who desires to maintain qualification status shall initiate and submit a renewal application every five (5) years. This renewal application must be submitted within six (6) months prior to the MMSA expiration date. This renewal application submittal shall include all changes of personnel, updated work experience of key personnel, and any other information as requested in the application forms.

Completing the Form

In order for your application to be to reviewed and processed quickly, you must conform to the following requirements:

2. Section 1 – Company Information

Select the applicable box to indicate whether this is a "New" application or a "Renewal". The "Renewal" box should ONLY be selected if the applicant is currently qualified for the specific Routine Maintenance Service category as listed in the application.

All applications must contain:

A. The official company name (as listed on the Georgia Secretary of State's Website), a current physical address, email address, phone number(s), Federal Employer Tax Identification Number (FEIN), and authorized contact name for correspondence purposes. Please enter all contact information in the spaces provided.

B. Business Classification - Select the applicable "Business Classification". Use the definitions provided in the DEFINITIONS section of this manual as a guide.

C. Type of Business and **Business Classification -** Please place a checkmark in all applicable boxes indicating Type of Business, Where Company is domiciled, Business Classification, and District(s) where service is to be provided. For information regarding *Small Business, Georgia Resident Business, Georgia Resident Small Business, Disadvantage Business Enterprise (DBE), Scrutinized Company, Minority Owned Business, Veterans Owned Business,* and *Woman Owned Business*, see definitions of these classifications on the Department of Administrative Services (DOAS) website, at: http://doas.ga.gov/state-purchasing/FAQ and at http://www.dot.ga.gov/PS/Business/DBE and http://www.dot.ga.gov/PS/Business/SBP.

D. D-U-N-S Number – Enter your Dun & Bradstreet D-U-N-S® Number

E. Enter the Name, Title, Phone number, and email address of the **Authorized Person** who will be responsible for signing the Maintenance Master Services Agreement (MMSA). This typically is the CEO, president, or other executive of the organization who is authorized to sign contracts. Enter the Name .Title and Email Address of an **authorized individual who can attest** to the signature of the Authorized Person. The signature from the individual attesting the signature also needs to be an "authorized" person in the organization. The "**Contact Person for Contract Issues**" person will be the main point of contact for any contractual issues that may arise, and/or invoicing/payment correspondence.

F. District(s) - Select District(s) where you are interested in providing service. Please review the District Map in Appendix G.

3. Section 2 - Required Documentation Needed

The following required application documents can be found in the application packet and in the appendices of this document (links provided below). Detailed information on how to complete each form is listed.

Check the corresponding box for the applicant's Required Documentation Needed to show that the information is included in the application. Click on the corresponding link, which will take you to the section of the application where that information should be entered. Often additional supporting information is required.

1. If submitting via email, complete all of the required forms in the application, and save all additionally requested documents as one (1) PDF document. Title all of the documents (application form, required documents, and any other requested information) as "*COMPANYNAME_APPLICATION.pdf*".
2. If submitting a paper application via regular mail, complete all of the required forms in the application, and gather all additionally requested documents. Submit all information as a packet to:

   Georgia Department of Transportation – Office of Procurement
   One Georgia Center
   Attn: Routine Maintenance Qualification Manager
   600 West Peachtree Street, 19th Floor
   Atlanta, Georgia 30308

The following forms will be completed within the application document. Enter the information in the spaces provided.

A. Certification Form (Application - SECTION 2.A.)

1. In the first sentence of the form, insert the Name of the Contractor's Representative. Enter the official TITLE of the official completing this form. Finally, enter the official NAME OF THE CONTRACTOR/COMPANY in the initial space provided. An authorized official of the company must complete this form.

2. In the check boxes listed, you must click on the box indicating that you are in agreement with the statements.

3. Sign, date and enter the printed name of the authorized individual completing this form.

Please see Appendix F8 for a copy of this form.

B. Licensing / Accreditation Form (Application SECTION 2.B.)

1. Enter the company's name
2. Print out form, sign and date the document. Include in this print out, the official Authorized Name of the person signing. The signature must be that of an authorized official of the entity.

Please see Appendix F9 for a copy of this form.

C. Georgia Tax Compliance Form (Application - SECTION 2.C.)

1. Please provide all information in the spaces provided. This form must include
   1. Applicant's name and physical address
   2. Federal Identification Number (FEIN)
   3. Person responsible for handling supplier's tax issues
2. If you have ever registered in the State of Georgia as a business, please enter: State Taxpayer Identification Number (STI), Sales and Use Tax Number (if known) and Withholding Tax Number in the spaces provided.

Please see Appendix F2 for a copy of this form.

D. Conflict of Interest Disclosure Form (Application - SECTION 2.D.)

1. Select the applicable box whether or not there is a potential circumstance where there is a Conflict of Interest. If there is a potential Conflict, you must describe nature of potential conflict in the space provided.
2. Enter the Contractor's Full Legal Name, Printed Name and Title of Person Signing (an authorized individual), Company *physical* Address and Email Address in the spaces provided.
3. Print out form, Sign and date the document. This must be an authorized official of the entity.

Please see Appendix F6 for a copy of this form.

E. Reference Form (Application - SECTION 2.E.)

1. Provide up to three (3) references from customers with at least one (1) reference being for services of any size, function, and complexity as identified in the application. References must be for work performed within the last five (5) years. These references should be clients/customers who know the applicant's business and/or scope of work that is similar to the Routine Maintenance application category.
2. Include company name, contact person name and title, address, email address, telephone numbers and contract period for company, who can verify experience and ability to perform the type of service outlined in the application.
3. Print out form; enter the title of the authorized signer and company name. Form is to be signed by an authorized official of the company.

Please see Appendix F3 for a copy of this form.

F. Company Experience Form (Application Section 2.F)

1. Briefly describe the history and growth of your company. Provide general information about the company's personnel resources, including disciplines and numbers of trainers, if applicable, and locations and staffing of offices.

2. Applicant must demonstrate the ability to provide customer service and address service claims and/or issues. This should include a description of how any legal and/or customer service claims will be resolved in a fair/equitable and timely manner. Describe the Applicant's experience in providing customer service and addressing any legal and/or customer service claims.

3. The Department expects the applicant to be fully able to complete any work for which they choose to bid. Applicants considering sub-contracting must have an adequate plan for personnel and equipment to complete the requested maintenance services. **THERE MUST BE AT LEAST ONE (1) PERSON ON THE APPLICANT'S STAFF THAT UNDERSTANDS AND MANAGES THE APPLICABLE CATEGORY(IES)**. If you plan to sub-contract, what percentage of work will be sub-contracted?

4. If you plan to sub-contract in order to complete maintenance services, describe your process and plan for sub-contracting.

5. Please ATTACH Resumes of senior leadership and key employees, to include at a minimum

   a) Name and Job Title
   b) Level or Experience
   c) Licenses, if applicable
   d) Length of Related Service - both overall and with the Contractor

Please see Appendix F4 for a copy of this form.

G. For the **Current State of Georgia Business Registration OR Business License from Georgia County** and **Proof of Insurability**, (Application Section 2G) you must have these readily available, scanned and attached as a document to be included in your application package.

1. *Current State of Georgia Business License OR Business Registration* - Scan and attach CURRENT business license OR include a copy of the State of Georgia Business Registration information as found on the Georgia Secretary of State website (http://sos.ga.gov/)
2. *Proof of Insurability* - Scan and attach either a letter from your insurance provider stating the coverage amounts OR attach a copy of your insurance coverage certificate. Please review the Insurance and bonding Guidelines (*SPD-SP048: Insurance guidelines, sample form, and glossary of insurance terms*) as provided by DOAS at - http://doas.ga.gov/state-purchasing/seven-stages-of-procurement/stage-3-solicitation-preparation. Please note that the Insurance listed in form SPD-SP048 are merely recommended guidelines, and the actual coverage amount required for the Invitation to Bid (ITB) may be more or less than the amount listed in the DOAS guidelines.

Documents requiring a signature:

1. *Certification Form* - The scanned document must have the required original signature of an officer of the applicant's company

2. *Licensing/Accreditation Form* - The scanned document must have the required original signature of an officer of the applicant's company

3. *Conflict of Interest Disclosure Form* - The scanned document must have the required original signature of an officer of the applicant's company

4. *Reference Form* - A minimum of one Reference is required. Up to three (3) references are allowed. Please enter the contact information in the spaces provided

For those forms that require a signature (*Certification Form, Licensing/Accreditation Form, Conflict of Interest Disclosure Form* and *Reference Form*), please PRINT those pages, sign and scan as a PDF, if submitting by email, or include in you package if submitting by regular mail.

All ***Required Documents*** must be included in the application. You may use the check box provided to verify that you have completed and included the required documents in the application.

Gather all ***Required Documents***. For an electronic submittal, combine all documents (PDF files) and save all as one (1) single PDF. For all GDOT provided Required Documents included in the application form, click on the link provided, complete the form, and save the document. Once you have completed all sections of the Application and have gathered the required supporting documentation (resumes, license, Proof of Insurability, etc.) scan all items as one single PDF file. For those requiring a signature, print out, sign, and scan as a PDF. Do NOT save and attach each item separately. For Paper submittal, make certain all documents are attached to the application form and are included with your submittal.

4. Section 3 – Type(s) of Service Offered

Each Routine Maintenance Service category has its own unique set of questions within the Application form. From the list provided within ***Section 3 – Type of Services Offered,*** select the Type(s) services you are interested in applying. Click on the link to take you to the section of the application with those questions specifically pertaining to that category. Category Application questions are also listed in this RFQC. Please refer to Section V. Specific Qualification Standards and the specific category listed below in this RFQC for applicable questions/requirements per category. You may disregard any section(s) in which you are not interested. In addition, if you are not applying for a specific category you do not need to include in your application submittal those blank/incomplete category sections. For instance, if you are applying only for Mowing and Herbicides, ONLY complete the sections for those categories (Mowing and Herbicides). As additional Types of Services are added, this section and the application form will be updated with information regarding those services and Contractor requirements.

A. Drainage Rehabilitation, Repair, Replacement, and Miscellaneous Maintenance Services
B. Fencing, Barricades and Handrail Maintenance
C. Guardrail Maintenance
D. Herbicide Application Services
E. Highway Mowing and Maintenance Service (Mowing Services)
F. Bridge Maintenance and Repairs
G. Landscaping Maintenance Services
H. Pavement Marking - Short Line Pavement Striping
I. Pavement Preservation Maintenance Services
J. Concrete and Portland Cement Concrete (PCC) Pavement Maintenance Services
K. Sound Barrier Wall Installation, Repair and Maintenance Services
L. Sweeping and Storm Drain Cleaning
M. Tree Cutting, Pruning, and Removal Services
N. Vegetation Removal Services

You will need to complete the requested information in the spaces provided on the application form. If additional information is requested, or if additional space is needed to complete the response, you may include those documents with the application. If submitting your application electronically and sending in via email, you must scan and save all of those documents as a PDF and attach to the application form. All information must be included in the "*COMPANYNAME_Application.pdf*" document submitted, if submitted electronically (emailed). If submitting a hard-copy application via regular mail, please remember to include all information in the paper submittal.

5. Section 4 - Submittal Information

GDOT strongly encourages all applicants to submit their application electronically, via email to route_maint_prequalification@dot.ga.gov. This will ensure the most expedient review and decision by the Routine Maintenance Contractor Qualifications Review Committee. However, applicants may mail in their applications.

If applying for MULTIPLE CATEGORIES (i.e. Herbicides *and* Mowing), regardless if for a single or multiple Districts, complete EACH applicable category section of the application. Disregard those categories that are not pertinent to your application. Any application with a Category section remaining blank will not be considered for qualification for that category.

If applying for a SINGLE CATEGORY (i.e. Herbicides only), but multiple districts (i.e. D1, D2, and D3), only one (1) application for that category is required. Disregard those categories that are not pertinent to your application. Any application with a Category section remaining blank will not be considered for qualification for that category.

A. Email Submittals

If submitting the application via email, the application form, and required and supporting documentation must be completed and submitted in one (1) email. Send only ONE (1) attachment with all application materials and supporting documents as a single PDF in one (1) email to GDOT.

3. Email the complete Application (*COMPANYNAME_Application.pdf*) to the GDOT email address - route_maint_prequalification@dot.ga.gov. You will receive, via email, a receipt if application is complete. Otherwise, instructions will be sent for missing information or clarification. If all documentation is received prior to deadline, the entire package will be submitted for review. Only complete applications will be processed for review.

4. For MULTIPLE CATEGORY applications:
   One email is to be sent regardless of the number of categories selected. In the Subject Line of the email, please include:
   1. Company Name
   2. Each Category of application

   For example, AMEX Company is applying for qualification in Herbicides AND Mowing. AMEX Company will submit one (1) Application (with the attachment "*AMEX_Application.pdf*") with the subject line as "*AMEX Company, Herbicides and Mowing*".

5. For SINGLE CATEGORY applications:
   One email is to be sent regardless of the number of categories selected. In the Subject Line of the email, please include:
   1. Company Name
   2. Category of application

   For example, ZEPP Company is applying for qualification in Herbicides ONLY for districts 1, 2 and 3. ZEPP Company will submit one (1) Application email only (with the attachment "*ZEPP_Application.pdf*"). The subject line of the email will be "*ZEPP Company, Herbicides*".

B. Paper Submittal

If submitting a paper application, you may mail the completed application and all supporting documents in paper format to GDOT. Once the application is completed, signed, and combined, along with all required and supporting documents, all materials are to be mailed to:

Georgia Department of Transportation – Office of Procurement
One Georgia Center
Attn: Routine Maintenance Qualification Manager
600 West Peachtree Street, 19th Floor
Atlanta, Georgia 30308

You will receive notification if your application is complete. Otherwise, instructions will be sent for missing information or clarification. If all documentation is received prior to deadline, the entire package will be submitted for review. Only complete applications will be processed for review. All applications must be RECEIVED by GDOT by the deadline to be processed within that month. Any applications received after the deadline will be processed the following month.

6. Additional Information

A. If submitting the application via email, there will be only one (1) attachment in the email submitted, titled "*COMPANYNAME_Application.pdf*"

B. If you are applying for multiple DISTRICTS (i.e. D1, D2, and D3, etc.), and/or multiple Routine Maintenance Service CATEGORIES (i.e. Herbicides and Mowing, etc.), only one (1) application is required per applicant. See section *VI. Application Process and Deadlines* for additional information.

C. In the Subject Line of the email to be submitted, please include:
a. Company/Contractor Name
b. Routine Maintenance Service Category of application
For example, "AMEX Company, Fencing"

D. The size of the PDF attachment cannot exceed 10 MB. Please contact route_maint_prequalification@dot.ga.gov if your file exceeds that size.

E. The application, instructions and supporting documents can be accessed on the GDOT website at: http://www.dot.ga.gov/PS/Business/Prequalification/RoutineMaint/ .

F. Prequalification applications must be received before 12:00 am (midnight) Eastern Standard Time on the first calendar day of each month in order to be considered at that month's Qualification Committee meeting. For a list of the current year's committee meeting dates, please visit: http://www.dot.ga.gov/PS/Business/Prequalification/RoutineMaint/.

For Assistance and Information, please email route_maint_prequalification@dot.ga.gov

D. Existing GDOT Construction Prequalified Contractor and Registered Subcontractor

This section is only for those Contractors who have been prequalified by the Georgia Department of Transportation Construction Bidding department (please see http://www.dot.ga.gov/PS/Business/Prequalification/PrequalContractors).

1. Application Form (Existing GDOT Construction Prequalified Contractor and Registered Subcontractor)

For those Contractors that are an Existing GDOT Construction Prequalified Contractor and/or a Registered Subcontractor, please use the **Existing GDOT Construction Prequalified Contractor and Registered Subcontractor Application** form. Application to qualify for Routine Maintenance Services must be submitted using the forms and procedures established by the Department. The application form and all applicable documents, resources and other guidance may be found on the GDOT website at http://www.dot.ga.gov/PS/Business/Prequalification/RoutineMaint/.

a. Each completed application shall be examined by the Routine Maintenance Contractor Qualifications Review Committee to determine the contractor's ability to perform one or more of

the maintenance categories set forth herein. If deemed qualified, the Department shall notify via email, and by posting to the GDOT website, only those qualified contractors for those specific Routine Maintenance Services. Qualified Contractor's will have the ability to bid on all future Invitations to Bid (ITBs). Additionally, contractors that are deemed qualified will receive, via email, a Maintenance Master Services Agreement (MMSA) to sign and return to GDOT. The MMSA will have an expiration date indicated thereon, which shall be five (5) years from the MMSA execution date.

b. Should the applicant be dissatisfied with the decision of the Routine Maintenance Contractor Qualifications Review Committee as to the contractor's qualifications per assigned category(ies) of work, the contractor may file an appeal of the decision with the Routine Maintenance Contractor Qualifications Review Committee as provided in VI. F. Re-application Process of this Procedure.

c. Each contractor who desires to maintain qualification status shall initiate and submit a renewal application every five (5) years. This renewal application must be submitted within six (6) months prior to the MMSA expiration date. This renewal application submittal shall include all changes of personnel, updated work experience of key personnel, and any other information as requested in the application forms.

2. Completing the Form

In order for your application to be to reviewed and processed quickly, you must conform to the following requirements:

Select that the application is for Existing GDOT Construction Prequalified Contractor and Registered Subcontractor ONLY.

Applications must contain:

A. The official company name, a current physical address, email address, phone number(s), SOG Vendor ID Number, Certificate of Qualification number, and authorized contact name for agreement and official correspondence purposes.

B. Type of Business, Business Classification, and Type of Service(s) Offered. Select all applicable classifications, and/or categories.

C. Select Business Classification. Use the definitions provided in section IV. Definitions and Terminology as a guide

D. Enter contact information of the ***Authorized Person*** who will be responsible for signing the Maintenance Master Services Agreement (MMSA). Also, enter information of an ***authorized individual who can attest*** to the signature of the Authorized Person. The "***Contact Person for Contract Issues***" person will be the main point of contact for any contractual issues that may arise, and/or invoicing/payment correspondence.

E. Select all applicable District(s) you are interested in providing service.

3. Section 2 - Required Documentation Needed

A. Check the corresponding box for the Required Documentation Needed. Click on the corresponding link(s) to complete the information in each section of this application. Often additional supporting information is required. Complete the applicable form(s) and save all additionally requested documents as one (1) PDF. Title the document, "*COMPANYNAME_CurrentlyQualified_Application.pdf*".

B. The Current State of Georgia Business Registration OR Business License from Georgia County, Proof of Insurability, and Certificate of Qualification will need to be scanned and attached as a document included in your application package.

C. Documents requiring a signature:
1. *Certification Form*
2. *Licensing/Accreditation Form*
3. *Conflict of Interest Disclosure Form*
4. *Reference Form*

For the forms above that require a signature, please PRINT those pages, sign and scan as a PDF, if submitting electronically. If submitting a paper application via regular mail, make certain all original signed forms are included in your submittal package.

D. All ***Required Documents*** must be included in the application. You should use the check box provided to verify that you have completed and included in the application.

E. Gather all ***Required Documents.*** If submitting your application electronically, via email**,** combine all documents (PDF files) and save all as one single PDF. Title all combined ***Required Documents*** as "*COMPANYNAME_CurrentlyQualified_Application.pdf*"". Do NOT save and attach each item separately. If submitting a paper application via regular mail, make certain all ***Required Documents*** are included in your submittal package.

4. Section 3 – Type of Service Offered

Check the corresponding box for the category(ies) of services you are interested in applying. Click on the link to take you to the section of the application with those questions specifically pertaining to that category**. PLEASE NOTE, the following categories are NOT available using the Construction Bidding application process**:

1) Herbicide Application Services
2) Highway Mowing and Maintenance Service (Mowing Services), and
3) Sweeping and Storm Drain Cleaning

If interested in applying for qualification for these categories, please follow the "New Applicant" process.

5. Section 4 - Type(s) of Service Currently Prequalified in Construction Bidding

In the space provided, please describe the services/categories you are already prequalified for by GDOT Construction. Describe how that prequalification is applicable to the Routine Maintenance category selected. You must include/attach a copy of the Prequalification Certificate/letter received from GDOT Construction Bidding.

Check the applicable box for the currently qualified Work Class Code. In the table, you will see the corresponding Routine Maintenance Category. These work Class Codes correspond with the GDOT Form 478: Questionnaire, and will be verified with GDOT Construction Bidding.

Work Class Table

Work Code	Description	Applicable RM Category(ies)
149	Construction Layout	Drainage
163	Miscellaneous Erosion Control Items	Drainage
201	Clearing and Grubbing Right of Way	Vegetation; Tree Cutting
205	Roadway Excavation	Drainage
301	Soil-Cement Construction	Pavement Preservation
400	Hot Mix Asphaltic Concrete Construction	Pavement Preservation
400a	Hauling Asphaltic Concrete Mix	Pavement Preservation
400b	Hauling Liquid AC	Pavement Preservation
424	Surface Treatment	Pavement Preservation

Work Code	Description	Applicable RM Category(ies)
431	Grind Concrete Pavement	Pavement Preservation
432	Mill Asphalt	Pavement Preservation
432a	Hauling Millings	Pavement Preservation
439	PCC Pavement	PCC Rehab
441	Miscellaneous Concrete	PCC Rehab
452	Full Depth Slab Replacement	PCC Rehab
461	Sealing Roadway & Bridge Joints & Cracks	Bridge Maintenance; Pavement Preservation; PCC Rehab
500	Concrete Structures (Bridges & Culverts)	Drainage, Bridge Maintenance
500a	Retaining Walls	Bridge Maintenance; Sound Barrier
500b	Grooved Concrete	PCC Rehab
500c	Metal Decking	Bridge Maintenance
501	Steel Structures	Bridge Maintenance; Sound Barrier
501a	Heat Straightening	Bridge Maintenance; Sound Barrier
502	Timber Structures	Bridge Maintenance
507	Prestressed Concrete Bridge Members	Bridge Maintenance; Sound Barrier
511	Reinforcement Steel	Bridge Maintenance
513	Prcst Rein Conc Bx Clvt Brl & End Sect	Drainage; Bridge Maintenance
520	Piling	Drainage; Bridge Maintenance
524	Drilled Caisson Foundations	Bridge Maintenance
525	Cofferdams	Drainage; Bridge Maintenance
535	Painting Structures	Bridge Maintenance
550	Strm Dr Pipe, Pipe-Arch Clvt, Sd Dr Pipe	Drainage; Bridge Maintenance
603a	Hauling Rip Rap to Project, All Sizes	Drainage; Bridge Maintenance
615	Jacking Or Boring Pipe	Drainage
622	Precast Concrete Barrier	Bridge Maintenance; Sound Barrier
624	Sound Barriers	Sound Barrier
643	Fence (Chain Link, Woven Wire, Barbed Wire)	Fencing
652	Painting Traffic Stripe	Short Line Striping
653	Thermoplastic Traffic Stripe	Short Line Striping
657	Preformed Plastic Marking	Short Line Striping
660	Sanitary Sewers	Drainage
668	Miscellaneous Drainage Structures	Drainage
670	Water Distribution	Drainage
702	Vine, Shrub, and Tree Planting	Landscaping

6. Section 5 - Submittal Information

A. All applications and supporting documentation must be submitted in PDF format and emailed to route_maint_prequalification@dot.ga.gov (*application and all required documents must first be completed before submitting to the email address noted here*).

B. EMAIL submittals

1. If submitting electronically, the application, required and supporting documentation must be completed and submitted in one (1) email. Send only ONE (1) attachment with all application materials and supporting documents as a single PDF, titled "*COMPANYNAME_CurrentlyQualified_Application.pdf*"

2. The size of the PDF email attachment cannot exceed 10 MB.

3. In the Subject Line of the email, please include:

i. Company Name

ii. Category(ies) of application *(For example, "AMEX Company, Fencing".)*

C. You may submit completed application and all supporting documents in paper format and mail to:

Georgia Department of Transportation – Office of Procurement
One Georgia Center
Attn: Routine Maintenance Qualification Manager
600 West Peachtree Street, 19th Floor
Atlanta, Georgia 30308

D. Even if you are applying for multiple categories and/or districts, only one (1) application is required per applicant.

E. The application, instructions and supporting documents can be accessed on the GDOT website at: www.dot.ga.gov/PS/Business/Prequalification/RoutineMaint/.

E. Supplemental Documentation Needed

1. Refer to Category Specific Requirements

Include all applicable information requested in the space provided for each of the category specific area applying. If requested, please scan and attach supporting documentation as a supplement to the content of your answer for the applicable question. If applying for multiple categories, you must complete/answer each category separately. For any requested information that is identical in two or more categories, applicant may submit only one document for each (i.e. licenses, resumes). Any omissions of these requested documents may result in rejection of application or delay in processing.

2. Additional Information for Consideration

You may attach additional information regarding your application (examples include: licenses or certifications expected and/or pending, existing GDOT routine maintenance contracts, etc.) to assist the committee in determining qualification. These additional documents must be included in the combined scanned documents in the "*COMPANYNAME_Application.pdf*" file, for new applicants, or "*COMPANYNAME_CurrentlyQualified_Application.pdf*" for Existing GDOT Construction Prequalified Contractor and Registered Subcontractor.

F. Application Deadlines

Applications are accepted on a monthly basis. Applications must be received on or before the first calendar day of the month to be accepted for processing for that month. If an application is not received by midnight of the first of the month, the application will be processed the following month. All applicable required and supporting documentation must be submitted with application in order to be processed. Email applications are to be submitted to route_maint_prequalification@dot.ga.gov and paper applications to:

Georgia Department of Transportation – Office of Procurement
One Georgia Center
Attn: Routine Maintenance Qualification Manager
600 West Peachtree Street, 19th Floor
Atlanta, Georgia 30308

Deadlines for applications are posted on the GDOT website and are listed below. Please refer to the GDOT Qualification website for changes/updates to this schedule.

2020 Routine Maintenance Services Contractors' Qualification Schedule

Month	Application Deadline	Committee Meetings	Qualified Notifications sent
December 2019	December 01, 2019	December 11, 2019	December 18, 2019
January	January 1, 2020	January 08, 2020	January 15, 2020
February	February 1, 2020	February 12, 2020	February 19, 2020
March	March 1, 2020	March 11, 2020	March 18, 2020
April	April 1, 2020	April 08, 2020	April 15, 2020
May	May 1, 2020	May 13, 2020	May 20, 2020
June	July 1, 2020	June 10, 2020	June 17, 2020
July	July 1, 2020	July 08, 2020	July 15, 2020
August	August 1, 2020	August 12, 2020	August 19, 2020
September	September 1, 2020	September 09, 2020	September 16, 2020
October	October 1, 2020	October 14, 2020	October 21, 2020
November	November 1, 2020	November 11, 2020	November 18, 2020
December	December 1, 2020	December 09, 2020	December 16, 2020

** Committee meeting dates are subject to change

III. Minimum Qualification Standards by Category of Work

The following criteria apply to the qualification of routine maintenance contractors.

If the practice of work described by a category of work is governed by the Secretary of State, the individual, contractor, and/or appropriate full-time employees must be registered with the governing board designated for the profession by the State and shall have all appropriate licenses and registrations required by Georgia Law. Examples of these licensing and registration requirements *may* include (but are not limited to Georgia Department of Agriculture Pesticide Applicators License, Georgia Department of Agriculture Pesticide Contractors License, and/or State Licensing Board for Residential and General Contractors via the Georgia Secretary of State's Professional Licensing Board.

No professional or key person may be listed as a bona fide employee of more than one contractor currently qualified with the Department; meaning, as a bona-fide employee, one may not at any time provide services as an employee for any other contractor that is registered with the Georgia Department of Transportation and cannot be considered for qualification as an individual contractor. If such an employee was previously employed by a contractor currently qualified with the Department, the application must indicate the date that the employee was hired by the applicant. The employee shall show in writing (documented) proof that they have been deleted from the manpower capability listing of the contractor with which they were previously employed, and such deletion may affect the qualification status of the previous employer.

The Department recognizes joint ventures for purposes of qualifying consultants to do work for the Department. Qualification of a joint venture will not qualify each individual professional or each individual contractor for services separate and apart from the joint venture services.

IV. Definitions and Terminology

A. General Terms

TERM	DEFINITION
Applicant	Contractor, firm, entity applying to be pre-qualified for a GDOT Routine Maintenance Services contract
Application Deadline date	Monthly deadlines for contractors to submit a completed Routine Maintenance Qualification Application package with all applicable supporting documentation. For specific dates, please see the GDOT website
Approval / Acceptance	Inspected and approved by the Engineer for compliance with the requirements of the Specifications included in the Contract
Authorized Person	An individual who is formally and properly empowered to enter into an agreement or contract.
Bid Bond or Proposal Guaranty	Contractor must submit a bid bond or proposal guaranty for each bid submitted to the Department. Bid bonds or proposal guaranties not received by the Department before the due/close date and time will not be accepted and bid rejected. The bid bond or proposal guaranty must be in the form of bid bond, certified check or cashier's check in the amount of $1,000.00 in accordance with O.C.G.A. 32-2-68. The Contractor must submit a bid bond issued by a Surety authorized to do business in the State of Georgia. Any proposal guaranty in the form of certified check or cashier's check must be made payable to the Georgia Department of Transportation
Commissioner	The Commissioner of the State Department of Transportation
Committee Meetings	Monthly meetings of the Routine Maintenance Contractor Qualifications Review Committee. See GDOT website for actual dates. For specific information on these meetings, please see **Appendix A - GDOT Qualification Committee Bylaws**
Closing Date	Deadline for submission of Statements of Qualifications ("SOQ") from Prospective Contractors in response to any Invitation to Bid (ITB), as published on the Georgia Procurement Registry (GPR).
Department	The Georgia Department of Transportation
Disadvantaged Business Enterprise (DBE)	DBEs are for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged. Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis. See more at: http://www.dot.ga.gov/PS/Business/DBE
DOAS	Department of Administrative Services (www.doas.ga.gov)

TERM	DEFINITION
Dun & Bradstreet D-U-N-S® Number	The D−U−N-S Number is a unique nine-digit identifier for businesses. It is used to establish a D&B® business credit file, which is often referenced by lenders and potential business partners to help predict the reliability and/or financial stability of the company in question. " D-U-N-S," which stands for Data Universal Numbering System, is used to maintain up-to-date and timely information on more than 285 million global businesses.
Engineer	The Chief Engineer, acting directly or through a duly authorized representative, such representative acting within the scope of the particular duties assigned to him and within the authority given him**.** The Chief Engineer of the Department, defined in Standard Specification 101.13 as the Engineering Executive appointed by the State Transportation Board, or other authority as may be provided by law, and acting for the Department within the authority and scope of duties assigned, or Chief Engineer's designee.
Enterprise	Solicitation and subsequent contract that can be utilized by any district/department/office of the Georgia Department of Transportation
Entity	A company that exists in its own right. The law recognizes corporations and people as entities with rights and legal obligations
Firm	Any business, such as a sole proprietorship, partnership or corporation**.**
GDOT	Georgia Department of Transportation (http://www.dot.ga.gov/)
Georgia Based Business/Reciprocal Preference Law O.C.G.A. 50-5-60(b)	Contractors resident in the State of Georgia will be granted the same preference over Contractors resident in another state in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other state to Contractors resident therein over Contractors resident in the State of Georgia. NOTE: For the purposes of this law, the definition of a resident Contractor is a Contractor who is domiciled in the State of Georgia**.**
Georgia Resident Business	Any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal to the state or a new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia; provided, however, that a place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure. (Official Code of Georgia Annotated §50-5-121). Also, the State encourages all companies to sub-contract portions of any state contract to small and minority business enterprises. Contractors interested in taking advantage of the Georgia income tax incentives provided for by the Official Code of Georgia Annotated Section 48-7-38, relative to the use of minority subcontractors in the performance of contracts awarded by the State of Georgia, should contact the Supplier Relations Administrator: Supplier Relations Administrator Department of Administrative Services 200 Piedmont Avenue, S.E. Suite 1308, West Tower Atlanta, Georgia 30334 9010 Telephone: (404) 657-6000 Fax: (404) 657-8444

TERM	DEFINITION
Georgia Resident Small Business	Refers to any business that meets both criteria of Small Business (see below) AND Georgia Resident Business (see definition above).
Georgia Procurement Registry/GPR	(http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp)
Invitation to Bid (ITB)	GDOT will publish the project specific details of each particular project that is available for bid on the Georgia Procurement Registry in an Invitation to Bid (ITB). **The ITB is referred to as an RFQ (Request for Quote) on the GPR.** Contractors who have been qualified under this RFQC process will be eligible to submit bids pursuant to the instructions and deadlines contained in the ITB / RFQ.
Limited Access Highway	A highway or arterial road for high-speed traffic, which has many characteristics of a controlled access highway (interstate), including limited or no access to adjacent property.
Maintenance Master Services Agreement (MMSA)	Agreement between GDOT and the Qualified Maintenance Contractor resulting from this RFQC, containing the Terms and Conditions that will govern any work that may be awarded to the Qualified Maintenance Contractor as a result of future ITBs issued by GDOT.
Minority Business Enterprise ***(Minority Owned Business)***	A small business concern which is at least 51% owned and controlled by one or more minorities and is authorized to do and is doing business under the laws of the State of Georgia, paying all taxes duly accessed and domiciled within this state (Official Code of Georgia Annotated §50-5-131).
MUTCD	Manual of Uniform Traffic Control Devices (MUTCD), current edition http://mutcd.fhwa.dot.gov/
Open Continuous Procurement (OCP)	An Open Continuous Procurement is a process whereby GDOT may reissue a particular RFQC to continue identifying Qualified Maintenance Contractors. Contractors identified as Qualified Maintenance Contractors pursuant to a particular RFQC will be qualified for a period of five (5) years date subject to the limitations contained in this RFQC without resubmitting SOQs in response to subsequent RFQCs.
Performance Bond	A Performance Bond equal to 100% of the Award Price, and, if required, must be provided by the successful Bidder as required in each ITB, issued in proper form by a surety company licensed to write bonds in the State of Georgia, listed in the most current U.S. Treasury Circular No. 570. Bonds given shall meet the requirements of the law of the State of Georgia including, but not limited to, O.C.G.A. §13-10-1 and §32-2-70 et seq.
Person	Any individual, co-partnership, association, corporation, firm or joint stock company, their lessees, trustees, assignees or receivers as appointed by any court.
Prospective Bidder	Any "person" as defined above, who proposes to bid on Department work.

TERM	DEFINITION
Pre Qualified Notifications sent	Each Contractor deemed qualified, based on the application process, will receive an email notifying them of the status. These notifications will be sent after the monthly Routine Maintenance Contractor Qualifications Review Committee meetings, based on the committee's decisions. Please review the GDOT website for the actual dates of those meetings.
Price Matching	A qualified contractor, who is also a Georgia Resident, Small Business or Georgia Resident Small Business, will have the opportunity to Price Match. The ITB/RFQ should specify whether a price matching option will be available for Georgia Resident, Small Businesses, or Georgia Resident Small Businesses and any conditions under which it will be available. The ability to price match will only be granted to responsive and responsible bidders that are within 5% up to $10,000 of the lowest responsive and responsible bid. The indication by the contractor that the contractor will price match does not constitute further negotiation of pricing
Project Specific Details	Those tasks or activities associated with a specific outline of intended needs for a specific location
Prospective Contractors	Companies desiring to do business with GDOT
Qualification Committee	The Qualification Committee of the Department of Transportation, which shall consist of not less than three (3) members, all of whom shall be employees of the Department. The Qualification Committee shall elect one of its members as chairperson and another as secretary. The secretary shall keep a complete record of the proceedings and decisions of the Qualification Committee.
Qualified Maintenance Contractor	Contractor deemed to meet or exceed the requirements contained in this RFQC, according to the process contained herein, that will hereinafter enter into an MMSA with GDOT and be eligible to participate in future ITBs to provide services in one (1) or more of the seven (7) GDOT Districts
Request for Quote (RFQ)	see Invitation to Bid (ITB)
Responsive bidders	The contractor, whether a company or an individual, has submitted a timely offer, which materially conforms to the requirements and specifications of the solicitation; i.e., all requested forms and/or certificates, licenses. The contractor's response must be considered responsive to be eligible for status as a qualified contractor in the event of an ITB or for contract award. The department is permitted to waive minor informalities in the supplier's response as well as certain administrative requirements, if doing so is in the best interest of the department. In the event a contractor's response is determined to deviate from the requirements, the department must determine whether the deviation is material. A material deviation will be cause for rejection of the contractor's bid. An immaterial deviation will be processed as if no deviation had occurred. If a contractor is determined to be non-responsive, this determination will be made in writing and maintained as part of the procurement file.

TERM	DEFINITION
Responsible Bidders	The Contractor, whether a company or an individual, has appropriate legal authority to do business in the state of Georgia, a satisfactory record of integrity, appropriate financial, organizational and operational capacity and controls, and acceptable performance on previous governmental and/or private contracts, if any. A Contractor must be considered responsible to be eligible for status as a qualified contractor in the event of an ITB or for contract award. Examples of non-responsibility include, but are not limited to, a Contractor's history of nonperformance or performance problems on other contracts (public or private), a record of financial difficulty, business instability, criminal sanctions, civil sanctions, and/or tax delinquency. A Contractor's unreasonable failure to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of non-responsibility. Non-responsibility will be determined by the department on a case-by-case basis taking into consideration the unique circumstances of the individual procurement. A non-responsibility determination must be put in writing and maintained as part of the procurement file.
Right-of-Way (R/W)	The entire portion of a highway within the boundaries of access-control fences or access-control lines where no fence exists.
Scrutinized Company	Any Contractor that currently and/or previously, within the last three years, has had business activities or other operations outside of the United States, must certify that it is not a "scrutinized company." A scrutinized company is a company conducting business operations in Sudan that is involved in power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, but excludes a company, which can demonstrate any of the exceptions noted in O.C.G.A. Section 50-5-84. False certification hereunder may result in civil penalties, contract termination, ineligibility to bid on state contractors for three or more years, and/or any other available remedy. If the Contractor is a scrutinized company, the Supplier shall not be eligible to bid on or submit a proposal for a contract with the State Entity unless DOAS makes a determination in accordance with O.C.G.A. Section 50-5-84 that it is in the best interests of the State to permit the scrutinized company to submit a bid or proposal. Any scrutinized company desiring DOAS to make such a determination should contact both DOAS and the Issuing Officer immediately.
Small Business	"Small business" means a business, which is independently owned and operated. In addition, such business must have either fewer than 300 employees or less than $30 million in gross receipts per year. The State encourages all companies to sub-contract portions of any state contract to small and minority business enterprises. Contractors interested in taking advantage of the Georgia income tax incentives provided for by the Official Code of Georgia Annotated Section 48-7-38, relative to the use of minority subcontractors in the performance of contracts awarded by the State of Georgia, should contact the Supplier Relations Administrator: Supplier Relations Administrator Department of Administrative Services 200 Piedmont Avenue, S.E. Suite 1308, West Tower Atlanta, Georgia 30334 9010 Telephone: (404) 657-6000 Fax: (404) 657-8444

TERM	DEFINITION
Standard Specifications (Specifications)	State of Georgia Standard Specifications for Construction of Transportation Systems, Current Edition, the Project Special Provisions, the Georgia Department of Transportation, Supplemental Specifications, Standard Drawings and Construction Details. http://www.dot.ga.gov/PartnerSmart/Business/Source.
State	The state of Georgia
State Entity	All state government entities pursuant to the Official Code of Georgia Annotated (O.C.G.A.), including state offices, agencies, departments, boards, commissions, institutions, and other entities of the state unless specifically exempted by statute or regulation. These state government entities are collectively referred to throughout this manual as "state entities".
Statement of Qualifications (SOQ)	Prospective Contractors shall submit their Statements of Qualifications (SOQ) in response to an Invitation to Bid, according to the instructions contained therein. The SOQ will include a document entitled "Statement of Qualification" and all supporting documentation attached thereto.
Tax Compliance Form	To be eligible for contract award, the Contractor must not owe taxes to the State of Georgia. Also, in accordance with Official Code of Georgia Annotated §50-5-82, the State Entity is prohibited from awarding any contract valued at more than $100,000.00 to a nongovernmental vendor if that vendor or an affiliate of the vendor is a "dealer" failing or refusing to collect sales or use taxes on its sales delivered to Georgia. Each Contractor must submit a completed Tax Compliance Form, which has been provided as a downloadable document on the DOT website. In the event the Contractor is being considered for contract award (and the contract is valued at more than $100,000.00), the information provided in the Tax Compliance Form will be submitted by the DOT to the Georgia Department of Revenue ("DOR") for a determination as to whether the Contractor is a "prohibited source" or has other tax deficiencies. DOT reserves the right to submit the Contractor's completed form to DOR for review even if the contract is valued at less than $100,000.00.
Travel Way	The actual road lanes in which vehicles travel, not including paved shoulders.
Women-Owned Business	Women-owned businesses are not considered minority businesses in the State of Georgia. Georgia bases minority standing on ethnicity, not gender. The State of Georgia recognizes five minority groups: Asian American, Native American, African American, Hispanic/Latino and Pacific Islander. See more information at http://doas.ga.gov/state-purchasing/FAQ
Veterans Owned Business	The company is at least 51% owned, operated and controlled by a veteran and is authorized to do and is doing business under the laws of the State of Georgia, paying all taxes duly accessed and domiciled within this state (Official Code of Georgia Annotated §50-5-131).

B. Category Specific Terms

Please see each Routine Maintenance category for definitions of category specific terms

V. Specific Qualifications Standards

In addition to the required documents previously listed, the following are the category specific documentation/requirements. Each specific category listed in the following pages should provide guidance on what is expected.

A. Drainage Rehabilitation, Repair, Replacement and Miscellaneous Maintenance Services

Complete the "*Drainage Rehabilitation, Repair, Replacement and Miscellaneous Maintenance Services*" section of the application form.

Minimum Qualification Requirements:

REQUIREMENTS FOR QUALIFICATION
In order for a contractor to become qualified in the **Drainage Rehabilitation, Repair, Replacement, and Miscellaneous Maintenance Services** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in Section III (Minimum Qualification Standards by Category of Work) of this manual. All employees must demonstrate experience in the activities required by this category.
GENERAL RANGE OF WORK: The scope of work may include one or more of the following services listed below, unless specifically excluded. The maintenance consists of furnishing all labor, materials, tools, equipment, means of transportation, and incidentals necessary to perform pipe maintenance and replacement. This work includes furnishing and installing one or more of the following, including but not limited to; Pipe Replacement, Drainage Repair, Removal or Replacement of Drainage Structures/Manholes, Jack or Boring, Pipe Lining (Cure in Place; Slip Lining; Structural Sprayed-In-Lining; Fold & Formed), Curb and Gutter, Sidewalk, Slope Paving, Concrete Flumes, and Pipe/Culvert Cleaning Services. The Contractor will be required to perform prep work, removal, installation and cleanup for Pipe Replacement. The majority of the work will occur on the Interstate and State Route system. The Contractor shall supply labor, equipment, tools, means of transportation, traffic control, and incidentals to perform work in accordance to specifications, and to ensure a safe work environment for employees and the traveling public within the time schedule specified. The Contractor in cooperation with GDOT is required to comply with all aspects of the National Pollutant Discharge Elimination System (NPDES) Permit No. GAR041000 for Stormwater Discharges Associated with Municipal Separate Storm Sewer Systems (MS4). Certain activities under this maintenance service contract contribute to and are reportable as MS4 Permit compliance efforts. MS-4 reporting may include providing map based software recorded in an ESRI Geodatabase for all work performed. Responsibilities may also include stabilization activities such as, pipe and drainage undersealing, lifting, and stabilization, and base material.

PERSONNEL REQUIREMENTS:

Supervisor
The Contractor shall have a competent and experienced Supervisor/Foreman on duty at all times when work is being performed under the Contract. The Supervisor/Foreman must speak English. The Supervisor/Foreman shall have a functional cellular phone on his person during duty/work hours.

Worksite Traffic Control Supervisor (WTCS)
The Contractor shall have a certified Traffic Control Supervisor on site at all times when work is being performed. The WTCS must speak English.

Crew
The Contractor shall at all times provide personnel and staffing levels able to perform all necessary installation, operation, and maintenance of traffic control and joint work in accordance with this solicitation. The personnel performing this work will be under the sole responsibility of the Contractor. The Crew shall be able to communicate with the Supervisor/Foreman at all times while performing work.

A. Crewmembers shall possess a valid driver's license by the state in which they reside if they are designated to operate a motor vehicle. A copy of said driver's license must be submitted to the Engineer prior to a crewmember's participation in this contract.

B. Crew personnel shall be outfitted and wear all required personal protective/safety equipment such as safety vests, gloves, goggles, and hard hats. Training personnel to safely and efficiently operate equipment, work on the right-of-way, and follow Contract requirements is the responsibility of the Contractor.

Crew Size: The Contractor shall have an adequate number of personnel on-site to perform all necessary operations as contemplated in this solicitation

GENERAL REQUIREMENTS

The Current GDOT Standard Specifications listed below are those that may be applicable to all work available to be performed under any future ITB. For convenience and easy access, the specifications can be viewed at http://www.dot.ga.gov/PS/Business/Source.

The specifications are subject to being revised at any time. Any changes or revisions may be available in the form of a Special Provisions, which are available via http://www.dot.ga.gov/PS/Business/Source/SpecialProvisions. It is the Contractor's responsibility for ensuring use of the latest version of the specifications, construction details, and/or standards. If there is a conflict between versions, the latest specification will govern.

TRAFFIC CONTROL AND SAFETY

A. At a minimum, abide by the MUTCD, current edition, for traffic control guidance for Mobile Operation on Shoulder(s) and or Mobile Operation on Multilane Road(s). All traffic control is the responsibility of the Contractor.

B. On Interstate roads, do not simultaneously perform work on both the inside shoulder and outside shoulder on either direction of traffic flow when the work is within twelve (12) feet of the travel-way, unless such areas are separated by at least a two (2) miles of distance.

C. On Non-Interstate Divided highways, do not simultaneously perform work on both the inside shoulder and outside shoulder on either direction of traffic flow when the work is within (12) feet of the travel-way, unless such areas are separated by at least a two (2) miles of distance.

D. The length of a lane closure shall not exceed two (2) miles in length excluding the length of the tapers unless the prior approval of the Engineer has been obtained. The Engineer may extend the length of a lane closure based on field conditions; however, the length of a work zone should be held to a minimum length required to accomplish the work.

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS:

Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.

CATEGORY SPECIFIC DEFINITIONS:

Side Drain – All driveway pipe (commercial, non-commercial, residential, utility, farm, logging, and mining).

General Provisions 101 through 150

Exclusions from General Provisions

The following Specifications from the "***Standard Specifications Construction of Transportation Systems***" are excluded from any MMSA or ITB, unless otherwise specifically required.

- 102.01 Prequalification of Bidders
- 102.03 Contents of Proposal Forms
- 102.06 Preparation of Proposal
- 102.08 Proposal Guaranty
- 102.09 Delivery of Proposals
- 102.10 Withdrawal or Revision of Proposal
- 102.11 Public Bid
- 102.15 Submittal of Georgia Security and Immigration Compliance Act Affidavit
- 102.16 Submittal of Request for Liability
- 102.17 Submittal of Certificate of Current Capacity and Status of Contracts on Hand
- 102.18 Submittal of Construction Contractors Bid Opportunity List
- Section 103 Award and Execution of Contract (Entire Section)
- 104.03 Alteration of Plans or Character of Work
- 104.05 Maintenance During Construction
- 104.08 Value Engineering Proposals
- 105.02 Plans and Working Drawings
- 105.03 Conformity with Plans and Specifications
- 105.04 Coordination of Plans, Specifications, Supplemental Specifications, and Special Provisions
- 105.13 Claims for adjustments and Disputes
- 105.16 Final Inspection and Acceptance
- 106.03.A Testing and acceptance Plans
- 106.10 Local Material Sources
- 106.11 Field Laboratory
- 106.13 Out of State Materials Payment
- 107.16 Opening Sections of Project to Traffic
- 107.17 Contractors Responsibility for the Work
- 107.18 Acquisition of Right-of-Way
- 107.22 Hazardous and/or Toxic Waste
- 107.23.C Borrow and Excess Material Pits
- 108.02 Notice to Proceed
- 108.07 Determination of Contract Time
- 109.05 Extra Work
- 109.06 Eliminated Items
- 109.07 Partial Payments
- 148 Pilot Vehicles (Entire Section)
- 149 Construction Layout (Entire Section)
- 152 Field Laboratory Building (Entire Section)
- 153 Field Engineers Office (Entire Section)

APPLICATION QUESTIONS

Applicants must demonstrate the ability to provide Pipe Replacement and Drainage Repair Services for other clients of any size, function, and complexity as identified in the General Scope of Work.

A. For each activity selected below, provide up to three (3) current or previous Pipe Installation, Replacement and/or Drainage Repair projects/contracts (in the last 5 years) that are similar to items 1 – 5 (as chosen) below. For qualification consideration, place in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide each client or account name, location and dates when services were performed, a description of services provided including the size and scope of each project. Provide experience in MS-4 reporting or providing customer(s) with map-based software system(s).

1. Miscellaneous Concrete (various Pay Items)
2. Pipe/Culvert Repair-Replace-Renovate (Per Linear Foot)
3. Repair/Replace Drainage Structures (Boxes, Manholes, Etc.) (various Pay Items)
4. Jack or Boring Pipe (Per Linear Foot)
5. Pipe/Culvert/Drainage Box Cleaning (Per Linear Foot)

B. Equipment and Personnel

Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work. Provide a list of all Applicant owned or leased equipment intended for use. A current lease agreement, with equipment list, contingent upon ITB award will satisfy this requirement.

C. Traffic Control

The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work OR provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

B. Fencing, Barricades and Handrail Maintenance

Complete the "*Fencing, Barricades and Handrail Maintenance*" section of the application form.

Minimum Qualification Requirements:

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in ***Fencing, Barricades and Handrail Maintenance*** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in Section III (Minimum Qualification Standards by Category of Work) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL SCOPE OF WORK

The Department may identify any necessary fencing, barricade, handrail-ferrous metal and pipe or aluminum handrail installation; or any incidentals, related to these activities; repair and/or maintenance services needed, as a result of preventative and/or corrective maintenance, and notify Contractor. The contractor will provide, deliver, install and/or repair the requested types of fencing to be determined by future ITB/RFQs in accordance with all terms, conditions, and specifications contained herein.

Work under the resulting MMSA and future ITBs will consist of, but are not be limited to, any necessary furnishing of all labor, materials, tools, equipment, means of transportation, and incidentals necessary to perform Fencing, Barricades and Handrail Maintenance.

The Contractor shall be responsible for the Fencing , Barricades and Handrail Maintenance at GDOT properties, including but not limited to locations along state highways and interstate system throughout the State of Georgia; as identified by the State Maintenance Engineer or his designee in accordance with the State of Georgia Standard Specifications Construction of Transportation Systems, current Edition, Supplemental Specifications, the Project Special Provisions, Standard Drawings and Construction Details, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD) as identified in the project specific scope of work as will be set forth in future ITBs.

TRAFFIC CONTROL AND SAFETY

1. The Contractor shall maintain traffic control during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).

2. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.

a) If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.

b) If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements.

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS

Welding certification may be required for handrail work

CATEGORY SPECIFIC DEFINITIONS

American Traffic Safety Services Association (ATSSA) - http://www.atssa.com/

Barricades: This work includes furnishing, installing, and maintaining timber barricade.

Fencing: This work includes constructing and maintaining fence and gates, as per GDOT specifications or special provisions.

Handrail - Ferrous Metal and Pipe: This work consists of placing handrail and posts made of ferrous metal pipe. It shall include setting anchorages, preparing bearing areas, and painting or galvanizing the handrail.

Aluminum Handrail: This work consists of placing handrail and posts made of cast, rolled, or extruded aluminum or of combinations of these materials. It also includes setting anchorages and preparing bearing areas.

National Safety Council (NSC) - http://www.nsc.org/pages/home.aspx

WTCS (Worksite Traffic Control Supervisor) - as defined by American Traffic Safety Services Association (ATSSA) at http://www.atssa.com/TrainingCertification/CourseInformation/TrafficControlSupervisorTCS.aspx

Specification References Activity Description	GDOT Specification Reference
Barricades	*Section 635*—Barricades
Fencing	*Section 643*—Fence
Handrail – Ferrous Metal and Pipe	*Section 515*—Handrail-Ferrous Metal and Pipe
Aluminum Handrail	*Section 516*—Aluminum Handrail

NOTE: Specification references are on GDOT's Website – the Source - http://www.dot.ga.gov/PartnerSmart/Business/Source

Exclusions from General Provisions

The following Specifications from the "***Standard Specifications Construction of Transportation Systems***" are excluded from any MMSA or ITB, unless otherwise specifically required.

- 102.01 Prequalification of Bidders
- 102.03 Contents of Proposal Forms
- 102.06 Preparation of Proposal
- 102.08 Proposal Guaranty
- 102.09 Delivery of Proposals
- 102.10 Withdrawal or Revision of Proposal
- 102.11 Public Bid
- 102.15 Submittal of Georgia Security and Immigration Compliance Act Affidavit
- 102.16 Submittal of Request for Liability
- 102.17 Submittal of Certificate of Current Capacity and Status of Contracts on Hand
- 102.18 Submittal of Construction Contractors Bid Opportunity List
- Section 103 Award and Execution of Contract (Entire Section)
- 104.03 Alteration of Plans or Character of Work
- 104.05 Maintenance During Construction
- 104.08 Value Engineering Proposals
- 105.02 Plans and Working Drawings
- 105.03 Conformity with Plans and Specifications
- 105.04 Coordination of Plans, Specifications, Supplemental Specifications, and Special Provisions
- 105.13 Claims for adjustments and Disputes
- 105.16 Final Inspection and Acceptance
- 106.03.A Testing and acceptance Plans
- 106.10 Local Material Sources
- 106.11 Field Laboratory
- 106.13 Out of State Materials Payment
- 107.16 Opening Sections of Project to Traffic
- 107.17 Contractors Responsibility for the Work
- 107.18 Acquisition of Right-of-Way
- 107.22 Hazardous and/or Toxic Waste
- 107.23.C Borrow and Excess Material Pits
- 108.02 Notice to Proceed
- 108.07 Determination of Contract Time
- 109.05 Extra Work
- 109.06 Eliminated Items
- 109.07 Partial Payments
- 148 Pilot Vehicles (Entire Section)
- 149 Construction Layout (Entire Section)
- 152 Field Laboratory Building (Entire Section)
- 153 Field Engineers Office (Entire Section)

APPLICATION QUESTIONS

A. Applicants must demonstrate the ability to provide Fencing, Barricades and Handrail Maintenance Services for other clients of any size, function, and complexity as identified in the General Scope of Work.
Provide up to three (3) current or previous Fencing, Barricades and Handrail Maintenance contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.

B. Equipment and Personnel
Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.

1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITB's with your existing equipment and personnel or how you would supplement it.
2. Provide current number of personnel available to perform the maintenance services.
3. Provide a list of all Applicant owned or leased equipment intended for use.

C. Traffic Control Experience
The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR Provide a subcontractor meeting minimum qualifications.

D. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

C. Guardrail Maintenance

Complete the "*Guardrail Maintenance Services*" section of the application form.

Minimum Qualification Requirements:

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in the **Guardrail Maintenance** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in Section III (Minimum Qualification Standards by Category of Work) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL RANGE OF WORK:

The Contractor will be required to perform the repair, replacement, and documentation of damaged guardrail components. The removal of damaged guardrail components shall be in accordance with Section 610 of the Specifications except that payment shall be included in the unit price for the various replacement components.

All work and materials shall be in accordance with the provisions of any award ITB/RFQ, the State of Georgia Standard Specifications Construction of Transportation System, Current Edition, Supplemental edition of the Manual of Uniform Traffic Control Device (MUTCD) as noted in future ITBs/RFQs.

The Maintenance consist of furnishing all labor, material, tools, equipment, means of transportation and incidentals necessary to perform Guardrail Maintenance. All work by a Contractor must be performed in accordance with the established customs, practices, and procedures of the Department. It may be necessary for a Contractor to have multiple crews working simultaneously in order to meet the time requirements of each project.

TRAFFIC CONTROL AND SAFETY

A. The Contractor shall maintain traffic during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).

B. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.

1. If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control
2. If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements.

GENERAL REQUIREMENTS

The Current GDOT Standard Specifications listed below are those that may be applicable to all work available to be performed under any future ITB. For convenience and easy access, the specifications can be viewed at http://www.dot.ga.gov/PS/Business/Source.

The specifications are subject to being revised at any time. Any changes or revisions may be available in the form of a Special Provisions, which are available via http://www.dot.ga.gov/PS/Business/Source/SpecialProvisions. It is the Contractor's responsibility for ensuring use of the latest version of the specifications, construction details, and/or standards. If there is a conflict between versions, the latest specification will govern.

CATEGORY SPECIFIC DEFINITIONS:

None

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS:

A. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.

Exclusions from General Provisions

The following Specifications from the "***Standard Specifications Construction of Transportation Systems***" are excluded from any MMSA or ITB, unless otherwise specifically required.

- 102.01 Prequalification of Bidders
- 102.03 Contents of Proposal Forms
- 102.06 Preparation of Proposal
- 102.08 Proposal Guaranty
- 102.09 Delivery of Proposals
- 102.10 Withdrawal or Revision of Proposal
- 102.11 Public Bid
- 102.15 Submittal of Georgia Security and Immigration Compliance Act Affidavit
- 102.16 Submittal of Request for Liability
- 102.17 Submittal of Certificate of Current Capacity and Status of Contracts on Hand
- 102.18 Submittal of Construction Contractors Bid Opportunity List
- Section 103 Award and Execution of Contract (Entire Section)
- 104.03 Alteration of Plans or Character of Work
- 104.05 Maintenance During Construction
- 104.08 Value Engineering Proposals
- 105.02 Plans and Working Drawings
- 105.03 Conformity with Plans and Specifications
- 105.04 Coordination of Plans, Specifications, Supplemental Specifications, and Special Provisions
- 105.13 Claims for adjustments and Disputes
- 105.16 Final Inspection and Acceptance
- 106.03.A Testing and acceptance Plans
- 106.10 Local Material Sources
- 106.11 Field Laboratory
- 106.13 Out of State Materials Payment
- 107.16 Opening Sections of Project to Traffic
- 107.17 Contractors Responsibility for the Work
- 107.18 Acquisition of Right-of-Way
- 107.22 Hazardous and/or Toxic Waste
- 107.23.C Borrow and Excess Material Pits
- 108.02 Notice to Proceed
- 108.07 Determination of Contract Time
- 109.05 Extra Work
- 109.06 Eliminated Items
- 109.07 Partial Payments
- 148 Pilot Vehicles (Entire Section)
- 149 Construction Layout (Entire Section)
- 152 Field Laboratory Building (Entire Section)
- 153 Field Engineers Office (Entire Section)

APPLICATION QUESTIONS

A. Applicants must demonstrate the ability to provide Guardrail Maintenance for other clients of any size, function, and complexity as identified in the General Scope of Work. Provide up to three (3) current or previous Guardrail Maintenance contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.

B. Equipment and Personnel

Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.

1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITBs with your existing equipment and personnel or how you would supplement it.
2. Provide current number of personnel available to perform the maintenance services.
3. Provide a list of all Applicant owned or leased equipment intended for use.

C. Traffic Control Experience

The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

D. Herbicide Application Services

Complete the "*Herbicide Application Services*" section of the application form.

Minimum Qualification Requirements

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in the ***Herbicide Application Services*** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in Section III (Minimum Qualification Standards by Category of Work) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL SCOPE OF WORK

The requirements of Routine Herbicide Application Services may apply to interstate and state route transportation facilities within the existing and possible future rights of way as defined by GDOT. It is the intent of GDOT that the successful contractor shall manage and perform all routine herbicide application activities associated with roadways, bridges, drainage structures, roadside vegetation and aesthetics, traffic services, and as otherwise contained herein. The Contractor shall also be responsible for any traffic control, licenses, and permits required. The scope of work will include the management and performance of herbicide application activities, on centerline miles of interstate/limited access highways and centerline miles of non-interstate routes including all roadside areas around ramps, bridges, collector/distributor ramps and frontage roads, and all roadway appurtenances within the right of way throughout the State of Georgia.

Typical herbicide application activities are:

1) Broadcast Herbicide Applications onto roadside shoulders and medians
2) Low Volume Herbicide Applications on undesirable vegetation
3) Herbicide Applications for Invasive Species Control

All work by any Contractor shall be performed in a manner satisfactory to the State and in accordance with the established customs, practices, and procedures of GDOT, and in conformity with the standards adopted by the

American Association of State Highway Transportation Officials, and approved by the U.S. Secretary of Transportation as provided in Title 23, U.S. Code, Section 109 (b).

TRAFFIC CONTROL AND SAFETY

1. The Contractor shall maintain traffic control during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).
2. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.
    a) If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.
    b) If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements.

CATEGORY SPECIFIC DEFINITIONS

Adjuvant: Material used in conjunction with herbicides to enhance performance and/or effectiveness**.**

Alternative Herbicides: Products that are not listed for use as herbicides in these Specifications.

Approval/Acceptance: Inspected and approved by the Engineer for compliance with the requirements of the Specifications included in the Contract.

Chemical Injection Spray Truck: Vehicle used to perform Broadcast Herbicide Applications.

Custom Blends: Combination of two or more herbicides and/or adjuvants in the same packaged container.

Engineer or his Designee: The Department's inspector, (hereafter referred to as the "Engineer").

Invasive Species: Non-native plants to the ecosystem of Georgia that are likely to impact native and desirable vegetation.

Mainline: The area(s) between interchanges on interstate, limited access routes, and state routes.

Pavement: A bituminous or concrete surface.

Shadow Vehicle: A vehicle used to buffer herbicide applications that may interfere with traffic.

Shoulder Mile: Incremental measurement used in this contract for bidding purposes and unit of measure for payment when performing Broadcast Herbicide Applications.

Skid Spray Unit: Sprayer used for Low Volume Herbicide Applications and as a nurse tank for filling backpack sprayers.

Undesirable Vegetation: All woody and herbaceous plants that may be growing in pavement or obstructing site distance or structures and is targeted for herbicide applications by the Engineer.

Vegetative Shoulder: The roadside areas within the R/W to be treated with herbicides adjacent to the pavement edge on the outside shoulder and median.

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS:

1. Current and valid Georgia Department of Agriculture Commercial Pesticide Applicators License(s) with a Category 24 and Category 27 Endorsement
2. Valid Georgia Department of Agriculture Pesticide Contractors License

Additional Insurance Requirements

a) Environmental Impairment Liability (with 1 year extended reporting period):

(1) Each Occurrence	$1,000,000
(2) Aggregate	$2,000,000

Exclusions from General Provisions

The following Specifications from the "***Standard Specifications Construction of Transportation Systems***" are excluded from any MMSA or ITB, unless otherwise specifically required.

- 102.01 Prequalification of Bidders
- 102.03 Contents of Proposal Forms
- 102.06 Preparation of Proposal
- 102.08 Proposal Guaranty
- 102.09 Delivery of Proposals
- 102.10 Withdrawal or Revision of Proposal
- 102.11 Public Bid
- 102.15 Submittal of Georgia Security and Immigration Compliance Act Affidavit
- 102.16 Submittal of Request for Liability
- 102.17 Submittal of Certificate of Current Capacity and Status of Contracts on Hand
- 102.18 Submittal of Construction Contractors Bid Opportunity List
- Section 103 Award and Execution of Contract (Entire Section)
- 104.03 Alteration of Plans or Character of Work
- 104.05 Maintenance During Construction
- 104.08 Value Engineering Proposals
- 105.02 Plans and Working Drawings
- 105.03 Conformity with Plans and Specifications
- 105.04 Coordination of Plans, Specifications, Supplemental Specifications, and Special Provisions
- 105.13 Claims for adjustments and Disputes
- 105.16 Final Inspection and Acceptance
- 106.03.A Testing and acceptance Plans
- 106.10 Local Material Sources
- 106.11 Field Laboratory
- 106.13 Out of State Materials Payment
- 107.16 Opening Sections of Project to Traffic
- 107.17 Contractors Responsibility for the Work
- 107.18 Acquisition of Right-of-Way
- 107.22 Hazardous and/or Toxic Waste
- 107.23.C Borrow and Excess Material Pits
- 108.02 Notice to Proceed
- 108.07 Determination of Contract Time
- 109.05 Extra Work
- 109.06 Eliminated Items
- 109.07 Partial Payments
- 148 Pilot Vehicles (Entire Section)
- 149 Construction Layout (Entire Section)
- 152 Field Laboratory Building (Entire Section)
- 153 Field Engineers Office (Entire Section)

APPLICATION QUESTIONS

A. Applicants must demonstrate the ability to provide Herbicide Application Services for other clients of any size, function, and complexity as identified in the General Scope of Work.
Provide up to three (3) current or previous Herbicide Application contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.

B. Provide information on applicant's policies and procedures for applying herbicides around bodies of water and environmentally sensitive areas.

C. Equipment, Personnel, and Sub-contracting

Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.

1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITBs with your existing equipment and personnel or how you would supplement it.

2. Provide current number of personnel available to perform the maintenance services.

3. Provide a list of all Applicant owned or leased equipment intended for use, including information on applicant's list of all herbicide application equipment (i.e. truck mounted chemical injection spray systems with boomless nutating spray heads for broadcast applications, shadow/buffer vehicles, vehicles and skid-spray units for low volume applications).

D. Traffic Control Experience

The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR Provide a subcontractor meeting minimum qualifications.

Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

E. Provide information on experience controlling undesirable vegetation and invasive species utilizing herbicides.

F. Provide a list of all the terrestrial and aquatic herbicides including the use of custom blended herbicides that the Contractor has utilized in the past to control, suppress or eradicate invasive species or specific target vegetation. For each herbicide listed, provide the rate and target applied.

G. Provide information on applicant's safety policies, procedures and training requirements for:

a. Personal Protective Equipment
b. Label and MSDS Protocol
c. Application Techniques
d. Spill Management
e. First Aid Procedures

E. Highway Mowing and Maintenance Service (Mowing Services)

Complete the "*Highway Mowing and Maintenance Service (Mowing Services}*" section of the application form.

Minimum Qualification Requirements

REQUIREMENTS FOR QUALIFICATION
In order for a contractor to become qualified in the ***Highway Mowing and Maintenance Service (Mowing Services)*** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in Section III (Minimum Qualification Standards by Category of Work) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL SCOPE OF WORK
The Contractor will furnish all labor, material, tools, equipment, and incidentals necessary to perform mowing services and complete additional litter removal within the limits of the right of way and easement areas of the interstate and limited access routes, 4 lane divided highways, 4 lane and 2 lane routes, in a safe, effective, and timely manner, as detailed herein. The Contractor will also be responsible for any traffic control, licenses, and permits required to satisfy the duties required herein. The Department has Seven (7) Districts with approximately 17,911 miles of right of way to maintain. It is anticipated that Invitations to Bid (ITB) for mowing services for the Department right of way will be issued per District. It will be necessary for a supplier to have multiple crews working simultaneously in order to meet the time requirements of each cycle.

TRAFFIC CONTROL AND SAFETY

A. The Contractor shall maintain traffic during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).

B. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.

1. If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.
2. If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements.

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS
None

CATEGORY SPECIFIC DEFINITIONS

Commercial Mowing – Non-residential mowing and trimming with equipment designed and built for constant heavy use in tough conditions, including roadside conditions.

Georgia Roadside Management – iPhone app, available through the iPhone App Store.

Mowing Complete - The accepted and approved mowed and trimmed Centerline Miles, including litter removal, within established mowing limits.

Mowing Cycle - A Mowing Cycle consists of mowing complete the areas as designated in these Specifications one time. Complete a Mowing Cycle without interruption, within the time frames listed in the specifications and to the satisfaction of the Engineer.

Mowing Limits - All areas that are mowable with tractor mowing equipment within the right of way that are on a

3:1 or flatter slope, and trimming in front of, behind, under, and around roadside obstacles, and trimming on all slopes at Interchanges and on slopes greater than or equal to 3:1 on the mainline.

Exclusions from General Provisions

The following Specifications from the "***Standard Specifications Construction of Transportation Systems***" are excluded from any MMSA or ITB, unless otherwise specifically required.

- 102.01 Prequalification of Bidders
- 102.03 Contents of Proposal Forms
- 102.06 Preparation of Proposal
- 102.08 Proposal Guaranty
- 102.09 Delivery of Proposals
- 102.10 Withdrawal or Revision of Proposal
- 102.11 Public Bid
- 102.15 Submittal of Georgia Security and Immigration Compliance Act Affidavit
- 102.16 Submittal of Request for Liability
- 102.17 Submittal of Certificate of Current Capacity and Status of Contracts on Hand
- 102.18 Submittal of Construction Contractors Bid Opportunity List
- Section 103 Award and Execution of Contract (Entire Section)
- 104.03 Alteration of Plans or Character of Work
- 104.05 Maintenance During Construction
- 104.08 Value Engineering Proposals
- 105.02 Plans and Working Drawings
- 105.03 Conformity with Plans and Specifications
- 105.04 Coordination of Plans, Specifications, Supplemental Specifications, and Special Provisions
- 105.13 Claims for adjustments and Disputes
- 105.16 Final Inspection and Acceptance
- 106.03.A Testing and acceptance Plans
- 106.10 Local Material Sources
- 106.11 Field Laboratory
- 106.13 Out of State Materials Payment
- 107.16 Opening Sections of Project to Traffic
- 107.17 Contractors Responsibility for the Work
- 107.18 Acquisition of Right-of-Way
- 107.22 Hazardous and/or Toxic Waste
- 107.23.C Borrow and Excess Material Pits
- 108.02 Notice to Proceed
- 108.07 Determination of Contract Time
- 109.05 Extra Work
- 109.06 Eliminated Items
- 109.07 Partial Payments
- 148 Pilot Vehicles (Entire Section)
- 149 Construction Layout (Entire Section)
- 152 Field Laboratory Building (Entire Section)
- 153 Field Engineers Office (Entire Section)

APPLICATION QUESTIONS
Applicants must demonstrate the ability to provide Highway Mowing and Maintenance Services for other clients of any size, function, and complexity as identified in the General Scope of Work.

A. Provide up to three (3) current or previous Highway Mowing and Maintenance contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.

B. Equipment and Personnel
Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.
1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITBs with your existing equipment and personnel or how you would supplement it.
2. Provide current number of personnel available to perform the maintenance services.
3. Provide a list of all Applicant owned or leased equipment intended for use.

C. Traffic Control Experience
The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

D. Provide a detailed description of the Contractor's safety policies, procedures and training requirements for each of the following:
1. Personal Protective Equipment
2. Mowing and Trimming Equipment
3. First Aid Procedures

F. Bridge Maintenance and Repairs

Complete the "Bridge Maintenance and Repairs" section of the application form.

Minimum Qualification Requirements

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in the ***Bridge Maintenance and Repairs*** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in Section III (Minimum Qualification Standards by Category of Work) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL SCOPE OF WORK
The scope of work will include Bridge Maintenance and Repairs along interstate and state routes within the State of Georgia. The maintenance consists of furnishing all labor, materials, tools, equipment, means of transportation, and incidentals necessary to perform Bridge Maintenance and Repair services.

PERSONNEL REQUIREMENTS

Supervisor: The Contractor shall have a competent and experienced Supervisor/Foreman on duty at all times when work is being performed under the Contract. The Supervisor/Foreman must speak English. The Supervisor/Foreman shall have a functional cellular phone on his person during duty/work hours.

Worksite Traffic Control Supervisor (WTCS): The Contractor shall have a certified Traffic Control Supervisor on site at all times when work is being performed. The WTCS must speak English.

Crew: The Contractor shall at all times provide personnel and staffing levels able to perform all necessary installation, operation, and maintenance of traffic control and joint work in accordance with this solicitation. The personnel performing this work will be under the sole responsibility of the Contractor. The Crew shall be able to communicate with the Supervisor/Foreman at all times while performing work.

1. Crew members shall possess a valid driver's license by the state in which they reside if they are designated to operate a motor vehicle. A copy of driver's license must be submitted to the Engineer prior to a crew member's participation in this contract.
2. Crew personnel shall be outfitted and wear all required personal protective/safety equipment such as safety vests, gloves, goggles, and hard hats. Training personnel to safely and efficiently operate equipment, work on the right-of-way, and follow Contract requirements is the responsibility of the Contractor.

Crew Size: The Contractor shall have an adequate number of personnel on-site to perform all necessary operations as contemplated in this solicitation.

TRAFFIC CONTROL AND SAFETY

A. The Contractor shall maintain traffic during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).

B. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.

1. If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.
2. If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements.

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS
None

CATEGORY SPECIFIC DEFINITIONS
None

Exclusions from General Provisions

The following Specifications from the "***Standard Specifications Construction of Transportation Systems***" are excluded from any MMSA or ITB, unless otherwise specifically required.

- 102.01 Prequalification of Bidders
- 102.03 Contents of Proposal Forms
- 102.06 Preparation of Proposal
- 102.08 Proposal Guaranty
- 102.09 Delivery of Proposals
- 102.10 Withdrawal or Revision of Proposal
- 102.11 Public Bid
- 102.15 Submittal of Georgia Security and Immigration Compliance Act Affidavit
- 102.16 Submittal of Request for Liability
- 102.17 Submittal of Certificate of Current Capacity and Status of Contracts on Hand
- 102.18 Submittal of Construction Contractors Bid Opportunity List
- Section 103 Award and Execution of Contract (Entire Section)
- 104.03 Alteration of Plans or Character of Work
- 104.05 Maintenance During Construction
- 104.08 Value Engineering Proposals
- 105.02 Plans and Working Drawings
- 105.03 Conformity with Plans and Specifications
- 105.04 Coordination of Plans, Specifications, Supplemental Specifications, and Special Provisions
- 105.13 Claims for adjustments and Disputes
- 105.16 Final Inspection and Acceptance
- 106.03.A Testing and acceptance Plans
- 106.10 Local Material Sources
- 106.11 Field Laboratory
- 106.13 Out of State Materials Payment
- 107.16 Opening Sections of Project to Traffic
- 107.17 Contractors Responsibility for the Work
- 107.18 Acquisition of Right-of-Way
- 107.22 Hazardous and/or Toxic Waste
- 107.23.C Borrow and Excess Material Pits
- 108.02 Notice to Proceed
- 108.07 Determination of Contract Time
- 109.05 Extra Work
- 109.06 Eliminated Items
- 109.07 Partial Payments
- 148 Pilot Vehicles (Entire Section)
- 149 Construction Layout (Entire Section)
- 152 Field Laboratory Building (Entire Section)
- 153 Field Engineers Office (Entire Section)

APPLICATION QUESTIONS

A. Applicants must demonstrate the ability to provide Bridge Maintenance and Repairs for other clients of any size, function, and complexity as identified in the General Scope of Work. Provide up to three (3) current or previous Bridge Maintenance and Repairs contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.

B. Equipment and Personnel
Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.

1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITBs with your existing equipment and personnel or how you would supplement it.
2. Provide current number of personnel available to perform the maintenance services.
3. Provide a list of all Applicant owned or leased equipment intended for use.

C. Traffic Control Experience
The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR provide a subcontractor meeting minimum qualifications.

D. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

G. Landscaping Maintenance Services

Complete the "*Landscaping Maintenance Services*" section of the application form.

Minimum Qualification Requirements

REQUIREMENTS FOR QUALIFICATION
In order for a contractor to become qualified in the ***Landscaping Maintenance Services*** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in Section III (Minimum Qualification Standards by Category of Work) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL SCOPE OF WORK

The scope of work will include the maintenance, operations, survival, quality, and condition of all facility grounds and their associated components, unless specifically excluded. The maintenance consists of furnishing all labor, materials, tools, equipment, means of transportation, and incidentals necessary to perform landscape maintenance services.

The work may include but not limited to landscape ground maintenance such as: mowing, line trimming, edging, aerating, de-thatching, litter and debris removal, fertilizer and lime application, tree and shrub maintenance such as pruning and selective removal, weed and exotic pest plant removal, insect/disease control, herbicide application (pre and post emergence), watering, minor planting operations such as: bedding plants and a limited number of trees and shrubs, pressure cleaning, irrigation maintenance and repair, mulching, swale and inadequate drainage inspection, maintenance and minor repair, soil tests and site clean-up.

The landscape maintenance activities will also include the regular observation and maintenance of all landscape areas for minor erosion, inadequate drainage, sight and sign visibility problems, and unsatisfactory plantings that need removal.

All work by any Contractor shall be performed in a manner satisfactory to the State and in accordance with the established customs, practices, and procedures of GDOT in conformity with the standards adopted by the American Association of State Highway Transportation Officials, and approved by the U.S. Secretary of Transportation as provided in Title 23, U.S. Code, Section 109 (b).

TRAFFIC CONTROL AND SAFETY

A. The Contractor shall maintain traffic during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).

B. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.

1. If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.
2. If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements.

CATEGORY SPECIFIC DEFINITIONS

Facility Grounds - Areas outside of building and within fenced property boundaries such as parking areas,

General Routine Maintenance Activities - Litter and debris removal; pest and disease control; edging; insect and fire ant control; chemical and hand weed control; exotic pest plant control; shrub and tree pruning and removal for health, safety, sight and signage visibility; fertilizing; swale and inadequate drainage inspection, maintenance and minor repair.

Georgia Roadside Management – iPhone app, available through the iPhone App Store

Mowing/Line Trimming Cycle - Mowing of lawn grasses to within a specified height using mowing, and line trimming equipment. Mowing consists of completely mowing, edging, miscellaneous mowing, and trimming the grounds of a facility in one day.

Mowable (turf) Areas - Include all turf areas within the facility grounds. All mowing shall conform to previously established mowing limits. Additional maintenance activities include, but are not limited to: mowing; aeration and de-thatching of grass; soil test, lime application; weed control/herbicide application at signs and obstacles; line trimming; irrigation repairs; fertilizing trees.

Mowable/Natural Areas - Include existing tree masses under which most understory vegetation has been removed for safety, functional, or aesthetic purposes. Pine straw and/or natural leaf litter are allowed to accumulate beneath the tree mass area up to a four (4) inch depth. Additional maintenance activities include, but are not limited to: occasional line trimming and/or mowing; weed removal; and fertilizing small caliper trees.

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS

1. Current and valid Georgia Department of Agriculture Commercial Pesticide Applicators License(s) with a Category 24 and Category 27 Endorsement
2. Valid Georgia Department of Agriculture Pesticide Contractors License

Additional Insurance Requirements

a) Environmental Impairment Liability (with 1 year extended reporting period):

(1) Each Occurrence	$1,000,000
(2) Aggregate	$2,000,000

Exclusions from General Provisions

The following Specifications from the "***Standard Specifications Construction of Transportation Systems***" are excluded from any MMSA or ITB, unless otherwise specifically required.

- 102.01 Prequalification of Bidders
- 102.03 Contents of Proposal Forms
- 102.06 Preparation of Proposal
- 102.08 Proposal Guaranty
- 102.09 Delivery of Proposals
- 102.10 Withdrawal or Revision of Proposal
- 102.11 Public Bid
- 102.15 Submittal of Georgia Security and Immigration Compliance Act Affidavit
- 102.16 Submittal of Request for Liability
- 102.17 Submittal of Certificate of Current Capacity and Status of Contracts on Hand
- 102.18 Submittal of Construction Contractors Bid Opportunity List
- Section 103 Award and Execution of Contract (Entire Section)
- 104.03 Alteration of Plans or Character of Work
- 104.05 Maintenance During Construction
- 104.08 Value Engineering Proposals
- 105.02 Plans and Working Drawings
- 105.03 Conformity with Plans and Specifications
- 105.04 Coordination of Plans, Specifications, Supplemental Specifications, and Special Provisions
- 105.13 Claims for adjustments and Disputes
- 105.16 Final Inspection and Acceptance
- 106.03.A Testing and acceptance Plans
- 106.10 Local Material Sources
- 106.11 Field Laboratory
- 106.13 Out of State Materials Payment
- 107.16 Opening Sections of Project to Traffic
- 107.17 Contractors Responsibility for the Work
- 107.18 Acquisition of Right-of-Way
- 107.22 Hazardous and/or Toxic Waste
- 107.23.C Borrow and Excess Material Pits
- 108.02 Notice to Proceed
- 108.07 Determination of Contract Time
- 109.05 Extra Work
- 109.06 Eliminated Items
- 109.07 Partial Payments
- 148 Pilot Vehicles (Entire Section)
- 149 Construction Layout (Entire Section)
- 152 Field Laboratory Building (Entire Section)
- 153 Field Engineers Office (Entire Section)

APPLICATION QUESTIONS

A. Applicants must demonstrate the ability to provide Highway Landscaping and Maintenance Services for other clients of any size, function, and complexity as identified in the General Scope of Work. Provide up to three (3) current or previous Highway Landscaping and Maintenance contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.

B. Equipment and Personnel
Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.

1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITBs with your existing equipment and personnel or how you would supplement it.
2. Provide current number of personnel available to perform the maintenance services.
3. Provide a list of all Applicant owned or leased equipment intended for use.

C. Traffic Control Experience
The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

D. Provide information on safety policies, procedures and training for:

1. Personal Protective Equipment
2. Label and MSDS Protocol
3. Application Techniques
4. Spill Management
5. First Aid Procedures

H. Pavement Marking - Short Line Pavement Striping

Complete the "*Pavement Marking - Short Line Pavement Striping*" section of the application form.

Minimum Qualification Requirements

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in the ***Pavement Marking - Short Line Pavement Striping*** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in Section III (Minimum Qualification Standards by Category of Work) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL SCOPE OF WORK

The Contractor will be required to perform removal, installation, cleanup and prep work for the installation of short line pavement markings on Federal routes, Interstates, State routes and locally owned public roads within the State of Georgia. The majority of the work will occur on the Interstate and State Route system

All work and materials shall be in accordance with the provisions of any awarded ITB/RFQ, *the State of Georgia Standard Specifications* Construction *of Transportation Systems, Current Edition*, Supplemental Specifications, the Project Special Provisions, Standard Drawings and Construction Details, and the current edition of the *Manual of Uniform Traffic Control Devices (MUTCD)* as noted in future ITBs/RFQs.

The Contractor shall be responsible for the short line highway pavement markings as identified by the GDOT State Maintenance Engineer, or his designee, along the State Highways and Interstates throughout the State of Georgia. Work under future ITB/RFQ consists of furnishing all labor, materials, tools, equipment, means of transportation, and incidentals necessary to perform the Work.

The work shall include setup, traffic control, preparation and installation of joint materials at bridge structures.

TRAFFIC CONTROL AND SAFETY

A. The Contractor shall maintain traffic during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).

B. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.

1. If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.
2. If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements.

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS
None

CATEGORY SPECIFIC DEFINITIONS
None

Exclusions from General Provisions

The following Specifications from the "***Standard Specifications Construction of Transportation Systems***" are excluded from any MMSA or ITB, unless otherwise specifically required.

- 102.01 Prequalification of Bidders
- 102.03 Contents of Proposal Forms
- 102.06 Preparation of Proposal
- 102.08 Proposal Guaranty
- 102.09 Delivery of Proposals
- 102.10 Withdrawal or Revision of Proposal
- 102.11 Public Bid
- 102.15 Submittal of Georgia Security and Immigration Compliance Act Affidavit
- 102.16 Submittal of Request for Liability
- 102.17 Submittal of Certificate of Current Capacity and Status of Contracts on Hand
- 102.18 Submittal of Construction Contractors Bid Opportunity List
- Section 103 Award and Execution of Contract (Entire Section)
- 104.03 Alteration of Plans or Character of Work
- 104.05 Maintenance During Construction
- 104.08 Value Engineering Proposals
- 105.02 Plans and Working Drawings
- 105.03 Conformity with Plans and Specifications
- 105.04 Coordination of Plans, Specifications, Supplemental Specifications, and Special Provisions
- 105.13 Claims for adjustments and Disputes
- 105.16 Final Inspection and Acceptance
- 106.03.A Testing and acceptance Plans
- 106.10 Local Material Sources
- 106.11 Field Laboratory
- 106.13 Out of State Materials Payment
- 107.16 Opening Sections of Project to Traffic
- 107.17 Contractors Responsibility for the Work
- 107.18 Acquisition of Right-of-Way
- 107.22 Hazardous and/or Toxic Waste
- 107.23.C Borrow and Excess Material Pits
- 108.02 Notice to Proceed
- 108.07 Determination of Contract Time
- 109.05 Extra Work
- 109.06 Eliminated Items
- 109.07 Partial Payments
- 148 Pilot Vehicles (Entire Section)

APPLICATION QUESTIONS

A. Applicants must demonstrate the ability to provide Pavement Marking - Short Line Pavement Striping for other clients of any size, function, and complexity as identified in the General Scope of Work. Provide up to three (3) current or previous Highway Landscaping and Maintenance contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.

B. Provide information on applicant's experience training employees in the safe use of commercial Short Line Highway Pavement Marking Services equipment, including identification of hazardous materials, equipment safety precautions, and traffic control for moving operations, spill management, first aid procedures, and OSHA and Federal or State Right to Know laws and standards.

C. Provide a detailed description of applicant's safety policies, procedures and training requirements for each of the following:
1) Personal Protective Equipment
2) Traffic Control (MUTCD Minimums)
3) First Aid Procedures

D. Provide information on applicant's interaction with OSHA compliance or Federal and State "Right to Know" compliance.

E. Personnel and Equipment

1. Provide information on applicant's personnel and equipment to complete Short Line Highway Pavement Marking Services at locations along State Highways and Interstate Systems throughout the State of Georgia.
2. Provide information on how applicant would accomplish Short Line Highway Pavement Marking Services at locations along State Highways and Interstate Systems throughout the State of Georgia on different district routes and facilities using existing equipment and personnel, if applicable.
3. Provide number of personnel available to perform Short Line Highway Pavement Marking Services at locations along State Highways and Interstate Systems throughout the State of Georgia.
4. Provide a list of all Contractor owned or leased commercial Short Line Highway Pavement Marking Services at locations along State Highways and Interstate Systems throughout the State of Georgia.

I. Pavement Preservation Maintenance Services

Complete the "*Pavement Preservation Maintenance Services*" section of the application form.

Minimum Qualification Requirements:

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in the ***Pavement Preservation Maintenance Services*** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in Section III (Minimum Qualification Standards by Category of Work) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL SCOPE OF WORK

The scope of work may include one or more of the following services listed below, unless specifically excluded. The maintenance consists of furnishing all labor, materials, tools, equipment, means of transportation, and incidentals necessary to perform Pavement Preservation and Maintenance Services. Contractors are responsible for any traffic control, licenses, and permits required to satisfy the duties required.

All work by a Contractor must be performed in accordance with the established customs, practices, and procedures of the Department. It may be necessary for a Contractor to have multiple crews working simultaneously in order to meet the time requirements of each project. Applicants will be given the opportunity to qualify for one or more services listed below and for one or more GDOT Districts.

1. Crack Seals and Filling (Per Lane Mile)
2. Surface Treatments/Chip Seals/Strip Seal (Single /Multiple Course) (Per Square Yard)
3. Fog Seal/Seal Coats (Per Square Yard)
4. Scrub Seal (Per Square Yard)
5. Micro/Slurry Seal (Single/Multiple Course) (Per Square Yard)
6. Micro-surfacing (Single/Multiple Course) (Per Square Yard)
7. Shoulder Paving/Widening (Per Ton)
8. Hot-Mix Spot Patching Overlays (Thin Lift) (Per Ton)
9. Hot-Mix Spot Mill and In-Lay (Per Ton)
10. Pothole Patching and Repair - Cold-Mix Asphalt Repair (Per Pound)
11. Temporary Edge Rut Repair (Per Ton)
12. Permanent Edge Rut Repair (Per Ton)
13. Spray Injection Patching / Mastic Patching (Per Pound)
14. Hot-Mix Pavement Patching (Deep Base Patching) (Ton)
15. White-Topping (Full Depth – Thin – Ultra Thin) (Per Square Yard)
16. Roto-Milling (Per Square Yard)

All work by any Contractor shall be performed in a manner satisfactory to the Department and in accordance with the established customs, practices, and procedures of GDOT in conformity with the standards adopted by the American Association of State Highway Transportation Officials, and approved by the U.S. Secretary of Transportation as provided in Title 23, U.S. Code, Section 109 (b).
These activities will occur within the limits of the right of way and easement areas of the interstates and state routes, at GDOT properties, including but not limited to welcome centers, rest areas and GDOT locations along state highways and interstate system throughout the State of Georgia**.**

Responsibilities may also include highway stabilization activities such as, undersealing, slab lifting, and stabilization of Portland cement concrete pavement, concrete bridge approaches and approach slabs, and base material. Also included may be Bitumimous Asphaltic Stabilization.

TRAFFIC CONTROL AND SAFETY

A. The Contractor shall maintain traffic during the prosecution of the work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).

B. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.

   1. If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.

   2. If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements.

CATEGORY SPECIFIC DEFINITIONS

American Traffic Safety Services Association (ATSSA) - http://www.atssa.com/

Chip Seal - This activity includes sealing roadways with one or more applications of stone and liquid asphalt and can be performed on one lane width or less.

Cold Mix Asphalt Patching - This activity includes TEMPORARILY patching small areas of bituminous roadway and shoulder surface with cold premixed bituminous material. These areas may include: Potholes, Edge Failures, Concrete Spalls, Bridge Decks, Other potential surface hazards (such as raveling)

Crack Filling/Sealing - This activity includes sealing and filling cracks in asphalt pavements with a liquid asphalt to prevent water from entering the pavement and into the base or subgrade.

Deep Patching/Base Repair - This activity includes removing and replacing failed bituminous roadway and shoulder areas, including base material.

Fog Seal - This activity includes sealing/rejuvenating bituminous roadway and shoulder surfaces full width or less with one or more applications of hot liquid asphalt emulsion.

Hot Mix Pavement Patching - This activity includes hand patching of small areas of bituminous roadway and shoulder surface with hot mix asphalt or hot liquid asphalt and aggregate. These areas may include: Abrupt Depressions, Potholes, Edge distress, or other potential surface hazards (such as raveling and spalling)

Hot Mix Spot Overlays/Mill and Inlay - This activity includes the resurfacing and/or leveling of roadways, streets, etc. Also, any leveling performed in conjunction with the resurfacing under this activity.

National Safety Council (NSC) - http://www.nsc.org/pages/home.aspx

Permanent Edge Rut Repair: - This activity includes placing hot mix asphalt material along the edge of the pavement to permanently fill ruts and drop-offs in unpaved shoulders.

Roto Milling - This activity includes restoring the riding surface or good drainage characteristics of bituminous pavements by cold planning to eliminate these types of deficiencies: Wheel Path Rutting, Flat Pavements, Rippled or shoved pavement, Build up in curb and gutter sections, etc.

Scrub Seal - This activity includes sealing roadways with one or more applications of liquid asphalt, broomed and at least one application of stone, which can be performed on one lane width or less.

Shoulder Joint Sealing - This activity includes cleaning and sealing the shoulder joints between the Portland Cement Concrete pavement and the asphalt shoulder with shoulder joint sealant to prevent water from entering the pavement.

Shoulder Paving/Widening - This activity includes the placement of 2 foot to 4 foot road widening or shoulder paving utilizing plant mix asphalt to widen existing travel lanes when less than standard or to provide paved shoulders.

Slurry/Micro Sealing - This activity includes sealing roadways with one or more applications of a slurry made of fine aggregates, liquid asphalt, and cement, lime or other materials as defined by the specifications.

Spray Injection Patching / Mastic Patching - This activity includes utilization of a spray patcher to fill potholes and seal large cracks in the road. Or for the use of placing mastic patching material to fill large cracks that need to be sealed and filled based on size and depth.

Strip Sealing: This activity includes stripping bituminous roadway and shoulder surfaces with one or more applications of hot liquid asphalt and aggregate. Stripping can be performed on one lane width or less.

Temporary Edge Rut Repair: This activity includes placing material along the edge of the pavement to temporarily fill ruts and drop-offs in unpaved shoulders.

White-Topping: This activity includes the placement of ultra-thin, thin, and full depth white-topping.

WTCS (Worksite Traffic Control Supervisor) - as defined by American Traffic Safety Services Association (ATSSA) at http://www.atssa.com/TrainingCertification/CourseInformation/TrafficControlSupervisorTCS.aspx

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS

Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.

GDOT STANDARD SPECIFICATIONS

All specification references are listed on GDOT's Website, "The Source", http://www.dot.ga.gov/PartnerSmart/Business/Source

Activity Description	GDOT Specification Reference
Crack Seals and Filling/Shoulder Joint Sealing	*Section 407* - Asphalt-Rubber Joint and Crack Seal
Surface Treatments/ Chip Seals/ Strip Seals (Single/Multiple Course)	*Section 404* - Paver-Laid Surface Treatment;
	Section 424 - Bituminous Surface Treatment
Fog Seal/Seal Coats	*Section 427* - Emulsified Asphalt Slurry Seal
Scrub Seal	*Section 420* – Scrub Seal
Micro/Slurry Seal (Single/Multiple Course)	*Section 427* - Emulsified Asphalt Slurry Seal
	Section 428 - Micro Surfacing
Shoulder Paving/Widening	*Section 400* - Hot Mix Asphaltic Concrete Construction
Hot-Mix Overlays (Thin Lift) and Permanent Edge Rut Repair	*Section 400* - Hot Mix Asphaltic Concrete Construction
	Section 402 - Hot Mix Recycled Asphaltic Concrete
	Section 413 - Bituminous Tack Coat
	Section 411 - Asphaltic Concrete Pavement, Partial Removal
Pothole Patching and Repair - Cold-Mix Asphalt Repair	*Section 401* - Cold Mix for Patching
	Section 402 - Hot Mix Recycled Asphaltic Concrete
Spray Injection Patching/Mastic Patching	*Section 827* - Pavement Patching Mastic
Hot-Mix Aspalt (Deep Base Patching)	*Section 400* - Hot Mix Asphaltic Concrete Construction
Patching with Slurry or Micro-surfacing Material	Section 427 - Emulsified Asphalt Slurry Seal/Section 428— Micro Surfacing

Exclusions from General Provisions

The following Specifications from the "***Standard Specifications Construction of Transportation Systems***" are excluded from any MMSA or ITB, unless otherwise specifically required.

- 102.01 Prequalification of Bidders
- 102.03 Contents of Proposal Forms
- 102.06 Preparation of Proposal
- 102.08 Proposal Guaranty
- 102.09 Delivery of Proposals
- 102.10 Withdrawal or Revision of Proposal
- 102.11 Public Bid
- 102.15 Submittal of Georgia Security and Immigration Compliance Act Affidavit
- 102.16 Submittal of Request for Liability
- 102.17 Submittal of Certificate of Current Capacity and Status of Contracts on Hand
- 102.18 Submittal of Construction Contractors Bid Opportunity List
- Section 103 Award and Execution of Contract (Entire Section)
- 104.03 Alteration of Plans or Character of Work
- 104.05 Maintenance During Construction
- 104.08 Value Engineering Proposals
- 105.02 Plans and Working Drawings
- 105.03 Conformity with Plans and Specifications
- 105.04 Coordination of Plans, Specifications, Supplemental Specifications, and Special Provisions
- 105.13 Claims for adjustments and Disputes
- 105.16 Final Inspection and Acceptance
- 106.03.A Testing and acceptance Plans
- 106.10 Local Material Sources
- 106.11 Field Laboratory
- 106.13 Out of State Materials Payment
- 107.16 Opening Sections of Project to Traffic
- 107.17 Contractors Responsibility for the Work
- 107.18 Acquisition of Right-of-Way
- 107.22 Hazardous and/or Toxic Waste
- 107.23.C Borrow and Excess Material Pits
- 108.02 Notice to Proceed
- 108.07 Determination of Contract Time
- 109.05 Extra Work
- 109.06 Eliminated Items
- 109.07 Partial Payments
- 148 Pilot Vehicles (Entire Section)

APPLICATION QUESTIONS

Applicants must demonstrate the ability to provide Pavement Preservation and Maintenance Services for other clients of any size, function, and complexity as identified in the General Scope of Work.

A. For each preservation activity selected below, provide up to three (3) current or previous Pavement Preservation and Maintenance Services contracts/projects (in the last 5 years) for qualification consideration in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide each client or account name, location and dates when services were performed, a description of services provided including the size and scope of each project.

1. Crack Seals and Fillings
2. Surface Treatments/Chip
3. Seals/Strip Seals (Single/Multiple Course)
4. Fog Seal/Seal Coats
5. Scrub Seal
6. Micro/Slurry Seal
7. Micro-surfacing (Single /Multiple Course)
8. Shoulder Paving/Widening
9. Hot-Mix Spot Patching Overlays (Thin Lift)
10. Hot-Mix Spot Mill and In-Lay
11. Pothole Patching and Repair - Cold-Mix Asphalt Repair
12. Temporary Edge Rut Repair
13. Permanent Edge Rut Repair
14. Spray Injection Patching/Mastic Patching
15. Hot-Mix Pavement Patching (Deep Base Patching)
16. White-Topping (Full Depth – Thin – Ultra Thin)
17. Roto-Milling

B. Equipment and Personnel: Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work. Provide a list of all Applicant owned or leased equipment intended for use. A current lease agreement, with equipment list, contingent upon ITB award will satisfy this requirement.

C. Traffic Control: The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work OR provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

J. Concrete and Portland Cement Concrete (PCC) Pavement Maintenance Services

Complete the "*Concrete and Portland Cement Concrete (PCC) Pavement Maintenance Services*" section of the application form.

Minimum Qualification Requirements

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in the ***Concrete and Portland Cement Concrete (PCC) Pavement Maintenance Services*** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in Section III (Minimum Qualification Standards by Category of Work) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL SCOPE OF WORK

The Contractor shall be responsible for the Portland Cement Concrete (PCC) Pavement, Portland Cement Concrete Sub base, Grind Concrete Pavement, Portland Cement Concrete End Dams and Patches (including Rapid Setting), Precast Concrete Header Curb, Plan Portland Cement Concrete Shoulders, Miscellaneous Concrete, Roller Compacted Concrete Pavement, Sawed Joints in Existing Pavements, Waterproofing Pavement Joints and Cracks, Pressure Grouting Portland Cement Concrete Pavement, Patching Portland Cement Concrete Pavement (Spall Repair), Full Depth Slab Replacement, Portland Cement Concrete Whitetopping, Flowable Fill, Concrete Barrier Placement and Repair, Pneumatically Applied Concrete, Concrete Glare Screen, Blast Cleaning Portland Cement Concrete Structures and Concrete Joint Sealing within the limits of the right of way and easement areas of the interstates and state routes, at GDOT properties, including but not limited to welcome centers, rest areas and GDOT locations along state highways and interstate system throughout the State of Georgia.

The maintenance consists of furnishing all labor, materials, tools, equipment, means of transportation, and incidentals necessary to perform the activities above. Suppliers are responsible for any traffic control, licenses, and permits required to satisfy the duties.

All work by a supplier must be performed in accordance with the established customs, practices, and procedures of the Department. It may be necessary for a supplier to have multiple crews working simultaneously in order to meet the time requirements of each project.

1. Portland Cement Concrete Sub base
2. Portland Cement Concrete (PCC) Pavement
3. Grind Concrete Pavement
4. Portland Cement Concrete End Dams and Patches (including Rapid Setting)
5. Precast Concrete Header Curb
6. Plain Portland Cement Concrete Shoulders
7. Miscellaneous Concrete
8. Roller Compacted Concrete Pavement
9. Sawed Joints in Existing Pavements
10. Waterproofing Pavement Joints and Cracks
11. Pressure Grouting Portland Cement Concrete Pavement
12. Patching Portland Cement Concrete Pavement (Spall Repair)
13. Full Depth Slab Replacement
14. Portland Cement Concrete Whitetopping
15. Sealing Roadway and Bridge Joints and Cracks
16. Flowable Fill
17. Concrete Barrier Placement and Repair
18. Pneumatically Applied Concrete
19. Concrete Glare Screen
20. Blast Cleaning Portland Cement Concrete Structures

The Contractor shall maintain traffic control during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plan, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).

Responsibilities may also include highway stabilization activities such as, undersealing, slab lifting, and stabilization of Portland cement concrete pavement, concrete bridge approaches and approach slabs, and base material. Also included may be Bitumimous Asphaltic Stabilization.

GENERAL REQUIREMENTS

The Current GDOT Standard Specifications listed below are those that may be applicable to all work available to be performed under any future ITB. For convenience and easy access, the specifications can be viewed at http://www.dot.ga.gov/PS/Business/Source

The specifications are subject to being revised at any time. Any changes or revisions may be available in the form of a Special Provisions which are available via http://www.dot.ga.gov/PS/Business/Source/SpecialProvisions. It is the Contractor's responsibility for ensuring use of the latest version of the specifications, construction details, and/or standards. If there is a conflict between versions, the latest specification will govern.

http://www.dot.ga.gov/PartnerSmart/Business/Source/Pages/Specifications.aspx

Specification References Activity Description	GDOT Specification Reference
Portland Cement Concrete Sub base	*Section 326*—Portland Cement Concrete Sub-base
Portland Cement Concrete (PCC) Pavement and (Special)	*Section 430 and 439*—Portland Cement Concrete Pavement and (Special)
Grind Concrete Pavement	*Section 431*—Grind Concrete Pavement
Portland Cement Concrete End Dams and Patches (including Rapid Setting)	*Section 435 and 448*—Rapid Setting Cement Concrete End Dams and Patches
Precast Concrete Header Curb	*Section 438*—Precast Concrete Header Curb
Plain Portland Cement Concrete Shoulders	*Section 440*—Plain Portland Cement Concrete Shoulders
Miscellaneous Concrete	*Section 441*—Miscellaneous Concrete
Roller Compacted Concrete Pavement	*Section 442*—Roller Compacted Concrete Pavement
Sawed Joints in Existing Pavement	*Section 444*—Sawed Joints in Existing Pavements,
Waterproofing Pavement Joints and Cracks	*Section 445*—Waterproofing Pavement Joints and Cracks
Pressure Grouting Portland Cement Concrete Pavement	*Section 450*—Pressure Grouting Portland Cement Concrete Pavement
Patching Portland Cement Concrete Pavement (Spall Repair)	*Section 451*—Patching Portland Cement Concrete Pavement (Spall Repair)
Full Depth Slab Replacement	*Section 452*—Full Depth Slab Replacement
Portland Cement Concrete Whitetopping	*Section 453*—Portland Cement Concrete Whitetopping
Sealing Roadway and Bridge Joints and Cracks	*Section 461*—Sealing Roadway and Bridge Joints and Cracks
Flowable Fill	*Section 600*—Controlled Low Strength Flowable Fill
Concrete Barrier Placement and Repair	*Section 621*—Concrete Barrier
Pneumatically Applied Concrete	*Section 623*—Pneumatically Applied Concrete
Concrete Glare Screen	*Section 649*—Concrete Glare Screen
Blast Cleaning Portland Cement Concrete Structures	*Section 685*—Blast Cleaning Portland Cement Concrete Structures

TRAFFIC CONTROL AND SAFETY

A. The Contractor shall maintain traffic control during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).

B. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.

1. If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.

2. If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements**.**

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS
None

CATEGORY SPECIFIC DEFINITIONS

Blast Cleaning Portland Cement Concrete Structures - This work includes blast cleaning Portland cement concrete surfaces and removing blasting residue from roadway and shoulder surfaces.

Concrete Barrier Placement and Repair - This work includes constructing Portland Cement concrete barriers.

Concrete Glare Screen - This work includes erecting a Portland cement concrete glare screen on top of a concrete median barrier.

Flowable Fill - This work consists of furnishing and placing ready-mixed or volumetric mixed Flowable Fill as an alternate to compacted soil.

Full Depth Slab Replacement - This work includes replacing Portland cement concrete pavement slabs, full or partial length.

Grind Concrete Pavement - This work includes grinding existing Portland cement concrete pavement to eliminate joint faulting or to restore proper drainage and riding characteristics to the pavement surface.

Miscellaneous Concrete - This work includes placing Portland cement concrete as follows: slope paving on end rolls, cut slopes, paved ditches, spillways, and ditch slopes; median pavement; sidewalks; concrete curbs, gutters, curb and gutters, valley gutters; non-reinforced headwalls; velocity dissipaters and concrete slope drains; as concrete spillways; curb cut wheel chair ramps; at other locations designated on the plans or as directed

This work includes subgrade preparations including: fine grading and backfilling; forming, furnishing, placing, and finishing concrete; constructing weep holes and furnishing and placing the coarse aggregate; furnishing and placing preformed joint fillers; placing driveway concrete.

Patching Portland Cement Concrete Pavement (Spall Repair) - This work includes partial depth patching of spalls and potholes in Portland cement concrete pavement by removing the broken, damaged, or disintegrated concrete pavement. This work also includes removing asphaltic concrete patches from spalled or damaged areas of the pavement surfaces and patching them with approved patching materials

Plain Portland Cement Concrete Shoulders - The work includes constructing plain Portland cement concrete shoulders on a prepared subgrade or subbase.

Pneumatically Applied Concrete - This item includes manufacturing and pneumatically placing concrete.

Portland Cement Concrete (PCC) Pavement Rehabilitation - This work includes constructing pavement composed of Portland cement concrete, with or without reinforcement as specified on a prepared subgrade or subbase course.

Portland Cement Concrete End Dams and Patches (including Rapid Setting) - This work includes constructing bridge joint end dams and partial or full depth patches in concrete structures.

Portland Cement Concrete Sub base - This work includes constructing a subbase composed of a mixture of Portland cement and graded aggregate, or Portland cement, aggregate, and sand.

Precast Concrete Header Curb - This work includes furnishing and installing precast concrete header curb.

Pressure Grouting Portland Cement Concrete Pavement - This work includes pumping a slurry type grout mixture through holes drilled in the pavement into voids underneath the slabs to stabilize and underseal Portland cement concrete pavement.

Sawed Joints in Existing Pavement - This work includes sawing joints in existing Portland cement concrete pavements such as roadway pavements, intersections, driveways, parking areas, and sidewalks when removing existing pavements

Sealing Roadway and Bridge Joints and Cracks - This work includes removing the existing sealant material (if applicable), cleaning the joint, and installing silicone sealant in the roadway joints.

Waterproofing Pavement Joints and Cracks - This work includes waterproofing joints and cracks in the pavement by cleaning the existing surface and placing a membrane over joints and random cracks

Exclusions from General Provisions

The following Specifications from the "***Standard Specifications Construction of Transportation Systems***" are excluded from any MMSA or ITB, unless otherwise specifically required.

- 102.01 Prequalification of Bidders
- 102.03 Contents of Proposal Forms
- 102.06 Preparation of Proposal
- 102.08 Proposal Guaranty
- 102.09 Delivery of Proposals
- 102.10 Withdrawal or Revision of Proposal
- 102.11 Public Bid
- 102.15 Submittal of Georgia Security and Immigration Compliance Act Affidavit
- 102.16 Submittal of Request for Liability
- 102.17 Submittal of Certificate of Current Capacity and Status of Contracts on Hand
- 102.18 Submittal of Construction Contractors Bid Opportunity List
- Section 103 Award and Execution of Contract (Entire Section)
- 104.03 Alteration of Plans or Character of Work
- 104.05 Maintenance During Construction
- 104.08 Value Engineering Proposals
- 105.02 Plans and Working Drawings
- 105.03 Conformity with Plans and Specifications
- 105.04 Coordination of Plans, Specifications, Supplemental Specifications, and Special Provisions
- 105.13 Claims for adjustments and Disputes
- 105.16 Final Inspection and Acceptance
- 106.03.A Testing and acceptance Plans
- 106.10 Local Material Sources
- 106.11 Field Laboratory
- 106.13 Out of State Materials Payment
- 107.16 Opening Sections of Project to Traffic
- 107.17 Contractors Responsibility for the Work
- 107.18 Acquisition of Right-of-Way
- 107.22 Hazardous and/or Toxic Waste
- 107.23.C Borrow and Excess Material Pits
- 108.02 Notice to Proceed
- 108.07 Determination of Contract Time
- 109.05 Extra Work
- 109.06 Eliminated Items
- 109.07 Partial Payments
- 148 Pilot Vehicles (Entire Section)

APPLICATION QUESTIONS

Applicants must demonstrate the ability to provide Concrete and Portland Cement Concrete (PCC) Pavement Maintenance Services for other clients of any size, function, and complexity as identified in the General Scope of Work.

A. For each Concrete and Portland Cement Concrete (PCC) Pavement Maintenance activity selected below, provide up to three (3) current or previous Concrete and Portland Cement Concrete (PCC) Pavement Maintenance Services contracts/projects (in the last 5 years) for qualification consideration in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide each client or account name, location and dates when services were performed, a description of services provided including the size and scope of each project.

1. Portland Cement Concrete Sub base
2. Portland Cement Concrete (PCC) Pavement
3. Grind Concrete Pavement
4. Portland Cement Concrete End Dams and Patches (including Rapid Setting)
5. Precast Concrete Header Curb
6. Plain Portland Cement Concrete Shoulders
7. Miscellaneous Concrete
8. Roller Compacted Concrete Pavement
9. Sawed Joints in Existing Pavements
10. Waterproofing Pavement Joints and Cracks
11. Pressure Grouting Portland Cement Concrete Pavement
12. Patching Portland Cement Concrete Pavement (Spall Repair)
13. Full Depth Slab Replacement
14. Portland Cement Concrete Whitetopping
15. Sealing Roadway and Bridge Joints and Cracks
16. Flowable Fill
17. Concrete Barrier Placement and Repair
18. Pneumatically Applied Concrete
19. Concrete Glare Screen
20. Blast Cleaning Portland Cement Concrete Structures

B. Equipment and Personnel: Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work. Provide a list of all Applicant owned or leased equipment intended for use. A current lease agreement, with equipment list, contingent upon ITB award will satisfy this requirement.

C. Traffic Control: The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work OR Provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

K. Rumble Strip Maintenance

Complete the "Rumble Strip Maintenance" section of the application form.

Minimum Qualification Requirements:

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in the **Rumble Strip Maintenance** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in Section III (Minimum Qualification Standards by Category of Work) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL RANGE OF WORK:

The Department may identify any necessary rumble strip work or any incidentals, related to this activity for repair and/or maintenance services needed, as a result of preventative and/or corrective maintenance, and notify Contractor. The contractor will provide, deliver, install and/or repair the requested rumble strips, to be determined by the Department. This may include performing traffic striping, painting, and pavement marking installation.

Work under the resulting MMSA and future ITB's will consist of, but are not limited to, any necessary furnishing of all labor, materials, tools, equipment, means of transportation, and incidentals necessary to perform rumble strip maintenance.

The removal of damaged material shall be in accordance with Section 610 of the Specifications except that payment shall be included in the unit price for the various replacement components.

All work and materials shall be in accordance with the provisions of any award ITB/RFQ, the State of Georgia Standard Specifications Construction of Transportation System, Current Edition, Supplemental edition of the Manual of Uniform Traffic Control Device (MUTCD), and GDOT standard Details, as noted in future ITBs/RFQs.

All work by a Contractor must be performed in accordance with the established customs, practices, and procedures of the Department. It may be necessary for a Contractor to have multiple crews working simultaneously in order to meet the time requirements of each project.

TRAFFIC CONTROL AND SAFETY

A. The Contractor shall maintain traffic during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).

B. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.

1. If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control
2. If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements.

GENERAL REQUIREMENTS

The Current GDOT Standard Specifications listed below are those that may be applicable to all work available to be performed under any future ITB. For convenience and easy access, the specifications can be viewed at http://www.dot.ga.gov/PS/Business/Source.

The specifications are subject to being revised at any time. Any changes or revisions may be available in the form of a Special Provisions, which are available via http://www.dot.ga.gov/PS/Business/Source/SpecialProvisions. It is the Contractor's responsibility for ensuring use of the latest version of the specifications, construction details, and/or standards. If there is a conflict between versions, the latest specification will govern.

CATEGORY SPECIFIC DEFINITIONS:

Skip ground in place rumble strips—Rumble strips placed with 28 ft (8.5 m) of strips and 12 ft (3.7 m) of clear space between.

Continuous ground in place rumble strips—Rumble strips placed continuously.

Edge line rumble strips – Rumble strips placed continuously on the edge line traffic stripe.

Centerline rumble stripes – Rumble strips placed continuously on the centerline traffic striping.

WTCS (Worksite Traffic Control Supervisor) - as defined by American Traffic Safety Services Association (ATSSA) at http://www.atssa.com/TrainingCertification/CourseInformation/TrafficControlSupervisorTCS.aspx

Shoulder Rumble Strip – **"**A longitudinal design feature installed on a paved roadway shoulder, near the travel lane. It is made of a series of indented or raised elements intended to alert inattentive drivers through vibration and sound that their vehicles have left the travel lane.

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS:

A. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.

GDOT STANDARD SPECIFICATIONS

All specification references are listed on GDOT's Website, "The Source", http://www.dot.ga.gov/PartnerSmart/Business/Source (references below are typical. Other specifications may apply.)

Activity Description	GDOT Specification Reference
Hot Mix Asphalt Concrete	*Section 400* – Hot Mix Asphalt Concrete - Supplemental
Bituminous Tack Coat	*Section 413* – Bituminous Tack Coat - Supplemental
Rumble Strips	*Section 429* – Rumble Strips
Indentation Rumble Strips	*Section 456* – Indentation Rumble Strips
Painting Traffic Stripe	*Section 652* – Painting Traffic Stripe
Thermoplastic Traffic Stripe	*Section 653* – Thermoplastic Traffic Stripe
Raised Pavement Markers	*Section 654* – Raised Pavement Markers
Hot Applied Preformed Plastic Pavement Markings	*Section 659* – Hot Applied Preformed Plastic Pavement Markings - Supplemental

Exclusions from General Provisions

The following Specifications from the "***Standard Specifications Construction of Transportation Systems***" are excluded from any MMSA or ITB, unless otherwise specifically required.

- 102.01 Prequalification of Bidders
- 102.03 Contents of Proposal Forms
- 102.06 Preparation of Proposal
- 102.09 Delivery of Proposals
- 102.10 Withdrawal or Revision of Proposal
- 102.11 Public Bid
- 102.14 Landscape Projects
- 102.15 Submittal of Georgia Security and Immigration Compliance Act Affidavit
- 102.16 Submittal of Request for Liability
- 102.17 Submittal of Certificate of Current Capacity and Status of Contracts on Hand
- 102.18 Submittal of Construction Contractors Bid Opportunity List
- Section 103 Award and Execution of Contract (Entire Section)
- 104.03 Alteration of Plans or Character of Work
- 104.04 Extra Work
- 104.05 Maintenance During Construction
- 104.06 Right in and Use of Materials Found on the Project
- 104.07 Final Cleaning Up
- 104.08 Value Engineering Proposals
- 105.02 Plans and Working Drawings
- 105.03 Conformity with Plans and Specifications
- 105.04 Coordination of Plans, Specifications, Supplemental Specifications, and Special Provisions
- 105.13 Claims for adjustments and Disputes
- 105.14 Maintenance During Construction
- 105.15 Failure to Maintain Roadway or Structures
- 105.16 Final Inspection and Acceptance
- 106.03.A Testing and acceptance Plans
- 106.10 Local Material Sources
- 106.11 Field Laboratory
- 106.12 Inspection for Non-Domestic Materials
- 106.13 Out of State Materials Payment
- 107.16 Opening Sections of Project to Traffic
- 107.17 Contractors Responsibility for the Work
- 107.18 Acquisition of Right-of-Way
- 107.22 Hazardous and/or Toxic Waste
- 107.23.C Borrow and Excess Material Pits
- 108.02 Notice to Proceed
- 108.07 Determination of Contract Time
- 109.05 Extra Work
- 109.06 Eliminated Items
- 109.07 Partial Payments
- 148 Pilot Vehicles (Entire Section)
- 149 Construction Layout (Entire Section)
- 152 Field Laboratory Building (Entire Section)
- 153 Field Engineers Office (Entire Section)

APPLICATION QUESTIONS

Applicants must demonstrate the ability to provide Rumble Strip Maintenance Services, including striping and pavement marking installation, for other clients of any size, function, and complexity as identified in the General Scope of Work.

A. Applicants must demonstrate the ability to provide Rumble Strip Maintenance, including striping and pavement marking installation for other clients of any size, function, and complexity as identified in the General Scope of Work. Provide up to three (3) current or previous Rumble Strip Maintenance contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.

B. Equipment and Personnel

Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.

1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITBs with your existing equipment and personnel or how you would supplement it.
2. Provide current number of personnel available to perform the maintenance services.
3. Provide a list of all Applicant owned or leased equipment intended for use.

C. GDOT Sign Specifications

Applicant must provide information on the their knowledge and familiarity with GDOT specifications:

Section 400 – Hot Mix Asphalt Concrete
Section 413 – Bituminous Tack Coat
Section 429 – Rumble Strips
Section 456 – Indentation Rumble Strips
Section 652 – Painting Traffic Stripe
Section 653 – Thermoplastic Traffic Stripe
Section 654 – Raised Pavement Markers
Section 659 – Hot Applied Preformed Plastic Pavement Markings

D. Traffic Control Experience

The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

L. Sign and Sign Component (structures) Maintenance

Complete the "Sign and Sign Component Maintenance" section of the application form.

Minimum Qualification Requirements:

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in the **Sign and Sign Component Maintenance** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in Section III (Minimum Qualification Standards by Category of Work) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL RANGE OF WORK:

The Contractor will be required to perform the fabrication, repair, replacement, and documentation of damaged signs, sign posts, and sign components for overhead signs, regulatory signs, special roadside signs, and warning signs, including the structures for the various signs. The removal of damaged signs and sign components shall be in accordance with Section 610 of the Specifications except that payment shall be included in the unit price for the various replacement components.

All work and materials shall be in accordance with the provisions of any award ITB/RFQ, the State of Georgia Standard Specifications Construction of Transportation System, Current Edition, Supplemental edition of the Manual of Uniform Traffic Control Device (MUTCD), the GDOT Signing and Marking Design Guidelines, and GDOT standard Details, as noted in future ITBs/RFQs.

The Maintenance consist of furnishing all labor, material, tools, equipment, means of transportation and incidentals necessary to perform Sign and Sign Component Maintenance. All work by a Contractor must be performed in accordance with the established customs, practices, and procedures of the Department. It may be necessary for a Contractor to have multiple crews working simultaneously in order to meet the time requirements of each project.

TRAFFIC CONTROL AND SAFETY

A. The Contractor shall maintain traffic during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).

B. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.

1. If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control
2. If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements.

GENERAL REQUIREMENTS

The Current GDOT Standard Specifications listed below are those that may be applicable to all work available to be performed under any future ITB. For convenience and easy access, the specifications can be viewed at http://www.dot.ga.gov/PS/Business/Source. GDOT's Sign and Marking Design Guidelines can be viewed at http://www.dot.ga.gov/PS/DesignManuals/DesignGuides, under the Traffic Operations Section.

The specifications are subject to being revised at any time. Any changes or revisions may be available in the form of a Special Provisions, which are available via http://www.dot.ga.gov/PS/Business/Source/SpecialProvisions. It is the Contractor's responsibility for ensuring use of the latest version of the specifications, construction details, and/or standards. If there is a conflict between versions, the latest specification will govern.

CATEGORY SPECIFIC DEFINITIONS:

Guide signs – Show route designations, destinations, directions, distances, services, points of interest, and other geographical, recreational, or cultural information.

Overhead Signs – Signs that are manufactured using extruded aluminum panels and are mounted over the roadway facility.

1. *Type I, bridge overhead sign structure* – A horizontal structure that spans the roadway and is supported at each end by columns.
2. *Type II, cantilever overhead sign structure* – A horizontal structure that is supported at one end by a single column. No new Type II structures shall be installed.
3. *Type III, butterfly overhead sign structure* – A horizontal structure that extends in opposite directions from a single column support.
4. *Type IV, combination overhead sign structure* – A horizontal structure with two supports, only one of which is at one end of the structure.
5. *Type V, cantilever overhead sign structure* – A single, rigid, tube-type horizontal arm that is supported at one end by a single tubular support pole.
6. *Type VI, bridge overhead sign structure* – A single, rigid, tube-type horizontal structure that is supported at both ends by single tubular support poles.
7. *Type VII, bridge-mounted overhead sign structure* – A structural frame that is attached to a grade-separation structure. Caution is to be used in attaching signs to bridges in accordance with the February 8, 1980 *memorandum* from J.T. Kratzer, PE, State Bridge Engineer, to Archie C. Burnham, PE, State Traffic and Safety Engineer.
8. *Type VIII, butterfly overhead sign structure* – Single rigid tube type horizontal arms extending in opposite directions from a single column support.

Regulatory signs – Give notice of traffic laws or regulations.

Special Roadside Signs – Guide signs that are manufactured using extruded aluminum panels and that are ground-mounted.

Warning Signs – Give notice of a situation that might not be readily apparent.

WTCS (Worksite Traffic Control Supervisor) - as defined by American Traffic Safety Services Association (ATSSA) at http://www.atssa.com/TrainingCertification/CourseInformation/TrafficControlSupervisorTCS.aspx

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS:

A. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.

GDOT STANDARD SPECIFICATIONS

All specification references are listed on GDOT's Website, "The Source", http://www.dot.ga.gov/PartnerSmart/Business/Source (references below are typical. Other specifications may apply.)

Activity Description	GDOT Specification Reference
Highway Signs	*Section 636* – Highway Signs
Structural Supports for Overhead Signs	*Section 638* – Structural Supports for Overhead Signs
Strain Poles for Overhead Sign and Sign Assemblies	*Section 639* – Strain Poles for Overhead Sign & Sign Assemblies
Sign Fabrication	*Section 910* – Sign Fabrication
Sign Posts	*Section 911* – Sign Posts
Sign Blanks and Panels	*Section 912* – Sign Blanks and Panels
Reflectorizing Materials	*Section 913* – Reflectorizing Materials
Sign Paint	*Section 914* – Sign Paint
Mast Arm Assemblies	*Section 915* – Mast Arm Assemblies
Reflective and Non-reflective Characters	*Section 917 – Reflective and Non-reflective Characters*

Exclusions from General Provisions

The following Specifications from the "***Standard Specifications Construction of Transportation Systems***" are excluded from any MMSA or ITB, unless otherwise specifically required.

- 102.01 Prequalification of Bidders
- 102.03 Contents of Proposal Forms
- 102.06 Preparation of Proposal
- 102.09 Delivery of Proposals
- 102.10 Withdrawal or Revision of Proposal
- 102.11 Public Bid
- 102.14 Landscape Projects
- 102.15 Submittal of Georgia Security and Immigration Compliance Act Affidavit
- 102.16 Submittal of Request for Liability
- 102.17 Submittal of Certificate of Current Capacity and Status of Contracts on Hand
- 102.18 Submittal of Construction Contractors Bid Opportunity List
- Section 103 Award and Execution of Contract (Entire Section)
- 104.03 Alteration of Plans or Character of Work
- 104.04 Extra Work
- 104.05 Maintenance During Construction
- 104.06 Right in and Use of Materials Found on the Project
- 104.07 Final Cleaning Up
- 104.08 Value Engineering Proposals
- 105.02 Plans and Working Drawings
- 105.03 Conformity with Plans and Specifications
- 105.04 Coordination of Plans, Specifications, Supplemental Specifications, and Special Provisions
- 105.13 Claims for adjustments and Disputes
- 105.14 Maintenance During Construction
- 105.15 Failure to Maintain Roadway or Structures
- 105.16 Final Inspection and Acceptance
- 106.03.A Testing and acceptance Plans
- 106.10 Local Material Sources
- 106.11 Field Laboratory
- 106.12 Inspection for Non-Domestic Materials
- 106.13 Out of State Materials Payment
- 107.16 Opening Sections of Project to Traffic
- 107.17 Contractors Responsibility for the Work
- 107.18 Acquisition of Right-of-Way
- 107.22 Hazardous and/or Toxic Waste
- 107.23.C Borrow and Excess Material Pits
- 108.02 Notice to Proceed
- 108.07 Determination of Contract Time
- 109.05 Extra Work
- 109.06 Eliminated Items
- 109.07 Partial Payments
- 148 Pilot Vehicles (Entire Section)
- 149 Construction Layout (Entire Section)
- 152 Field Laboratory Building (Entire Section)
- 153 Field Engineers Office (Entire Section)

APPLICATION QUESTIONS

Applicants must demonstrate the ability to provide Sign and Sign Component Maintenance Services for other clients of any size, function, and complexity as identified in the General Scope of Work.

A. Applicants must demonstrate the ability to provide Sign and Sign Component Maintenance for other clients of any size, function, and complexity as identified in the General Scope of Work. Provide up to three (3) current or previous Sign/Sign Component Maintenance contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.

B. Equipment and Personnel

Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.

1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITBs with your existing equipment and personnel or how you would supplement it.
2. Provide current number of personnel available to perform the maintenance services.
3. Provide a list of all Applicant owned or leased equipment intended for use.

C. GDOT Sign Specifications

Applicant must provide information on the their knowledge and familiarity with GDOT specifications:

Section 636 – Highway Signs

Section 638 – Structural Supports for Overhead Signs
Section 639 – Strain Poles for Overhead Sign & Sign Assemblies
Section 910 – Sign Fabrication
Section 911 – Sign Posts
Section 912 – Sign Blanks and Panels
Section 913 – Reflectorizing Materials
Section 914 – Sign Paint
Section 915 – Mast Arm Assemblies
Section 917 – Reflective and Non-reflective Characters

D. Traffic Control Experience

The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

M. Sound Barrier, Visual Barrier and Various Wall Maintenance

Complete the "*Sound Barrier, Visual Barrier and Various Wall Maintenance*" of the application form.

Minimum Qualification Requirements

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in the ***Sound Barrier, Visual Barrier and Various Wall Maintenance*** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in Section III (Minimum Qualification Standards by Category of Work) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL SCOPE OF WORK

The scope of work may include one or more of the following services listed below, unless specifically excluded. The maintenance consists of furnishing all labor, materials, tools, equipment, means of transportation, and incidentals necessary to perform Sound Barrier, Visual Barrier and Various Wall Maintenance. The work may include, but is not limited to:

1. Sound Barrier
2. Visual Barrier
3. Crib Lock Retaining Wall
4. Permanent Anchored Walls
5. Permanent Anchored Tie-Down Wall
6. Permanent Anchored Slurry Diaphragm Wall
7. Mechanically Stabilized Embankment Retaining and Contractor Design
8. Permanent Soil Nailed Wall
9. Modular Block Retaining Wall System

Suppliers are responsible for any traffic control, licenses, and permits necessary to satisfy the duties required. All work by a supplier must be performed in accordance with the established customs, practices, and procedures of the Department. It may be necessary for a supplier to have multiple crews working simultaneously in order to meet the time requirements of each project. A supplier will be given the opportunity to qualify to bid on one or more Sound Barrier, Visual Barrier and Various Wall Maintenance activities listed above.

All work by any Contractor shall be performed in a manner satisfactory to the State and in accordance with the established customs, practices, and procedures of GDOT in conformity with the standards adopted by the American Association of State Highway Transportation Officials, and approved by the U.S. Secretary of Transportation as provided in Title 23, U.S. Code, Section 109 (b). The Supplier shall maintain traffic control during the performance of the work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, Standard Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).

TRAFFIC CONTROL AND SAFETY

A. The Contractor shall maintain traffic control during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).

B. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.

   1. If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.

   2. If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements**.**

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS

1. Current certification (by ATTSSA or National Safety Council),
2. Certified Worksite Traffic Control Supervisor (WTCS)

CATEGORY SPECIFIC DEFINITIONS

Crib Lock Retaining Wall - This work includes furnishing materials, labor, tools, equipment, and other incidental items to maintain a crib lock retaining wall.

Mechanically Stabilized Embankment Retaining Walls - This Specification covers the required materials, fabrication, construction, measurement, and payment for maintenance of mechanically stabilized embankment retaining walls.

Modular Block Retaining Wall System - This work includes furnishing materials, labor, tools, equipment, and other incidental items to maintain a modular block retaining wall system.

Permanent Anchored Slurry Diaphragm Wall - This work includes furnishing materials, labor, tools, equipment, and other incidental items to maintain a permanent anchored slurry diaphragm wall.

Permanent Anchored Tie-Down Wall - This work includes furnishing materials, labor, tools, equipment, and other incidental items to maintain a permanent anchored tie-down wall.

Permanent Anchored Walls - This work includes furnishing materials, labor, tools, equipment, and other incidental items to maintain a permanent anchored wall.

Permanent Soil Nailed Wall - This work includes furnishing materials, labor, tools, equipment, and other incidental items to maintain a permanent soil nailed wall.

Sound Barriers - This work includes furnishing and maintaining a sound barrier.

Visual Barriers - This work includes furnishing and maintaining a visual barrier.

GENERAL REQUIREMENTS

The Current GDOT Standard Specifications listed below are those that may be applicable to all work available to be performed under any future ITB. For convenience and easy access, the specifications can be viewed at http://www.dot.ga.gov/PS/Business/Source .

The specifications are subject to being revised at any time. Any changes or revisions may be available in the form of a Special Provisions, which are available via http://www.dot.ga.gov/PS/Business/Source/SpecialProvisions. It is the Contractor's responsibility for ensuring use of the latest version of the specifications, construction details, and/or standards. If there is a conflict between versions, the latest specification will govern.

http://www.dot.ga.gov/PartnerSmart/Business/Source/Pages/Specifications.aspx

Specification References Activity Description	GDOT Specification Reference
Sound Barrier	*Section 624*—Sound Barriers
Visual Barrier	*Section 625*—Visual Barrier
Crib Lock Retaining Wall	*Section 601*—Criblock Retaining Wall
Permanent Anchored Walls	*Section 617*—Permanent Anchored Walls
Permanent Anchored Tie-Down Wall	*Section 618*—Permanent Anchored Tie-Down Wall
Permanent Anchored Slurry Diaphragm Wall	*Section 619*—Permanent Anchored Slurry Diaphragm Wall
Mechanically Stabilized Embankment Retaining	*Section 626 and (627)*—Mechanically Stabilized Embankment Retaining Walls and (Contractor Design)
Permanent Soil Nailed Wall	*Section 628*—Permanent Soil Nailed Wall
Modular Block Retaining Wall System	*Section 630*—Modular Block Retaining Wall System

Exclusions from General Provisions

The following Specifications from the "***Standard Specifications Construction of Transportation Systems***" are excluded from any MMSA or ITB, unless otherwise specifically required.

- 102.01 Prequalification of Bidders
- 102.03 Contents of Proposal Forms
- 102.06 Preparation of Proposal
- 102.08 Proposal Guaranty
- 102.09 Delivery of Proposals
- 102.10 Withdrawal or Revision of Proposal
- 102.11 Public Bid
- 102.15 Submittal of Georgia Security and Immigration Compliance Act Affidavit
- 102.16 Submittal of Request for Liability
- 102.17 Submittal of Certificate of Current Capacity and Status of Contracts on Hand
- 102.18 Submittal of Construction Contractors Bid Opportunity List
- Section 103 Award and Execution of Contract (Entire Section)
- 104.03 Alteration of Plans or Character of Work
- 104.05 Maintenance During Construction
- 104.08 Value Engineering Proposals
- 105.02 Plans and Working Drawings
- 105.03 Conformity with Plans and Specifications
- 105.04 Coordination of Plans, Specifications, Supplemental Specifications, and Special Provisions
- 105.13 Claims for adjustments and Disputes
- 105.16 Final Inspection and Acceptance
- 106.03.A Testing and acceptance Plans
- 106.10 Local Material Sources
- 106.11 Field Laboratory
- 106.13 Out of State Materials Payment
- 107.16 Opening Sections of Project to Traffic
- 107.17 Contractors Responsibility for the Work
- 107.18 Acquisition of Right-of-Way
- 107.22 Hazardous and/or Toxic Waste
- 107.23.C Borrow and Excess Material Pits
- 108.02 Notice to Proceed
- 108.07 Determination of Contract Time
- 109.05 Extra Work
- 109.06 Eliminated Items
- 109.07 Partial Payments
- 148 Pilot Vehicles (Entire Section)

APPLICATION QUESTIONS

Applicants must demonstrate the ability to provide Sound Barrier, Visual Barrier and Various Wall Maintenance for other clients of any size, function, and complexity as identified in the General Scope of Work.

A. For each preservation activity selected below, provide up to three (3) current or previous Sound Barrier, Visual Barrier and Various Wall Maintenance contracts/projects (in the last 5 years) for qualification consideration in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide each client or account name, location and dates when services were performed, a description of services provided including the size and scope of each project.

1. Sound Barrier
2. Visual Barrier
3. Crib Lock Retaining Wall
4. Permanent Anchored Walls
5. Permanent Anchored Tie-Down Wall
6. Permanent Anchored Slurry Diaphragm Wall
7. Mechanically Stabilized Embankment Retaining and (Contractor Design)
8. Permanent Soil Nailed Wall
9. Modular Block Retaining Wall System

B. Equipment and Personnel: Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work. Provide a list of all Applicant owned or leased equipment intended for use. A current lease agreement, with equipment list, contingent upon ITB award will satisfy this requirement.

C. Traffic Control: The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work OR provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

N. Sweeping and Storm Drain Cleaning

Complete the "*Sweeping and Storm Drain Cleaning*", section of the application form.

Minimum Qualification Requirements

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in the Sweeping and Storm Drain Cleaning category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in Section III (Minimum Qualification Standards by Category of Work) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL SCOPE OF WORK

The scope of work will include Sweeping and Storm Drain Cleaning along interstate and state routes within the State of Georgia. Future ITB's may include mechanical sweeping of highway shoulders and bridge decks. They may also include cleaning of drains on shoulders, medians, ramps, and bridges. The maintenance consists of furnishing all labor, materials, tools, equipment, means of transportation, and incidentals necessary to perform Sweeping and Storm Drain Cleaning services. The Contractor in cooperation with GDOT is required to comply with all aspects of the National Pollutant Discharge Elimination System (NPDES) Permit No. GAR041000 for Storm water Discharges Associated with Municipal Separate Storm Sewer Systems (MS4). Certain activities under this maintenance service contract contribute to and are reportable as MS4 Permit compliance efforts. MS-4 reporting may include providing map based software recorded in an ESRI Geodatabase for all work performed.

PERSONNEL REQUIREMENTS

Supervisor: The Contractor shall have a competent and experienced Supervisor/Foreman on duty at all times when work is being performed under the Contract. The Supervisor/Foreman must speak English. The Supervisor/Foreman shall have a functional cellular phone on his person during duty/work hours.

Worksite Traffic Control Supervisor (WTCS): The Contractor shall have a certified Traffic Control Supervisor on site at all times when work is being performed. The WTCS must speak English.

Crew: The Contractor shall at all times provide personnel and staffing levels able to perform all necessary installation, operation, and maintenance of traffic control and joint work in accordance with this solicitation. The personnel performing this work will be under the sole responsibility of the Contractor. The Crew shall be able to communicate with the Supervisor/Foreman at all times while performing work.

1. Crew members shall possess a valid driver's license by the state in which they reside if they are designated to operate a motor vehicle. A copy of driver's license must be submitted to the Engineer prior to a crew member's participation in this contract.

2. Crew personnel shall be outfitted and wear all required personal protective/safety equipment such as safety vests, gloves, goggles, and hard hats. Training personnel to safely and efficiently operate equipment, work on the right-of-way, and follow Contract requirements is the responsibility of the Contractor.

Crew Size: The Contractor shall have an adequate number of personnel on-site to perform all necessary operations as contemplated in this solicitation.

TRAFFIC CONTROL AND SAFETY

A. The Contractor shall maintain traffic during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).

B. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.

1. If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.

2. If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements.

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS

None

CATEGORY SPECIFIC DEFINITIONS

None

Exclusions from General Provisions

The following Specifications from the "***Standard Specifications Construction of Transportation Systems***" are excluded from any MMSA or ITB, unless otherwise specifically required.

- 102.01 Prequalification of Bidders
- 102.03 Contents of Proposal Forms
- 102.06 Preparation of Proposal
- 102.08 Proposal Guaranty
- 102.09 Delivery of Proposals
- 102.10 Withdrawal or Revision of Proposal
- 102.11 Public Bid
- 102.15 Submittal of Georgia Security and Immigration Compliance Act Affidavit
- 102.16 Submittal of Request for Liability
- 102.17 Submittal of Certificate of Current Capacity and Status of Contracts on Hand
- 102.18 Submittal of Construction Contractors Bid Opportunity List
- Section 103 Award and Execution of Contract (Entire Section)
- 104.03 Alteration of Plans or Character of Work
- 104.05 Maintenance During Construction
- 104.08 Value Engineering Proposals
- 105.02 Plans and Working Drawings
- 105.03 Conformity with Plans and Specifications
- 105.04 Coordination of Plans, Specifications, Supplemental Specifications, and Special Provisions
- 105.13 Claims for adjustments and Disputes
- 105.16 Final Inspection and Acceptance
- 106.03.A Testing and acceptance Plans
- 106.10 Local Material Sources
- 106.11 Field Laboratory
- 106.13 Out of State Materials Payment
- 107.16 Opening Sections of Project to Traffic
- 107.17 Contractors Responsibility for the Work
- 107.18 Acquisition of Right-of-Way
- 107.22 Hazardous and/or Toxic Waste
- 107.23.C Borrow and Excess Material Pits
- 108.02 Notice to Proceed
- 108.07 Determination of Contract Time
- 109.05 Extra Work
- 109.06 Eliminated Items
- 109.07 Partial Payments
- 148 Pilot Vehicles (Entire Section)

APPLICATION QUESTIONS

A. Applicants must demonstrate the ability to provide Sweeping and Storm Drain Cleaning for other clients of any size, function, and complexity as identified in the General Scope of Work. Provide up to three (3) current or previous Sweeping and Storm Drain Cleaning contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.

B. Equipment and Personnel

Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.

1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITBs with your existing equipment and personnel or how you would supplement it.
2. Provide current number of personnel available to perform the maintenance services.
3. Provide a list of all Applicant owned or leased equipment intended for use.

C. Traffic Control Experience

The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR provide a subcontractor meeting minimum qualifications.

D. Provide resume of personnel with experience in traffic control.

E. Provide any experience with MS-4 reporting or providing map based software systems.

O. Tree Cutting, Pruning, and Removal Services

Complete the "*Tree Cutting, Pruning, and Removal Services*" section of the application form.

Minimum Qualification Requirements

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in the ***Tree Cutting, Pruning, and Removal Services*** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in Section III (Minimum Qualification Standards by Category of Work) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL SCOPE OF WORK

The Contractor shall be required to, but not be limited to, the following: furnishing all labor, materials, tools, equipment, means of transportation, and incidentals necessary to perform tree cutting, pruning and removal operations on dead, diseased, and hazard trees, in accordance with the project specific scope of work as will be set forth in future ITBs.

1. **Tree Cutting:** Cut a tree or trees as specified in the future ITB. Cut main stem or stems flush with the ground or parallel to the contour of the slope. Cut trees utilizing the utmost safety to the contractor and their employees, GDOT personnel, the traveling public, surrounding structures and vegetation on and off the R/W. If trees to be cut pose a safety concern, the Department will direct the Contractor to de-limb and/or cut the tree(s) in sections prior to making final ground level flush cut.
2. **Pruning:** Prune limbs of trees as specified in the future ITB. Prune limbs in accordance and compliance with the current ANSI A300 Standards. At a minimum when pruning, remove limb(s) cut back to the next lateral branch or trunk of tree. Do not leave stubs or injure the branch collar.
3. **Removal:** Upon completion of tree cutting and/or pruning, remove all debris from the right of way and at the end of each workday. Dispose of all debris from cutting operations at locations provided by the Contractor. No burning of debris is allowed on GDOT R/W. Disposal will be in accordance with local and state laws, and any cost incurred for disposal will be the responsibility of the Contractor.
4. **Herbicide Applications:** Upon completion of final cut at ground level on all hardwood species, apply a cut stump treatment herbicide approved by the Department prior to application to prevent re-growth. Apply herbicides at labeled rates and treatment recommendations immediately after final cut is performed. Apply herbicide using a blue dye additive. No additional compensation will be paid for this treatment.
5. **Miscellaneous Provisions:** GDOT personnel will designate any tree(s) to be cut, pruned and removed by the Qualified Maintenance Contractor. Occasionally, fallen tree(s) and/or hazard trees may need to be cut and removed from the paved or vegetative shoulder due to inclement weather.

TRAFFIC CONTROL AND SAFETY

A. The Contractor shall maintain traffic during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).

B. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.

   1. If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.

   2. If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements.

CATEGORY SPECIFIC DEFINITIONS

Debris – Material associated with the tree cutting and pruning operation including stems, branches, bark, leaves, etc.

Georgia Roadside Management – iPhone app, available through the iPhone App Store.

Pruning – Cutting of tree limbs or branches.

Removal – Removing of all debris from the GDOT right of way associated with tree cutting and/or pruning operations.

Tree Cutting – Cutting tree(s) with equipment designed and built for constant heavy use in tough conditions, including roadside conditions.

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS

1. Applicant, Applicant's staff or Applicant's subcontractor must have subcontractor Georgia Department of Agriculture Pesticide Applicators License(s) with a Category 27-Right of Way Endorsement for persons performing work
2. Applicant, Applicant's staff, or Applicant's subcontractor must have a current and valid *ISA Certified Arborist* credential
3. Applicant, Applicant's staff or Applicant's subcontractor must possess Georgia Department of Agriculture *Pesticide Contractors License*

Additional Insurance Requirements

a) Environmental Impairment Liability (with 1 year extended reporting period):

(1) Each Occurrence	$1,000,000
(2) Aggregate	$2,000,000

Exclusions from General Provisions

The following Specifications from the "***Standard Specifications Construction of Transportation Systems***" are excluded from any MMSA or ITB, unless otherwise specifically required.

- 102.01 Prequalification of Bidders
- 102.03 Contents of Proposal Forms
- 102.06 Preparation of Proposal
- 102.08 Proposal Guaranty
- 102.09 Delivery of Proposals
- 102.10 Withdrawal or Revision of Proposal
- 102.11 Public Bid
- 102.15 Submittal of Georgia Security and Immigration Compliance Act Affidavit
- 102.16 Submittal of Request for Liability
- 102.17 Submittal of Certificate of Current Capacity and Status of Contracts on Hand
- 102.18 Submittal of Construction Contractors Bid Opportunity List
- Section 103 Award and Execution of Contract (Entire Section)
- 104.03 Alteration of Plans or Character of Work
- 104.05 Maintenance During Construction
- 104.08 Value Engineering Proposals
- 105.02 Plans and Working Drawings
- 105.03 Conformity with Plans and Specifications
- 105.04 Coordination of Plans, Specifications, Supplemental Specifications, and Special Provisions
- 105.13 Claims for adjustments and Disputes
- 105.16 Final Inspection and Acceptance
- 106.03.A Testing and acceptance Plans
- 106.10 Local Material Sources
- 106.11 Field Laboratory
- 106.13 Out of State Materials Payment
- 107.16 Opening Sections of Project to Traffic
- 107.17 Contractors Responsibility for the Work
- 107.18 Acquisition of Right-of-Way
- 107.22 Hazardous and/or Toxic Waste
- 107.23.C Borrow and Excess Material Pits
- 108.02 Notice to Proceed
- 108.07 Determination of Contract Time
- 109.05 Extra Work
- 109.06 Eliminated Items
- 109.07 Partial Payments
- 148 Pilot Vehicles (Entire Section)

APPLICATION QUESTIONS

A. Applicants must demonstrate the ability to provide tree cutting, removal, and pruning maintenance Services for other clients of any size, function, and complexity as identified in the General Scope of Work. Provide up to three (3) current or previous tree cutting, removal, and pruning maintenance contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.

B. Equipment and Personnel
Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.

1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITB's with your existing equipment and personnel or how you would supplement it.
2. Provide current number of personnel available to perform the maintenance services.
3. Provide a list of all Applicant owned or leased equipment intended for use.

C. Traffic Control Experience
The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR Provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

D. Provide a copy of the Applicant's, Applicant's staff, or Applicant's subcontractor current and valid ISA Certified Arborist credential.

E. Provide a detailed description of the Prospective Contractor's safety policies, procedures, training requirements and OSHA Safety Standards and/or Labels for each of the following:

☐ Chain saws
☐ Chippers
☐ Aerial Lifts
☐ Personal Protective Equipment (PPE)
☐ First Aid Procedures

P. Vegetation Removal Services

Complete the "*Vegetation Removal Services*" of the application form.

Minimum Qualification Requirements

REQUIREMENTS FOR QUALIFICATION

In order for a contractor to become qualified in the ***Vegetation Removal Services*** category, they must meet the following requirements in addition to general requirements found in the Application and all Required Documentation and in Section III (Minimum Qualification Standards by Category of Work) of this manual. All employees must demonstrate experience in the activities required by this category.

GENERAL SCOPE OF WORK

Requirements consist of furnishing all labor, material, tools, equipment, means of transportation and incidentals necessary to perform large scale Vegetation Removal that includes: random clearing or side trimming and herbicide applications within the limits of the right of way and easement areas of the interstate and limited access routes, 4 lane divided highways, and four (4)-lane and two (2)-lane routes in a safe, effective, and timely manner, as detailed. Services to be performed apply to interstate and state route transportation facilities within the existing and possible future rights of way as defined by GDOT. It is the intent of the Department that the successful Contractor will manage and perform all Vegetation Removal operations associated with roadways, bridges, drainage structures, roadside vegetation and aesthetics, traffic services, and as otherwise contained herein. The Contractor will also be responsible for any traffic control, licenses, and permits necessary to satisfy the duties required herein.

TRAFFIC CONTROL AND SAFETY

A. The Contractor shall maintain traffic during the prosecution of the Work and provide, install, and maintain all traffic control devices in accordance with the approved Traffic Control Plans, the Project Special Provision Section 150 Traffic Control, Georgia Department of Transportation State of Georgia Standard Specifications for Construction of Transportation Systems, current edition, Supplemental Specifications, and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).

B. Certification may be required for all WTCS (Worksite Traffic Control Supervisor) as detailed by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC) for any complex project as defined in future ITBs.

   1. If required in future ITBs, Contractor shall provide an experienced and certified Worksite Traffic Control Supervisor as provided in Special Provision, Section 150 – Traffic Control.

   2. If required in future ITBs, Contractor shall submit certifications that the Worksite Traffic Control Supervisor's (WTCS) training is in accordance with MUTCD requirements.

CATEGORY SPECIFIC DEFINITIONS

Debris - Material associated with the vegetation removal operations including trees, shrubs, bushes, stems, branches, brush, bark, leaves, stump grindings, mulch and saw dust piles, etc. and litter consisting of paper, boxes, bottles, cans, tires, recaps, rubber pieces, mattresses, appliances, lumber, metal pieces, hubcaps, vehicle parts, dead animals, memorials, and other items not considered normal to the right of way, etc. It is not intended for small objects such as cigarette butts, chewing gum wrappers and similar sized items to be removed under this work.

Georgia Roadside Management - iPhone app, available through the iPhone App Store

Pruning - Cutting of tree limbs or branches

Random Clearing - This work consists of cutting vegetation and removal from the Right of Way and proper disposal of all debris within the clearing limits as specified. Vegetation removal in conjunction with mowing operations would fall under the ***Highway Mowing and Maintenance Service (Mowing Services)*** Category

Removal - Removing of all debris from the GDOT right of way associated with tree cutting and/or pruning operations.

Side Trimming - This work consists of pruning and/or trimming of the tree branches that are encroaching or are a threat to encroach from the sides of the R/W onto the travel ways.

Tree Cutting – Cutting tree(s) with equipment designed and built for constant heavy use in tough conditions, including roadside conditions.

Vegetation Removal - This work consists of random clearing, side trimming, herbicide applications and debris removal operations.

PROFESSIONAL REGISTRATION, CERTIFICATION, EDUCATION AND/OR QUALIFICATIONS

1. Applicant, Applicant's staff or Applicant's subcontractor must have subcontractor Georgia Department of Agriculture Pesticide Applicators License(s) with a Category 27-Right of Way Endorsement for persons performing work
2. Applicant, Applicant's staff, or Applicant's subcontractor current and valid *ISA Certified Arborist credential*
3. Applicant, Applicant's staff or Applicant's subcontractor must possess Georgia Department of Agriculture *Pesticide Contractors License*

Additional Insurance Requirements

a) Environmental Impairment Liability (with 1 year extended reporting period):

(1) Each Occurrence	$1,000,000
(2) Aggregate	$2,000,000

Exclusions from General Provisions

The following Specifications from the "***Standard Specifications Construction of Transportation Systems***" are excluded from any MMSA or ITB, unless otherwise specifically required.

- 102.01 Prequalification of Bidders
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- 102.18 Submittal of Construction Contractors Bid Opportunity List
- Section 103 Award and Execution of Contract (Entire Section)
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- 105.03 Conformity with Plans and Specifications
- 105.04 Coordination of Plans, Specifications, Supplemental Specifications, and Special Provisions
- 105.13 Claims for adjustments and Disputes
- 105.16 Final Inspection and Acceptance
- 106.03.A Testing and acceptance Plans
- 106.10 Local Material Sources
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- 107.23.C Borrow and Excess Material Pits
- 108.02 Notice to Proceed
- 108.07 Determination of Contract Time
- 109.05 Extra Work
- 109.06 Eliminated Items
- 109.07 Partial Payments
- 148 Pilot Vehicles (Entire Section)

APPLICATION QUESTIONS

A. Applicants must demonstrate the ability to provide vegetation removal Services for other clients of any size, function, and complexity as identified in the General Scope of Work. Provide up to three (3) current or previous vegetation removal contracts/projects (in the last 5 years) in order of most relevant to least relevant, which demonstrate the Applicant's capabilities to perform scope at hand. Provide a description of services provided including the size and scope of each project.

B. Equipment and Personnel

Applicant must have adequate personnel and equipment to complete the requested maintenance services as detailed in the General Scope of Work.

1. If Applicant is considering bidding on multiple ITBs, describe how you would accomplish completing multiple ITBs with your existing equipment and personnel or how you would supplement it.
2. Provide current number of personnel available to perform the maintenance services.
3. Provide a list of all Applicant owned or leased equipment intended for use.

C. Traffic Control Experience

The Applicant's Project Manager must demonstrate the ability to provide roadside and/or utility right-of-way traffic control for onsite supervision as contemplated in the General Scope of Work, OR provide a subcontractor meeting minimum qualifications. Provide resume of personnel with experience in roadside and/or utility right-of-way traffic control.

D. Provide a detailed description of the Prospective Contractor's safety policies, procedures, training requirements and OSHA Safety Standards and/or Labels for each of the following:

☐ Chain saws
☐ Chippers
☐ Aerial Lifts and All Terrain Tree Trimmers
☐ Personal Protective Equipment (PPE)
☐ First Aid Procedures

VI. Step 1 - Task B – GDOT will Review Applications and Notify Qualified Contractors

A. Department Review

All submitted applications will be initially reviewed for completeness. The applicant will be notified of any missing information/documentation. All requested missing information must be received in the route_maint_prequalification@dot.ga.gov mailbox and/or physically received in the GDOT offices within 48 hours upon receipt of the notification. If all application data/documentation is received prior to the monthly deadline, the complete application and all required and supporting documentation will be forwarded to the Routine Maintenance Contractor Qualifications Review Committee. Only complete applications will be forwarded for review. The Contractor's application shall be examined by the Routine Maintenance Contractor Qualifications Review Committee to determine the Contractor's ability to perform the maintenance category on the application. The Routine Maintenance Contractor Qualifications Review Committee typically meets monthly and votes on whether to approve or deny the qualification of each applicant.

B. Notification

1) Approval

All applicants that pass the review process will receive an initial email notification. Within this first email notification, information regarding electronically routing of the Maintenance Master Services Agreement (MMSA) will be detailed, along with requests for any other required documents. The qualified contractor will be required to electronically sign the document and return any other requested information to GDOT. The qualified contractor will have ten (10) calendar days to return the signed MMSA, and all other required information to GDOT. Once these documents are received by GDOT, the MMSA will then be routed internally for GDOT approval.

Once the GDOT MMSA approval process is complete, the contractor will receive a second email, with an electronic copy of the executed MMSA. Contained in the second notification email will be the date of the executed MMSA. The five (5) year qualification period will begin on the date of the executed MMSA.

All qualified Maintenance Contractors will be listed on the GDOT website with all applicable qualification dates. This list will be updated periodically but no fewer than monthly.

2) Rejection

All applicants who fail to qualify will be notified via email. Reasons for rejection may be listed in the email. The applicant is encouraged to reapply in the following month(s). Please review the Re-application Process in section VI.E below.

C. Approval Process

Once an applicant receives notification that they are qualified, (and verifies this via the GDOT website), the contractor will receive the Maintenance Master Services Agreement (MMSA) to be executed by both parties (contractor and Department). Qualified contractors with a signed and executed MMSA for the specific category of service(s) will be invited to and be eligible to respond to Invitations to Bid (ITB). New applicants who have become approved but have not yet had their MMSA executed are eligible to bid. However, they must notify the Issuing Officer of their desire and complete certain administrative requirements, which they would otherwise be directed to complete upon execution of the MMSA. Work may not commence prior to an executed MMSA. Additionally, at the discretion of the issuing office and depending on the urgency of the needs, delays in the execution of the MMSA may result in award to the next bidder (who would already have an executed

MMSA). Please see Section VII for the Invitation to Bid (ITB) process.

D. Term of Approval

All contractors with an executed MMSA will be qualified for a term of five (5) years. The term starts from the date of contract execution. Within six (6) months of the current MMSA expiring, the Contractor must re-apply to GDOT in order to remain qualified as a Routine Maintenance Services contractor for the category(ies) of service(s).

E. Re-application Process

If there is an application rejection and/or upon renewal, a completed application must be resubmitted to route_maint_prequalification@dot.ga.gov. All application material must be included in the reapplication as was required in the original application process.

F. Updating Your Application

If you need to update information on your original application and/or Master Maintenance Service Agreement (MMSA), simply email the Routine Maintenance Mailbox (route_maint_prequalification@dot.ga.gov). Please provide as much detail as possible regarding the information/areas to be amended.

1. Adding Districts

For adding, deleting or changing the Districts for coverage in you prequalified category(ies), simply email the Routine Maintenance Mailbox (route_maint_prequalification@dot.ga.gov). Please provide as much detail as possible regarding the districts to be amended.

2. Adding Categories

If you are prequalified in one or more categories, and you wish to be qualified for any additional categories, the contractor must re-submit an application and all supporting information. This application will be reviewed as if this is a new application. See Section C. TASK C – Complete and Submit Application Packet for additional information.

VII. *Step 2 – How to Submit a Bid on Projects - Invitation to Bid Process*

A. Step 2 - Task A – Complete Invitation to Bid (ITB)

All future ITBs/RFQs will be announced through the public posting of the Georgia Procurement Registry (GPR). **All Contractors must pre-register with the Department of Administrative Services (DOAS) to receive and respond to bids on the GPR**. Information regarding registration may be found at http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier. Only those qualified contractors with a ***signed and executed*** MMSA for the specific category of service(s) will be invited to submit a bid (pricing for a specific project listed) on the Georgia Procurement Registry (GPR) via an ITB. Additionally, only those pre-qualified contractor's will be able to review the project requirements.

Each ITB will include detailed information about the services generally described in the application and this manual, as well as payment and performance bond requirements applicable at the ITB stage. Each bid submitted in response to an ITB must be accompanied by a bid bond or proposal guaranty, in accordance with O.C.G.A. 13-10-20(a) and O.C.G.A. 32-2-68(a). Each ITB will include detailed information about the amount and form of the bid bond or proposal guaranty required.

If an applicant is deemed a Qualified Routine Maintenance Services Contractor, based on the evaluation of its application, the Department and the Contractor will execute a Maintenance Master

Services Agreement (MMSA, see sample in Appendix A). The MMSA is a written contract containing terms and conditions that will govern all future work awarded to the Qualified Routine Maintenance Services Contractor via the Invitation to Bid (ITB) process.

Upon executing a MMSA with Qualified Maintenance Contractors, GDOT anticipates issuing ITBs, by each District to seek bids, including pricing information, from those Qualified Maintenance Contractors interested in performing the various applicable Routine Maintenance Services. The Department will select one or more contractors to perform the services based upon the specific ITB requirements.

See Appendix E for information on how to register as a bidder/supplier on the Georgia Procurement Registry.

***NOTE**: ITB is the same as Request for Quotation (RFQ) or low price based bid.*

1. Suppliers who qualified based on GDOT NIGP codes and the category selected will receive electronic invitations automatically from Team Georgia Marketplace. Click on link in email notice to view bid opportunities.
2. Clicking on the link in the email will bring you to the Team Georgia Marketplace login screen.
3. Once logged in the link will bring you directly to the bid invitation.
4. Read the bid requirements and all applicable attachments, complete form and attach all required documents. Access tutorial about bidding on ITBs at http://pur.doas.ga.gov/TeamGeorgia/videos/RespondToEventsWeb/player.html
5. Enter the dollar amount as specified in the specific ITB. You must insert pricing into Team Georgia Marketplace (TGM). The prices entered into TGM must be consistent with the prices entered in the ITB form (Table 12), which must also be completed. If a conflict exists, the signed ITB form (Table 12) will rule.
6. Print ITB form, sign, notarize, scan and upload entire document
7. Upload signed form to Team Georgia Marketplace application.

B. Step 2 - Task B – Bid Evaluation Process

1. Upon receipt of the bid package, GDOT will evaluate. Award is based on lowest responsive and responsible bidder. The winner will be notified by GDOT. The awarded contractor will have ten (10) days submit to GDOT all requested information, which may include (but not limited to): insurance documentation and all applicable bonds. Upon receipt of the requested documentation, GDOT will issue the Notice to Proceed via purchase order.

   ****NOTE**: Award is contingent upon executed Maintenance Master Services Agreement (MMSA). See below.*

2. Upon receipt of the winning Contractor's original bid package, the Department will issue a Notice of Award via a Purchase Order which will authorize the Contractor to begin work

The application and supporting documentation is not binding upon the Department and does not obligate the Department to procure or contract for any services from any Qualified Routine Maintenance Services Contractor.

C. Step 2 - Task C: Receive Award

1. Georgia DOT will post the **Notice of Award** to the Georgia Procurement Registry website. https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

2. The intended awardee will be notified by e-mail and must submit the hard copy of their bid response, with original signatures and required seals, along with any other requested documents no later than ten (10) calendar days after award notification. Upon receipt of the winning Contractor's original bid package, Georgia DOT will issue a **Notice of Proceed** via a Purchase Order, which will authorize the Contractor to begin.

3. Suppliers will receive Notice to Proceed via Purchase Order prior to starting work.

D. Non-Responsive to ITBs

In the event a successful bidder refuses or fails to execute and return the ITB (and/or required supporting documentation) and forfeits the bid bond, the Routine Maintenance Contractor Qualifications Review Committee will evaluate the circumstances, and is authorized to disqualify the bidder for submitting a bid on the same project if it is reposted for bids.

VIII. Suspension of Qualified Contractors

A. Overview

The Department may suspend or revoke the qualification of contractors qualified to perform work for the Department. Causes for Suspension of qualifications include, but are not limited to: default, termination, unacceptable performance, failure to provide all required invoicing information, debarment by the State of Georgia or any other state, federal or local Governmental entity and any other adverse actions taken by the applicable licensing board and/or divisions of the Office of Secretary of State. Suspension of qualification in one category may result in suspension of qualification in all categories.

B. Removal From Qualified Maintenance Contractor's List:

The Department reserves the right to remove a Contractor from the list of Qualified Maintenance Contractors that are eligible to bid on RFQs/ITBs based on the Contractor's Unsatisfactory Performance, Default, Changes in Contractor's Organization, or Criminal Activity. The Department's determination of whether a Contractor should be removed from the list of Qualified Maintenance Contractors for Maintenance Services will be made by a Review Committee of qualified persons, whose members shall be designated by the GDOT Commissioner. The Department, through its Review Committee, shall endeavor in its actions concerning the removal of Contractors from the Department's list of Qualified Maintenance Contractors to be reasonable, consistent, and act in good faith.

C. Effect of Suspension, Revocation and/or Debarment:

The chart below highlights the various degrees of action that may be taken for non-performance.

PENALTIES	Suspension	Revocation	Debarment
Qualification List	Contractor removed from applicable category listing. After suspension period, may reapply for applicable category	Contractor removed from all applicable categories. Contractor must reapply for all categories after term of revocation.	Contractor removed from all applicable categories. Contractor's application cannot be considered for any category.

PENALTIES	Suspension	Revocation	Debarment
MMSA	Remains in effect	MMSA is terminated for default. Contractor must reapply after term of revocation.	MMSA(s) is/are terminated for cause.
ITB	All work is suspended. No awards may be give during time of suspension	All work is suspended. No awards may be give during time of suspension	All work is halted. No new awards may be given. All ITBs are cancelled. Cannot bid on any future ITBs

1. When Qualifications May be Suspended or Revoked; Cancellation of Master Maintenance Service Agreement (MMSA), and Removal from Qualified Contractors List

The Department may suspend for a specified period of time, or revoke for good cause, any Contractor's Master Maintenance Service Agreement (MMSA) and/or ITB. Any Contractor who's MMSA has been suspended or revoked for good cause will not be permitted to submit bid proposals or subcontract to perform work on any Department contracts, regardless of the dollar amount of the bid during the period of suspension or revocation. Good cause shall include, but not be limited to the following:

a) Failure or refusal to comply with GDOT policy or the MMSA;

b) Failure, due to the fault of the Contractor, to carry out any contract or ITB awarded by the Georgia Department of Transportation;

c) Failure to maintain any required licensure;

d) Default on any contract or ITB awarded by the Georgia Department of Transportation;

e) Falling more than 15% behind schedule, due to the fault of the Contractor, on two or more projects, excluding resurfacing projects;

f) Conviction or entry of a plea of guilty, nolo contendere, or first offender treatment, by persons who are principles, owners, or partners with the Contractor, for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of the contract or subcontract, or for conspiracy, contract or combination in restraint of trade or of free and open competition in any transaction with a state, the United States, or any state or federal agency or instrumentality or political subdivision thereof;

g) Conviction or entry of a plea of guilty, nolo contendere, or first offender treatment, by persons who are principles, owners, or partners with the Contractor under State or Federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a State Contractor;

h) Conviction or entry of a plea of guilty, nolo contendere, or first offender treatment, by persons who are principles, owners, or partners with the Contractor under State or Federal antitrust statutes arising out of the submission of bids or proposals;

i) Any other cause, which in the opinion of the Department is so serious and compelling as to affect the present responsibility of the Contractor. This may include among other things, a suspension or debarment by another state or federal governmental entity;

j) Any violation of the conflict of interest provisions of Official Code of Georgia Annotated Sections 45-10-20 through 45-10-28; and

k) Failure to comply with any Federal regulations.

l) Any action by the Department or any other governmental entity, to suspend or revoke the contractor's Construction Prequalification status, any such contractor's qualification, will result in an automatic revocation of the Contractor's prequalification for Routine Maintenance.

2. Debarment

The Department may, for cause, recommend that a Contractor be Debarred and refer such action to the Department of Administrative Services, State Purchasing Division. The State Purchasing Division Deputy Commissioner may debar a supplier for any of the causes listed below:

a) Violation of contract provisions, as set forth below, of a character which is regarded to be so serious as to justify debarment action:

b) Deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract;

c) A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts;

d) Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a state supplier;

e) Conviction under state or federal antitrust statutes arising out of the submission of solicitation responses;

f) Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance in the contract or subcontract;

g) Any other cause so serious and compelling as to affect responsibility as a state supplier, including debarment by another government entity; and

Any violations of the provisions of (O.C.G.A.) Sections 45-10-20 through (O.C.G.A.) Sections 45-10-28, which govern conflicts of interest.

3. Effect of Suspension/Revocation/Debarment by Entities Other than Maintenance

Although Qualified Routine Maintenance Contractors may not be required to be Prequalified Construction Contractors, if the Georgia Department of Transportation takes any action to suspend or revoke any such contractor's qualification, qualification for Routine Maintenance is automatically revoked. Additionally, no Qualified Routine Maintenance Contractor that is suspended or debarred by any State or Federal entity will be eligible to continue performing services under an existing MMSA, any previously issued ITB(s), or be eligible to bid on future ITB(s) during the suspension, debarment, or revocation period,. Any contractor removed from the list of Qualified Routine Maintenance Contractors resulting from this qualification process because its qualification is suspended may not submit an application to be placed on a prequalified list or to enter into a new MMSA or ITB until after its suspension period ends.

If the Department terminates an ITB, Agreement, MMSA and/or any related PO/NTP for reasons other than unsatisfactory performance or default of the Contractor, the Department will notify the Contractor of such termination, with instructions as to the effective date of work stoppage or specify the state of work at which the ITB or PO/NTP is to be terminated. If the MMSA or ITB or PO/NTP is terminated before performance is completed, the Contractor will be paid for work satisfactorily performed up to the effective date of work stoppage as identified by the Department.

4. MMSA TERMINATION:

The Department may terminate an MMSA or ITB and/or any related PO/NTP for cause or without cause, in whole or in part, at any time the interest of the Department requires such termination in accordance with the below:

i) For Unsatisfactory Performance:

If the Department determines that the performance of the Contractor is not satisfactory, the Department may notify the Contractor of the deficiency with the requirement that the deficiency be corrected within a specified time; but not in excess of (10) calendar days. If, within ten (10) calendar days after such notice, the Contractor does not proceed in a satisfactory way to remedy the faults specified in said notification, the ITB and/or the PO/NTP may be terminated immediately. The Contractor will be paid for the work satisfactorily performed as determined by the Department subject to and in accordance the provisions of the MMSA.

Should the Department determine that the unsatisfactory performance is sufficiently serious that it creates a public safety hazard or that immediate harm to the Department right-of-way, the Department roadway facilities or other Department property may occur, the Department may provide notice either telephonically or via e-mail to the Contractor that the Contractor shall immediately stop work and thereafter the Department may undertake any actions it deems necessary to cure the unsatisfactory performance, with reasonable expenses directly related to the cure to be reimbursed by Contractor.

ii) For Default on the Part of Contractor:

The nonperformance by the Contractor of any material terms, covenant or condition of an awarded ITB or any related PO/NTP shall constitute a default. If the services of the Contractor are terminated by the Department for default on the part of the Contractor, the amount to be paid shall be determined by the Department with consideration given to the actual costs incurred by the Contractor in performing the work to the date of termination, the amount of work originally required which was satisfactorily completed to date of termination, whether that work is in a form or a type which is usable to the Department at the time of termination, the cost to the Department of employing another Contractor to redo or complete the work required and the time which may be required to do so, and other factors which affect the value to the Department of the work performed at the time of termination.

5. Reinstatement

After the suspension period, if a contractor on suspension wishes to be reinstated in the suspended category, it shall submit a Corrective Action Plan to the Department no less than three (3) months before the requested reinstatement. At the time of the request for reinstatement, the contractor shall submit documentation showing the corrective measures implemented. The Department shall review the Contractor's documentation along with any additional documentation from on-going deliverables and make a determination to reinstate, continue or extend suspension.

a) If the contractor's MMSA expires during the suspension period, the contractor can only reapply after the suspension ends. If an application for renewal is submitted, it must include a copy of the Corrective Action Plan that was reviewed and approved by the Department.

b) If a contractor is reinstated after a period of suspension and a second suspension is issued, ineligibility for category, and potentially all applicable categories, will be for a minimum of three (3) years, and possibly indefinite, depending on the severity of the violation..

Appendix A

Routine Maintenance Contractor Qualifications Review Bylaws

I. Name:

Routine Maintenance Contractor Qualifications Review Committee (Qualification Committee)

II. Purpose:

The purpose of the Routine Maintenance Contractor Qualifications Review Committee is to provide for minimum and consistent standards of contractor services. The committee shall be responsible for maintaining the list of approved qualified contractors by maintenance category according to the requirements set up within the GDOT Routine Maintenance RFQC.

III. Membership:

A. Membership of the Routine Maintenance Contractor Qualifications Review Committee shall consist of the State Maintenance Engineer who shall serve as chair, the State Traffic Engineer, State Maintenance Liaisons, Pavement Asset Manager, State Office Maintenance Engineer, Landscape Architect Manager, and the Agronomist Managers.

B. Members may designate other Department employees to participate in committee meetings at their discretion. Members and designees must be active, full-time employees of the Georgia Department of Transportation.

C. Members and/or designees to the committee shall be appointed by the State Maintenance Engineer.

D. Other Department Office Heads are encouraged to participate in committee meetings or designate other Department employees to participate in their absence.

IV. Voting:

A. Committee members or their designee may vote. Each committee member and designee shall collectively retain only one vote.

B. If a member and their voting designee are not able to attend a meeting, they shall designate a temporary representative to attend the meeting in their place without voting privileges.

C. In the event of a tie vote during a committee meeting, the Chair shall have a casting vote.

V. Officers:

A. Officers consist of the Chair and a Secretary.

B. The chair shall be the State Maintenance Engineer or his designee.

C. The Secretary shall be appointed by nomination of the Procurement Administrator and approval by the Chair.

VI. Responsibilities of Members, other Office Heads and their Designees:

A. The Chair shall:

1. Call regular meetings.
2. Preside over meetings.
3. The Chair shall appoint a Department representative to preside in his absence, if unable to attend.

B. The Secretary shall:
   1. Take accurate minutes for each meeting.
   2. Document attendance by committee members for each meeting.
   3. Submit a copy of all meeting minutes no less than five (5) business days after each committee meeting to each member of the committee or their designee(s).
   4. Compile and track the qualification applications by contractor for each committee meeting.
   5. Submit maintenance category applications to the designated reviewer no less than 15 business days before the scheduled committee meeting.
   6. Submit a draft agenda for upcoming meetings to each member of the committee or their designee(s) no less than two (2) days before each meeting.
   7. Submit qualification notification and/or denial letters to each contractor as approved by the committee no less than ten (10) business days after the committee meeting.
   8. Ensure the qualification web site and postings are current and accurate.
   9. Track membership of the qualification committee.
   10. Schedule the location and teleconference number for each committee meeting.
   11. Maintain a record of all consultant qualification applications and certificates for no less than five (5) years after submittal by the consultant.
   12. Maintain the electronic forms for maintenance category applications.

C. Committee Members, other Office Heads, and their Designees shall:
   1. Review contractor qualification applications for assigned maintenance category.
   2. Complete the application review and maintenance category approval/denial recommendations of all submitted contractor qualification applications no later than the Friday before the scheduled committee meeting.
   3. Review the submitted draft agenda for completion and accuracy before the schedule committee meeting.
   4. Review maintenance category requirements for assigned maintenance category periodically for errors, omissions, or clarity issues.
   5. Make recommendations to the committee for revisions to the qualification manual and/or application process as needed.

VII. Meetings:

A. Meetings shall be held on the second Wednesday of each month unless otherwise directed by the Chair.
B. Special Meetings may be convened as directed by the Chair.
C. A quorum of the committee shall consist of at least four voting members or their designees, not including the Chair, being present.
D. Discussion to obtain a consensus will be the prevailing procedure used at meetings. Parliamentary procedure will be used when a decision is to be recorded.
E. Meetings may be attended in person or via teleconference.

VIII. Attendance:

A. Attendance by committee members or their designee(s) is expected.

IX. Subcommittees:

A. Subcommittees may be established at the direction of the chair.
B. Subcommittees may be of any size.

X. Amendments:

A. The committee bylaws may be amended by a majority vote of the Routine Maintenance Contractor Qualifications Review Committee members.

XI. Ratification:

A. The Routine Maintenance Contractor Qualifications Review Committee hereby adopts these bylaws effective April 1, 2016.

Appendix B

Application Forms

The following is an example of the Routine Maintenance Service Category Application Form. The actual Application form will be found on the GDOT website.

Application Form (New GDOT Contractors)

Application Form – (Existing GDOT Construction Prequalified Contractor and Registered Subcontractor)

Appendix C

Maintenance Master Services Agreement (MMSA)

If you are deemed a qualified Routine Maintenance Services Contractor through the qualification process, you will received an email notifying you of your status. In the notification email, you will receive information regarding the electronic routing of the Maintenance Master Services Agreement (MMSA) for you to sign electronically.

Once an applicant receives notification that they are qualified, (and verifies this via the GDOT website), the contractor will receive the Maintenance Master Services Agreement (MMSA) to be executed by both parties (contractor and Department). Qualified contractors with a signed and executed MMSA for the specific category of service(s) will be invited to and be eligible to respond to Invitations to Bid (ITB). New applicants who have become approved but have not yet had their MMSA executed are eligible to bid. However, they must notify the Issuing Officer of their desire and complete certain administrative requirements, which they would otherwise be directed to complete upon execution of the MMSA. Work may not commence prior to an executed MMSA. Additionally, at the discretion of the issuing office and depending on the urgency of the needs, delays in the execution of the MMSA may result in award to the next bidder (who would already have an executed MMSA).

The Contractor is fully and totally responsible for the accuracy and completeness of all work performed under the future MMSA and shall save the State harmless and shall be fully liable for any additional costs and all claims against the State which may arise due to errors, omissions and negligence of the Contractor or its subcontractors in performing the work.

Appendix D

Invitation to Bid (ITB) Samples

The following are ***examples*** of each Routine Maintenance Service Category Invitation to Bid (ITBs). Actual ITBs may or may not contain similar specifications

SAMPLES OF ITB

#	ROUTINE MAINTENANCE SERVICE CATEGORY
A	**Drainage Rehabilitation, Repair, Replacement, and Miscellaneous Maintenance**
B	**Fencing, Barricades and Handrail Maintenance**
C	**Guardrail Maintenance**
D	**Herbicide Application Services**
E	**Highway Mowing and Maintenance Service (Mowing Services)**
F	**Bridge Maintenance and Repairs**
G	**Landscaping Maintenance Services**
H	**Pavement Marking - Short Line Pavement Striping**
I	**Pavement Preservation Maintenance Services**
J	**Concrete and Portland Cement Concrete (PCC) Pavement Maintenance Services**
K	**Rumble Strip Maintenance**
L	**Sign and Sign Component (structures) Maintenance**
M	**Sound Barrier, Visual Barrier and Various Wall Maintenance**
N	**Sweeping and Storm Drain Cleaning**
O	**Tree Cutting, Pruning, and Removal Services**
P	**Vegetation Removal Services**

Appendix E

GPR Registry Quick Reference Guide

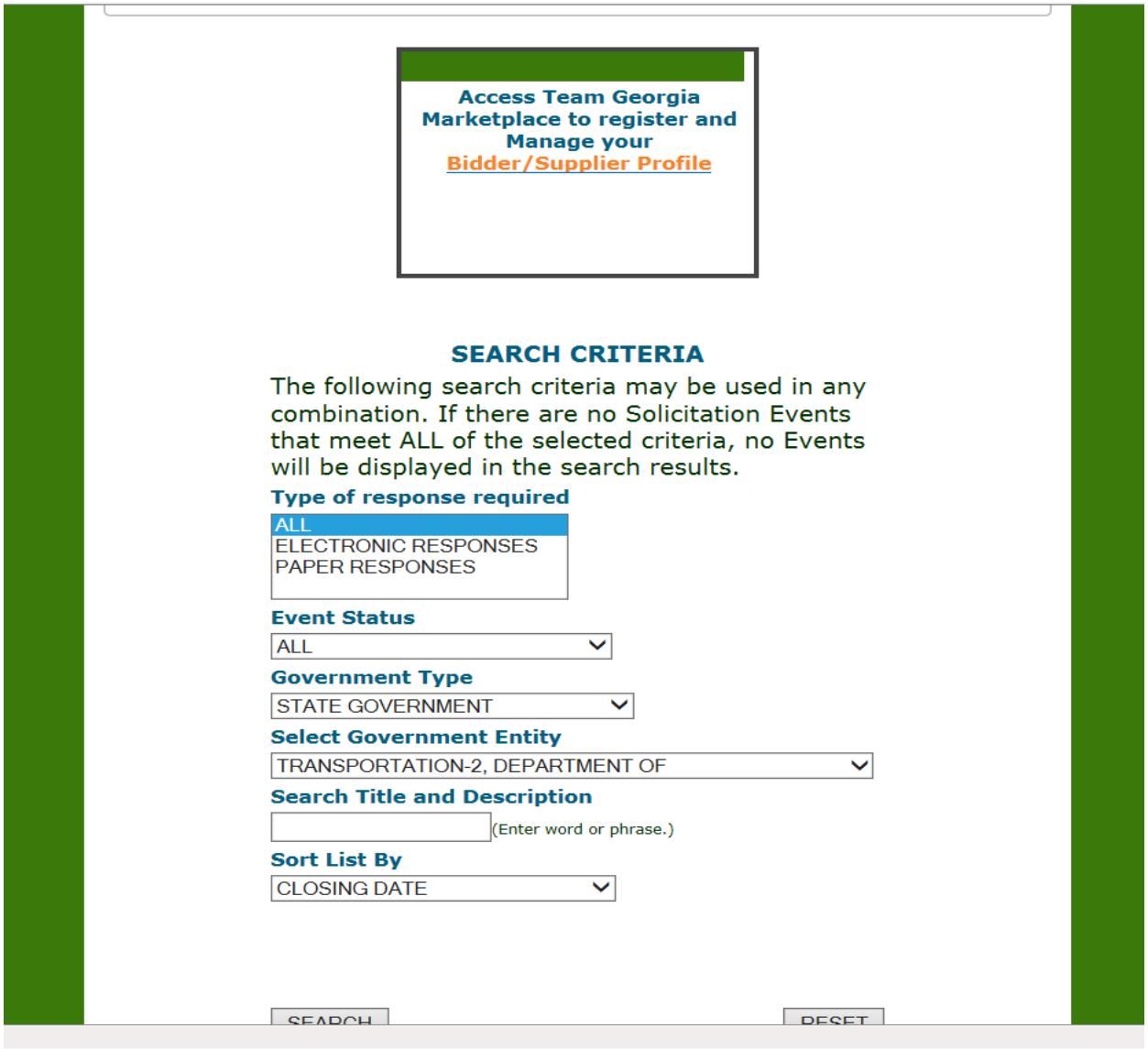
The Georgia Procurement Registry (GPR) is where all ITBs will be posted. The GPR can be found at http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp.

1. Access Team Georgia Marketplace website. https://saofn.state.ga.us/psp/sao/SUPPLIER/ERP/h/?tab=DEFAULT
2. Select “Register as a Sourcing Bidder” or “Register as a Supplier” under the login table.

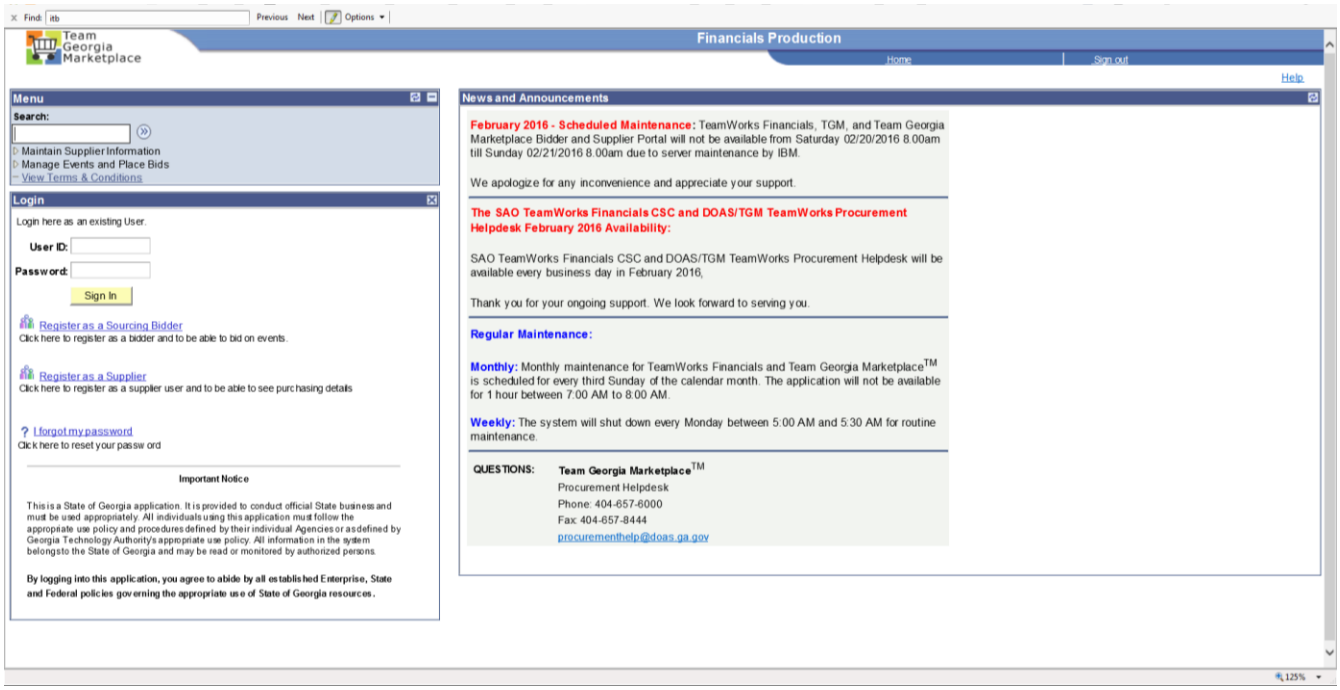
- Access http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier for more information.
- Access http://doas.ga.gov/state-purchasing/purchasing-education-and-training/supplier-training to watch a tutorial on how to register.

When you click on the GPR link, you should see:

To search for GDOT Routine Maintenance Service catgories, please use the Criteria as illustrated below



Upon clicking the “Bidder/Supplier Profile” link, you should see the following:



Please see http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier for assistance with registering as a Supplier in Team Georgia Marketplace.

APPENDIX F – Supplemental Forms

Forms 1 – 9 (10 – GDOT Construction Prequalified Contractor or Registered Subcontractor)

All of the following MUST be included in application email to be returned to route_maint_prequalification@dot.ga.gov:

Application Forms

1) Certificate of Non-Collusion
2) Georgia Tax Compliance Form
3) Reference Form
4) Company Experience Form
5) Georgia Security and Immigration Compliance Act Affidavit
6) Conflict of Interest Disclosure Form
7) Current State of Georgia Business Registration (SOS Site) OR Business License from Georgia County
8) Certification Form
9) Licensing/Accreditation Form

In addition to the above list, for Existing GDOT Construction Prequalified Contractor and Registered Subcontractor ONLY:

10) Certificate(s) of Qualification from GDOT Construction Bidding

APPENDIX G

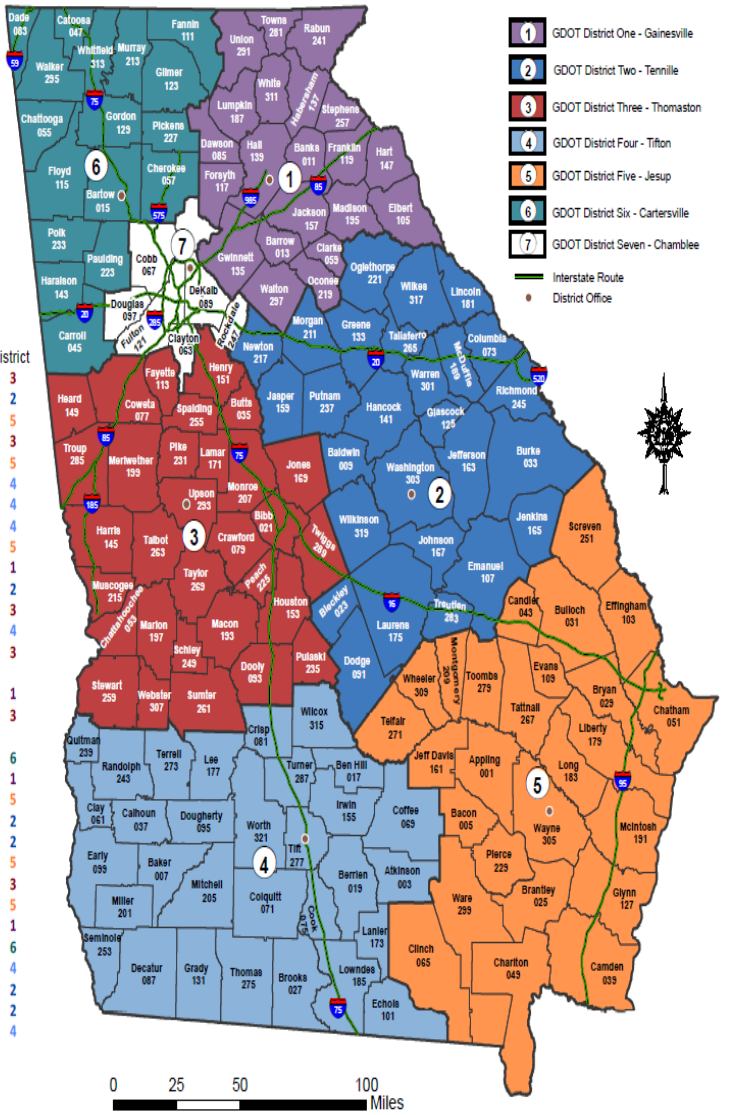
District Map

Georgia Counties and GDOT Field Districts

FIPS	County	District
001	Appling	5
003	Atkinson	4
005	Bacon	5
007	Baker	4
009	Baldwin	2
011	Banks	1
013	Barrow	1
015	Bartow	6
017	Ben Hill	4
019	Berrien	4
021	Bibb	3
023	Bleckley	2
025	Brantley	5
027	Brooks	4
029	Bryan	5
031	Bulloch	5
033	Burke	2
035	Butts	3
037	Calhoun	4
039	Camden	5
043	Candler	5
045	Carroll	6
047	Catoosa	6
049	Charlton	5
051	Chatham	5
053	Chattahoochee	3
055	Chattooga	6
057	Cherokee	6
059	Clarke	1
061	Clay	4
063	Clayton	7
065	Clinch	5
067	Cobb	7
069	Coffee	4
071	Colquitt	4
073	Columbia	2
075	Cook	4
077	Coweta	3
079	Crawford	3
081	Crisp	4
083	Dade	6
085	Dawson	1
087	Decatur	4
089	Dekalb	7
091	Dodge	2
093	Dooly	3
095	Dougherty	4
097	Douglas	7

FIPS	County	District
099	Early	4
101	Echols	4
103	Effingham	5
105	Elbert	1
107	Emanuel	2
109	Evans	5
111	Fannin	6
113	Fayette	3
115	Floyd	6
117	Forsyth	1
119	Franklin	1
121	Fulton	7
123	Gilmer	6
125	Glascock	2
127	Glynn	5
129	Gordon	6
131	Grady	4
133	Greene	2
135	Gwinnett	1
137	Habersham	1
139	Hall	1
141	Hancock	2
143	Haralson	6
145	Harris	3
147	Hart	1
149	Heard	3
151	Henry	3
153	Houston	3
155	Irwin	4
157	Jackson	1
159	Jasper	2
161	Jeff Davis	5
163	Jefferson	2
165	Jenkins	2
167	Johnson	2
169	Jones	3
171	Lamar	3
173	Lanier	4
175	Laurens	2
177	Lee	4
179	Liberty	5
181	Lincoln	2
183	Long	5
185	Lowndes	4
187	Lumpkin	1

FIPS	County	District
189	McDuffie	2
191	McIntosh	5
193	Macon	3
195	Madison	1
197	Marion	3
199	Meriwether	3
201	Miller	4
205	Mitchell	4
207	Monroe	3
209	Montgomery	5
211	Morgan	2
213	Murray	6
215	Muscogee	3
217	Newton	2
219	Oconee	1
221	Oglethorpe	2
223	Paulding	6
225	Peach	3
227	Pickens	6
229	Pierce	5
231	Pike	3
233	Polk	6
235	Pulaski	3
237	Putnam	2
239	Quitman	4
241	Rabun	1
243	Randolph	4
245	Richmond	2
247	Rockdale	7
249	Schley	3
251	Screven	5
253	Seminole	4
255	Spalding	3
257	Stephens	1
259	Stewart	3
261	Sumter	3

FIPS	County	District
263	Talbot	3
265	Taliaferro	2
267	Tattnall	5
269	Taylor	3
271	Telfair	5
273	Terrell	4
275	Thomas	4
277	Tift	4
279	Toombs	5
281	Towns	1
283	Treutlen	2
285	Troup	3
287	Turner	4
289	Twiggs	3
291	Union	1
293	Upson	3
295	Walker	6
297	Walton	1
299	Ware	5
301	Warren	2
303	Washington	2
305	Wayne	5
307	Webster	3
309	Wheeler	5
311	White	1
313	Whitfield	6
315	Wilcox	4
317	Wilkes	2
319	Wilkinson	2
321	Worth	4

* 041 & 203 have been intentionally omitted