

DEPARTMENT OF TRANSPORTATION

STATE OF GEORGIA

MEMO

The bulleted items below are meant to serve as a guide to populate the RFP Template for advertisement. Each item below is intended to direct the project manager to a location in the RFP Template that requires editing. All headers will need to be updated if amendments are issued with the issue date and amendment number.

ITP

- Project Name, PI, RFP Dates in two places (Cover)
- Header (TOC)
- Update to show Form N as “RESERVED” if no stipulated fee (TOC)
- Header (Section 1)
- Project Name, RFQ, & RFP Dates (1.1)
 - Update if amendments are issued
- General Project Description (1.3)
- Procurement Schedule (1.4)
- NEPA/GEPA Status (1.10.1)
- Number of questions allowed (2.3.1)
- Project Name (3.1.2) [BV ONLY]
- Mark reserved if no stipulated fee (3.8.1)
- Project Name (4.3, below e)
- Maximum Bid Award Duration in two places (4.5)
- Technical Proposal Max Score (5.2.1a, below table) [BV ONLY]
- Price Proposal Max Score (5.2.1b) [BV ONLY]
- Number of copies (5) for non-full over sight (6.2.1(f))

ITP Exhibits

- Header - (Exhibit A)
- Header - (Exhibit B)
- **Executive Summary Requirements and Page Limit (Exhibit B)** Mark “reserved” Section B.2.2.10 if no stipulated fee (Exhibit B)
- Technical Proposal Requirements (Exhibit C)
 - Number of pages in two places (Exhibit C, 1st paragraph)
 - Executive Summary Requirements (Exhibit C.1)
 - Project specific technical items (C.2 thru C.X)
- Evaluation Criteria and Max Technical Score (Exhibit E) [BV Only]
 - Ensure Criteria Matches Exhibit C
- RID Documents (Exhibit H)
 - List all Documents to be posted on the SharePoint Site

ITP Forms

- Header, Project name, project advertisement date, validation duration (Form A)
- Update the Example SOV to be Project Specific (Form F, Section A) [BV ONLY]

- Project Name (Form G)
- Insert DBE Goal Percentage (Form I) [BV Only]
- Mark “Reserved” if no stipulated fee (Form N) **Project Name (For**
- Project Name (Form R) [BV ONLY]
- Project Name in two locations (Form S)

DBA (Volume 1)

- Project Name & PI (Cover)
- Heading (Cover)
- Heading (TOC)
- Update to show DB Team’s Key Personnel” for Exhibit 2 (TOC) [LOW BID ONLY]
- Project Name in three places, (Page 1, 1st Paragraph Heading, & Recitals C)
- SOQ Date (Page 1) (Recitals C)
- # of submittals, # of shortlist proposers, (Page 1) (Recitals D)
- RFP Date (Page 1) (Recitals E)
- RFP submittal date (Page 1) (Recitals F) **SOQ Date (Page 1) (Recitals C)**
- Project specific training hours (10.10.1)
- # of allow days for delay [13.2.3.1 (F)]
- Project name (24.11.3)
- Project Name, County & PI (29.19)

DBA Exhibits 1

- Heading (Page 1)

DBA Exhibit 2-22

- Heading (Page 1)
- Change Exhibit Title to DB Team’s Key Personnel – Executed Form G” (Exhibit 2) [LOW BID ONLY]
- Exhibit 8, attachment 2 (Insert FHWA PDF)
- Heading (Attachment 1 to Exhibit 8)
- Substantial Completion Deadline (Exhibit 9)
- Liquidated Damages (Exhibit 18) [Calculate using Road User Cost]

Volume 2

- Header (Cover)
- Project Name & PI # (Cover)
- Reserve sections not needed & update TOC Field (Document)
- Delete/Add Volume 2 Attachments to TOC & Document
- Header (Section 1.1)
- Insert Scope (Section 1.1)
- Fill out typical section; table 11-1 (Section 11.2.1)
- Fill out pavement design ; table 11-2 (Section 11.2.1)
- Fill out driveway design; table 11-3 (Section 11.2.1)
- Fill out additional road way criteria; table 11-4 (Section 11.2.2)
- Insert any exceptions of variances (Section 11.2.3)
- Insert any lighting specifications (Section 11.2.5)
- Insert requirements & fill out traffic control tables (Section 18.3.1.1.2)

- Header (Section 23.2)
- Remove any unnecessary submittals; table 23-1 (Section 23.2)
- Header (Section 23.2.1)

Volume 2 Attachments

- Project Name, PI #, TOC for Attachments
- (4-1 Cover) Project Name & PI #
- (6-1 Cover) Project Name & PI #
- Project Name & PI # for all other attachments

Volume 3

- Header (Cover)
- Project, Project Name & PI # (Cover)
- Reserve sections not needed & update TOC field (Document)
- Delete/Add Volume 2 Attachments to TOC & Document
- Delete/Add Volume 3 Attachments to TOC & Document

Volume 3 Attachments

- Project Name, PI #, TOC for Attachments
- (4-1 Cover) Project Name & PI #
- (6-1 Cover) Project Name & PI #
- Project Name & PI # for all other attachments

Volume 3b Manuals

- Project Name & PI # (Cover)
- Check the date on all manuals
- Save the most current specs to SharePoint site and list as RIDS in ITP (Exhibit H)