

{DATE}

Department of Transportation  
600 West Peachtree Street, NW, 7<sup>th</sup> Floor  
Atlanta, GA 30308

Attn: Maria L. Roux  
Asst. Chief Procurement Officer-QA Compliance  
Office of Procurement

**RE: Adoption of GDOT Procurement Policy for The Procurement, Management and Administration of Engineering and Design Related Consultant Services**

The City/County of [Enter City Name] will adopt the Georgia Department of Transportation Procurement Policy For The Procurement, Management and Administration of Engineering and Design Related Consultant Services. The City/County has read the policy and will abide by the policy for all state and federally funded transportation projects as it pertains to local governments. The City/County agrees to and acknowledges the following:

1. City/County agrees to and acknowledges that all personnel involved in the procurement, management and administration of engineering and design related consultant services must attend GDOT Manual training and pass the test administered. Please provide a list of names of all involved in advertising the solicitation, facilitating evaluations, conducting negotiations and contract administration of Engineering and Design related procurements:  

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2. Personnel listed of City/County involved have read and understands the Federal Laws and Regulations (23 CFR Part 172) along with any State of Georgia laws (O.C.G.A. 50-22-1 through 50-22-9) that pertain to these services where FAHP funds will be utilized must be followed and adhered to.
3. City/County understands that only the above listed personnel have been certified to participate in in advertising the solicitation, facilitating evaluations, conducting negotiations and contract administration of Engineering and Design related procurements.
4. City/County is familiar with the requirements and understands 23 CFR Part 172 and the requirements of 40 U.S.C. 1101-1104 Selection of Architects and Engineers commonly referred to as "The Brooks Act" or Qualification Based Selection (QBS) to include:
  - a. Solicitation process
  - b. Evaluation Factors
  - c. Non-Qualification Evaluation Factors
  - d. Evaluation, Ranking and Selection
  - e. Negotiation

5. City/County acknowledges and agrees to adhere to the below additional procurement requirements:
  - a. Common Grant Rule 49 CFR Part 18
  - b. Georgia DOT's Disadvantaged Business Enterprise (DBE) program
  - c. Suspension and Debarment
  - d. Compliance with Title VI
  - e. Compliance with E-Verify (this is not necessary if state funds are not utilized)
  
6. City/County has provided any exceptions to GDOT's Engineering and Design Procurement Policy in a separate document to be approved by the GDOT Office of Procurement.

Signature(s) below agree to the above acknowledgements agreeing to follow GDOT's Procurement Policies and Procedures for engineering and design related services when using FAHP funds, as it applies to local governments certified through GDOT's LAP program.

(Affix signatures and seal)

***{This letter must be signed by the person(s) responsible for the authorization of funds should repayment become necessary}***