



**REQUEST FOR QUALIFICATIONS
ENTERPRISE ASSET MANAGEMENT SYSTEM (EAMS)**

Atlanta-Region Transit Link Authority (ATL)

245 Peachtree Center Avenue, Suite 2200

Atlanta, GA 30303

ATL RFQ No. 20-010

Schedule of Events

Advertise and Release RFQ	May 14, 2020
Deadline for Written Questions	May 22, 2020, 2PM
Response to Written Questions Posted	May 27, 2020
SUBMISSION DEADLINE for Statement of Qualifications	June 5, 2020, 2:00 PM
Abbreviated System Demonstrations (optional, by invitation)	June 16-18, 2020
Notice of Shortlisted Firms (anticipated)	June 29, 2020



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1. Introduction

1.1. Purpose of Procurement

The Atlanta-region Transit Link Authority (ATL) hereby requests Statements of Qualifications (SOQ) from qualified firms, herein called Consultant, to provide a Commercial Off-the-Shelf (COTS) Enterprise Asset Management System (EAMS) capable of meeting the current and future needs of the Atlanta-region Transit Link Authority and Cobb Community Transit, with the ability to scale to meet the asset management needs of other transit operators within the ATL’s jurisdiction.

This Request for Qualification (RFQ) is the first step of what will be two-step solicitation to secure a qualified company to provide and implement the EAMS. It is intended that this RFQ solicitation



will be utilized to shortlist three to five (3 to 5) firms that will be invited to participate in the prospective second step of the solicitation-the Request for Proposals (RFP).

Shortlisted firms may be asked to provide comments on a draft Request for Proposals (RFP) and submit proposals in response to the final Request for Proposals.

The services to be performed shall generally fall into the following National Institute of Government Purchasing (NIGP) commodity codes:

- 95800 – Management and Operation Services
- 99049 – Asset and Inventory Management Services

All respondents to this RFQ are subject to the instructions communicated in this document and are cautioned to review the entire RFQ and carefully follow the instructions herein.

SOQ's will be accepted until the Statement of Qualifications Submission Deadline. Instructions for requesting a copy of the RFQ document can be found on the ATL website at <https://atltransit.ga.gov/doing-business-with-atl/>. The ATL reserves the right to reject any or all SOQs, to waive technicalities and informalities, to cancel, extend, or amend this solicitation by addendum at the discretion of the ATL.

1.2. Overview of Entities

1.2.1. Atlanta-region Transit Link Authority

Effective July 1, 2020, the Atlanta-region Transit Link Authority (ATL) will operate the Xpress Commuter Coach Service, which provides workers in the Metro Atlanta region with reliable, stress-free commutes to and from major employment centers in Downtown, Midtown and Perimeter Center. Xpress is the largest commuter transit service provider serving the public in 12 counties throughout the Atlanta metropolitan region. The Xpress service is provided with a fleet of 166 MCI over-the-road coaches and operates 27 routes. Xpress service is classified as a Tier 1 provider under the FTA Transit Asset Management (TAM) guidelines. For these and related operations, the State Road and Tollway Authority (SRTA) owns a 38,711 square-foot maintenance and operations facility with a 4,970 square-foot fueling facility, participates in a shared lease at an additional maintenance facility, and services 27 regional Park and Ride lots.

1.2.2. Cobb Community Transit

Cobb County operates a public transit system, which first started operations on July 10, 1989, as Cobb Community Transit (CCT). In 2016, CCT was rebranded to CobbLinc. CobbLinc operates fourteen locals and commuter bus routes, two Circulator bus routes, complementary paratransit service, and an on- demand, curbside service that transport passengers within Cobb County and to MARTA rail stations, who can then transfer to the MARTA system or walk/bicycle to their final destination. CobbLinc is one of the state's busiest transit agencies. In Fiscal Year 2017, close to three million passengers used



CobbLinc service. CobbLinc partners with MARTA, SRTA, and Gwinnett County in distributing passengers throughout the metropolitan Atlanta area.

CobbLinc service is provided with a fleet of 73 transit buses, 35 over-the-road coaches, and 30 cutaway buses. CobbLinc also owns seven non-revenue vehicles, three trucks and other rubber-tired vehicles, four administrative and maintenance facilities, and 10 passenger and parking facilities. The CobbLinc 2018 Transit Asset Management (TAM) Plan documents the assets owned by CobbLinc, their condition, the agency's investment prioritization approach, and a list of investment priorities that will be critical to maintaining CobbLinc's transit system in a state of good repair. CobbLinc service is classified as a Tier 2 provider under the FTA TAM guidelines. CobbLinc's TAM Plan includes a capital asset inventory, condition assessment, analytical processes and decision support tools, and investment prioritization.

CobbLinc's overall asset management strategy is to maintain the asset inventory so the agency has a clear picture of the assets that it owns, monitor and improve asset condition to ensure the assets are maintained in a state of good repair, and strive towards data-driven decision making to ensure CobbLinc is optimizing its investment for every dollar spent.

1.2.3. State Road and Tollway Authority

The State Road and Tollway Authority (SRTA) is a state-level, independent authority created to serve as a financing entity for Georgia's transportation program, as well as to operate tolled transportation facilities and mass transportation programs within the State. SRTA is the tolling authority for the State of Georgia. SRTA operates the tolling facilities for existing and future Express/Managed lanes in the region. SRTA manages the collection of tolls on Georgia's Express Lanes System through the use of Peach Pass, and the state's all-electronic tolling technology.

1.3. Solicitation Schedule

This solicitation will be governed by the following schedule, at ATL's discretion:

Release RFQ	May 14, 2020
Deadline for Written Questions	May 22 2020, 2PM
Response to Written Questions Posted	May 27, 2020
Statement of Qualifications Submission Deadline	June 5, 2020, 200 PM
Abbreviated System Demonstrations (optional, by invitation only)	June 16-18, 2020
Notice of Shortlisted Firms (anticipated)	June 29, 2020



1.4. Restrictions on Communications with the ATL, Cobb County and SRTA during Solicitation, Offer and Award

From the date of issuance of this solicitation through the date of Contract award by the ATL, excepting the Pre-Proposal Conference, Demonstrations, or Oral Presentations (if applicable), Proposers are not allowed to communicate for any reason with any ATL, Cobb County or SRTA staff or Board Members regarding this procurement. All Proposer communications concerning this solicitation must be directed to the Issuing Officer. Prohibited communication includes all contact or interaction regarding this solicitation, including, but not limited to, telephonic communications, emails, faxes, letters, texts, or personal meetings. Unauthorized contact regarding this solicitation may result in disqualification.

1.5. ATL Contract Information

All inquiries, offers, submissions, and/or other correspondence regarding this solicitation (excluding protests submitted in accordance with Part 1, Section 2.10 below) must be directed in writing to:

Richard Sawyer, ATL RFQ No. 20-010 Issuing Officer
State Road and Tollway Authority
Email: rsawyer@srta.ga.gov

1.6. ADA Guidelines

The ATL adheres to the guidelines set forth in the Americans with Disabilities Act. In attending required meetings or events, if applicable, submitting Firms should contact the Issuing Officer at least one day in advance if they require special arrangements, including if firm is selected for Abbreviated System Demonstrations, if applicable. The Georgia Relay Center at 1-800-255-0056 (TDD only) or 1-800-255-0135 (Voice) will relay messages, in strict confidence, for the speech and hearing impaired.

2. Solicitation Terms and Conditions/Instructions to Submitting Firms

2.1. Deadline for Submission of Qualifications/Late Submissions

SOQs submitted in **response to this solicitation must be received by the ATL no later than 2:00PM EST on SOQ Submission Deadline** to ensure that they are evaluated for shortlisting by the Evaluation Committee for this procurement. SOQs received after the submission deadline will not be evaluated.

2.2. Format of SOQ Submission

Six (6) total paper copies of each Qualifications Submissions, inclusive of one (1) original, as well as one (1) electronic copy on USB drive must be submitted to the Issuing Officer for the SOQ to be eligible for evaluation and consideration for shortlisting. The electronic copy must be submitted in a single



Portable Document Format (PDF) individual file, or in as few files as possible. MS Word/Excel Files may be used where more appropriate, provided the corresponding paper copies are submitted. The USB drive shall contain electronic copies of all complete, signed Offer Documents that are submitted in paper copy format. Respondents are encouraged to limit file sizes to manageable sizes to the extent possible

SOQs must be able to be printed on standard (8½" x 11") paper. The pages of the SOQs should be numbered, with a table of contents to identify each section as instructed in this RFQ. Responses are limited to page quantities described herein. Each SOQ shall be prepared simply and economically, providing straightforward, concise delineation of respondent's capabilities. Irrelevant displays and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content.

All SOQs must be prepared and submitted in accordance with the requirements specified in Section 3 below. The included required forms may be completed by using the free Adobe Reader software available at <http://get.adobe.com/reader/>.

The "original" paper copy of the SOQ must be unbound. All paper copies must be clearly marked as being either "Original" or "Copy" as applicable.

Any contract award made as a result of this solicitation may potentially bind the submitting firm to some or all of the terms, conditions and specifications set forth in this RFQ.

2.3. Delivery of SOQs

It is the sole responsibility of the submitting firm to ensure that its submission is successfully delivered to the ATL by the specified date and time. The ATL is not responsible for late or lost deliveries of SOQs. SOQs must be delivered to the address noted in Section 1.5 above.

All envelopes, packages, and/or boxes (including all envelopes, packages, and/or boxes submitted within a larger envelope, package, or box) containing a SOQ must be clearly marked with the following identifier on the outside of the envelope, package or box:

**"Statement of Qualifications in response to ATL RFQ No. 20-010:
RFQ for Enterprise Asset Management System
ATTN: Richard Sawyer, Issuing Officer
To be opened by addressee only."**

Failure to clearly mark all envelopes, packages, and/or boxes as specified may result in the SOQ being discovered and/or opened late. The ATL, Cobb County and SRTA are not responsible for SOQs discovered and/or opened late due to submitting firm's failure to mark the SOW as specified. It is the sole responsibility of the submitting firm to ensure that its SOQ is successfully delivered to the ATL by the specified date and time. The ATL, Cobb County, and SRTA are not responsible for late or lost deliveries by the U.S. Postal Service or private courier/delivery services.



2.4. Questions

Questions regarding the RFQ must be submitted to the ATL in writing (defined as being sent or received by electronic mail) by the Deadline for Written Questions. Written questions must be submitted to the attention of the Issuing Officer, in accordance with Section 1.5 above. Inquiries must be in the form of questions and reference the applicable portion of the RFQ which serves as the basis for each question submitted. The ATL may not respond to written questions received after the submission deadline.

ATL staff will review and evaluate all written questions that are received by the submission deadline and will post responses to relevant questions to both the Georgia Procurement Registry web site at http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp and ATL web site at <https://atltransit.ga.gov/doing-business-with-atl/> in accordance with the Solicitation Schedule. It is the sole responsibility of the submitting firm to make itself aware of ATL's responses to written questions. Responses to questions are provided as information only and do not in any way alter the contents of the solicitation, inclusive of the Scope of Services and the remainder of the RFQ documents. Revisions to the solicitation shall be made only via formally issued amendments (i.e. Addenda). Only such written addenda shall constitute revisions to the solicitation that are binding upon the ATL.

2.5. The ATL's Right to Request Additional Information-Submitting Firm's Responsibility

Prior to finalizing the ranking of submitting firms, the ATL must be assured that the shortlisted firms have all the resources to successfully perform the prospective contract. This includes, but is not limited to, adequate number of personnel with required skills, availability of appropriate equipment in sufficient quantity to meet the on-going needs of the ATL, SRTA, and Cobb County, financial resources sufficient to complete performance under the contract, and experience in similar endeavors. If, during the evaluation process, the ATL is unable to assure itself of the submitting firm's qualifications and resources, the ATL has the option of requesting from the submitting firm any information deemed necessary to determine the submitting firm's capabilities. If such information is required, the applicable submitting firm will be so notified and may be permitted up to approximately seven (7) business days to submit the information requested.

2.6. Amendments to the Solicitation (Addenda)/Postponement of SOQ Submission Deadline

The ATL reserves the right to revise or amend the RFQ up to the time set for the submission of SOQs. Such revisions and amendments, if any, shall be announced by written addenda to the RFQ. If an addendum significantly changes the RFQ, the date set for the submission of SOQs may be postponed by such number of days that the ATL, in its sole opinion, believes is sufficient to enable potential submitting firms to address the revised RFQ requirements in their SOQs. In such case, the SOQ submission deadline may be at least three (3) business days after an extension addendum which shall include an announcement of the new deadline.



Upon issuance, addenda will be considered part of the RFQ and will prevail over inconsistent or conflicting provisions contained in the original RFQ. Changes to the RFQ will be made in writing via formally issued addenda.

The ATL, Cobb County and SRTA will not be responsible for a potential submitting firm failing to receive notification of the availability of addenda. EACH SUBMITTING FIRM IS INDIVIDUALLY RESPONSIBLE FOR REVIEWING ADDENDA AND ANY OTHER POSTED DOCUMENTS AND MAKING ANY NECESSARY OF APPROPRIATE CHANGES AND/OR ADDITIONAL TO THE FIRM'S SOQ PRIOR TO SUBMISSION. It is the sole responsibility of each potential submitting firm to check the ATL and Georgia Procurement Registry websites daily for addenda.

Submitting firms shall acknowledge receipt of all addenda by completing and submitting Offer Document #3 (Acknowledgement of Addenda), included in this RFQ, as part of its SOQ. As with other required documentation, SOQs that fail to reference receipt of addenda by inclusion of Offer Document #3 (Acknowledgement of Addenda) may be excluded from consideration for a shortlisting.

2.7. SOQ Withdrawal and/or Revision Following Submission

A submitted SOQ may be withdrawn prior to the submittal deadline. Unless and until the withdrawing firm resubmits the SOQ, the ATL will officially have no submission from the firm to evaluate for possible shortlisting. Any resubmission must be received by the ATL no later than the SOQ submission deadline. No SOQ may be modified after the SOQ submission deadline.

2.8. Confidential/Proprietary Information

Any and all materials submitted in response to this RFQ are intended to remain confidential until award of a contract, subject to the provisions of O.C.G.A. § 50-18-70 et seq., Georgia's Open Records Act, or upon completion of the solicitation process. Each submitting firm will be responsible for clearly identifying and labeling any records contained in its SOQ as "trade secret" that the submitting firm has reasonably determined meet the definition of "trade secret" under Section 10-1-761(4) of the Georgia Code and that the submitting firm wishes to be exempt from disclosure under Section 50-18-72(a)(34) of the Georgia Code or any other applicable law. The submitting firm must attach to its SOQ an affidavit affirmatively declaring that specific information in the Records constitutes trade secrets pursuant to Article 27 of Chapter 1 of Title 10 of the Georgia Code.

If the ATL receives a request for public disclosure of all or any portion of the materials identified as "trade secrets" in a SOQ in accordance with this RFQ, before producing such records in response to such request, the ATL shall notify the submitting firm of its intention to produce such records. If the ATL makes a determination that the specifically identified information does not in fact constitute a trade secret, it shall notify the submitting firm of its intent to disclose the information within ten (10) days unless prohibited from doing so by an appropriate court order. If the submitting firm wishes to prevent disclosure of the requested Records, the submitting firm may file an action in Fulton County Superior Court to obtain an order that the requested records



are trade secrets exempt from disclosure. The submitting firm shall serve the requestor with a copy of its court filing. If the ATL makes a determination that the specifically identified information does constitute a trade secret, the ATL shall withhold the records, and the requester may file an action in Fulton County Superior Court to obtain an order that the requested records are not trade secrets and are subject to disclosure.

Submitting firms are advised that their designation as "trade secret" will not be binding on the ATL or determinative of any issue relating to confidentiality. The ATL will not accept blanket designations that do not clearly identify information and materials that are "trade secrets." The ATL may, in its sole discretion, and subject to compliance with the Open Records Laws and other applicable law, treat the whole of the relevant Section(s)/document(s) that are subject to such a blanket designation as subject to disclosure pursuant to the Open Records Laws.

All material submitted regarding the RFQ becomes the property of the ATL. Any activity pursuant to this RFQ by any submitting firm is governed by all applicable laws, including without limitation, Georgia and Federal antitrust laws. The ATL is not responsible to return to a submitting firm any or all of the SOQ or other information furnished by that submitting firm.

In no event will the State, the ATL, Cobb County, SRTA, or any of their agents, representatives, consultants, directors, officers or employees be liable to a submitting firm or subcontractor for the disclosure of all or a portion of any SOQ submitted in response to this RFQ.

Nothing contained in this provision shall modify or amend requirements and obligations imposed on the ATL or any other State entity by the Open Records Laws or other applicable law, and the provisions of the Open Records Laws or other laws shall control if there is a conflict between the procedures described above and the applicable law.

2.9. Reserved Rights

In connection with this solicitation, the ATL reserves to itself all rights (which rights are exercisable by the ATL in its sole discretion) available to it under its Procurement Policy and applicable law, including without limitation, with or without cause, and with or without notice, the right to:

- a. modify the procurement process or documentation described in this RFQ;
- b. develop the project in any manner that it, in its sole discretion, deems necessary or desirable, including by modifying the scope of the project;
- c. cancel this RFQ, or a subsequent RFP, in whole or in part at any time prior to the execution by the ATL of the Contract, without incurring any cost obligations or liabilities except as otherwise expressly stated in this RFQ or the subsequent RFP;
- d. issue a new solicitation after cancellation of this RFQ or a subsequent RFP;
- e. not issue an RFP;
- f. reject any and all submittals, responses, and proposals at any time;
- g. reject any and all SOQs or proposals or any portion of a specific proposal for any reason;
- h. modify all dates set or projected in this RFQ;
- i. terminate evaluations of SOQs or proposals at any time;
- j. issue amendments, supplements, and modifications to this RFQ;



- k. appoint Evaluation Committees to review SOQs, and seek the assistance of outside technical experts and consultants in SOQ evaluation;
- l. make independent calculations with respect to numbers and calculations submitted in a SOQ (if applicable) for purposes of its evaluation;
- m. revise the evaluation criteria or methodology by issuing an amendment prior to the SOQ submission deadline;
- n. require confirmation of information furnished by a submitting firm, require additional information from a submitting firm concerning its SOQ and require additional evidence of qualifications or ability to perform the work described in this RFQ;
- o. seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ;
- p. add or delete submitting firm responsibilities from the information contained in this RFQ;
- q. negotiate with a submitting firm without the ATL being bound by any provision of a submitting firm's SOQ or subsequent Proposal;
- r. waive administrative or minor deficiencies in a SOQ, accept and review a non-conforming SOQ or permit clarifications or supplements to a SOQ;
- s. disqualify any submitting firm who changes its SOQ without ATL approval;
- t. disqualify any submitting firm from the procurement process for violating any rules or requirements of the procurement specified in this RFQ, any resulting RFP, applicable law, or any other communication from the ATL;
- u. add to the shortlist of qualified firms any submitting firm that submitted a SOQ in order to replace a shortlisted firm that withdraws or is disqualified from participation in this procurement;
- v. (as and solely to the extent applicable) adjust the terms of, or not pursue federal financing programs, or adjust the terms of, or not pursue other financing or public funding for the project on behalf of the submitting firms, or otherwise;
- w. develop some or all of the project itself or through another state or local government entity or entities;
- x. disclose information submitted to the ATL as permitted by applicable law or this RFQ;
- y. not issue a notice to proceed after execution of any resulting contract;
- z. exercise any other right reserved or afforded to the ATL under this RFQ or a subsequent RFP and applicable law; and
- aa. exercise its discretion in relation to the matters that are the subject of this RFQ as it considers necessary or expedient or in the best interest of the ATL and its stakeholders in light of all circumstances prevailing at the time that the ATL considers to be relevant.

This RFQ does not commit the ATL to enter into any Contract or proceed with the procurement described in this RFQ. The ATL, Cobb County, SRTA and the State assume no obligations, responsibilities or liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to or responding to this RFQ, or any subsequent RFP. All such costs shall be solely the responsibility of each submitting firm.

Except as provided in this RFQ, in no event will the ATL, Cobb County, or SRTA be bound by, or liable for, any obligations with respect to the project until such time (if at all) as a legal Contract



has been authorized by the ATL and executed by the ATL and, then, only to the extent provided in the Contract. No submitting firm shall have any cause of action against the ATL arising out of the methods by which proposals are evaluated.

The ATL has the sole right to select the successful SOQs for shortlisting; to award a contract(s) to other than proposers submitting lower cost proposals; to award multiple contracts; or not to award a contract as a result of this RFQ or prospective RFP.

The ATL reserves the right to accept any proposal deemed to be in the best interest of the ATL and to waive any irregularity or informality in any proposal.

2.10. Protests

The ATL's protest policy shall govern this solicitation, and it can be found at:

<https://atltransit.ga.gov/wp-content/uploads/2019/04/ATL-Procurement-Policy-Clean-2-6-19.pdf>

2.11. Minority Business Participation

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this solicitation and prospective resulting Contract. It is the ATL's policy to practice nondiscrimination based on age, disability, race, gender, color, sex, religion or national origin in the award or performance of this contract. All companies qualifying under this solicitation are encouraged to submit SOQs. The requirements of this solicitation apply for all submitting firms, including those who qualify as a Disadvantaged Business Enterprise (DBE). The ATL has an agency-wide DBE goal of 9.62% across all federally funded contracts. Submitting firms with questions regarding DBE certification may contact the Issuing Officer.

As an incentive to increase utilization of minority-owned businesses as subcontractors on State purchases, the State of Georgia provides for an income tax adjustment on the state tax return of any company that subcontracts with a State certified minority-owned firm to furnish goods, property, or services to the State of Georgia. The Tax Incentive Program is codified at O.C.G.A. §48-7-38 and is managed by the Georgia Department of Revenue.

2.12. Small Business Participation

The ATL strongly supports the participation of small business owners in its contracts. It is the policy of the ATL to ensure nondiscrimination in the award and administration of USDOT- assisted contracts. It is the intention of the ATL to create a level playing field on which small businesses can compete fairly for contracts and subcontracts relating to its construction, procurement and professional services activities in compliance with the requirement of 49 C.F.R. 26.39.

2.13. Ethical Standards

It is a breach of ethical standards for any ATL employee to participate directly or indirectly in a procurement when the employee knows:



- The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
- A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
- Any other person, business or organization with whom the employee or any member of employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

ATL employees are also bound by the Georgia Governor's Executive Order, dated January 14, 2019, for "Establishing a Code of Ethics for Executive Branch Officers and Employees." The Executive Order prohibits the ATL and ATL employees, or any person acting on their behalf, from accepting, directly or indirectly, any gift from any person with whom the employee interacts on official ATL business. Therefore, it is unlawful for a potential submitting firm, or its subcontractors or suppliers, to make gifts or favors to any ATL employee. It is also unlawful for any ATL employee to accept any such gift or favor. In addition, any persons acting as members of, or assisting, the Evaluation Committee for this procurement shall, for the purposes of this procurement, be bound by the referenced Executive Order.

Throughout the qualifications evaluation and shortlisting process and subsequent RFP and contract negotiations, submitting firms shall not discuss or seek specific information about this procurement, including but not limited to, the contents of submissions, the evaluation process or the contract negotiations, with members of the Evaluation Committee, the ATL or SRTA Board of Directors, or Cobb County Board of Commissioners or ATL, SRTA or Cobb County employees other than the Issuing Officer.

Any prospective submitting firm, anyone representing the submitting firm, any subcontractor or supplier on the submitting firm's team, or anyone representing a subcontractor or supplier on the submitting firm's team who attempts to influence any member of the Evaluation Committee, the ATL or SRTA Board of Directors, the Cobb County Board of Commissioners or ATL, Cobb County or SRTA employees in regards to this solicitation by offering or giving any advantage, gratuity, discount, bribe, or loan to any member of the Evaluation Committee, the ATL or SRTA Board of Directors, the Cobb County Board of Commissioners or ATL, Cobb County or SRTA employees shall cause the submittal to be subject to disqualification from consideration for shortlisting, and other potential courses of action, depending on the offense.

2.14. Submitting Firm Conflicts of Interest

Submitting firm must disclose in detail, with the SOQ, anything that may create a conflict or appearance of a conflict of interest. For purposes of this RFQ, "conflict of interest" means any situation or circumstance arising out of existing or past activities, business interests, familial relationships, contractual relationships or organizational structure (i.e., parent entities, subsidiaries, affiliates, subconsultants, etc.) or litigation where: 1.) Submitting firm, a key team member or key personnel could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of ATL, SRTA or Cobb County's independent judgment; or 2.) could or could be seen



to compromise, impair or be incompatible with the effective performance of its obligations under the resulting contract.

Required disclosures include, but are not limited to: 1.) any current contractual relationships with the ATL, SRTA, Cobb County or any of their employees or board members; 2.) any past, present or planned contractual or employment relationships with any officer or employee of the ATL, Cobb County or SRTA; and 3.) any other circumstances that might be considered to create a financial interest in the resulting contract by the ATL, SRTA, Cobb County or any of their respective employees or board members if submitting firm is shortlisted or awarded a contract from a subsequent RFP for this project. The foregoing list is a demonstrative list and shall constitute a limitation on the submitting firm's disclosure obligations.

The ATL, in its sole discretion, will make a determination relative to a real or perceived potential conflict for a submitting firm and its ability to mitigate such a conflict. A submitting firm found to have a Conflict of Interest that cannot be mitigated, as determined in the sole discretion of the ATL, shall not have its SOQ submission evaluated for shortlisting.

Failure to comply with the requirements in this Section 2.14 or to abide by the ATL's determination in this matter may result in the ATL disqualifying the submitting firm from submitting a SOQ, disqualifying the offending team member from participating on a submitting firm's team or, following submission of a SOQ, discontinuing further consideration of such submitting firm and its SOQ.

Conflicts of interest that arise after the SOQ submission deadline must be disclosed in detail in writing to the Issuing Officer.

2.15. Registered Lobbyists

By submitting a response to this RFQ, the submitting firm hereby certifies that the submitting firm and its lobbyists are in compliance with the Lobbyist Registration Requirements in accordance with the Georgia Government Transparency and Campaign Finance Commission.

2.16. Responsibility for Compliance with Legal Requirements

Submitting firm's products, services, and facilities shall be in full compliance with any and all applicable federal, state, and local laws, regulations, ordinances, and standards regardless of whether or not they are referred to in this RFQ.

2.17. Conditions SOQs

Terms and conditions attached to a proposal by a Proposer and made a condition of Contract execution may render the proposal non-responsive and may be rejected by the ATL.

2.18. Period that SOQs Remain Valid



Each submitting firm agrees that its SOQ will remain valid for a period of one hundred and eighty (180) calendar days beginning with the deadline for SOQ submission. Following the deadline for SOQ submission, no SOQ may be withdrawn for a period of 180 calendar days.

Requests for withdrawal of SOQs after 180 calendar days following the deadline for SOQ submission must be submitted to the ATL in writing (defined as being sent or received via letter or on official firm/agency letterhead or by electronic mail). Such requests for withdrawal of proposals must be submitted in writing to the attention of Issuing Officer.

2.19. Proposal Preparation Costs

Each submitting firm's SOQ should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete SOQ. All costs of SOQ preparation, attendance at demonstrations, pre-proposal and/or pre-award meetings, and any other pre-award costs shall be at submitting firm's sole cost and expense. The ATL will not provide reimbursement for any costs associated with SOQ preparation.

2.20. Placeholders

If a submitting firm does not include information or materials in its proposal that are described in the relevant submittal requirements in Section 3 because the required information or materials are not applicable to that submitting firm, the submitting firm must include in the relevant Section in its SOQ a statement to the following effect: "Section[s] [] of the ----- do[es] not apply because [submitting firm to insert brief explanation]."

3. Contents of a Complete SOQ Submission

To be eligible for evaluation by the ATL as a complete, responsive SOQs submitted must contain all required offered documents, properly signed (as required), fully completed by an authorized representative of the submitting firm, and numbered and arranged in the following order:

3.1. Complete Statement of Qualifications Checklist

- This document serves as a checklist for submitting firms to ensure that their SOQ is complete and ready for submission to SRTA. The document is used by the ATL during the evaluation of responsiveness of SOQs.
- This document must be fully completed, signed, and submitted with the SOQ submission.
- Blank checklist form is attached as Offer Document #1 of this RFQ. *NOTE- All offer documents will be posted on the Georgia Procurement Registry, as an accompanying document to the RFQ and shall be a part of this RFQ.*

3.2. Qualifications Submission Letter



- This document summarizes the acknowledgements and representations made by and agreed to by the submitting firm with regard to its SOQ Submission.
- This document must be fully completed, signed, and submitted with the Qualifications Submission.
- Blank form is attached as Offer Document #2 of this RFQ.

3.3. Acknowledgment of Addenda to RFQ

- This document must be fully completed, signed, and submitted with the Qualifications Submission.
- If no addenda to the RFQ were issued by the ATL, Submitting Firm must still complete the form and include it in its Qualifications Submission.
- Blank form is attached as Offer Document #3 of this RFQ.

3.4. Submitting Firm Information

- This Firm Information document summarizes key information about the submitting firm for the ATL's assistance and reference during evaluation of the Qualifications Submission including:
 - Contact Information for submitting firm
 - Corporate information
 - List of references for whom submitting firm has performed similar services in the past ten years
- The ATL may contact any of the references listed on this document as part of its evaluation of Qualification Submissions.
- If submitting firm is a certified DBE, proof or sufficient evidence of DBE certification must accompany this document.
- This document must be fully completed, signed, and submitted with the Qualifications Submission.
- Blank form is attached as Offer Document #4 of this RFQ.

3.5. Submitting Firm Certification

- This document must be fully completed, signed, and submitted with the Qualifications Submission.
- Blank form is attached as Offer Document #5 of this RFQ.

3.6. Overview of Firm's Background

- The format of the document shall be as described in the table below as Offer Document #6, and shall be limited to no more than ten (10) single-side typed pages, collectively, with font size no smaller than 11 pt.



Maximum No. of Points Available	10 Page Limit	Firm's Background
N/A		Offer Document #6, Section A1- Provide basic company information: Company name, address, name of primary proposing contact, telephone number, fax number, E-mail address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed and this office's proximity to SRTA's offices. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the offeror a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), or other structure?
N/A		Offer Document #6, Section A2- Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations.
N/A		Offer Document #6, Section A3 - Has the firm been involved in any litigation in the past three (3) years? Describe your experience with litigation with clients. List any active or pending litigation and explain. List any indictments the firm/principals have been issued.
N/A		Offer Document #6, Section A4 - Provide a statement of disclosure, which will allow SRTA to evaluate possible conflicts of interest. Respondents must provide, in their own format, a statement of all potential legal or otherwise significant conflicts of interests possibly created by the respondent being considered in the selection process or by the respondent's involvement with the ATL, Cobb County or SRTA or involvement in a particular ATL, Cobb County or SRTA project. Respondents should provide information as to the nature of relationship(s) with parties in such potential conflict.
N/A		Offer Document #6, Section A5 - Provide name of insurance carrier, types and levels of coverage, and deductible amounts per claim.
N/A		Offer Document #6, Section A6 - Supply financial references and main banking references.
N/A		Offer Document #6, Section A7 - Has the firm ever been removed from a contract or failed to complete a contract as assigned?
N/A		Offer Document #6, Section A8-- Provide any non-discrimination and equal employment opportunity policies of the firm.
Pass/Fail		



3.7. Firm's Qualifications and Experience

- Each submitting firm must provide certain information in the prescribed format and limit their response statements as instructed below. The ATL recognizes the amount of effort necessary to prepare a response to this RFQ and leaves it up to the submitting firm to determine the exact level of detail necessary to demonstrate that it has the requisite prior experience and capabilities to perform up to the ATL's expectations.
- Each SOQ shall be prepared simply and economically, providing a straightforward, concise delineation of firm's capabilities to satisfy the requirements of this RFQ. Emphasis on each submitting firm's qualifications and experience must be on **relevance, completeness and clarity** of content.
- This document shall be provided by the submitting firm and labeled as Offer Document #7. It shall be a narrative description of the submitting firm's qualifications and experience. This narrative description shall include the appropriate use of headings and subheadings that address, at minimum, the following elements:

Maximum No. of Points Available	Page Limit	Qualifications and Experience
15	8	<p>Offer Document #7, Section A1 - Provide information on the firms' experience for clients where the services provided were of similar type, function, and complexity. Provide any information that may serve to differentiate the firm(s) from other firms in suitability for the project.</p> <p>Describe no more than five (5) and no fewer than three (3) clients, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform services for the ATL, Cobb County and SRTA. For each account, the following information should be provided:</p> <ul style="list-style-type: none"> • Client name, location and dates during which services were performed; • Clear description of overall project and the specific services performed by your firm including descriptions of with whom the firm worked with at each agency – client staff, other consultants, integrators; • Exact length of service performed by your firm, and overall project budget; • Client's stated satisfaction in service of your firm; and • Client's current contact information. • <p>Letters of reference from at least (2) of those clients for whose projects were of similar scope should be provided if available. Letters of reference should, preferably, describe the work completed and contain some specific examples on how quality products were delivered on schedule and within budget.</p>

Maximum No. of Points Available	Page Limit	Qualifications and Experience
15	12	<p>Offer Document #7 Section, A2 - Provide professional qualifications and description of experience for the firm including the project principal and key personnel, including any known or potential embedded consultants.</p> <p>Include a general organizational chart of the known or potential proposed team showing names, titles, firms, and roles/subject matter of all personnel listed. Appropriate designations should be included if multiple firms are proposed in the team.</p> <p>Provide any resumes for known staff that would support the ATL, Cobb County and SRTA for the resulting EAMS system and implementation under this contract. Resumes should include:</p> <ul style="list-style-type: none"> - Name - Role in this contract, key responsibilities, and subject matter expertise - Years of experience - Firm name and location – including city and state from where staff will support, if different - Education – provide all levels of relevant academic degree(s) received, indicate the area(s) of specialization for each degree - Current professional registrations - Relevant projects – information on up to five projects in which the person had a significant role that demonstrates the person’s capability relevant to their proposed role in the contract.
30	10	<p>Offer Document #7, Section A3 – Overview of Software Solution</p> <ul style="list-style-type: none"> a) Provide software product firm envisions proposing (if involved in a prospective subsequent RFP) and version number, and other potential technical software product solutions and version number(s) the firm might propose. Provide years proposed software version has been in use, number of revisions over last 5-years, and when the next update is expected. Provide a list of module names and functionalities included in the base COTS product b) Provide a list of the optional modules and functionalities not included in the based COTS product c) Provide overview of how the system meets Transit Asset Management (TAM) rule and NTD reporting requirements
10	3	<p>Offer Document #7, Section A4 – Implementation Issues/Challenges</p> <ul style="list-style-type: none"> a) Provide a detailed summary of challenges encountered on past EAMS implementation projects for transit entities using software solution



Maximum No. of Points Available	Page Limit	Qualifications and Experience
10	1	Offer Document #7, Section A5 – Performance Based Management a) Provide information on firm’s experience with performance-based managements and the ways in which the software can be a tool for transit entities to leverage the benefits of performance-based management
10	2	Offer Document #7, Section A6 - Project Management a) Provide a description of your firm’s and personnel’s experience in providing project management services similar to that would be required for an EAMS implementation b) Provide a list of all key staff provided in Section A2 that qualify to provide project management services and include all active certifications for each proposed staff member
Section B – Statement of Suitability		
10	2	Offer Document #7, Section B1 - Include any unique qualifications and/or experience of your firm that may not have been included in the Experience and Qualifications above. This should include any value-add services that would support the ATL, Cobb County and SRTA’s EAMS goals. Include your firm’s projected fit to the coordination, implementation, communication, techniques, and quality assurance, which you feel would be necessary for this scope.

3.8. Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

- This document must be fully completed, signed, and submitted with the SOQ submission.
- Blank form is attached as Offer Document #8 of this RFQ.

3.9. Certification Regarding Suspension and Debarment

- This document must be fully completed, signed, and submitted with the SOQ submission.
- Blank form is attached as Offer Document #9 of this RFQ.

3.10. Certification Regarding Lobbying

- This document must be fully completed, signed, and submitted with the SOQ submission.
- Blank form is attached as Offer Document #10 of this RFQ.

3.11. Anti-Boycott, Divestment and Sanctions Against Israel Certification



- This document must be fully completed, signed, and submitted with the SOQ submission.
- Blank form is attached as Offer Document #11 of this RFQ.

4. Qualifications Evaluation and Shortlisting

4.1. Standards for Award

In order to be eligible for contract award a SOQ submission must meet all of the following criteria:

4.1.1. The SOQ submission is responsive to the solicitation.

- A SOQ submission shall be considered responsive if it reasonably conforms in all material aspects to the requirements of the solicitation at the scheduled time of submission.
- It shall be at the sole discretion of the ATL to determine if a SOQ submission reasonably conforms in all material aspects to the requirements of the solicitation.

4.1.2. The firm which submitted the SOQ is a responsible firm at the time of shortlisting.

- The determination that a submitting firm is responsible may include, but is not limited to, ATL's consideration and sole determination of the following:
 - Submitting firm's record of integrity and business ethics;
 - Submitting firm's current performance;
 - Submitting firm's past performance;
 - Submitting firm's financial and technical resources or ability to obtain such;
 - Submitting firm is not currently debarred not suspended from Federal or State of Georgia programs.

4.2. Evaluation and Award Process

All responsive SOQs shall be evaluated by the Qualifications Evaluation Committee. Qualifications Submissions and evaluations will be kept confidential throughout the evaluation and award process, subject to the limitations of Section 2.8 herein. SOQs will be evaluated, and a firms will be shortlisted in accordance with the following process:

4.2.1. Responsiveness Determination

SOQs will first be evaluated by the Issuing Officer and appropriate ATL officials for responsiveness in accordance with the standard set forth in Part 1, Section 4.1.1 above. Only those SOQs that are determined to be responsive shall be evaluated for responsibility.

4.2.2. Evaluation by Qualifications Evaluation Committee

Responsive SOQs will be evaluated by the Qualifications Evaluation Committee for responsibility in accordance with the standards set forth in Part 1, Section 4.1.2 above.



The Qualifications Evaluation Committee shall then evaluate each responsive submission in accordance with the criteria outlined in Part 1, Section 3.6 and 3.7 to determine the submitting firm that is qualified to provide the required Scope of Services. SOQs will be evaluated in accordance with the criteria detailed in Part 1, Section 3.7 above.

After reviewing and scoring each responsive SOQ in accordance with the criteria detailed in Part 1, Section 3.7 above, the Qualifications Evaluation Committee may choose to invite three to five (3 to 5) of the highest ranked firms for abbreviated system demos. It shall be at the discretion of the Qualifications Evaluation Committee as to whether it will require any abbreviated system demonstrations and as to how many and which Submitting Firms will be invited to make presentations and participate in interviews with the committee.

Should the Qualifications Evaluation Committee elect to conduct abbreviated system demonstrations, the number of firms interviewed shall be determined at the sole discretion of the Qualifications Evaluation Committee. At the conclusion of the abbreviated system demonstrations, the evaluation committee may assign up to 20 additional points to each of the presenting firms before completing its final ranking of the firms. The Qualifications and Evaluation committee shall have, in its sole discretion, the option to conduct abbreviated system demonstrations with the top firms or, if abbreviated system demonstrations are not conducted, proceed with the preliminary firm ranking as the final ranking.

Once the Qualification Evaluation Committee has established the final ranking, a shortlist of qualified firms ("Notice of Qualified Firms") will be posted to the ATL website. Only the firms included on the Notice of Qualified Firms will be eligible to respond to the forthcoming RFP.

5. ENVISIONED SCOPE OF SERVICES

NOTE- ATL considers the goods, equipment and services which are envisioned and generally described below to be necessary, and currently intends these items and services, as a minimum, to reflect the Scope for a prospective RFP. The actual, final scope of services, however, may differ, may be greater or lesser, and shall be determined in subsequent processes, including negotiation prior to execution of a prospective Contract with a successful firm.

The Atlanta-region Transit Link Authority (ATL) is requesting information for a Performance Based, Hosted, Commercial-Off-The-Shelf (COTS) Enterprise Asset Management System (EAMS) that meets the needs of (FTA) Transit Asset Management (TAM) designated Tier 1 and Tier 2 agencies.

Proposer is expected to have the technical/functional experience and a proven track record in configuration, testing, implementation, integration and maintenance of a COTS SaaS EAMS software product. Prior implementation experience in public transit, State DOTs, or company fleet operations is preferred.



The proposed EAM software must provide functionalities in the following areas: Asset Management, Asset Inventory, State of Good Repair (SGR), Asset Valuation, Asset Risk, Asset Forecasting, Asset Investment and Prioritization, Work Order Planning and Management, Warranty Tracking, Reports and Dashboards, Mobile Capabilities, and Parts Inventory.

A single transit asset database containing data from all agencies that are implementing now (SRTA and CobbLinc) and those that may decide to implement in the future is required. The ATL will need to access the entire database while participating agencies will require access to their owned assets within the single database.

The following benefits are expected: Comprehensive and Integrated EAMS, Easier TAM and NTD reporting, Improved Work Order Management, Condition Assessment Data Analysis, Tracking of Preventive Maintenance Programs, Improved Tracking of Contractor Maintenance Performance, Warranty Tracking, Inventory Management, and Mobile Capability.

Additional information for specific areas provided below.

Asset Management

Software must support processes and workflows that will support acquisitions, commissioning, services, overhauls, remodels, improvements, and disposals of assets. Analytical functionality supported by data, workflows, and reports to inform decisions, such as determining if additional investment is warranted or if an asset should be replaced based upon repair data, warranty, useful life, condition, reliability, trends over time, and funding must be provided.

Asset Inventory

The asset inventory must track all the attributes for all asset categories and departments from cradle to grave. Assets in the new EAMS solution will be tracked down to owner, operator, and maintainer; these distinctions will be used to manage access to the database and to create new entries.

The asset inventory will use a hierarchical classification structure/relationship to include parent-child relationships that specify all children of an asset and structure at each level, as applicable, and must be compliant with FTA's Transit Asset Management (TAM) and National Transit Database (NTD) reporting requirements. It must be capable of tracking multiple asset categories (rolling stock, equipment, facilities) and asset classes (buses, vans, cutaways, automobiles, service vehicles, support facilities, passenger facilities, and parking facilities).

State of Good Repair (SGR)

The system must have the ability to enter detailed condition assessment ratings (TERM scale for some assets) and comments either manually or by another method (file upload, integration through API) for all assets, and the ability to provide the status and availability of assets. The condition assessment functionality must have the ability to load images and documents and must comply with FTA's TAM and NTD requirements for condition reporting.

The inspection process requires functionality for scheduling and assignment (through work orders) of tasks to technicians, with appropriate instructions and data inputs. It also requires functionality for



designating and tracking the condition of assets based on user-defined criteria for each asset category and class, utilizing a user-defined condition-rating scale.

Asset Valuation

The Regional Partners require functionality that will provide the capability to calculate total cost of ownership and analyze all costs associated with the operation and maintenance of the various asset categories and classes throughout the Regional Partners. As part of this functionality, the system must be able to calculate at a minimum asset depreciation and current value.

System Integrations

Several integrations with existing or planned systems will be implemented as part of the EAMS project. The integrations may be through an API (if possible) or manual. All integrations are projected to be one-way.

Reports and Dashboards

The proposed EAMS software shall have the functionality to create ad hoc reports and dashboards based on user preferences and without assistance from IT staff. The Proposer shall submit a list with screen shots of currently available ready-to-use built-in reports and dashboards provided with the software.

Dashboards will provide users with the necessary summary information, Key Performance Indicators (KPIs) and the ability to drill down into details on specific tasks and histories, by asset type.

Work Order Planning and Management

Work Order Planning and Management must provide insight into upcoming maintenance work, resources and parts needs. The system will support functionality for planning, scheduling, management and tracking of maintenance activities. Further, the functionality will support the tracking and costing of work performed on these assets and the resources performing the work. Schedules will be created by category and class, date in service and manufacturer, with the ability to group like-assets based upon user-defined criteria. The work order planning functionality will work directly with work order management, preventive maintenance, parts, inventory and requisition, and warranty functionality to help manage assignments and technician resource leveling.

Warranty Tracking

Warranty information will be available for all assets with the ability to track the information when work orders are created and to receive notifications to check assets before expiration date. Users will be able to enter warranty information for all assets as applicable. The warranty management functionality must provide make, model, serial number, description, start date, end date, and the functionality to initiate warranty claims.

Parts Inventory

The Regional Partners will require the ability to manage parts, parts catalogs, inventory, storage locations and requisitions associated with the maintenance of assets used for transit. Parts information will need to align with manufacturers parts' manuals and work orders. The system will allow the Regional Partners to requisition parts in advance from a catalog for a work order and link it to associated maintenance activities.



The system will track parts inventory and usage patterns. The system will have the ability to establish minimum quantity requirements based on historical usage and will be able to calculate Economic Order Quantities (EOQ). The system will support the generation of barcodes to identify parts, location, and enhanced physical inventory. The system will be able to support standardization of item descriptions.

Mobile Platform

The EAMS solution should provide a mobile platform. Although not performed this way today, the transit agencies are looking for the ability to conduct several business functions from a mobile platform. These include work order completion, inspections, condition assessments, physical asset and inventory counts, planning and scheduling preventive maintenance, incident reporting, and monitoring the performance of the maintenance program. The Regional Partners expect to conduct these activities in the field via a mobile device.

Assets and EAMS Functionality Required by Regional Partner

SRTA

Business Unit	Asset Category	Quantity	Asset Inventory	Asset Mgmt	Work Order Mgmt.	Incident Mgmt.
Transit	Rolling Stock	165	Yes	Yes	Yes	Yes
	Facilities	29	Yes	Yes	Yes	Yes
	Equipment	83	Yes	Yes	Yes	Yes
	Infrastructure	100	Yes	Yes	Yes	Yes
IT	Infrastructure	3206	Yes	Yes	Yes	No
HR	Infrastructure	82	Yes	Yes	No	No
Tolling	Facilities	4	Yes	Yes	No	No
	Equipment	5399	Yes	Yes	No	No
Other	Equipment	1	Yes	Yes	Yes	No
	Infrastructure	2	Yes	Yes	Yes	No

CobbLinc

Business Unit	Asset Category	Quantity	Asset Inventory	Asset Mgmt	Work Order Mgmt.	Incident Mgmt.
Transit	Rolling Stock	122	Yes	Yes	Yes	Yes
	Facilities	14	Yes	Yes	Yes	Yes
	Equipment	23	Yes	Yes	Yes	Yes
	Infrastructure	1	Yes	Yes	Yes	Yes

Asset Hierarchy

