

City of Toccoa (“Owner”)

Request for Qualifications

To Provide

Engineering Services For

Public Infrastructure Improvements

Request for Qualifications

Engineering Services Public Infrastructure Improvements

The City of Toccoa (“Owner”), is soliciting statements of qualifications from professional firms interested in providing Engineering Services for water, sewer, stormwater and/or other public infrastructure projects. This Request for Qualifications (“RFQ”) seeks to identify potential providers of the above- mentioned services. One or more firms that respond to this RFQ and who are determined by the Owner to be especially qualified, may be deemed eligible and may be invited to discuss and negotiate for these services. All respondents to this RFQ are subject to instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully. The Owner reserves the right to reject any or all statements of qualifications or proposals and to waive technicalities and informalities at the discretion of the Owner.

1. General Project Information

Project Description

Under the guidance of the local government, it will be the responsibility of the selected firm to provide initial consultation and evaluation, funding assistance, preliminary Engineering Reports (PER), final design, construction administration, and inspection and close out services for public infrastructure projects. The expectation is that selected companies will provide the technical skills necessary for capital improvement or maintenance projects, or evaluate such projects on very short notice, and on an as-needed basis, as determined by the City.

The delivery method for this project will be a traditional Design-Bid-Build.

Project Goals

It is envisioned that the successful Project will achieve the following objectives:

- WWTP Treatment Plant Upgrades
- Sewer Collection System Improvements
- Water Treatment Plant Upgrades
- Water System Improvements
- Stormwater System Improvements
- Other infrastructure rehabilitation and expansion projects

Project Schedule

The selected firm will immediately begin work to submit environmental permitting.

Engineering Design - +/- 6 months

Permit Approval - +/- 3 months

Contract Bidding - +/- 1 month

Contract Award - +/- 2 months

Construction - +/-12 months

(All of the dates/timeframes above are estimates and subject to change. The fee structure for Engineering Consulting Services relative to the schedule and fee amounts will be agreed upon by the Owner and the Consultant prior to the start of Consulting Services.)

2. Engineering Consultant Requirements

- History of firm and resources
- Familiarity with the community
- Key personnel/qualifications
- Proof of licensure
- Current workload and ability to provide proposed services
- Proposed approach, ability, scope and level of service
- Experience with similar state and federally funded projects and list of references
- Errors and Omissions Insurance, please provide a copy
- Statement of Qualifications Form

The final scope of services will be developed by the Owner and communicated to eligible firm(s) prior to actual agreement. The Owner will provide additional details and a list of general duties required in Engineering Consulting Services for this Project to eligible finalists.

3. RFQ Schedule of Events

The following Schedule of Events represents the Owner’s best estimate of the schedule that will be followed. All times indicated are prevailing times in Georgia. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

4. Selection Process

a. Owner issues public advertisement of RFQ for a period of 30 days	(Date:03/10/2023)	-----
b. Deadline for written questions/requests for clarification (<i>see section 6</i>)	(Date:03/31/2023)	5:00 PM
c. Deadline for submission of Statements of Qualifications (<i>see sections 5, 7</i>)	(Date:04/10/2023)	5:00 PM
d. Owner completes evaluation, posts results, and issues Notification to Finalist firm	(Date:04/14/2023)	-----
e. Selection Committee interviews finalist firms	(Date:05/XX/2023)	TBA

A Selection Committee, consisting of representatives of the Owner, will identify the finalist firm through a qualifications-based selection process. The Selection Committee will receive and evaluate Statements of Qualifications submitted in response to this RFQ using the following criteria:

Criteria for evaluation of Statements of Qualifications

- 10% Stability of the firm, including the firm’s corporate history, growth, resources, form of ownership, financial information, and other evidence of stability.
- 35% Firm’s relevant project experience and qualifications, including the demonstrated ability of firm in effective Consulting Services for projects comparable in complexity, size, and function. This includes relevant experience and qualifications of the principal Consulting Services lead staff and level of experience in a leadership role over multiple providers and phases of construction for GEFA, EDA, CDBG, USDA, OneGeorgia, REBA, and/or ARC Projects.
- 35% Past performance of the firm including references about the quality of leadership of the firm in Consulting Services, the overall services of the firm to previous customers, the firm’s ability to

meet established project goals, the firm's response to the Owner's needs throughout the project, and the financial and technical success history of the of projects in which the firm provided leadership. The firm's familiarity with the community and with the processes and operations of the owner will be a part of this evaluation.

20% Firm's apparent suitability to provide services for Project, including the firm's apparent fit to the project type and/or needs of the Owner, any special or unique qualifications for the Project, current and projected workloads, proximity of office or lead staff to Project location, experience working with the local government, and services offered by the firm. The firm's non-discrimination policies, any policies and past efforts for W/MBE inclusion will be a part of this evaluation, as well as the firm's record and methodology of addressing public safety and environmental concerns.

Finalist Notification

The names of the firms selected as finalists will be posted on the Georgia Procurement Registry. The firms selected as finalists will receive written notification (Finalist Notification) from the Owner which will address the necessary elements of the remainder of the selection process.

Interview

In the Finalist Notification, each finalist firm shall be informed of the place and time for the interview session. The time allotted to each firm will not exceed 60 minutes.

Consultant Selection

Upon completion of the evaluation and interview process by the Selection Committee, the firms will be ranked using criteria described herein in descending order of recommendation. Negotiations may then be initiated with the highest-ranking firm to finalize the terms and conditions of the contract, including the fees to be paid. In the event a satisfactory fee agreement cannot be reached with the highest ranking firm, the Owner will formally terminate the negotiations in writing and enter into negotiations in turn with the second highest ranking firm, and so on until a mutual agreement is established and the Owner awards an Engineering Consulting Services contract. The actual Form of Contract shall be developed by the Owner.

5. Instructions for Preparing Statements of Qualifications

Each submittal format (See Section 7) must include a transmittal letter. Emailed submittals must be able to print on standard (8 1/2" x 11") paper. The pages of the qualification submittals must be numbered. A table of contents, with corresponding tabs, must be included to identify each section. Responses are limited to 20 pages or less using a minimum of an 11-point font. Any exhibits, affidavits, or other enclosure information called for may be included in an appendix and will not count toward the page limit. Each Statement of Qualifications shall provide a straightforward, concise delineation of respondent's capabilities. Fancy, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content. The content of all Statements of Qualifications must be categorized and numbered as outlined below, and responsive to all requested information:

A. Description and Resources of Firm

- i. Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, email 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 the project site. 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), joint venture, or other structure?

- ii. 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 and staffing of offices
- iii. Provide a statement of disclosure, which will allow the Owner 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's being considered in the selection process or by the respondent's involvement in the project. Respondents should include information as to the nature of relationship(s) with parties in such potential conflict.
- iv. Has the firm ever been removed from a Services contract, had a contract terminated for default, or failed to complete a contract as assigned?

B. Experience, Qualifications, and Performance

- i. Provide professional qualifications and description of experience for principal Consulting Services personnel. (At this stage, firms are asked for information on lead staff only, but may list qualifications and experience on more than one lead individual who is qualified and available for proposed project. If the firm is selected as finalist, the Owner will request detailed information on the exact proposed expanded team and their relevant experience.) Firms that respond as joint teams will be expected to clearly demonstrate their team members' shared experience, as a joint team, on prior projects of similar magnitude and complexity.
- ii. Provide information on the firm's Engineering Consulting Services experience on projects of similar type, size, function, and complexity. Describe no more than 10 and no less than five projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided:
 - a. Project name, location, and dates during which services were performed.
 - b. Brief description of project and physical description.
 - c. Services performed by your firm.
 - d. Federal Grants applied, awarded, and managed.
 - e. Familiarity with the community and owner's processes and operations.
 - f. Owner's stated satisfaction level in the Consulting Services and/or overall service of your firm.
 - g. Owner contact information
- iii. Include any certifications, industry ratings, and achievement recognitions, etc., to attest to the level of experience and success. Describe innovations that the firm might have introduced or employed to increase project adherence to technical standards.

C. Statement of Suitability

- i. Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Suitability may include, but is not limited to, the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project, current and projected workloads, the proximity of office to Project location, past experience with the local government, and any services offered by the firm that may be particularly suitable for this project.
- ii. Provide any non-discrimination and affirmative action policies of the firm and the firm's history of W/MBE inclusion in sourcing for projects.

6. Submittal of Questions and Requests for Clarification

Questions about any aspect of the RFQ, or the project, must be submitted in writing (email is preferable) to: (Harry Scott). The deadlines for submission of questions relating to the RFQ are the times and dates shown in the RFQ Schedule of Events in Section 3.

7. Submittal of Statements of Qualifications

One or both of the following submittal formats may be used and the submittal format must be clearly indicated in the transmittal letter:

- A) A single PDF file of the statement of qualifications shall be prepared and emailed to the (Harry Scott) prior to the submittal deadline. Each submittal must include a transmittal letter. Submittals must be able to be printed on standard (8 1/2" x 11") paper and the words "Statement of Qualifications" and Project number must be clearly indicated in the filename. Statements of Qualifications must be received by the Owner prior to the deadline indicated in the Schedule of Events (See Section 3) at the exact address below:
- B) Mailed submissions must come in one envelope. The outside of the qualification envelope must be clearly labeled with the Company's name, address, contact information and labeled "Statement of Qualifications, Engineering Services for Water And Wastewater Improvements". The qualification envelope must only contain five (5) copies and one digital copy on a CD or flash drive of the Company's response. Each submittal must include a transmittal letter. Statements of Qualifications must be received by the Owner prior to the deadline indicated in the Schedule of Events (See Section 3) at the exact address below:

City of Toccoa
Harry Scott, Utilities Director
P.O. Box 579
92 N. Alexander St
Toccoa, GA 30577
hscott@cityoftoccoa.com
706-282-3305

8. Additional Terms and Conditions

Submittal Costs and Confidentiality

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Georgia Open Records Act, the details of the proposal documents will remain confidential until final award.

Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any statement of qualifications or proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Owner. The Owner reserves the right to waive non-compliance with any requirements of this Request for Proposal and to reject any or all proposals submitted in responses. Upon receipt and review of responses, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined),

with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached.

Statement of Agreement

With submission of a statement of qualifications or proposal, the Proposer agrees that he/she has carefully examined the solicitation, and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issues in any section of the solicitation with which the Proposer disagrees or needs clarified. The Proposer also understands that failure to mention these items in the proposal will be interpreted to mean that the Proposer is in full agreement with the terms, conditions, specifications and requirements in the therein. With submission of a proposal, the Proposer hereby certifies: (a) that this proposal is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that Proposer has not directly or indirectly included or solicited any other Proposer to put in a false or insincere proposal; (c) that Proposer has not solicited or induced any person, firm, or corporation to refrain from sending a proposal.

State American Rescue Plan Act Funding

Projects awarded through this procurement may be funded in whole or in part with American Rescue Plan Act funds passed through the Georgia Office of Planning and Budget (OPB) State Fiscal Recovery Fund (SFRF) grant program. Such projects will be required to comply with applicable Federal requirements, including those outlined in Appendix II of 2 CFR 200, as well as existing State public works construction requirements.