

Advertisement

Request for Qualification (RFQ) To Provide Engineering Services

The City of Elberton, as "Owner," is seeking Statements of Qualifications from firms interested in providing Engineering Services related to Water and Wastewater Treatment and Operations Services. The services include preliminary reports, final design, construction administration, and inspection for federally funded projects. This Request for Qualifications (RFQ) is issued to identify the most qualified potential providers of these services. One or more firms which respond to the 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. All respondents to the RFQ are subject to instructions and additional terms and conditions listed in the Owner's RFQ. The Owner reserves the right to reject any or all statements of qualifications, and to waive technicalities and informalities at the discretion of the Owner.

Restriction of Communication: From the issue date of this RFQ solicitation until a successful proposer is selected and announced, proposers are not allowed to communicate for any reason with any members of the Owner's staff, except for:

- a) Submission of questions as instructed in the RFQ,
- b) During the proposer's conference (if applicable), or
- c) As provided by any existing work agreement(s).

For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

The RFQ Package may be obtained at <https://www.cityofelberton.net/business-requests.php>. Statements of Qualifications must be delivered to the City of Elberton and should be delivered in accordance with instructions in the RFQ package. **The deadline for submission is no later than 2:00 p.m. EDT on May 8, 2024.**

It is the policy of the City of Elberton that small businesses, female-owned businesses and minority businesses have a fair and equal opportunity to participate in these opportunities. Contractors and subcontractors who utilize qualified minority subcontractors may qualify for a state income tax credits for qualified payments made to minority subcontractors. See Official Code of Georgia Annotated (O.C.G.A.) Section 48-7-38.

Lanier Dunn, City Manager
City of Elberton
203 Elbert St.
Elberton, GA 30635
(706) 213-3100

Request for Qualifications Engineering Services

The City of Elberton, Georgia, (“Owner”), is soliciting Statements of Qualifications from professional firms interested in providing Engineering Services related to Water and Wastewater Treatment and Operations. The services include preliminary reports, final design, construction administration, and inspection for federally funded projects. This Request for Qualifications (RFQ) is issued to identify the most qualified potential providers of these 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. Please note: The issuance of this RFQ invokes a Restriction of Communication on potential respondents, which, if violated, may result in proposal rejection (See Section 8 for details).

1. General Project Information

Project Description

Statements of Qualifications (SOQs) are requested from Engineering Firms with a strong record in successfully assisting local governments with preliminary reports, final design, construction administration, and inspection for federally funded projects for Water and Wastewater Infrastructure. Responding firms should be qualified to provide initial consultation and evaluation, preliminary engineering reports (PER), design, construction administration, inspection, and closeout for federally funded projects.

Plans are to contract, immediately and within three years of selection, a reputable engineering firm for preliminary reports, design, construction administration, inspection and closeout services for federally assisted community and economic development projects. This procurement includes Appalachian Regional Commission, Community Development Block Grants (i.e. Immediate Threat and Danger (ITD), Disaster Recovery, Innovative, Redevelopment, Employment Incentive), US Department of Commerce Economic Development Administration (EDA) Projects, Georgia Environmental Finance Authority (GEFA), United States Department of Agriculture (USDA), and any other federally funded project in compliance with 2 CFR 200 for Qualifications Based Selection (QBS) and The Brooks Act (Public Law 92-582) enacted October 18, 1972. This procurement action may also lead to additional project contracts and/or contract addendums for PERs, design and construction administration services, for State and federally funded projects. Submitting firms will be considered, on a project by project basis, should federally funded opportunities arise during the next 36 months. The selected firm must provide an annual updated SOQ during this 3-year period.

Anticipated programs include expansion and improvements to the existing Water Treatment, Distribution and Storage Facilities. Future projects may include Wastewater Treatment, Collection and Pumping facilities.

2. Engineering Consultant Requirements

The selected Engineering Firm will have the capabilities to complete the Project described above, is licensed as a Professional Engineer in the State of Georgia, and has a history and experience of completing projects with local governments in Georgia (with populations under 10,000) with federally funded projects related to water and wastewater operations.

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.

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| a. Owner issues public advertisement of RFQ for a period of 30 days | April 5, 2024 |
| b. Deadline for submission of Statements of Qualifications | May 8, 2024, at 2:00 PM |
| c. Owner completes evaluation and issues Notification to Finalist firm(s) | May 15, 2024 |
| d. Owner interviews finalist firm(s) | May 16-21, 2024 |
| e. Selection made by Owner | May 22, 2024 |

4. Selection Process

A Selection Committee consisting of staff and other representatives of the Owner will identify a selection of finalist firms 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

- A. *15% Factor* Stability of the firm, including the firm's corporate history, growth, resources, form of ownership, litigation history, financial information, and other evidence of stability.
- B. *15% Factor* Firm's relevant project qualifications, including the demonstrated ability of firm in effective Engineering Services of facilities comparable in complexity, size, and function. This includes relevant qualifications of the principal Engineering Services lead staff and level of experience in a leadership role over multiple providers and phases of construction for water and wastewater infrastructure projects.
- C. *40% Factor* Past performance and experience of the firm including references about the quality of leadership of the firm in Engineering 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 the of the projects in which the firm provided leadership.
- D. *30% Factor* Firm's apparent suitability and fitness to provide services for 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, and services offered by the firm. The firm's non-discrimination policies, any affirmative action 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 receive written notification from the Owner which will address the necessary elements of the remainder of the selection process. These elements include, but may not be limited to, the following:

Project Proposal - With the Finalist Notification, the Owner may issue a Request for Project Proposal from the firm. The Project Proposal will be submitted in a format prescribed by the Owner. It will include, at a minimum, (1) specific information on the firm's proposed leadership team and commitment thereof, (2) a Consulting Services plan for the Project, and (3) expected costs associated with services through a lump sum contract or hourly fee-based pricing.

Interview - In the Finalist Notification, each finalist firm shall be informed of the place and time for the interview session which is expected to be Virtual. The time allotted to each firm will not exceed 30 minutes.

Engineer 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.

5. Instructions for Preparing Statements of Qualifications

A single PDF file of the statement of qualifications shall be prepared and emailed to Lanier Dunn, City Manager, at ldunn@cityofelberton.net prior to the submittal deadline. Each submittal must include a transmittal letter. Submittals must be able to print on standard letter-sized (8 1/2" x 11") paper. The pages of the qualification submittals must be numbered. Responses are limited to 20 pages or less using a minimum of an 11-point font. Any exhibits or other enclosure information called for may be included in an appendix but will count toward the page limit. Each Statement of Qualifications shall provide a straightforward, concise delineation of respondent's capabilities. 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, email address, and company website (if available). If the firm has multiple offices, identify the 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. Has the firm been involved in any litigation in the past five years? Describe your experience with litigation with Owners, and/or Contractors. List any active or pending litigation and explain.
- iv. 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.
- v. 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 and Qualifications

- i. Provide professional qualifications and description of experience for principal Engineering 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 5 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 (buildings, square footage, number of stories, site areas).
 - c) Services performed by your firm.
 - d) Owner's stated satisfaction level in the Consulting Services and/or overall
 - e) Owner contact information.
- iii. Describe the firm's experience and qualifications in a leadership role over multiple providers and phases of construction for Water and Wastewater Infrastructure operated by a local government in Georgia. Include any oversight of projects of relevant complexity, including experience in providing leadership in projects that utilize similar building methods and applications to that of incumbent project. 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 the project's 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, and any services offered by the firm that may be particularly suitable for this project.

- ii. Provide any non-discrimination 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: Lanier Dunn, City Manager, at ldunn@cityofelberton.net.

7. Submittal of Statements of Qualifications

A single PDF file of the statement of qualifications shall be prepared and emailed to Lanier Dunn, City Manager, at ldunn@cityofelberton.net prior to the submittal deadline. Each submittal must include a transmittal letter. Submittals must be able to be printed on standard letter sized (8 ½" x 11") paper and the words "Statement of Qualifications" must be clearly indicated in the file name and subject line of the email. Statements of Qualifications must be received by the Owner prior to the deadline indicated in the Schedule of Events (See Section 3), which is no later than **2:00 p.m. EDT on May 8, 2024**.

8. Additional Terms and Conditions

Restriction of Communication

From the issue date of this (RFQ) solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate about this solicitation or this Project for any reason with any members of the Selection Committee, staff of the Owner, except for submission of questions as instructed in the RFQ, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

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 and a party containing such terms and conditions as are negotiated between those parties. 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.

Future projects may be subject to Federal and State contract provisions prescribed by various State and Federal Agencies.

The City also abides by the following laws as they pertain to HUD Assisted Projects: Title VI of the Civil Rights Act of 1964; Section 109 of the HCD Act of 1974, Title 1; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Section 104(b)(2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.

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; and (c) that Proposer has not solicited or induced any person, firm, or corporation to refrain from sending a proposal.