

REQUEST FOR QUALIFICATIONS ENGINEERING SERVICES

The City of Thomson (City) is seeking an engineering firm to provide design services and construction management for its stormwater improvement project funded by the FY 2023 Congressionally Directed Spending (CDS)/Community Project Funding (CPF). These funds will be distributed and administered through the U.S. Environmental Protection Agency (EPA) and will be referred to as CDS/CPF projects as “Community Grants” projects.

Responding firms should be technically qualified and licensed to provide design and inspection services for local, state and federally funded projects. Procedures for selection of an individual/firm will be in accordance with the RFQ package and local procurement requirements, as well as the requirements of Procurement Standards in Title 2 C.F.R. §§ 200.317 – 200.327, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and applicable subparts and within the grant managements system administered by the EPA.

The City reserves the right, in its sole discretion, to reject all submissions, reissue a subsequent RFQ, terminate, restructure, or amend this procurement process at any time. The City reserves the right to request additional information from any respondent submitting under this RFQ if it deems such information necessary to further evaluate the respondent’s qualifications or for clarification. The City reserves the right to interview any respondent submitting under this RFQ. The City reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities or minor irregularities. Respondents shall be responsible for all costs associated with respondent’s submittal.

All qualifications will be evaluated in terms of quality of RFQ packet and responses, project approach, timing, experience, public funding experience, quality of work, and capacity of performance. Past performances on local government construction projects will be assessed in terms of timeliness, completing work within budget, and quality of work. In the event the City elects to negotiate a contract with a selected respondent, they reserve the right to negotiate such terms and conditions of the contract, including, but not limited to scope, role, price, and staffing which may be in the best interests of the City. Interested parties are invited to secure a RFQ package by calling Linda D. Grijalva, Deputy Director, 706-650-5694 or emailing lgrijalva@csrarc.ga.gov

To be considered, 4 hard copies of the Request for Qualifications proposals must be received by 4:00 p.m., September 18, 2023, addressed to John Waller, City Administrator, P.O. Box 1017, 210 Railroad Street, Thomson, GA 30824. All proposals must be sealed and should be clearly labeled, Thomson 1st Avenue Stormwater RFQ. Proposals received after the specified date and time will not be considered.

The City reserves the right to accept or reject any or all proposals. The City is an Equal Opportunity Employer.

Kenneth L. Usry,
Mayor City Of Thomson

**City of Thomson
John Waller, City Administrator
P.O. Box 1017
210 Railroad Street
Thomson, GA 30824**

MEMORANDUM

SUBJECT: Engineering Services for the City of Thomson's 1st Avenue Stormwater Improvements

DATE: August 17, 2023

Enclosed is a Request for Qualifications directed to qualified engineering firms interested in working with the City of Thomson to design and perform construction management on the 1st Avenue Stormwater Improvements.

Funding for the project is provided through the FY 2023 Congressionally Directed Spending (CDS)/Community Project Funding (CPF) Grants Program for Water Projects. These funds will be distributed and administered through the U.S. Environmental Protection Agency (EPA) and will be referred to as CDS/CPF projects as "Community Grants" projects.

To be considered, 4 hard copies of the Request for Qualifications proposals must be received by 4:00 p.m., September 18, 2023, addressed to John Waller, City Administrator, P.O. Box 1017, 210 Railroad Street, Thomson, GA 30824. All proposals must be sealed and should be clearly labeled, Thomson 1st Avenue Stormwater RFQ. Proposals received after the specified date and time will not be considered.

Please direct all questions to Linda D. Grijalva, Deputy Director, CSRA Regional Commission (706) 650-5694, lgrijalva@csrarc.ga.gov. All questions pertaining to this RFQ must be submitted in writing or email no later than August 31, 2023, by 5:00 pm.

REQUEST FOR QUALIFICATIONS ENGINEERING SERVICES

A. Background

The City of Thomson ("City") was awarded funds from the FY 2023 Congressionally Directed Spending (CDS)/Community Project Funding (CPF). These funds will be distributed and administered through the U.S. Environmental Protection Agency (EPA) and will be referred to as CDS/CPF projects as "Community Grants" projects.

Project Title for Identification Purposes: 1st Avenue Stormwater Improvements Project.

This Request for Qualifications ("RFQ") is being issued by the City for Engineering Services for a project that will consist of stormwater improvements along 1st Avenue (see attached map) to include but not limited to the following:

- Detention Pond #1 will be across the street from 226 1st Avenue.
- Detention Pond #2 will be directly east from 113 1st Avenue, directly behind (west) of 113 Main Street
- Stormwater infrastructure will be installed:
 - on Grady Street from 303 Milledge Street south to 107 Grady Street
 - on 1st Avenue the entire length of the street (runs east-west)
 - on Church Street from 210 1st Avenue north to 187 Church Street

Companies with demonstrated experience in **Stormwater System Improvement Projects** interested in making their services available to the City are invited to respond to this RFQ. "Respondents" means the companies or individuals that submit qualifications in response to this RFQ. It is understood that the selected Respondent acting as an individual, partnership, corporation, or other legal entity, is licensed to provide such services in the State of Georgia. The Respondent shall be financially solvent and each of its members if a joint venture, its employees, agents, or sub-engineering firms of any tier shall be competent to perform the services required under this RFQ document.

The City is seeking to encourage participation by respondents who are DBE/MBE/WBE, and/or Service-Disabled business enterprises. For the purposes of the project, the City is requiring a documented Disadvantaged Business Enterprises, Minority Business Enterprise and Women Business Enterprise (DBE/MBE/WBE) participation compliance & good faith effort per the Program requirements.

Nothing in this RFQ shall be construed to create any legal obligation on the part of the City or any respondents. The City reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFQ in whole or in part, at any stage. The City reserves the right to request additional information from any respondent submitting under this RFQ if it deems such information necessary to further evaluate the respondent's qualifications or for clarification. The City reserves the right to interview any respondent submitting under this RFQ. The City reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities or minor irregularities.

Respondents shall be responsible for all costs associated with respondent's submittal. In no event shall the City be liable to respondents for any cost incurred in connection with the RFQ process, including but not limited to, any and all costs of preparing a response to this RFQ or any other costs incurred in reliance on this RFQ. No respondent shall be entitled to repayment from the City for any costs, expenses or fees related to this RFQ. All supporting documentation submitted in response to this RFQ will become the property of the City. Respondents may also withdraw their interest in the RFQ, in writing, at any point in time before October 10, 2023.

The contact for the project is Linda D. Grijalva, who can be reached at 706-650-5694 or by e-mail at lgrijalva@csrarc.ga.gov

Please direct all questions to Linda D. Grijalva, Deputy Director, CSRA Regional Commission (706) 650-5694, lgrijalva@csrarc.ga.gov. All questions pertaining to this RFQ must be submitted in writing or email no later than August 31, 2023 by 5:00 pm.

B. Schedule

Respondents will have approximately 30 days to provide a response to this RFQ. The City will then review the qualifications for selection.

1. RFQ Posted: Thursday, August 17, 2023
2. Deadline for Questions: Monday August 31, 2023 5:00 pm.
3. Qualifications Due: Monday, September 18, 2023, by 4:00 pm local time.
4. City Review: September 18-30, 2023
5. Engineering Firm Selected: October 15, 2023

C. Contract Execution

Once the contract Terms and Conditions have been approved, the final contract will be executed. Funding program requirements must be completed and provided as part of the contract documents, such as the EEO, DBE/MBE/WBE Plans, other required forms, and plans, etc. A copy of the contract shall be submitted as part of the RFQ.

D. Term of Contract

Any contract awarded pursuant to this RFQ solicitation shall be for a contract period of two years and will expire upon completion of the project's administrative close out.

Award recipients must follow the guidance of the funding agency. All Respondents will be required to adhere to the following Funding Agencies' requirements:

- Projects funded under FY 2023 Congressionally Directed Spending (CDS)/Community Project Funding (CPF) will use the Clean Water State Revolving Fund (CWSRF) and Drinking Water State Revolving Fund (DWSRF) framework to guide implementation of these Community Grants.
- Davis Bacon Related Acts (DBRA) Compliance.
- (DBE/MBE/WBE) Compliance.

- Service-Disabled Veteran-Owned Businesses (SDVOB) Compliance.
- Equal Employment Opportunity (EEO) Compliance Anti-Lobbying Policy
- American Iron & Steel Compliance.
- Build America/Buy America (BABA) domestic sourcing.
- Federal Equivalency compliance including National Environmental Protection Act (NEPA) environmental review, federal cross-cutting authorities, equipment procurement, as applicable Federal signage terms and conditions requiring a physical sign at construction sites (Additional details and specifications will be provided).

Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFQ. Dates and schedules provided by the above funding agencies will be incorporated into the project scope of work and schedule requirements.

To be considered, 4 hard copies of the Request for Qualifications proposals must be received by 4:00 p.m., September 18, 2023, addressed to John Waller, City Administrator, P.O. Box 1017, 210 Railroad Street, Thomson, GA 30824. All proposals must be sealed and should be clearly labeled, Thomson 1st Avenue Stormwater RFQ. Proposals received after the specified date and time will not be considered.

Please direct all questions to Linda D. Grijalva, Deputy Director, CSRA Regional Commission (706) 650-5694, lgrijalva@csrarc.ga.gov. All questions pertaining to this RFQ must be submitted in writing or email no later than August 31, 2023 by 5:00 pm.

The successful respondent will be notified by telephone on or before October 15, 2023, and will be notified in writing.

PROFESSIONAL SERVICE REQUIREMENTS

A. Scope of Services

Background Demonstration of Need

This RFQ is being issued by City for Engineering Services for a project that will consist of stormwater improvements along 1st Avenue.

Engineering firms shall be required to provide the following at a minimum:

- **General Requirements** - The engineering firm shall participate in public meetings, preconstruction and job meetings and distribution of meeting minutes to the City. The engineering firm shall be responsible for ensuring compliance with EPA funding requirements for all work. The engineering firm will be responsible for any technical information required for project development and permitting purposes. The engineering firm shall additionally coordinate with regulatory & funding program representatives as requested for review and approval of the bid package and any compliance measures.
- **Field Investigations** - The engineering firm shall conduct such field work they deem necessary to obtain the required information to properly design the stormwater improvements. This work may include, but not be limited to surveying, geotechnical

- and environmental studies, and evaluation of all system components.
- **Final Design of Improvements** - The engineering firm will provide detailed design plans, specifications, and contract documents for the project. The design of the facilities shall be in conformance with flood standards.
 - **Bidding Assistance** - The engineering firm shall provide bidding assistance for this project including providing copies and plans and specifications to be distributed to contractors, answering contractor questions, issuing addenda, as necessary, reviewing the bids, and making recommendations to the City.
 - **Construction Administration & Observation** - The engineering firm shall provide construction administration services including, but not limited to, the following:
 - Issuing a Notice to Proceed (NTP).
 - Reviewing and approving all submittals, shop drawings and substitutions, as necessary.
 - Reviewing and making recommendations to the City for any requested Change Orders.
 - Reviewing and certifying contractor application for payment and making recommendations to the City for payment.
 - Providing adequate construction observations services to ensure proper construction of the project.
 - Review of the final work and development of a punch list.
 - Provide a letter of construction compliance along with contractor's release of liens and warranties and record drawings at the end of the project.
 - Provide Operations and Maintenance Manuals for the project as applicable.

The engineering firm shall be responsible for coordinating all aspects of this project and addressing any questions or concerns of the City and any regulatory agencies as required. Additionally, the engineering firm shall work to meet all DBE/MBE/WBE participation requirements and goals, as required for funding compliance. Davis-Bacon prevailing wage rate documentation is required for this project and must be included with the bidding documents.

B. Qualifications and Experience

This RFQ will determine the most qualified Engineering Firm to secure and provide funding administration, program work, survey, design, prepare permitting and bidding documents, proceed with construction administration and observation including following all City, County, State and Federal rules and regulations governing the funding program. Engineering firms must provide a Qualifications and Experience Statement with this proposal that includes information described in Section B and C of the Submittal Requirements.

C. Quality of Work

All work shall follow recognized professional practices and standards and meet the specifications required by local, state and federal approval of the project's plans and specification prior to advertising the project for construction bidding.

SUBMITTAL REQUIREMENTS

A. Preliminary Requirements

- a. Evidence of Insurance: Commercial General Workers Compensation and Employers Liability Automobile Liability; and Professional Liability insurance must be provided by the selected engineering firm with the agreement. Include copies as part of RFQ submission requirements.
- b. References: At least three references of related stormwater project. References must include the names and telephone numbers of local governments, personnel involved, and a brief description of the projects (MUST INCLUDE THE NAME OF PROJECT, OWNER, YEAR AWARDED, YEAR COMPLETED, AND AMOUNT AWARDED).

B. Letter of Interest

Submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

- a. The principal place of business and the contact person, title, telephone/fax numbers and email address.
- b. A brief summary of the qualifications of the Respondent and team.
- c. Description of organization (i.e. Professional Corporation, or Professional Limited Liability Company).
- d. If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization's approval rights, if any, over the activities of the Respondent.

C. Main Proposal

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the Respondents in conformity with the requirements of this RFQ. As such, the substance of proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the firm and of the staff to be assigned to this project. It should also specify an approach that will meet the request for proposals requirements.

The proposal should address all the points outlined in the request for qualifications. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for qualifications. While additional data may be presented, the following items must be included; this represents the criteria against which the proposal will be evaluated.

a. Qualifications Proposal:

- i. A brief history of the firm and its principal personnel including resumes.
- ii. The length of time the firm has been providing the specific kind of engineering services requested herein.

- iii. Has your firm defaulted on a contract or failed to complete any work awarded, or been involved in work related litigation?
- iv. The name(s) and professional experience of the firm's key personnel who will be assigned to this project. The firm must also state how much direct experience the personnel assigned to this project have with stormwater improvements.
- v. Cost schedules for general services, in addition to cost schedules for additional services.
- vi. Fees for reimbursable expenses, if applicable.
- vii. The firm must provide a professional services contract. (Note: The contract will be written as "direct costs plus a fixed fee, not to exceed a lump sum.) The contract must include clauses pertaining to federal regulations that will be supplied by the RC.
- viii. The firm should also include the percentage fee that it normally charges for design and construction supervision on this size project and a list of other services included under the contract.
- ix. A proposed timetable to implement the project.
- x. Proposed documentation outlining your firm's plan to make a good faith effort to meet compliance for DBE/MBE/WBE, and/or Service-Disabled business enterprises.

b. Technical Proposal:

- i. Project Management Plan: Discuss approach to the project in terms of understanding of the established Scope and Deliverables execution, with regard to any constraints identified in this RFQ, to include funding requirements. Provide a plan for engaging the City's project team and regulatory agencies required. Provide the number of full-time and part-time employees, partnerships or sub-engineering firms proposed.
- ii. Schedule: Capacity to complete the scope of work within the defined period of performance as it is expected the project will be completed in a two-year period. The successful Respondent will have a project schedule to illustrate the ability to complete the work with respect to constraints, either stated or assumed.
- iii. Funding Agency Experience: Respondents shall cite previous project experience in working with the EPA or EPD.

SELECTION PROCESS

Procedures for selection of an individual/firm will be in accordance with the RFQ package and local procurement requirements, as well as the requirements of the Procurement Standards in Title 2 C.F.R. §§ 200.317 – 200.327, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and applicable subparts and within the grant managements system administered by the EPA CDS/CPF Community Grants Projects.

EVALUATION CRITERIA AND SCORING

In evaluating responses to this RFQ, the City will take into consideration the experience, capacity, and funding experience that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

- Quality of Responses to the RFQ
- Past Work Experience/References
- Staff Experience/Qualifications
- Public Funding Experience
- Local Knowledge – Familiarity Working with the City
- Project Timetable and Management Plan.
- A bonus Point will be awarded if the respondent is a DBE/MBE/WBE, and/or Service-Disabled business enterprises.

Disclaimer

The City reserves the right to accept or reject any or all proposals. The City is an Equal Opportunity Employer.