

# Request for Qualifications

## Engineering Services On-Demand Engineering Cumming, Georgia

The City of Cumming Utilities, is soliciting statements of qualifications from professional firms interested in providing Engineering Services for various projects which include process engineering for WWTP and Water Treatment plant upgrades, force main and gravity sewer design. This will also include, water main design, booster pumps, and tank design. 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. 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

Under the guidance of the local government, it will be the responsibility of the selected firm to provide initial consultation and evaluation, engineering, surveying, construction inspection, and contract administration services.

#### Project Goals

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

- Preliminary Engineering
- Extend and upgrade existing infrastructure
- Waste Water Treatment Plan additions and upgrades
- Water Treatment Facility additions and upgrades
- Submittal Reviews
- Contract Management
- Construction Administration
- Construction Observation

#### Project Schedule

Engineering Design +/- 12 months  
Permit Approval +/- 2 months  
Contract Bidding +/- 1 month  
Contract Award +/- 2 months  
Construction +/- 12 Months

(All of the dates above are estimates and subject to change. The fee structure for Engineering 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 Owner
- Key personell/qualifications
- Proof of licensure
- Current workload and ability to provide proposed services
- Proposed approach, ability, scope and level of service

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 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.

a. Owner issues public advertisement of <b>RFQ</b> for a period of 30 days	5/02/2023	-----
b. Deadline for written questions/requests for clarification ( <i>see section 6</i> )	6/01/2023	5:00 PM
c. Deadline for submission of Statements of Qualifications ( <i>see sections 5, 7</i> )	6/14/2023	5:00 PM
d. Owner completes evaluation, posts results, and issues Notification to Finalist firms	6/25/2023	-----
e. Selection Committee interviews finalist firms	7/12/2023	TBA

**4. Selection Process**

A Selection Committee, consisting of 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**

10% 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.

35% Factor} Firm’s relevant project experience and qualifications, including the demonstrated ability of firm in effective Consulting Services of facilities 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 (*Insert Appropriate Experience Types*).

35% Factor} 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.

20% Factor} 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, 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 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. These elements include, but may not be limited to, the following:

#### **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 10 pages or less using a minimum of 12-point font. Table of Contents, front and back covers, cover pages, and letters of transmittals will not be included in the total page count. 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 and Qualifications**

- 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 A/E Consulting Services experience on projects of similar type, size, function, and complexity. Describe no more 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 (buildings, square footage, number of stories, site areas).
  - c. Services performed by your firm.
  - d. Federal Grants applied, awarded, and managed.

- e. Owner's stated satisfaction level in the Consulting Services and/or overall service of your firm.
  - f. Owner contact information.
- iii. Include any certification, 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.
  - iv. Provide proof that the firm is authorized to do business in the State of Georgia. Allowed in the Appendix.
  - v. Provide proof of insurance. Allowed in the Appendix.

**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 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 emailed to Christa Hopkins, chopkins@cummingutilities.com. 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. Proposers are cautioned to review and adhere to the Restriction of Communication (See Section 8) for this Project.

**7. Submittal of Statements of Qualifications**

A single PDF file of the statement of qualifications shall be prepared and emailed to the Christa Hopkins, chopkins@cummingutilities.com 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" 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:

City of Cumming  
Christa Hopkins, Utilities Engineer  
100 Main Street  
Cumming, Georgia 30040  
[chopkins@cummingutilities.com](mailto:chopkins@cummingutilities.com)  
706-429-88785

**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, 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.

### **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.