



Advertisement
Request for Qualifications (RFQ) to Provide Engineering Services for
Upper Oconee Basin Water Authority (UOBWA)

The Upper Oconee Basin Water Authority (UOBWA), as "Owner", is seeking Statements of Qualifications from firms interested in providing Engineering Design and Construction Administration Services for the Bear Creek Water Treatment Plant Capacity Expansion Project. The Request for Qualifications (RFQ) is issued to identify the most qualified potential providers of the above-mentioned services. One or more firms which respond to the RFQ and who are determined by the Owner to be most qualified may be deemed eligible and may be invited to discuss and negotiate for these services. All respondents to the RFQ are subject to instructions communicated in this document 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 Selection Committee or the Owner 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 Northeast Georgia Regional Commission (NEGRC), 305 Research Drive, Athens, GA 30605, or by email to jball@negrc.org. Statements of Qualifications must be delivered to the Northeast Georgia Regional Commission, 305 Research Drive, Athens, GA 30605 in accordance with instructions in the RFQ package.

Questions may be directed to Joey Leslie, UOBWA Engineering Committee Chair at jleslie@jcwsa.com. Questions will be answered via addendum only, except where answers are readily apparent within the RFQ document. The deadline for submitting questions is Wednesday, April 27, 2022, at 4:00 pm Eastern Time, unless extended by Addendum.

Upper Oconee Basin Water Authority
Engineering Committee

Joey P. Leslie, Chair, Jackson County
Mark Saxon, Oconee County
Tim Durham, Oconee County
Chris Yancey, Barrow County
Hollis Terry, Athens-Clarke County
Pat Graham, UOBWA Chair, ex-officio member

Request for Qualifications (RFQ) to Provide Engineering Services for Upper Oconee Basin Water Authority (UOBWA) for the Bear Creek Water Treatment Plant Capacity Expansion Project.

The UOBWA, ("Owner"), is soliciting statements of qualifications from professional firms interested in providing Engineering Design and Construction Administration Services for the Bear Creek Water Treatment Plant Capacity Expansion Project located at 476 Savage Road, Bogart Georgia 30622. 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 most 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 7 for details).

General Project Description:

The Upper Oconee Basin Water Authority (UOBWA) owns the Bear Creek Reservoir and Water Treatment Facilities (Facilities). The Facilities include a river pump station, dam, reservoir, reservoir pump station, water treatment plant (WTP) and high-service pump station. The reservoir serves the WTP and the Unified Government of Athens-Clarke County's (ACC) Beacham Water Treatment Plant. The WTP serves three of the four Member Governments, Barrow County, Jackson County, and Oconee County.

The WTP was designed for an initial treatment capacity of 21 million gallons per day (mgd) as permitted by the Georgia Environmental Protection Division (GA EPD), with provisions for expansion to an ultimate treatment capacity of 42 mgd.

UOBWA intends to double the capacity of the existing treatment facility by completing the following, see Figure 1 below:

- New rapid mix facility for the third and fourth flocculation trains; extending recirculated waste (RW) pipe to new rapid mix
- Two additional flocculation/sedimentation trains (#3 and #4) designed to match existing
- Six additional filters
- Two additional finished water storage tanks
- Relocation of the existing plant water pumps (not included in the original site plan) or implementation of the original design for providing plant service water by tapping the two finished water discharge mains
- Replacement of raw water pumps and drives to meet the higher plant flows, perhaps waiting to complete construction until after existing pumps' useful life
- Installation of low-capacity jockey pumps in the high service pump station to meet minimum required flows to the distribution systems

- Investigate and potentially design replacement of high service pumps to meet the higher peak-hour flows to the distribution systems; investigate adding jockey pumps for low flow conditions
- A new high service pump station electrical building and design upgrades necessary for utility substation
- Expand electrical room for new filter equipment and #3 and #4 floc/sedimentation train equipment.
- Additional chemical storage capacity to provide 15 days of storage at the plant's average day flow – only for those chemicals currently in use
- Adding Variable Frequency Drive (VFD) to an intake pump on the river
- Investigate and potentially design replacement of gaseous chlorine system with a sodium hypochlorite storage and feed system and potential replacement of chlorine dioxide generation systems
- Investigate and potentially design sodium hydroxide storage and feed system be replaced with a liquid lime storage and feed system
- Investigate and provide cost estimates to add a third sludge dewatering lagoon, sludge pump station, and thickened sludge pump station and/or additional forms of mechanical sludge dewatering as requested by the Engineering Committee.
- Investigate and design any/all necessary appurtenances to double the existing plant's capacity from 21 mgd to 42 mgd

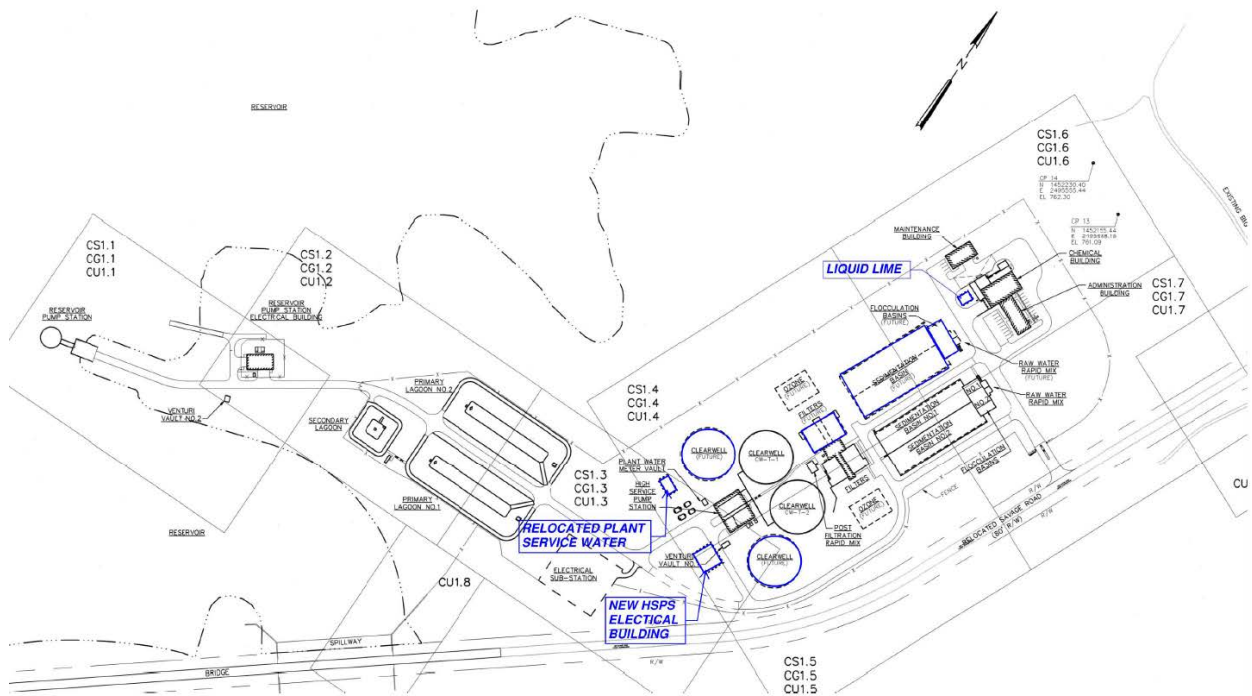


Figure 1. Proposed Bear Creek WTP Site Plan Expansion to 42 mgd

The project will be design-bid-build and include the following design and construction inspection services

1. Geotechnical Investigation
2. Civil Site Design
3. Water Treatment Process Design
4. Structural Design
5. Electrical Design
6. Low Voltage & SCADA Design and Integration
7. Mechanical and Plumbing Design

Project Objectives:

- Perform initial investigation and determine the best method of meeting UOBWA’s requirements to double the capacity of the existing facility. Once this is complete provide UOBWA with a Preliminary Engineering Report (PER) and Design Development Report (DDR) to be approved by EPD.
- Assist the UOBWA in site layout that meets all requirements of EPD.
- Prepare Cost Estimates for UOBWA at initial (included in the PER), 60% and 90% stage to ensure design is within the projected budget of the improvements.
- Assist the UOBWA in obtaining funding for the project.
- Coordination of the projects with UOBWA and contract plant operator
- Complete design, permitting and acquisition of any easements for the projects included.
- Complete the described projects to meet permit requirements and meet all federal, state and local requirements in solicitation of bids
- Complete construction inspection, including special inspections, and reporting to UOBWA for the duration of the project.
- Perform construction administration for the project including processing of pay estimates, recommending payments to contractor, certified payrolls (if applicable), weekly construction reports, the coordination of all subconsultant trades to facilitate construction, etc. as directed by UOBWA representatives.
- Project closeout and as built documents to meet UOBWA requirements.

Estimated A/E Selection Schedule:

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 RFQ for a minimum of 30 days	03/16/22	-----
b. Mandatory pre-bid meeting and site visit	04/19/22	1:00 PM
c. Deadline for written questions/requests for clarification (see section 5) *	04/27/22	2:00 PM
d. Deadline for submission of Statements of Qualifications*	05/02/22	2:00 PM
e. Owner completes evaluation, posts results, and issues Notification to Finalist firms	05/05/22	5:00 PM
f. Selection Committee interviews finalist firms	05/09/22	TBA

*Owner may extend deadline if necessary.

A/E Consultant Requirements:

Scope:

- Investigation of facilities and Provide PER and DDR.
- Perform Geotechnical Investigation.
- Prepare Environmental Impact Document (EID) and DDR and gain approval for documents and issuance of Notice of No Significant Impact (NONSI), if required.
- Preliminary design of Facilities.
- Surveying of existing facilities on each site plus the expansion area of each project to be used for plan preparation.
- Preparation of plans, specifications and bid documents for permitting and bid solicitation.
- Review of the plans, specifications and documents at initial concept, 60%, 90% and 100% completion.
- Secure Permitting of all proposed improvements to include local, state, federal and the funding agencies.
- Report to UOBWA Engineering Committee, on a monthly basis at minimum, of progress and activities. Maintain a weekly log of all construction activities, including a daily diary.
- Assist the UOBWA in obtaining bids, bid analysis in accordance with local, state and federal requirements to include funding source requirements.
- Serve as the liaison between the contractor, UOBWA, and the contractor operator on the project to include RFI response, pay request approval, MWBE reporting requirements, weekly and monthly site meetings plus on-site construction inspections as required. This may be daily inspections on at least a portion of the projects.
- Attendance at UOBWA Board meetings and/or Engineering Committee meetings to respond to any questions from the Board.
- Project close out and provide as-built to meet UOBWA requirements.

Selection Process:

A Selection Committee, consisting of UOBWA Engineering Committee, 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 points	Stability of the firm, including the firm’s corporate history, growth, resources, form of ownership, litigation history, financial information, and other evidence of stability.
50 points	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 with the UOBWA, Barrow County, Oconee County, Athens-Clarke, and Jackson County Water and Sewerage Authority (JCWSA) and surrounding communities in the Northeast Georgia region of the principal Consulting Services lead staff and level of experience in a leadership role over multiple providers and phases of construction for water and treatment facilities.

- 20 points 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 the UOBWA and other 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 projects in which the firm provided leadership.
- 20 points 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.

Total Points possible 100 out of 100

Mandatory Pre-bid Meeting and Site Visit

A mandatory pre-bid interview and site visit will be held at the UOBWA Water Treatment Facility. At the meeting, all prospective bidders may be given relevant available information that has previously been developed (such as designs, studies, preliminary plans, maps, etc.), and other available additional scope information. Information provided will be at the discretion of UOBWA and may not be all-inclusive.

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:

Technical Approach

With the Finalist Notification, the Owner may issue a request for a Statement of Technical Approach from the firm. The Technical Approach will be submitted in a format prescribed by the Owner, which may (at the discretion of the Engineering Committee) include the following:

1. Specific information on the firm's proposed leadership team and commitment thereof; and
2. A Consulting Services plan for the Project;
3. A separate sealed envelope with the estimated A/E fee, as a percentage of construction cost. Construction administration/inspection costs should be separate, providing cost estimates on a time and material basis.

Additional Project Proposal instructions and guidelines may be provided in the Notice to Finalists, as well as the criteria which will be used to evaluate the proposals.

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 90 minutes to include: 15 minutes for setup, 30 minutes for proposer presentation, 30 minutes for Committee questions, and 15 minutes for knockdown. Electronic presentations, such as PowerPoint presentations, are allowed but may not comprise more than 15 minutes of the 30-minute presentation. Although the Owner will have a screen and projector available in the interview room, presenter must be prepared with own projector and laptop for quick setup within the allotted 15 minutes as a backup. The remainder of the presentation may involve flip charts or boards along with oral presentation. Additional interview instructions and guidelines may be provided in the Notice to Finalists, as well as the criteria which will be used to evaluate the interview.

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. The actual Form of Contract shall be developed by the Owner.

Instructions for Preparing Statements of Qualifications

A single PDF file of the Statement of Qualifications shall be prepared and emailed to jball@negrc.org and jleslie@jcwsa.com prior to the submittal deadline. Each submittal must include a transmittal letter. Submittals must be able to print on standard (8 ½" x 11") paper. The pages of the qualification submittals must be numbered. A table of contents, must be included to identify each section.

Responses are limited to 50 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, but the entire document must be of a size (10mb or less) that is able to be received at the email address above. 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:

1. Description and Resources of Firm
 - a. 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?

2. 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.
 - a. 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.
 - b. 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.
 - c. Has the firm ever been removed from a Services contract, had a contract terminated for default, or failed to complete a contract as assigned?

3. Experience and Qualifications
 - a. 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.
 - b. Provide information on the firm's A/E 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:
 - i. Project name, location, and dates during which services were performed.
 - ii. Brief description of project and physical description (buildings, square footage, number of stories, site areas).
 - iii. Services performed by your firm.
 - iv. Owner's stated satisfaction level in the Consulting Services and/or overall service of your firm, providing written reference letters where possible.
 - v. Owner contact information.
 - vi. Describe the firm's experience and qualifications in a leadership role over multiple providers and phases of construction for water treatment facilities. 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.

4. Statement of Suitability
 - a. 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.
5. Submittal of Questions and Requests for Clarification
 - a. Questions about any aspect of the RFQ, or the project, must be submitted in writing (email is preferable) to: jleslie@jcwsa.com. The deadlines for submission of questions relating to the RFQ are the times and dates shown in the Estimated A/E Selection Schedule above. Proposers are cautioned to review and adhere to the Restriction of Communication set forth below.
6. Submittal of Statements of Qualification
 - a. A single PDF file of the statement of qualifications shall be prepared and emailed to jball@negrc.org and jleslie@jcwsa.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" 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 Selection Schedule.
7. Restriction of Communication
 - a. 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 UOBWA Engineering Committee or, 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.
8. Submittal Costs and Confidentiality
 - a. 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.
 - b. 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 therein. With submission of a proposal, the Proposer hereby certifies:

1. Proposal is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation.
2. Proposer has not directly or indirectly included or solicited any other Proposer to put in a false or insincere proposal.
3. Proposer has not solicited or induced any person, firm, or corporation to refrain from sending a proposal.
4. Proposal is made in all respects fairly and without collusion or fraud.