

City of Covington
Request for Qualifications
Engineering Design Services for the Expansion of Water Services

General

The City of Covington is issuing this Request for Qualifications (RFQ) to engineering firms experienced in project concept-planning, development of engineering plans, and developing construction and bid documents. Responding firms should be technically qualified and licensed to provide these services and experienced in the preparation of plans for water utility projects. Services provided will include preparation of a Preliminary Engineering Report and further design services if a OneGeorgia grant, or other Federal or State funding, is awarded.

Background

The City of Covington is considering applying for the OneGeorgia grant to assist with the expansion of city water services on Hazelbrand Road NE, Covington, GA 30014. The project purpose is to support the development of new industrial facilities, and will include approximately 3,200 linear feet of new water main along the public right-of-way. New lines will be owned and maintained by the City of Covington.

Administration

The RFQ is issued by City of Covington with technical assistance provided by the Northeast Georgia Regional Commission (NEGRC).

Evaluation

Procedures for selection of an individual or firm will be in accordance with local government requirements, the Common Rule Selection Process, and State of Georgia administered regulations. All Statements of Qualifications will be evaluated in terms of project approach, timing, experience, quality of work, capacity to perform, and costs. Prior experience in similar projects and qualifications of principal staff should be included. Past performances on similar projects and design also will be reviewed for project timeliness, completing work within budget, quality of work and other factors such as knowledge of community. Local government experiences and qualifications desired include, but are not limited to, preparation of engineering plans for water utility projects, experience with State-funded projects, site assessment, and estimations of plan implementation costs. Experience in industrial infrastructure design and implementation is also desirable.

Information Required

The statement of qualifications shall contain the following:

- A. History of firm and resources
- B. Grant experience
- C. Key personnel/qualifications
- D. Current workload
- E. Scope and level of service proposed
- F. Experience with similar projects and list of references
- G. Fees and/or Percentages (if any) associated with the Preliminary Engineering Report (PER) for the application, and Design and Construction Management Services, if the project is funded. **The draft PER would be required no later than September 20, 2021.****
- H. Errors and Omissions Insurance

Selection Process

The procedure being followed is a request for qualifications followed by a review, ranking, and selection by the City of Covington. An invitation to conduct the project will be issued to the selected firm and all RFQ respondents will be notified of selection or non-selection at the appropriate time.

Schedule

July 9, 2021 Request for Qualifications Published

August 11, 2021 Qualifications received by 5:00 p.m. (deadline)

August 12, 2021 Vendor List prepared

August 12-18, 2021 Vendors reviewed and selected by the City of Covington

This schedule is approximate. All items except the receipt date for qualifications statements will be subject to change at the discretion of the City of Covington and/or the NEGRC.

Procedures for Submission of Statement of Qualifications

All interested parties should prepare and submit their qualifications. Statements of qualifications must be received by the NEGRC no later than 5:00 p.m. E.S.T., August 11, 2021. Late submissions will be returned unopened. Facsimile and emailed submittals will not be accepted. Statements of qualifications (4 hard copies) should be sent directly to:

Mr. Mark Beatty, Project Manager
Northeast Georgia Regional Commission
305 Research Drive
Athens, GA 30605-2795
706 369-5650
mbeatty@negrc.org

The statement of qualifications must be accompanied by a cover letter stating the name and role of the primary consultant and any sub-consultants. It should be signed by officers of the prime and subcontractors, if applicable, with the authority to submit a statement of qualifications from their respective firms.

General questions regarding this RFQ should be emailed to: mbeatty@negrc.org. The RFQ will also be published on www.negrc.org.

Miscellaneous Provisions

- A. All contracts are subject to State contract provisions prescribed by the Georgia Department of Community Affairs.
- B. Neither the NEGRC nor the participating government shall be responsible for any costs incurred in the preparation of the statement of qualifications or other related activities.
- C. All questions shall be submitted in writing (e-mail is acceptable). All questions and responses will be shared with all requesting firms responding to this RFQ before the stated deadline.
- D. All materials submitted in connection with this RFQ will be public documents and subject to the Open Records Act and all other laws of the State of Georgia and the United States of America, and subject to the open records policies of the Northeast Georgia Regional Commission. All such materials shall remain the property of the Northeast Georgia Regional Commission and will not be returned to the respondent.
- E. All respondents to this RFQ shall hold harmless the Northeast Georgia Regional Commission, the participating governments, and any of their officers and employees from all suits and claims alleged to be a result of this RFQ. The issuance of this RFQ constitutes only an invitation to present qualifications. The Northeast Georgia Regional Commission reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFQ. The Northeast Georgia Regional Commission also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFQ is withdrawn or the project canceled for any reason, the Northeast Georgia Regional Commission and participating governments shall have no liability to any respondent for any costs or expenses in connection with this RFQ or otherwise.

Steve Horton, Mayor