



Request for Qualifications for Engineering, Consulting and Design Services for Water System Improvements

Proposals Due, October 17, 2022

County of Marion
100 E. Burkhalter Ave.
Buena Vista, Ga. 31803

I. Project

Marion County is seeking statements of qualifications from professional civil engineering firms (the "Firm", or "Firms") to provide planning, engineering design, permitting, and bidding assistance which includes plans and specifications as well as construction contract administration and observation for water process improvements and for other potential infrastructure services which may become necessary for full and proper execution of projects authorized for State Fiscal Recovery Fund ("SFRF") and American Rescue Plan Act ("ARPA") purposes.

All services performed pursuant to the award of a contract resulting from this Request for Qualifications will be funded using funds appropriated to Marion County by the US Treasury, the State of Georgia as well as other sources. Funds include those that are part of the American Rescue Plan Act. As such, all awarded contracts will be subject to any and/or all Federal Requirements as required and codified by United States Code of Federal Regulations, noted in Section XI herein below.

Projects include but are not limited to:

Install generators (2) at well sites complete with transfer switches.
Well site rehabilitation (2)
Evaluation and replacement of FH's throughout water system
Upgrade SCADA systems at wells (2)
Update GIS Mapping. Last updated in 2012
Provide new meters throughout water distribution system

II. Intent

The intent of this Request for Qualifications (RFQ) is to have professional engineering firms specifically address the services required and provide the Owner with a well-considered response for those services. It is anticipated that a contract will be negotiated with the successful engineering design firm properly licensed in the State of Georgia on the basis of demonstrated competence and qualifications for the type of professional services required.

III. Scope of Services Required

In general, the Scope of Services will include, but not be limited to, the following:

- Working and leading discussions with the appropriate entities for water improvements;
- Assisting Marion County with ARPA funding requirements, including funding applications as required.
- Surveying/GIS services; ° State and local permitting processes as needed;
- Design services;
- Construction drawings;
- Assisting with the bid process;

- Project oversight and inspections;
- Construction administration;
- Project closeout.

IV. Firm Qualifications

The selected engineering firm's assigned project staff must be experienced in all phases of planning, design, construction and regulatory compliance requirements of similar public facilities, have extensive knowledge of the regulations governing the design and construction in the State of Georgia, and have a proven capability to effectively and efficiently produce a successful project consistent with, and meeting the needs of, the goals outlined by Marion County.

V. Proposal Format

Proposals should be organized to include the following elements:

A. Professional Qualifications 25 points

1. Include Letter of Interest. State the full name and address of your Firm and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. Include information showing it is licensed to operate in the State of Georgia.
2. Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Resumes and qualifications are required for all proposed project personnel, including all subcontractors. Qualifications and capabilities of any and all subcontractors must also be included.
3. Identify the firm's experience working with Federally funded projects
4. Include list of positions and standard hourly rates.
5. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.

B. Projects Listing 25 points

The written proposal must include a list of current similar projects including brief description, size, cost, staff involved, etc. The proposal listing must also include descriptions of three (3) past projects of similar size and scope, including size, cost, staff, completion period, etc. List of projects on which the Firm assisted with compliance with Federal Uniform Guidance during bid process, including type & size of project, value, and the firm participation and experience in working with

Federally funded projects. Projects listing must exhibit experience in the project area and indicate proven ability in implementing similar projects for the firm and the individuals to be assigned to this project.

C. Proposed Work Plan 30 Points

Provide a detailed and comprehensive description of how the Firm intends to provide the services requested in this RFQ. This discussion shall include, but not be limited to:

how the project(s) will be managed and scheduled, how and when data will be delivered to the County, communication and coordination, the working relationship between the Firm and County staff, and the Firm's general philosophy in regards to providing the requested services. Responses will be evaluated on the clarity, thoroughness, and content of their responses to the above items.

D. Consultant's familiarity with the project

The consultant should demonstrate that they are familiar with each project listed.

E. References 10 Points

A complete list of client references, minimum of Three (3), must be provided for similar projects recently completed. It shall include the firm/agency name, address, email, telephone number, project title and information, and contact person.

F. Attachments — No point value

Must provide, with submission, a copy of firm's standard proposed contract. This contract will be reviewed and revised as necessary to meet Federal, State and County legal requirements. Submission of a qualifications statement in response to this Request for Qualifications denotes acceptance of all necessary revisions. Failure to do so will be grounds for rejection.

VI. Proposal Evaluation and Selection Process

1. Marion County intends to select the most qualified firm(s) on the basis of best overall qualifications package that, in its sole opinion, is most advantageous to the County.
2. A proposal with all the requested information does not guarantee the proposing Firm to be a candidate for additional consideration. The Committee may contact references to verify material submitted by the Firm.
3. The ranking of proposals and recommendation of any Firm is the sole responsibility of the County.
4. The County, at its sole discretion, may choose to schedule interviews with any, all, or none of the selected Firms. If interviews are to be held, selected Firm(s) will be given the opportunity to bring in their interview team to discuss their qualifications, past experience and proposed work plan in more detail. The Firm's interview team must include the Firm's project team members expected to complete a majority of work on the project, but no

more than six members. The interview shall consist of a presentation of up to twenty minutes (length will be provided by the Committee) by the Firm, including the person who will be the project manager on this contract, followed by approximately thirty minutes of questions and answers. Audiovisual aids may be used during the oral interviews.

5. Manager/Board Approval and Contract Negotiation/Execution: A recommendation of the highest rated Firm will be presented to the County's Manager or Board for approval and authorization to begin negotiations for an agreeable contract and fees. If after discussion and negotiation, a mutually agreeable agreement and fee is not successful, negotiations will be terminated and the County may enter into negotiations with the second highest rated firm, and so on.
6. All Firms who submit SOQs will be notified of the selection results.

VI. Project Timeline

The proposed key activities and milestone dates for the project include:

- RFQ Announced and Distributed 9/1/2022
- Deadline for Respondent Questions 10/7/2022
- Proposal Submission Deadline 10/17/2022
- Firm interviews and site visits, if needed TBD
- Award of Contract November 2022

VIII. Submission of Proposal Packages

US Mail copies:

County of Marion
County Clerk
Attn: Connie Harris
PO Box 481
Buena Vista, GA 31803
charris@marioncountyga.org

UPS or FedEx:

County of Marion
County Clerk
Attn: Connie Harris
100 E. Burkhalter Ave.
Buena Vista, GA 31803

To be considered, submissions must be received at the above address no later than 5:00 PM Monday, October 17, 2022:

IX. General Conditions of the Request for Qualifications

- A. Any and all cost incurred by respondents in preparing or submitting a statement of qualifications for the project shall be the respondents' sole responsibility.
- B. All submissions, responses, inquiries, or correspondence relating to this RFQ will become the property of Marion County when received.
- C. Marion County reserves the right to: accept or reject any and all submissions received in response to this Request for Qualifications; cancel the RFQ process at any time; request additional information or clarification of information provided in a response without changing the terms of the Request for Qualifications; elect not to proceed with any of the

respondents; modify the scope of the work; re-solicit RFQs; or choose not to award for any reason.

X. Confidentiality of Documents

In general, all documents submitted in response to this Request for Qualifications are subject to public disclosure unless specifically exempted by Law.

XI. Federal Contracting Requirements

The following Federal Contracting Requirements shall be incorporated into the Service Contract between the County and the Contractor. Capitalized terms not defined in this Attachment shall have the meanings assigned to such terms in the Contract. All references to the "Contractor" or "Company" or "Vendor" or "Provider" shall be deemed to mean the Contractor so named in the agreement. This Contract will be funded in whole or in part with federal funding. As such, federal laws, regulations, policies and related administrative practices apply to this Contract. The most recent of such federal requirements, including any amendments made after the execution of this Contract shall govern the Contract, unless the federal government determines otherwise. This document identifies the federal requirements that may be applicable to this contract. The Contractor is responsible for complying with all applicable provisions, updates or modifications that occur in the future relating to these clauses. To the extent possible, the federal requirements contained in the most recent version of the Uniform Administrative Requirements for federal awards (Uniform Rules, or Guidance) codified at 2 CFR Part 200, including any certifications and contractual provisions required by any federal statutes or regulation referenced therein to be included in this contract are deemed incorporated into this contract by reference and shall be incorporated into any sub-agreement or subcontract executed by the Contractor pursuant to its obligations under this Contract. The Contractor and its sub-contractors, if any, hereby represent and covenant that they are have complied and shall comply in the future with the applicable provisions of the original contract then in effect and with all applicable federal, state, and local laws, regulations, executive orders, and rules and local policies and procedures, as amended from time to time, relating to Work to be performed under this contract.

Drug Free Workplace Requirements

Drug-free workplace requirements in accordance with Drug Free Workplace Act of 1988 (Pub 100-690, Title V, Subtitle D). All contractors entering into federal funded contracts over \$100,000 must comply with Federal Drug Free workplace requirements as Drug Free Workplace Act of 1988.

Contractor Compliance

The Contractor shall comply with all uniform administrative requirements, cost principles, and audit requirement for federal awards.

Conflict of Interest

The Contractor must disclose in writing any potential conflict of interest to the County of Marion or pass-through entity in accordance with federal policy.

Access to Records and Reports (applies to all contracts regardless of contract amount). The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the County, the Grant Agency Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any technical specifications, books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed. The Contractor agrees to provide the Grant Agency Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract. All Contractors and their successors, transferees, assignees, and subcontractors acknowledge and agree to comply with applicable provisions governing Department and FEMA access to records, accounts, documents, information, facilities, and staff.

No Obligation by Federal Government (applies to all contracts regardless of contract amount) The County and the Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the County, the Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

The Contractor agrees to include the above clause in each subcontract financed in whole or in part with federal assistance. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

Any questions concerning this RFQ should be directed to:

Will Johnson, County Manager

229-649-2603

wjohnson@marioncountyga.org

Exhibit A

LIABILITY INSURANCE REQUIREMENTS

The limits of liability for the insurance required by the General Conditions shall not be less than the following amounts:

A. Workers Compensation

- | | |
|--|--------------------|
| 1) State | <u>Statutory</u> |
| 2) Applicable Federal
(e. g. Longshoreman's): | <u>Statutory</u> |
| 3) Employer's Liability | <u>\$1 Million</u> |

B. Comprehensive General Liability (including Contractual Liability, Premises – Operations; Independent contractor's Protective; Products Liability – Completed Operations; Broad Form Property Damage:

- | | |
|---|--------------------|
| 1) General Aggregate (Except Products – Completed Operations) | <u>\$2 Million</u> |
| 2) Products – Completed Operations Aggregate | <u>\$1 Million</u> |
| 3) Personal and Advertising Injury (per Person/Organization) | <u>\$1 Million</u> |
| 4) Each Occurrence (Bodily Injury) | <u>\$50,000.00</u> |
| 5) Each Occurrence (Property Damage) | <u>\$50,000.00</u> |
| 6) Excess or Umbrella Liability | <u>\$3 Million</u> |
| a. General Aggregate | <u>\$3 Million</u> |
| b. Each Occurrence | <u>\$3 Million</u> |

NOTICE TO BIDDER: *Certificates of Insurance shall be submitted with the Contractor's Bid.*

Mandatory Forms





NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF _____

COUNTY OF _____

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affiant further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding. Affiant also states as bidder, that they have not been a party to any collusion with any officer of Marion County or any of their employees as to quantity, quality or price in the prospective contract; and that discussions have not taken place between bidders and any office of Marion County or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

Firm Name

Signature

Title

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public [NOTARY SEAL]



**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT
PRIMARY CONTRACTOR**

Name of Contracting Entity: _____

Proposal Title: _____

Proposal Date: _____

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, company, or corporation which is contracting with Marion County has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,* in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to Marion County at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify User Identification Number

Date of Authorization

BY: Authorized Officer or Agent
(Name of Person or Entity)

Date

Title of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
____ DAY OF _____, 20__

Notary Public

[NOTARY SEAL]



**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT
SUB-CONTRACTOR**

Name of Sub-Contracting Entity: _____

Proposal Title: _____

Proposal Date: _____

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, company, or corporation which is contracting with Marion County has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,* in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to Marion County at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify User Identification Number

Date of Authorization

BY: Authorized Officer or Agent
(Name of Person or Entity)

Date

Title of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
____ DAY OF _____, 20__

Notary Public

[NOTARY SEAL]



PROPOSAL GUARANTY

KNOW ALL MEN BY THESE PRESENTS THAT WE _____ *[Contractor's name]*, as Principal,
hereinafter called the Principal, and (Surety) _____ a corporation duly organized under the
laws of the State of _____ as Surety, hereinafter called the Surety, and held and firmly bound unto

Marion County, Georgia
100 Burkhalter Ave
PO Box 481
Buena Vista, GA 31803

as Obligee, hereinafter called Obligee, in the sum of _____ Dollars (\$ _____), or
_____ percent (_____ %) of the amount bid, for the payment of which sum well and truly to be made,
the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns,
jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for: ***Water System – Water Loss Remediation***

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with
the Obligee in accordance with the terms of such bid and give such bonds or bond as may be specified in the bidding or
Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt
payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to
enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed
the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good
faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void,
otherwise to remain in full force and effect.

Signed and Sealed this _____ day of _____, 20_____.

Signature for Principal

Printed Name for Principal

Signature of Witness for Principal

Printed Name of Witness for Principal

Signature for Surety

Printed Name for Surety

Signature of Witness for Surety

Printed Name of Witness for Surety



EXECUTION OF BID

DATE: _____

The potential vendor certifies the following by placing an "X" in all blank spaces:

- ___ That this bid was signed by an authorized representative of the company.
- ___ That the potential Contractor/Vendor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- ___ That all costs associated with this project have been determined, including all direct and indirect costs.
- ___ That the potential vendor agrees to the conditions as set forth in this INVITATION TO BID with no exceptions.

Therefore, in compliance with the foregoing Invitation to Bid, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this bid is accepted within sixty (60) days from the date of the opening, to furnish the services/products for the prices quoted within the time frame required. The undersigned offers and agrees to furnish any or all of the items upon which prices are quoted at the price set opposite each item, in the quantities described, delivered to the point(s) specified, in accordance with the terms and conditions set forth herein. The laws of the State of Georgia shall prevail concerning all purchases and services under this contract. I certify that I have read and understand the terms and conditions herein except as stated below. I further state that I am and/or my company is capable, able to, and will provide the requested products and/or service described herein. I am the owner or agent of the company stated below and am authorized and empowered to contract. By my signature on this ITB, I/we guarantee and certify that all items included in my bid meet or exceed specifications. I certify that this quotation is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a quotation for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the quotation and certify that I am authorized to sign this quotation for the Contractor.

---Sign on next page---

Business Contact Representative

Operational Contact Representative

Vendor's Name

Federal ID #

Address

Phone

Fax

Email

Authorized Signature

Date

Typed Name & Title



ADDENDA ACKNOWLEDGEMENT

The vendor has examined and carefully studied the Invitation to Bid and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

Authorized Representative/Title
(Print or Type)

Authorized Representative
(Signature)

(Date)

Bidders must acknowledge any issued addenda. Bidders who fail to acknowledge the receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the owner's requirements.