

Request for Qualifications Annual Consultant Services

City of Swainsboro
PO Box 600
Swainsboro, Georgia 30401

(478) 237-7025

www.cityofswainsboro.org

January 31, 2024

Contents

Section 1: Introduction	3
Summary	3
Solicitation	3
Agreement Renewal	3
Open Records	3
Section 2: Scope of Services	3
Section 3: Procurement Process.....	6
Section 4: Submittal Requirements	7
Section 5: Evaluation and Selection.....	9
Section 6: Additional Required Content.....	10

Section 1: Introduction

Summary

City of Swainsboro seeks services from qualified consultants in the following categories:

- Civil and Infrastructure with focus on water and sewer distribution collection lines along with any planned future expansions.
- Water Resources/ Wastewater Treatment Plant Resources and Environmental Engineering with focus on groundwater wells and any planned future expansions.
- Transportation and Highway Engineering focusing on GA DOT right of way easements.
- Land Survey with focus on flood plains and wetland delineated areas.
- Assistance with grant writing and researching of external funding options for future capital improvement projects.

The agreement will be considered “on-call,” with task orders issued to the Consultant by the City of Swainsboro including general and specific tasks. The agreement will be renewable as discussed later in this document.

Solicitation

This Request for Qualifications for Annual Consultant Services (the Project) invites Statements of Qualifications (SOQ), from Consultants according to the requirements set forth in this RFQ, including the format and content guidelines specified. SOQs will be reviewed and evaluated by the City of Swainsboro’s selection team and ranked in the order of most qualified using the criteria and process described herein.

Upon completion of the evaluation process, City of Swainsboro will contact all Respondents. The Consultant firm scored as most qualified may be interviewed or enter discussions toward Project award(s). Based on the needs of the City of Swainsboro.

Agreement Renewal

Agreement(s) executed as a result of selection will be for one (1) year beginning on or about April 2, 2024 and may be renewed up to four (4) successive, one-year periods, for a total of five (5) years, contingent upon the appropriation of funds by the City of Swainsboro in the annual fiscal-year budget which runs from December 1 through November 30. Written notice shall be given approximately ninety (90) days before the expiration date of each agreement period.

Open Records

All materials submitted in connection with this RFQ will be public documents and subject to the Open Records Act and policies of the City of Swainsboro. All such materials shall remain the property of City of Swainsboro.

If the Consultant has notified the Owner Contact that the Consultant’s submittal contains trade secrets, proprietary commercial or financial information, which is privileged and confidential, we will make every effort to protect those portions of the submittal. The title page and each page containing proprietary information must be marked.

Section 2: Scope of Services

Statements of qualifications will be reviewed for each category. Descriptions below each category are typical of projects requiring professional consultants and can included all aspects and phases of projects including design, permitting, estimating, scheduling, and construction services. The four categories are:

Civil and Infrastructure Projects, including, but not limited to:

- Municipal Capital Improvement Projects for water, sewer and storm systems, and roadway projects.
- Sidewalk projects including curb and gutter storm drainage systems
- Structural /geotechnical services including, but not limited to, the design of structural repairs for bridges, design of new structures such as retaining walls, culverts, etc.

- Private utility coordination and undergrounding
- Site development services
 - o Site grading
 - o Erosion control
- Stormwater and Water Quality Engineering
 - o Hydraulic and hydrologic analysis
 - o Water quality design and implementation
- Permitting
 - o Encroachments (DOT, Railway)
 - o Army Corps of Engineer Permitting
- Sanitary sewer infrastructure (e.g., basin analysis, design, flow monitoring, permitting)
- Construction Administration and Observation
 - o Erosion and Sediment Control
 - o Stormwater and Construction Inspections
 - o QA/QC of field testing and special inspections (including soil compaction, asphalt, and concrete, etc.)
 - o Construction Engineering & Inspection services. Full-time site inspection.
 - o Post-construction Stormwater Inspections
 - o Review of contract required documentation, submittals, pay-applications, and project close out documents.
- Engineering drafting
- Right-of-Way acquisition support

Water Resources and Environmental Engineering, including, but not limited to:

- Stream stabilization and stream restoration projects
- Hydraulic and hydrologic engineering
- Floodplain and floodway mapping and permitting using standard computation methodology and computer modeling, in accordance with, but not limited to: City, County, State, Natural Resource Conservation Services, Georgia Department of Natural Resources, Federal Emergency Management Agency, and U.S. Army Corps of Engineers standards, policies, and procedures.
- Stormwater analysis to support culver and bridge design, evaluation of drainage complaints, development of sediment and erosion control measures, and other related activities
- Natural Resources Management: includes but not limited to wetland delineation, permitting and mitigation, archaeological, endangered species, and any other regulatory permitting requirements.
- Site Planning and design related to Low Impact Development, Planning and Zoning, Site stormwater and erosion control/grading
- Water, soil, and air sampling and coordination with analytical laboratories
- Permitting
 - o Floodplain
 - o Army Corps and Stated Jurisdictional Permitting
 - o NEPA and SEPA
 - o Air Quality or other

Transportation and Highway Engineering, Including, but not limited to:

- Roadway
 - o Widening projects, streetscapes, paving, striping (including new bike lanes), new roadway design, and pavement section design
 - o Intersection improvements and signal design
 - o Right-of-Way acquisition coordination
 - o Construction management, material testing and inspection
 - o Utility coordination, subsurface utility engineering, and evaluation of safety complaints
 - o All of the above in accordance with County, American Association of State Highway and Transportation Officials (AASHTO) and Georgia Department of Transportation (GADOT) standards and all other means necessary
- Bridge Design (for new bridges and bridge replacement projects) to include:
 - o Survey (includes Right of Way, Easements, Subsurface Utility Engineering)
 - o Roadway Design (Maintenance of Traffic plan, Plan and Profile)
 - o Structures and Geotechnical Design (Retaining walls, GADOT bridge memo and standards, piles, caps)
 - o Hydraulics
 - o Utility Coordination and report
 - o Permitting (included threatened and endangered species field surveys, cultural resources, and nationwide permits)
- Traffic Engineering
 - o Collection of traffic data, such as ADT and turning movement counts, vehicle classifications, and speed, and preparation of technical memos related to such
 - o Traffic engineering assignments shall be completed in accordance with professional engineering standard defined by local, state and federal laws

Other Services

- Topographic and aerial surveys: Survey in support of engineering and construction
- Ecological and environmental permitting: Biology, NEPA, USACOE, EPD activities
- Water resource planning: Watershed activities, water and wastewater demand projections
- Water and sewer hydraulic modelling: Capacity studies, flow monitoring, SSO identification
- Conceptual and preliminary engineering studies
- Building and site architecture: Pumping stations, administration and maintenance building
- Water and wastewater lines and pumping stations (engineering, design, services during construction)
- Wastewater process engineering: NPDES permitting, nutrient limit assistance
- Electrical and I&C engineering and design: Pumping station electrical rehabilitation & SCADA
- GIS and asset management: Assist in development of GIS and asset management program
- Water conservation / loss reduction: Identify areas of need and review of water audit
- Policy assistance: Develop and review system ordinances and update of standards

Management Services

Broadly includes financial, 3rd party services during construction, and operations assistance.

- Water and sewer rate consulting and financial modelling:
 - o Annual update of financial model
 - o Revenue sufficiency
 - o Cost of services
 - o Budget review and assistance
- Business case evaluations: Financial studies

- Assistance with procurement of grants and loans for City infrastructure
- Industrial pretreatment program assistance:
 - Development and update of local limits within Industrial Pretreatment Program
 - Update of septic hauling and landfill leachate treatment assistance.
- Owner's Representative: Review alternatives and cost proposals from Construction Manager
 - Cost estimating: 3rd party assistance in evaluating proposed construction costs
 - Value engineering: 3rd party assistance in review of concepts and associated costs
- Construction administration 3rd Party: Administration of project documentation.
- Construction observation 3rd Party: Onsite project representative, inspections.

Responsibilities of the City of Swainsboro

The City of Swainsboro, through our assigned project manager(s), will administer the services and work cooperatively with the selected firms to fulfill our Owner responsibilities in a timely manner. We will facilitate the firms' efficient performance of services. Our commitments include:

- Clearly outlining project requirements;
- Timely reviewing the work products and deliverables;
- Issuing timely responses to the Consultant;
- Furnishing existing studies, drawings, utility locates, plans, specifications, shop drawings, data, information and other documents to assist the consultant in their assigned Tasks;
- Funding the Project(s) and rendering timely compensation.
- Reimbursing for permitting fees, as needed.
- Assisting in obtaining permits, as needed.

Section 3: Procurement Process

Acknowledgement of RFQ

Each potential Respondent should acknowledge with an email no later than 2:00 p.m., March 4, 2024, that it has received the RFQ. Identify and provide full contact information for the firm's primary point of contact for any future documents, notices, and addenda associated with this RFQ.

Communications

The Owner Contact will act as the sole point of contact for this RFQ and will administer the RFQ process. All communications should be submitted in writing via email, and specifically reference this RFQ. This RFQ is subject to revision after the date of issuance via written Addenda. Any such addenda will be distributed directly to known Respondents via email. All questions and responses will be shared by Addenda with all parties having acknowledged the RFQ. Please direct questions to the Owner Contact as follows:

Herman Middlebrooks Jr.
City Administrator
PO Box 600
Swainsboro, GA 30401
Phone: (478) 237-7025
Email: hmiddlebrooks@cityofswainsboro.org

Please note that verbal communications with the Owner Contact or other individuals are not binding. With the exception of the Owner Contact or specified delegates, no contact with staff, Mayor or Council members, or any public official concerning the RFQ during the procurement process is allowed. Violation

of this provision may result in disqualification of Respondent.

The Owner's Contact may designate alternate contacts in order to address specific inquiries.

Schedule

The current procurement schedule is as follows:

Issue RFQ	January 31, 2024
Submit SOQ	March 4, 2024;
Interviews (if required)	March 12, 2024
Award and Agreement	April 1, 2024
Notice To Proceed	April 2, 2024

Section 4: Submittal Requirements

Submittal and Due Date

We desire four hardcopy submittals no later than March 4, 2024, at 2:00 p.m. local time, addressed to the Owner Contact.

Each Respondent assumes full responsibility for timely submittal of its SOQ at the required location.

The Respondent shall furnish and sign all information required by the RFQ. An authorized agent of the company must sign on behalf of the firm.

The City of Swainsboro shall not be held liable for any costs incurred by any respondent for work performed in the preparation of and production of a RFQ or for any work performed prior to execution of agreement.

Content

Letter of Interest

Provide a 1-page Letter of Interest describing how the City of Swainsboro will benefit from your firm as a trusted advisor. In the letter, please acknowledge receipt of any and all Addenda.

Team and Qualifications

The ten (10) pages should demonstrate how your firm's team, qualifications, and experience fill our needs.

Category Qualifications

Consulting Services: Respondents should possess and demonstrate a minimum of 20 years of firm / key team member experience in the water and wastewater arena for municipal, public, or private agencies. Engineering Respondent's key team members, including the Project Manager and Project Engineer(s), should be licensed Professional Engineers in the State of Georgia.

Respondents on non-engineering disciplines and professions should demonstrate similar career milestone credentials in their respective fields, such as SWS, AICP, etc.

Management Services: Respondents should demonstrate a minimum of 20 years of firm / key team member experience in the water and wastewater arena for municipal, public, or private agencies.

Construction Phase Respondent's offering key team members who possess Professional Engineer's License in the State of Georgia and / or certifications including PMP from Project Management Institute and / or Construction Management Professional from the Construction Management Association or other milestone qualifications will be viewed favorably.

Consultants from non-construction disciplines, such as Rate Consultant, Wastewater Operations, etc., should demonstrate similar professional credentials such as CPA, Class I Operator, etc.

Experience

The SOQ must describe the experience of the firm and Project team members on projects relevant to the Tasks described in the Scope of Services. The Respondent should include reference projects to demonstrate relevant experience each area listed.

Experience: Respondents should have a minimum of 20 years of progressive project experience in water and wastewater infrastructure projects.

Within the past ten (10) years, Respondents should have successfully completed at least fifty (50) similar or comparable projects for municipal clients in the Southeastern United States. The Respondent should have completed at least twenty (20) similar or representative projects for municipal water agencies in Georgia in the last 5 years.

Respondents should have a minimum of 20 years of progressive project management, operations, or financial consulting experience in water and wastewater infrastructure projects.

Within the past ten (10) years, Respondents interested in the 3rd Party Owner's Representative Services should have served as same for a minimum of \$100 million in public works and infrastructure improvements financed through State Revolving Fund, Georgia Environmental Finance Authority (or other state equivalent), SPLOST, Revenue Bonds, Owner's funds, or other government financing.

Respondents will highlight ten (10) relevant projects. Relevant Project sheets may be included in the Appendix.

Each project description shall contain the following information:

- Owner
- Owner contact information (including email address)
- Role of firm
- Contract value
- Year completed
- Description of the project demonstrating relevance to the City of Swainsboro's needs
- Key team members involved in the relevant projects, along with a concise description of the role and responsibilities of each.

Resumes

Include resumes for key team members in the Appendix. Resumes should be 1-page maximum length.

Project Management Approach

Consider this section as an opportunity to write persuasively about a documented success story. Include within the ten (10) pages, your firm's approach for achieving outstanding results for a hypothetical (or real) assigned Task under this Project. Provide a real-life example(s) of where this approach has been successful. Our ideas, presented as "food for thought" only, include:

- Development of standard operating procedures that saved significant effort or dollars
- Improving water quality / reducing unbilled water through creation of pressure zones
- The solution eliminated the project
- Including sufficient "turn-down" capacity in facility design
- Incorporating new technology for system monitoring that significantly improved quality
- Design efforts that significantly drove down construction costs

- Where basic automation significantly increased Owner productivity
- An innovative design technique embraced by Operations that returned a facility to compliance
- Where a business case evaluation saved the Owner from dire consequences

Please include the real-life example(s) as one or more of the relevant projects featured in the Appendices.

Billing Rates

Also in the Appendix, provide the firm's hourly billing rate schedule including the key personnel and others involved in the work. Billing rates should be expressed as labor grades comprising all disciplines to be offered. The schedule should include any billing multipliers to be assessed on expenses or sub-consultant charges. Key personnel are to be mapped to the billing rate schedule.

Provide a description of how the firm expects to be compensated (hourly with estimated maximum, lump sum, etc.) for various types of assignments. The City of Swainsboro may request services to be compensated on a lump sum basis (small designs, studies, etc.) in addition to tasks compensated on time and materials basis.

Value Added Services

Along the same lines of the project management approach, explain a service offered by your firm that fits a niche or is a differentiator from the competition. Our ideas, presented as "food for thought" only, might include:

- Hands-on I&C troubleshooting
- Easement / right-of-way services
- Small project turn-key construction services
- In-house services as opposed to sub-consultants

Section 5: Evaluation and Selection

Evaluation Criteria

A selection team comprised of the Owner's project managers will evaluate and rank the responsive SOQs that best satisfy the Project requirements. The selection team will apply the evaluation criteria below.

Evaluation Criteria	Value
Team and Qualifications	35
Experience	25
Project Management Approach	20
Cost Efficiency of Billing Rates	10
Value Added Services	10

Selection Process

After evaluation and recommendations for selection, the Owner will notify Respondents. The top ranked Respondent will be either selected for contract award or offered the opportunity to negotiate the final terms of the Owner's Agreement for Professional Services. If the Owner determines that the top-ranked Respondent's proposed final terms are not advantageous to the Owner, the Owner may choose to either select or negotiate with the next-highest ranked Respondent.

Section 6: Additional Required Content

Forms

Include the items described in Attachment A and return them in the SOQ's Appendix including:

- Firm's comments, if any, on the proposed agreement for consulting services.
- Provide Sample Certificate of Insurance meeting requirements found in agreement.

Respondents are required to complete the forms in Attachment B and return them in the SOQ including:

- Consultant's Affidavit (E-Verify)
- SAVE Affidavit
- W-9

CONSULTANT'S AFFIDAVIT OF EMPLOYMENT ELIGIBILITY

STATE OF GEORGIA

EMANUEL COUNTY

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of the **City of Swainsboro** has registered with, is authorized to use and uses the Federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned Contractor will continue to use the Federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any Subcontractor(s) in connection with the physical performance of services pursuant to this contract with the **City of Swainsboro**, Contractor will secure from such Subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the **City of Swainsboro** at the time the Subcontractor(s) is retained to perform such service. Contractor hereby attests that its Federal work authorization user identification number and date of authorization are as follows:

E-Verify Company ID Number

Date of Authorization

Name of Contractor

Name of Project

I (We) hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on the _____ day of _____, 2024, in _____ (City),

(State).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 2024

Notary Public

My Commission Expires: _____

SAVE AFFIDAVIT

STATE OF GEORGIA
EMANUEL COUNTY

By executing this affidavit under oath, as an applicant for a public benefit, as referenced in O.C.G.A. §50-36-1, administered by the Georgia Department of Community Affairs, the undersigned applicant verifies one of the following with respect to my ability to enter into a contract with the City of Swainsboro:

1) _____ I am a United States citizen.

OR

2) _____ I am a legal permanent resident of the United States.

OR

3) _____ I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act and lawfully present in the United States with an alien number issued by the Department of Homeland Security or other federal immigration agency. My alien number issued by the Department of Homeland Security or other federal immigration agency is:

_____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. §50-36-1(f)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. §16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed this the _____ day of _____, 2024 in _____(City),

_____ (State).

*Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 2024.

NOTARY PUBLIC

My Commission Expires:_____

Request for Taxpayer Identification Number and Certification

^a Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Individual/sole proprietor or single-member LLC	C Corporation	S Corporation	Partnership	Trust/estate	_____

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ^a

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ^a

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions. Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-		-			
or								
Employer identification number								
			-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ^a	Date ^a
	_____	_____

General Instructions

• Form 1099-INT (interest earned or paid)

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan

interest), 1098-T (tuition)

- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.