 <p>CLAYTON COUNTY Water AUTHORITY</p> <p>1600 Battle Creek Road, Morrow, GA 30260</p>	SLBE On-Demand Engineering Services	
	ADDENDUM # 1	
	DATE	Wednesday, January 20, 2021
	RFQ NUMBER	2021-PME-01
	PRE-RFQ SUBMITTAL MEETING	Wednesday, February 3, 2021 at 2:00 p.m. local time
RFQ OPENING DATE	Tuesday, February 16, 2021 at 2:00 p.m. local time	
ADDENDUM MUST BE SIGNED AND INCLUDED IN YOUR RESPONSE TO THE RFQ.		

REVISIONS:

1. Replace Division 1, Section 2 – General Information of the RFQ documents with the revised Division 1, Section 2 (Revision 1) provided with this Addendum. Revisions are highlighted in yellow and are summarized below:

A. Division 1, Section 2 (Revision 1) includes the addition of the following sentences in Section 2.1 - Project Background:

Teaming and subcontractor relationships are permitted; however, the proposing firm is required to have expertise in the project category or categories for which they submit qualifications.

In addition to Task Orders, it is anticipated that work will be assigned via subcontracts to CCWA's current On-Demand Engineering Firms, Jacobs Engineering Group, Inc. (Jacobs) and Hazen and Sawyer (Hazen). As part of our Master Service Agreements with Jacobs and Hazen, these firms are encouraged to subcontract out a portion of their work to CCWA SLBEs.


B. Division 1, Section 2 (Revision 1) includes the addition of the following sentences in 2.6 Qualifications Submittal Response, Section 3 – Project Team:

Where teaming and/or subcontractor relationships are proposed, the proposing firm will be required to have expertise in the project category or categories and will be required to provide a majority of the work. Specialty subcontractors, such as materials testing, geotechnical, survey, and utility locate services, are not required to be included in the proposal. Those specialty subcontractors can be added to a project team after award of the contract.

C. Division 1, Section 2 (Revision 1) includes the addition of the following changes in 2.7 Evaluation Criteria:

Make the following change:

Each item from the table below will be evaluated only against the project categories ~~that were identified in above "Section 2—Company Experience"~~ for which the proposing firm is submitting qualifications (e.g., for firms submitting

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qualifications for Category C, Water and Wastewater Facilities, the cover letter, company experience, project team, and project description references will only be evaluated with consideration to this category).

Add the following sentence:

Where teaming and/or subcontractor relationships are proposed, ranking of the qualifications will place a majority of the emphasis on the proposing firm.

QUESTIONS:

- 1. We have been certified by the City of Atlanta as a small business entity. Does this mean we do not need to apply and be certified by CCWA? What does ‘provisionally accepted’ mean?**

Answer: To be provisionally accepted, the firm must meet the CCWA SLBE requirements as outlined below and submit a CCWA SLBE Provisional application along with the required supporting documents.


CCWA SLBE Requirements: The firm must be located and operating in Clayton, Cherokee, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, Rockdale, or Spalding County, and hold a valid certification as indicated with one of the following agencies:

1. Clayton County Government SLBE Certification.
2. City of Atlanta SBE Certification (SBE only).
3. DeKalb County LSBE Certification.
4. Georgia Department of Transportation Disadvantaged Business Enterprise (DBE) certification.

The firm must also submit the required CCWA SLBE Provisional Application and provide a copy of the current year’s business license along with a copy of the current certification from one of the above agencies.

The approved provisional certification is a temporary certification that is valid for a period of two (2) years.

The CCWA SLBE Provisional application can be found by clicking [here](#).

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2. Do you anticipate extending the bid due date?

Answer: No, we do not intend to extend the deadline for the RFQ.

3. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

Answer: Refer to the RFQ documents, Division 1 – Section 2: Overview.

4. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free?

Answer: No.

5. Other than your own website, where was this bid posted?

Answer: The RFQ documents were also posted in the Vendor Registry and in the Georgia Procurement Registry.

<i>Acknowledgment of receipt of this addendum must be signed and included in your bid response.</i>	
COMPANY NAME	
SIGNATURE	
DATE	

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General Information

Section 2: Overview (Revision 1)

2.1 Project Background

Currently, the Clayton County Water Authority (CCWA) is seeking the services of up to three Small Local Business Enterprise (SLBE) firms for On Demand Engineering Services. Under this procurement a “Small Local Business Enterprise firm” is defined as a firm that is certified or has the qualifications to become certified under CCWA’s SLBE program. The requirements for CCWA SLBE Program certification are outlined at: <https://www.ccwa.us/smalllocal-business-program/>. A CCWA SLBE certification must be obtained or applied for no later than February 16, 2021.

The CCWA currently serves as the water, sewer and stormwater utility for Clayton County and the Cities of Forest Park, Lake City, Morrow, Jonesboro, Riverdale, and Lovejoy. The service area represents a population of approximately 290,000 residents and includes over 85,000 active customer accounts. The CCWA’s major facilities include five water supply reservoirs, three water production plants (with a combined capacity of 42 million gallons per day [MGD]), ground and elevated storage tanks and booster pump systems, three advanced treatment water reclamation facilities (with a combined capacity of 38.4 MGD), engineered constructed wetlands treatment and almost 3000 miles of water distribution and wastewater collection pipelines. Stormwater utility operations manage approximately 40,000 structures and almost 500 miles of conveyance infrastructure.

The services being sought will generally support implementation of the 2020 Strategic Asset Management Plan (SAMP; see Appendix A) and the 2020 Strategic Master Plan (SMP; see Appendix B). The actual work awarded under this contract will depend on available funding and direction by CCWA and may also include projects not specifically listed in the SMP or SAMP. Proposing firms are not required to have relevant experience and qualifications across the three project categories described in Section 2.6. Proposers will indicate the categories of work they are submitting for and will be scored on only those categories of work. **Teaming and subcontractor relationships are permitted; however, the proposing firm is required to have expertise in the project category or categories for which they submit qualifications.**

It is the CCWA’s intention to award Master Services Contracts to up to three SLBE firms to support the needs of CCWA. Work would be assigned through Task Orders based on the Firm’s expertise, cost effectiveness, and availability and capability to complete the work. Subsequent work assignments will be based on

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CCWA project needs, productivity, and quality of prior work completed and may result in a less than an equal distribution of work. All Task Orders will be issued on “As Needed, When Needed” basis. The initial term of this contract will be three years. The contract may be extended on a year-to-year basis for a total of two additional years at by mutual consent of both parties. **In addition to Task Orders, it is anticipated that work will be assigned via subcontracts to CCWA’s current On-Demand Engineering Firms, Jacobs Engineering Group, Inc. (Jacobs) and Hazen and Sawyer (Hazen). As part of our Master Service Agreements with Jacobs and Hazen, these firms are encouraged to subcontract out a portion of their work to CCWA SLBEs.**

For certain projects it is anticipated that CCWA may request a scope of work and cost estimate from all firms to determine the best solution for CCWA. Where CCWA determines that the firm(s) have not provided expertise or costs that are acceptable to CCWA, CCWA reserves the right to procure services from others.

2.2 Small Local Business Enterprise Participation Requirement

Currently, the Clayton County Water Authority (CCWA) is seeking the services of up to three (3) Small Local Business Enterprise (SLBE) firms for On-Demand Engineering Services. Under this procurement a “Small Local Business Enterprise firm” is defined as a firm that is certified or has the qualifications to become certified under CCWA’s SLBE program. The application and requirements for CCWA SLBE Program certification are outlined at: <https://www.ccwa.us/smalllocal-business-program/>. A CCWA SLBE certification must be obtained or applied for no later than **February 16, 2021**. Submit the completed application and all required documents via email to ccwa_slbe_program@ccwa.us or to the Clayton County Water Authority, Attention: Contracts, Compliance and Risk Management Section, at 1600 Battle Creek Road, 3rd Floor, Morrow, Georgia 30260. Please contact Contracts, Compliance and Risk Management at (770) 960-5880 or ccwa_slbe_program@ccwa.us for more information on CCWA’s SLBE Program.

SLBE means a locally based small business operating inside or outside of Clayton County, which meets the following criteria:

- A) Independently owned and operated business concern whose average annual gross receipts for the previous three years must not exceed (1) Construction Firms – \$18,250,000; (2) Professional Services Firms – \$5,500,000; (3) Architectural Firms – \$3,750,000; (4) Engineering Firms – \$7,500,000, and (5) Goods and Services – less than 250 employees.

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- B) Locally based, meaning located and operating in Clayton County or the ten (10) counties of Cherokee, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, Rockdale and Spalding for at least one year prior to submitting application for certification.

If a firm is locally-based in one of the counties mentioned above, is currently certified as a small business through the Clayton County, the City of Atlanta, DeKalb County or the Georgia Department of Transportation and can provide evidence of its certification, the firm will be provisionally accepted as a SLBE.

SLBE's must perform a commercially useful function, which means performance of provision of real and actual services under the contract or subcontract with CCWA. Factors such as the nature and amount of the work subcontracted; whether the SLBE has the skill and expertise to perform the work for which it has been certified; whether the SLBE actually performs, manages or supervises the work; and whether the SLBE intends to purchase commodities and/or services from a non-SLBE and simply resell them will be considered in determining if the SLBE is performing a commercially useful function.

2.3 RFQ Schedule

The planned schedule for proceeding with the selection process for this work is as follows:

Virtual Non-Mandatory Pre-RFQ Meeting	Wednesday, February 3, 2021 at 2:00 PM
Deadline for Questions	Friday, February 5, 2021 at 2:00 PM
Issue Last Addendum	Tuesday, February 9, 2021 at 2:00 PM
Qualification Submittal Opening	Tuesday, February 16, 2021 at 2:00 PM
Short-list Notification (if deemed necessary)	Wednesday, March 31, 2021
Presentations (if deemed necessary)	Thursday, April 15, 2021
CCWA Board Approval	Thursday, May 6, 2021
Planned Start Date	June 2021

During the Request for Qualifications (RFQ) process no firm or individual is to have verbal or written communication on any aspect of this RFQ with any CCWA employee or Board member. All questions and requests shall be made in writing

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to CCWA_Procurement@ccwa.us. This is to ensure that all prospective respondents have the same level of knowledge of the work as well as insuring that all data is uniformly and consistently made available to all respondents. Failure to comply with this requirement may result in disqualification from the process.

2.4 Qualifications Submission

One (1) original, six (6) bound and one (1) USB (in compatible electronic format) copies of the proposal shall be submitted in a sealed, opaque container and delivered by hand, courier service, or mailed via the United States Postal Service. No facsimiles will be accepted. At the time specified for the Packet Submission Deadline, the sealed containers shall be publicly opened, and the names of Firms shall be read aloud. The Billing Rate Schedule of the qualification submittal must be sealed in a separate envelope and placed within the completed sealed RFQ submittal package. No other references or mentioning of billing rates or costs should be included in any other section of your submitted qualification. The Billing Rate Schedule is to be opened after the first initial evaluation of the qualification.

2.5 Addenda

To be considered, all questions must be received via email by **2:00 p.m. EST, Friday, February 5, 2021** at CCWA_Procurement@ccwa.us. Any and all questions on the RFQ will be answered in the form of an Addendum by email. All Addenda issued shall become part of the RFQ documents.

2.6 Qualifications Submittal Response

Qualifications Submittal Responses shall be limited to a maximum length of 30 pages (not including resumes, brochures, and preprinted information). Each Qualifications Submittal Response should be prepared and presented to include the information outlined below and be tabbed to denote the sections noted below. In order for the Qualifications Submittal Responses to be considered responsive, Sections 1 through 4 need to be complete as described below.

Section 1 - Cover Letter

A letter (3 pages maximum) of introduction and interest on letterhead. Provide the firm's full legal name and address and provide the CCWA SLBE certification number (can be general or provisional certification). If an SLBE certification application is pending, indicate this in the cover letter.

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Include information on the firm's history, business activities, number of employees, and ownership. Include telephone number, point of contact and official signature of an authorized company representative. Specifically indicate the client manager and any project managers who have been identified to support this contract. Indicate whether the firm operates as a single proprietorship, partnership, or corporation.

Section 2 - Company Experience

Clearly identify the project category or categories (A, B, and C below) that CCWA is to consider in the evaluation of the RFQ. Provide a listing of company experience (projects) profiling relevant expertise summarized by the project categories below. Provide a table/matrix to identify company experience (projects) against the project categories.

- A. Asset Management. Overall support with integrated utility management (asset management program to support strategic objectives, performance enhancement, etc.). Technical support of projects outlined in our Strategic Asset Management Plan (Appendix A), which are categorized as the following project types:
- Organizational Readiness – Prepare CCWA to implement improved asset management policies and practices and develop a mature asset management culture, elevate staff engagement, and provide asset management focused workforce training.
 - IT/Data Management/Usage – CCWA utilizes Cityworks and J.D. Edwards (JDE) for linear and vertical asset management, respectively. Improve the management and tracking of asset data in supporting technology tools by tracking asset data in an optimized manner so that it can be used to inform asset management decision-making. experience with
 - Work Management – Develop procedures to balance preventive vs. corrective work, standardize the business process that manages work across the organization, improve communication about priorities, and effectively and efficiently execute and document work by staff.
 - Maintenance and Reliability – Effectively analyze and use data to prevent asset failures, and repair and replace aging assets at the appropriate times so that overall risk is mitigated to an acceptable level.

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- Planning and Scheduling – Plan and schedule work to optimize resource usage and avoid down times.
 - Metrics and Performance – Extract data and information from supporting technology to report, understand, and improve asset management performance. This includes vertical and linear asset data.
 - Operator Driven Reliability – Improve the stability and repeatability of key business and work processes and maximize the useful life and daily output of assets.
- B. Water and Wastewater Facilities. Technical support of projects outlined in our Strategic Master Plan (Appendix B), and other projects as identified, that fit into the following categories:
- Plant and unit process evaluation and detailed design.
 - Lift station evaluation and detailed design.
 - Pumping evaluation and detailed design.
 - Back-up power generation systems.
 - Instrumentation and control systems.
 - Facility optimization.
 - Construction management.
 - Emergency response planning.
 - Constructed wetlands, indirect reuse.
 - Wastewater sludge pelletizing/solids management and reuse.
 - Regulatory and permitting assistance.
- C. Stormwater. Technical support of projects outlined in our Strategic Master Plan (Appendix B), and other projects as identified, that fit into the following categories:
- Design and construction management of stormwater Best Management Practice (BMP), including green infrastructure, low impact development, and stream restoration.

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- Biological and habitat assessments.
- Watershed assessment, management, and master planning.
- Water quality sampling/monitoring/analysis.
- Utility management/rate structure-financial analysis/guideline-policy development, alternative funding methods.
- Public meeting and public information support; stakeholder support (County/City engagement).
- Stormwater/drainage/hydrology analysis and design.
- Mitigation site and mitigation bank management.
- Floodplain management program support (CLOMR/LOMR/No-Rise expertise, RiskMap/MapMod).
- Regulatory, permitting, and reporting assistance (FEMA, USACE, NPDES MS4, NPDES WPP) and knowledge of local model ordinances.
- Georgia SWMM/GADOT/Clayton County drainage requirements/design.
- Geographic information system (GIS), Cityworks expertise.
- Development plan review (water, sewer, stormwater, and floodplain).

Section 3 - Project Team

Note the total employees and resources of the company, and the number of offices/locations/local staff. Provide a summary of the firm's expertise, technical resources, and quality assurance/ quality control procedures.

For expertise and resources, provide an organizational chart showing business and technical staff for key personnel and any subcontractors (including their title) proposed for the work. Specify the discipline or role for each person and subcontractor identified. Provide a summary resume for all key staff and subcontractors, including current project assignments, completion dates, and percentage availability. Full resumes may be included in an Appendix and will not be included in the page limit. Provide a table/matrix to identify all members of the proposed project team with respect to the project categories included in Section 2 and with respect to the reference projects included in Section 4.

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Where teaming and/or subcontractor relationships are proposed, the proposing firm will be required to have expertise in the project category or categories and will be required to provide a majority of the work. Specialty subcontractors, such as materials testing, geotechnical, survey, and utility locate services, are not required to be included in the proposal. Those specialty subcontractors can be added to a project team after award of the contract.

For technical resources, also describe any equipment, software, tools, and technology that will be used for the work and the level of specific expertise your firm has with these resources. Include specific Computerized Maintenance Management System (CMMS) experience with Cityworks and JDE.

Additionally, provide a summary of your procedures for ensuring quality and safety, including a statement on how you address schedule management, cost control, and deliverable QA/QC.

Provide a summary of professional liability (E&O) claims and lawsuits for the last 5 years. This summary should include any judgments, claims, arbitration proceedings or suits pending or outstanding against the Contractor, proposed partners and any proposed sub-contractors.

Section 4 - Project Descriptions/References.

Provide up to 5 one-page descriptions of recent projects that are representative of the project categories that demonstrate experience and highlight the project team's ability to successfully complete the work. Provide name of client, a brief description of the work, dates/completion status, reference contact information (phone, email, and mailing address), schedule, and cost outcomes.

2.7 Evaluation Criteria

Qualifications will be evaluated by CCWA staff and ranked based on the table below. Each item from the table below will be evaluated only against the project categories that were identified in above "Section 2—Company Experience" for which the proposing firm is submitting qualifications (e.g., for firms submitting qualifications for Category C, Water and Wastewater Facilities, the cover letter, company experience, project team, and project description references will only be evaluated with consideration to this category). Ranking of qualifications and

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proposed contract award will be made at the sole discretion of the CCWA. Where teaming and/or subcontractor relationships are proposed, ranking of the qualifications will place a majority of the emphasis on the proposing firm.

If it is determined that the Participating Firm is not qualified to be or become certified under the CCWA SLBE Program, the Participating Firm will be considered non-responsive.

Item	Criteria	Points
1	Cover Letter and Company Experience	35
2	Project Team	35
3	Project Descriptions/References	30
	Total Possible Points	100

2.8 Billing Rate Schedule

In order for the Qualifications Submittal Response to be considered responsive, a Billing Rate Schedule must be provided. The Billing Rate Schedule should be provided on the Participating Firm's own form. Provide a classification schedule of employees by billing category showing hourly rates that will be used to support this work. Provide a complete, detailed listing noting hourly rates, expense categories, subcontractor rates/categories and markups.

Please note this Billing Rate Schedule for this RFQ package must be submitted in a sealed separate container from the rest of the Qualifications Submittal Response. CCWA reserves the right to negotiate rates with any and all Participating Firms that may be awarded work under this Request for Qualifications. Additionally, CCWA reserves the right to negotiate parity in any and all costs with any and all the Participating Firms. Such negotiations are at the sole discretion of the CCWA.

END OF SECTION