

# CLAYTON COUNTY WATER AUTHORITY

## Request for Proposal

### ON-DEMAND ENGINEERING SERVICES

**Proposal Opening:** Tuesday, November 14, 2017 at 3:00 p.m. (local time)  
1600 Battle Creek Road, Morrow, GA

**Non-Mandatory** Thursday, October 26, 2017 at 3:00 p.m. (local time)  
**Pre-Proposal Meeting:** 1600 Battle Creek Road, Morrow, GA 30260

### A D D E N D U M # 1

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Dated: October 20, 2017

***Acknowledgment of receipt of this addendum **MUST BE SIGNED AND INCLUDED** IN YOUR RESPONSE TO THE RFP.***

#### **CLARIFICATION:**

1. Replace page 1-2.4 of the RFP package with page 1-2.4R included with this Addendum, and note the change to Section 2 – Company Experience – Delete the first sentence and replace with “CCWA Expects the Firm to have sufficient depth and breath in all discipline areas to support CCWA’s needs. Company Experience will be scored based on all project categories.”

#### **QUESTIONS:**

1. I had some questions regarding the On-Demand Engineering Services On-Call Contract for CCWA and I was hoping you could assist me with them. I was wondering who the incumbent team was for this contract and what type of services are included in this contract? Also, how does CCWA feel the incumbent did on that contract?

Answer: Jacobs Engineering Group and CH2M currently have the On-Demand Engineering Services On-Call Contract; these contracts will be expiring so we have put this RFP out to ensure we have continuous service. Services included in this contract are described in Section 2.1 Project Background and Section 2.5 Proposal Package.

2. Per the RFP, are we allowed to select which categories to submit for Section 2 and not submit on all five? How will this affect the 40 points for the evaluation criteria?

Answer: See Clarification 1 above.

3. Division 2, Instructions to Bidders, references several forms that must be turned in, including:

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- A. Proposal Response, as described in Division 1, Section 2, page 1-2.4 through 1-2.7.
- B. Billing Rate Schedule (Cost) as described in Division 1, Section 2, page 1-2.7.
- C. Proposer Qualification Information Form.
- D. Georgia Security and Immigration Compliance Act of 2006 Form.
- E. Contractor Affidavit and Agreement Form.
- F. Subcontractor Affidavit Form.
- G. Addenda (if any).

Is it acceptable to place the responses to Items C through G in an appendix using the forms provided (outside the 35 page limit)?

Answer: Yes it is acceptable to provide Items C through G in an appendix. The page limit applies to Sections 1 through 4 outlined in Section 2.5.

4. Is it acceptable to include a Table of Contents, divider sheets, etc. and that these will not count toward the 35 page limit?

Answer: Yes.

5. To facilitate the large amount of information needed to respond to the five project categories, can 11x17 sheets be used (and count as 1 page each) – specifically to convey the requested information for 1. the Organizational Chart, 2. the required table/matrix to identify company experience and 3. for the matrix to map project team members with respect to Section 2 projects?

Answer: Yes.

6. Section 1 of the Instructions to Proposers appears to include some paragraphs intended for contractors and suppliers of goods and not applicable to professional services. For example, Contractor's license number is supposed to appear on the envelope. Can all of the references to Contractors and providers of goods/services be removed?

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Answer: The language referring to goods/services in our RFP documents is standard language which should be taken in consideration as applicable; therefore, it will not be deleted.

**7. Are any forms in Division 3 required to be turned in with the proposal (e.g., Non-Collusion Certificate)?**

Answer: No. Division 3 (Contract Forms) should be completed by the successful proposer upon award. The post award (Contract Forms) are included only to allow the proposer the courtesy of a review prior to submitting a proposal response. The required forms to be provided with your proposal submission is listed on Page 2-3.1, Section 3.1 Required Proposal Submittals.

**8. In regards to Division 2 - Section 1, please confirm that the entirety of this section applies to professional services contracts. It appears these instructions may be intended more for construction contractors. For example:**

- a. Item 2 states basically that the Proposer cannot rely on the accuracy of information provided by CCWA. This seems to be a conflict with Division 3 – Article 5.1 of the Agreement where it says the ENGINEER can reasonably rely on the information provided by the OWNER.
- b. Item 12 requires a 5% Bid Bond for projects more than \$100,000.
- c. Item 23 states that work not completed within the period stated on the Proposal Form (is this the same as the Task Order form?) will be subject to liquidated damages for each calendar day in excess.
- d. Item 27 references Performance and Payment Bonds.

Answer:

- a. Item 2 – The statement does not conflict as Instruction to Proposer references to the accuracy of any information provided to the Firm during the RFP process; while the Agreement references the accuracy any information provided to the Firm during the contract period.
- b. Item 12 - A bid bond is not required as noted in the Table of Contents.

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- c. Item 23 - A Proposal Form is not included in this RFP thus this does not apply.
- d. Item 27 - A payment and performance bond is not required as noted in the Table of Contents.
9. **In regards to Division 2 – Section 2 and Division 3 – Article 4.9(c), please confirm that ENGINEER’s insurance coverage will be required to cover X, C, U perils.**  
Answer: Yes, that cover is required.
10. **Would you please provide a copy of the Division 3 - Agreement in Microsoft Word format?**  
Answer: No, a version in Microsoft Word format is not available.
11. **The RFP Table of Contents indicates that no bonds of any kind are required. Please confirm that we can disregard the language in Division 2- Proposal Requirements, Section 1: Instructions to Proposers, Item 12, page 2-1.3 pertaining to a bid bond.**  
Answer: Bonds are not required. Please refer to the responses to question 8.
12. **Please clarify this statement under Division 2-Proposal Requirements, Section 3: Required Proposal Submittals, Item F, page 2-3.1: “If a Contractor/Subcontractor will not be performing any services under this contract, the Contractor/company submitting the bid MUST also complete, sign, date, and have both Affidavit forms notarized and make proper notation of "N/A" - Not Applicable.” Are we and our proposed subcontractors to execute and return these forms with our proposal, or are these forms to be submitted with individual task orders as they are assigned under the contract?**  
Answer: The Firm must provide the Subcontractors’ affidavits for any and all proposed subcontractors being proposed as part of your proposal response. If no subcontractors are being proposed as part of your proposal response, simply mark the Subcontractors’ affidavit as “N/A” to note to CCWA of such. It should be

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#### ADDENDUM # 1

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noted that since this will be a five year contract term, CCWA recognizes the potential to add subcontractor(s) during the term of the agreement and at such time a Subcontractor affidavit will be required.

- 13. Section 4 - Project References, in Division 1-General Information, Section 2: Overview, page 1-2.6, allows us to “provide up to 5 one-page project descriptions...” Is it acceptable if our one-page descriptions are for other long-term general engineering services that list multiple projects?**

Answer: Yes, CCWA will accept any project references that demonstrate the Proposer’s experience and their ability to successfully complete the work per the RFP requirements.

- 14. There are references throughout Division 2: Proposal Requirements to a “Proposal Form.” Please confirm that we can disregard these references and prepare our proposal as instructed In Division 1: General Information, Section 2: Overview, 2.5 Proposal Package, pages 1-2.4 – 1-2.7.**

Answer: There is not “Proposal Form” with this RFP. Please follow instructions outlined under Division 1, Section 2, pages 1-2.4 to 1-2.7 of the RFP package, referring to the “Billing Rate Schedule”.

- 15. Will submitting Firms need to provide geotechnical and/or materials testing services under this contract, which are likely to be required for new construction projects? Or, will these services be provided to the County through another existing on-call contract?**

Answer: Some projects (i.e. design) may require geotechnical and/or materials testing services, which may be provided by the Firm directly or indirectly via a subcontract agreement.

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SIGNATURE

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COMPANY NAME

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DATE

## **Division 1**

## **General Information**

### **Section 2: Overview – Revised**

#### **2.4 Addenda**

To be considered, all questions must be received via email by **3:00 p.m. EST, Friday, November 3, 2017** at **CCWA\_Procurement@ccwa.us**. Any and all responses to questions will be issued in the form of an addendum by email. All addenda issued shall become part of the submittal package.

#### **2.5 Proposal Package**

Proposal response for below Sections 1 through 4 shall be limited to a maximum length of 35 pages. Each Proposal Package should be prepared and presented to include the information outlined below and be tabbed to denote the sections noted below. In order for the Proposal Package to be considered responsive, Sections 1 through 4 need to be complete as described below.

##### Section 1 - Cover Letter and Firm Identification.

A letter (4 pages maximum) of introduction and interest on letterhead. Provide the full legal name, firm's principal business office with address and satellite offices, if any, and indicate the location from which these professional services for the CCWA would be conducted. Specifically offer the location of the client and project manager. Include information on the Firm's history, business activities, size, employees (per office), and ownership. Include telephone number, point of contact and official signature of an authorized company representative. Indicate whether you operate as a single proprietorship, partnership, or corporation. Include the state(s) in which you are incorporated and/or licensed to operate.

##### Section 2 - Company Experience. (Revised)

**CCWA Expects the Firm to have sufficient depth and breath in all discipline areas to support CCWA's needs. Company Experience will be scored based on all project categories.** Provide a listing of company experience profiling relevant expertise summarized by the following project categories:

- A. Water. Plant and unit process evaluation and design, pumping system design, back-up power generation systems, disinfection by product (DBP) - micro constituent management, taste and odor treatment technology implementation, instrumentation and control systems, facility optimization, value engineering, constructability reviews, construction management, source water monitoring and controls, reservoir management, regulatory and permitting assistance.