



Cherokee County Board of Commissioners
Purchasing Department
1130 Bluffs Parkway, Canton, GA 30114
Phone: (678) 493-6000
Fax: (678) 493-6035

REQUEST FOR PROPOSALS

RFP 2017-116 Dam Breach Analysis for Two (2) Watershed Dams

THE PROJECT:

The Cherokee County Board of Commissioners Purchasing Department (County) is requesting competitive sealed ☐ Bids or ☒ Proposals for RFP 2017-116: Dam Breach Analysis for Two (2) Watershed Dams - as described herein.

There ☐ will be ☒ will not be a mandatory meeting to review the requirements.

The term of Agreement(s) resulting from this solicitation can be found in the Statement of Work.

All times in the solicitation are local times to Cherokee County Board of Commissioners, 1130 Bluffs Parkway, Canton, Georgia 30114.

The County reserves the right to reject any or all bids/proposals, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the County, including using any form of contract it deems most advantageous to the County. The County further reserves the right to reject the bid of any vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or who upon investigation shows is not in a position to perform the contract. Incorporated herein by this reference are Cherokee County's Standard Solicitation Terms and Condition.

SCHEDULE:

Issued	May 30, 2017
Site Visit/Pre-Bid Meeting	N/A
Questions Due	June 21, 2017 by 4:00 PM
Answers Due	June 23, 2017 by 4:00 PM
Bids/Proposals Due	June 28, 2017 at 10:00 AM
Anticipated Award Date	July 18, 2017

THE EXPECTED PERIOD OF PERFORMANCE IS:

The base period of performance is broken down into two areas; Physical Delivery of Product(s) and Service Delivery. This is a function of the Statement of Work (SOW) and/or specification and reflects if there is physical item or items to be delivered and / or delivery of services. An X in the box corresponding to item 1 below, Physical Delivery indicates a physical item or items are to be delivered and an X in the 2. Delivery of Services indicates that Services are to be performed. Either or both may apply to the work contemplated by this solicitation.

Additionally, should there be and X in the box corresponding item 3. Option Grant, then the County requests the right to extend the period of performance beyond the Base Rate as specified.

1. ☒ NO PHYSICAL ITEMS ☐ PHYSICAL DELIVERY REQUIRED:

For Physical Delivery solicitations, the period of performance for an award shall begin with either the placement of Purchase Order or the date indicated on the Agreement. All items to be delivered are to be FOB Cherokee County at the address indicated in the solicitation. Performance shall be complete upon final acceptance by the County. Time is of the essence for the delivery of each item specified. Warranty requested as below:

☐ Warranty Term Requested: _____

2. ☐ NO SERVICES REQUIRED ☒ PERFORMANCE OF SERVICES:

For Performance of Services solicitations, the period of performance shall begin with the placement of either a Purchase Order or the date of the Agreement unless the Agreement, the SOW or the Solicitation Terms indicate that performance shall begin upon the issuance of an Authorization to Proceed (ATP), in which case the ATP would represent the beginning of performance. Term of services requested are as below:

Services Term:

- ☐ One Year
☐ Two Years
☐ Three Years
☒ Other: 90 days from July 2017

☐ OPTION GRANT:

This solicitation contains requested options; please see pricing sheet for details.

SUBMITTAL INSTRUCTIONS:

Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items (if indicated by an X in the box:

- ☒ Information and Addenda Acknowledgement Form (Appendix A),
- ☒ Non-Influence and Non-Collusion Affidavit (Appendix B),
- ☒ E-Verify Affidavit (Appendix C),
- ☒ References* (Appendix D),
- ☒ Acceptance of County' Standard Agreement**, as below: (Appendix E),
 - ☒ Professional Services Agreement
 - ☐ Construction Services Agreement
 - ☐ Other: _____
- ☒ Suspension, Debarment and Litigation Affidavit (Appendix F),
- ☐ Contractor's License Certification (Appendix G)
- ☐ Bonds Requirements if the price bid > \$100K
 - ☐ Ability to Provide Performance, Labor & Matl. Payment Bond (Appendix H)
 - ☐ Bid Bond (See Appendix I)
- ☒ Evidence of/ability to provide Insurance at the limits identified herein***,
- ☒ Certifications, Licenses or Registrations as required by law and/or as requested.
- ☒ Pricing on the Pricing Form provided (Bid Form)
- ☐ Contractor's Qualifications Statement (Appendix J)
- ☐ Added Terms to Construction Service Agreement (Attachment)
- ☐ Substitutions Proposed: See Instructions Standard Solicitation Terms****, Item 9
- ☐ _____
- ☐ _____

Notes:

*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies and other sources of information believed to be viable to evaluate capability, viability and performance.

**If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

***Insurance levels requested are those identified in the County's Standard Agreement, section "I."

****Standard Solicitation Terms Refer to Cherokee County Standard Solicitation Terms and Conditions

EVALUATION CRITERIA:

Bids/Proposals that contain options or additive work above and beyond the base bid will be evaluated financially according to the criteria described in the solicitation. However, should the use of options or additive work proposed exceed the County budget, the County retains its rights to address such situations as described in its Standard Terms For Bid and Proposal Solicitation as well as the right to award based on the base bid only or the base bid plus quoted additive work that is within its budget.

☐ Bids determined to be Responsive and Responsible will be ranked based Bid Form Criteria.
OR

☒ Proposals determined to be Responsive and Responsible will be evaluated on the following criteria:

50%	Price
25%	Technical Merits*
25%	Qualifications**
<u>0%</u>	Interview
100%	TOTAL

*In addition to any materials proposers wish to provide, proposers shall also include project sequencing including proposed timing and areas of critical focus/risk mitigation.

** In addition to any materials proposers wish to provide, proposers shall also include a thorough description of qualifications, both overall and relevant to this project, including a brief business history, CV's, and identify key personnel. Proposers shall also provide a statement of financial ability to complete the project.

HOW AND WHERE TO SUBMIT BIDS AND PROPOSALS:

The County has two methods for receiving bids and proposals that are mutually exclusive; either electronically or by physical receipt. The box with the "X" below indicates how and where bids or proposals are to be submitted. The County will NOT accept proposals by fax, or e-mail unless authorized, in writing, by the Procurement Director. The solicitation submission deadline will be strictly enforced; no late bids/proposals will be accepted for any reason, please plan accordingly.

A. Electronic Submissions Only:

☒ Bids and Proposals are to be submitted electronically ONLY to the County's designated Web site or location. Physical copies are not to be submitted unless approved in advance by the Purchasing Director.

Proposals and all requested documentation to be provided electronically should in the Adobe Portable Document Format (PDF) unless otherwise indicated in these solicitation instructions. Documents provided in response to this solicitation are to be named according to the following naming convention:

- a. [Solicitation Number]_[Vendor Name]_[Document Type]
Example: "2017-111_ABC Company_Proposal"

AND/OR

B. Physical Submissions Only:

☐ Bids and/or Proposals are to be submitted on-time and ONLY in physical (paper) form and delivered to Cherokee County Procurement Department, Solicitation #2017-116, 1130 Bluffs Parkway, Canton GA 30114. On-line submissions are not to be tendered without the advanced approval of the Purchasing Director.

Number of Submittals: 1 Original and 1 Copy

QUESTIONS/ADDENDA:

Only written inquiries will be permitted during the solicitation period. Questions are to be submitted via email to the Purchasing Agent for this solicitation at: aclam@cherokeega.com no later than the date and time indicated in the Schedule, as may be amended. Answers will be posted via formal Addendum and only released as part of the solicitation documents on the County's designated website. All interested parties are instructed to monitor the County's website on a regular basis throughout the solicitation period. The final date for posting of Addenda is per the Schedule, as may be amended.

STATEMENT OF WORK LOCATED ON FOLLOWING PAGE

STATEMENT OF WORK:

Cherokee County on behalf of the Georgia Soil and Water Conservation Commission (GSWCC), is soliciting requests for proposal from firms interested in providing professional engineering services associated with dam breach modeling for two (2) watershed dams located in Cherokee County. The dam breach modeling will be used by the County in preparing an Emergency Action Plan (EAP) consistent with the Georgia EPD Safe Dams Program.

The following dams will be modeled:

Dam Name	Classification	State ID #	National Inventory of Dams (NID) ID #	Latitude DD	Longitude DD	Dam Height
MILL-CANTON CREEK WS STR # 6	I	028-005-00404	GA00036	34.17066	-84.44969	32
STAMP SHOALS CREEK WS STR NO 2 DAM	I	028-020-01890	GA00033	34.33638889	-84.51472222	31.3

It is anticipated the selected firms will begin conducting modeling during July 2017, to be completed within 90 days. Cherokee County & GSWCC will work closely with the chosen firm to develop the deliverables.

The dam break modeling shall be the main deliverable. The specific modeling protocol & deliverables shall be consistent with Section 2 of the document entitled *Engineer Guidelines*, prepared by Georgia EPD Safe Dams Program. This document can be found at the below web link: https://epd.georgia.gov/sites/epd.georgia.gov/files/related_files/site_page/Engineer%20Guidelines%20v4.0.pdf.

The following are data available from Cherokee County for use in the modeling:

- 2 foot interval LIDAR topography in Shapefile and AutoCAD format dated January 2016 (NAVD 88)
- Aerial Photography dated January 2016.
- As-built for Mill Canton Creek Structure # 6 (note - vertical datum adjustment required)
- As-built for Stamp Shoals Creek Structure # 2 (note - vertical datum adjustment required)
- NID Data for Mill Canton Creek Structure # 6
- NID Data Stamp Shoals Creek Structure # 2
- Example inundation maps and NID Data for the following dams:

Dam Name	Classification	State ID #	National Inventory of Dams (NID) ID #	Latitude DD	Longitude DD	Dam Height
MILL-CANTON CREEK WS STR # 8	I	028-012-00873	GA00038	34.26333333	-84.27333333	28
STAMP SHOALS CREEK WS STR # 1	I	028-019-01889	GA00032	34.350278	-84.544722	63.1

LITTLE RIVER WS STR # 22	I	028-022- 04062	GA00046	34.19412	-84.30277	31.7
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Supplemental information is available from Ben Morgan, Cherokee County Stormwater Coordinator. Ben can be emailed at blmorgan@cherokeega.com.

Pricing sheet to be provided by proposer in format of their preference.

END OF STATEMENT OF WORK