



LUMPKIN COUNTY BOARD OF COMMISSIONERS

REQUEST FOR QUALIFICATIONS 2023-001

PROFESSIONAL ENGINEERING SERVICES

**SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN
BELOW NO LATER THAN**

March 17, 2023 AT 12:00 PM, EDT

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO
THIS RFQ ON OR BEFORE THE STATED DATE AND TIME
WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF
THE OFFEROR.

Release February 22, 2023

General

The Lumpkin County Board of Commissioners is seeking qualified professional civil engineering firms to assist with its implementation of various general civil, environmental, and transportation projects. This contract solicitation will allow engagement of qualified teams that can deliver these services to the County in an independent, professional, and comprehensive manner. Responding firms should have a strong record providing engineering services to local governments in Georgia and experience in working on Federally Assisted Projects. Separate work orders will be developed for each project during the contract period. Lumpkin County may select a different consulting engineer as it relates to each project.

Scope of Work

Lumpkin County Board of Commissioners is soliciting qualifications from engineering firms able to provide the following services to include (but not limited to) concept report preparation and validation, utility plans, preparation of displays for public meetings, surveys and mapping, preliminary construction plans, final right-of-way plans (including staking of right-of-way), erosion control plans, structural plans, permit assistance, and final construction plans.

Typical projects may include developing the scope of construction; development of concept, preliminary, and final design documents; environmental documents; utility coordination and relocation plans; right-of-way plans and documents; specifications and bid documents; contract administration. Typical projects will generally fall into the following categories:

- Utility Improvements and Relocations (Water, sewer, and stormwater infrastructure)
- Large Transportation (New alignments, road widening, repairs and maintenance)
- Small Transportation (Sidewalks/Paths/Trails – Pedestrian or Multi-use)
- Site Development/Public Buildings

PROPOSAL FORMAT

All proposing firms shall submit an original of their proposal, as well as two (2) copies, that includes the following information and documents in this order:

Cover

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Qualifications

- A brief history and overview of the firm and its general areas of practice. Please include the number of years the company has been in existence and the firm's specific experience with Federally Assisted Projects.
- Firm's experience providing engineering services to local governments in the State of Georgia. List contact names and contact information for each reference.

- Firm's experience working on state and federally funded projects.
- Resumés of key personnel that will be working with Lumpkin County, if selected, including their qualifications and relevant experience.

Scope and Methodology

- Methodology and approach for engineering services.
- Scope and level of service proposed.
- Organizational chart which identifies the project manager, key team leaders, support personnel, and reporting structure.

Ability to Complete the Project

- Statement of current workload and availability for providing services.
- Statement of the company's financial strength. *(Please provide suitable documentation to establish financial stability. Acceptable documentation includes audited or reviewed financial statements, partnership or corporation tax returns, bank or financial institution commitments, or other verifiable information demonstrating financial stability.)*
- Statement concerning any previous projects that the firm was unable to complete, unable to complete in a timely manner, or unable to complete as budgeted in the last ten years.
- Statement of any previous, existing, or pending litigation of the company.

Budget and Fees

- Rate Schedule for Design and Construction Administration Services.
- Other information regarding firm's approach to establishing project cost.

Additional

- Proof that the firm is authorized to do business in the State of Georgia. Firm MUST have all the necessary, valid and current licenses to do business in the State of Georgia as issued by the respective State Boards and Government Agencies responsible for regulating and licensing the services to be provided and performed.
- In an Appendix, please provide any other pertinent information you believe will assist Lumpkin County in assessing the capability of your firm to undertake the project (i.e., letters of recommendation, certifications or awards, etc.). Please limit to no more than an additional 10 pages.

EVALUATION CRITERIA

Lumpkin County shall, at its sole discretion, select the most qualified firm(s) for each project, based on the best value evaluation of the following criteria:

- Relevance and amount of previous experience. (15%)
- Relevance and amount of previous experience with Federally Assisted. (20%)
- Methodology and approach. (20%)
- Scope and level of services. (25%)
- Demonstrated capacity to complete assignments and manage complex projects. (10%)
- Cost effectiveness of proposed remuneration schedule. (10%)

GENERAL TERMS AND CONDITIONS

There are no expressed or implied obligations for Lumpkin County to reimburse responding companies for any expenses incurred in preparing proposals in response to this RFQ.

The County reserves the right to request clarifications regarding information submitted as well as request additional information from one or more vendors submitting qualifications.

Ownership of all data, materials, and documentation prepared for and submitted in response to this RFQ shall belong exclusively to Lumpkin County and will be considered a public record and subject to public inspection in accordance with the Georgia Open Record Act, O.C.G.A. 50-18-70 et. seq. unless otherwise provided by law.

The County reserves the right to reject any or all submissions, extend the deadline for submission of qualifications, and call for new qualifications.

The contract between the County and the successful firms will be on the form approved by the Lumpkin County Board of Commissioners. The initial contract term will be for one year and eligible for annual review and renewal.

This RFQ and any resulting contract shall be governed in all respects by the laws of the State of Georgia and the successful proposing company shall comply with all applicable federal, state, and local laws and regulations.

By submitting their qualifications, all proposing companies certify that their submittal is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other person or party in connection with their submittal, and that they have not conferred with any Lumpkin County employee or elected official having official responsibility for this procurement transaction of any payment, loan, subscription, advance, deposit of money, services, or anything of value of more than nominal value, present or promise, unless consideration of substantially equal or greater value was exchanged.

The proposing companies specifically certify that by submitting their qualifications that they are not in violation of O.C.G.A. §§ 16-10-2 and 16-10-22 for acts of bribery, and/ or conspiracy in restraint of free and open competition in transactions with state or political subdivisions.

By submitting their qualifications, all proposing companies certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.

INQUIRIES ABOUT THIS RFQ

All inquiries and questions regarding this RFQ shall be in writing and directed to:

Ryan McDuffie, Purchasing Agent
Ryan.mcduffie@lumpkincounty.gov

The deadline for submission of any questions shall be March 7, 2023, at 12:00 p.m. and no questions shall be answered until after the deadline has elapsed. Do not call or email any employee or elected official seeking answers to questions. If a person or entity violates the prohibition against calling or emailing with questions, Lumpkin County reserves the right to immediately remove said person or entity from consideration. Questions and answers will be distributed to all interested parties through a formal written addendum to the RFP prior to the submittal deadline. All addenda will be posted on the county's web site, www.lumpkincounty.gov by **March 9, 2023 at 5:00 p.m.**

QUALIFICATIONS SUBMITTAL

Qualifications are due no later than 12:00 p.m. on March 17, 2023. An original and two copies of the Qualifications must be enclosed in a sealed envelope clearly marked, "RFQ 2023-001 Professional Engineering Services." All proposals must be delivered to the Lumpkin County Board of Commissioners Attn: Ryan McDuffie, Purchasing Agent, 99 Courthouse Hill, Suite D, Dahlonega, GA 30533 by the deadline date and time. Any proposals received after the deadline date and time will be returned unopened. Incomplete proposals may not be considered if the omissions are determined to be significant.

OTHER INFORMATION

Lumpkin County Board of Commissioners also abides by the following laws as they pertain to Federally Assisted Projects: Title VI of the Civil Rights Act of 1964; Section 109 of the HCD Act of 1974, Title 1; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.