

**Jackson County
Request for Qualifications
Engineering Services for the Jackson County
Airport Sewer Extension Project**

General

Jackson County is issuing a Request for Qualifications (RFQ) to engineering firms experienced in development of engineering plans, and construction and bid documents for infrastructure projects. The project will extend sewer service to the Jackson County Airport from a connection with the City of Jefferson sewer system, totaling approximately 1.5 miles. Responding firms should be technically qualified, licensed to provide these services, and experienced in the preparation of plans for infrastructure projects. Services to be provided will include preparation of a Preliminary Engineering Report (PER) and further design services if federal or state funding is awarded.

Background

Jackson County is considering applying for an Appalachian Regional Commission grant to assist with funding for the project. The project will involve the extension of sewer service to the Jackson County Airport from a connection with the City of Jefferson sewer system, at the lift station located off I.W. Davis Road near County Farm Road, totaling approximately 1.5 miles. The project will include a new gravity fed sewer line and improvements to an existing City of Jefferson lift station.

Administration

The RFQ is issued by Jackson County with technical assistance provided by the Northeast Georgia Regional Commission (NEGRC).

Evaluation

Procedures for the selection of an individual or firm will be in accordance with local government requirements and the Common Rule Selection Process. All Statements of Qualifications will be evaluated in terms of project approach, timing, experience, quality of work, capacity to perform, and costs. Prior experience in similar projects and qualifications of principal staff should be included. Past performances on similar projects, infrastructure, and design also will be reviewed for project timeliness. Other factors that may be under consideration are ability to complete work within budget, quality of work, and other factors, such as knowledge of the community and local area. Local government experiences and qualifications desired include, but are not limited to, preparation of engineering plans for new construction, infrastructure, federally funded projects, and estimations of plan implementation costs.

Information Required

The statement of qualifications shall contain the following:

- A. History of firm and resources
- B. ARC experience, including other DCA grant programs
- C. Key personnel/qualifications
- D. Current workload
- E. Scope and level of service proposed
- F. Experience with similar projects and list of references
- G. Fees and/or Percentages (if any) associated with the Preliminary Engineering Report (PER) for the application, and Design and Construction Management Services, if the project is funded. The draft PER would be needed no later than October 31, 2023.
- H. Errors and Omissions Insurance
- I. Statement of Qualifications Form (*Provided by Northeast Georgia Regional Commission*)
- J. Section 3 Certification Form (*Only submit with your Qualifications if you are claiming Section 3 status.*)

Selection Process

The procedure being followed is a request for qualifications followed by a review, ranking, and selection by Jackson County. An invitation to conduct the project will be issued to the selected firm and all RFQ respondents will be notified of selection or non-selection at the appropriate time.

Schedule

June 28, 2023 Request for Qualifications Published

July 31, 2023 Qualifications received by 5:00 pm (deadline)
August 4, 2023 Vendor List prepared
August 18, 2023 Vendors reviewed and selected by Jackson County

This schedule is approximate. All items except the receipt date for qualifications statements will be subject to change at the discretion of the Board of Commissioners of Jackson County.

Procedures for Submission of Statement of Qualifications

All interested parties should request copies of the Statement of Qualification Form and, if needed, a Section 3 Solicitation Package prior to preparing and submitting their qualifications. Statements of qualifications must be received by Jackson County no later than 5:00 pm E.S.T., July 31, 2023. Late submissions will be returned unopened. Facsimile and emailed submittals will not be accepted. Statements of qualifications (4 hard copies) should be sent directly to:

Kenneth Morris, Budget and Purchasing Manager
Jackson County
67 Athens Street
Jefferson, GA 30549
706.367.6309
KMorris@jacksoncountygov.com

The statement of qualifications must be accompanied by a cover letter stating the name and role of the primary consultant and any sub-consultants. It should be signed by officers of the prime and subcontractors, if applicable, with the authority to submit a statement of qualifications from their respective firms.

General questions regarding this RFQ should be emailed to: LBrosnan@negrc.org Questions and answers will also be published on www.negrc.org

Miscellaneous Provisions

- A. All contracts are subject to federal and state contract provisions prescribed by the Georgia Department of Community Affairs. This project may be covered under the requirements of Section 3 of the HUD Act of 1968, as amended, and Section 3 Business Concerns are encouraged to apply.
- B. Jackson County also abides by the following laws: *Title VI of the Civil Rights Act of 1964; Section 109 of the Housing and Community Development Act of 1974, Title 1; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Section 104(b)(2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.*
- C. Neither the NEGRC nor the participating government shall be responsible for any costs incurred in the preparation of the statement of qualifications or other related activities.
- D. All questions shall be submitted in writing (e-mail is acceptable). All questions and responses will be shared with all requesting firms responding to this RFQ before the stated deadline.
- E. All materials submitted in connection with this RFQ will be public documents and subject to the Open Records act and all other laws of the state of Georgia and the United States of America, and subject to the open records policies of Jackson County and the Northeast Georgia Regional Commission. All such materials shall remain the property of Jackson County and will not be returned to the respondent.
- F. All respondents to this RFQ shall hold harmless the Northeast Georgia Regional Commission, the participating governments, and any of their officers and employees from all suits and claims alleged to be a result of this RFQ. The issuance of this RFQ constitutes only an invitation to present qualifications. Jackson County reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFQ. Jackson County also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFQ is withdrawn or the project canceled for any reason, the Northeast Georgia Regional Commission and participating governments shall have no liability to any respondent for any costs or expenses in connection with this RFQ or otherwise.