

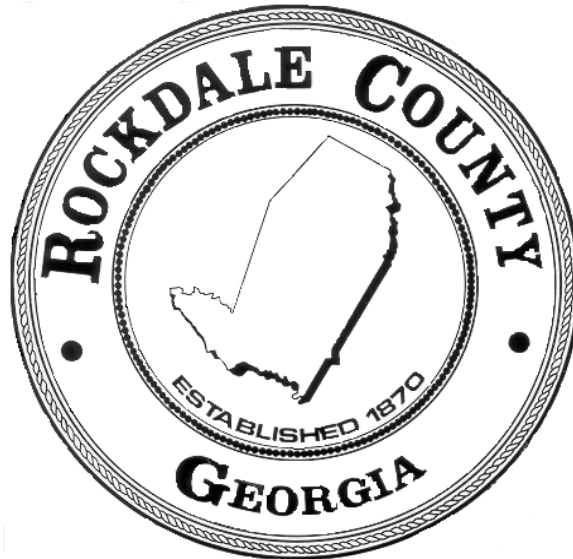
# **REQUEST FOR PROPOSALS**

**No. 15-33**

**ROCKDALE COUNTY, GEORGIA**

**August 26, 2015**

## **ENGINEERING DESIGN SERVICES FOR THE SNAPPING SHOALS WASTEWATER TREATMENT FACILITY**



**ROCKDALE COUNTY FINANCE DEPARTMENT  
PROCUREMENT OFFICE  
958 Milstead Avenue  
CONYERS, GA 30012  
770-278-7552**

**INTRODUCTION:**

Rockdale County is requesting Competitive Sealed Proposals for **Engineering Design for the Snapping Shoals Wastewater Treatment Facility**. Instructions for preparation and submission of a proposal are contained in this packet. Proposals must be typed or printed in ink.

Rockdale County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, handicap or veterans status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

**PURCHASING CONTACT FOR THIS REQUEST:**

All questions concerning this proposal and all questions arising subsequent to award are to be addressed to the Procurement Officer at the following address:

Rockdale County Finance Department  
Procurement Division  
Attn: Tina Malone, CPPO, CPPB  
958 Milstead Avenue  
Conyers, GA 30012  
Phone: (770) 278-7552, Fax: (770) 278-8910  
E-mail: [tina.malone@rockdalecounty.org](mailto:tina.malone@rockdalecounty.org)

To maintain a "level playing field", and to assure that all proposers receive the same information, proposers are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so will result in disqualification of the proposer.

**PROPOSAL COPIES FOR EVALUATION:**

One (1) original hard copy and six (6) compact disc (CD's) in Adobe PDF format will be required for review purposes. CD's that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your disk(s) to ensure that they have the appropriate material before submitting.

**DUE DATE:**

Sealed proposals will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, Thursday, November 5, 2015**. Proposals received after this time will not be accepted.

**PRE-PROPOSAL CONFERENCE:**

There will be a **MANDATORY** Pre-Proposal Conference held at **J.P. Carr Building, BOC Meeting Room, 981 Taylor Street, Conyers, GA 30012, at 10:00 a.m., local time, Monday, September 21, 2015**. Any questions and/or misunderstandings that may arise from this RFP must be submitted in writing and forwarded to the Procurement Officer by email. It shall be the Proposers responsibility to seek clarification as early as possible prior to the due date and time. Any proposer intending to submit a Proposal is required to attend this meeting.

**QUESTIONS AND CLARIFICATIONS:**

You should submit your questions and/or requests for clarifications about this RFP no later than **5:00 p.m., local time, Friday, September 25, 2015**. Written responses from the County to the questions it receives will be in an addendum and posted to the County's website at [www.rockdalecounty.org](http://www.rockdalecounty.org), Bids, RFPs and Announcements/Current Bids.

**ADDENDA:**

Answers to questions submitted that materially change the conditions and specifications of this RFP will be issued in an addendum and posted to the County's website at [www.rockdalecounty.org](http://www.rockdalecounty.org), Bids, RFPs and Announcements/Current Bids. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

Proposers should check the website at [www.rockdalecounty.org](http://www.rockdalecounty.org), Bids, RFPs and Announcements/Current Bids frequently during the process to verify that they have received all issued addenda. Proposers have the responsibility of making sure that they have received all issued addenda.

**LOCAL VENDOR PREFERENCE POLICY**

The Rockdale County Board of Commissioners adopted a Local Vendor Preference Policy on March 26, 2013. The policy will apply to all qualified Request for Proposals after May 1, 2013. The Local Vendor Preference Policy allows Rockdale County vendors to get an extra 5 points on the evaluation criteria scoring for Request for Proposals. A copy of the Policy may be downloaded from the County website at [www.rockdalecounty.org](http://www.rockdalecounty.org), under Finance/Purchasing.

The Local Vendor Preference Policy will apply to this RFP.

**QUALIFICATIONS OF OFFERORS:**

Proposers must have a current business license from their home based jurisdiction and provide a copy of that license with the submittal of their proposal response.

Proposals from any proposer that is in default on the payment of any taxes, license fees, or other monies due to Rockdale County will not be accepted.

In evaluating Proposals, the County may seek additional information from any proposer concerning such proposer's proposal or its qualifications to design the project.

**PROPRIETARY INFORMATION**

Careful consideration should be given before submitting confidential information to Rockdale County. The Georgia Open Records Act permits public scrutiny of most materials collected as part of this process. Please clearly mark any information that is considered a trade secret, as defined by the Georgia Trade Secrets Act of 1990, O.C.G.A. §10-1-760 et seq., as trade secrets are exempt from disclosure under the Open Records Act. Rockdale County does not guarantee the confidentiality of any information not clearly marked as a trade secret.

**SELECTION PROCESS:**

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

Award will be made to the responsible proposer whose proposal represents the best value after evaluation in accordance with the factors listed below. Rockdale County Board of Commissioners may reject any or all proposals and to waive any technicalities or informalities if such action is in the county's interest.

Rockdale County may evaluate proposals and award a contract without discussions with proposers. Therefore, the proposer's initial proposal should contain the proposer's best terms from a technical standpoint. The County reserves the right to conduct discussions if the County later determines them to be necessary.

Proposers will be evaluated based on the following criteria and may be called in for an interview. The County intends to award the contract to the responsible and responsive proposer whose proposal is determined in writing to be the most advantageous to the County taking into consideration all of the evaluation criteria.

### **EVALUATION CRITERIA:**

Proposers will be evaluated based on the following criteria and may be called in for an interview. Respondents will have their submissions evaluated and scored. Proposals will be evaluated to assess the proposer's ability to provide anticipated services for Rockdale Water Resources. Rockdale County shall be the sole judge of the quality and the applicability of all statements of qualifications. The Selection Committee shall evaluate and rank the proposals based on the following criteria:

- **Qualifications – 30%**
  - Project Team
  - Proposed Project Manager
  - Experience of Proposed Team on Similar Projects
  - Key Team Leaders'
  - Key Team Members'
- **Technical Approach – 40%**
  - Project Understanding
  - Ability to Meet Proposed Schedule
  - Value-added Alternative Approaches
  - Approach and Project Organization

### **INTERVIEWS**

Upon scoring and ranking of written proposals, the Selection Committee will select the three (3) top ranked firms to deliver a presentation and provide further clarification of their approach. Proposers will be allotted up to 60-minutes for the presentation and interview, and a 30 minute question and answer period for a total presentation time of 90-minutes. Key project personnel will be expected to take the lead in presenting and answering questions regarding the technical proposal. Upon completion of the presentations, the Selection Committee will score each firm according to the following criteria:

- **Presentation and Interview – 30%**
  - Quality and Clarity of Presentation
  - Project Manager's Ability To Communicate Project Understanding
  - Identification of Project Specific Risks and Plans To Manage Them
  - Adequacy of Response to Committee Questions

The scores for the presentation and interview will be combined with the scores from the evaluation of the written submittals to determine the overall ranking of the short-listed firms.

**INSURANCE:**

The Company shall maintain in full force and affect the following insurance during the term of the Agreement.

Coverage	Limits of Liability
Workers' Compensation	Statutory
Employers' Liability	\$1,000,000.00
Bodily Injury Liability except Automobile	\$1,000,000.00 each occurrence \$1,000,000.00 aggregate
Property Damage Liability except Automobile	\$1,000,000.00 each occurrence \$1,000,000.00 aggregate
Personal & Advertising Injury Limit	\$1,000,000.00
Products / Completed Ops.	\$2,000,000.00 aggregate
Automobile Bodily Injury Liability	\$1,000,000.00 each person \$1,000,000.00 each occurrence
Automobile Property Damage Liability	\$1,000,000.00 each occurrence
Professional Liability	\$3,000,000.00

All insurance shall be provided by an insurer(s) acceptable to the County, and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Proposer shall deliver to the County a certificate or policy of insurance evidencing Proposer's compliance with this paragraph. Proposer shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale County, Georgia shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.

**ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011**

Proposers submitting a Qualification package in response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- A. The form must be signed by an authorized officer of the proposer or their authorized agent.
- B. The form must be notarized.
- C. The contractor will be required to have all subcontractors who are engaged to complete physical performance of services under the final contract executed between the County and the contractor complete the appropriate subcontractor affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said subcontractor. Format for this affidavit can be provided to the contractor if necessary.

**GENERAL INFORMATION**

No proposals received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Rockdale County for the premature opening of a proposal not properly addressed and identified.

**WITHDRAWAL OF PROPOSAL:**

A proposer may withdraw his proposal before the proposal due date, without prejudice to the proposer, by submitting a written request of withdrawal to the Rockdale County Procurement Office.

**REJECTION OF PROPOSAL:**

Rockdale County may reject any and all proposals and must reject a proposal of any party who has been delinquent or unfaithful in any formal contract with Rockdale County. Also, the right is reserved to waive any irregularities or informalities in any proposal in the proposing procedure. Rockdale County shall be the sole judge as to which proposal is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various proposers.

**STATEMENT OF EXPERIENCE AND QUALIFICATIONS:**

The proposer may be required, upon request, to prove to the satisfaction of Rockdale County that he/she has the skill, experience, necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any proposer is not satisfactory, the proposal of such proposer may be rejected. The successful proposer is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

**NON-COLLUSION AFFIDAVIT:**

By submitting a proposal, the proposer represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the proposer has not in any manner sought by collusion to secure to that proposer any advantage over any other proposer.

**INTEREST OF:**

By submitting a proposal, the proposer represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Rockdale County has, in any manner, an interest, directly or indirectly, in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

**DOCUMENTS DEEMED PART OF THE CONTRACT:**

The notice, invitation to proposers, general conditions, and instructions for proposers, special conditions, specifications, proposal, and addenda, if any, will be deemed part of the contract.

## STANDARD INSTRUCTIONS

1. The instructions contained herein shall be construed as a part of any proposal invitation and/or specifications issued by Rockdale County and must be followed by each proposer.
2. The following number, **15-33**, must be written clearly on the outside of each proposal envelope in order to avoid prior opening in error.
3. All proposals must be received in-hand at proposal due date and time. Each proposer assumes the responsibility for having his/her proposal received at the designated time and place of proposal due date. Proposals received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Rockdale County accepts no responsibility for mail delivery.
4. Unless otherwise stated, all proposals submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.
5. Each proposal form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the proposal. When submitting a proposal to Rockdale County the first page of your proposal package should be the proposal form listing the price, delivery date, etc., unless the proposal form is requested to be in a separate envelope.
6. Telephone, Telegraphic or Facsimile proposals will not be accepted.
7. If applicable, warranty information shall be provided.
8. Proposers shall identify any subcontractors, and include an explanation of the service or product that they may provide.

## **CONTRACTOR QUALIFICATIONS AND RESPONSIBILITIES**

### **PREPARATION OF THE PROPOSAL**

As described in Attachment 3 "Proposal Requirements," proposals must be submitted in the following format:

1. Executive Summary
2. Firm Profile
3. Project Organization and Key Personnel (include resumes of key staff)
4. Technical Approach
5. Management Approach
6. Related Project Experience and References
7. Project Schedule
8. Fee Estimate

In addition, any material that will add to the persuasiveness of your proposal may be included. However, if the materials do not directly address the stated requirements, please include them in an appendix or a separate volume. The county will review and consider all material submitted, but will concentrate on the material that directly addresses the county's stated needs.

Your proposal must be signed and dated in ink by the owner, partner or corporate officer of the company or by an agent duly authorized to represent the company under this proposal. Include the name and position held within the company's organization.

### **SITE INSPECTION**

Before submitting a proposal, each proposer shall make all investigations and examinations necessary to ascertain all condition and requirements affecting the full performance of the contract to verify any representations made by the county upon which the proposer will rely. If the proposer receives an award as a result of its proposal submission, failure to have made such investigations and examinations will in no way relieve the proposer from its obligation to comply in every detail with all provisions and requirements of the documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the proposer for additional compensation.



## CONTRACTOR QUALIFICATIONS AND RESPONSIBILITIES

### SYSTEM BACKGROUND AND DESCRIPTION

A detailed system background and description can be found in Attachment No. 1.

### SCOPE OF WORK

A detailed scope of work for this project can be found in Attachment No. 2.

### PROPOSAL REQUIREMENTS AND FORMAT

The proposal shall be concise, well organized, and demonstrate the proposer's qualifications and experience applicable to this project, and understanding of the project. The proposal shall be limited to twenty-five (25) one-sided (8½" x 11") pages, exclusive of resumes, cover letter, graphics, dividers, and front and back cover. Type size font shall be not less than 10 point.

Proposals will be evaluated based on the information submitted in accordance with the Evaluation Criteria section above.

Proposals submitted in response to this RFP shall be in the following order and shall include:

See Attachment 3.

Service Providers shall submit one (1) executed original and six (6) compact discs (CDs) of the proposal to the office and individual identified on the cover sheet of this RFP. Proposals are due on the date and time identified on page 2 of this RFP.

Failure to comply with the requirements of this RFP may result in disqualification. The county is under no obligation to consider proposals received subsequent to the time and date specified herein.

#### Schedule of Events:

<b>Task No.</b>	<b>Task Description</b>	<b>Task Due Date</b>
1	RFP Release Date	August 26, 2015
2	Mandatory Pre-Proposal Conference	September 21, 2015
3	Questions Due	September 25, 2015
4	Response Issued	October 29, 2015
5	Proposals Due	November 5, 2015
6	Staff Review of Proposals	November 6 – 20, 2015
8	Consultant Interviews	December 1 - 4, 2015
9	Anticipated Contract Award	January 12, 2015
10	Notice to Proceed	February 4, 2016

## Attachment No. 1

### CONTRACTOR QUALIFICATIONS AND RESPONSIBILITIES

#### BACKGROUND AND DESCRIPTION

#### I. GENERAL INFORMATION:

##### **Rockdale County**

Rockdale County is located entirely within the Upper Ocmulgee River Basin and all treatment facilities discharge to streams located within this basin. Within this basin are smaller watersheds based on the topography. Two larger watersheds subdivide the county, with water in the northern portion of the county draining to the Yellow River and water in the southern portion of the county draining to the South River.

##### **Wastewater Treatment Plant:**

The RWR's wastewater service area consists of Rockdale County in its entirety, based on House Bill 489 service district designation. RWR's collection and treatment system currently consists of approximately 240 miles of gravity sewers and force mains, 28 pump stations, and five (5) wastewater treatment facilities (WWTF): Almand Branch, Quigg Branch, Honey Creek, Scott Creek, and Snapping Shoals WWTFs. These facilities serve over 10,400 customers or approximately 43 percent of the county's population. The remaining 57 percent of the population rely on septic tank systems for wastewater management. There are also some private systems, such as Lakeview Estates subdivision and the Publix Shopping Center.

The Snapping Shoals WWTF has a capacity of 450,000 gallons per day. The Snapping Shoals WWTF includes the following treatment facilities:

- Preliminary treatment including bar screens, flow splitter box, and influent pumping
- Clarifiers
- Aeration
- Digesters, and a
- CCC Plant.

#### II. PROJECT DESCRIPTION

The county is seeking to replace the Snapping Shoals Wastewater Treatment Facility with a new 3 million gallons per day (MGD) facility. The county's wastewater treatment system is in need of immediate expansion. The consultant shall provide engineering services for preliminary and final design project phases for a new 3 MGD Snapping Shoals Wastewater Treatment Plant. The principal elements of the project include one or more of the following:

##### ***Task 1: Preliminary Design Report (PDR)***

The Consultant shall provide engineering services to prepare the PDR and subsequently to develop the design to produce a complete package of biddable plan, technical specifications, and other contract documents. The PDR shall include all the content required by the Georgia Environmental Protection Division (EPD) for the Design Development Report (DDR). The consultant shall prepare the DDR and make all necessary revisions for EPD approval of the DDR. The PDR shall include but is not limited to the following:

- Conceptual Construction Cost Estimate
- Geotechnical Report

**Task 2: Unit Processes**

This task will focus on the pre-design of the unit processes. Items to be included are as follows:

- Process and facilities overview
- Influent pumping station (existing Snapping Shoals Pump Station)\*
- Screening and grit removal facilities
- Biological process alternatives
- Tertiary filtration
- Disinfection alternatives
- Effluent pumping station
- Chemical feed facilities
- Solids handling
- Odor control

\*RWR will provide all available information regarding the Snapping Shoals pump station. Operational flexibility to pump to either Snapping Shoals WWTF or Old Salem Pump Station shall be evaluated by the consultant.

**Task 3: Site Development and Layout**

RWR will provide the project area topography in AutoCAD Civil 3D. The consultant shall review these drawings and perform additional surveying, potholing or both to produce complete drawings of existing conditions for design and construction.

This task shall include the location of treatment processes on the site plan, interconnection between the unit processes, hydraulic profiles, site development plans, and utility information as follows:

- Hydraulic profile
- Site plans
- Grading plans and site sections
- Site paving plan
- Erosion control and storm water control
- Utility plan
- Channels and conveyance piping between unit processes
- Flow distribution and connection structure(s)
- Pipe/duct bank corridors
- Geotechnical considerations
- Corrosion assessment and protection for buried utilities

**Task 4: Electrical and Instrumentation**

Task 4 focuses on electrical and instrumentation. The task shall include electrical and instrumentation design information as well as an initial process and instrumentation diagram (P&ID) for each type of equipment on the project. A general outline for this task is as follows:

- Site power and distribution schematic
- Electrical site plan and duct bank routing
- Single line diagrams
- Network communication block diagrams
- Control system overview schematic diagrams

- Communication systems overview diagrams
- Fieldbus communication systems overview diagrams
- Preliminary control strategies
- Process and instrumentation diagrams

### ***Task 5: Building and Structures***

Task 5 is focused on the structures and buildings. This task includes a section for each discipline involved with the design of buildings and structures. A general outline for the task is as follows:

- Architecture
  - Room area plan, section, and dimensions
  - Code requirements
  - Fire protection requirements
  - Building materials and finishes
  - Doors, windows, and skylights
  - Roof
- Structural
  - Foundation design based on geotechnical study results
  - Structural concept
  - Preliminary structural sizing and thicknesses
- Process
  - Equipment location and working space
  - Major pipe routing
  - Maintenance access and removal provisions for equipment
  - Safety hazards for operations and maintenance after construction
- Corrosion
  - Corrosion narrative
  - Protection schemes
- Noise
  - Noise narrative
  - Noise mitigation schemes
- Mechanical (HVAC, plumbing)
  - Interior air temperatures
  - HVAC requirements and duct layout
  - Plumbing provisions

### ***Task 6: Implementation Plan***

This task will focus on construction, testing, and commissioning. A general outline for this task is as follows:

- Construction sequencing narrative and drawings
- Permit requirements and permits needed
- Preliminary construction schedule
- Preliminary construction cost estimate
- Testing/commissioning planning

**Attachment No. 2****CONTRACTOR QUALIFICATIONS AND RESPONSIBILITIES****SCOPE OF WORK**

The scope of work for this project includes providing the necessary professional engineering, design, post design, and construction management services for the Snapping Shoals Wastewater Treatment Facility. The consultant shall be responsible for providing engineering services for the preliminary and final design for the new 3 MGD Snapping Shoals Wastewater Treatment Plant.

**Task 0 – Project Management**

Provide all professional and support services required to manage, control, track and report on the progress of work and expenditures provided under this scope of work, including but not limited to:

1. Coordination and management of all consultant's sub-consultants
2. Quality Assurance / Quality Control
3. Stakeholder coordination and management
4. Project coordination meetings
5. Earned value analysis
6. Scope, budget, and schedule management
7. Monthly invoicing
8. Communication management
9. Risk Management
10. Progress Reporting

**Task 1 – Preliminary Investigations**

Review and assess existing data, reports, record documents relative to the project and conduct all necessary investigations and analyses required to identify and mitigate project issues that could impact or be impacted by construction and operation of the completed project including, but not limited to:

1. Regulatory/ code and permitting requirements
2. Geotechnical investigation
3. Mapping and utility investigation
4. Coordination with utility companies
5. Pipeline alignment
6. Corrosion
7. Survey

Prepare a Preliminary Investigation Report that identifies all issues that could impact the design, construction, and operation of the project, and present strategies to mitigate these issues.

**Task 2 – Permitting**

For all applicable project elements of this scope of services, the consultant shall provide contract documents, which ensure that facility features and performance and construction procedures comply with all conditions of existing permits and permits required to construct this project. Construction drawing, specifications, and supplemental drawings shall be prepared as necessary in the format required to obtain all permits.

This shall include assistance with completing application forms provided by RWR, preparing supporting documentation for the permit applications as required by the issuing agency, furnishing the required number of all construction drawings, and exhibits and attending meetings with permitting agencies at

the request of RWR. Assume up to four (4) permitting meetings will be required as part of the project with each meeting lasting one (1) hour.

RWR staff will execute all applications. All permit fees will be paid directly by RWR and will not be part of the consultant's fee. The consultant shall submit all supporting documentation in a timely fashion for all permits required for this project.

### **Task 3 – Preliminary Design**

Prepare a Preliminary Design Report (PDR) that includes conceptual layout alternatives, construction schedule, and cost estimates.

### **Task 4 – Design Development**

Subsequent to submittal of the Preliminary Design Report and receipt of comments from the county, develop the design and supporting documentation, in a phased fashion that allows for county review and input prior to preparation of the final design plans and specifications. Designs and specifications shall follow established Federal, State, and local standards. Plan reviews will be conducted by the county at the 30, 60, and 90 percent plan design stages. The design tasks will consist of the following:

1. Construction cost estimate
2. Construction schedule
3. Drawings and design development
4. Specifications
5. Design review workshops
6. Addressing design review comments

### **Task 5 – Procurement Assistance**

The consultant shall assist RWR during the bid and award phase of this project. Services to be provided during procurement include, but are not limited to:

1. Responding to bidder's questions
2. Attending the pre-bid meeting
3. Preparing addenda
4. Reviewing contractor bids and assisting the county in determining the most responsible and responsive bidders.

### **Task 6 – Georgia Environmental Finance Authority (GEFA) Application**

The consultant shall assist RWR with the GEFA loan application. Services to be included are:

1. Cost of operations and maintenance of the completed design
2. Forecasted revenues to be generated from project
3. Project sources of funding for the total cost of the finished project
4. Detailed project construction budget

### **Task 7 – Post Design Services**

Provide post design services including but not limited to:

1. Review construction contractor submittals and shop drawings for technical compliance
2. Respond to request for information
3. Evaluate change orders
4. Witness system tests

**Task 8 – Startup**

1. Operations and maintenance manuals
2. Training
3. Testing and optimization
4. Computerized maintenance management system (CMMS) update

**Attachment No. 3****CONTRACTOR QUALIFICATIONS AND RESPONSIBILITIES****PROPOSAL REQUIREMENTS**

The proposal shall be concise, well organized, and demonstrate the proposer's qualifications and experience applicable to this project, and understanding of the project. The proposal shall be limited to twenty-five (25) one-sided (8½" x 11") pages, exclusive of resumes, cover letter, graphics, dividers, and front and back cover. Type size font shall be not less than 10 point.

**SECTION 1 – EXECUTIVE SUMMARY**

Include an overview of the entire project describing the highlights of the proposal.

**SECTION 2 – FIRM PROFILE**

Include a profile of the firm history and structure; number and makeup of the firm-wide and local resources; firm corporate office and local office locations; and profiles of at least three (3) representative projects that demonstrate your qualifications and experience applicable to the services, your knowledge of the local environment, and your record of success as measured by client satisfaction.

The profiles on your representative projects shall identify the client contact person(s) with current telephone numbers, e-mail addresses, and services provided by the firm.

**SECTION 3 – PROJECT ORGANIZATION AND KEY PERSONNEL**

Include a description of the proposed organization, including identification of key personnel and their qualifications, experience, years with firm, and project responsibilities. Also, include a project org chart. This section should also include resource availability for this project along with a discussion of the staffing plan to meet the required/specialized scope of work. You should also identify the location(s) of all resources, whether they are local or in another state. This section should also identify the project manager for the project, who will be the direct point of contact for this project.

**SECTION 4 – TECHNICAL APPROACH**

Provide a detailed description of the proposed approach to the project. The description shall include details to implement tasks described in the scope of work and any recommended revisions or additions to the lists of tasks. The consultant is encouraged to provide comments and enhancements to the scope provided in the RFP. Consultant shall highlight any approaches that can be used to expedite the design schedule.

The proposal shall describe the project's technical issues and the consultant's approach to handling these issues. Emphasis should be placed on how the consultant's technical approach will promote the project's success, coordination, and schedule compliance.

**SECTION 5 – MANAGEMENT APPROACH**

The proposal shall present the consultant's management approach, including management organization, coordination and monitoring of project schedule, cost, risk, scope, communications, quality, resources, stakeholders, and other management issues that could derail the agreed upon project schedule and budget. Emphasis should be placed on how the consultant's management approach will promote the project's success and schedule compliance.



## SECTION 6 – RELATED PROJECT EXPERIENCE AND REFERENCES

The consultant shall demonstrate that they have relevant project experience specifically in designing sequencing batch reactors. The proposal shall include a profile of similar projects for which the firm(s) and proposed team members have completed design in the last 15 years including project name, date, description, capacity of the project, location, design and construction cost, compliance to agreed upon schedule, and client reference including phone number. The firm's role in the project (prime consultant, sub-consultant, etc.) should also be described together with the general scope of services (preliminary/final design, construction management, etc.). For each project, indicate which proposed team members worked on the project and describe the role/work they performed and their level of involvement.

## SECTION 7 – PROJECT SCHEDULE

The consultant shall provide a(n) estimated project schedule and confirm that the work can be done within the schedule agreed upon with RWR using the resources proposed by the consultant. The schedule section should also describe how the proposed staff will meet the resource requirements of the project. The schedule should highlight all milestones and any activities that may be fast-tracked or crashed that would expedite early design completion.

## SECTION 8 – FEE ESTIMATE

A fee estimate for the project shall be provided in a **separate sealed envelope**. Compensation will be on a time-and-material basis not to exceed the authorized amount. Include the following information:

- Hourly rates for those staff to be billed to the project
- Estimated labor hours and fee by task
- Types and estimated amount of direct (non-labor) costs to be billed to the project
- Adjustments in rates predicted to occur during the project. A maximum salary escalation rate of three (3) percent per year is permitted.
- Sub-consultant costs
- Other direct costs (ODCs).

# PROPOSAL FORM

Instructions: Complete both parts of this bid form.

**PART I: Addenda Acknowledgements (if applicable)**

Each proposer is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a bid.

Addenda	Date Vendor Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		

**PART II: Proposer Information:**

Company Name	
Address	
Telephone	
E-Mail	
Representative (print name)	
Signature of Representative	
Date Submitted	

**ROCKDALE COUNTY BOARD OF COMMISSIONERS**  
**NON-COLLUSION AFFIDAVIT OF VENDOR**

State of \_\_\_\_\_)

County of \_\_\_\_\_)

\_\_\_\_\_, being first duly sworn, deposes and says that:

(1) He is \_\_\_\_\_ (owner, partner officer, representative, or agent) of \_\_\_\_\_, the Vendor that has submitted the attached RFP;

(2) He is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP;

(3) Such RFP is genuine and is not a collusive or sham RFP;

(4) Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham RFP in connection with the Contract for which the attached RFP has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached RFP or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Vendor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Title)

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20

Name \_\_\_\_\_

Title \_\_\_\_\_

My commission expires (Date)

**ROCKDALE COUNTY BOARD OF COMMISSIONERS**  
**NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR**

State of \_\_\_\_\_)

County of \_\_\_\_\_)

\_\_\_\_\_, being first duly sworn, deposes and says that:

(1) He/She is \_\_\_\_\_ (owner, partner officer, representative, or agent) of \_\_\_\_\_, the sub-contractor that has submitted the attached RFP;

(2) He is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP;

(3) Such RFP is genuine and is not a collusive or sham RFP;

(4) Neither the said sub-contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham RFP in connection with the Contract for which the attached RFP has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached RFP or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the sub-contractor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Title)

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Name \_\_\_\_\_

Title \_\_\_\_\_

My commission expires (Date)

**Contractor Affidavit under O.C.G.A. §13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of ( \_\_\_\_\_ ) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. §13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:  
\_\_\_\_\_

**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:  
\_\_\_\_\_

**Sub-subcontractor Affidavit under O.C.G.A. §13-10-91(b)(4)**

By executing this affidavit, the undersigned sub-subcontractor verifies it compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. §13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractors hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Sub-Subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_

### Affidavit Verifying Status for County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I \_\_\_\_\_. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) \_\_\_\_\_ I am a United States citizen

**OR**

2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

\_\_\_\_\_  
Signature of Applicant:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name:

\*  
\_\_\_\_\_  
Alien Registration number for non-citizens

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission Expires:

**\*Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.

\_\_\_\_\_