

Request for Qualifications and Proposal for Water and Sewer Rate Study and Financial Model

**Oconee County Board of Commissioners
23 North Main Street
Watkinsville, Georgia 30677**



RFQP Control Number FY1612-02

November 18, 2015

Section 1: Background

1.1 Introduction

This request for qualifications and proposal (RFQP) for the **Water and Sewer Rate Study and Financial Model (Project)** invites statements of qualifications including a sealed cost proposal (SOQP) according to the requirements set forth in this RFQP, including the format and content guidelines specified herein. The SOQPs will be reviewed and evaluated using the selection process described herein.

Upon completion of the evaluation process, **Oconee County Board of Commissioners (Owner)** will select a Respondent to award, or enter into negotiations for award of the Project.

This RFQP is subject to revision after the date of issuance via written addenda. Any such addenda will be posted on the Owner's web site (not distributed directly to potential Respondents). It is each Respondent's responsibility to obtain all RFQP addenda prior to submitting its SOQP.

The Owner will not be liable for any costs incurred by any Respondent or any other party in developing or submitting an SOQP.

1.2 RFQP Organization

This RFQP consists of the following Sections and Attachments:

- Section 1: Background
- Section 2: Project Overview
- Section 3: Consultant Services
- Section 4: Procurement Process
- Section 5: SOQP Submission Requirements
- Section 6: SOQP Evaluation and Selection
- Section 7: Conditions for Respondents
- Attachment A: Project Background Documents
- Attachment B: Standard Form of Agreement
- Attachment C: Mandatory Forms

Project background documents are available as indicated in Attachment A (Project Background Documents) for the purpose of preparing SOQPs. The documents represent and contain technical data and guidance that the Respondents may use for informational purposes. The Respondents shall be responsible for any conclusions they draw from the technical data. The Owner is providing these documents only for the purpose of obtaining SOQPs for the Project and does not confer a license or grant for any other use.

Section 2: Project Overview

2.1 Background

Operating under the Oconee County Board of Commissioners, the Oconee County Utility Department operates the public water and wastewater systems within the geographical borders of the County, serving approximately 9,200 and 2,100 industrial, commercial, and residential water and sewer customers, respectively. The County wholesales approximately 0.090 MGD of finished water to the Walton County Water & Sewer Authority.

The County's water supply is provided by the Upper Oconee Basin Water Authority (UOBWA), a regional treatment and wholesale provider of finished drinking water, of which Oconee County is a 21% equity partner. Oconee County's equity share of the UOBWA's finished water treatment capacity is 4 MGD. The County also treats approximately 0.400 MGD from 9 groundwater wells with capacities ranging from 0.030 to 0.300 MGD. The water transmission and distribution system consists of approximately 290 miles of water mains, diameters 6 through 24-inches. The County purchases approximately 0.010 MGD from Barrow County, a neighboring water agency and also a member of the UOBWA.

Regarding future water supply, Oconee County is an approximate 30% equity partner in the planning and construction of the new Hard Labor Creek Reservoir, located near Social Circle, Georgia in neighboring Walton County. HLC Reservoir is a 1,370 acre / 12 Billion Gallon facility estimated to provide Oconee County with water for the next 30 years.

The wastewater system consists of two wastewater treatment plants, approximately 35 pumping stations and approximately 73 miles of collection / transmission lines. Regarding the wastewater treatment facilities, the Calls Creek WRF, located in Watkinsville, Georgia, is permitted under NPDES Permit No. GA0050211 granted by Georgia EPD to treat 0.667 MGD based on maximum month average day flowrate. Calls Creek WRF will be expanded in FY 17 to 1.0 MGD. The second wastewater treatment plant is the Rocky Branch Land Application System (LAS) located in the Eastville Community, near the town of Bogart, Georgia. The LAS is permitted by Georgia EPD to treat 0.400 MGD. After secondary treatment of the wastewater, the effluent is sprayed onto hay pastures for final uptake of nutrients and crop harvest.

2.2 Work elements

Key work elements for success for this Project are as follows:

- Assess current water and sewer rates and fee structure
- Develop recommendations on water and sewer rates and rate structure
- Develop special class rate structure for large category users
- Assess impact (capacity fees) and connection fees
- Develop, for Owner use, a comprehensive financial model taking into account revenues,

expenses, funding, capital improvements program and debt service coverage.

- Incorporate CIP and funding plan and recommendations into financial model
- Provide direction / suitability of current billing software in providing future data need.
- Possible evaluation and guidance for future billing / management software.

2.3 Project Budget and Funding

The cost for Project is currently budgeted. The Owner will use existing fund balances to meet Project needs.

2.4 Project Schedule

As indicated in Section 4, it is anticipated that the Consultant Contract will be executed on or about January 4, 2016. The Owner requests that final recommendations be provided for use in the FY 17 Budget preparation cycle and final report (including financial model). The department's FY 17 budget must be delivered to the Board of Commissioners before May 1, 2016.

Section 3: Consultant Services

3.1 Scope of Services

The Scope of Services should include the following Tasks and work elements as described herein:

- Cost of Service Analysis: Using forecasted water and wastewater system operating expenditures, projected capital expenditures, debt service requirements, and transfers, develop cost allocation model attributing costs to fixed or variable cost categories.
- Development of Revenue Requirements: Develop gross revenue requirements from cost of services, capital funding requirements, and debt service requirements.
- Development of Projected Revenues: Based on existing and projected customer demand and growth, develop revenue projections for the water and sewer systems from rate revenues and other fees.
- Revenue Sufficiency Analysis: Evaluate the sufficiency of rate revenues, capacity and connection fees and other fees to meet the anticipated Net Revenue Requirements.
- Capital Funding Plan: Develop most advantageous plan for use of rate revenues, capacity or capital cost recovery fees, connection fees, bond proceeds, and borrowed funds including SRF or GEFA loans.
- Development of Financial Model including a financial funding plan that promotes financial stability while limiting financial risk to the System through coverage ratios and other tools.
- Review the County's wholesale and retail water and sewer rates
- Evaluate the County's existing rate structure for the base and volumetric charges for water and sewer service. Evaluate base charge for conformance to AWWA recommended ERU equivalents. Evaluate water consumption tiers with and emphasis toward eliminating the tiers and "phantom gallons sold" over future fiscal years.
- Include an affordability analysis for low water users to maintain the County's "super saver"

designation.

- Consider incorporating conservation rate structure to comply with the County's drought management plan and Georgia EPD regulations.
- Analyze and recommend the need for a special rate category for large industrial water and sewer users.
- Conduct up to three conference call and Webex format meetings
- Attend / lead up to two on-site work session with Utility Department staff
- Attend / lead discussion in up to one public meeting to explain / recommend options after completing the report.

3.2 Roles and Responsibilities

Owner: The Owner will collaborate and cooperate with the Consultant and will fulfill its responsibilities in a timely manner to facilitate the Consultant's timely and efficient performance of services. Owner responsibilities include:

- Review submissions and provide comments to Consultant.
- Furnish existing studies and provide data and information regarding the Project, including rate structure, rate studies, budgets, costs of services, capital improvement programs, bond issue agreements, loan agreements, and other documents of a financial nature that will assist the consultant in the Work.
- Access to utility billing software and personnel.
- Fund the Project.
- Assist Consultant in obtaining governmental information as needed.

Section 4: Procurement Process

4.1 Acknowledgement of RFQP

Each potential Respondent should provide the Owner, within 7 days of receipt of this RFQP, an acknowledgement that it has received the RFQP and is a potential Respondent. Such acknowledgement shall identify and provide full contact information for the Respondent Contact who shall be the Respondent's single point of contact for the receipt of any future documents, notices, and addenda associated with this RFQP. Such acknowledgement must be sent in writing and a copy electronically transmitted to the Owner Contact.

4.2 Communications and Owner Contact

The Owner Contact will act as the sole point of contact for this RFQP and shall administer the RFQP process. All communications shall be submitted by email, and shall specifically reference this RFQP. All questions or comments should be directed to the Owner Contact as follows:

Ms. Karen Barnett, CPPB
Purchasing Officer

Oconee County Finance Department
23 North Main Street
Watkinsville, Georgia 30677

Phone: (706) 769-2944
Fax: (706) 310-3574

Email: kbarnett@oconee.ga.us

Any explanation desired by a potential Respondent regarding the meaning or interpretation of the RFQP or associated attachments must be requested five (5) days prior to the opening, unless otherwise specified.

No oral communications from the Owner Contact or other individual is binding. With the exception of the Owner Contact, no contact with Owner staff, board members or any public official concerning the Project during the procurement process is allowed. Violation of this provision may result in disqualification of Respondent.

The Owner's Contact may designate alternate contacts, such as Owner's Representative or other County staff, in order to address specific inquiries.

4.3 Procurement Schedule

The current procurement schedule is as follows:

Issue RFQP	November 19, 2015
Deadline for questions	December 10, 2015
Submit SOQP	January 7, 2016
Interviews (If required)	January 11 – 15, 2016
SOQP evaluation / selection	January 18, 2016
Award Consultant Contract	February 2, 2016

Section 5: SOQP Submission Requirements

5.1 Submittal Place and Deadline

Three paper documents (one original and two copies), and 1 digital version of the SOQP (in PDF format on memory stick), must be mailed or hand-delivered with a cost proposal submitted in a separate sealed envelope no later than **January, 7, 2016 at 4:00 p.m. local time**, addressed to:

Ms. Karen Barnett, CPPB
Purchasing Officer
23 North Main Street
Suite 206,
Watkinsville, Georgia 30677

Qualification Statements forwarded by facsimile or e-mail will not be accepted.

The County may choose not to accept a submittal of a Respondent who is in default on the payment of

taxes, licenses or other monies due to the County.

Each Respondent assumes full responsibility for timely delivery of its SOQP at the required location. Any SOQP received after the submittal deadline will be deemed non-responsive and returned. The delivered package containing the SOQP documents must display "SOQP Enclosed – Water and Sewer Rate Study and Financial Model" on the outside.

The Respondent shall furnish and sign all information required by the RFQP Documents. The person signing the documents must initial erasures or other changes. An authorized agent of the company must sign documents.

5.2 Submission Format

The SOQP must not exceed twenty (20) single sided pages, excluding the transmittal letter, table of contents, front and back covers, tabs, and appendices. A maximum of two of the total pages may be 11 x 17-inch, tri-fold format and shall count as one of the twenty pages. Eleven-point font or larger must be used.

Attach a sealed cost proposal inside the back cover page of the SOQP with the Project Name and "Cost Proposal" clearly marked on the outside of the envelope.

5.3 Submission Content

The content requirements set forth in this RFQP represent the minimum content requirements for the SOQP. It is the Respondent's responsibility to include information in its SOQP to present all relevant qualifications and other materials. The SOQP, however, should not contain standard marketing or other general materials. It is the Respondent's responsibility to modify such materials so that only directly relevant information is included in the SOQP.

The SOQP must include the following information in the order listed:

- Transmittal Letter
- Part 1 – Executive Summary
- Part 2 – Consultant Profile
- Part 3 – Project Team
- Part 4 – Experience
- Part 5 – Project Approach
- Part 6 – Cost Proposal (Sealed Envelope)
- Appendix A – Resumes
- Appendix B – Financial
- Appendix C – Required Forms

5.3.1 Transmittal Letter

Respondents must submit a transmittal letter (maximum one page) on the Respondent's letterhead. It must be signed by a representative of the Respondent who is authorized to sign such material and to commit the Respondent to the obligations contained in the SOQP. The transmittal letter must include the name, address, phone number and e-mail address for the Respondent Contact, and must specify

who would be the Consultant's signatory to any contract documents executed with the Owner. The transmittal letter may include other information deemed relevant by the Respondent.

5.3.2 Part 1 – Executive Summary

The executive summary (maximum one page) must include a concise overview of the key elements of the SOQP and must summarize and refer to information in the SOQP concerning satisfaction of the Preferred Qualifications Requirements.

5.3.3 Part 2 – Consultant Profile

A complete description of the Consultant team must be provided in Part 2 of the SOQP. Information concerning Key Personnel should be provided in Part 3 of the SOQP. The Consultant Profile should include the following information.

- **General**

Provide general information about the Consultant, such as lines of business and service offerings, locations of home and other offices, number of employees (professional and non-professional), years in business, and evidence of required licenses, certifications and credentials.

- **Legal structure**

Identify whether the Consultant is organized as a corporation, limited liability company (LLC), general partnership, limited partnership, or other form of legal entity. As applicable, identify the owners of the Consultant (*e.g.*, shareholders, members, partners, and the like) who hold an interest of ten percent or more.

- **Project office location**

Identify where the Consultant intends to maintain its Project office(s) and where the majority of the rate and study work will be performed.

- **Financial condition**

In SOQP Appendix B (Financial), provide audited financial statements for the Consultant for the past three years and quarterly financial statements certified by the Chief Financial Officer for the current year. If the Consultant is a joint venture, LLC, or partnership, such financial statements must be provided for each partner or member.

- **Insurance**

A letter or Certificate of Insurance from the Consultant's insurance company must be provided stating its ability to acquire and provide the minimum limits for the required insurance as contained in Attachment C.

The SOQP must provide the following additional information pertaining to factors or events that have the potential to adversely impact the Consultant's ability to perform its contractual commitments. Further, if Consultant is a joint venture, each entity comprising the joint venture

shall individually respond to each of the following requests.

- **Material adverse changes in financial position** - Describe any material historical, existing or anticipated changes in financial position, including mergers, acquisitions, takeovers, joint ventures, bankruptcies, divestitures, or any material changes in the mode of conducting business.
- **Legal proceedings and judgments** - List and briefly describe any contemplated, pending or past (within 10 years) legal proceedings and judgments, or any contingent liability that could adversely affect the financial position or ability to perform contractual commitments to Owner. If no such proceedings or judgments are listed, provide a sworn statement to that effect from an appropriate corporate officer.
- **Completion of contracts** - Has the Consultant failed to complete any contract, or has any contract been terminated for convenience or due to alleged poor performance or default within the past 10 years? If so, describe the circumstances.
- **Violation of laws** - Has the Consultant been convicted of any criminal conductor been found in violation of any federal, state, or local statute, regulation, or court order concerning antitrust, public contracting, employment discrimination or prevailing wages within the past 10 years? If so, describe the circumstances.
- **Debarred from bidding** -Has the Consultant been debarred within the past 10 years, or is it currently under consideration for debarment, on public contracts by the federal government or by any state? If so, describe the circumstances.

If any of the above questions are answered in a manner that indicates that any of these unfavorable factors or events are present, it is the Respondent's responsibility to: (1) describe in detail the unfavorable factor or event; and (2) provide sufficient information to demonstrate that the unfavorable factor or event will not adversely impact the Consultant's ability to perform its contractual commitments.

The Respondent must notify the Owner of any changes subsequent to submission of the SOQP and before the selection process is completed (and, in the case of the selected Respondent, before executing the County's Professional Service Agreement).

5.3.4 Part 3 – Project Team and Qualifications

The composition, organization, and management of the Project Team must be described in the subsection as follows:

Consultants:

- Identify any other firms (such as Subconsultants) included on the Project Team along with the

Consultant, and describe the scope of the Consultant's and each firm's services and responsibilities during the Project.

- Provide an organizational chart showing the reporting relationships and responsibilities of the Consultant and any other firms. Describe the Consultant's approach to the management of such firms.

Key Personnel

- Identify all Key Personnel (and their firm affiliations) on the Project Team and describe their specific responsibilities on the Project.
- Indicate the commitment of all Key Personnel in terms of an estimated percentage of time during each phase of the Project.
- Provide resumes for all Key Personnel in Appendix A (Resumes). Resumes must be limited to **two** pages per individual and include:
 - Academic and professional qualifications
 - Professional registrations (as applicable)
 - Experience as it relates to the Project and to the individual's specified role on the Project

Desired Qualifications

Licensing and Registrations - The Consultant and each firm should be licensed for the type of work to be performed which is considered Utility Management Financial Consulting. It is desired that the Consultant provide a certified public accountant (CPA) and certified management consultant (CMC) on the project team.

5.3.5 Part 4 – Experience and Capabilities

The SOQP must describe the performance history and experience of the Project Team on similar projects. The Respondent shall submit descriptions of reference projects to demonstrate relevant experience. Provide a discussion on how the cumulative relevance of the referenced projects should lead the Owner to conclude that the Consultant has previous experience similar to all of the elements of the Project.

Utility Management / Rate Study Experience - Within the past ten (10) years, the Consultant should have successfully completed at least fifty (50) similar or comparable projects for municipal clients in the Southeastern United States with ten (10) similar or comparable projects for municipal water agencies in Georgia completed in the last 5 years.

The Consultant will highlight ten (10) relevant projects. Each project description shall contain at least the following information:

- Name of Owner
- Owner contact and contact information (including email address)
- Role of Consultant
- Contract value
- Year completed
- Description of the project demonstrating relevance to this Project

- Key Personnel that participated in project and are included in the SOQP, along with a clear description of the project role and responsibilities of each.

5.3.6 Part 5 – Project Understanding and Approach

Describe your team's understanding of the Project work elements and a discussion of how that understanding should allow the Owner to conclude that the Consultant team is knowledgeable of this type of Project. Describe your team's understanding of the critical success factors from the perspective of various stakeholders affected by the Project.

5.3.7 Part 6 – Cost Proposal

Provide a firm cost estimate for the scope of work presented in the RFQP. Provide a description of how the Consultant team expects to be compensated (hourly with estimated maximum, lump sum, etc.) and break down said compensation into the major Tasks or schedule of values compared with percentage of work completed.

Section 6: SOQP Evaluation and Selection

6.1 General

The SOQPs will be reviewed and evaluated by the Owner's selection committee according to the requirements and criteria outlined in this Section. During the SOQP evaluation process, written questions or requests for clarifications may be submitted to one or more Respondents regarding its SOQP or related matters. Also, the Owner may require that one or more of the Respondents participate in an interview.

6.2 Responsiveness

Each SOQP will be reviewed to determine whether it is responsive to the RFQP. Failure to comply with the requirements of this RFQP may result in rejection of the SOQP as non-responsive. At its sole discretion, however, the selection committee may waive technicalities and informalities, and may request clarification or additional information to address any questions that may arise in regard to whether an SOQP is responsive.

6.3 Preferred Qualification Requirements

Each responsive SOQP will be reviewed to determine whether it meets the Preferred Qualification Requirements outlined in this subsection and whether the Respondent is responsive. The SOQP shall demonstrate the following:

- **Project Understanding** -The Consultant should demonstrate excellent understanding of the work elements and Scope of Services to allow the Owner to conclude that the Consultant team can effectively address the Owner's expectations.
- **Project Approach** - The Consultant team should demonstrate their capacity to creatively

develop and implement a Project approach that will accomplish the Owner’s objectives within the budgetary and scheduling constraints derived from the understanding of the Project by the Consultant Team.

- **Value Added Considerations** -The Consultant team should communicate sufficient description of value through work features, analyses, tools, value added concepts, etc. to allow the Owner to conclude that the Team’s work, if followed by the Owner, could achieve long-term financial sustainability.

6.4 Evaluation Criteria

The selection committee will evaluate and rank the responsive SOQPs that satisfy the Preferred Qualification Requirements by applying the weighted comparative evaluation criteria set forth below. Financial condition is evaluated on a pass/fail basis as part of the Preferred Qualification Requirements.

Criteria Description	Value
Team and Qualifications	25
Experience and Capabilities	25
Project Understanding and Approach	30
Value Added Considerations	10
Cost Proposal	10

6.5 Selection

After the evaluation process is complete, the Owner will notify Respondents of the rankings. The top-ranked Respondent will be either selected for contract award on the basis of the Consultant Contract or offered the opportunity to negotiate the final terms of the Consultant Contract. If the Owner determines that the top-ranked Respondent’s proposed final terms of the Consultant Contract are not advantageous to the Owner, the Owner may choose to either select or negotiate with the next-ranked Respondent.

Section 7: Conditions for Respondents

7.1 Conflict of Interest

Identify any persons know to the Respondent who would be obligated to disqualify themselves from participation in any transaction from or in connection with the Project pursuant to Georgia general statutes regarding State and Local Government conflicts of interests.

7.2 Proprietary Information

All materials submitted to the Owner become public property and are subject to the Georgia Open

Records Act (O.C.G.A. § 50-18-90 et seq.) If the SOQP contains proprietary information that the Respondent does not want disclosed, each page containing such information must be identified and marked "PROPRIETARY" at the time of submittal. The Owner will, to the extent provided by law, endeavor to protect such information from disclosure. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request. Respondents shall not be permitted to mark entire SOQP as proprietary.

7.3 Rights of the Owner

In connection with this procurement process, including the receipt and evaluation of SOQPs and award of the Consultant Contract, the Owner reserves to itself (at its sole discretion) all rights available to it under applicable law, including without limitation, with or without cause, and with or without notice, the right to:

- Cancel, withdraw, postpone, or extend this RFQP, in whole or in part, at any time prior to the execution of the Consultant Contract, without incurring any obligations or liabilities.
- Reject all proposals or any proposal that is nonresponsive or not responsible and to waive technicalities and informalities.
- Suspend and terminate the procurement process or terminate evaluations of SOQPs received.
- Permit corrections to data submitted with any SOQP.
- Hold meetings and interviews, and conduct discussions and correspondence, with one or more of the Respondents to seek an improved understanding of any information contained in an SOQP.
- Seek or obtain, from any source, data that has the potential to improve the understanding and evaluation of the SOQPs.
- Conduct an independent investigation of any information, including prior experience, included in an SOQP by contacting project references, accessing public information, contacting independent parties, or any other means.

7.4 Addenda

If any revisions to the RFQP or procurement process become necessary or desirable, the Owner may issue written addenda. **The Owner will not transmit addenda to potential Respondents.**

The Owner will post all addenda on the Owner Project website at the following address:
<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=1def60c9-84e7-4661-be40-b4c46b28eeb1>

It is the Respondent's responsibility to obtain all addenda prior to submitting its SOQP.

7.5 Mandatory Forms

Respondents are required to complete the forms in Attachment C and return them with the SOQP package:

- W-9
- Consultant's Affidavit (E-Verify)

- Sub-Consultant's Affidavit
- Addendum Acknowledgement (if applicable)
- Drug Free Certificate
- SAVE Affidavit

7.6 Georgia Security and Immigration Compliance Act

Consultants submitting a proposal in response to this RFQP must provide the following information in the submittal to indicate compliance with the Georgia Security and Immigration Compliance Act. The form is provided for completion.

- A statement that indicates the Consultant will conduct itself in compliance with O.C.G.A. §13-10-91 and Rule 300-10-.02 in the execution of the contract.

By completing the affidavit that is provided with this solicitation, the Consultant is attesting to the following:

- The affiant has registered with and is authorized to use the federal work authorization program;
- The user identification number and date of authorization for the affiant;
- The affiant is using and will continue to use the federal work authorization program throughout the contract period;
- Any employee, Consultant, or Subconsultant of such Consultant shall also be required to satisfy the requirements set forth in this paragraph; and

Upon contracting with a new Subconsultant, a Consultant shall notify Oconee County and shall deliver a completed Subconsultant Affidavit to Oconee County within five (5) working days of entering into a contract or agreement of hire with the Subconsultant before beginning work.

Failure to provide the completed and notarized affidavit with the Consultant's proposal will result in immediate disqualification as required by the Georgia Security and Immigration Compliance Act.

7.7 Exemption from Taxes

The Consultant shall not charge the County for Georgia State Sales or Use Taxes or Federal Excise Tax on the finished goods or services provided under the Agreement. Nothing in this section shall prohibit the Consultant from including its own sales tax expense in connection with the Agreement in its Agreement price.

7.8 Equal Employment Opportunity Clause (Incorporated by Reference)

"The Equal Employment Opportunity Clause required under Executive Order 11246, the affirmative action commitment for disabled veterans and veterans of the Vietnam era, set forth in 41 CFR 60-250.4, the affirmative action clause for handicapped workers, set forth in 41 CFR 60-741.4, and the related regulations of the Secretary of Labor, 41 CFR Chapter 60, are incorporated by reference in this RFQP. By submitting SOQP, vendor certifies that it complies with the authorities cited above and that it does not maintain segregated facilities or permit its employees to perform services at locations where segregated facilities are maintained, as required by 41 CFR 60-1.8."

7.9 County Public Benefit Application Affidavit (SAVE)

Consultants submitting a proposal in response to this RFQP must provide affidavits of citizenship/alien status for “public benefits” as set forth in O.C.G.A. §50-36-1 . Also, O.C.G.A. §50-36-1(e), which became effective January 1, 2012, requires applicants for “public benefits” to provide at least one “secure and verifiable document” of identification, such as a photocopy of a valid driver’s license. The form is provided for completion.

Attachment A

Project Reference Documents

The Project Reference Documents can be found / viewed / downloaded at the following address:

https://www.dropbox.com/sh/0rmn4yvm38hnogh/AAA6dvjZj5aVA4s_iHoSyY_Ba?dl=0

Included are the following items:

- Current Water and Sewer Rates
- Current Capacity (Impact) Fees
- Current Connection Fees
- FY 16 Budget
- FY 15 Budget
- FY 16 Capital Improvements Plan
- 10-Year Strategic Plan
- Debt Schedules and Loan Agreements
- 2014 Financial Statements

Attachment B

Standard Form of Contract and General Conditions of Contract between Owner and Consultant
(Upload Pending)

Attachment C

Mandatory Forms

The following forms must be completed and returned with the Respondent’s proposal:

- W-9
- Consultant’s Affidavit (E-Verify)
- Sub-Consultant’s Affidavit
- Addendum Acknowledgement (if applicable)
- Drug Free Certificate
- SAVE Affidavit

Exhibit A

Oconee County Insurance Requirements