

ROCKDALE COUNTY, GEORGIA

August 1, 2023

REQUEST FOR QUALIFICATIONS No. 23-18

**STORMWATER MASTER PLAN SERVICES FOR
ROCKDALE COUNTY DEPARTMENT OF STORMWATER
MANAGEMENT**



**ROCKDALE COUNTY FINANCE DEPARTMENT
PROCUREMENT DIVISION
958 MILSTEAD AVENUE
CONYERS, GA 30012
770-278-7552**

INTRODUCTION:

Rockdale County is requesting Competitive Sealed Qualifications for the **Stormwater Master Plan Services for Rockdale County Department of Stormwater Management**. 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 RFQ and all questions arising subsequent to award are to be addressed to the Purchasing Division via email to Adrienne M. Brown, Buyer, at adrienne.m.brown@rockdalecountyga.gov or the following address:

Rockdale County Finance Department
Purchasing Division
Attn: Adrienne M. Brown
958 Milstead Avenue
Conyers, GA 30012
Phone: (770) 278-7557, Fax: (770) 278-8910
E-mail: adrienne.m.brown@rockdalecountyga.gov

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

STATEMENT OF QUALIFICATION COPIES FOR EVALUATION:

Firms shall submit one (1) original hard copy, two (2) copies, and one (1) USB Flash Drive in Adobe PDF format will be required for review purposes. *Original must be clearly marked "Original" and the Copies clearly marked "Copies."* Flash Drives that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your Flash Drive(s) to ensure that they have the appropriate material on it before submitting.

All SOQ materials must be completed and enclosed in a sealed envelope prior to submittal. The RFQ number and vendors name must be clearly written on the outside of the envelope. **Incomplete, incorrect, unsealed, unmarked, or improperly submitted proposals may be rejected.**

CONTRACT TERM:

The selected consultant(s) will be expected to execute Rockdale County's standard contract. Should it be impossible to negotiate a satisfactory contract, negotiations shall be formally terminated. It is the County's intention that the most qualified bidder(s) be selected for this project. The initial contract will be for two (2) years from the effective date of the contract. The county reserves the right to renew the contract for two (2) additional one (1) year periods, providing both parties agree to the renewal; all terms, conditions, and specifications remain the same, and such renewal is approved by the county, unless cancelled in writing 30 days before the end of current term.

In such a case where a specific project has begun, and the contract period has expired, the contracted firm

will continue with the project until its completion. Rockdale County will extend the contract period to cover the additional time required to complete the project.

DUE DATE:

Sealed qualifications 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, August 24, 2023.** Request for Qualifications received after this time will not be accepted.

QUESTIONS AND CLARIFICATIONS:

All questions and requests for clarifications concerning this RFQ must be submitted to the Purchasing Division via email to adrienne.m.brown@rockdalecountyga.gov or at the above address no later than **2:00 p.m., local time, on Thursday, August 17, 2023.** It shall be the consultant's responsibility to seek clarification as early as possible prior to the due date and time. Written responses from the County to the questions it receives will be in an addendum and posted to the County's website at www.rockdalecountyga.gov, under Bid Opportunities. Questions or requests for clarifications received after this deadline will not receive a response.

ADDENDA:

Answers to questions submitted that materially change the conditions and specifications of this RFQ will be issued in an addendum and posted to the County's website at www.rockdalecountyga.gov, Bid Opportunities. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

It is the proposer's responsibility to check the Rockdale County website at www.rockdalecountyga.gov, Bid Opportunities for any addenda that may be issued, prior to submitting a SOQ for this RFQ.

INFORMATION TECHNOLOGY DISCLOSURES

This section is intended to obtain a full disclosure from the responder of all requirements related to the use of Information Technology for the successful implementation and operational readiness of the proposed solution. This disclosure should include all computer hardware, software, and network connectivity requirements that are needed.

Software that provides built-in data archiving mechanisms for all documents and files, and that can also be programmed to reflect State-defined retention schedules will receive preference.

Information must include:

- Point of Contact for Technical follow up (Name, title, email address, phone number)
- System Hosting (Cloud-based or Rockdale County Data Center)
- Compute requirements (server, workstations, field devices – Mfg. and Model)
- Storage requirements (Mfg. and Model, estimated 1st year requirement, estimated rate of growth, total capacity in Gb required for initial 2 years)
- Platforms involved – list all (Windows, iOS, Android, Linux, etc.)
- Scanners, cameras, monitors, printers (Mfg. and Model)
- Software requirements (utilities, DB scripts, applications, – Name and Developer)
- High-level diagram of the solution (Host, Storage, DBs, Applications, Interfaces to other applications)

The Total Solution Cost should include all I.T. costs, plus (2) years of Maintenance (Support) Costs of all applications and equipment.

Responses must contain Payment Terms based on project-defined deliverables that include Project Plan Approval, Installation, Training, and Testing – both Systems and End-to-End (E2E) testing.

All systems that have been designated as “live”, “in use”, or “in Production” must follow the Change Management Procedures of the County in order for any subsequent changes to be approved, scheduled, and implemented. These procedures call for testing and adequate proof of testing.

OPEN RECORDS

The contents of the qualifications will not be made public until after an award and contract has been executed.

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

Any contractor submitting a Proposal must complete the Contractor’s Qualification Statement and Questionnaire if provided in this package.

In evaluating Proposals, the County may seek additional information from any contractor concerning such contractor’s proposal or its qualifications to construct the Project.

Proposers are to submit at least **three (3) references** from projects with similar experience using the materials and process in this RFQ.

DEBRIEFINGS:

In lieu of Post-Award debriefings, Rockdale County’s will provide the “Selection Package” at the time of the Selection Announcement (also referred to as the Announcement of Entering into Negotiations). The “Selection Package” will include the scores of phases for all firms who responded and will typically be provided as a PDF file and e-mailed.

FINANCIAL STABILITY

The Offeror will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm.

- If a public company, the Offeror will provide their most recent audited financial report.
- If a private company, the Offeror will provide a copy of their most recent internal financial statement, and/or a letter from their financial institution, on the financial institution’s letterhead, stating the Offeror is in good standing with that financial institution.

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.

This is a past performance/quality/price trade-off source selection in which competing offeror’s past and present performance history and product quality will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror 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 offerors. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and 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 contractor whose proposal is determined in writing to be the most advantageous to the County taking into consideration all of the evaluation criteria.

EVALUATION CRITERIA:

Offerors will be evaluated based on the following criteria and may be called in for an interview.

Respondents will have their submissions evaluated and scored. Submissions will be evaluated to assess the respondent's ability to provide anticipated services for Rockdale County. Rockdale County shall be the sole judge of the quality and the applicability of all statements of qualifications. Approach, scope, overall quality, local facilities, terms, and other pertinent considerations will be taken into account in determining acceptability.

Selection Committee shall evaluate and rank the statements of qualifications based on the following criteria:

- Staffing and Availability – Evaluation of the list of personnel specifically assigned to the RFP proposed project, including their qualifications, overall experience, and recent experience on projects of similar nature and complexity to the proposed project. Organization and Staffing, evaluation of the workload of the proposing firm and the staffing to be assigned to the proposed project; time schedule of the Proposer in relation to that of the proposed project location of the offices or facilities from which the services are to be provided to the County. **(35%)**
- Experience/Performance – Review of personnel qualifications and experience. Management approach to projects, past performance on projects of similar nature and complexity as the proposed project. Evaluation of client references including but not limited to references submitted in qualification response, overall responsiveness to County's needs. Provider financial capability, qualifications, and experience. **(40%)**
- Approach – Evaluation of the overall understanding of the scope of the proposed project; completeness, adequacy, and responsiveness to the required information of the request for proposals. **(10%)**
- Cost - **15%**

INTERVIEWS

Rockdale County reserves the right to schedule and conduct interviews with a shortlist of the selected respondents. Interviews will be informal and will provide respondents with an opportunity to answer any questions the selection team may have on a submission.

Note: Any Statement of Qualifications submitted that is incomplete or non-responsive will not be considered.

INSURANCE:

Before starting any work, the successful consultant must furnish to Rockdale County certificate(s) of insurance from companies doing business in Georgia. The Consultant shall maintain in full force and effect the following insurance during the term of the Agreement:

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

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, Consultant shall deliver to the County a certificate or policy of insurance evidencing Consultant's compliance with this paragraph. Consultant shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, GA 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 must contain policy number, policy limits, and policy expiration date of all policies. The Request for Qualifications (RFQ) number and project name must be inserted in the Description of Operations section of the certificate.

Certificates are to be issued to:
 Rockdale County, Georgia
 958 Milstead Avenue
 Conyers, GA 30012

PERMITS:

The awarded consultant will be responsible for acquiring any permits that are required for this project/purchase. Rockdale County will waive fees on all permits issued by Rockdale County.

AWARD OF CONTRACT

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 consultant different than the consultant recommended by the Procurement Office and/or Evaluation Committee.

ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

Vendors submitting a Qualification package in response to this RFQ must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the RFQ 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 contractor or their authorized agent.
- B. The form must be notarized.
- C. **The contractor will be required to have all subcontractors and sub-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 and sub-subcontractor affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-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 written specifications contained in this proposal shall not be changed or superseded except by written addendum from Rockdale County. Failure to comply with the written specifications for this proposal may result in disqualification by Rockdale County.
3. All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless such charges are included in the proposal price.
4. The following number, RFQ No. **23-18** must be written clearly on the outside of each proposal envelope in order to avoid prior opening in error.
5. All proposals must be received and 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.
6. Unless otherwise stated, all proposals submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.
7. 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 Proposal Form must be submitted in a separate sealed envelope labeled "Proposal Form".
8. Rockdale County reserves the right to accept a proposal that is not the lowest price if, in the County's judgment, such proposal is in the best interest of the County and the public. The County reserves the right to reject any and all proposals.
9. Telephone, Emailed or Facsimile proposals will not be accepted.
10. No sales tax will be charged on any orders except for contracts that include construction materials being purchased through a third party.
 - i. Federal I.D. #58-6000882
 - ii. Sales Tax Exempt #308750008
11. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any proposal on the basis of incomplete or inaccurate answers to the questionnaire.
12. If applicable, warranty information shall be provided.
13. Proposers shall state delivery time after receiving order.
14. Proposers shall identify any subcontractors and include an explanation of the service or product that they may provide.

SERVICES CATEGORIES/DISCIPLINE SCOPES OF WORK:

The Service Categories/Disciplines contemplated under this RFQ are listed below, including a list of anticipated activities. The activities listed are intended to provide information for purposes of this RFQ but may not represent all activities actually assigned. The proposer may select one or more service categories to be qualified as desired.

I. SCOPE OF WORK – Firm(s) Responsibilities

A. Basic Services

The master plan is intended to cover Rockdale County. The master plan will identify and prioritize necessary or desirable areas of concern, capital improvements and stormwater operational costs for the County. The master plan will identify modifications or additions to address the future needs of surface water collection, operations, maintenance, and storage. Finally, the plan should examine the viability and potential for development of regional retention facilities to accommodate current and future needs. The planning period for this master plan is 20 years.

It is envisioned that the planned phase(s) of the master planning project will consist of several major work components. This work will consist of the following major tasks and sub-tasks:

B. Task 1- Project Management and Facilitation

1. Project Administration

Consultant shall select a Project Manager to direct, coordinate and monitor the activities of the project with respect to budget, schedule, and contractual obligations. The Project Manager will work closely with County staff, other agencies as deemed appropriate, neighboring communities, neighborhoods, and other stakeholders essential to the success of the Master Plan. This task includes coordination of meetings with staff, Commission, and public/stakeholder meetings and any necessary support material. The County reserves the right to have the Project Manager removed if performance is substandard. Replacement of the Project Manager, if initiated by the Consultant, will require County approval.

2. Kick-off Meeting

Subsequent to Notice to Proceed, The Consultant team will conduct a project kick-off meeting with County staff to develop project goals, vision, and objectives. At this meeting, additional project stakeholders and outreach methods will be determined.

Consultant shall prepare an agenda for the kick-off meeting, invite necessary attendees, collect data, and discuss the project schedule.

3. Coordination Meetings

Consultant shall provide a weekly email update and a minimum of biweekly conference calls and a monthly in person progress review between the Consultant and County personnel to review project progress, discuss project challenges and findings, and to review early study results. Consultant shall ensure that County personnel and Consultant team members maintain a shared understanding regarding study direction, objectives, and deliverables.

4. Outreach

Develop an outreach program that promotes the active engagement of a broad cross section of stakeholders in the County. Schedule public engagement functions that meet the needs of the planning process. Conduct public workshops and meetings to publicize the project, develop goals and objectives, explore alternative standpoints, and facilitate consensus for recommended SWMP updates.

5. Public Meetings

Two (2) public meetings will be led and coordinated by the Consultant team during the planning process. Support materials for these public meetings will be prepared by the Consultant team.

6. Quality Assurance and Quality Control Review

Consultant shall conduct internal Quality Assurance and Quality Control meetings and follow-up with technical experts as necessary during the project.

C. Task 2 - Data Gathering

1. Collect, Compile and Evaluate Existing Data

The Consultant shall gather available data from the County, and other sources as necessary, to include, but not limited to, the following:

- Existing zoning map and comprehensive plan for future planned land uses
- Stormwater maps
- Known problem areas for flooding, erosion, water quality and maintenance
- As-built data
- GIS data
- Proposed development plans/plats on file, including those in discussion stages
- Storm sewer outfalls
- Existing and proposed culverts
- Existing detention/retention ponds/basins
- Topography maps

2. Collect, Compile and Evaluate Available Public Domain Watershed Data:

- Soil data
- Sub-basin delineations
- Perennial and Intermittent stream reaches
- Existing and proposed FEMA floodway and floodplain

3. Systems Condition Assessment

Consultant shall review the County's database of the surface water collection system and shall review the County's record of MS4 Inspections. Consultant shall develop a rating system to apply to the stormwater collection system segments. The rating system would be used to rank each segment based on highest priority of replacement or repair. The rating system would be a numerical points system based on items such as:

- Need for increased capacity
- Street surface maintenance program

- Existing deficiencies Including number of repairs, condition and years left in expected life cycle.

D. Task 3 – Data Collection and Survey

- Consultant shall have expertise with ESRI ArcGIS Desktop and or ArcGIS Professional software.
- Consultant shall have expertise in field collection of infrastructure features and attribution for GIS.
- Consultant shall have clear understanding and familiarity of Esri geodatabase format to include domains, attribute rules and geometric networks.
- Consultant shall have clear understanding and familiarity of asset management system concepts, procedures and systems (e.g. IWORQ's Asset Management System)
- Consultant shall be able to use other remote sensing products to validate and improve dataset data quality – including imagery, LiDAR and the like.
- GIS-based topographic information shall be allowed as the main source of topographic information beyond the top of banks. All channel and pipe sections shall be surveyed, including discrete points to define the top and invert elevations of each drainage structure (catch basins, control structures, drop inlets, flumes, headwalls, junction boxes, manholes, plain pipe ends, spillways, standpipes, trench drains, etc.) as X, Y and Z data. All channel sections shall be surveyed from top of bank to top of bank, at a minimum.
- Drop down invert elevations for each conveyance shall be captured at each accessible structure.
- The XY location of conveyance end points need to be the same as the XY location of the structures they are connected to. Directionality of conveyances must be edited and corrected if needed.
- All surveyed structures shall be photographed. All such photographs shall be georeferenced. Structures crossing an open channel shall have photographs from the upstream and downstream vantage points. Structures discharging into a channel shall be photographed from the channel. Photographs shall be provided as a GIS layer.
- The consultant shall coordinate the survey data with existing information, including plans and GIS data, to develop a more accurate depiction of the watershed basin and network to be studied.
- Field collection of georeferenced structure photography (photolog). High-definition crawler cameras shall be used to obtain mp4 videos from each stormwater structure. The captured video will show each underground conveyance and focus on any defects. Conveyances must be lighted during recording. Videos must be captured from each end of every pipe. Camera equipment should be minimum 1080p HD and approved by Rockdale County.
- Asset naming convention will be reviewed and coordinated with Rockdale County Staff. Consultant shall modify asset convention if requested.
- Condition assessments will include type, material, size, shape. "Is safety issue

present?”, “is flow present?”, deformation, siltation, overall condition, invert condition, “are fractures present?”, and joint condition. Assessments for pipes will be based on camera videos. Assessments for structures will be made based on field observations and / or still images.

- For each structure, images showing the outside of the structure, the inside of the structure, and any noted defects shall be collected and linked within the County’s GIS database.
- Pond or other BMP condition should be documented with photos that include a general image as well as images of any maintenance needs. Maintenance needs should be documented and collected within the GIS. Observed maintenance needs may include blockages, siltation, obvious defects with the dam observable from the surface, odors, and visually detectable water quality problems. Subsurface evaluations of dam condition are not required. An overall condition score should also be provided for each pond or BMP. Scoring sheet to be approved by County staff.
- All survey data collected for structures shall be consistent with standards to be approved by the County.
- The land surveying efforts shall meet or exceed the requirements defined below:
 - All geospatial data shall be collected in Georgia State Plane Coordinates NAD 1983 (CORS96) State Plane Georgia West FIPS 1002 (US Feet), US Survey Feet and meet a minimum precision of absolute positional error of no more than 0.25 horizontal and 0.25 feet vertical.
- The following features shall be included in the collection effort, at a minimum:
 - All open channels;
 - All pipes 12” and larger in the tributary watershed network;
 - All pipes downstream from an identified flooding concern;
 - All structures (catch basins, control structures, drop inlets, flumes, headwalls, junction boxes, manholes, plain pipe ends, spillways, standpipes, trench drains, etc.) along drainage features meeting the above criteria.
- It is the responsibility of the engineering consultant to manage the survey effort to minimize the collection of data unnecessary for the development of the model.

E. Task 4 - Hydrology and Hydraulic Modeling

1. Development of the Model

Delineate watershed and sub watersheds for evaluation. Develop a preliminary model based on Information readily available. USEPA SWMM to be used. Version must be approved in advance by the County. Develop hydrologic model of existing and future conditions, which account for:

- a) Present and future land use patterns.
- b) Future hydraulic setting
- c) Changes in rainfall patterns
- d) Problem area identification; and
- e) Development of design criteria targets

Assist the County In determining appropriate levels of service for storm drainage facilities and provide technical guidance by summarizing performance criteria or guidelines used by comparable Jurisdictions. Estimate peak flows for all major watersheds and sub watersheds. Identify areas without sufficient infrastructure to achieve the desired level of service.

Consultant shall review all pipe and structure survey data to confirm its correctness and completeness. This includes all County maintained stormwater pipes that are 12in in diameter or greater as well as non-County maintained closed conduits that are part of the system connectivity. The system should be extended downstream to the confluence with the FEMA floodplain. Following a system starting at its upstream limit and continuing down to include all County maintained culverts, Consultant shall create a stormwater inventory with accurate closed conduit flow direction and closed conduit/structure locations based on aerial imagery, terrain information, and survey data. Any detention ponds downstream of County-maintained infrastructure shall be modeled to account for flow attenuation. Open channels shall be added as non-closed conduits, providing connectivity between closed conduit sections of the system. Representative transects for each non-closed conduit shall be created so that each non-closed conduit is assigned its own cross-sectional area to convey the flow through the system. Engineering judgment and/or field investigations, whichever is applicable, shall be used to fill any gaps in survey data such as inaccessible structures. Consultant shall track and note the upstream and downstream source of all invert elevations, noting any changes that are made. Each element of the system shall be assigned a unique Facility ID. Pipes and inlets with existing Facility IDs provided by the County shall remain the same, but newly added conduits and structures shall be given a unique identifier.

Consultant shall complete a stormwater infrastructure inventory database that contains all inventory information such as the size, shape, material, and type of each closed conduit and structure. Once system horizontal and vertical connectivity have been established, Consultant shall conduct a hydrologic and hydraulic (H&H) analysis of the system to determine the flow capacity level of service (LOS) for each closed conduit and propose system upgrades to meet the desired LOS. Consultant shall develop a 1D SWMM5 engine based hydrodynamic rainfall-runoff simulation model using PCSWMM for the system. H&H modeling shall be based on existing land use conditions hydrology for the 12-hour 1-, 2-, 5-, 10-, 25-, and 100-year events using dynamic wave hydraulic model formulations.

Consultant shall develop sub catchments and corresponding flow paths for each structure that captures surface runoff. Consultant shall also develop impervious percentages and curve numbers (CN) for each sub catchment using the union of land cover with soils data to be used for the infiltration method.

Modeling parameters such as roughness values, entrance and exit loss coefficients based on inlet type, bend angle, and downstream channel condition, and culvert codes depending on closed conduit material, shape, and inlet structure type shall be assigned to each conduit. Roughness values shall be assigned to non-closed conduits for the channel and overbank areas based on the values recommended in the *USACE HEC-RAS Hydraulic Reference Manual*.

In order to better represent flooding conditions both in the closed conduit and overland, overland flow shall be modeled to convey flooded water on the structure to the next downstream runoff accepting structure for closed conduits that flood in the 25-year storm and culverts that overtop in the 25- and 100-year storm. Overland flow shall be modeled as a non-closed conduit with a representative irregular channel transect.

Consultant shall determine the flow capacity LOS for each closed conduit by identifying the largest storm (smallest percent annual chance) event whose hydraulic grade line is contained below the rim elevation of the closed conduit's upstream structure. For culverts, the flow capacity LOS shall be determined by identifying the largest storm (smallest percent annual

chance) event that does not overtop the road. The LOS for each conduit shall be stored in the inventory database created by the consultant.

Consultant shall also conduct a pipe upgrade analysis to determine the pipe size needed to convey the desired storm event for all closed conduits not meeting the desired LOS. A separate PCSWMM model shall be created for the upgrade scenario that contains all pipe upgrades which account for any downstream impacts. Consultant shall assume that the existing horizontal and vertical alignment will be maintained. Consultant shall also assume that the existing structure type will be maintained, except that plain end sections shall be assumed to be upgraded to headwalls or flared end sections. The required pipe upgrade sizes shall be stored in the inventory database with the new upgraded LOS.

F. Task 5 - Stormwater System Capital Improvement Plan & Maintenance Recommendations

1. Scoring

Develop a problem severity scoring system that forms the basis for assessing and quantifying a project benefit in a cost-benefit analysis for each project. Project needs may be based upon potential for property damage, safety, flooding, erosion, water quality, maintenance or any combination thereof.

2. Conceptual Solutions

Consultant shall develop a conceptual solution that addresses the problems to meet established criteria and/or needs of the County and affected citizens/properties.

Solutions will also be evaluated on flood and/or erosion reduction, water quality benefits, environmental impacts, aesthetics, utility impacts, benefits or impacts to other County infrastructure, private property Impacts, land/easement acquisition, and cost.

3. Develop Final Recommendations and Associated Costs

The final recommended capital projects will be based upon a scoring system with a prioritization of projects based upon costs versus benefits.

4. Develop an Outline of Capital Projects to Address Water Quantity (flooding and erosion)

The capital project plan shall be developed with a focus on implementation with clear guidance for County staff on the recommended order of project implementation, and the following information for each project in a concise, orderly format:

- Project priority
- Total project costs (construction, design, permitting)
- Problem severity and project benefits
- Additional Information and areas of study needed
- Required permitting and agency coordination
- Overlap with other County projects
- Regular maintenance needs that do not require a capital improvement project will also be identified with specific guidelines for work required.

G. Task 6 - Staffing level Analysis

Consultant shall perform an analysis of the County's staffing level. The analysis shall determine the staffing level to adequately maintain and manage the County's surface water collection system. Consultant should consider operational costs of existing and future requirements.

H. Task 7 - Stormwater Rate Analysis

1. Consultant shall review the current stormwater utility fee the County has been collecting. The Consultant should determine if the current fee structure is sufficient to meet the Master Plan's goals or a revision to the rate is warranted. If a rate change is recommended, the rate structure should ensure the stormwater utility is fully recovering the cost of providing stormwater services, including analysis of the following factors:
 - Current and future costs of providing surface water management in accordance with established and anticipated standards and regulations.
 - Current and future costs of maintenance and operation of surface water collection system.
 - Projected demands.
 - Availability of capacity.
 - Funding of capital maintenance projects, including necessary property acquisition process.
 - Impact of current and future environmental regulations.
 - Adequate reserves for depreciation, emergencies, catastrophes and other appropriate purposes.
 - Other impacts as identified.

2. Consultant shall summarize the impacts of any recommended rate structure change. If applicable, the summary shall include the following:
 - Analysis of the benefits of the recommended rate changes weighted against the financial impact to the rate payers.
 - Justification for any special classes of customers under the recommended new rate.
 - Assessment of recommended stormwater rate equity for all types of property owners.

3. A rate structure change recommendation shall provide clear and direct identification of annual revenues appropriate to funding operating activities, maintenance and infrastructure improvements.

I. Draft

Upon completion of all tasks, Consultant shall submit four (4) printed copies and one (1) digital copy in PDF format of a draft Stormwater Master Plan report to the County for review and comment. At a minimum, the report shall include the following:

- An Executive Summary
- Colored maps that are clear, easy to understand; and of professional quality of the County's stormwater system, identified deficiencies and proposed improvements, including optimal locations of regional retention/detention facilities.
- Summary of existing stormwater system.

- Population projections and stormwater demand summary.
- Documentation of modeling methodologies and assumptions.
- Technical information; analysis, and discussion of results for each task making use of charts, graphs, and figures of professional quality to clearly and efficiently convey the information, findings and conclusions.
- Justification for recommended work to be accomplished.
- System condition assessment.
- Stormwater System Capital Improvement Plan.
- Stormwater Rate Analysis.
- Other supporting documentation.

J. Final

Upon written County approval of the draft Plan, Consultant shall produce final report and submit ten (10) printed copies and one (1) digital copy in PDF format. Consultant shall provide all Stormwater Master Plan maps in GIS format compatible with existing County GIS formats.

Consultant shall incorporate County review and comments of the draft materials and resubmit for additional reviews until final County approval of the draft materials.

PROPOSAL FORM

Instructions: Complete all THREE parts of this bid form.

PART I: Proposal Summary

Complete the information below. If you wish to submit more than one brand, make a photocopy of this Proposal Form.

1.	Task 1: Project Management & Facilitation	\$
2.	Task 2: Data Gathering	\$
3.	Task 3: Data Collection & Survey	\$
4.	Task 4: Hydrology & Hydraulic Modeling	\$
5.	Task 5: Stormwater System Capital Improvement Plan & Maintenance Recommendations	\$
6.	Task 6: Staffing Level Analysis	\$
7.	Task 7: Stormwater Rate Analysis	\$
	TOTAL LUMP SUM AMOUNT	\$

PART II: Addenda Acknowledgements (if applicable)

Each vendor 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 III: Vendor Information:

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

**Certification of Absence of Conflict of Interest
For Development of Specifications or Scope of Work**

*Required for each contract or arrangement to prepare or develop specifications or requirements
(O.C.G.A. § 36-80-28)*

The undersigned Consultant, who is entering into a contract or arrangement with Rockdale County to prepare or develop specifications or requirements for an invitation for bids, request for proposals, purchase order, or any other type of solicitation for said Rockdale County certifies that:

1. Consultant shall avoid any appearance of impropriety and shall follow all policies and procedures of Rockdale County, as may be related to the project.
2. Consultant discloses below any material transaction or relationship currently known to Consultant that reasonably could be expected to give rise to a conflict of interest, including, but not limited to, that of the Consultant, or the Consultant's employees, agents or subsidiaries (Include past, present, or known prospective engagements, involvement in litigation or other dispute, client relationships, or other business or financial interest):

3. Consultant shall immediately disclose any material transaction or relationship subsequently discovered during the pendency of the contract or arrangement.
4. Consultant acknowledges that any violation or threatened violation of the agreement may cause irreparable injury to the Rockdale County, entitling Rockdale County to seek injunctive relief in addition to all other legal remedies.

Signature of Contractor's Authorized Official

Printed Name & Title of Authorized Official

Date

CONTRACTOR'S QUALIFICATION STATEMENT AND QUESTIONNAIRE

NAME OF PROPOSED CONTRACTOR: _____

I. INSTRUCTIONS

- A. All questions are to be answered in full. If copies of other documents will answer the question completely, they may be attached and clearly labeled. If additional space is needed, additional pages may be attached and clearly labeled.
- B. The owner, Rockdale County, Georgia, its agents, and representatives, shall be entitled to contact each and every reference listed in response to this questionnaire, and each entity referenced in any response to any question in this questionnaire. By completing this questionnaire, the contractor expressly agrees that any information concerning the contractor in possession of said entities and references may be made available to the owner.
- C. Only complete and accurate information shall be provided by the contractor. The contractor hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The contractor also acknowledges that the owner is relying on the truth and accuracy of the responses contained herein. If it is later discovered that any material information given in response to a question was provided by the contractor, knowing it was false, it shall constitute grounds for immediate termination or rescission by the owner of any subsequent agreement between the owner and the contractor. The owner shall also have and retain any other remedies provided by law.
- D. The completed form shall be submitted with contractor's proposals.
- E. This form, its completion by the contractor, and its use by the contractor, and its use by the owner, shall not give rise to any liability on the part of the owner to the contractor or any third party or person.

II. GENERAL BACKGROUND

- A. Current address of contractor: _____

- B. Previous Name or address of contractor: _____

- C. Current president or CEO and years in position: _____
- D. Number of permanent employees: _____
- E. Name and address of affiliated companies: _____

III. FINANCIAL STATUS

- A. Please attach financial statements for the past three years for which they are complete. If such

statements are not available, please furnish the following information:

1. LAST COMPLETE FISCAL YEAR:

- | | | |
|----|--------------------------|-------|
| A. | Revenues (Gross) | _____ |
| B. | Expenditures (Gross) | _____ |
| C. | Overhead & Admin (Gross) | _____ |
| D. | Profit (Gross) | _____ |

2. YEAR PRIOR TO "1" ABOVE:

- | | | |
|----|--------------------------|-------|
| A. | Revenues (Gross) | _____ |
| B. | Expenditures (Gross) | _____ |
| C. | Overhead & Admin (Gross) | _____ |
| D. | Profit (Gross) | _____ |

3. YEAR PRIOR TO "2" ABOVE:

- | | | |
|----|--------------------------|-------|
| A. | Revenues (Gross) | _____ |
| B. | Expenditures (Gross) | _____ |
| C. | Overhead & Admin (Gross) | _____ |
| D. | Profit (Gross) | _____ |

B. BANKRUPTCIES

1. Has the Contractor, or any of its parents or subsidiaries, ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

2. Has any Majority Shareholder ever had a Bankruptcy Petition filed in his/her name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

C. BONDING

1. What is the Contractor's current bonding capacity? _____
2. What is the value of the Contractor's work currently under contract? _____

IV. COMPANY EXPERIENCE – SIMILAR PROJECTS

- A. List three projects of reasonably similar nature, scope, and duration performed by your company in the

last five years, specifying, where possible, the name and last known address of each owner of those projects:

Project #1:

Name and Address:

Date of Project:

Type of Project:

Contract Price:

Owner contact info:

Architect/Engineer contact info:
(if applicable)

Project #2:

Name and Address:

Date of Project:

Type of Project:

Contract Price:

Owner contact info:

Architect/Engineer contact info:
(if applicable)

Project #3:

Name and Address:

Date of Project:

Type of Project:

Contract Price:

Owner contact info:

Architect/Engineer contact info:
(if applicable)

V ARBITRATIONS, LITIGATIONS, AND OTHER PROCEEDINGS

Has your company been involved in any construction arbitration demands filed by, or against, you in the last five years? _____

Has your company been involved in any construction-related lawsuits (other than labor or personal injury litigation) filed by, or against, you in the last five years? _____

Has your company been involved in any lawsuits, proceedings, or hearings initiated by the National Labor Relations Board or similar state agency in the past seven years? _____

Has your company been involved in any lawsuits, proceedings, or hearings initiated by the Occupational Safety and Health Administration concerning the project safety practices of the Contractor in the last seven years? _____

Has your company be involved in any lawsuits, proceedings, or hearings initiated by the Internal Revenue Service, or any state revenue department, concerning the tax liability of the Contractor (other than audits) in the last seven years? _____

Have any criminal proceedings or investigations been brought against the Contractor in the last ten years? _____

If you answered yes to any of the questions above, please identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the proceeding (attach documentation if needed):

VI COMMENTS

Please list any additional information that you believe would assist the Owner in evaluating the possibility of using the Contractor on this Project. You may attach such additional information as an Exhibit to this Statement and Questionnaire.

I certify to the Owner that the information and responses provided on this Questionnaire are true, accurate and complete. The Owner, or its designated representative, may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner, or its designated representative.

Contractor:

Signature

Date

Title

Sworn to and subscribed before me
This _____ day of _____

Signature

Notary Public

My Commission Expires:

REFERENCES

Instructions: Type or clearly print all information.

Reference #1

Name of Project Owner: _____

Project Description and Location: _____

Contracted Dollar Amount: _____

Completed Dollar Amount: _____

Scheduled Completion Date: _____

Actual Completion Date: _____

Contact Person's Name: _____

Contact Phone: _____

Contact Fax: _____

Contact E-mail: _____

Reference #2

Name of Project Owner: _____

Project Description and Location: _____

Contracted Dollar Amount: _____

Completed Dollar Amount: _____

Scheduled Completion Date: _____

Actual Completion Date: _____

Contact Person's Name: _____

Contact Phone: _____

Contact Fax: _____

Contact E-mail: _____

Reference #3

Name of Project Owner: _____

Project Description and Location: _____

Contracted Dollar Amount: _____

Completed Dollar Amount: _____

Scheduled Completion Date: _____

Actual Completion Date: _____

Contact Person's Name: _____

Contact Phone: _____

Contact Fax: _____

Contact E-mail: _____

Representative's Signature: _____ Date: _____

PROPOSER'S CHECKLIST

_____ **THREE (3) HARDCOPIES (one (1) original, two (2) photocopies) and ONE (1) FLASH DRIVE (containing a copy in Adobe PDF format) of the following documents: all documents shall be fully completed, signed, and dated:**

- _____ **Proposal Form (See Page 18-19)**
- _____ **Proposal Pricing Table (See Page 10-17)**
- _____ **References (See Pages 26-27)**
- _____ **Any Proposed Deviations from the Required Specifications, Including Necessary Explanations and Conditions**
- _____ **Proof of Business License**
- _____ **Proof of Georgia General Contractor or Utility Contractor License**
- _____ **Proof of GDOT Prequalification**

The purpose of this checklist is to remind proposers of the documents generally required for the SOQ submittal. It is the proposer's responsibility to include additional documents requested in the RFQ that may not be shown on the checklist.