

REQUEST FOR PROPOSALS

No. 20-18

ROCKDALE COUNTY, GEORGIA

November 18, 2020

LONG TERM WATER QUALITY AND BIOLOGICAL MONITORING SERVICES



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

INTRODUCTION:

Rockdale County is requesting Competitive Sealed Proposals for the **Long-Term Water Quality and Biological Monitoring Services**. 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 RFP and all questions arising subsequent to award are to be addressed to the Purchasing Division via email to Meagan Porch, Buyer, at meagan.porch@rockdalecountyga.gov or the following address:

Rockdale County Finance Department
Purchasing Division
Attn: Meagan Porch
958 Milstead Avenue
Conyers, GA 30012
Phone: (770) 278-7557, Fax: (770) 278-8910
E-mail: meagan.porch@rockdalecountyga.gov

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 could result in disqualification of the proposer.

PROPOSAL COPIES FOR EVALUATION:

Technical Proposal:

One (1) hard copy, one (1) original hard copy and one (1) 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 sealed Proposals and Flash Drives must be submitted to the Rockdale County Finance Department, Procurement Division, P.O. Box 958, Conyers, GA 30012 no later than **5:00 P.M., local time, Thursday, December 17, 2020**. An original copy of the Proposal Form and an original copy of the Price Proposal Form must be emailed to Meagan.Porch@rockdalecountyga.gov no later than **2:00 P.M., local time on Thursday, December 10, 2020**. *We are not accepting Proposals in person at this time.*

Price Proposal:

One (1) hard copy of the price proposal form is required to be submitted in a separate sealed envelope labeled "Proposal Form" when submitting by mail.

CONTRACT TERM:

January 1, 2021 to December 31, 2021 with an option to renew up to three (3) additional one-year terms, renewable each year.

DUE DATE:

Original sealed proposals will be received by email to Meagan Porch at Meagan.Porch@rockdalecountyga.gov no later than **2:00 P.M., local time, Thursday, December 10, 2020**. All sealed Proposals and Flash Drives must be submitted to the Rockdale County Finance Department, Procurement Division, P.O. Box 958, Conyers, GA 30012 no later than **5:00 P.M., local time, Thursday, December 17, 2020**. Proposals received after this time will not be accepted.

PRE-PROPOSAL CONFERENCE:

N/A

QUESTIONS AND CLARIFICATIONS:

All questions and requests for clarifications concerning this RFP must be submitted to the Purchasing Division via email to meagan.porch@rockdalecountyga.gov or at the above address no later than **2:00 p.m., local time, on Thursday, December 3, 2020**. It shall be the proposers 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 RFP 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 proposal for this RFP.

QUANTITIES

The quantities listed in the Proposers Response Schedule are provided as an estimate for proposal purposes. The County will not be obligated to quantities beyond actual needs.

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 RFP.

Proposals will be considered only from full-service firms. Rockdale County requires the following information be submitted with your bid.

- List of relevant past projects / client references.
- Resumes of key personnel.
- A description of your internal quality assurance program including equipment.
- List of experience with environmental sampling and in-situ monitoring.
- Provide verification of State and Federal certifications.
- Rockdale County requires all contractors be pre-qualified for watershed assessment with the state, regional and local jurisdictions to plan and conduct water quality assessments. Submit with your bid a copy of your certificate of liability insurance certification.

Personnel and Equipment. The Contractor represents that it has secured or will secure, at its own expense, all personnel necessary to complete this Agreement, none of whom shall be employees of, or have any contractual relationship with, Rockdale County, Georgia. Primary liaison with the County will be through the Director of Water Resources or his designee. All of the services required will be performed by the Contractor under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under law to perform such services.

- A. The Contractor shall employ only persons duly registered in the appropriate category in responsible charge of supervision and design of the work; and further shall employ only qualified professional engineers in responsible charge of any applicable work.
- B. The Contractor shall endorse all reports. Such endorsements shall be made by a person duly registered in the appropriate category by the Georgia State Board of Registration, being in the full employ of the Contractor and responsible for the work prescribed by this Agreement.

SUBMISSION OF BIDS:

The following forms shall be returned with vendor's bid:

- SUPPLY SERVICE CONTRACT, with corporate seal duly impressed, if applicable
- FINANCIAL PROPOSAL FORM
- CONTRACTOR AFFIDAVIT
- SUBCONTRACTOR AFFIDAVIT (This form will be required of any subcontractor performing work for the contractor)
- COST ESTIMATES SCHEDULE
- LIST OF SUBCONTRACTORS
- LIST OF PERSONNEL CERTIFICATION(S)
- REFERENCES

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.

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 work load 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. **(25%)**
- 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. **(35%)**
- 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. **(15%)**
- Cost – **(25%)**

INTERVIEWS

Interviews may be scheduled. Interviews will be informal and will provide respondents with an opportunity to answer any questions the selection team may have on a submission.

INSURANCE:

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

Coverages:	Limits of Liability:
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	

(If hazardous substances are involved)

Contractor's Pollution Liability (with 1 year extended reporting period)	
Each Occurrence	\$1,000,000.00
Aggregate	\$2,000,000.00

Environmental Impairment Liability (with 1 year extended reporting period)	
Each Occurrence	\$1,000,000.00
Aggregate	\$2,000,000.00

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, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor 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 Proposals (RFP) 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 contractor 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 company different than the company 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 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 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, RFP No. **20-18** 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 #58-800068K
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.

BID SPECIFICATIONS:

The specifications are as follows and on the attached pages:

General:

Unit Prices for the various items requested in the Scope of Services (Attachment "A") shall include all materials, labor, tools, equipment, specialized equipment, personnel, transportation and disposal fees and any other cost associated with providing the services for each item requested. Field Services may be required at various locations within Rockdale County.

The current monitoring program includes fifteen (15) sites that require sampling for water quality assessment each year and will be used to evaluate current and predicted future water quality problems. Eight of the fifteen (15) sites to include biological monitoring to be done biannually. Three of the fifteen sites need to be assessed for compliance with the Targeted Watershed Assessment criteria and conducted every five years, with the next scheduled assessments due to be performed in 2023. Stream-flow monitoring will not be included in the scope of work. See detailed scope of services on page 15.

Unit Pricing:

- A. As full compensation for the performance of this Contract, the County will pay the Contractor for the actual quantity of work performed when so requested by the County. The fees for the work performed under this agreement shall be charged to the County in accordance with the rate schedule referenced in the Cost Estimate Price Schedule. The Contractor shall submit a detailed invoice, reflecting the actual work performed by the Contractor(s) in accordance with the terms of the bid.
- B. The unit rates indicated on the Item Price Schedules will include routing supervision of field and laboratory technicians, checking on field and laboratory test data and written reporting. Written report on field and lab test data shall summarize all testing and denote all failures.
- C. Prices submitted herein shall remain firm for the entire contract agreement period.

Testing:

All tests and reports are to be conducted in accordance with Georgia Environmental Protection Division (GAEPD) and Georgia Department of Natural Resources (GDNR) methods to accepted sampling and assessment practice.

Work Assignment.

- A. The Contractor shall specify completion time for each job or project prior to any work on that job; failure to meet the specified completion schedules may result in cancellation of the Contract.
- B. Availability of equipment and personnel, time to complete the work and total job cost may all be deciding factors concerning the award of any given project.

- C. A request for information or job price quote will not guarantee that any work will be awarded.
- D. A work order/purchase order shall be issued for all work to be completed. The work order/purchase order shall indicate the scope of the job, completion time and the total job price. The work order/purchase order number must be referenced on the Contractor's invoice or other correspondence.
- E. The purchase order does not supersede any provision of the resulting contract. Performance time and dates are determined solely by the contract and any modifications thereto.

Option to Audit. The County shall have the right to inspect successful bidder's records at any time without prior notice. The successful bidder will be required to maintain complete records during the life of the contract and for a period of one (1) year after completion of the contract. Such records are to be made available to the County if officially requested, to be audited by a designated County auditing staff. If such audits reveal overcharges and/or undercharges, such will be adjusted and compensation made by either party to correct charges.

Findings shall be confidential. The Contractor agrees that its conclusions and any reports are for the confidential information of Rockdale County and that it will not disclose its conclusions in whole or in part to any persons whatsoever, other than to submit its written documentation to Rockdale County, and will only discuss the same with it or its authorized representatives. Upon completion of this Agreement term, all documents, reports, maps, data and studies prepared by the Contractor pursuant thereto shall become the property of the County and be delivered to Rockdale Water Resources.

- A. Articles, papers, bulletins, reports, or other materials reporting the plans, progress, analyses, or results and findings of the work conducted under this Agreement shall not be presented publicly or published without prior approval in writing from Rockdale County.
- B. It is further agreed that if any information concerning the Project, its conduct, results, or data gathered or processed should be released by the Contractor without prior approval from Rockdale County, the release of same shall constitute grounds for termination of this Agreement without indemnity to the Contractor, but should any such information be released by the County or by the Contractor with such prior written approval. The same shall be regarded as public information and no longer subject to the restrictions of this Agreement.

Field worksheets of extraction tests shall be submitted no later than the first workday following the day on which tests are performed by your technician. The official test report shall be sent to the Rockdale Water Resources office no later than three (3) working days after that time.

- A. When test results are outside the state, regional or local specifications, project manager shall be notified immediately after the results are known. Contractor's quality control personnel shall be informed immediately of **ALL** elevated or abnormal test results.

Accuracy of work. The Contractor shall be responsible for the accuracy of the work and shall promptly correct errors and omissions in its investigation, testing and/or reports without any additional compensation. Acceptance of the work by Rockdale County will not relieve the Contractor of the responsibility for subsequent correction of any errors and the clarification of any ambiguities.

Changes and Extra Work. Rockdale County may, at any time, request changes in the work to be performed hereunder. All such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the Rockdale County and the Contractor, shall be incorporated in written Supplemental Agreements to the Agreement.

Contractor to cooperate with other contractors. If Rockdale County undertakes or awards other contracts for additional related work, the Contractor shall fully cooperate with such other contractors and/or Rockdale County employees or appointed committee(s), and carefully fit its own work to such a situation with prior planning and approval. The Contractor shall not commit or permit any act which will interfere with the performance of work by themselves or any other Contractor or by Rockdale County employees.

Scope of Services Attachment A

SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

Description of Project

Water resource management and protection within Rockdale County exists as a continuum, not a single discrete project.

Rockdale County is soliciting proposals to perform water quality monitoring and sampling activities, as described in the

- The County's Watershed Protection Plan (WPP)
- The Metropolitan North Georgia Water Planning District (District) Watershed Management Plan (WMP).
- The District's Standards and Methodologies for Surface Water Quality Monitoring (Standard Methods)

Prior to submitting proposals all proposers are requested to thoroughly review the above listed documents. The WPP and MS4 are available for review from Finance for the purpose of this RFP via www.rockdalecountyga.gov, Bid Opportunities.

The Contractor selected will be required to complete data collection and preparation of the County's WPP Annual Report to be submitted to the State of Georgia on June 15th of each year during the term of this Agreement.

Scope of Work

This project involves the efforts to continue and improve the County's water monitoring covered by the District's Watershed Management Plan, and the monitoring plan as described in the County's Watershed Protection Plan.

The County's Watershed Protection Plan requires the collection of wet and dry weather samples at sampling stations. This project includes these important elements:

- Identifying water quality impairments and improvements;
- Using consistent data analysis techniques to ensure comparability between the applicable metro jurisdictions in compliance with requirements of the Georgia Environmental Protection Division (EPD), and the implementation of quality assurance and quality control measures and procedures to ensure the collection of precise and accurate data for the County's permits.

Monitoring, sampling, and reporting shall comply with the NPDES Permit for the Water Pollution Control Plant and by District requirements. All analyses of samples shall be conducted according to approved test procedures outlined in 40 CFR Part 136. The selected Contractor shall follow EPD guidance for submitting water quality data. The Contractor shall provide containers necessary to perform all sampling activities, including the containers needed to deliver samples for laboratory analysis. The Contractor is required to comply with the District's Standard Methods. As the project monitoring and/or sampling efforts are in progress, the Contractor will be required to make the necessary adjustments to accommodate any updates to the Standard Methods approved by the Atlanta Regional Commission (ARC) and/or the District. The Contractor, before the start of any sampling effort shall obtain and follow the most recent draft of the Standard Operating Procedures (SOP) for the collection, identification and assessment of both benthic macro invertebrates and fish and the appropriate EPD developed or approved sub-ecoregional reference condition to be used in the analysis of the macro invertebrate community data collected.

The contractor's personnel shall be trained in accordance with the Permit as approved by the EPD, including complying with the requirements of any new permits and plans as they are issued, approved or revised by EPD.

The selected Contractor will be required to work closely with the Water Resources staff. The project base duration will be approximately 12 months. However, the work described in this scope of work is for each permit year, with the option to renew yearly, up to three (3) additional years.

The County's Water Monitoring frequency consists of two seasons: water quality trend sampling seasons during the summer (May – October) and the winter (November – April) seasons. Samples are collected annually at approximately one per month from specific sampling locations.

The project goals and objectives are:

- Obtain specific and measurable water quality data from all sampling locations.
- Perform fecal coliform and E-coli monitoring/sampling effort on impaired waters identified on the State of Georgia 303(d) list streams applicable to Rockdale County
- Assess the current status of streams in watersheds with respect to water quality improvements and designated uses
- Utilize the water quality data collected to identify the primary causes of the stream impairment in order to recommend necessary actions for improving stream integrity and/or the removal of the stream from off the State of Georgia 303(d) list (de-listing purposes)
- Collect and evaluate biological samples at the selected locations
- Develop and evaluate water quality trends from data collected from the receiving waters over the permit period
- Provide ongoing monitoring to verify that the strategies and programs presented in the County Watershed Protection Plan (WPP) are working to prevent and/or reduce Fecal Coliform contamination.
- Provide the information necessary to modify BMPs or strategies where required to achieve water quality standards, as established by EPD.

The project involves the following tasks:

Task 1: Project management functions which are performed throughout the project including developing an approach to executing the project

Task 2: Grab Sampling Water Quality Monitoring/Targeted Watershed Assessment

Task 3: Biological/Habitat Assessment

Task 4: Laboratory analysis

Task 5: Annual Report preparation and Update, Plan Updates and Staff Training

Contractor shall be responsible for the following Project Management efforts:

Task 1: Project Management

1.1. Project Management Plan

1.1.1. Prepare and submit a project schedule for review and approval by the County. This schedule will be used as a project control system for the contractor and as a basis for status reporting. The project shall utilize appropriate software and shall be developed in a software package that will export the electronic file in a format compatible with Microsoft Project. The scheduled tasks shall meet the tasks used in the budget.

1.1.2. Provide the County with an itemized list of tasks. As the project progresses and information becomes available, it may be appropriate to redistribute the individual tasks. The redistribution is to be authorized by the County prior to implementation.

1.2. Project Work Plan

1.2.1. Prepare an overall draft project work plan that will provide the basis for accomplishing and completing the project. The work plan shall address the following subjects and include the following sections or items: Project Description, Preliminary Table of Contents, Preliminary List of Deliverables, Roles and Responsibilities, Sampling/Monitoring/Quality, Assurance/Control Plan, Schedule of Performance (Gantt Chart), all sub-plans and Project Budget for duration of the project and preliminary. The Gantt chart will be used as a project control system for the Contractor and as a basis for status reporting. The Gantt chart shall be developed in a software package that will export the electronic file in a format compatible with Microsoft Project.

1.2.2. The work plan shall be submitted within 10 business days of the Notice to Proceed. The County will review the plan and provide comments within 10 business days of receipt of the plan. The Contractor shall provide response to the comments within 5 days of receipt and incorporate appropriate comments into the final work plan, which shall be submitted within 5 days after their response to comments.

1.2.3. The work plan shall define roles and responsibilities of Contractor's project team members and how they will interface with the County's staff.

1.2.4. The Contractor's project Team Manager and task leaders shall meet at a place designated by the County to develop project work plan assignments. The County's project representative shall be notified and is afforded the opportunity to attend this meeting by the Contractor.

1.2.5. Develop draft Rainfall Sampling Communications Plan detailing specific approach to monitoring weather forecasts and procedures designed to alert members of the Contractors' sampling team of a predicted rainfall event. The plan will include the identification of the sampling team leader capable of interpreting weather forecasts, alerting and mobilizing team members of a predicted rainfall event. The plan will include the use of Internet, local cable network, radar or other existing communications media providing current weather information. In addition, up to three members of the sampling team shall be available to perform sampling activities in the event a representative rain event occurs.

1.2.6. Develop a draft for grab sampling water quality monitoring operating procedures detailing the specifics and steps for identifying the monitoring/sampling locations or sites in the field and provide a summary of the approaches and procedures to be used to implement the collection and analyses of samples collected. This plan shall describe the reporting mechanism the Contractor will utilize to report the sampling results with interpretation to the County to satisfy Task 2. The County's Watershed Protection Plan (WPP) and the appropriate MS4, NPDES Phase I Storm Water Monitoring/Sampling Program reports shall be reviewed by the Contractor.

1.2.7. The Contractor shall locate, map, and update sampling/monitoring sites database associated with 303(d) listed waters in Rockdale County, and shall revise the map as 303(d) listed waters are revised by EPD. The Contractor shall develop a map showing all of the proposed in – stream field grab sampling sites locations with coordinates, and biological monitoring sites associated with the County's plants. The Contractor may utilize Attachment B, Map of Long-Term Monitoring Stations from the Rockdale County Watershed Protection Plan as a guide.

1.2.8. The Contractor is required to implement the data analysis and reporting recommendations for fecal coliform and other chemical monitoring as stated in the current District WMP and the County WPP.

1.2.9. The Contractor shall update the biological monitoring management plan to satisfy Task 3. This plan shall identify the monitoring locations/sites in the field, a summary of the plan's approaches and procedures to implement Task 3, including the reporting mechanism, and the Contractor will utilize the report to monitor results with interpretation to the County.

1.2.10. The Contractor shall transfer quarterly and annually the results of all water quality sampling analysis to the County. All sampling analysis data and results shall be transferred to the County by the Contractor on or before April 1st of each year. Task 6, Annual Report preparation and update, the Contractor shall be responsible to transfer all water quality monitoring/sampling analyses/results, including documentation into the County's Annual Report, to be submitted to EPD. The transfer of water quality data/information to the County, *by the Contractor* shall be in a form ready to be inserted into the County's Annual Report, including all the necessary attachments and appendices to the report.

1.2.11 The Contractor will issue the draft plan for review by the County and incorporate comments. The Contractor shall:

- Develop all draft plans and overall plan;
- Review and revise draft project work plan based on County comments;
- Issue final work plan to the County for approval.

1.2.12. The Contractor shall incorporate all final plans into the overall project work plan.

1.2.13. The Contractor is required to conform to the requirements of the District's WMP and Standard Methods to ensure that laboratory selection and field QA/QC criteria are met.

1.2.14. The contractor is required to replace contaminated samples delivered for analysis at no cost to the County.

1.2.15. The Contractor shall review current data collection methods, management procedures and analysis techniques being used by the District and EPD, and develop recommendations to the County on selecting a consistent data collection method, data management, data analysis technique, and reporting procedure in conformance with District and EPD requirements in accordance with District's WMP and Standard Methods.

1.2.16. The Contractor shall perform the following:

- Review methods used by other Contractors and County staff to collect and track water monitoring data;
- Review all current water sampling/monitoring data collected during the permit cycles, and prepare and provide recommendations to the County as to the best applicable ways to utilize the findings into County's future water monitoring program;
- Review the method of analysis chosen to evaluate water quality trend data for its appropriateness in tracking trends over time;
- Develop a report detailing the specific approach for selecting a consistent method of data collection, management and data reporting;
- Issue the report for review and incorporate comments from the County; and
- Incorporate the approved report and recommendations into the final project work plan.

1.3. Monitoring and Reporting

1.3.1. Meet with the County quarterly to discuss all elements of the project; project status, milestones achieved, and prepare meeting minutes, including progress report.

1.3.2. Prepare monthly status report(s) that present the status of each task, update the project schedule, list milestones achieved, support and document schedule changes, update project costs and justify changes to the schedule or proposed project costs. The monthly status reports shall also note whether the project is on schedule, as developed in Task 1.1.1. When the project is falling behind schedule the contractor shall provide steps to be followed in the monthly status report to bring the project back on schedule.

1.3.3. Contractor shall inform the Water Resources staff of all possible sampling times, when the field sampling is performed; field inspections and field screening occurrence, and provide a copy of inspections, sampling and field screening results, and laboratory report.

1.3.4. The Contractor shall immediately provide the County with an oral report at the time the Contractor becomes aware of any noncompliance actions or fails to collect and analyze required samples, etc., and followed by a written report within two (2) days. The written report shall contain a description of the noncompliance and its cause, the exact dates and times of noncompliance or if not corrected, the anticipated time the noncompliance is expected to continue and steps taken by the Contractor to reduce, eliminate and prevent recurrence of the compliance.

1.3.5. Basis for payment of project management functions:

The cost for project management activity shall be included in the unit price bid for sampling and monitoring and no separate payment shall be provided.

1.4. Project Closeout

1.4.1. Archive and deliver the following functional management information developed as part of this project: (1) Project Management Plan; (2) Project Work Plan; (3) Water Quality Data Collected in electronic format, including one hard copy; and (4) Lab Analyses results in electronic format, including one hard copy.

1.4.2. Archive and deliver hard copies and electronic files of deliverables with appropriate backup to the County.

1.4.3. Prepare and submit a project close out report to the County describing the performance of the project variances and lessons learned with recommendations to the County for improving future water quality monitoring efforts.

Task 2: Grab Sampling Water Quality Monitoring

2.1 Water Quality Monitoring

2.1.1. The CONTRACTOR is required to collect six (6) samples per permit year at the County's existing permanent trend monitoring location(s). Sampling location(s) are located at in-stream sites. Three (3) wet weather and three (3) weather base flow samples will be collected during each of the summer (May-October) and winter (November-April) seasons (including geometric mean where applicable) at each sampling location -a total of six samples per monitoring location of which three (3) shall be wet weather and three (3) shall be base flow samples collected during dry weather). State discharge relationship shall be developed by the Contractor, prior to collection of samples. State discharge relationship shall be developed in accordance with the guidelines identified in the District's WMP.

2.1.2. The CONTRACTOR is required to collect samples during representative wet weather events. Representative wet weather events require a minimum precipitation of 0.3 inches with a minimum time of 72 (seventy-two) hours between each wet weather event sampled to ensure that the events are discrete and the measured water quality parameters are associated with the event sampled. Additionally, the CONTRACTOR shall not collect a dry weather sample until after seventy-two (72) hours with less than 0.1 inch of precipitation after a wet weather event.

2.1.3. The CONTRACTOR is required to conduct dry weather base flow sample at all of the County's permanent monitoring sites(s).

2.1.4. The CONTRACTOR is required to collect samples during both wet and dry weather to be analyzed for the following parameters:

- Flow
- Temperature
- Total Suspended Solids
- Fecal Coliform
- E. coli bacteria
- Phosphorus (total)
- Phosphorus (ortho)
- Total Kjeldahl nitrogen (TKN)
- Ammonia
- Nitrite/Nitrate (total oxidized nitrogen)
- pH
- Dissolved oxygen
- Conductivity
- Turbidity
- Zinc
- Copper
- Lead

- Cadmium
- Hardness
- BOD5
- COD

2.1.5. The CONTRACTOR shall prepare a summer and winter season trend evaluation monitoring sampling report describing all of the activities and water quality trend findings completed to date, including interpretation of water quality data collected over both seasons.

Task 2.2. Fecal Coliform/E-Coli Bacteria

2.2.1 The Contractor shall perform sampling at the 15 (fifteen) sites listed below. A total of 180 grab samples shall be collected annually by the contractor (12 samples per site). The samples collected shall also be analyzed for the parameters Fecal Coliform and E-Coli Bacteria.

- Big Haynes Creek at SR 138/Site 1
- Yellow River at Gees Mill Road/Site 2
- Big Haynes Creek at SR 20/Site 3
- Almand Branch at SR 138/Site 4
- Snapping Shoals Creek at Honey Creek Road/Site 5
- Honey Creek at SR 212/Site 6
- South River at SR 138/Site 7
- Carr Branch at Hi Roc Road/Site 8
- Honey Creek at Hurst Road/Site 9
- McClane Branch at Troupe Smith Road/Site 10
- Yellow River at SR 20/Site 11
- Boar Tusk Creek at Boar Tusk Road/Site 12
- Little Haynes Creek at Dial Mill Road/Site 13
- Big Haynes Creek at Costley Mill Road/Site 14
- Scott Creek at East Shore Drive/Site 15

2.2.2. Monitoring Approach/Methods

The fecal coliform and E-coli bacteria samples shall be collected independent of the water quality trend stations. Fecal coliform and E-coli bacteria sampling results shall be reported as a geometric mean. Sampling efforts should focus on the waters identified as impaired, per the current State of Georgia 303(b)/305(d) listed streams. The intent of the sampling is to determine patterns of high fecal coliform contamination, the elimination of obvious sources of potential contamination, such as wastewater discharge, bypass, and sanitary sewer overflow (SSO). Bacteria sampling involves collection of one set of samples during the summer and one set of samples during the winter season of the year, in which each set includes four samples collected over a 30-day period at intervals not less than 24 hours. The wet weather grab samples will be utilized to determine if fecal coliform contribution is from wet weather events. E-coli shall be monitored in the same manner outlined to fecal coliform in an attempt to distinguish between human and animal sources. The Contractor shall evaluate, interpret sampling results, and make recommendations to the County as to where and what is the source of contamination in the stream.

2.2.3. Grab samples shall be collected directly into sterile bacteriological containers supplied by the Contractor. Sample containers shall be handled to avoid introducing contamination during sample collections. The method under 40 CFR 136 guidelines shall follow the collection of fecal coliform and e-coli sampling to be approved by the County.

2.2.4. The Contractor shall complete a chain of custody report. Grab samples shall be collected from each sampling location within the winter (November – April) and summer (May – October) seasons. The Contractor shall collect four (4) samples, each as a geometric mean, in the summer season, four (4) samples in order to collect a geometric mean in the winter season, two (2) wet weather samples in the summer, and two (2) wet weather samples in the winter season.

2.3. Chemical Monitoring

The Contractor shall perform sampling at the 15 (fifteen) sites listed in 2.2.1. A total of 60 grab samples shall be collected annually. The samples shall be analyzed for the following parameters:

- Total Suspended Solids (TSS)
- Phosphorus (Total)
- Phosphorus (Ortho)
- Total Kjeldahl Nitrogen (TKN)
- Ammonia
- Nitrite/Nitrate
- pH
- Dissolved Oxygen
- Conductivity
- Turbidity
- Flow and Temperature
- 5-Day Biochemical Oxygen Demand (BOD5)
- Chemical Oxygen Demand (COD)
- Cadmium, Copper, Lead, and Zinc
- Hardness

Four (4) samples per year shall be collected. (A minimum of four (4) events annually and/or one per quarter as approved by the County).

2.4. Heptachlor Epoxide

The Contractor shall collect a total of ten (10) grab samples annually (two (2) samples per site) at the sites outlined in the WPP. The samples collected at these sites shall be analyzed for the parameter heptachlor epoxide.

2.5 Laboratory Analysis

2.5.1. The Contractor shall process all representative samples collected for analysis within the required holding time for the applicable parameter, (i.e., fecal coliform (6) hours, this includes the collection, delivery, and analysis time by the laboratory) to the laboratory selected for use by the Contractor. This shall avoid potential problems that could jeopardize sample holding time requirements. Commercial environment laboratories providing sample analysis for a fee or contract basis must be approved or certified by the National Environmental Laboratory Accreditation Conference/Program (NELAC or NELAP). The Contractor is required to perform this effort for all applicable sub-tasks.

2.5.2. The contractor shall provide portable equipment and labor required to collect water quality samples from sites and locations as directed and approved by the County. This item is intended to be all inclusive and includes, but is not limited to, transportation of equipment to the site, set up, sample collection, breakdown, disassembly, removal of equipment and data analysis.

Task 3: Biological Monitoring

Biological components of a water body (i.e., fish and macro invertebrates) function as monitors of environmental quality by responding to episodic and cumulative pollution, habitat degradation, and environmental stressors. An evaluation of biotic integrity is required at up to nine (9) monitoring locations, bi-annually as/or when approved by the County. This effort is designed to satisfy the biological requirements of the District WMP and the County's WPP.

Biological sampling is a specialized field and Rockdale County have pre-qualified firms to provide Task 3 services. Being pre-qualified does not preclude these firms from submitting a bid for the entire scope of work continued in this RFB.

The Contractor must use one of Rockdale County Pre-Qualified Firms. For a list of the Current Pre-Qualified Firms for Biological Sampling please contact Procurement.

Rockdale County Finance Department
Purchasing Division
Attn: Meagan Porch
958 Milstead Avenue
Conyers, GA 30012
Phone: (770) 278-7557, Fax: (770) 278-8910
E-mail: meagan.porch@rockdalecountyga.gov

The Contractor's proposal form must indicate which firm was selected to perform Task 3 services.

Biological monitoring will be conducted under methods outlined in the Georgia Macro invertebrate Bio assessment Standard Operating Procedures (SOP), Metric Spreadsheets and other supporting documents as published by EPD. The primary components of the biological monitoring include physical habitat assessments and benthic macro invertebrate and fish sampling. Prior to biological surveys, water quality will be assessed via in situ measurements of the following parameters: water temperature, dissolved oxygen (DO), pH, turbidity, and conductivity. No sampling or evaluation of reference site(s) will be required for this monitoring because reference data will be provided by EPD.

3.1. Habitat Assessment

3.1.1. Habitat assessments will be conducted at monitoring sites in accordance with the Macro invertebrate Biological Assessment of Wadeable Streams in Georgia, Standard Operating Procedures (Most Current Version) as published by the Georgia Department of Natural Resources. The worksheet requires visual evaluation of physical habitat parameters, including instream cover, substrate, channel morphology and flow, bank stability and vegetation, and riparian zone condition. The DNR worksheet has Habitat Parameters (HPs).

3.1.2. Assessing habitat allows the quality of the structure of the surrounding habitat that influences water quality and condition of the aquatic biota to be evaluated and may aid in identifying non-water quality affiliated factors of biological impairment, if present.

3.1.3. At each site, all individual habitat parameters will be scored (values of 0-20 or 0-10, depending on the parameter), and a total score obtained. Habitat parameters will be evaluated by two trained assessors, and an average of the two scores calculated to produce a total habitat score at each site. The average habitat scores will be used to derive an ecological condition rating. Under the DNR protocol, the condition ratings are interpreted as follows: optional (meets natural expectations), sub-optimal (less than desirable but satisfies expectations in most areas), marginal (moderate levels of degradation with severe degradation at frequent intervals in areas), and poor (substantially altered with severe degradation).

3.1.4. The habitat score at each monitoring site will be compared with the habitat score of a reference site (site data to be provided by EPD) to classify each site on the basis of its similarity to expected conditions (i.e., conditions at the reference site) and its apparent potential to support a measure of biotic integrity. Percent of comparability (ratio) of each monitoring station to the reference fall into one of four assessment categories: "comparable to reference", "similar to reference," "partially similar to reference," or "dissimilar to reference."

3.1.5. In addition to the habitat assessment forms, DNR's Physical Characterization/Water Quality Field Sheets and Impairment Assessment Sheets will be completed for each site.

3.2. Macro invertebrate Community Assessment

3.2.1 The macro invertebrate community will be assessed under the Macro invertebrate Biological Assessment of Wadeable Streams in Georgia, Standard Operating Procedures (Most Current Version) as published by the Georgia Department of Natural Resources.

3.2.2. Standardized semi-quantitative sampling for macro invertebrates will be conducted at each site for a variety of habitat types, including riffles, undercut banks/roots, woody debris, sand, and leaf packs/coarse particulate organic matter (CPOM).

3.2.3. Sampling generally will consist of collecting six meters of riffle habitat (split between faster and slower currents), five meters of woody debris, three meters of undercut banks/roots, and three meters in the sandy areas.

3.2.4. Each sample will consist of a kick, jab, or sweep with the dip net for a linear distance of one meter, except the woody debris samples, in which a brush will be used to brush or scrape a linear meter of the wooded surface.

3.2.5. CPOM samples (about two liters) will be collected by hand throughout each study reach. Additionally, a 10-minute visual search and sampling of all habitat types will be conducted. "D" frame dip nets with a 500-micron mesh will be used for all sampling.

3.2.6. All habitat type samples will be composited into a single container at each site for preservation and transport to the laboratory.

3.2.7. Analysis and data evaluation will be conducted in the laboratory.

3.2.8. Macro invertebrate sub-sampling shall be performed as specified in protocol. Identification and analyses should be conducted on a sub-sample of 200 ($\pm 20\%$) organisms.

3.2.9. Macro invertebrate specimens should be identified to genus level, or if unattainable, to the lowest practicable taxon using standard taxonomic keys.

3.2.10. The study area lies within the Piedmont and would follow the Ecological Condition Worksheet for that ecoregion

3.3. Fish Community Assessment

3.3.1. The fish community will be assessed using Part I: Standard Operating Procedures for Conducting Bio monitoring on Fish Communities in Wadeable Streams in Georgia (Most Current Version) as published by the Georgia Department of Natural Resources Wildlife Resources Division, Fisheries Management Section.

3.3.2. Fish sampling will be conducted at all study sites, but not at the reference site.

3.3.3. Sampling will be conducted April through October.

3.3.4. The surveys for fish will be conducted using backpack electro fishers or a boat (dependent on stream size).

3.3.5. Collected fish will be identified, enumerated, and released alive.

3.3.6. Fish should be identified to species level. Specimens that are unable to be definitively identified in the field will be preserved in 10% formalin solution and taken to the laboratory for identification.

3.3.7. Twelve scoring metrics are used for assessing biotic integrity, assigning a value of 1, 3, or 5 for each metric and summing these values for a total IBI score at each site. Additionally, a correction factor will be included for sites with diseased/anomalous individuals. Scoring is based on criteria relative to reference site data and from fixed criteria for a particular ecoregion and also is dependent on-stream drainage area. Scoring for metrics number 1-6 and number 11-12 is sensitive to the drainage areas of the streams at the monitoring locations. The DNR protocol is based on five integrity or quality classes. This version of the IBI is a modification of the EPA Rapid Bio assessment Protocol V (Plafkin et al., 1989). The EPA and DNR versions of the IBI are based on the original premise of the IBI developed by Karr (1981).

3.3.8. In addition to the IBI, state protocol utilizes a modified Index of Well-Being (Iwb) to assess the fish community. The IBI is the primary tool used for evaluating the fish community, and the Iwb is used as a secondary assessment to confirm the results of the IBI. The Iwb is a composite index which combines two parameters of fish diversity and fish abundance into a single value reflective of these two components.

3.3.9. The four parameters which comprise the Iwb are as follows:

- a. Relative fish density
- b. Relative fish biomass
- c. Shannon-Wiener Index of Diversity based on numbers of fish
- d. Shannon-Weiner Index of Diversity based on biomass of fish

The Iwb is calculated as follows:

$$Iwb = 0.5 \ln(\text{No./200m}) + 0.5 \ln(\text{Kg/200m}) + H(\text{No.}) + H(\text{Kg})$$

where:

No./200m = number of individuals (minus tolerants, hybrids, and introduced species) per 200 meters of electrofishing

Kg./200m = total biomass (minus tolerants, hybrids, and introduced species) per 200 meters of electrofishing

H(No.) = Shannon-Wiener Index of Diversity based on numbers of fish

H(Kg) = Shannon-Wiener Index of Diversity based on biomass of fish

3.4. Biological Monitoring Report

3.4.1. A report shall be prepared by the Contractor summarizing the results of the biological monitoring including an evaluation and interpretation of the biological sampling findings.

3.4.2. The report will include a statement of methods used, raw data, calculated metrics and narrative descriptors.

3.4.3. A brief interpretation of the monitoring results shall also be included.

3.4.4. A draft copy will be provided for review and comment by Rockdale County. Comments will be addressed, and a final report will be provided.

3.5. Data Submittal

3.5.1. The raw data, calculated metrics, and narrative descriptors will be provided in a format prescribed by the Rockdale County Department of Water Resources. The intent is to be able to add the data and results of the biological monitoring effort into Rockdale County's GIS program. The contractor shall review similar passed efforts by the County in order to enhance and/or be consistent as approved by the County.

Task 4: Laboratory Analysis

4.1. Use of private/commercial environmental laboratories:

When pre-approved by Rockdale County, the Contractor may use approved or certified private/commercial environmental laboratories for analysis of samples. Certified laboratories selected by the Contractor shall be certified through the National Environmental Laboratory Accreditation Conference/Program (NELAC or NELAP).

- 4.1.1. The Contractor must provide verification of lab accreditation to the County prior to lab utilization.
- 4.1.2. The Contractor must obtain approval from the County prior to the use of any approved or certified private/commercial environmental laboratories for analysis of samples.
- 4.1.3. All laboratory analysis should be included in total bid price.

Task 5: Annual Report preparation, Plan Updates and Staff Training

5.1. County-wide Annual Report

The Contractor will be required to prepare the County's annual system wide report covering the reporting period of May 1 – April 30.

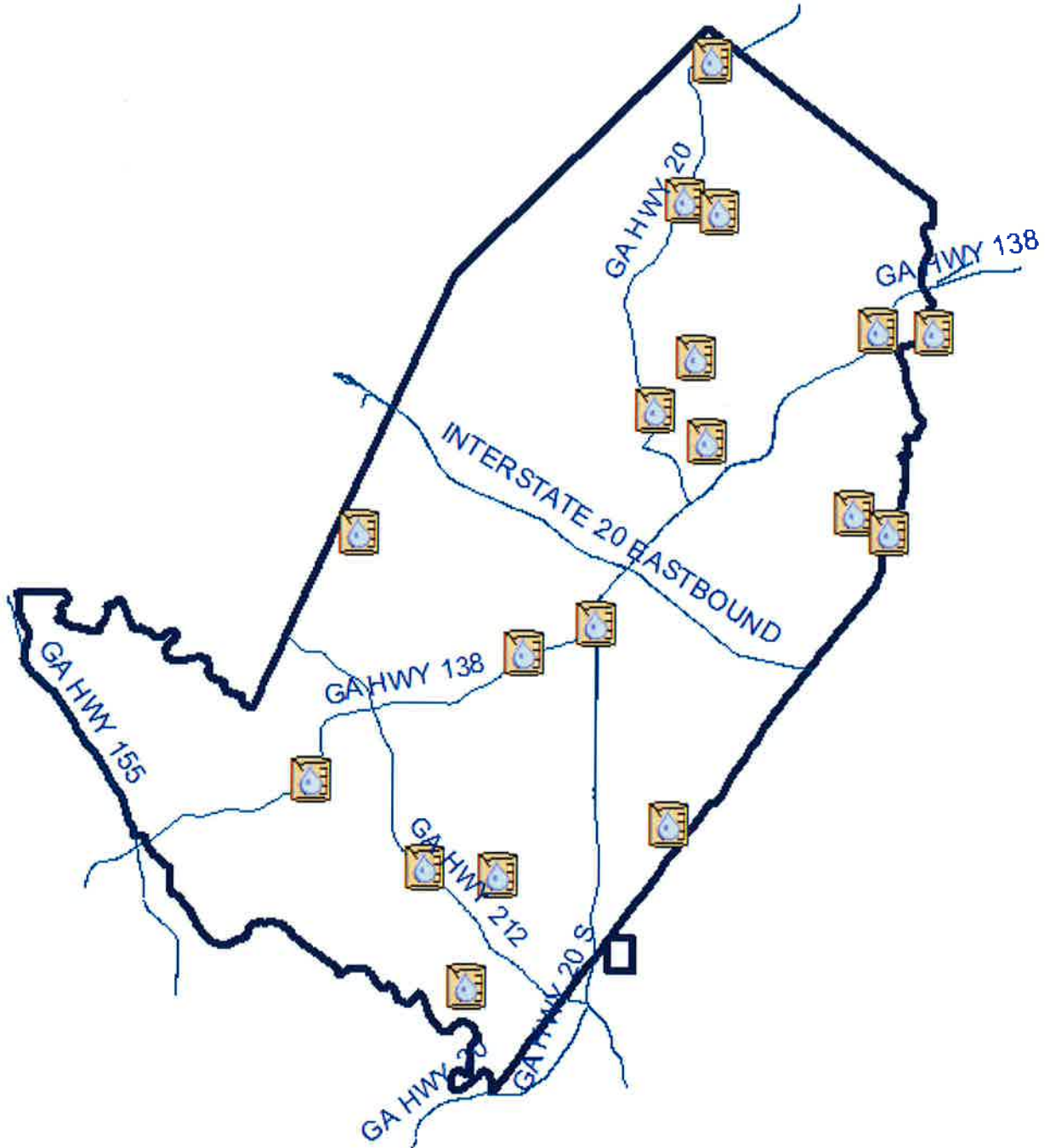
- 5.1.1. Contractor shall submit a draft to the County on or before May 10th of each year for review and comment. The County shall review the report and provide any comments to the Contractor within ten (10) days of receipt of the report.
- 5.1.2. The County's Watershed Protection Plan Annual Report shall be included as an appendix to the County-wide Annual Report. The Contractor shall amend the Watershed Protection Plan to include a schedule for correcting current water quality problems that are causing water quality standard violations, provide ongoing monitoring to verify that the actions taken to correct water quality problems are effective, supporting data, provide an estimate of what percentage of the watershed assessment is complete, summary of documented water quality improvements, including any necessary changes to the Watershed Protection Plan, and how the WPP will be implemented in attaining and maintaining compliance with water quality standards.
- 5.1.3. Contractor shall submit a draft of the amended WPP to the County on or before May 10th of each year for review and comment. The County shall review the report and provide any comments to the Contractor within ten (10) days of receipt of the report.
- 5.1.4. Contractor shall incorporate appropriate comments into the final report and WPP and submit the final report to the County within 15 days of receipt of County comments for review and approval.
- 5.1.5. The Contractor shall deliver the final report to EPD and assist the County in addressing EPD comments after June 15th of each year.
- 5.1.6. The report due June 15, 2021 shall incorporate sampling data furnished by the County collected prior to the date of contract award.
- 5.1.7. The WPP will be revised to address changes in water quality standards and impacts and provide appropriate best management practices until instream water quality standards are achieved. Results of surface water monitoring will be reviewed and included in Plan revisions.
- 5.1.8. The Watershed Protection Plan addresses point and non-point sources of pollution that cause water quality impacts within local government political boundaries and sewer service areas. The purpose of this Watershed Protection Plan is to provide a strategy for protecting and enhancing waterbodies within all of Rockdale County. Objectives of the Plan are to:
 - Correct current water quality concerns causing violations of water quality standards;
 - Develop and implement best management practices (BMPs) to minimize future violations of water quality standards; and
 - Provide ongoing monitoring to verify that the BMPs are working and provide information necessary to modify BMPs where required to achieve water quality standards.
- 5.1.9. Concurrently with revising the WPP the contractor shall revise the County's SQAP if needed. The SQAP's primary purpose is to:
 - Identify stream segments listed on the current Georgia Environmental Protection Divisions (EPD) 303(d) list within Rockdale County's jurisdiction;
 - Develop a monitoring program in accordance with Rockdale County's WPP, and

- Evaluating the subject stream segments for the ultimate purpose of removing subject stream segments from the 303(d) list as the water quality improves due to implementation of effective BMP's.

5.1.10. The revision of the WPP and SQAP shall include reviewing the location and justification for all existing sampling locations and determining an appropriate location for additional sampling locations. The Contractor shall be responsible for selecting the location for a new sampling site, if required, in accordance with the guidance in the WMP and the location shall be subject to any guidance and/or approval required by EPD.

5.1.11. Contractor shall provide a debriefing workshop for the County and its employees at the end of the reporting year and will outline the sampling program results, long term trends and program modifications and improvements.

Attachment B
Map of Sampling Locations



PROPOSAL FORM

Instructions: Complete all THREE parts of this bid form.

PART I: Cost Estimate and Fees

Complete the information below.

COST ESTIMATE PRICE SCHEDULE/MONITORING TESTING SERVICES

1. Project Management and Coordination with Representatives from Rockdale County and EPD.

2021	2022	2023	2024
\$ <u> </u> Lump Sum	\$ <u> </u> Lump Sum	\$ <u> </u> Lump Sum	\$ <u> </u> Lump Sum

- 2 Water Quality Assessment (includes collection and analysis of 2 dry, 1 wet, 8 bacteria, in-situ and laboratory fees, field expenses, and data management).

2021	2022	2023	2024
\$ <u> </u> Lump Sum	\$ <u> </u> Lump Sum	\$ <u> </u> Lump Sum	\$ <u> </u> Lump Sum

- 2A Targeted Watershed Assessments (includes desk-top and field data assessment of three streams at numerous locations above and below sampling locations to identify potential pollutant sources and impacts),
to be conducted in 2018.

2021	2022	2023	2024
\$ <u> N/A </u>	\$ <u> N/A </u>	\$ <u> </u> Lump Sum	\$ <u> N/A </u>

- 3 Biological assessment of the 2017 Long-term Monitoring Report, every other year.

2021	2022	2023	2024
\$ <u> N/A </u>	\$ <u> </u> Lump Sum	\$ <u> N/A </u>	\$ <u> </u> Lump Sum

- 4 Laboratory analysis

2021	2022	2023	2024
\$ <u> </u> Lump Sum	\$ <u> </u> Lump Sum	\$ <u> </u> Lump Sum	\$ <u> </u> Lump Sum

- 5 Data analysis, GIS and preparation of the Annual Long-term Monitoring Report (includes all data in EPD-specified format), as well as, update to SQAP and WPP and a final report submitted to County.

2021	2022	2023	2024
\$ <u> </u> Lump Sum	\$ <u> </u> Lump Sum	\$ <u> </u> Lump Sum	\$ <u> </u> Lump Sum

	2021	2022	2023	2024
Annual Total \$	_____	\$ _____	\$ _____	\$ _____

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	

**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 _____, 202

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 _____, 202_.

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 (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 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 _____, _____, 202__ 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 _____, 202__.

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 _____, _____, 202__ 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 _____, 202__.

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 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 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 attest 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 _____, _____, 202__ 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 _____, 202__.

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 _____, 202_.

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.

Certification of Absence of Conflict of Interest

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

FAILURE TO RETURN THIS PAGE AS PART OF YOUR BID DOCUMENT MAY RESULT IN REJECTION OF BID. Contractor firm must have been in business providing Long Term Monitoring services for the past five (5) years.

1. Company Name _____

Brief description of project _____

Contract period _____

Contact person _____

Phone number _____

2. Company Name _____

Brief description of project _____

Contract period _____

Contact person _____

Phone number _____

3. Company Name _____

Brief description of project _____

Contract period _____

Contact person _____

Phone number _____

Vendor _____ By _____