



Calhoun Utilities

City of Calhoun Utilities (“Owner”)

Request for Qualifications

To Provide

Engineering, Design, and

Program Management Services For Design

and Installation of Water Treatment Modifications

To Remove Per-And Polyfluoroalky Substances (PFAS)

Project No. ECDW2022001, PFAs Removal Alternatives, Calhoun, GA

July 06, 2023

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Request for Qualifications

Engineering Services

Project No. ECDW2022001, PFAs Removal Alternatives, Calhoun, GA

The City of Calhoun Utilities (“Owner”), is soliciting statements of qualifications from professional firms with experience in engineering, design, and program management services, to submit qualifications to provide Professional Engineering Services for PFAS removal alternatives including design and permitting of removal systems at current water treatment facilities. This Request for Qualifications (“RFQ”) seeks to identify potential providers of the above-mentioned services. One or more firms that respond to this RFQ and are determined by the Owner to be especially qualified may be deemed eligible and invited to discuss and negotiate for these services. All respondents to this RFQ are subject to instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully. The Owner reserves the right to reject any or all statements of qualifications or proposals and waive technicalities and informalities at the Owner's discretion. Please note: The issuance of this RFQ invokes a Restriction of Communication on potential respondents, which, if violated, may result in proposal rejection (See Section 8 for details).

1. General Project Information

Project Description

Under the guidance of the local utility and government, it will be the responsibility of the selected firm to provide initial consultation and evaluation, funding assistance, final design, construction administration, and inspection and close-out services for PFAs removal modifications to existing water treatment plants. The expectation is that selected companies will provide the technical skills necessary for bid and construction management of PFAS removal alternatives, including but not limited to existing water plant upgrades, site evaluations, mapping and GIS, regulatory permitting requirements, funding assistance, procurement and administration and other related projects meeting the described requirements

The delivery method for this project will be a traditional Design-Bid-Build.

Project Goals

It is envisioned that the successful Project will achieve the following objectives:

- Initiate and Execute Successful Pilot Studies.
- Identify the Most Efficient and Economical Water Treatment Process to Remove PFAs
- Complete Design, Permitting, Bidding, and Construction Management of WTPs Modifications for PFA Removal in order to Meet Regulatory Requirements

Background

There are two water treatment plants that the project would focus on. The Mauldin Rd water treatment plant is a conventional plant with a permitted capacity of 18 MGD. The Mauldin Rd plant is fed by withdrawing from the Coosawattee River, which can see a fluctuation in raw water quality. The Brittany Dr plant is a direct filtration plant, with both Tonka pressure filters

and multi-media gravity filters combining for a permitted total of 12.8 MGD. The Brittany Dr plant can withdraw from both a well and a separate spring.

Project Schedule

The selected firm will immediately begin work to submit environmental permitting.

Pilot Study - +/- 6 Months
Engineering Design - +/- 8 months
Permit Approval - +/- 3 months
Contract Bidding - +/- 1 month
Contract Award - +/- 2 months
Construction - +/-12-16 months

(All of the dates/timeframes above are estimates and subject to change. The fee structure for Engineering Consulting Services relative to the schedule and fee amounts will be agreed upon by the Owner and the Consultant prior to the start of Consulting Services.)

2. Engineering Consultant Requirements

- History of firm and resources
- 10 years of experience with water treatment plants and process equipment.
- Key personnel/qualifications
- Proof of licensure
- Current workload and ability to provide proposed services
- Proposed approach, ability, scope, and level of service
- Experience with similar state and federally-funded projects and list of references.
- Errors and Omissions Insurance, please provide a copy
- Statement of Qualifications Form
- Section 3 Certification Form (Only Submit with your Proposal if you are claiming Section 3 Status.)

The final scope of services will be developed by the Owner and communicated to eligible firm(s) prior to the actual agreement. The Owner will provide additional details and a list of general duties required in Engineering Consulting Services for this Project to eligible finalists.

3. RFQ Schedule of Events

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. All times indicated are prevailing times in Georgia. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

a. Owner issues public advertisement of RFQ for a period of 46 days	(Date:07/06/2023)	-----
b. Deadline for written questions/requests for clarification (<i>see section 6</i>)	(Date:08/04/2023)	5:00 PM
c. Deadline for submission of Statements of Qualifications (<i>see sections 5, 7</i>)	(Date:08/21/2023)	5:00 PM
d. Owner completes the evaluation, posts results, and issues Notification to Finalist firm	(Date:09/04/2023)	-----
e. Owner conducts mandatory pre-proposal conference and site visit (if applicable) for finalist firms	(Date:09/18/2023)	TBA
f. Deadline for submission of written questions from finalists	(Date:10/02/2023)	5:00 PM
g. Deadline for finalist firms to submit Project Proposal (if applicable)	(Date:10/02/2023)	5:00 PM
h. Selection Committee interviews finalist firms	(Date:10/11/2023)	TBA

4. Selection Process

A Selection Committee, consisting of representatives of the Owner, will identify the finalist firm through a qualifications-based selection process. The Selection Committee will receive and evaluate Statements of Qualifications submitted in response to this RFQ using the following criteria:

Criteria for Evaluation of Statements of Qualifications

- 10% Stability of the firm, including the firm's corporate history, growth, resources, form of ownership, litigation history, financial information, and other evidence of stability.
- 30% Firm's relevant project experience and qualifications, including the demonstrated ability of firm in effective Consulting Services for projects comparable in complexity, size, and function. This includes relevant experience and qualifications of the principal Consulting Services lead staff and level of experience in a leadership role over multiple providers and phases of construction for GEFA, USDA, and/or ARC Projects.
- 30% Past performance of the firm including references about the quality of leadership of the firm in Consulting Services, the overall services of the firm to previous customers, the firm's ability to meet established project goals, the firm's response to the Owner's needs throughout the project, and the financial and technical success history of the of projects in which the firm provided leadership.

- 25% Firm's apparent suitability to provide services for Project, including the firm's apparent fit to the project type and/or needs of the Owner, any special or unique qualifications for the Project, current and projected workloads, experience working with the local government, and services offered by the firm. The firm's non-discrimination policies, any policies and past efforts for W/MBE inclusion will be a part of this evaluation, as well as the firm's record and methodology of addressing public safety and environmental concerns.
- 5% Geographical proximity of business and/or lead staff to the project site, which may affect response times if problems or meetings arise. Preference will be given to companies that operate out of Georgia or surrounding states.
- Bonus:** Firms that have prior experience working with the City of Calhoun and/or neighboring communities in Northwest Georgia would be eligible for up to 5 bonus points for knowledge of regional water conditions/challenges.

Finalist Notification

The names of the firms selected as finalists will be posted on the Georgia Procurement Registry. The firms selected as finalists will receive written notification (Finalist Notification) from the Owner which will address the necessary elements of the remainder of the selection process. These elements include, but may not be limited to, the following:

Pre-Interview Conference and Site Visit (if applicable)

In the Finalist Notification, a mandatory pre-interview conference and site visit will be scheduled by the Owner and will include detailed instructions for finalists about the conference. At the conference, all finalist firms may be given relevant available information that has previously been developed (such as designs, studies, preliminary plans, maps, etc.), a specimen copy of the Consulting Services contract form, and other available additional scope information.

Project Proposal (if applicable)

With the Finalist Notification, the Owner may issue a Request for Project Proposal from the firm. The Project Proposal will be submitted in a format prescribed by the Owner. It will include, at a minimum, (1) specific information on the firm's proposed leadership team and commitment thereof; and (2) a Consulting Services plan for the Project. Copies of this proposal shall be sent to the Owner prior to the interview at the time specified by the Owner in (See Section 3 RFQ Schedule of Events). Additional Project Proposal instructions and guidelines will be provided in the Notice to Finalists, as well as the criteria which will be used to evaluate the proposals.

Interview

In the Finalist Notification, each finalist firm shall be informed of the place and time for the interview session. The time allotted to each firm will not exceed 90 minutes to include: 15 minutes for setup, 30 minutes for proposer presentation, 30 minutes for Committee questions, and 15 minutes for knockdown. Electronic presentations, such

as PowerPoint presentations, are allowed but may not comprise more than 15 minutes of the 30-minute presentation. Although the Owner will have a television screen with HDMI input available in the interview room, the presenter must be prepared with their own projector and laptop for quick setup within the allotted 15 minutes as a backup. The remainder of the presentation may involve flip charts or boards along with oral presentation.

Additional interview instructions and guidelines will be provided in the Notice to Finalists, as well as the criteria which will be used to evaluate the interview.

Consultant Selection

Upon completion of the evaluation and interview process by the Selection Committee, the firms will be ranked using criteria described herein in descending order of recommendation. Negotiations may then be initiated with the highest-ranking firm to finalize the terms and conditions of the contract, including the fees to be paid. In the event a satisfactory fee agreement cannot be reached with the highest-ranking firm, the Owner will formally terminate the negotiations in writing and enter into negotiations in turn with the second highest ranking firm, and so on until a mutual agreement is established and the Owner awards an Engineering Consulting Services contract. The actual Form of Contract shall be developed by the Owner.

5. Instructions for Preparing Statements of Qualifications

Each submittal format (See Section 7) must include a transmittal letter. Emailed submittals must be able to print on standard (8 ½" x 11") paper. The pages of the qualification submittals must be numbered. A table of contents, with corresponding tabs, must be included to identify each section. Responses are limited to 20 pages or less using a minimum of an 11-point font. Any exhibits, affidavits, or other enclosure information called for may be included in an appendix and will not count toward the page limit. Each Statement of Qualifications shall provide a straightforward, concise delineation of the respondent's capabilities. Fancy, colored displays and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content. The content of all Statements of Qualifications must be categorized and numbered as outlined below, and responsive to all requested information:

A. Description and Resources of Firm

- i. Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, email address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify the office from which the project will be managed and this office's proximity to the project site. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the offeror a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), joint venture, or other structure?
- ii. Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and

- numbers of employees and locations and staffing of offices
- iii. Has the firm been involved in any litigation in the past five years? Describe your experience with litigation with Owners and/or Contractors. List any active or pending litigation and explain.
 - iv. Provide a statement of disclosure, which will allow the Owner to evaluate possible conflicts of interest. Respondents must provide, in their own format, a statement of all potential legal or otherwise significant conflicts of interest possibly created by the respondent's being considered in the selection process or by the respondent's involvement in the project. Respondents should include information as to the nature of the relationship(s) with parties in such potential conflict.
 - v. Has the firm ever been removed from a Services contract, had a contract terminated for default, or failed to complete a contract as assigned?

B. Experience and Qualifications

- i. Provide professional qualifications and description of experience for principal Consulting Services personnel. (At this stage, firms are asked for information on lead staff only but may list the qualifications and experience on more than one lead individual who is qualified and available for proposed project. If the firm is selected as finalist, the Owner will request detailed information on the exact proposed expanded team and their relevant experience.) Firms that respond as joint teams will be expected to clearly demonstrate their team members' shared experience, as a joint team, on prior projects of similar magnitude and complexity.
- ii. Provide information on the firm's Engineering Consulting Services experience on projects of similar type, size, function, and complexity. Describe no more than 10 and no less than five projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided:
 - a. Project name, location, and dates during which services were performed.
 - b. Brief description of project and physical description.
 - c. Services performed by your firm.
 - d. Owner's stated satisfaction level in the Consulting Services and/or overall service of your firm.
 - e. Owner contact information.
- iii. Include any certifications, industry ratings, and achievement recognitions, etc., to attest to the level of experience and success. Describe innovations that the firm might have introduced or employed to increase project adherence to technical standards.

C. Statement of Suitability

- i. Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Suitability may include, but is not limited

to, the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project, current and projected workloads, the proximity of office to Project location, past experience with the local government, and any services offered by the firm that may be particularly suitable for this project.

- ii. Provide any non-discrimination and affirmative action policies of the firm and the firm's history of W/MBE inclusion in sourcing for projects.

6. Submittal of Questions and Requests for Clarification

Questions about any aspect of the RFQ, or the project, must be submitted in writing (email is preferable) to: Margaret Boyd, Purchasing Director: MaBoyd@calnet-ga.net or Erik Henson, Water & Wastewater Director: EHenson@calnet-ga.net. The deadlines for submission of questions relating to the RFQ are the times and dates shown in the RFQ Schedule of Events in Section 3. Proposers are cautioned to review and adhere to the Restriction of Communication (See Section 8) for this Project.

7. Addenda Acknowledgement

The Offeror has examined and carefully studied the Specifications and the following Addenda, Receipt of all of which is hereby acknowledged:

Addendum		dated		Acknowledgement	<i>Initial</i>
Addendum		dated		Acknowledgement	<i>Initial</i>
Addendum		dated		Acknowledgement	<i>Initial</i>
Addendum		dated		Acknowledgment	<i>Initial</i>

Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the Offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changes the Owner's requirements

8. Submittal of Statements of Qualifications

One or both of the following submittal formats may be used and the submittal format must be clearly indicated in the transmittal letter:

- A) A single PDF file of the statement of qualifications shall be prepared and emailed to Margaret Boyd, Purchasing Director: MaBoyd@calnet-ga.net or Erik Henson, Water & Wastewater Director: EHenson@calnet-ga.net prior to the submittal deadline. Each submittal must include a transmittal letter. Submittals must be able to be printed on standard (8 1/2" x 11") paper and the words "Statement of Qualifications" and Project number must be clearly indicated in the filename. Statements of Qualifications must be received by the Owner prior to the deadline indicated in the Schedule of Events (See Section 3) at the exact address below:
- B) Mailed submissions must come in one envelope. The outside of the qualification envelope must be clearly labeled with the Company's name, address, and contact information and labeled "Statement of Qualifications, Engineering Services, Design, and Program Management Services For Design and Installation of Water Treatment Modifications To Remove Per-And Polyfluoroalky Substances (PFAS)". The qualification envelope must only contain five (5) copies and one digital copy on a flash drive of the Company's response. Each submittal must include a transmittal letter. Statements of Qualifications must be received by the Owner prior to the deadline indicated in the Schedule of Events (See Section 3) at the exact address below:

The City of Calhoun Utilities Building

Attn: Purchasing

700 West Line St Calhoun, GA 30701

9. Additional Terms and Conditions

1. Insurance Requirements

The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance specified below. The insurer shall be in good standing within the state of Georgia through the Insurance Commissioner's Office and must be rated "A" or better, with AM Best Company.

- a. Before commencing work under the contract, the Contractor shall provide to The City of Calhoun Attn: Purchasing a Certificate of Insurance evidencing the required kinds and amounts of insurance. The minimum kinds and amounts of insurance shall be:
 - i. Workers' Compensation – Contractors are required to comply with applicable Federal and Georgia State workers' compensation statutes. Policies covering Workers' Compensation liability shall provide coverage of statutory benefits and employers liability of at least \$1,000,000 for each accident; at least \$1,000,000 for each employee for disease and a \$1,000,000 policy limit for disease.
 - ii. General Liability - \$2,000,000 aggregate; \$1,000,000 per occurrence; 50,000 fire damage; 5,000 medical expenses; 1,000,000 products completed operations; 1,000,000 personal and advertising injury or greater. Coverage should be on a per occurrence basis.
 - iii. Automobile Liability – Automobile liability insurance shall be written on the comprehensive form of policy – Combined single limit of at least \$1,000,000 to include Hired Autos and Non-owned Autos. The policy shall provide for bodily injury and

property damage liability covering the operation of all automobiles used in connection with performing the contract.

iv. Excess Liability - \$1,000,000 on a per occurrence basis

- b. The Certificate of Insurance evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting The City of Calhoun's interest shall not be effective until 60 days after the insurer or the Contractor gives written notice to the Purchasing Administrator.
- c. The Certificate of Insurance shall reference the proposal and project name as evidencing this requirement.

2. Restriction of Communication

From the issue date of this (RFQ) solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate about this solicitation or this Project for any reason with any members of the Selection Committee, the Owner, except for submission of questions as instructed in the RFQ, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

3. Submittal Costs and Confidentiality

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Georgia Open Records Act, the details of the proposal documents will remain confidential until final award.

4. Construction Administration/ Funding Compliance

Selected consultant may be required to aid and oversee contract adherence to the following Federal requirements:

a. Davis-Bacon Wage Requirements

The provisions of the Davis-Bacon Act apply to all projects financed in whole or in part by the DWSRF. These requirements apply to projects for the construction, alteration, maintenance, or repair of treatment works. In all contracts in excess of \$2,000, the Borrower shall insert in full the document entitled "supplemental General Conditions for Federally-Assisted State Revolving Fund," This document is located on the GEFA website at qefa.georgia.gov/loan-documents.

b. American Iron and Steel

The American Iron and Steel (AIS) requirements apply to all projects financed in whole or in part by the DWSRF. These requirements apply to projects for the construction, alteration, maintenance, or repair of a treatment works. In all contracts, the Borrower shall insert in full the document entitled "AIS Special Conditions," This document is located on the GEFA

website at gefa.georgia.gov/loan-documents,

c. State Environmental Review Process

Projects funded by the DWSRF must undergo an environmental review via the EPA-approved State Environmental Review Process (SERP). This environmental review is conducted by EPD through either a Categorical Exclusion (CE) or Notice of No Significant Impact (NONSI). This process addresses issues such as environmental impact, potential historical preservation issues, potential endangered species concerns, and permit compliance. Borrowers should review the "Guidance Document for Project Requirements" document, which is located on the GEFA website at gefa.georgia.gov/loan-documents,

d. Disadvantaged Business Enterprise (DBE)

As a part of GEFA's loan agreement, loan recipients are required to encourage the participation of minority and women-owned businesses in all project subcontracts. The state's DWSRF percentage goals through September 30, 2022, are four percent for Minority Business Enterprises (MBE) and four percent for Women Business Enterprises (WBE). Borrowers should review the "supplemental General Conditions for Federally Assisted State Revolving Fund," which are located on the GEFA website at gefa.georgia.gov/loan-documents.

e. Build America Buy America (BABA)

Alongside the Bipartisan Infrastructure Law (BIL), Congress passed BABA, which establishes strong and permanent domestic sourcing requirements across all federal financial assistance programs. BABA, which is a component of the Infrastructure and Jobs Act (IIJA), requires federal agencies to ensure that "none of the funds made available for a federal financial assistance program for infrastructure, including each deficient program, may be obligated for a project unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States."

5. Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any statement of qualifications or proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Owner. The Owner reserves the right to waive non-compliance with any requirements of this Request for Proposal and to reject any or all proposals submitted in responses. Upon receipt and review of responses, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached.

6. Statement of Agreement

With submission of a statement of qualifications or proposal, the Proposer agrees that

he/she has carefully examined the solicitation, and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issues in any section of the solicitation with which the Proposer disagrees or needs clarified. The Proposer also understands that failure to mention these items in the proposal will be interpreted to mean that the Proposer is in full agreement with the terms, conditions, specifications and requirements in the therein. With submission of a proposal, the Proposer hereby certifies: (a) that this proposal is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that Proposer has not directly or indirectly included or solicited any other Proposer to put in a false or insincere proposal; (c) that Proposer has not solicited or induced any person, firm, or corporation to refrain from sending a proposal.