

REQUEST FOR QUALIFICATIONS AND PROPOSALS

Water & Wastewater Operations Services

City of Garden City, Georgia
100 Central Avenue
Garden City, Georgia 31405

The City of Garden City, Georgia will accept qualifications from firms wishing to provide professional services for the Management, Operations, and Maintenance of the City's Wastewater Treatment Facility, Wells, Water Tanks, and Lift Stations. Sealed statements of qualifications and proposals from contractors will be received by the City of Garden City until **10:00 AM local time, Thursday, October 21, 2021**. Responses to this Request for Qualifications (RFQ) must be addressed to the attention of:

City of Garden City
Scott Robider, Interim City Manager
100 Central Avenue
Garden City, GA 31405
Srobider@gardencity-ga.gov
Phone: 912-966-7770

Proposals shall be clearly marked: **"Request for Qualifications for the Management, Operations, and Maintenance Services for the City of Garden City's Wastewater Treatment Facility, Wells, Water Tanks and Lift Stations."** Proposers must submit four (4) hard copies and 1 electronic copy on a flash drive/thumb drive in a sealed package clearly labeled with the submitting company's name and address on the outside of the envelope. Any proposal not received by the deadline, or not marked appropriately, will not be opened for consideration. No proposal may be withdrawn for a period of sixty-five (65) days after the time designated for the receipt of proposals except as permitted by O.C.G.A. § 36-91-52. The City of Garden City reserves the right to waive any informality in any/all proposals as may appear to be in the best interest of the City or to reject any or all bids.

A pre-proposal conference will be conducted on **Thursday, October 7, 2021 at 10:00 AM local time**, via Conference Call and Zoom Meeting. All contractors who intend to submit a response are required to participate in the pre-proposal conference. Any questions and/or RFQ requirements that may need clarification should be submitted in writing to the City contact at the contact information above. The deadline to email questions to the City is **Thursday, October 14, 2021 by 5:00 PM local time**.

No Service Provider's employees or anyone representing the Service Provider shall contact by any method any City staff or elected officials from the date the RFQ is advertised until the time of official award. The email communication approach will ensure that all questions or comments can be addressed by addenda. Any Proposer in violation of this section shall be disqualified from bidding on the RFQ.

Please note that Garden City encourages the participation of small business enterprises (SBEs) and/or minority business enterprises (MBEs) in this procurement.

All proposals will be evaluated in accordance with applicable City of Garden City purchasing regulations and according to the criteria described in this RFQ. The evaluation of firms submitting statements of

qualification for this project will be based on qualifications, experience and performance on past projects along with references. No extension of the proposal period will be made unless specifically authorized by a formal written addendum released by the City.

INTRODUCTION AND BACKGROUND

The City

The City of Garden City is located in southeast coastal Georgia, approximately 10 miles from downtown Savannah. It is conveniently located just off Interstate 16 and Interstate 95. The City of Garden City is a municipal corporation of the State, created and existing under the laws of the State. The City is located in Chatham County (the "County") in the southeastern portion of the State. The City had a population of around 10,200 according to the 2021 census update compiled by the U.S. Department of Commerce, Bureau of the Census. A copy of the 2021 Garden City budget can be found on the City's Finance page of the website here: <https://www.gardencity-ga.gov/home/showpublisheddocument/4676/637423272296770000>

The System

The City owns and operates a water and sewer system (the "System"), which provides water and sewer services to citizens and users within and outside the territorial limits of the City. The System provides utility services to both residential and commercial/industrial customers in the City, as well as some limited service areas located in the surrounding unincorporated areas of Chatham County.

The System currently serves an approximate 14.75 square mile area containing an estimated population of 10,200 and has 3,648 water and sewer customers. The table below summarizes the current customer make-up of the System's customers:

Customer Description	Number of Customers
Residential Water	2,961
Commercial Water	687
Residential Sewer	2,936
Commercial Sewer	620

The water supply system consists of wells with treatment, purchased water supply, a water distribution system including pipelines and elevated water storage tanks. The City's Water and Sewer Department maintains the water and sewer lines in the service area. The City's groundwater withdrawal limit is currently permitted at 1.141 million gallons per day (MGD) average annual withdrawal. The water distribution system includes approximately 51 miles of water main ranging in size from 2-inch to 12-inches in diameter, and approximately 364 fire hydrants.

The wastewater collection and treatment system includes a 2 MGD Water Pollution Control Plant (WPCP), 16 wastewater collection system pumping stations, gravity sewers and force mains. The wastewater collection system includes approximately 40 miles of gravity sewer ranging in size from 8-inch to 12-inches in diameter with approximately 862 manholes. In addition, the system has approximately 11.5 miles of sewage force mains ranging in size from 4-inches to 12-inches in diameter.

The tables below provide a summary of facilities and permits associated with Garden City's Water and Sewer System.

Groundwater Withdrawal	Annual Average Withdrawal (MGD)	Date
All Wells Permit No. 025-0007	1.141 1.030	Through Dec. 31, 2024 Commencing Jan. 1 2025

Water System Operating Permit	Flow Rate (MGD)	Expiration Date
Permit No. CG0510000	2.0	January 30, 2028

Purchased Water Source	Daily Maximum Capacity (GPD)
City of Savannah Main (WSID # 0510259) (Source #101) Garden City Town Center, Dean Forest Rd)	125,000

Water Supply Wells	Flow Rate (GPM)	Electrical Data
#1 Rommel Avenue at Nelson Avenue (73 Rommel Avenue)	1,086	100 HP
#2 Hwy.#17/25 Jones Equip. (61 Main Street)	431	40 HP
#3 Chatham City next to Burger King (1 Chatham City, Hwy 21)	653	75 HP
#5 Behind Fire Station #2 (2406 Hwy 80)	1,068	100 HP

Water Storage Facility	Storage Capacity (Gallons)	Date of Construction
Chatham Parkway (1002 Chatham Parkway)	500,000	2000
Center Point (50 Sonny Perdue Drive)	500,000	2011
Industrial Park (517 Bourne Avenue)	150,000	1950s
Rommel Avenue (73 Rommel Avenue)	67,000	1950s

Water Pollution Control Plant	Flow Rate (MGD)	Permit Number
Garden City WPCP (2 Bud Brown Drive)	2.0	GA0031038 GAR050000

Garden City Wastewater Pump Station		
Pump Station Name	Type of Pump Station	HP
Old Louisville Road	Submersible, Duplex	3
Hwy 80 3rd Street	Submersible, Duplex	10
Covington	Submersible, Duplex	5
Traffic Circle	Submersible, Duplex	3
Chatham City	Submersible, Duplex	20
Hwy 80/ Firestone	Submersible, Duplex	3
Wheathill Road	Submersible, Duplex	3, 5

Industrial Park	Submersible, Duplex	3
Hawkinsville Road	Submersible, Duplex	3
Biscuit Hill Road	Submersible, Triplex	27, 27, 30
Prosperity Drive	Submersible, Duplex	27
Chatham Parkway	Submersible, Duplex	10
Center Point	Submersible, Duplex	5.5
Pilot	Submersible, Duplex	5, 5.5
Hwy 80 Curve	Submersible, Duplex	12
Azalea	Submersible, Triplex	20, 20, 21
WPCP Influent Pump Station	Submersible, Duplex	10

SCOPE OF SERVICES

The City of Garden City, Georgia requests Statements of Qualifications from firms wishing to provide professional Operations and Maintenance (O&M) services for the City's Water and Wastewater Facilities including the following:

Water System

- Water Supply Wells
- Water Storage Tanks
- Testing and Sampling Required for Water Distribution System

Wastewater System

- Water Pollution Control Plant WPCP
- Wastewater Pumping Stations
- Testing and Sampling Required for Wastewater Permit

The operations contract will be for an initial contract period of two (2) years with two, one-year renewal options. Notwithstanding, the City may terminate the contract for convenience without penalty at any time by providing the service provider 120 days prior written notice of such termination.

To ensure continuity of essential services, the successful contractor shall be prepared to fully commence work upon Notice to Proceed by the City and should not assume that the previous employees and/or contractor will be available to guide, direct or specifically orientate each new Contractor employee.

PROPOSAL RESPONSE GUIDELINES

Four (4) hard copies of the written proposal, limited to a final total of 40 printed pages (including both front and back) and one digital copy on a flash drive/thumb drive shall be submitted including following information in the order specified:

- A. Title Page – List the RFP subject, the name of the firm, address, telephone number, name and email address of contact person, and the date. Acknowledge receipt of addendums.
- B. Introduction (Transmittal Letter)
- C. Background and Experience
- D. Personnel/Professional Qualifications

- E. References
- F. Price Proposal (Enclosed in Sealed Envelope)

1. Introduction (Transmittal Letter)

By signing the letter, the Respondent certifies that he/she is authorized to bind the Respondent. The RFQ response should include:

- A. A brief statement of the Respondent's understanding of the scope of the work to be performed;
- B. A confirmation that the Respondent meets the appropriate State licensing requirements to perform the necessary services;
- C. A confirmation that the Respondent has been in business for at least five years;
- D. A confirmation that the Respondent has successfully held at least one five-year contract for a system of comparable size and complexity;
- E. A confirmation that the Respondent has not had a record of substandard work within the last five years;
- F. A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
- G. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract;
- H. Any other information that the Respondent feels appropriate;
- I. The signature of an individual who is authorized to provide information of this nature and the name of the Respondent submitting the RFP response.

2. Background and Experience

- A. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure, and any recent or materially significant proposed change in ownership.
- B. Describe any prior engagements in which Respondent's firm assisted a governmental entity in dealings with operations, maintenance, and management services of municipal wastewater treatment facilities. Respondent should provide the names, phone numbers, and email addresses of contact persons and the organizations for whom any projects referenced in this section were conducted. Respondent should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work and compliance with performance schedules.
- C. Describe the firm's workload and current capacity to accomplish the requested services.
- D. Describe any issue or characteristics which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the requested services.
- E. Describe experience with systems that are of a comparable size and complexity as the City of Garden City. Furnish as a minimum, all staffing for each facility, client name, contact, address, phone number and a description of each facility in terms of size and treatment processes. All facilities shall be located in the United States or its possessions and shall be under the jurisdiction of the US EPA and the appropriate State regulatory agency. Facilities that are owned and operated by the contractor will not be considered.
- F. Describe the Respondent's knowledge and experience with the *Coastal Georgia Water & Wastewater Permitting Plan for Managing Salt Water Intrusion* and the Sub-region 1 Red Zone Water Management efforts and associated timelines.
- G. Describe the Respondent's knowledge of experience with Industrial Stormwater National Pollutant Discharge Elimination System (NPDES) Permit Requirements.
- H. Provide a list, with exact case name, number, and court of all lawsuits in which the contractor

or affiliated firm is, or has been involved in, during the last ten (10) years. In addition, provide a list of all county government or city government settlements or arbitrations in which the firm is, or has been involved in, during the last ten (10) years.

3. Personnel/Professional Qualifications

- A. Provide an organizational chart of key project staff.
- B. Include resumes or curriculum vitae of staff members involved in the on-site oversight of the requested services.
- C. Estimate the number of persons to be assigned to this project and the current State of Georgia licensure that will be required for these positions.
- D. Provide evidence that there is extra staff and equipment to supply any necessary maintenance or emergency services to the City of Garden City, Georgia.
- E. Identify the engineering firm that the Respondent plans to consult with regarding technical matters that may arise during the contract term and the relationship that the Respondent has had with this firm on other similar contract engagements.

4. Insurance Documentation

The successful Respondent shall procure, maintain, and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the City by the Respondent, his agents, representatives, employees, or subcontractors. Proof of coverage as contained herein shall be submitted within 7 days of contract execution and such coverage shall be maintained by the Respondent for the duration of the contract period. Insurance requirements and a Certificate of Insurance Form are provided in the Appendix. The selected Respondent shall provide a Certificate of Insurance with the minimum coverages described in the Appendix.

5. Hold Harmless Clause

The Respondent shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the City, its officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the contractor or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The Respondent agrees that this clause shall include claims involving infringement of patent or copyright.

SCHEDULE

The invitation to bid will be governed by the following schedule:

<u>Activity</u>	<u>Date & Times</u>
Release of Solicitation Request	September 21, 2021
Mandatory Pre-Proposal Event	October 7, 2021 @ 10:00 AM via Zoom
Deadline to Email Questions to City	October 14, 2021 by 5:00 PM
<i>RFQ Due</i>	<i>October 21, 2021 by 10:00 AM</i>
Post List of Proposals submitted on City Website	October 22, 2021
Service Provider Selection Discussion by Council	November 15, 2021 @ 5:00 PM
Service Provider Contract Award by Council	November 15, 2021 @ 6:00 PM

SELECTION CRITERIA

It is understood that the information contained in the RFQ, as well as the experience, guarantees, and innovative approaches demonstrated therein, shall be the general basis for selection of a respondent to provide these professional services. The City expects to select the highest scoring respondent based on a structured point scoring evaluation. The scoring evaluation shall consider each respondent's ability to perform the required services, experience and technical expertise, ability to make financial and technical guarantees, corporate resources and depth, innovative approaches, and lastly, the price.

The City of Garden City shall evaluate each potential contractor in terms of:

1. Professional qualifications necessary for satisfactory performance of required services (25 points)
2. Specialized experience and technical competence in the type of work required (25 points)
3. Staffing Plan (20 points)
4. Location in the general geographical area (Southeast United States) of the project (10 points)
5. Knowledge of the City's water and sewer system to include Red Zone Permitting Criteria and Timelines (10 points)
6. Cost Proposal (10 points)

Firm Qualifications	25
Specialized experience and technical competence	25
Staffing Plan	20
Location in the general geographical area (SE USA)	10
Knowledge of the City's water and sewer system	10
Cost Proposal	10
TOTAL	100

All proposals will be evaluated in accordance with applicable Garden City rules, regulations and laws. Evaluation of firms submitting statements of qualification for this project will be based on qualifications, experience and performance on past projects along with references and cost.

Proposals will be evaluated by a selection committee using a multi-step process. The first step is to evaluate the "qualification" submissions. This step will result in a "shortlist of qualified firms". After the "short list" is compiled, the second step is to schedule interviews of the "short listed" firms, if necessary. It is anticipated that no more than 3 firms will be selected for a short-list and scheduled for interviews. Prior to interviews, Price Proposals of the short-listed contractors will be opened and considered.

Following the interview process, the Selection Committee will provide the rankings with its Recommendation for Award to the City Council, which will make the final decision as to contract award. After City Council provides direction regarding selection of the contractor, the City will immediately begin negotiations with the selected highest scoring respondent. Should the negotiations fail to result in an executed agreement, the City may elect to terminate negotiations with the first-ranked respondent and begin negotiations with the second-ranked respondent, and so on, or cancel the process. The City and the successful respondent shall enter into a mutually binding operation, maintenance and management agreement addressing the topics contained in this document.

PRICE PROPOSAL

A separately sealed Price Proposal shall be provided. The submittal document for complying with the Price Proposal portion of this procurement must contain at least the following topics:

1. Summary
2. Details of price proposal for operating and maintaining the current scope of services
3. Concepts of pricing adjustments on an annual basis
4. Concepts of sharing cost saving
5. Terms and conditions
6. Draft of proposed Agreement including provisions for resolution of fines or assessments due to regulatory compliance

The Contractor should present information in their Price Proposal that defines the general allocation to each proposed contract service area such that the combined individual sub-budgets equal the total price.

The Price Proposal shall be submitted in accordance with the below format and shall be complete in every detail. The price shall identify all appropriate terms and conditions associated with the Price Proposal. All pricing exceptions shall be noted. Failure to do so will be considered cause for disqualification. The following definitions shall be applicable to the price items requested in this section:

Personnel Services - Includes, but is not limited to, salaries, wages, overtime, pay differential, longevity, unemployment compensation, holiday pay, meal allowance, education assistance, hospital, medical, dental plans, life insurance, retirement contributions, sick leave, and other costs directly attributable to employees.

Materials and Supplies - Includes, but is not limited to, gasoline and diesel fuel, vehicle supplies, vehicle accessories and maintenance, office supplies, duplication and photo supplies, medical supplies, laboratory supplies and chemicals, clothing and uniforms and other materials and supplies.

Maintenance and Repair Limit Budget - Includes the total of all routine and preventative maintenance and repair expenditures including, but not limited to, repair parts, maintenance equipment, maintenance supplies, outside maintenance services, oil, and grease, packing and maintenance equipment rental. Contract Operator's on-site labor shall not be included in this budget and is considered under Personnel Services.

Wastewater and Drinking Water Monitoring Program - Includes, but is not limited to, managing, and performing all aspects of the Drinking Water Monitoring Program in accordance with Georgia Environmental Protection Division (GA EPD) standards and protocols. In the event of a permit violation that results in a fine from Georgia EPD, US EPA, etc., the contractor will be responsible for fines up to \$100,000 per year.

Other- Includes amortization of contractor-furnished capital and start-up costs and any and all expenses not identified in any other specific category.

Pricing shall be presented using the following format:

Price Proposal for First Full Year of Operation for the Current Scope of Services

Service	Cost
Expenditures	\$
Personnel Services	\$
Materials/Supplies	\$
Maintenance and Repair Limit*	\$
Drinking Water Monitoring Program	\$
Administration/Overhead/Profit	\$
Other (Identify)	\$
Other (Identify)	\$
Total Price	\$

*Respondent will initially use an annual cap of \$120,000 for the Maintenance and Repair Limit for the first year of the service agreement. The limit shall be negotiated each year at least three months prior to the anniversary of the agreement's commencement date. Projects of single cost items that exceed \$5,000, excluding Contractor's on-site labor, or unit shall be subject to the City's prior approval.

Capital improvements shall be funded by the City. If actual Maintenance and Repair expenditures are less than the Maintenance and Repair Limit of One Hundred and Twenty Thousand Dollars (\$120,000.00) for any Agreement year, the service provider will rebate the entire difference to the City. If actual Maintenance and Repair expenditures exceed the Maintenance and Repair Limit, the City will pay the excess to the service provider. The service provider will notify the City when actual Maintenance and Repair expenditures equal eighty percent (80%) of Maintenance and Repair Limit and shall provide City a monthly report detailing what money is used from the Maintenance and Repair budget amount, giving a running total of the balance along with original copies of invoices for the City's records.

The respondent should present information in their Price Proposal that defines the general allocation to each proposed contract service area such that the combined individual sub-budgets equal the total price.

OTHER PROCUREMENT INFORMATION

All questions shall be directed to Scott Robider, Interim City Manager at the email address srobider@gardencity-ga.gov. Questions must be received no later than 5:00 PM local time, Thursday, October 14, 2021. Contact with City officials is prohibited during the procurement process and can be considered as grounds for disqualification from the process.

Copies of all questions and answers, and any addenda to supplement the RFQ, will be posted to the City's website on the "Bids and Proposals" page <https://www.gardencity-ga.gov/for-business/bids-proposals> no later than three days prior to the RFQ due date. Only formally posted responses to properly submitted questions will be binding.

Final responses to this RFQ must be received by 10:00 AM local time, Thursday, October 21, 2021.

APPENDIX:

Georgia Environmental Protection Division (GA EPD) Applicable Permits and Supplemental Documentation

