**DISCLAIMER**

**This document is provided for general informational purposes, may not apply to your city’s specific situation and should not be considered a comprehensive RFP. It should be used for comparative purposes only. The RFP should be tailored to reflect the actual context of your city. You should consult with your city attorney before taking any action based on this document.**

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**City of Canton**

**151 Elizabeth Street**

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**REQUEST FOR PROPOSALS**

**for**

**PROFESSIONAL ENGINEERING SERVICES**

**for**

**DESIGN and CONSTRUCTION MANAGEMENT**

**of the**

**CANTON WASTEWATER TREATMENT PLANT**

**EXPANSION to 8-MGD**

**Issued on: Friday, January 12, 2018**

**Mandatory Pre-Submittal Meeting: Thursday, February 15, 2018**

**Due Date: Thursday, March 1, 2018 at 3:00 pm**

# GENERAL INFORMATION

1. The City of Canton (herein referred to as the City) is requesting proposals from qualified consultants for design and construction management services for the expansion of the Canton Wastewater Treatment Plant from 4.0-mgd to 8.0mgd (the Project) as described herein and presented in the Design Development Report (DDR) dated August 2017, as prepared by Engineering Strategies, Inc.
2. The plant is located at 1078 Marietta Highway, behind Cherokee High School, and was originally constructed in the 1960’s with expansions and modifications occurring in the 1990’s and mid 2000’s. Recent improvements to the plant were completed in 2016 and included a new headworks facility, a new SBR basin, filter improvements, and new chemical feed systems and controls. The plant has been operated and maintained by Utility Partners, LLC since 1998.
3. This Request for Proposals (RFP) describes the project in general, the required scope of services, the selection process, and the minimum information that must be included with the proposal. Failure to submit information in accordance with the requirements and procedures listed herein may be cause for disqualification.
4. The information contained in this RFP is the City’s best understanding of the current needs and approach on how to address them, but the City is open to creative and beneficial modifications to the scope of work described herein based on the consultant’s professional expertise in these subject areas. If the consultant believes there is a better way to achieve the City’s goals, then that should be reflected in their proposal.
5. Questions and Clarifications
   1. Any questions concerning this Request for Proposals should be directed to the person listed below. No interpretation or clarification of the meaning of the instructions or scope of services will be made orally except for general information that does not require a clarification. Every request for such interpretation should be in writing, submitted by e-mail or fax, and addressed to the individual shown below. To be given consideration, questions must be received at least seven (7) days prior to the date fixed for the submission of proposals. All clarifications and any supplemental instructions will be posted on the City of Canton website at the following address: [http://www.cantonga.gov.](http://www.cantonga.gov/) Firms should periodically check the website for updates to this Request for Proposals.
   2. Address requests to

David Hatabian, P.E

City of Canton

151 Elizabeth Street

Canton, GA 30114

Email: david.hatabian@cantonga.gov

Fax: (770) 479-1872

# PRE-SUBMITTAL CONFERENCE

## A. A mandatory pre-submittal conference will be held on Thursday,

**February 15, 2018** beginning at 9:00 a.m. at Canton City Hall, 151 Elizabeth Street, Canton, GA 30114 followed by a site visit. At this meeting, City staff will discuss the scope of work, general contract issues and respond to questions from the attendees. All firms interested in this Project are required to attend the Pre-Submittal Conference. City staff or Operations staff will not be available for meetings or to respond to individual inquiries regarding the project scope outside of this conference.

# SCOPE OF SERVICES

1. See Attachment A
2. The Design Development Report (DDR) included with this RFP (Attachment B) has been submitted to EPD for review and approval. Elements of the DDR are subject to revisions pending EPD review.

# SUBMITTAL REQUIREMENTS/PROPOSAL FORMAT

1. Eight (8) hard copies of the Proposal and one (1) electronic copy (pdf) on a CD or flash drive must be received by the City of Canton Engineering Department no later than **3:00 pm on Thursday, March 1, 2018.** The City cannot be responsible for the lack of receipt of proposals by the date and time specified.
2. The Project name and Consultant’s name and address must be shown on the outside of the sealed envelope, addressed to and delivered to:

David Hatabian, P.E.

City of Canton

151 Elizabeth Street

Canton, GA 30114

1. Submittals will NOT be accepted or considered after the deadline. Submittals must be paper copies, appropriately bound; **e-mailed or faxed copies will not be accepted.**
2. The Proposal must demonstrate specific expertise in the elements of work described herein. Proposals should be bound with the name of the Firm or firms and name of the Project visible on the outside cover. To allow the selection committee sufficient time to properly review all documents in their entirety, each proposal will be limited to 75 pages. The Title Page, Table of Contents, Letter of Transmittal, Section Dividers, and Resumes will not count against the page limits. The Proposal shall contain the following:
   1. SECTION 1 ‐ IDENTIFICATION OF PROPOSER: The Proposal shall include the names, offices, addresses, email addresses and phone numbers for Consultant and subconsultant staff that are proposed to be involved in the project, including staff proposed for Engineering Services During Construction. The Proposal shall identify in which office(s) production will occur.
   2. SECTION 2 - PROJECT OVERVIEW AND APPROACH: The Proposal shall demonstrate the Consultant’s understanding of the Project and include a statement acknowledging the Scope of Services. The Proposal shall also include a detailed description of the proposed approach to the Project. The description shall include details to implement the tasks described in the Scope of Services. The Consultant is encouraged to provide comments and enhancements to the scope provided in the RFP. The Proposal shall include a discussion regarding the Project’s technical issues and the Consultant’s approach to handling these issues. The Consultant shall also explain how technical memos, workshops, and/or design review meetings will be used, working with the framework of the Scope of Services, to achieve consensus in design details. Emphasis should be placed on how the Consultant’s technical approach will promote the Project’s success.
   3. SECTION 3 ‐ MANAGEMENT APPROACH: The Proposal shall include a discussion regarding the Consultant’s management approach, including coordination and monitoring of project schedule, cost, risk, scope, communications, quality, resources, and other management issues that the Consultant feels should be addressed. Emphasis should be placed on how the Consultant’s management approach will promote the Project’s success. The Consultant approach to quality control in the preparation of construction documents shall be clearly described in this section as well.
   4. SECTION 4 - STAFF QUALIFICATIONS: The Proposal shall include a team member organizational chart and a listing and biography of key individuals proposed to be assigned to the project. Each individual’s proposed position/responsibility shall be indicated. Special emphasis shall be provided on the individual’s backgrounds, qualifications, certifications, experience on related and/or similar projects, and the location from where their work will be performed. The Proposal shall clearly indicate who will be in responsible charge of the project. At least three client references, including name, description of past working relationship, and current contact information, shall be listed for each key individual who is proposed in the organizational chart. The Proposal shall identify staff who will be assigned to the project for construction support, which will be negotiated later. Consultant/Subconsultant affiliation, and professional engineering licenses, including discipline and state of licensure, shall be designated for each individual. Full resumes, sorted first by firm, then by last name, shall be included as an appendix to the Proposal. Resumes shall be limited to two (2) pages each.
   5. SECTION 5 ‐ RELATED PROJECT EXPERIENCE: The Proposal shall include profiles of five (5) similar projects that the firm(s) and proposed team members have completed design in the last ten (10) years including project name, date, description and capacity of project, location, design and construction cost, and client reference including phone number. The firm's role in the project should also be described (preliminary design, design construction management, etc., and prime Consultant, subconsultant, etc.). For each project, indicate which proposed team members worked on the project and describe the role/work they performed and their levels of involvement.
   6. SECTION 6 ‐PROJECT SCHEDULE: The Consultant shall prepare a schedule, showing all major project tasks, milestones, and deliverables required to complete all work.

# PROPOSED CONTRACT FEES

1. S**ubmit one copy of your cost proposal in a separate sealed envelope, clearly marked. Proposals that do not provide costs in a sealed envelope may be considered non-responsive and subject to disqualification.** Proposed contract fees shall contain a schedule of the estimated man-hours required and broken down by type of personnel to be used for the proposed services. Breakdowns are to be shown separately for

each item listed under “Scope of Work”. Overhead factors and other multipliers shall be identified.

1. The consultant shall be responsible for all required resources to include but not limited to computers, surveys, outside consultants, etc.
2. Estimated personnel effort and expenses for Engineering Services During Construction will be negotiated separately, after the final contract documents are complete.
3. The services described in the scope of work shall be compensated on a timeand-expense basis.
4. **The Consultant shall include an Owner’s Allowance of $50,000 in their Cost Proposal.**

# EVALUATION PROCEDURE

1. The City of Canton will review and evaluate proposals based on the following factors:
   1. Qualifications of Firm and Personnel (30 Points)
      1. Firm’s and personnel’s experience on similar wastewater facilities projects with wastewater treatment system processes, design, facility upgrades and retrofits to improve performance, permitting, system analysis, public information, construction management services during construction, start-up, and operations and maintenance to be provided.
      2. Joint ventures or associations related to the services requested, as applicable.
      3. Organizational chart with qualifications, experience, and responsibilities of the key project personnel (*i.e.,* Project Manager, Project Engineer, Process Engineer, Construction Manager, and QA/QC team) and sub-consultants/contractors.
      4. Experience and successful project delivery history of the Project Manager responsible for delivery of project scope on similar projects.
   2. Project Approach and Understanding (25 Points)
      1. Suggested approach and understanding of the project.
      2. Innovative suggestions and identifying challenges
      3. Approach to communication with City Staff and the public to facilitate successful delivery of the project within the proposed schedule.
      4. Firm’s description of their experience with and knowledge of all jurisdictional regulations that will be applicable to this project.
      5. Internal QA/QC process on this project.
   3. Capacity and Capability of Firm (20 Points)
      1. Ability to meet technical design required by the scope. Please note, an emphasis will be placed on the firm’s demonstrated ability to meet schedule and budget requirements.
      2. Proposed schedule to perform the work with sufficient detail to understand the timing of the project deliverables.
      3. Present and projected workloads
      4. Potential to effectively replace key personnel, if necessary.
      5. Management Control Program-Approach, cost control system used to track expenses and labor, method for project status reporting, and schedule control methodology
      6. Past record of performance on contracts for delivery of work relevant to the project scope, including such factors as technical design, constructability, control of costs, quality of work, ability to meet schedules.
   4. The cost for the work to be performed (20 Points)
      1. Points will be awarded based on the cost for Basic Design Engineering and Bidding Services described in Section I of Attachment A.
   5. Overall Quality of Proposal (5 Points)
      1. The organization, structure and quality of the proposal will be factored into the scoring criteria
2. The Firm with the lowest cost will be awarded the maximum number of points. Points will be based on the Cost for Basic Services -Design Engineering and Bidding Services, as described in Paragraph I of the Scope of Services. All other firms will receive lesser points based on the percentage difference from the lowest cost, as shown in the example below.

## Firm Cost

1. ................................. $50,000
2. ................................. $60,000
3. ................................. $70,000

*Firm A receives 20 points*

*Firm B receives points as follows:*

*(60,000 – 50,000)/50,000 = 0.2*

*20 - (20 x 0.2) = 16 points*

*Firm C receives points as follows:*

*(70,000 – 50,000)/50,000 = 0.4*

*20 - (20 x 0.4) = 12 points*

C. The evaluation scoring summary is outlined below.

## Evaluation Criteria Maximum Points

Qualifications of Firm and Personnel ...................................................... 30

Project Approach and Understanding ..................................................... 25

Capacity and Capability of Firm ............................................................. 20

Cost .................................................................................................. 20

Overall Quality of Proposal .................................................................... 5

1. Selection Process:
   1. Proposals will be evaluated based on the written response to selection criteria listed and the cost proposals provided. After receipt and review of proposals, the City may elect to conduct interviews for some or all firms.
   2. It is anticipated that a contract for the prescribed services will be entered into with the consultant that in the opinion of the City offers the most favorable combination of qualifications, approach, and pricing. Please note that the selection is a quality based selection and the lowest cost proposal is not guaranteed to be the selected firm.
2. Award of Contract
   1. The City anticipates recommending to City Council, the award of this contract on Thursday, April 19, 2018. The City reserves the right to reject any and all proposals submitted, to waive any informalities in the proposals submitted, and to award a contract only when it appears to be in the best interest of the City.

# SPECIAL CONDITIONS

1. This RFP does not commit the City to procure or award a contract for work or to compensate Proposers for proposal preparation expense. All costs to prepare a response to this RFP shall be borne by the proposer
2. All information submitted in response to this RFP shall become the property of the City, and as such, may be subject to public review as public record.
3. The City reserves the right to cancel, modify, supplement, add to, delete from or change any part or aspect of this project if it is believed to be in the best interest of the City.
4. The City reserves the right to request additional data, information or clarification pertinent to this solicitation after the submittal date, provided that such information is germane to evaluation of the firm’s qualifications from any or all members of submitting consultants. However, the City shall not be required to request missing information from the submittal which may cause them to be considered non-responsive.
5. The City shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval through the City.
6. Members of the consultant teams, their agents, lobbyists, attorneys and others shall not contact members of the City Council, any employee of the City other than the contact person or any member of the Selection Committee regarding this project or process. Any such contact shall be grounds for automatic disqualification of the consultant team submittal.
7. The City, at its sole discretion, reserves the right to reject any and all submittals, waive any and all irregularities, and disregard any and all nonconforming or counter submittals.
8. The City may accept or reject any or all information submitted as part of the RFP.
9. All proposals will be held in confidence until award.

# EQUAL EMPLOYMENT OPPORTUNITY

**A.** The City of Canton is an equal employment opportunity employee. The City endeavors to do business with firms sharing the City’s commitment to equal opportunity and will not do business with any firm that discriminates on the basis of race, religion, color, ancestry, age, gender, sexual orientation, disability, medical condition or place of birth.

# ATTACHMENTS

1. Scope of Services
2. Design Development Report, dated August 2017
3. NPDES Permit
4. Waste Load Allocation Letter
5. Solids Flux Report, dated July 2017
6. Professional Services Agreement

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