



City of Dallas, Georgia
Public Works Department
129 E. Memorial Drive, Dallas, Georgia 30132

RFP # 2020-07

REQUEST FOR PROPOSAL
FOR
PROFESSIONAL ENGINEERING
SERVICES
WEST DALLAS COLLECTOR
SEWER EXTENTION PROJECT

December 10, 2020

REQUEST FOR PROPOSAL

CITY OF DALLAS WEST DALLAS COLLECTOR EXTENSION PROJECT

SECTION 1 - RFP ORGANIZATION

1.1 Introduction

This request for proposal (RFP) for the City of Dallas, Georgia West Dallas Collector Extension Project (Project) invites proposals from firms/teams (hereinafter Engineer) shortlisted from the RFQ process which conform to the requirements provided in this design-bid-build RFP. The conforming proposals will be evaluated and the proposal identified to be in the best interest of the City will be selected.

Next, after receipt and evaluation of cost proposals from the shorted-listed firms, The City of Dallas (hereinafter City) will select the highest ranked proposal to enter negotiation for award of the design contract. At the City's sole discretion, the City reserves the right to reject any and all proposals.

This RFP is subject to revision after the date of issuance via written addenda. The City will make every effort to ensure addenda are available through its website. It is each Respondent's responsibility to obtain all RFP addenda prior to submitting its cost proposal. In no event, would the City be liable for any costs incurred by any Respondent or any other party in developing or submitting a proposal.

This RFP consists of seven Sections and four Attachments:

- Section 1: Background
- Section 2: Project Overview
- Section 3: Engineering Design and Bidding Assistance Services
- Section 4: Procurement Process
- Section 5: Proposal Submission Requirements
- Section 6: Proposal Evaluation and Selection Process
- Section 7: Requirements for Respondents
- Attachment A: Figure 1 – Proposed Project Foot Print

Attachments not physically attached to this RFP may be downloaded directly from the City's website. The contents of the RFP Attachments take priority over any conflicting statements in the RFP Sections. The City is providing these documents only for obtaining proposals for the Project and does not confer a license or grant for any other use; further, the City makes no representation of the accuracy or completeness of any background documents provided or used by the respondents.

1.2 City's Objectives

The City's objectives for delivery of the Project are as follows:

- **Quality Design:** Provide sewer infrastructure facilities and regional sewer lift station equipment that will be sustainable/dependable and compatible with the cities current Standards & Specifications. Thus, transporting raw sewer to the Pumpkinvine Creek WPCP 3.0MGD Waste Water Treatment Plant in full compliance with Federal and State of Georgia regulations.
- **Ability to Meet the Project Schedule:** Achieve the scheduled substantial design completion timeframe of June, 2021.
- **Selection of Qualified Design Engineering Firm:** Selection of an experienced design engineering firm that understands the City's objectives, has experience in the design-bid-build marketplace with similar projects, and can design the project and assist with construction of the project at the City's request.
- **Collaboration on Design:** Allow the City and Engineer to review and participate with the selection of design elements that will minimize overall future O&M concerns and costs.
- **Innovative Solutions:** Select an Engineer that can develop and implement innovative solutions for project scheduling, cost control, improved

constructability, minimization of operational disruptions and ensure the project fits within the City's budget.

1.3 RFP Participants

The following Firms/Teams (listed in alphabetical order) have been shortlisted as part of the RFQ process and are invited to participate in the RFP process:

- Edison Engineering Group
- Turnipseed Engineers

SECTION 2 - PROJECT OVERVIEW

2.1 Project Scope

Plans are to contract, within three (3) months from the date of this notice, with a reputable Engineering Firm for a Preliminary Report, Environmental Assessment, Design and Construction Administration services for a Georgia Environmental Finance Authority funded project related to economic development. Current needs include preparation of a preliminary engineering report for funding application to be submitted to the Georgia Environmental Finance Authority (GEFA) for funding related to the design and construction of sewer system improvements. The proposed project, serving the area shown on Figure 1, will extend public sewer service to serve Dallas' west sewer basin, along with removal of six (6) local sewer lift stations. This sewer extension will allow all of Dallas' west basin to Gravity flow to a centralized regional sewer lift station located along pumpkinvine creek adjacent to Pumpkinvine Creek WPCP Waste Water Plant. The proposed infrastructure would connect to the existing head works of Pumpkinvine Creek WPCP Waste Water Plant. The City of Dallas intends for this infrastructure to be designed to allow for future development growth to the West Dallas Basin, thus to further the expansion of the sewer system in this basin. The west basin actively serves a developed area of 1,846 acres with an existing flow of 0.796 million gallons per day (MGD) being delivered to the plant for treatment. Plans are for the future basin to be expanded to actively serve approximately 4,957 acres of developed/non-developed area. At build out, this sewer service area will generate approximately 2.4MGD. The city anticipates

that the initial project would involve the design and installation of approximately 850 FT of 24-inch, 21,000 FT of 20-inch, 13,800 FT of 18-inch, 6,500 FT of 12-inch and 6,000 FT of 8-inch gravity sewer, along with centralized regional sewer lift station and 4000 FT of 18-inch sewer force main. If awarded, the selected firm would be expected to provide engineering services including design, survey, Geotech investigation, environmental services, permitting, easement preparation, construction administration/oversite, bidding assistance, resident project engineer, and related services. This procurement action may also lead to additional project contracts and/or contract addendums for planning, administrative and other related services.

Engineering services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the GEFA program:

1. Preparing and approval of the Preliminary Engineering Report (PER) prior to the submission of the funding application (the PER must meet the standards established by the Georgia Environmental Finance Authority – (CWSFR) Clean Water State Revolving Fund program.)

Upon the approval of the application for funding assistance, the following scope of work is required:

1. Preparing the design and construction bid package in conformance with applicable local, state and federal regulations and requirements. Specific tasks include:
 - a) Review prioritized recommendations provided by the City.
 - b) Provide final design.
 - c) Obtain Georgia EPD approval of final design.
 - d) Engineering design firm tasks associated with this phase include:
 - Design kickoff meeting.
 - Design meetings, monthly (*with option for the City to waive if not necessary*).
 - Design meeting agendas and minutes.

- 30% design drawings and specifications.
 - 60% design drawings and specifications
 - 90% design drawings and specifications.
 - 100% (substantial) design drawings and specifications.
2. Providing all Environmental related services;
 3. Providing all permitting related services;
 4. Provide all survey related services;
 5. Provide all Geotech investigation related services;
 6. Provide all easement preparation/acquisition related services;
 7. Provide all related project bid services, and issue notice to proceed. Task include:
 - a) Provide final design.
 - b) Finalize Contract Documents to release to the public for bidding.
 - c) Attend pre-bid meeting and conduct on-site walkthrough.
 - d) Provide contract document clarifications during the bidding process.
 - e) Prepare any necessary addenda to the Contract Documents.
 - f) Attend bid opening.
 - g) Review and analyze received bids.
 - h) Perform bid tabulation and provide a written recommendation to the City of lowest responsible and responsive bidder.
 - i) Generate conformed set of construction drawings.
 - j) Engineer submittals associated with this phase include:
 - Final Contract Documents.
 - Addenda, if necessary.
 - Bid tabulation and award recommendation.
 - Conformed set of construction drawings.

8. Conducting the pre-construction conference;
9. Providing construction phase service. Task include:
 - a) Provide construction management for a conventional design-bid-build project.
 - Conduct construction meetings led by Contractor's lead.
 - Review Contractor's payment request applications, change orders, and submitting approved requests to the governing body.
 - Track and manage construction schedule.
 - b) Provide office and resident engineering during construction.
 - Review and track submittals and RFI's.
 - Evaluate and prepare work changes and Change Orders.
 - c) The Engineer shall provide a full-time resident inspector throughout the duration of the project. The resident inspector shall conduct regular on-site inspections during construction activities.
 - d) Prepare as-built/record drawings and O&M Manuals.
 - e) Engineer submittals associated with this phase include at a minimum:
 - Construction meeting minutes (*video recorded with time stamp*).
 - Payment request applications.
 - Submittal review response forms.
 - Work directive change forms, including Change Order documentation.
 - Inspection notes.
 - As-built/record drawings in both hard copy and electronic formats suitable for import into the City's GIS system; electronic PDF format.
 - O&M Manuals (*3 printed copies and one in electronic PDF format*).
10. Providing all services related to GEFA funded project.
11. Conducting final inspection and testing.

12. Provide all services related to preparation of project closeout documentation and project closeout submittals.

2.2 Project Budget and Funding

The cost for design and construction of the Project is currently estimated at \$16MM - \$18MM. This budget is not currently fixed; however, early on, the Engineer will work with the City to refine the project budget, assist as necessary with the GEFA funding process and once the budget is fixed, the selected Engineer and subsequent Contractor shall be expected to deliver the project for the fixed amount, or less. The Engineer may be required to perform a rate study of the current water and sewer rates of sufficient complexity as to determine how these rates should be adjusted to provide adequate funding for the GEFA loan terms.

2.3 Project Schedule

It is anticipated the Design Contract will be executed on or about January 10, 2021. The design is expected to be substantially completed no later than July, 2021, with EPD approval and the project design plans sent out for bid by August 2021 for Phase I and design is expected to be substantially completed no later than September, 2021, with EPD approval and the project design plans sent out for bid by January 2022 for Phase II.

Anticipated Completion Dates – Milestone Activity Schedule:

PHASE I

- | | |
|---------------------------------------|------------------|
| ▪ Notice-to-Proceed | January 15, 2021 |
| ▪ 30% Design Milestone | March 15, 2021 |
| ▪ 60% Design Milestone | May 15, 2021 |
| ▪ 90% Design Milestone | June 15, 2021 |
| ▪ Substantial Completion Engineering | July 25, 2021 |
| ▪ EPD Approval Completed | August 25, 2021 |
| ▪ Construction Plans sent out for Bid | August 30, 2021 |
| ▪ Substantial Project Completion | July 1, 2022 |

PHASE II

- | | |
|---------------------------------------|--------------------|
| ▪ Notice-to-Proceed | January 15, 2021 |
| ▪ 30% Design Milestone | March 15, 2021 |
| ▪ 60% Design Milestone | May 15, 2021 |
| ▪ 90% Design Milestone | July 15, 2021 |
| ▪ Substantial Completion Engineering | September 25, 2021 |
| ▪ EPD Approval Completed | December 25, 2021 |
| ▪ Construction Plans sent out for Bid | January 30, 2022 |
| ▪ Substantial Project Completion | May 1, 2023 |

SECTION 3 ENGINEERING DESIGN, BIDDING AND CONSTRUCTION ADMINISTRATION SERVICES

3.1 General

The selected firm will be required to perform the engineering design for the West Dallas Collector Sewer Extension Project, including any required environmental permitting. Additionally, provide bidding services through the award of the construction contract. At the sole discretion of the City, Engineer may be asked to provide Construction Administration Services as part of a separately negotiated scope and *fee (with an option for the City to terminate without cause)*. During the design, the Engineer shall conduct progress meetings with the City; however, the City shall have the option to wave the meeting if deemed unnecessary.

3.2 Construction Documents

Prepare contract plans, technical specifications, and cost estimates associated with the project. These documents shall be suitable for public bidding. Prepare all plans using AutoCAD format with 1"=20' scale for plan and 1"=10' scale for details. Five (24" x 36") PDF sets of the finished drawings will be delivered to the City as well as the CAD files and a digital version on USB Flash Drive in PDF format.

The Engineer shall submit five (5) sets of plans, technical specifications, and cost estimates at 30%, 60%, 90%, 100%, and at the Final completion stage of the project for City review.

The Engineer shall incorporate the comments received after the reviews and should plan on a meeting with the City staff at each submittal level to review the City's comments. Final submittal requires originals, and electronic- on USB Flash Drive in PDF format.

At the completion of construction consultant shall prepare Record (as-built) Drawings of the final project and submit five (5) paper sets to the City and one electronic set using AutoCAD electronic format (on USB Flash Drive). The printed sets shall be a full size 24" x 36". These record drawings will be prepared using the AutoCAD construction drawings and the contractors marked up set of as-built drawings. Provide the City with an electronic copy on a USB Flash drive in PDF format.

Plans and specifications for the project shall comply with the latest "best practices" for design standards, standard plans and standard specifications.

All work shall be performed under the supervision of the Registered Engineer in the State of Georgia.

The title sheet of the specifications, reports, and each sheet of the project plans shall bear the professional seal, certificate number, registration classification, expiration date of the certificate, and signature of the professional engineer in responsible charge of their preparation.

3.2 Engineering Design

This phase will be to provide engineering design services for the project. Specific tasks include:

1. Review prioritized upgrade recommendations provided by the City.
2. Provide final design of the project as outlined in Section 2.1.
3. Obtain Georgia EPD approval of final design.
4. Engineering design firm tasks associated with this phase include:
 - Design kickoff meeting.

- Design meetings, monthly (*with option for the City to waive if not necessary*).
- Design meeting agendas and minutes.
- 30% design drawings and specifications.
- 60% design drawings and specifications
- 90% design drawings and specifications.
- 100% (substantial) design drawings and specifications.

3.3 Bidding Services

Engineer shall provide clarification and information about the project design package during advertising and construction process. The Engineer shall assist the City in the preparation of any addenda to the plans and specifications during the advertisement period. Engineer shall review the contractor's shop drawings and any other submittals required. Additionally, the Engineer shall be responsible for resolving any errors, omissions, or items otherwise requiring further clarification in the design or specifications, which are identified during construction at no additional cost to the City and in a timely manner to ensure construction delays, are avoided or minimized.

Engineer shall review all contractor change order requests and assist in any redesign efforts leading up to change order preparation for the construction contract.

Engineer shall answer questions, review submittals, shop drawings, and schedules required to be submitted by the construction documents, for conformance with the design plans and specifications. Review and respond to contractor's request for information (RFI) and clarifications during construction must be done within five calendar days.

- Clarification of documents during advertising including preparation of any addenda
- Provide review comments and acceptance letters/memos for each of the contractor's shop drawings and any other submittals required
- Attend pre-construction meeting and take meeting notes
- Prepare plan revisions as required

- Prepare conformed set of construction documents which includes all addendums

This phase will cover required bidding services once the project design is finalized.

Tasks include:

1. Finalize Contract Documents to release to the public for bidding.
2. Attend pre-bid meeting and conduct on-site walkthrough.
3. Provide contract document clarifications during the bidding process.
4. Prepare any necessary addenda to the Contract Documents.
5. Attend bid opening.
6. Review and analyze received bids.
7. Perform bid tabulation and provide a written recommendation to the City of lowest responsible and responsive bidder.
8. Generate conformed set of construction drawings.
9. Engineer submittals associated with this phase include:
 - Final Contract Documents.
 - Addenda, if necessary.
 - Bid tabulation and award recommendation.
 - Conformed set of construction drawings.

3.4 Construction Management Services

This phase will have scope of work and fee outlined as part of the proposal submitted for Section 3.2 and 3.3 above. The proposal shall contain an option for the City to terminate this portion of the work without cause. This phase of the work will address required construction management services once the project has been bid and awarded to a contractor.

The primary tasks associated with this phase include the following:

1. Provide construction management for a conventional design-bid-build project.
 - Conduct construction meetings led by Contractor's lead.
 - Review Contractor's payment request applications.

- Track and manage construction schedule.
 - Complete all GEFA required documentation.
 - Complete and provide sales tax refund documentation.
2. Provide office and resident engineering during construction.
 - Review and track submittals and RFI's.
 - Evaluate and prepare work changes and Change Orders.
 3. The Engineer shall provide a full-time resident *Inspector* throughout the duration of the project. The resident inspector shall conduct regular on-site inspections during construction activities.
 4. Prepare as-built/record drawings and O&M Manuals. The O&M Manuals shall be prepared for the Regional Sewer Lift Station.

Engineer submittals associated with this phase include at a minimum:

- Construction meeting minutes (*video recorded with time stamp*).
- Payment request applications.
- Submittal review response forms.
- Work directive change forms, including Change Order documentation.
- Inspection notes.
- As-built/record drawings in electronic PDF format.
- O&M Manuals (*3 printed copies and one in electronic PDF format*).

SECTION 4 PROCUREMENT PROCESS

4.1 Acknowledgement of RFP

Each of the shortlisted firms/teams listed in Section 1.4 of this RFP must provide the City, within 7 (seven) calendar days of receipt of this RFP, an acknowledgement that it has received this RFP and intends to submit a fully compliant proposal. Such acknowledgement shall identify and provide full contact information for the Firm's Contact, who shall be the Firm's single point of contact for the receipt of any future documents, notices and addenda

associated with this RFP. Such acknowledgement must be sent in writing and a copy electronically transmitted via email or fax to the City.

4.2 Communications

All communications shall be submitted in writing, by fax, or by email, and shall specifically reference the RFP. All questions or comments should be directed to the City as follows:

Brandon Rakestraw
Public Works Director
City of Dallas
129 E. Memorial Dr.
Dallas, GA 30132

Email: brakestraw@dallas-ga.gov

Phone: (770) 443-8117 Fax: (770) 443-5462

No oral communications shall be binding. Contact with Mayor or Council Members concerning the Project during the procurement process is not permitted, other than during required meetings and/or interviews conducted by the City. A violation of this provision may result in disqualification of the firm's proposal.

4.3 Procurement Schedule

The current procurement schedule is as follows:

- | | |
|--|-------------------------------------|
| ▪ RFP receipt acknowledgement | within 7 days of receipt of the RFP |
| ▪ Deadline for questions | December 18, 2020 |
| ▪ Deadline for Submission of Proposals | December 30, 2021; 2:00 p.m. |
| ▪ Interviews (<i>at City's Discretion</i>) | TBD |
| ▪ Announcement of Selected Firm/Team | January 8, 2021 |
| ▪ Award of Contract | January 15, 2021 |

SECTION 5 PROPOSAL SUBMISSION REQUIREMENTS

5.1 Submittal Place and Deadline

Six paper documents (*one original and 5 copies*), as well as one electronic version of the proposal on a USB Flash Drive in PDF format, must be received no later than 2:00 pm on Wednesday, December 30, 2020, addressed to:

City of Dallas, Georgia
ATTN: Tina Clark, City Clerk
129 East Memorial Dr.
Dallas, GA 30132

Each respondent assumes full responsibility for timely delivery of its proposal at the required location. Any proposal received after the submittal deadline will be deemed non-responsive and returned. The delivered packaging containing the proposal documents must note “Cost Proposal Enclosed – West Dallas Collector Sewer Extension – #2020 -07” on its face.

5.2 Submission Format

The Proposal must not exceed 50 total pages (*most or all 8½ x 11 inch with 1-inch or greater margins – single sided*), excluding the transmittal letter, index or table of contents, front and back covers, title pages/separation tabs, and appendices. A maximum of 12 (twelve of the total pages may be 11 x 17-inch tri-fold format. Twelve-point font or larger must be used.

5.3 Submission Content

The content requirements set forth in this RFP represents the minimum content requirements for the cost proposal. It is the respondent’s responsibility to include information in its submittal to address all aspects of the submission content in order to demonstrate to the selection team the firm’s understanding and approach to the Project. The respondents must include the following information in the order listed:

- Transmittal Letter

- Part 1 – Executive Summary
- Part 2 – Cost Proposal – This section shall provide a detailed breakdown of cost for the various project phases/components with a total cost provided at the end of the section.
- Part 3 – Project Approach (*including schedule of milestones and use of local resources*)
- Part 4 – Related Project Experience
- Part 5 – Project Team Roles and Responsibilities (*including an organizational chart identifying key team members and any sub-consultants*)
- Part 6 – Client References (*3 minimum from similar projects*)
- Appendix A – Resumes of Key Project Individuals
- Appendix B – Additional Supporting Information (*if required – 20-page limit*)

SECTION 6 PROPOSAL EVALUATION AND SELECTION

6.1 General

The cost proposals will be reviewed and evaluated by the City’s selection committee according to the requirements and criteria outlined herein. During the selection process, written questions or requests for clarification may be submitted to one or more respondents regarding its proposal or related matters. Failure to respond in a timely manner to any such questions or requests may be grounds for elimination of the proposal from further consideration. In addition, the City may require respondents participate in interviews.

6.2 Responsiveness

Each proposal will be reviewed by the City to determine whether it is responsive to the RFP. Failure to comply with the requirements of this RFP may result in a submittal being rejected as non-responsive. At its sole discretion, the selection committee may waive any such failure to meet a requirement of this RFP and may request clarification or additional information to remedy a failure. At the City’s sole discretion, the City reserves the right to reject any and all proposals.

6.3 Comparative Evaluation Criteria

The selection committee will evaluate and rank responsive proposal by applying the weighted evaluation criteria set forth below.

Evaluation Criteria Scoring:

- | | |
|--|-----|
| ▪ Project Approach/Innovation | 20% |
| ▪ Project Schedule | 10% |
| ▪ Project Sequencing Plan | 10% |
| ▪ Cost | 40% |
| ▪ Conformance to the RFP Requirements | 10% |
| ▪ Proximity of Project Resources to Project Location | 5% |
| ▪ Demonstration of use of Local Resources | 5% |

6.4 Selection

After the selection process is complete, the City will notify the top-ranked Engineer via email that they have been selected for the project. In the event the City and the selected Engineer are unable to reach agreement and mutually execute a contract, the city will notify and enter negotiations with the second ranked Engineer.

SECTION 7 CONDITIONS FOR PROPOSERS

7.1 City Authority

The City of Dallas is a Municipality in the State of Georgia created under Georgia State Law. The procurement process for this Project is authorized under The City of Dallas' Purchasing Policy.

7.2 Conflict of Interest

Georgia state statutes mandate the public disclosure of certain information concerning persons doing business or seeking to do business with the City, including affiliations and

business and financial relationships such persons may have with the City's Elected or Appointed Officials.

7.3 Proprietary Information

All materials submitted to the City become public property and are subject to the City of Dallas' Policies. If the proposal contains proprietary information that the respondent does not want disclosed, each page containing such information must be identified and marked "PROPRIETARY" at the time of submittal. City will, to the extent provided by law, maintain the confidentiality of and endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the City. Respondents shall not be permitted to mark the entire proposal as proprietary.

7.4 Rights of the City

In connection with this procurement process, including the receipt and evaluation of proposal, City reserves (*at its sole discretion*) all rights available to it under applicable law, without limitation, with or without cause and with or without notice, the right to:

- Cancel, withdraw, postpone, or extend this RFP, in whole or in part, at any time prior to the execution of a contract for design services, without incurring any obligations or liabilities.
- Modify the procurement schedule.
- Waive deficiencies, informalities and irregularities in a proposal and accept and review a nonconforming proposal.
- Permit corrections to data submitted with any proposal.
- Hold meetings and interviews, and conduct discussions, with one or more of the Respondents to seek an improved understanding of any information contained in a proposal.
- Seek or obtain, from any source, data that may improve the evaluation of a proposal.
- Seek clarification from any Respondent to further understand information provided in a proposal.

- Reject a proposal containing exceptions, additions, qualifications or conditions not called for in the RFP or otherwise not acceptable to the City.
- Request additional information from a Respondent during the evaluation of its proposal.

7.5 Obligation to Keep Project Team Intact

Respondents are advised that all Firms, Sub-consultants and Key Personnel identified in the original SOQ shall remain on the Project Team for the duration of the procurement process and execution of the Project. If extraordinary circumstances require a change, it must be submitted in writing to the City, who, at their sole discretion, will determine whether to authorize a change, recognizing that certain circumstances (*such as termination of employment*) may occur that are beyond the Consultant's control. Unauthorized changes to the Project Team at any time during the procurement process and during the execution of the project may result in elimination of the Respondent from further consideration.

7.6 Addenda

If any revisions to the RFP or procurement process become necessary or desirable (*at the City's sole discretion*), the City may issue written addenda. The City will attempt to transmit addenda to potential Respondents who have complied with Section 4.1 above. The City will also make an effort to post all addenda on the City's website. It is the Respondent's responsibility to obtain all addenda prior to submitting its proposal.

7.7 Protests

Any protest to a City action in connection with this selection process must be filed in writing no later than seven (7) business days following such action and must be in strict accordance with the City's applicable procedures and with applicable law. A protest must be filed directly with the City Clerk's Office whose contact information can be found in Section 5.1.