

REQUEST FOR QUALIFICATIONS AND PROPOSALS

Water & Wastewater Operations Services

City of Pelham, Georgia
108 Hand Avenue W
Pelham, Georgia 31779

ADVERTISEMENT

Statement of Qualifications and Proposals will be received by the City of Pelham for Water & Wastewater Operations Services. Qualification and proposal packages may be obtained from the designated City staff person identified herein.

Sealed statements of qualifications and proposals from contractors will be received by the City of Pelham, Georgia, at 108 Hand Avenue W, Pelham, Georgia 31779, at 10:00 a.m. legal local time, Friday, March 5, 2021. After the time and in a room at place noted above, the qualifications/proposals will be publicly opened and read. No extension of the proposal period will be made unless specifically authorized by a formal written addendum released by the City.

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

A pre-proposal conference visit will be conducted on Friday, February 12, 2021. The conference will begin at 10:00 a.m. The meeting site is located at City of Pelham, 108 Hand Avenue W, Pelham, Georgia 31779.

No proposal may be modified, withdrawn, or canceled for a period of sixty-five (65) days after time designated for receipt of Bids, or until notified by Owner, whichever is sooner. A non-collusion affidavit must be completed and submitted as part of the Contractor's proposal.

The City of Pelham reserves the right to reject any and all bids and to waive irregularities, technicalities, and informalities.

GENERAL INFORMATION AND INSTRUCTIONS

The City of Pelham, 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, and Lift Stations.

Responses to this RFQ must be addressed and delivered to Craig Bennett, City Manager at the following address:

City of Pelham
Attn: Craig Bennett, City Manager
108 Hand Avenue W
Pelham, GA 31779

Submittals **MUST BE RECEIVED** no later than 10:00 a.m. (EST) on Friday, March 5, 2021. Misdirected submittals will not be accepted; therefore, verification of receipt at the place and time by Pelham is requested by contacting the following point of contact:

Craig Bennett
Pelham City Manager
cbennett@cityofpelhamga.com
Office: (229)294-7900 menu option 9
Cell: (229)319-3014

A mandatory pre-proposal conference will be conducted on Thursday, February 12, 2021. The conference will begin at 10:00 a.m. The meeting site is located at City of Pelham, 108 Hand Avenue W, Pelham, Georgia 31779. Due to COVID-19 a mask will be required when in any city building. Proposals received from contractors that do not attend the mandatory pre-proposal meeting will not be accepted.

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

Proposers must submit three (3) copies in a sealed package clearly labeled with the submitting company's name and address, as well as the words "Request for Qualifications for the Management, Operations, and Maintenance Services for the City of Pelham's Wastewater Treatment Facility, Wells, and Lift Stations" 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 thirty (30) days after the above opening date. The City of Pelham 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.

INTRODUCTON AND BACKGROUND

The City

The City of Pelham is located in southwest Georgia, approximately 35 miles from Albany. It is conveniently located just off US 19. The City of Pelham is a municipal corporation of the State, created and existing under the laws of the State. The City is located in Mitchell County (the "County") in the southwestern portion of the State. The City had a population of 3,898 according to the 2010 census compiled by the U.S. Department of Commerce, Bureau of the Census.

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 area located in the surrounding unincorporated areas of Mitchell County.

The System currently serves an approximate 6 square mile area containing an estimated population in excess of 4,000 and has 1,839 water and 1,456 sewer customers.

The water supply system consists of wells with treatment, water distribution system including pipelines, and two elevated water storage tanks. The City water and sewer department maintains the water and sewer lines in the service area. The City's groundwater withdrawal is currently permitted to withdraw .9 million gallons per day (MGD) average annual withdrawal. The water distribution system includes approximately 51 miles of water main ranging in size from 1.75-inch to 12-inches in diameter, and approximately 364 fire hydrants.

The wastewater collection and treatment system include 1.5 mg/L monthly Water Pollution

Control Plant (WPCP), 16 wastewater collection system pumping stations, gravity sewers and force mains. The wastewater collection system includes approximately 50 miles of gravity sewer ranging and force main ranging in size from 6-inch to 12-inches.

The tables below provide a summary of facilities and permits associated with Pelham Water and Sewer System.

Groundwater Withdrawal	Permitted Average Withdrawal (MGD)	Date
All Wells Permit No. 101-0001	1/day monthly .9/day annually	Through Sep. 29, 2025

Water System Operating Permit	Expiration Date
Permit No. CG2050003	December 22, 2027

Water Supply Wells	Flow Rate (GPM)	Electrical Data
#1 Hurst St 31° 7'50.02"N / 84° 9'11.95"W	640	100 Hp
#2 Scott Marshall 31° 7'26.99"N / 84° 9'7.71"W	630	100 Hp
#3 Cotton Ave 31° 7'8.91"N / 84° 8'39.77"W	700	100 Hp

Water Storage Facility	Storage Capacity (Gallons)	Date of Construction
North Tower: US 19 31° 8'19.58"N / 84° 8'28.93"W	250,000	1973
South Tower: Elementary School 31° 6'50.82"N / 84° 9'33.95"	500,000	2003

Water Pollution Control Plant	Flow Rate (MGD)	Permit No.
Pelham WPCP	1.5	GA0031038

Pelham Wastewater Pump Station		
Pump Station Name	Type of Pump Station	HP
Harmony Rd. 31° 7'27.04"N / 84° 8'22.77"W	Submersible, Triplex	88
Nursing Home 31° 7'57.92"N / 84° 8'24.01"W	Submersible, Duplex	5
Cotton Hill 31° 8'16.08"N / 84° 7'46.27"W	Submersible, Duplex	15
U.S. 19 31° 8'20.27"N / 84° 8'27.64"W	Submersible, Duplex	10
Hercules 31° 8'59.48"N / 84° 8'29.44"W	Submersible, Duplex	5
Old GA 3 31° 8'18.77"N / 84° 8'54.81"W	Submersible, Duplex	10
Proctor St. 31° 7'8.72"N / 84° 9'16.87"W	Submersible, Duplex	20
Love St 31° 8'18.25"N / 84° 9'32.89"W	Submersible, Duplex	11
DCCC 31° 8'5.10"N / 84° 9'37.05"W	Submersible, Single	7
Mr. Bill 31° 7'57.62"N / 84° 9'27.16"W	Submersible, Triplex	10
HWY 65 31° 7'40.25"N / 84° 9'46.42"W	Submersible, Duplex	5
Pine St. 31° 7'25.54"N / 84° 9'47.30"W	Submersible, Duplex	10
Oak St. 31° 6'52.33"N / 84° 9'21.45"W	Submersible, Duplex	5
First St. 31° 8'37.49"N / 84° 10'22.39"W	Submersible, Duplex	10
Flint St. 31° 8'22.72"N / 84° 10'6.47"W	Submersible, Duplex	10
School ¹ 31° 6'56.91"N / 84° 9'44.58"W	Submersible, Duplex	

Note 1: School's lift station owned and operated by local school system but tied into the public sewer system.

SCOPE OF SERVICES

The City of Pelham, 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

The City of Pelham will continue to provide the maintenance of underground facilities, such as water and sewer lines, throughout the service area. Pelham sustains a long-term contract for the maintenance of the water tanks with American Tanks.

The operations contract will be for an initial contract period of one (1) year with three, one-year renewal options.

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) copies of the written proposal, limited to 40 pages (front and back) and one digital copy on a flash 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 of contact person, and the date.
- B. Introduction (Transmittal Letter)
- C. Background and Experience
- D. Personnel/Professional Qualifications
- E. References
- F. Price Proposal (Enclosed in Sealed Envelope)

2. 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 in the name of the Respondent submitting the RFP response. _

3. 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 in 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 of 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 Pelham. 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.

4. 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 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 Pelham, Georgia.

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 Pelham 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 (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	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 Pelham 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 will 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 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 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 following 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.

Drinking Water Monitoring Program - Includes, but is not limited to, managing, and performing all aspects of the Drinking Water Monitoring Program.

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

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

* Respondent will use an annual cap of \$60,000 for the Maintenance and Repair Limit. Repair and maintenance budget shall include those projects of single cost items that cost less than \$5,000, excluding Contractor's on-site labor. The cost of any individual expenditure for the repair and/or replacement of Facilities' equipment or structure, other than a Capital Improvement, whose unit cost exceeds \$5,000, shall be subject to the City's prior approval. The cost of such approved expenditures shall be included in the Maintenance and Repair Limit.

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 Craig Bennett, City Manager at the email address cbennett@cityofpelhamga.com. Questions must be received at least 7 days prior to the RFQ submittal date. 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 <https://www.cityofpelhamga.com/Default.aspx> 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 addressed and delivered to Craig Bennett, City Manager at the following address:

City of Pelham
Attn: Craig Bennett, City Manager
108 Hand Avenue W
Pelham, GA 31779

Submittals **MUST BE RECEIVED** no later than 10:00 a.m. legal local time, Friday, March 5, 2021. Misdirected submittals will not be accepted; therefore, verification of receipt by Pelham is requested by contacting the following point of contact:

Craig Bennett
Pelham Special Projects
cbennett@cityofpelhamga.com
Office: (229)294-7900 menu option 9
Cell: (229)319-3014

**Georgia Environmental Protection Division (GA EPD)
Applicable Permits**