

## **Request for Qualifications**

**Architectural/Engineering Services related to GEFA Grant Application submitted  
by the City of White for FY2022  
Request for Qualifications No. 1**

**ISSUE DATE: September 20, 2022**

**DUE: October 25, 2022, BY 4:00 P.M.**

### **Closing location:**

<b>MAIL</b>	<b>COURIER/BY HAND</b>
Attn: Kathy Gill, Certified County Clerk RE: City of White GEFA Grant RFQ2022 Bartow County Commissioner's Office 135 W. Cherokee Ave. Suite 251 Cartersville, GA 30120	Attn: Kathy Gill, Certified County Clerk RE: City of White GEFA Grant RFQ2022 Bartow County Commissioner's Office 135 W. Cherokee Ave. Suite 251 Cartersville, GA 30120

### **Closing date and time:**

Six (6) complete hard copies of each Response must be received before 4:00 PM  
Eastern Time on Tuesday, **October 25, 2022.**

### **Contact person:**

Claire Mulkey  
Phone: 770-607-6202  
mulkeyc@bartowcountyga.gov

## **Request for Qualifications**

### **Architectural/Engineering Services related to GEFA Grant Application submitted by the City of White for FY2022 Request for Qualifications No. 1**

**ISSUE DATE: September 20, 2022**

**DUE: October 25, 2022, BY 4:00 P.M.**

**1. INTENT:**

The City of White is soliciting proposals from interested firms for providing Architectural/Engineering Services for an anticipated GEFA grant application to address the higher than advised levels of Per- and Polyfluoroalkyl Substances (PFAS) in the City's well water.

This procurement is a two-step selection process and one-time action for the preparation of the Preliminary Architectural/Engineering Report (PAR or PER) prior to grant application submittal and Architectural/Engineering services needed to complete the proposed grant project using grant funds. It is the responsibility of the Architect/Engineer to be aware of and familiar with local, state and federal grant compliance requirements. If applicable, this project is a Section 3 contract opportunity.

Project Description: On June 15, 2022, the Environmental Protection Agency issued four drinking water health advisories for per- and polyfluoroalkyl substances (PFAS). As a result, the City of White is seeking architectural/engineering services for remediation strategies in order to get their drinking water levels of PFOS and PFOA down to at least 0.02 parts per trillion (ppt) and 0.004 ppt respectively. Strategies may include sorption technologies (i.e. granular/powdered activated carbon, anion exchange, nanofiltration, or reverse osmosis) or the acquisition of a new water source (and associated quality testing). It is the responsibility of the Architect/Engineer to be aware of and familiar with local, state and federal grant compliance requirements of such projects (i.e. Federal Labor Standards, Equal Opportunity and Accessibility Requirements).

## **2. ELIGIBILITY CRITERIA:**

Individuals responding to this RFQ:

- May not appear on any list of service providers who are debarred from participating in federally funded contracts;
- Must be a licensed Architect/Engineer in good standing within the State of Georgia;
- Must have Errors and Omissions Insurance;
- Must have a knowledge of state licensure requirements and any other regulatory criteria which apply to the design of a facility as is described within this RFQ.
- Must be familiar with Federal Project guidelines and procedures. Experience with Federally-funded Projects (GEFA specifically) will be considered a plus.

## **3. INFORMATION TO BE SUBMITTED FOR OUR EVALUATION:**

1. History of firm and resources
2. Federal grant experience
3. Key personnel/qualifications
4. Current workload
5. Scope and Level of service proposed – List Services to be provided for Project
6. Mobility and proximity to project
7. Experience – Please include completed projects spanning the past 5 years and list of references.
8. Certification of Errors and Omissions Insurance
9. E-verify Information

## **4. QUESTIONS:**

Interested firms should not conduct any communications about the solicitation/project with any person other than the specified single point of contact for the procurement. Failure to adhere to this restriction may result in disqualification of the firm's submittal. The deadline for submitting inquiries related to this project is October 17, 2022. All questions must be submitted in writing to:

Claire Mulkey at [mulkeyc@bartowcountyga.gov](mailto:mulkeyc@bartowcountyga.gov)

## **5. PROJECT SCOPE:**

If the City of White submits a grant application and is awarded FY2022 grant funds, the Architect/Engineer will provide a project Budget, Architectural/Engineering Program of requirements and a complete design for the grant project. The Architect/Engineer will be expected to prepare bid documents, conduct pre-construction hearing with general contractor, and supervise construction. It is the responsibility of the Architect/Engineer to be aware of and familiar with local, state, and federal grant compliance requirements. If applicable, this project is a Section 3 contract opportunity.

## 6. **PROPOSAL REVIEW CRITERIA**

### 5.1 *Mandatory Criteria*

The following are mandatory requirements and will be reviewed on a pass/fail basis. Responses not clearly demonstrating that they meet them will receive no further consideration during the qualifications review process.

<b><i>Criteria</i></b>
May not appear on any list of service providers who are debarred from participating in federally funded contracts.
Must be a licensed Architect/Engineer in good standing within the State of Georgia
Certification of Errors and Omissions Insurance
Must have knowledge of state licensure requirements and any other regulatory criteria that apply to the design of a facility as is described within this RFQ.

### 5.2 *Desirable Criteria*

Responses meeting all mandatory requirements will be further assessed against the following desirable criteria.

- Familiarity/Experience with Federal grant project guidelines and procedures. Where applicable, please include specific federal grant experience
- Please include experience or areas of expertise. Please highlight experience with any of the following:
  - PFAS remediation
  - Well surveying
  - Water/Sewer Infrastructure
- Evidence of well-trained staff with experience required in all fields of expertise
- Last 5 projects were completed on time and within budget.

## 7. **CRITICAL DATES FOR THIS PROPOSAL\*:**

<b>ITEM</b>	<b>DATE</b>
A. RFQ for Architectural/Engineering Services Issued	September 20, 2022
B. Pre-bid site walk-through (optional)	October 4, 2022, at 2 P.M.* <i>Location: City Hall 29 W Rocky St. White, GA 30184</i>
C. Deadline for submitting inquiries	October 17, 2022
D. Response to Request for Qualifications Due	October 25, 2022, BY 4:00 P.M.
E. Selection Committee review of RFQs	October 26-28, 2022*

- |    |  |                     |
|----|--|---------------------|
| F. | Notification of finalist firms   | November 1, 2022*   |
|    |  |                     |
| G. | Selection Committee Interviews<br>with finalist firms                    | November 2-4, 2022* |
|    |  |                     |
| H. | Conditional Notification of Decision                                     | November 7, 2022*   |
|    |  |                     |
| I. | Conditional Contract(s) signed<br>For Architectural/Engineering services | November 8, 2022*   |

*\*Dates provided are estimations and subject to change*

## **8. PROPOSAL INSTRUCTIONS AND GENERAL INFORMATION**

- A. Send six (6) Proposals to the following address:

Attn: Kathy Gill, Certified County Clerk  
RE: City of White GEFA Grant RFQ2022  
Bartow County Commissioner's Office  
135 W. Cherokee Ave. Suite 251  
Cartersville, GA 30120

- B. Organization: Proposals should be responsive to the requirements and questions within the RFQ. (PLEASE ORGANIZE YOUR PROPOSAL ACCORDING TO THE ENCLOSED EXHIBIT FORMAT).
- C. Reservations: Elected officials serving the City of White reserve the right to reject any and all proposals, to negotiate changes in the scope of the work or services to be provided, to negotiate with any firm, and to otherwise waive any and all technicalities.
- D. Method of Selection: Architect/Engineer finalists will be selected based on evaluation by the appointed selection committee. After analysis of all information, the selection committee will select the most qualified, responsive and suitable firm(s) and invite them to interview in the second round of selection. Following the interviews, the selection committee will score each finalist and determine the highest-scoring firm. Once approved by the selection committee, the highest-scoring firm can start contract negotiations. If successful negotiations cannot be reached, the elected officials reserve the rights as indicated in the reservations above and can begin negotiations with the second highest-scoring firm.
- E. Compensation and A/E Services: Compensation of services shall be on a negotiated project milestone basis and shall be within general industry practices for the type of project. Interested firms shall be prepared to respond promptly to formal and informal inquiries regarding fees and reimbursable expenses.

A/E Services shall generally conform to duties and responsibilities outlined in AIA Documents B141, Standard form of Agreement between Owner and Architect/Engineer, 1987 Ed. and AIA

Documents A201, General Conditions of the Contract for Construction, 1987 Ed. (The City of White may slightly modify these agreements).

- F. The City of White is an equal opportunity employer and does not discriminate against any party on the basis of race, creed, color, national origin, gender or handicapping condition.

### **Respondent's Response**

The following format and sequence should be followed in order to provide consistency in the Respondents' submissions and ensure each Response receives full consideration. All pages should be consecutively numbered.

#### **EXHIBIT "A"**

1. Company Name \_\_\_\_\_
2. Company Address \_\_\_\_\_
3. Employee Contact \_\_\_\_\_
4. Phone Number \_\_\_\_\_
5. Brief History of Firm \_\_\_\_\_
6. In-house Services: Architectural ( ), Engineering ( ), Landscaping ( ), Mechanical ( ),  
Electrical ( ), Interior Design ( ), Other \_\_\_\_\_

Company Size (Do Not List Consultants)

7. Total normal number of employees: \_\_\_\_\_
8. Total current number of employees: \_\_\_\_\_

Breakdown of Staff:

- A. Number of Principles: \_\_\_\_\_
- B. Registered Architects/Engineers: \_\_\_\_\_
- C. Number of Interns, etc.: \_\_\_\_\_
- D. Number of Support Employees: \_\_\_\_\_
- E. Number of CAD Operators: \_\_\_\_\_
- F. Number of Registered Engineers: \_\_\_\_\_
- G. Others (Define): \_\_\_\_\_

**EXHIBIT “B” – (Firms General Qualifications/Workload and Redesign Policies)**

- A. Provide a statement of your firm’s general qualifications, relevant experience, and related information.
- B. Workload and Redesign: List projects with their size and dollar amount you will be working on from 01/01/22 to 01/01/24.
- C. Will you be willing to redesign at no additional cost to the owner if this project is over budget on bid date? (Assume you will be able to implement reasonable add alternates which are agreeable with the owner as a mechanism).

**EXHIBIT “C” – Track Record on Similar Size and Scope Projects**

List a minimum of five (5) projects of similar size and scope, which your firm has designed in the past five (5) years. It is critical to demonstrate your ability to design facilities consistent with the project scope. Answer the following questions for each of these “example” projects:

- A. Enclose individual photographs which visually demonstrate your work.
  - B. Gross square footage: \_\_\_\_\_ GSF
  - C. Total project cost: \$ \_\_\_\_\_
  - D. Total Change Order amount: \_\_\_\_\_
- |   | <u><b>YES</b></u> | <u><b>NO</b></u> |
|---|-------------------|------------------|
| E. Was the construction completed within budget?  | _____             | _____            |
| F. Was the lowest qualified bid within the owners Budget?   | _____             | _____            |
| G. Was the project completed on time by the contractor?   | _____             | _____            |
| H. Was the design completed on time?  | _____             | _____            |
| I. Was there any litigation associated with the project?  | _____             | _____            |
| J. Please provide a list of owner references with contact names, addresses and telephone numbers. |                   |                  |
| K. Recommend a list of five (5) projects which may be visited by the City of White staff.         |                   |                  |

**EXHIBIT “D” – Your Firm’s Team Members on the Project**

List individual team members you will place on this project from your firm. Describe projects in which they have had chief roles in management and/or design.

**EXHIBIT “E” - Consultant Team Members**

List each of your consultants. Under each consultant list individuals who will make major contributions to this project. Briefly describe their education and experience. List projects your firm has worked on using these consultants.

Note: Your descriptions of in-house and/or consultant team members should include as a minimum the following parties:

- A. Project Manager (Architect/Engineer)
- B. Project Designer (Architect/Engineer)
- C. Structural Engineer
- D. Civil Engineer
- E. Mechanical Engineer
- F. Electrical Engineer

**EXHIBIT “F” – Mobility and proximity to project**

Please specify your location in relation to the City of White and address any concerns/barriers that your location/distance from the project may pose.

**EXHIBIT “G” – Insurance**

State the name and address of your insurance carrier, the total amount of your professional liability coverage and the amount of deductible per claim.

**EXHIBIT “H” – Professional Documentation**

All RFQs must have attached the professional license numbers of the project Architect(s) and Engineer(s) who will seal required documents. No RFQ will be considered without this data. Failure to provide this information on any principal to be employed on this project could be considered as grounds for elimination of this RFQ.

**CERTIFYING THAT:**

Mr./Mrs./Ms. \_\_\_\_\_ being duly sworn deposes and states  
*Signature*

that he/she is the \_\_\_\_\_ (title) of \_\_\_\_\_  
(name of firm) and that answers to the foregoing questions and all statements herein contained are true and correct.