



REQUEST FOR QUALIFICATIONS (RFQ)

CITY WIDE ENGINEERING SERVICES

The City of Fort Oglethorpe is soliciting Statements of Qualifications for professional engineering services. It is the intent of the City of Fort Oglethorpe (hereinafter referred to as "City") to receive and evaluate qualifications statements from interested and qualified professional individuals or engineering firms (hereinafter referred to as "Engineer") to provide on-call municipal engineering service in a prompt, professional, workmanlike manner, and in accordance with the standards of the profession.

The City will receive Qualification Statements at Fort Oglethorpe City Hall until 1:50 PM on Wednesday, September 20, 2017. Qualification Statements will be opened at that time. Please address to City Clerk; 500 City Hall Drive; Fort Oglethorpe, Georgia 30742. All Qualification Statements must conform to the instructions set forth herein. Interested firms may obtain a copy of the complete Request for Qualifications by logging into the City of Fort Oglethorpe's website: <http://www.fortogov.com>.

BACKGROUND

Fort Oglethorpe is a city predominantly in Catoosa County with some portions in Walker County. As of the 2010 census, the city had a population of 9,263. The City is located only 5 minutes from Chattanooga, Tennessee, and about 90 minutes north of Atlanta, Georgia. Fort Oglethorpe is a fascinating city with a history rich in local and national color. Fort Oglethorpe is home to the 6th Cavalry and the Women Army Corps. Generations of Americans serving their country entered or left their military service through the gates of our city. Fort Oglethorpe also serves as the entrance to the Chickamauga National Military Park, the oldest and largest of America's Civil War Parks.

The unique history of Fort Oglethorpe has left the city with an equally unique infrastructure. Some of the water, sanitary sewer and storm sewers were built during the days that Fort Oglethorpe was a military post and are still in service. Fort Oglethorpe owns and operates a water distribution system and contracts for the purchase of potable water from Tennessee American Water Company in Chattanooga, Tennessee. The city also provides sanitary sewer service within the city limits and in portions of Catoosa County. Wastewater treatment is provided under contract with the City of Chattanooga.

The City maintains some storm water infrastructure with three main storm water tributaries providing flow to West Chickamauga Creek which also flow through the city. The City also maintains approximately 40 miles of city streets. The city is also served by three state highways: SR1, SR2 and SR 146.

City of Fort Oglethorpe
RFQ for Professional Engineering Services

PROJECT SCOPE

The Engineer shall perform professional on-call general municipal engineering services for various projects throughout the City. The aforementioned services shall be performed in a prompt, professional, workmanlike manner, and in accordance with the standards of the profession. All work, unless otherwise specified, shall be provided on a time and materials basis, completed to the satisfaction of the City Manager or his/her designee within the time periods allocated, or as mutually agreed to at the beginning of the assignment.

The work under this contract shall consist of work and services to be performed by providing professional on-call general municipal engineering services for the City, including all the supervision, materials, equipment, labor and all other items necessary to complete said work.

The services to be provided consist of a broad range of services including but not limited to: general consulting; GIS; civil engineering; land surveying; management of capital improvement projects; project design and construction support; computer and/or manual drafting; staff augmentation; planning; design; surveying; management and consulting services; activities at the City's discretion in efforts to meet its capital improvement programs; and, other civil engineering and/or community development projects deemed necessary by the City. The City will determine the engineering services needed.

Certain projects, if assigned, shall be performed pursuant to a "not-to-exceed" budget. For these projects, the Engineer shall prepare a detailed scope of work, a payment schedule, and a schedule of deliverables for review and approval by City Manager, his/her designee, or City Council.

The Engineer shall provide all engineering services necessary to satisfy the scope of work negotiated. The Engineer shall work with the City Manager or his/her designee who will indicate system needs and assist in achieving the desired scope of work. Upon approval, the City may issue a Task Order and a Notice to Proceed ("NTP") that specifies the "not to exceed" dollar amount of the Task Order as well as the start work and completion dates.

The City will pay the Contractor on a monthly basis, based on timely invoicing. Detailed reports shall accompany each monthly invoice.

The City reserves the right to cancel an outstanding Task Order at any time at the City's discretion if it is in the best interest of the City. Upon the cancellation of an outstanding Task Order, the City will pay the Engineer for any authorized work that has been satisfactorily performed, up to and through the date of cancellation. In the event of cancellation, the Engineer will not be entitled to any additional compensation for unauthorized work, work unsatisfactorily performed, or anticipated loss of profits due to such cancellation.

There is no maximum or minimum amount of professional on call general municipal engineering service guaranteed under this contract.

The purpose of this RFQ is to select a qualified Engineer or engineering firm to provide professional on-call engineering services to the City of Fort Oglethorpe. Anticipated services include, but are not limited to: general consulting; planning; civil and environmental engineering; land surveying; management of capital improvement projects; project design and construction support; plan review; computer and/or manual drafting; GIS; regulatory compliance; and, other civil engineering and/or community development projects deemed necessary by the City.

Departments of Streets, Parks, and Recreation and Water and Sewer

It is the City's desire for the Engineer to provide engineering services to the Department of Streets, Parks, and Recreation and the Department of Water and Sewer in accordance and compliance with federal and state law, as well as City Ordinances. Requested services may include but are not limited to the following:

- Advise City Manager or his/her designee when requested
- Provide Program Management Services on Capital Improvement
- Projects (from beginning to NTP, and or during duration of project)
- Provide drawings/plans for Capital Improvement Projects
- Prepare plans, specifications and other bid documents for City initiated projects
- Review system expansions proposed by new developments
- Assist EPD permitting, surveys and other regulatory efforts
- Review in-progress construction when requested.

Road System Assistance

- Prepare Road System inventory and database
- Evaluate condition of existing facilities when requested
- Prepare plans, specifications and other bid documents for City-initiated projects
- Perform Construction Contract administration for City-initiated road projects
- Analyze intersection operations
- Review system additions proposed by new developments
- Assist with GDOT permitting, surveys and other regulatory efforts
- Assist with DRI process when requested
- Traffic Studies
- Maintain and update Standard Road System Specifications and Details
- Review in-progress construction when requested
- GIS mapping and analysis services

Water & Sewer Distribution and Collections Systems

- Distribution and collection system hydraulic modeling
- Condition assessment/asset management programs
- Water system leak detection and water loss management
- Wastewater flow monitoring
- Sewer system evaluation surveys (SSES) – Infiltration/Inflow (I/I) studies
- Pipeline design and rehabilitation
- Trenchless technologies
- Lift station design and construction management
- GIS mapping and analysis services

Storm water

- Management and master planning
- Studies and analysis of potential storm water user fee
- Rate structure-financial analysis
- Guideline-policy development
- Infrastructure asset management and rehabilitation
- Public meeting and informational programming
- Storm water drainage
- Hydrology analysis and design
- Best Management Practice (BMP) design
- Stream restoration
- Channel stability analysis-design and construction management
- Floodplain management
- US Corps of Engineers regulatory and permitting
- Municipal Separate Storm Sewer System Phase 1 (MS4)-SW Annual reporting
- Watershed Protection Plan Annual reporting and Georgia SWMM drainage requirements and design
- GIS mapping and analysis services

Meetings

- Attend Council meetings and other meetings when requested and deemed necessary by the City.
- Meet with the City Manager or his/her designee to provide updates of upcoming and current projects.

Additional Services

- Offer advice to the City on engineering matters referred thereto and/or matters that are naturally incidental to the role of a City Engineer.
- Answer questions that may arise of a technical engineering nature.
- Advise the City on matters relating to Zoning, Subdivision Regulations, Utility infrastructure, sidewalks and similar matters.
- Complete required Georgia EPD reports such as annual NPDES Storm Water Drainage reports, etc.
- Periodically review available State and Federal loan and grant programs with City staff.
- Prepare reports regarding public improvements, repairs of streets, bridges and sidewalks, and such other reports as may be requested by City
- Provide accurate plats and records of all lands and property owned by City, upon request
- Regularly update GIS and make the City aware of all information obtained for GIS that is incompatible, incomplete, or otherwise erroneous, of which Engineer becomes aware.

BILLING

Maintain and forward to the City detailed billing statements which set forth, at a minimum, the number of hours (broken into job classification and hourly billing rate in accordance with Attachment 1. Please note Attachment 1 will be completed as part of the Cost Proposal.

No services shall be rendered by the Engineer prior to receiving the City's written authorization, as it pertains to a specific project. Said authority may be provided by the City Manager or his/her designee.

PERSONNEL REQUIREMENTS

The Engineer shall designate a Project Manager, acceptable to the City, who will be responsible for initiating, implementing, and supervising the work and maintaining effective communications among any contractors performing work, the City, or other involved agencies and organizations. The Engineer shall retain sufficient personnel and equipment to fulfill the requirements and specifications for the services described in this RFQ.

PAYMENT TERMS

All Proposers shall submit a complete Professional Engineering Services Schedule of Fees. If the Proposer is awarded the contract, this Schedule of Fees will be the basis for the final terms of City approved City Engineer Services.

QUALIFICATIONS SUBMISSION

One (1) original, six (6) bound, and one (1) CD/DVD (in compatible electronic format) copies of the Statement of Qualifications shall be submitted in a sealed, opaque container and delivered by hand, courier service, or mailed via the United States Postal Service on or before 1:50 PM on the 20th day of September, 2017. No facsimiles will be accepted. Each Qualifications Package shall be prepared, tabbed and presented to include the information outlined below.

In order for the Statement of Qualifications to be considered responsive, Sections 1 through 5 must be completed as described below.

Section 1 – Cover Letter and Corporate Information

Provide the full legal name, firm's principal business office with address and satellite offices, if any, and indicate the location from which professional services for the City of Fort Oglethorpe shall be conducted. Include information on the firm's history, business activities, size, employees (per office), and ownership. Include telephone number, point of contact and official signature of an authorized company representative. Indicate whether you operate as a single proprietorship, partnership, or corporation. Identify the state(s) in which you are incorporated and/or licensed to operate.

Section 2 – Project Team

Provide an organizational chart showing business and technical staff. Provide key personnel resumes along with any subcontractors proposed. Include any personnel certifications such LEED, Wastewater Operations, for each key personnel

Section 3 – Project Descriptions and References

Provide project descriptions of recent work similar in nature to the specific project categories and types referenced herein. Provide name of client, a brief description of the work, dates/completion status and reference contact information (phone, email, and mailing address). Demonstrate experience and familiarity to include the following:

- GIS mapping of public utilities and infrastructure
- Capital Project Management
- Storm water User Fee Analysis

- I/I Experience within the Chattanooga Metropolitan Region (within the past two years)
- Hydraulic Modeling of Water Systems(s)
- Water Distribution System Design
- Sanitary Sewer System Design to Include New Construction and Rehabilitation
- Roadway design
- Permitting (EPD, DOT, COE, etc.)
- MS4 Phase I Storm Water Permits

Section 4 – Cost

Provide current Schedule of Hourly Rates.

Section 5 – Professional Liability Insurance Requirements

Provide current Certificate of Insurance

SELECTION CRITERIA

The City reserves the right to accept or reject any Statement of Qualifications and waive any technicalities or irregularities. Qualifications will be evaluated by the City and ranked based on the following.

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| 1. Relevant Experience (Water, Sewer, and Storm water Projects performed within the past ten (10) years for Municipalities throughout the State of Georgia) | 40 Points |
| 2. Municipal References | 15 Points |
| 3. Professional Qualifications and Experience of Key Personnel assigned to project. | 20 Points |
| 4. Schedule of Hourly Rates | 15 Points |
| 5. Previous Experience with the City of Fort Oglethorpe | 5 Points |
| 6. Geographic Location and Proximity to the City of Fort Oglethorpe | 5 Points |

Total Points Available	100 Points
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CONTRACT REQUIREMENTS

Based on the evaluation of the qualification statements, it is the intent of the City of Fort Oglethorpe to enter into a mutually agreeable one-year general services agreement (with optional three one-year extensions) with the selected Engineer and to subsequently execute "task order" assignments in accordance with the general services agreement for specific work and services related to various projects described herein

A mutually agreeable general services agreement shall contain at least the following terms:

The Agreement shall require the Engineer to perform professional on-call general municipal engineering services for various project throughout the City. The aforementioned services shall be performed in a prompt, professional and workmanlike manner and in accordance with the standards of the profession. All work, unless otherwise specified, shall be provided on a time and materials basis, and completed to the satisfaction of the City Manager or designee within the time periods allocated, or as mutually agreed upon.

Certain projects, if assigned, at the election of the City shall be performed pursuant to a "not-to-exceed" budget. For these projects, the Engineer shall prepare a detailed scope of work, a payment schedule, and a schedule of deliverables for review and approval by City Manager, his/her designee, or the City Council.

The Agreement shall require the Engineer to comply with the Illegal Immigration Reform and Enforcement Act of 2011, as enacted and as may be amended from time to time. The Engineer shall provide the City with evidence of such compliance.

The Agreement shall require the Engineer to be an independent contractor and not an agent, joint venture or other affiliate of the City. The Engineer shall use its own employees and agents to complete required engineering services. The City at its option may assign employees to the project. The Engineer shall be solely responsible for payment of all federal, state, and local income taxes, self-employed Social Security taxes, and any other similar obligations arising from the performance of an agreement or receipt of compensation therefore. The Engineer shall agree to indemnify and hold harmless the City from and against any and all federal, state, or local tax liability or penalties that may arise from the payments made to the Engineer pursuant to this Agreement. The Engineer shall acknowledge that neither it nor its employees are eligible for any benefits provided by the City to their respective employees.

The Agreement shall require that the City shall not be liable to the Engineer, nor to any agent or employee of the Engineer, for any act or omission of the Engineer, its agents or employees in the performance of any services by the Engineer. In addition, the Engineer shall agree to indemnify the City, their elected officials and employees against, and hold City, its agents and employees harmless from any claims, actions, damages, liabilities, or losses (including, but not limited to attorney's fees and court costs) directly related to the services performed by the Engineer.