



City of Commerce

P.O. Box 348
27 Sycamore Street
Commerce, GA 30529
Phone: (706) 335-1893
Email: jelrod@commercega.gov

SUBJECT: Request for Qualifications to provide Engineering Services for Water and Sewer Capital Projects

The City of Commerce is soliciting statements of qualifications and proposals from qualified professional firms interested in providing Engineering Services for a variety of design, site selection, construction, and administration of engineering projects (“Project”), as listed under scope in Section III. This Request for Qualifications (“RFQ”) seeks to identify potential providers of the above-mentioned services. One or more firms that respond to this RFQ and who are determined by the City to be especially qualified, may be deemed eligible and may be invited to discuss and negotiate for these services. All respondents to this RFQ are subject to instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully. The Owner reserves the right to reject any or all statements of qualifications or proposals and to waive technicalities and informalities at the discretion of the Owner. Please note: The issuance of this RFQ invokes a Restriction of Communication on potential respondents, which, if violated, may result in proposal rejection.

Attached hereto are the general conditions, technical specifications, and submittal format:

The written requirements contained in this Request for Qualifications (RFQ) shall not be changed or superseded except by written addendum from The City of Commerce. Failure to comply with the written requirements for this RFQ may result in disqualification of the submittal by The City of Commerce.

Submittals are to be sealed, marked with the firm’s name and address and labeled: **“RFQ 22-002”** and delivered to:

City of Commerce
P.O. Box 348
27 Sycamore Street
Commerce, GA 30529
Attn: Accounting Manager

Due no later than June 21, 2022, by 1:00 pm local time prevailing. Any Qualifications received after this time will not be accepted. The City of Commerce reserves the right to reject any and all submittals, to waive any technicalities or irregularities and to award based on the highest qualified and best interest of the city.

Inquiries regarding this Request for Qualifications (RFQ) are encouraged to contact James Elrod, Accounting Manager, at (706) 335-1893, or by email at jelrod@commercega.gov.

The City of Commerce does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required to fully participate in any open meeting, program or activity should be directed to City Hall at 706-335-3164.

The written Qualifications documents supersede any verbal or written prior communications between the parties. All companies submitting a Qualifications will be notified in writing of award.

We look forward to your bid and appreciate your interest in the City of Commerce.

City of Commerce

REQUEST FOR QUALIFICATIONS

To Provide

Engineering Services for Water and Sewer Capital Projects

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN

June 21, 2022, by 1:00 pm local time prevailing

City of Commerce
P.O. Box 348
27 Sycamore Street
Commerce, GA 30529

RFQ # 22-002

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFQ ON OR BEFORE
THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE
RESPONSIBILITY OF THE OFFEROR.

CITY OF COMMERCE, GEORGIA
REQUEST FOR QUALIFICATIONS
To Provide
Engineering Services for Water and Sewer Capital Projects

SECTION I - REQUEST FOR QUALIFICATIONS OVERVIEW

1.0 PURPOSE

The City of Commerce is accepting sealed Qualifications from qualified firms for to provide Engineering Services for Water and Sewer Capital Projects.

1.1 INFORMATION TO VENDORS

RFQ TIMETABLE

The anticipated schedule for the RFQ is as follows:

RFQ Available	May 17, 2022
Deadline for questions	June 14, 2022
Submittal deadline	June 21, 2022 1:00 pm, local time prevailing

1.2 RFQ SUBMISSION:

One (1) original, one (1) copy, and one (1) fully executable electronic copy (PDF) of the complete signed submittal must be received by submittal deadline (see 1.1). Qualifications must be submitted in a sealed envelope stating on the outside, the vendor's name, address, the RFQ Number and title to:

City of Commerce
P.O. Box 348
27 Sycamore Street
Commerce, GA 30529
Attention: James Elrod

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:30 a.m. and 3:30 p.m. ET, Monday through Friday, excluding holidays observed by the City of Commerce.

Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. The Submittal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the vendor.

1.3 CONTACT PERSON & INQUIRES:

Vendors are encouraged to contact **James Elrod, Accounting Manager, at (706) 335-1893, or by email at jelrod@commercega.gov** to clarify any part of the RFQ requirements. All questions that arise must be submitted prior to five (5) business days before the submittal due date (see 1.1) and shall be directed to the contact person in writing via facsimile or email. Any unauthorized contact shall not be used as a basis for responding to this RFQ and also may result in the disqualification of the vendor's submittal. Vendors may not

contact any elected official or other City of Commerce employee to discuss the Qualifications process or Qualifications opportunities. Contact of this nature will result in immediate disqualification of the vendor.

1.4 ADDITIONAL INFORMATION/ADDENDA

The City of Commerce will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date. Vendors should not rely on any representations, statements or explanations other than those made in this RFQ or in any addendum to this RFQ. Where there appears to be a conflict between the RFQ and any addenda issued, the last addendum issued will prevail.

Addenda will be published at www.commercega.org under the “Doing Business Here” tab. Vendors are encouraged to check this site regularly for immediate access to issued addenda. RFQ information can also be requested as stated above (1.3).

Vendors must acknowledge any issued addenda by including the Addenda Acknowledgement Form with the submittal. Qualifications which fail to acknowledge the vendor’s receipt of any addendum will result in the rejection of the offer if the addendum contains information which substantively changes the Owner’s requirements

1.5 LATE SUBMITTAL, LATE MODIFICATIONS, AND LATE WITHDRAWALS

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. The City of Commerce assumes no responsibility for the premature opening of a Qualifications not properly addressed and identified, and/or delivered to the proper designation.

1.6 REJECTION OF QUALIFICATIONS

The City of Commerce may reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure. ***Submittals received after said time or at any place other than the time and place will not be considered.***

1.7 MIMUM RFQ ACCEPTANCE PERIOD

Valid submittals shall not be withdrawn for a period of 60 days from the date specified for receipt of submittals.

1.8 NON-COLLUSION AFFIDAVIT

By submitting a response to this RFQ, the vendor represents and warrants that such Qualifications is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the vendor has not directly or indirectly induced or solicited any other vendor to put in a sham Qualifications, or any other person, firm or corporation to refrain from submitting and that the vendor has not in any manner sought by collusion to secure to that vendor any advantage over any other vendor. By submitting a Qualifications, the vendor represents and warrants that no official or employee of the City of Commerce has, in any manner, an interest, directly or indirectly in the Qualifications or in the contract which may be made under it, or in any expected profits to arise there from.

1.9 COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFQ to the City of Commerce, or any work performed in connection therewith is the responsibility of the vendor(s).

1.10 RFQ OPENING

RFQ submittals will be opened and reviewed by a selected committee. A list of names of firms responding to the RFQ may be obtained from Accounting Manager James Elrod, after the RFQ due date and time stated herein. There will be a public opening at the Commerce City Hall located at 27 Sycamore Street, Commerce, GA 30529 at the time of the submittal deadline. A Tally Sheet will be available on the City’s website or at request following the deadline.

1.11 TAXES

Selected vendor will be provided with The City of Commerce Sales and Use Tax Certificate of Exemption number upon request.

1.12 VENDOR INFORMATION

All submissions shall include a completed vendor master form and current W-9. Vendors whose place of business is other than the State of Georgia may be required to provide the Purchasing Agent with copies of your state's regulations and/or laws concerning the application of certain vendor preference requirements to vendors whose place of business is in the applicable state. Failure to provide this information will result in the disqualification of the vendor from submitting a Qualifications.

1.13 INSURANCE

Selected vendor will be required to provide proof of liability and workman's compensation insurance before work can begin on this City's project. Workman's Compensation Insurance should be as required by the State of Georgia. General Liability should cover \$1,000,000 per incident. The vendor, if awarded a contract, shall maintain insurance coverage reflecting the minimum amounts and conditions specified by the City. In the event the vendor is a government entity or a self-insured organization, different insurance requirements may apply.

The vendor shall procure and maintain for the life of the Contract/Agreement Worker's Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws. This coverage shall extend to any subcontractor that does not have their own Worker's Compensation and Employer's Liability Insurance. A thirty (30) day notice of cancellation is required and must be provided to the City of Commerce via Certified Mail.

1. TERMINATION

Federal, State, and other Local government agencies may terminate this agreement in the event funds are not appropriated for it in future periods; provided, however, that funds are also not appropriated for equipment or services that replace those contracted for under this agreement. Customer shall be obligated for any future annual period if Company is not notified in writing at least thirty (30) days prior to the beginning for the annual period for which non-appropriation is being claimed.

1.15 ANTI-DISCRIMINATION

By submitting a response to this RFQ, all perspective contractors certify to The City of Commerce they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, in every contract of over \$10,000 the provisions in 1.15.1 and 1.15.2 below apply:

1.15.1 During the performance of this contract, the contractor agrees as follows:

1.15.1.1 The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

1.15.1.2 The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

1.15.1.3 Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

1.15.1.4 The contractor will include the provisions of 1.15.1 above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

1.16 ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

Vendors submitting a response to this RFQ must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b) (1) which is provided with the RFQ package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

1.16.1 The form must be signed by an authorized officer of the firm or their authorized agent.

1.16.2 The form must be notarized.

1.16.3 The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the City of Commerce and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the City of Commerce a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.

1.17 SUBMISSION REQUIREMENTS

To facilitate evaluation of Qualifications please submit the following:

1.17.1 One (1) fully executable electronic copy of the response (in Word or .pdf format) and any Technical Requirements (in Excel format).

1.17.2 Two (2) paper versions of the bid. **The original shall be clearly marked “original”.**

1.17.3 The Qualifications shall be prepared with a straightforward, concise delineation of the vendor’s capabilities to satisfy the requirements of this RFQ.

1.18 ACCEPTANCE

Submission of any Qualifications indicates acceptance of the conditions contained in the RFQ unless clearly and specifically noted otherwise in the Bid.

1.19 CITY GOVERNMENT

The City of Commerce operates under a council-manager form of government. This system of local government utilizes the strong political leadership of elected officials in the form of the City Council. The City Manager is hired to serve the council and the community and to bring the local government the benefits of training and experience in administering local projects and programs on behalf of the governing body. It is anticipated that the vendor may be required to make one or more appearances at City Council meetings to answer questions and present results. The documentation provided in this request for Qualifications is intended to provide a common methodology of development and basic technical skills for Qualifications purposes.

SECTION II - GENERAL CONDITIONS

2.0 PURPOSE

The City of Commerce is issuing this Request for Qualifications (RFQ) for qualified professionals from respondents capable of completing and providing a multitude of engineering services for the City of Commerce. This is intended for Engineering Firms with a strong history in Water and Sewer Capital projects and a record in successfully assisting local governments with preliminary reports, site selection,

final design, construction, administration, and inspection for private, local, and federally funded projects, along with grant writing to obtain such funds. Responding firms should be qualified to provide initial consultation and evaluation, preliminary engineering reports (PER), detailed design, preparation of construction plans and specifications, permitting assistance, bid phase assistance and construction administration, inspection, and final closeout for the specific project.

2.1 CONTRACT CONDITIONS

This request is not an offer to contract or a solicitation of bids. This request and any statement of qualifications or proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive non-compliance with any requirements of this Request for Proposal and to reject any or all proposals submitted in responses. Upon receipt and review of responses, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached.

2.1.1 Plans are to contract, immediately or within the year of selection, a reputable engineering firm for preliminary reports, design and construction administration, inspection and closeout services for an assortment of different development projects. This procurement could include projects under the review of Appalachian Regional Commission, Community Development Block Grants (CDBG-i.e. Immediate Threat and Danger, ITD), Disaster Recovery, Innovative Redevelopment, Employment Incentive Program (EIP), US Department of Commerce Economic Development Administration (EDA) Projects, Georgia Environmental Finance Authority (GEFA), United States Department of Agriculture (USDA), Federal Highway Administration (FHWA), Department of Transportation (DOT) and any other federally funded project in compliance with 2 CFR 200 for Qualifications Based Selection (QBS) and The Brooks Act (Public Law 92-582) enacted October 18, 1972. This procurement action may also lead to additional project contracts and/or contract addendums for PERs, design and construction administration services, for other private, local, State and/or federally funded projects. Submitting firms will be considered, on a project by project basis. Should federally funded opportunities arise during this period, the selected firms must provide an updated SOQ annually upon request.

2.1.2 Future projects may be subject to Federal and State contract provisions prescribed by various State and Federal Agencies. Future federal projects may or may not require Section 3 compliance.

2.1.3 The City also abides by the following laws as they pertain to HUD Assisted Projects: Title VI of the Civil Rights Act of 1964; Section 109 of the HCD Act of 1974, Title 1; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Section 104(b)(2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.

2.2 PROJECT GOALS

Project goals include, but not limited to, survey services, site selection, grant writing services, design services, construction administration services, and other required engineering services.

2.3 ADMINISTRATION

The project will be administered by the City of Commerce through the Accounting Manager being the main point of contact for all questions during the Qualifications period. The **Public Works Director** will be the main point of contact once the project is initiated.

2.4 PROCEDURES & MISC. ITEMS

2.4.1 All questions shall be submitted in writing (e-mail is acceptable) and will be communicated to all firms responding to this RFQ.

2.4.2 All materials submitted in connection with this RFQ will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of the City of Commerce. All such materials shall remain the property of the City of Commerce and will not be returned to the respondent.

2.4.3 All respondents to this RFQ shall hold harmless the City of Commerce, and any of their officers and employees from all suits and claims alleged to be a result of this RFQ. The issuance of this RFQ constitutes only an invitation to present a Qualifications. The City of Commerce reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFQ. The City of Commerce also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFQ is withdrawn or the project canceled for any reason, the City of Commerce shall have no liability to any respondent for any costs or expenses incurred in connection with this RFQ or otherwise.

2.4.4 Failure to submit all the mandatory forms from this RFQ package shall be just cause for the rejection of the qualification package. However, the City of Commerce reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a Qualifications as non-responsive.

2.4.5 Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment less than 30 days, however. Payment will be processed after completion of all construction and the successful testing of all installed products

2.4.6 In case of failure to deliver goods in accordance with the contact terms and conditions, The City of Commerce, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which the City of Commerce may have.

2.4.7 By submitting a qualification package, the vendor is certifying that they are not currently debarred from bidding on contracts by any agency of the State of Georgia, nor are they an agent of any person or entity that is currently debarred from submitting Qualifications on contracts by any agency of the State of Georgia.

2.4.8 Any contract resulting from this RFQ shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of the State of Georgia. The contractor shall comply with applicable federal, state, and local laws and regulations.

2.4.9 It is understood and agreed between the parties herein that the City of Commerce shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

SECTION III - GENERAL REQUIREMENTS

3.0 ENGINEERING CONSULTANT REQUIREMENTS

The successful firm will demonstrate experience in the successful completion of projects of similar size and equipment within the State.

3.1 PROJECT SCOPE

The final scope of services will be developed by the Owner and communicated to eligible firm(s) prior to actual agreement. The Owner will provide additional details and a list of general duties required in Engineering Consulting Services for this Project to the eligible finalist.

3.2 POTENTIAL SERVICES

- 3.2.1 Sanitary sewer lift station and pump station design
- 3.2.2 Sanitary sewer collection system design and construction
- 3.2.3 Sanitary sewer treatment facility design and construction
- 3.2.4 Water/sewer/storm water pipeline design and construction
- 3.2.5 Water storage tank and pump station design and construction
- 3.2.6 Fresh water treatment facility design and construction
- 3.2.7 Drafting, submitting different funding applications along with grant writing
- 3.2.8 Watershed Management
- 3.2.9 Permitting services
- 3.2.10 Providing an effluent meeting limitations established in the NDPEs permit
- 3.2.11 Surveying and site selection
- 3.2.12 Easement plats and legal descriptions
- 3.2.13 Reports, feasibility studies, other studies or assessments
- 3.2.14 Master Planning
- 3.2.15 Structural building design and layout
- 3.2.16 Preliminary design and alternatives analysis
- 3.2.17 Construction management/inspection Services
- 3.2.18 Completion of bid documents and response to bid questions
- 3.2.19 Site/civil engineering
- 3.2.20 Cultural and environmental resource identifications
- 3.2.21 Water and sewer system modeling
- 3.2.22 SCADA, electrical and other technical assistance
- 3.2.23 Facility and/or system security
- 3.2.24 Emergency response planning and implementation
- 3.2.25 Any other services requested by the City of Commerce that falls under firm's scope

3.3 ADDITIONAL SERVICES

- 3.3.1 Performance results of all material testing services, including geotechnical and other testing
- 3.3.2 Services resulting from significant changes in extent of the project or revision of previously accepted concepts, reports, design documents or contract documents revisions
- 3.3.3 Furnishing renderings or models for the City of Commerce use
- 3.3.4 Reports and studies such as design development reports, rate studies, mapping, capital improvement programs, and master planning, etc.
- 3.3.5 Maps and graphics unrelated to a specific project
- 3.3.6 Easement or right-of-way acquisitions and any necessary plats, when related to a condemnation proceeding, or when multiple revisions are required due to owner negotiations
- 3.3.7 Meetings requested by the City of Commerce
- 3.3.8 Preparation of engineering surveys of the construction site to determine topography, elevations, locations, and measurements of existing conditions that will affect the Project design or cost, above and beyond what would reasonably be expected in the design of a project. An example would be surveying for multiple alignments of a sanitary sewer line, due to property owner easement negotiations, or alignment changes due to difficult underground conditions.

SECTION IV – QUALIFICATIONS FORMAT

4.0 QUALIFICATIONS FORMAT

In order to facilitate the analysis of responses to this RFQ, vendors are required to prepare their Qualifications in accordance with the instructions outlined in this section. Each vendor is required to submit the Qualifications in a sealed package. Vendors whose Qualifications deviate from these instructions may

be considered non-responsive and may be disqualified at the discretion of the City of Commerce. Vendors should be sure they have included an **electronic copy** of the response as part of their Qualifications. Instructions relative to each part of the response to this RFQ are defined in the remainder of this section.

4.1 EXECUTIVE SUMMARY AND MANDATORY SUBMITTALS

The Executive Summary portion of the response to the RFQ should be limited to that which is requested highlighting the vendor's Qualifications. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel.

4.2 COMPANY BACKGROUND

Vendors must provide the following information about their company so that the City can evaluate the vendor's stability and ability to support the commitments set forth in response to the RFQ. The City, at its option, may require a vendor to provide additional support and/or clarify requested information. The vendor should outline the company's background, including:

- 4.2.1 Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, email address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately.
- 4.2.2 Identify office from which project will be managed and this office's proximity to the project site. Provide form of ownership, including state of residency, years in operation.
- 4.2.3 Is the offeror a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), joint venture, or other structure?
- 4.2.4 Briefly describe the history and growth of the firm.
- 4.2.5 Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations and staffing of offices.
- 4.2.6 List if the firm has been involved in any litigation in the past five years or currently.
- 4.2.7 Describe your experience with any litigation with Owners and/or Contractors.
- 4.2.8 State if the firm has ever been removed from a service contract, had a contract terminated for default, or failed to complete a contract as assigned.

4.3 EXPERIENCE

The vendor should outline the company's experience, including:

- 4.3.1 Provide professional qualifications and description of experience for principal Consulting Services personnel. At this stage, firms are asked for information on lead staff only, but may list qualifications and experience on more than one lead individual who is qualified and available for proposed project. If the firm is selected as finalist, the Owner will request detailed information on the exact proposed expanded team and their relevant experience. Firms that respond as joint teams will be expected to clearly demonstrate their team members' shared experience, as a joint team, on prior projects of similar magnitude and complexity.
- 4.3.2 Provide information on the firm's Engineering Consulting Services experience on projects of similar type, size, function, and complexity. Describe no less than ten projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided.
 - 4.3.2.1 Project name, location, and dates during which services were performed.
 - 4.3.2.2 Brief description of project and physical description.
 - 4.3.2.3 Engineering services performed by your firm.
 - 4.3.2.4 Federal Grants applied, awarded, and managed.
 - 4.3.2.5 Owner's stated satisfaction level in the Consulting Services and/or overall service
 - 4.3.2.6 Owner contact information.

4.3.3 Include any certifications, industry ratings, and achievement recognitions, etc., to attest to the level of experience and success. Describe innovations that the firm might have introduced or employed to increase project adherence to technical standards.

4.3.4 Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Suitability may include, but is not limited to, the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and any services offered by the firm that may be particularly suitable for this project.

4.4 CLIENT REFERENCES

Vendors should provide at least five (5) client references that are similar in size or complexity to the City of Commerce, located in the state of Georgia. Information should include at the minimum: name of client reference, name of agency, address, telephone, and e-mail.

4.5 BID SHEET

Vendor will supply and submit a **bid sheet** that outlines overall estimated projected cost with hourly rates or submit the firm's standard range of rates of all intended employees that may work or help on this project. Fees for permit submittals and any other potential cost may also be included.

4.6 ADDENDA

If revisions become necessary, the City will provide written addenda to all vendors who have received the RFQ. Said addenda will be posted on the City's website. **All addenda issued by the City must be so noted on any bids that are submitted to the City.** Vendors shall contact the City to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive bid.

SECTION V - SELECTION

5.0 FINAL SELECTION

Following review of all qualified Qualifications, selection of a suitable vendor, and preliminary contract negotiations, the project representative will make a recommendation to the City Council of Commerce. Following approval, the City will complete contract negotiations. The City of Commerce reserves the right to accept the response that is determined to be in the best interest of the City. The City reserves the right to reject any and or all Qualifications. Every vendor submitting a Qualifications must complete the form showing compliance with the **Illegal Immigration Reform and Enforcement Act of 2011, OCGA §13-10-90(b)(1)**. The form is provided with this RFQ.

5.1 EVALUATION METHOD

The City will evaluate all Qualifications deemed responsive to this request by a committee selected by the City of Commerce.

5.1.1 The top three (3) highest scoring finalist firms will be contacted for potential interviews if deemed necessary based upon the project overall cost.

5.1.2 Subsequent interview instructions will follow as needed.

5.2 EVALUATION CRITERIA

Responses to this RFQ will be scored according to the following criteria:

5.2.1 Firm history and mission statement

5.2.2 Familiarity with the community

5.2.3 Key personnel/qualifications & license proof

- 5.2.4 Experience with federally funded projects similar in nature, cost control and list of associated references
- 5.2.5 Current workload and ability to provide proposed services
- 5.2.6 Errors and Omissions Insurance, please provide proof
- 5.2.7 Past and current litigation history, including claims, liens, judgments, and rulings
- 5.2.8 Fee Percentages (if any) associated with the Engineering Report (PER) for the application, and Fee Percentages associated with Design and Construction Administration Services (this may be a percentage range depending on the type and size of the overall project)
- 5.2.9 Statement of Qualifications Form

5.3 NOTIFICATION OF AWARD

The name of the firm selected as finalist will be posted on the Georgia Procurement Registry and the City's website. The Owner will contact the firm selected as finalist and coordinate a time to discuss and potentially negotiate services. Negotiations may then be initiated with the firm to finalize the terms and conditions of the contract, including the fees to be paid. In the event a satisfactory fee agreement cannot be reached with the highest scoring firm, the Owner will formally terminate the negotiations in writing and enter into negotiations in turn with the second highest scoring firm, and so on until a mutual agreement is established and the Owner awards an Engineering Consulting Services contract.

Required Forms for Submission



EXECUTION OF QUALIFICATIONS

DATE: _____

The potential vendor certifies the following by placing an "X" in all blank spaces:

- ___ That this Qualification was signed by an authorized representative of the firm.
- ___ That the potential Firm has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- ___ That all labor costs associated with this project have been determined, including all direct and indirect costs.
- ___ That the potential Firm agrees to the conditions as set forth in this Request for Qualifications with no exceptions.

Therefore, in compliance with the foregoing **Request for Qualifications**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this Qualifications is accepted within sixty (60) days from the date of the opening, to furnish the services/products for the prices quoted within the time frame required. The undersigned offers and agrees to furnish any or all of the items upon which prices are quoted at the price set opposite each item, in the quantities described, delivered to the point(s) specified, in accordance with the terms and conditions set forth herein. The laws of the State of Georgia shall prevail concerning all purchases and services under this contract.

I certify that I have read and understand the terms and conditions herein except as stated below. I further state that I am and/or my company is capable, able to, and will provide the requested products and/or service described herein. I am the owner or agent of the company stated below and am authorized and empowered to contract. By my signature on this RFQ, I/we guarantee and certify that all items included in my bid meet or exceed specifications.

I certify that this quotation is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a quotation for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the quotation and certify that I am authorized to sign this quotation for the Contractor.

Business Contact Representative

Operational Contact Representative

Vendor's Name Federal ID #

Address

Phone Fax

Email

Authorized Signature Date

Typed Name & Title

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public



ADDENDA ACKNOWLEDGEMENT

The vendor has examined and carefully studied the Request for Qualification and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____
Addendum No _____
Addendum No. _____
Addendum No. _____

Authorized Representative/Title (Print or Type) Authorized Representative (Signature) (Date)

Vendors must acknowledge any issued addenda. Qualifications which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.

EVALUATION CRITERIA

1. Firm History & Mission Statement

Points Evaluation Criteria

1-4 Years of experience

2. Familiarity with the community

Points Evaluation Criteria

1-4 Years of working with community and staff

3. Key personnel/qualifications & license proof

Points Evaluation Criteria

1-3 Key personnel and qualifications (licenses included)

4. Experience - Number of federal grant applications awarded and managed (list entity, project scope, total project cost, work performed, cost control and references)

Points Evaluation Criteria

1-4 Quantity awarded, details, and positive references

5. Current Workload

Points Evaluation Criteria

0-2 Quantity of current major projects

6. Errors and Omissions Insurance

Points Evaluation Criteria

0-2 Included / Not included

7. Litigation History and Outcomes

Points Evaluation Criteria

1-4 Subject to discussion and point assignment based on responses

8. Fee percentage (for PER and other administration services)

Points Evaluation Criteria

1-4 Subject to discussion and point assignment following interview (if applicable)

STATEMENT OF QUALIFICATIONS FORM

All information requested is required prior to consideration of any proposal. The undersigned certifies under oath to factual truth and correctness of all information.

1. FIRM NAME:

2. LEGAL ENTITY:

3. ADDRESS:

4. TELEPHONE NUMBER:

5. NAME, TITLE & EMAIL CONTACT OF RESPONDENT:

6. PREVIOUS BUSINESS NAMES:

Years in business present form:

Years in business under any other name:

Date and State of incorporation:

7. Categories for which firm is legally qualified to provide services. Include applicable licenses and registrations.

8. Titles, names, and addresses of all officers:

9. List firms that officers may have been associated with as officers during the past five years.

17. Please indicate if you are claiming Section 3 preference. Include required certifications.

18. Certifying that:

_____ (Name) being sworn deposes and says 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.

Subscribed and sworn before me this _____ day of _____, 20____.

NOTARY PUBLIC (SEAL)

My Commission Expires: