



**REQUEST FOR QUALIFICATIONS**  
**Sanitary Sewer System Improvements**  
**Kinchafoonee Creek WWTP Modifications**

**RFQ #2022-01**

The Lee County Utilities Authority is requesting statements of qualifications in planning, design, and related engineering services for the modifications to the Kinchafoonee Creek Wastewater Treatment Plant. Responding firms should be qualified to provide the above stated and other related services for a period of 2-3 years. Engineers must be professional engineers, registered in the State of Georgia and must prepare the plans in accordance with the Wastewater Discharge Permitting Technical Review Process, including EPD approval.

Lee County seeks an immediate contract for planning, design, and engineering services for the modification of the Kinchafoonee Creek WWTP. If funds are available in subsequent years, this procurement action may also lead to additional project contracts and/or contract addendums for planning, design, and other related services.

For consideration, interested firms must submit their proposals no later than 12:00P.M. on June 15, 2022 to the Lee County Utilities Authority at 905 US Highway 19 South, Leesburg, Georgia 31763.

Engineers are required to examine all maps, plans, drawings, specifications, and data mentioned in the specifications, contracts, or proposals on file with Lee County at 905 US Highway 19 South, Leesburg, Georgia 31763, or at such other location or locations established by Lee County Utilities Authority from time to time with respect to such proposed project. No plea of ignorance of conditions that exist or that may exist after the date of those instructions, or of any conditions or difficulties that may be encountered in the execution of the work under any contract issued hereunder, resulting from the Engineer's failure to make necessary examinations and investigations, shall be accepted as an excuse for any failure or omission on the part of the successful Engineer to fulfill in every detail all requirements of any contract issued hereunder. Nor will such reasons be accepted as a basis for any claims whatsoever for extra compensation, change orders, or an extension of time to complete the required work under the contract issued hereunder.

The Lee County Utilities Authority reserves the right to accept or reject any or all proposals received and/or disregard informalities or irregularities in the proposals received. **There will be no addendums to the contract once the contract has been accepted and signed, unless initiated by LCUA.** LCUA is an Equal Opportunity Employer in accordance with Section 504 of the Rehabilitation Act of 1973, as amended. LCUA does not discriminate on the basis of handicapped state in the administration or operation of its programs.

Any qualifications package submitted unsealed, fax transmissions, email transmissions, or received subsequent to the aforementioned date and time, will be disqualified.

## **Submittal Summary**

Submittals should be provided in three (3) identical copies and include the following items, along with other material to demonstrate Consultant's expertise and capability:

- 1) A brief written description of the Consultant's approach to the project, including estimated timeline
- 2) History of firm and resources
- 3) Key personnel and their qualifications
- 4) Current workload
- 5) Level and scope of services to be provided
- 6) Detailed description of your experience with comparable projects, with list of references
- 7) Methods the Consultant proposes to use to manage the project and communicate with Lee County Utilities Authority and the public as to projects progress, reviews, and conduct of public meetings
- 8) Consultant must also be able to demonstrate willingness to assist with the development of project at local level as well as your mobility and proximity to project area.
- 9) Understanding and design experience of the Kinchafoonee Creek WWTP

## **Submittal Evaluation**

Lee County Utilities Authority staff will evaluate all submittals to determine which consultants have the experience and qualifications that are most suited for this project. If necessary, LCUA staff may request personal interviews with the highest-ranked consultants or may request one or more prospective consultants to submit detailed proposals, which may include the following:

### **Criteria for evaluation of the Statement of Qualifications Proposals**

The SCWSFA Selection Committee will evaluate all firms using the following criteria:

- 1) Qualifications as they relate to the sewer feasibility study (40%)
  - a. Firms experience with similar projects
  - b. Qualifications of proposed key personnel
  - c. Communication skills (ability to easily explain technical information to people of various backgrounds)
  - d. Proof of insurance coverage
- 2) Firm's project understanding and technical approach (30%)
- 3) Apparent ability to provide the required services in a timely manner (15%)
- 4) Firm's reputation for integrity and competence (15%)

## Insurance Requirements

The Lee County Utilities Authority requires insurance coverage as described below. The engineer shall provide an insurance certificate or a statement that the engineer can obtain insurance coverage required by LCUA.

Required Insurance Coverage and Limits		
1)	<b>Worker's Compensation</b>	<b>Statutory</b>
	To the extent permitted by law, a waiver of subrogation in favor of LCUA is required	
2)	<b>Employer's Liability</b>	<b>Minimum of \$2,000,000 per occurrence and \$4,000,000 aggregate.</b>
3)	<b>Commercial General and Contractual Liability</b>	<b>Minimum of \$2,000,000 per occurrence and \$4,000,000 aggregate</b>
	Where the services involve diving, Diver's Liability must be included. LCUA must be named as additional insureds, which coverage shall be primary and non-contributing. A waiver of subrogation in favor of LCUA is required.	
4)	<b>Automobile Liability</b>	<b>Minimum of \$1,000,000 per occurrence and \$1,000,000 per aggregate.</b>
	Must include owned, non-owned, and hired vehicles. If any hazardous substances are transported, must include an MCS-90 endorsement and Motor Carriers Act of 1980 coverage applicable in the jurisdiction where the operations of the insured are performed. LCUA must be named as additionally insured, which coverage shall be primary and non-contributing. A waiver of subrogation in favor of LCUA is required.	
5)	<b>Umbrella Liability</b>	<b>Minimum of \$5,000,000 aggregate.</b>
	In excess of (2), (3), and (4) above.	
6)	<b>Professional Liability</b>	<b>Minimum of \$4,000,000 per claim and \$4,000,000 aggregate.</b>

## Award Process

After extensive review and evaluations, LCUA staff will then provide recommendations to the Utilities Authority Board for final approval. The LCUA will approve and vote to award the most responsive consultant at a public meeting. You are welcome to attend this meeting, although it is not a requirement of award. The successful firm shall submit the following items **within ten calendar days** of written notification of award from LCUA:

- 1) Written certification that the contractor operates a drug free workplace in accordance with O.C.G.A 50-24-1 through 50-24-6
- 2) Non-Collusion Certification
- 3) Completed SAVE Affidavit
- 4) Completed Contractor's Affidavit
- 5) Completed Sub-Contractor's Affidavit, if applicable
- 6) W-9 Form
- 7) Signed contract (prepared by LCUA)

If additional information is needed, please contact Chris Boswell, Utilities Authority General Manager, at (229) 759-6056 or cboswell@lee.ga.us