

RFQ # 19-36
On-Call Engineering Design Services for the Stormwater Management Department
Opening: 3:00 PM, June 5, 2019

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SECTION I - GENERAL OVERVIEW

A. PURPOSE

The Henry County Board of Commissioners is soliciting statements of qualifications to develop a shortlist of pre-qualified firms to provide on-call engineering design services for the Henry County Stormwater Management Department funded projects. This Request for Qualifications will not result in a contract award. Instead, this Request for Qualifications will result in a list of one or more qualified firms who will be eligible to participate in future projects from the Henry County Board of Commissioners. 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.

B. GENERAL INSTRUCTIONS, TERMS, AND CONDITIONS

1. Qualifications Submission

- a. These instructions will bind firms to terms and conditions herein set forth, except as specifically stated otherwise in special contract terms with any individual qualifications. These instructions are to be considered an integral part of the submittals.
- b. Qualification documents may be submitted by mail, common carrier or delivered in person. Fax or electronic submittals are not acceptable. It shall be the duty of each proposer to ensure that their qualification documents are delivered within the time and at the place prescribed in this document. Qualifications received prior to the time fixed in this document will be securely kept unopened. A date/time stamp will be affixed to the envelope/package immediately upon its arrival to the Purchasing Department. Any submittals received at the office designated in this document after the exact time and date specified, will not be considered. If a late submittal is received via carrier, it will be marked "late" and will not be opened. If a late submittal is hand delivered, it will be returned unopened to the presenter.
- c. At the date and time specified for the opening of the qualifications, the submittals shall be publicly opened and the list of respondents will be read aloud.
- d. The documents must be submitted **in a sealed envelope/parcel** and mailed or delivered on or before the date and time stated in this document to:

**Henry County Purchasing Department
140 Henry Parkway
McDonough, Georgia 30253
RFQ # 19-36**

**On-Call Engineering Design Services for the Stormwater Management Department
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- e. The Submittal Checklist must be reviewed and the Proposer is to comply with the order of the submittal of documents. This document along with the cover page (page 1) is to be included with the qualification documents.
- f. The following items are to be submitted:
 - **One (1) unbound clearly marked "Original," of the qualification documents**
 - **Six (6) bound complete copies (not to exceed a 1/2" capacity ring binder) identical to the original qualification documents, and**
 - **One (1) electronic version in PDF format on CD/DVD or USB flash drive identical to the original qualification documents.** The CD/DVD or USB flash drive should be labeled with the RFP number and proposer's name.
- g. All qualification documents must be manually signed and filled out legibly (typewritten or printed in ink) with all changes or corrections initialed by the person signing the proposal.
- h. If descriptive literature is attached to the qualifications, your firm's name must be on all sheets submitted.
- i. All qualifications submitted shall be deemed to have been made with full knowledge of all terms,

conditions, and requirements contained in this request. The failure or omission of any firm to examine any form, instrument or document shall in no way relieve any firm from obligations in respect to the submittal or the compliance of the terms, conditions and requirements of the submittals.

- j. Individual consultants shall provide their Social Security number and proprietorships, partnerships and corporations shall provide their Federal Employer Identification number on page one of this document and a completed W9 form is to be submitted with the qualification documents.
- k. The authorized representative whose signature will appear on the documents submitted certifies that the firm has carefully examined the instructions of this request for qualifications and the terms and specifications applicable to and made a part of this submittal.
- l. Any documentation submitted with or in support of a firm's qualifications shall become subject to public inspection under the Georgia Open Records Act. Labeling such information "Confidential", "Proprietary", or in any other manner shall not protect this material from public inspection upon request. All records become subject to public inspection only after award of the contract or purchase order.

2. Pre-Proposal Conference

The Pre-Proposal Conference or any other information session (if indicated in the schedule of events) will be held at the offices referred to in the "Schedule of Events" of this RFQ. Unless indicated otherwise, attendance is not mandatory; although suppliers are strongly encouraged to attend. However, in the event the conference has been identified as mandatory, then a representative of the supplier must attend the conference in its entirety to be considered eligible for contract award.

3. Clarification and Communication to County Concerning Request for Qualifications

- a. From time to time, the Purchasing Department may have to release written changes to a solicitation. These formal written changes are called addendum or if multiple, Addenda. **It is the responsibility of the Proposer to ensure that they have all applicable addenda prior to the qualifications submission. Therefore, we encourage all Proposers to frequently review the County's website: henrycounty-ga.com/purchasing** All addenda forms must be signed and submitted with the qualifications. **Failure to respond and acknowledge any addenda or requests for clarification, even after the qualifications opening, shall result in a non-responsive qualifications.**
- b. The successful firm's qualifications and all addenda will become a part of the agreement resulting from this document.
- c. Proposers seeking an award of a Henry County contract **shall not** initiate or continue any verbal or written communication regarding a solicitation with any County officer, elected official, employee or other County representative without permission of the Purchasing Department between the date of the issuance of the solicitation and the date of the final contract award by the Board of Commissioners. Violations will be reviewed by the Purchasing Director. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business shall be disqualified from consideration for award. **EXCEPTION** to the above would be emailing request for clarification and/or questions to the Purchasing Department – henrycountyrfp@co.henry.ga.us. (These requests will be answered in an addendum. Please see schedule of events.)

4. Qualifications and Contract Documents

- a. Documents executed by an attorney or agent on behalf of the firm shall be accompanied by an authenticated copy of the Power of Attorney or other evidence of authority to act on behalf of the proposer.
Corporation: If the Proposer is a corporation, the qualifications must be submitted in the name of the corporation, not simply the corporation's trade name. In addition, the documents shall be

signed by an officer of the corporation.

Partnership: If the Proposer is a partnership, all partners must sign the bid. If all the partners do not sign the bid, then the names of all those except limited partners must be furnished on the bid and evidence of the authority of the signer(s) to execute the bid on behalf of the partnership.

Limited Liability Company (LLC): If the Proposer is a limited liability company, the authorized agent having authority to bind the limited liability company must sign the bid documents.

Sole Proprietorship or Individual: If the Proposer is a sole proprietor or individual, a signature is required on all bid documents by that individual.

- b. The contract documents consist of this Agreement, Specifications and Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement. These form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated Agreement between the parties hereto and supersedes prior negotiations, representation or agreements, either written or oral.
- c. Contract Term – The time period of the agreement, if any is formed from this bid, will be determined after the review and evaluation of the Time Line Schedules submitted by the successful Consultant.

5. Alterations of Solicitation and Associated Documents

Alterations of County documents are strictly prohibited and will result in automatic disqualification of the proposer's solicitation response.

6. Cost Incurred by Vendors

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

7. Design, Standards and Practices

Design, strength, quality of materials and workmanship must conform to the industry acceptable standards of engineering practices and/or professional services.

8. Non-collusion

By submitting a qualifications in response to this solicitation, the proposer represents that in the preparation and submission of this qualifications, said Proposer did not either directly or indirectly, enter into any combination or arrangement with any person, Proposer, Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section I or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 – 68.6 through 59.68.8). Collusion and fraud in qualifications preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

9. Nondiscrimination

Notwithstanding any other provision of this Agreement, during the performance of this Agreement Contractor, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration of this Agreement does hereby covenant and agree, as a covenant running with the land, that:

- a. No person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination;
- b. In the production of the vehicle(s), and the furnishing of services therein or thereon, no person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, or denied the benefits of, such activities, or otherwise be subjected to discrimination.

10. Drug Free Workplace Certification

By signing the Supply Service Contract form, the Contractor certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the “Drug-free Workplace Act”, have been complied with in full. The undersigned further certifies that:

- a. A drug-free workplace will be provided for the Contractor’s employees during performance of the contract; and
- b. Each Contractor who hires a subcontractor to work in a drug-free work place shall secure from that subcontractor the following written certification:
“As part of the subcontracting agreement with (Contractor’s name), (Subcontractor’s name) certifies to the Contractor that a drug-free workplace will be provided for the subcontractor’s employees during the performance of this Contract pursuant to Paragraph (7) of Sub-section (b) of Code Section 50-24-3”.
- c. The Contractor further certifies that he will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.
- d. Contractor may be suspended, terminated, or debarred if it is determined that:
 - (1) The Contractor has made false certification hereinabove; or
 - (2) The Contractor has violated such certification by failure to carry out the requirements of the Official Code of Georgia Section 50-24-3.

11. Georgia Security and Immigration Compliance Act

Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the successful Contractor understands and agrees that compliance with the requirements of O.C.G.A.13-10-91 and Georgia Department of Labor Rule 300-10-02 are conditions of this qualifications and contract document. The Contractor further agrees that such compliance shall be attested by the Contractor and any of his Subcontractors by execution of the appropriate Affidavit and Agreement which will be included and become a part of the Agreement between Henry County and the successful Contractor.

12. Systematic Alien Verification for Entitlements (SAVE) Program

Since a contract has been deemed a “public benefit,” the contractor or other party to the contract must be run through the federal Systematic Alien Verification for Entitlements (SAVE) Program. This program requires that local government verify the legal status of non-U.S. citizens who apply for certain benefits. The contractor must execute a SAVE affidavit attesting that either he or she is a U.S. citizen or legally qualified to receive the benefit. If the contractor is not a U.S. citizen, then the local government has to run that contractor through the SAVE system. Only non-U.S. citizens can be processed through the SAVE program.

13. Supplier Inclusion Program

Small, local, veteran-owned, Disadvantaged Business Enterprise (DBE), and female-owned business enterprises are encouraged to participate in the solicitation process. Please see the Supplier Inclusion Program form for a description of each of these type businesses.

14. Discounts

Cash discounts for early payment (i.e. 2%-10) or Net 30 terms should be shown separately, even if terms are Net.

15. County’s Tax Exemption

Henry County is exempt from Federal Excise Tax or Georgia Sales Tax with regard to goods and services purchased directly by Henry County. Exemption certificates furnished upon request.

16. Award of Contract

- a. Henry County desires to complete the award process in a timely manner. Henry County reserves the right to reject or accept any or all qualifications, whole or any parts hereof, by item or group of items, by section or geographic area, or make multiple awards and be the final approval of qualifications(s) selection which would be the most advantageous to the County with price and other factors considered. Henry County may elect to waive any technicalities. The qualifications will be awarded highest scored proposer(s), if awarded. The qualifications specifications and results will be available on the County's website: henrycounty-ga.com/purchasing
- b. Henry County reserves the right to reject any qualifications if the evidence submitted by or investigation of, the proposer fails to satisfy the County that the proposer is properly qualified to carry out the obligations of the Contract. If the successful proposer defaults on their qualifications, an award may be made to the next low responsive and responsible proposer.

Responsibility - The determination of the proposer's responsibility will be made by the County based on whether the proposer meets the following minimum standard requirements:

- Maintains a physical location presence and permanent place of business.
- Has the appropriate and adequate technical experience required.
- Has adequate personnel and equipment to perform the work expeditiously
- Able to comply with the required or proposed delivery and installation schedule.
- Has a satisfactory record of performance.
- The ability of proposer to provide future maintenance and service for the use of the contract under consideration.
- Has adequate financial means to meet obligations incidental to the work.
- Such other factors as appear to be pertinent to either the qualifications or the contract.

Responsiveness - The determination of the proposer's responsiveness will be made by the County based on a consideration of whether the proposer has submitted complete qualifications documents meeting qualifications requirements without irregularities, excisions, special conditions, or alternatives qualifications for any item unless specifically requested in the qualifications solicitation.

- c. Henry County is subject to making records available for disclosure after the Board of Commissioners approval of the recommendation. The award shall be made by the Board of Commissioners of Henry County unless the lowest, qualified bid is less than the Board of Commissioners' approval limit. No claim shall be made by the selected Consultant for loss of profit if the contract is not awarded or awarded for less work than is indicated and for less than the amount of the qualifications. The total of the awarded contract shall not exceed the available funds allocated for the qualifications project.

17. Indemnification

- a. The vendor that is selected as the contractor shall, at its own expense, protect, defend, indemnify, save and hold harmless Henry County and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that Henry County and its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the contractor or its employees, servants, agents or subcontractors that may arise out of the agreement.
- b. The contractor's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the County, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the contractor.

18. Controlling Law, Venue

Any dispute arising as a result of this qualifications and/or an Agreement which was created from the

terms, conditions and specifications of this document or their interpretation, litigation shall only be entered into and shall be performed in Henry County, Georgia. This Agreement shall be governed by the applicable laws of the County of Henry and the State of Georgia. Any dispute arising out of the agreement, this qualifications solicitation, its interpretations, or its performance shall be litigated only in the County of Henry Judicial Courts.

19. Contractor as Independent Contractor

In conducting its business hereunder, Contractor acts as an independent contractor and not as an employee or agent of County. The selection, retention, assignment, direction and payment of Contractor's employees shall be the sole responsibility of Contractor.

20. Assignment

The Agreement, in whole or any part hereof, created by the award to the successful contractor shall not be sold, not be assigned or transferred by Contractor by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of Contractor, or with a business entity which is merged or consolidated with Contractor or which purchases a majority or controlling interest in the ownership or assets of Contractor without the prior written consent of Henry County.

SECTION II - SPECIFICATIONS

A. SCOPE OF WORK

The Henry County Board of Commissioners is soliciting statements of qualifications to develop a shortlist of pre-qualified firms to provide on-call engineering design services for the Henry County Stormwater Management Department. Shortlisted firms will be forwarded project specifications on an as needed basis and award of each project will be to the lowest responsive and responsible bidder. On-call Engineering Services will be for the following:

1. Culvert and Pipe Replacement

- a. The qualified consultant shall provide design services and develop engineering plans for the construction of a database including mapping, hydrology and hydraulic analysis for roadway structures, concept plans, utility plans, preliminary and final plans, right of way plats including staking. The consultant shall be pre-qualified by GDOT in the following Highway Design Roadway area classes: 3.03, 3.07, 3.09, 3.12, and 3.13.
- b. The consultant shall perform all work to obtain projects limits, including but not limited to, U.S. Army Corps of Engineers 404, Federal Emergency Managements Agency (FEMA) approvals, and Georgia Environmental Protection Department.
- c. The consultant shall secure all necessary permits including those required by Georgia DOT and U.S. Army Corps of Engineers.
- d. All plans shall meet GDOT's Plan Presentation Guide.
- e. Construction plans shall include all required construction quantities in accordance with the GDOT Standards and Specifications and itemized using the GDOT Pay Item Index.
- f. Right-of-way plats shall show each affected property with owner's name, Parcel ID number, tax map identification number, and require rights-of-way area with legal description. All requirement easements (construction, driveway, permanent drainage and temporary) shall be shown. Plats shall be prepared for each individual parcel involving required right-of-way and/or required easements to construct the project as described in the GA DOT Plan Presentation Guide.
- g. All drafting and design work performed on the project shall be done utilizing Micro station and Caice/In Roads software respectively, and shall be organized as per the GA DOT'S Guideline on Electronic File Management.
- h. Demonstrated experience in the development and design of successful drainage projects is preferred.

B. SELECTION METHOD

1. Selection of Shortlist

Based on the Statements of Qualifications submitted in response to this RFQ, the Evaluation Committee will identify the most qualified firms based upon individual rankings.

2. Finalist Notification

Firms selected as finalists will receive notification from Henry County. Criteria for the remainder of the selection process will be communicated in the Finalist Notification

3. Interview

Each finalist firm shall be notified of the place, date and time for an interview session. Interview instructions and requirements of the finalists will be provided. All members of the Evaluation Committee will be present during the interviews. **Firms shall not address any questions prior to the interview to anyone other than the Purchasing Department, at the email address provided in this solicitation.**

4. Final Selection

Upon completion of the selection process by the Evaluation Committee, the firms will be ranked in descending order of recommendation using the sum of individual rankings from the Evaluation Committee members. The committee will select the most qualified firm(s) to provide the most favorable combinations of experience, qualifications, management, and proven ability to produce deliverables “on time and within budget”.

C. CONTRACT TERMS

The initial contract term shall be one (1) year from the date of execution. The contract may be renewed for two (2) additional one (1) year periods. Renewal of the contract, if applicable, into the second or third year will be made sixty (60) days prior to the expiration date. If needed, the annual contract will be extended 90 days or for such period beyond the contract expiration date as it may be necessary to afford the County a continuous supply of the item(s). Should the bidder or the County not desire to renew the contract, new bids will be solicited for the purpose of establishing a new contract.

D. INSURANCE REQUIREMENTS

General insurance requirements shall be applicable to the Contractor and any authorized subcontractor. Insurance requirements shall be based on conditions in place as of the date of the Contract's execution. Insurance companies must be licensed by the Georgia Department of Insurance and the Georgia Secretary of State to do business in the State of Georgia. The County reserves the right to require adjustments in the level of coverage or waive any or all requirements based on information pertinent to this Contract.

The following requirements shall also be applicable to the Contractor:

- a. Evidence of insurance must be provided to the Purchasing Department, 140 Henry Parkway, McDonough, Ga. 30253, within five days of execution of this contract and prior to commencing operations under this Contract;

The certificate holder is to be issued to:

Henry County Board of Commissioners

Henry County, Georgia

but delivered to:

Henry County Purchasing Department

140 Henry Parkway

McDonough, Georgia 30253

The Bid Package number and project name should be referenced in the description of operations. The certificates may be faxed to the Purchasing Department at 770-288-6027.

- b. Any change in coverage or insurance carrier must be reported to the County's Purchasing Office in writing within five business days of the change.
- c. Failure of any Contractor to procure and maintain the required insurance shall not relieve the Contractor of any liability under the Contract, nor shall these requirements be construed to conflict with the obligation of the Contractor concerning indemnification;
- d. Any and all insurance required by this Contract shall be maintained during the entire term of this Contract;
- e. The County shall, without exception, be given no less than thirty (30) days notice prior to

- cancellation for any and all reasons other than non-payment of premium; and
- f. The County shall, without exception, be given immediate notification in the event of cancellation for reasons of non-payment of premium.
- g. The Contractor shall procure and maintain insurance coverage in the following particulars:

Workers Compensation Insurance

In the amounts of the statutory limits established by the General Assembly of the State of Georgia (A self-insurer must submit a certificate from the Georgia Board of Workers compensation stating that the Contractor qualifies to pay its own workers compensation claims.) In addition, the Contractor shall require that all subcontractors occupying the premises or performing the work under the contract to obtain an insurance certificate showing proof of Worker Compensation Coverage with the following minimum coverage:

Georgia Statutory including Employers Liability	
Bodily injury by Accident – each employee	\$100,000
Bodily injury by Disease - each Employee	\$100,000
Bodily injury by Disease – policy limit	\$500,000
<u>Commercial General Liability</u>	
Each Occurrence Limit	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
<u>Automobile Liability</u>	
Combined Single Limit	\$1,000,000
<u>Professional Liability Limit</u>	
	\$1,000,000

SECTION III - SUBMITAL FORMAT

INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

The Statements of Qualifications must be submitted in accordance with the “General Instructions, Terms, and Conditions” and must be responsive to all requested information. **All** information should be submitted in **one (1)** unbound clearly marked “**Original,**” **six (6) bound complete copies** and **one (1) electronic copy** in CD or DVD format (as Adobe PDF files or as Microsoft Word or Excel formats) of the qualifications documents are to be submitted. All submittals must be on standard (8 ½” x 11”) paper and manually signed and filled out legibly (typewritten or printed in ink) with all changes or corrections initialed by the person signing the submittal. The pages of the qualification submittals must be numbered. Any exhibits, affidavits or other enclosure information called for may be included with the required forms in the Appendix section. Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project.

A table of contents should be next, followed by dividers separating each of the following sections:

Section 1 – Description and Resources of Firm

- a. Transmittal Letter - A signed letter of transmittal briefly stating the respondent's understanding of the request for qualifications, a statement why the respondent believes itself to be best qualified to perform On-Call Engineering Services for Henry County, and a statement confirming the respondent's commitment to enter into a contract and perform work assigned as a result of this RFQ.
- b. Provide basic company information: company name, address, name of primary proposing contact, telephone number, fax number, e-mail address, and company website (if available). If the firm has multiple offices, the qualifications statement shall include information about the parent company and branch office separately. Identify office from which project will be managed. Provide form of ownership, including state of residency or incorporation, and number of years in business.
- c. Briefly describe the history and growth of your firm(s). Provide general information about the firm’s personnel resources, including disciplines and numbers of employees and locations and staffing of offices. Provide backlog curve and availability charts for the Project Manager and any other key personnel.
- d. References - Provide a minimum of three clients, addresses, and contact persons for whom similar services have been performed.
- e. Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with clients. List any active or pending litigation and explain. List any indictments the firm/principals have been issued.
- f. Provide a Statement of Disclosure, which will allow Henry County to evaluate possible conflict of interest. Respondents must provide, in their own format, a statement of all potential legal or otherwise significant conflict of interest possibly created by the respondents being considered in the selection process or by the respondent’s involvement in the project. Respondents should provide information as to the nature of relationship(s) with parties in such potential conflict.
- g. Provide name of insurance carrier, types and levels of coverage, and deductible amounts per claim.
- h. Has the firm ever been removed from a contract or failed to complete a contract as assigned?

Section 2 – Experience and Qualifications

- a. Provide professional qualifications and description of experience for principal project staff, including those of the staff that will lead in the stakeholder involvement and community engagement efforts. The project manager’s resume must be included. *(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 are being proposed for services to Henry County. **If the firm is selected***

as a finalist, Henry County may request detailed information on the exact proposed expanded team and their relevant experience.)

- b. Provide information on the firm's experience with projects of similar type, size, function and complexity. Describe no more than ten (10) and no less than five (5) accounts, in order of most relevant to least relevant, which demonstrates the firm's capabilities to perform services for Henry County. For each account, the following information should be provided.
 - (1) Client name, location and dates during which services were performed.
 - (2) Clear description of overall project and services performed by your firm.
 - (3) Exact length of service performed by your firm and overall project budget.
 - (4) Client's stated satisfaction in service of your firm. (Include letters from clients if available)
 - (5) Client(s) current contact information.
 - (6) Letters of reference from at least two (2) of those clients for whose projects were of similar size and scope. (Letters of reference should describe the work completed and contain some specific examples on how quality products were delivered on schedule and within budget.)
- c. Provide a one (1) page Organization Chart.
- d. Provide proof of GDOT Highway Design Roadway pre-qualifications have been met for the respective area classes. A copy of the firm's "Notice of Professional Consultant Qualifications" must be submitted. The Notice must be current by the deadline stated for this RFQ.
- e. Provide any information that may serve to differentiate your firm from other firms in ability for and approach to the type of design services. Furnish evidence of the firm's fit to the needs of Henry County and any special or unique qualifications for this type of design work. Supply current and projected workloads, and logistical capabilities for working in proximity to project location.

Section 3 – Experience

- a. List similar projects performed in the last five years with a brief narrative of each project, client, services provided by consultant, value of services, current status on date of completion, project management, client's project manager and phone number. Include a statement as to why it is considered a similar project.
- b. Include your firm's specific abilities and expertise to provide the required professional services and qualifications related to the proposal requirements.

Section 4 – Quality Assurance

Provide description of firm's quality assurance/quality control processes to ensure accuracy and integrity of services in the timely delivery of projects while avoiding mistakes and obstacles. Show personnel needed to implement this phase..

Section 5 - Documents and forms required by the County

Please provide all other documents and forms not included in the above sections.

SECTION IV– EVALUATION AND SELECTION CRITERIA

Henry County’s selection of a firm shall be based upon the demonstrated competence and qualifications of the firms to provide the type of service required. Each proposal will be evaluated and scored through a process by the County’s staff.

The Proposer’s submittal must fully address the requirements listed in this solicitation and the Firm’s degree of experience, knowledge, and ability to provide experienced and qualified support staff. The proposal is not to have any exclusions, conditions or provisions applied to the aforementioned request. It is the County’s intention to select a firm which is the most qualified to meet the County’s needs. The award shall be based on but not limited to the following factors:

RFQ EVALUATION CRITERIA	Scoring Value Maximum Points
<p><u>Experience</u> List of similar projects performed in the last five years with a brief narrative of each project, client, services provided by consultant, value of services, current status on date of completion, project management, client’s project manager and phone number. Include a statement as to why it is considered a similar project.</p> <p>Basis of Evaluation</p> <ul style="list-style-type: none"> • Relationship of Experience to this project as it relates to size, quality and relevance. • Experience following State regulations and requirements. • Information should be complete. • Information should be in a clear and concise manner. 	45
<p><u>Qualifications</u> List of key personnel including project manager along with resumes. Identify person who on a day-by-day basis will be responsible for the work. Identify the key personnel necessary for implementing the project. Describe how key personnel will be involved in project. Describe availability of project manager and key personnel for this project</p> <p>Basis of Evaluation</p> <ul style="list-style-type: none"> • Quality and relevant experience to project and the County goals. • Does description include all categories and how personnel function within categories? • Are all potential categories included? 	40
<p><u>Quality Assurance</u> Provide description of firm’s quality assurance/quality control processes to ensure accuracy and integrity of services in the timely delivery of projects while avoiding mistakes and obstacles. Show personnel needed to implement this phase.</p> <p>Basis of Evaluation</p> <ul style="list-style-type: none"> • Our personnel listed adequate to implement quality assurance/quality control. • Information should be in a clear and concise manner. 	15
MAXIMUM SCORING POINTS TOTAL	100
<p>Oral Presentation and Product Demonstration - At its sole discretion, the Evaluation Committee made up of County employees may require an interview/presentation before the final selection and award to a Firm. Submittal of material and information during an interview/presentation could add up to 15 additional points to the total score of the Firm.</p>	15 (possible additional points if an oral presentation is requested)

The Scoring Formula for the above Scoring Value Maximum Points is as follows:	
Excellent	.75 - 1.00
Good	.50 - .74
Fair	.25 - .49
Poor	0 - .24
Multiply scoring formula by possible scoring value maximum point allotment. <i>Example:</i> If you score a firm .6 (Good) on Relevant Experience and multiply .60 x 30 (maximum scoring points), this would equal to 18 points.	

Best and Final Offer Process represents an optional step in the selection process and may be used when:

- a. No single response addresses all the specifications.
- b. The cost submitted by all proposers is too high.
- c. The scores of two (2) or more proposers are very close after the evaluation process.
- d. All proposers submitted responses that are deficient in one or more area.

Henry County reserves the right to remove the high score and the low score for each offer if deemed necessary.

SECTION V –HENRY COUNTY FORMS AND BID PRICE SHEETS

**Henry County
Standard Contract Form**

Solicitation Title		Solicitation Number	Contract Number
1. This Contract is entered into between Henry County and the Contractor named below:			
Henry County		(hereafter called County)	
Contractor's Name		(hereafter called Contractor)	
2. Contract to Begin:	Date of Completion:	Renewals:	
3. Lump Sum Amount of this Contract (if applicable)	Fee Represented as a Percentage Of Designated Cost (if applicable)	Revenue Represented as a Percentage of a Designated Lump Sum or Income Stream (if applicable):	Annual Contract Price Agreement (if applicable)
4. The parties agree to comply with the terms and conditions of the following documents which are by this reference made a part of the Contract:			
1: All Terms, Conditions and Statements of Work Included in Solicitation and Addendum (referenced above)			
2: Bid or Proposal Submitted by Contractor along with Contractor's Final Response			
3: Fee/Cost Submitted by Contractor			
4: All Other Documentation Required in Solicitation			
IN WITNESS WHEREOF, this Contract has been executed by the parties hereto.			
5.			
Contractor			
Contractor's Name <i>(If other than an individual, state whether a corporation, partnership, etc.)</i>			Federal Identification No.
By <i>(Authorized Signature)</i>		Date Signed	
Printed Name and Title of Person Signing			
Address			
Telephone Number		E-mail Address	
6.			
Henry County			
Chair or Designee			
By <i>(Authorized Signature)</i>		Date Signed	
Printed Name and Title of Person Signing			
Address			
140 Henry Parkway, McDonough, Georgia 30253			

CERTIFICATION FORM

I, _____, being duly sworn, state that I am _____ (title) of _____ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the Request for Qualifications is full, complete and truthful.

I further certify that the proposer and any principal employee of the proposer has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the proposed has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract and further, that the proposer is not now under any notice of intent to default on any such contract.

I acknowledge, agree and authorize and certify that the proposer acknowledges, agrees and authorizes, that Henry County may, by means that it deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the County may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing Henry County to award a contract.

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, Henry County. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C §§1001 or 1341.

Printed Name

Signature

Sworn and subscribed before me

This _____ day of _____, 20____.

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____

BID AUTHORIZATION AFFIDAVIT

STATE OF GEORGIA
COUNTY OF HENRY

BEFORE ME, the undersigned authority a Notary Public in and for the State of _____, on this day personally appeared _____ who, after having first been duly sworn, upon oath did depose and say; that the forgoing bid submitted by _____ hereafter called "Bidder" is duly authorized agent of said company and that the person signing said bid has been duly authorized to execute the same. Bidder affirms that they are duly authorized to execute this Agreement, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

The undersigned certifies that the bid prices contained in this bid have been carefully checked and are submitted as correct and final and if bid is accepted, agrees to furnish the articles and/or services listed and offered in this document at the prices and terms stated, subject to the conditions and specifications of this Request for Bid.

Bidder Information:

_____	_____
(Company)	(Signature)
_____	_____
(Address)	(Printed Name)
_____	_____
(City, State, Zip)	(Title)

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ day of _____ 20____

Notary Public in and for the State of _____

(Seal)
(FAILURE TO SIGN THIS SECTION SHALL DISQUALIFY YOUR RESPONSE)

NON-CONFLICT OF INTEREST

By submitting an offer in response to this solicitation, the Firm represents that in the preparation and submission of this qualifications, said Firm did not either directly or indirectly, enter into any combination or arrangement with any person, Proposer, Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section I or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 – 68.6 through 59.68.8). Collusion and fraud in qualifications preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

_____ (Officer of Firm) certifies that to the best of our knowledge, no circumstances exist which shall cause a conflict of interest in performing services for Henry County, and that no company or person other than bona fide employees working solely for our firm has been employed or retained to solicit or secure an agreement resulting from this request for qualifications.

Signature: _____

Print Name: _____

Title: _____

Firm Address: _____

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT
AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the Henry County Board of Commissioners has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization/ E-Verify User Identification Number

Date of Authorization

Name of Contractor

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, ____, 202__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC

My Commission Expires:

SAVE AFFIDAVIT

REQUIRED FOR LOCAL GOVERNMENT THAT MUST BE EXECUTED BY ANYONE ENTERING INTO A CONTRACT WITH A LOCAL GOVERNMENT

STATE OF GEORGIA
HENRY COUNTY

By executing this affidavit under oath, as an applicant for a Henry County, Georgia contract as referenced in O.C.G.A. § 50-36-1 and the August 1, 2010, "Report of the Attorney General on Public Benefits," I am stating the following with respect to my ability to enter into a contract with Henry County:

[Name of natural person applying on behalf of individual, business, corporation, partnership or other private entity]

As a representative of: _____
(Name of the business, corporation, partnership, or other private entity)

- 1) _____ I am a United States citizen
OR
2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20.

This ____ day of _____, 20____.

Signature of Applicant: _____

Printed Name: _____

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20__

Notary Public
My Commission Expires:

***Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien," legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:
Alien Registration number for non-citizens: * _____

SUPPLIER INCLUSION PROGRAM

Small, local, veteran-owned, Disadvantaged Business Enterprise (DBE), and female-owned business enterprises are encouraged to participate in the solicitation process. In order to give recognition to these type of business classification, please check all which apply:

Small Business

Small businesses are defined by size standards and can be found in Title 13 of the Code of Federal Regulations (CFR), Part 121, and are broken down by the different categories of business enterprises.

Local Vendor

Local vendors, as defined in the Henry First Initiative, must operate and maintain a regular place of business within the geographical boundaries of Henry County, must have a current occupational tax certificate, must have paid all real and personal taxes owed the County and must certify its compliance with the Georgia Security and Immigration Act.

Veteran-Owned Business

A veteran-owned business is a business in which a veteran owns a minimum of 51% of the business and also holds the highest position at the company and is active in the daily management and strategic direction of the company. Title 38 of the Code of Federal Regulations defines a veteran as “a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable.” This definition explains that any individual that completed a service for any branch of armed forces classifies as a veteran as long as they were not dishonorably discharged.

DBE Business

DBE businesses, as defined by the Georgia Department of Administrative Services, shall be certified by the Georgia Department of Transportation and shall consist of five (5) minority groups:

- Asian American
- Native American
- African American
- Hispanic/Latino
- Pacific Islander.

Female Owned Business

A female-owned business is a business in which a female owns a minimum of 51% of the business and also holds the highest position at the company and is active in the daily management and strategic direction of the company.

None of the Above Applies

Company's Name

Date

Authorized Representative's Name (Print or Type)

Authorized Representative's Signature

RFQ # 19-36
On-Call Engineering Design Services for the Stormwater Management Department
Opening: 3:00 PM, June 5, 2019

CHECKLIST FOR RFQ DOCUMENTS

Failure to include all required documents will result in submittals being removed for consideration for award.

<u>DOCUMENTATION DESCRIPTION</u>	Please check
Any Required Documents cited in RFQ Specifications	<input type="checkbox"/>
<i>Forms:</i>	
Solicitation Form (Page 1 of this Document)	<input type="checkbox"/>
Addendum Cover Sheet(s) (If applicable.)	<input type="checkbox"/>
Certification Form	<input type="checkbox"/>
Bid Authorization Affidavit	<input type="checkbox"/>
Non-Conflict of Interest	<input type="checkbox"/>
Supplier Inclusion Program	<input type="checkbox"/>
RFQ Documents Submittal Checklist/Addenda Acknowledgement (this page)	<input type="checkbox"/>

ADDENDA ACKNOWLEDGEMENT

Failure to acknowledge any addenda will result in a non-responsive bid.

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

Addendum No.		Dated
Addendum No		Dated
Addendum No.		Dated
Addendum No.		Dated

This affirms that all documents are included with the proposer's RFQ package.

 Company's Name

 Date

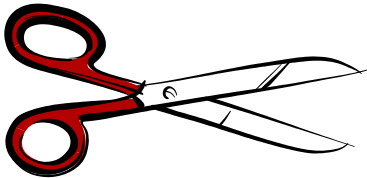
 Authorized Representative's Name
 (Print or Type)

 Authorized Representative's Signature

REQUEST FOR QUALIFICATIONS LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF RFQ PACKAGE

*This label **MUST** be affixed to the outside of the envelope or package, even if it is a “No RFQ” response. Failure to attach the label may result in your bid being opened in error or not routed to the proper location for consideration. No RFQ will be accepted after the date and time specified.*



REQUEST FOR QUALIFICATIONS ENCLOSED

RFQ # 19-36

On-Call Engineering Design Services for the Stormwater Management Department

Due 3:00 PM/June 5, 2019

Vendor Name

Address

City, State, Zip Code

DELIVER TO: Henry County Purchasing Department
140 Henry Parkway
McDonough, GA 30253