

CITY OF AMERICUS
REQUEST FOR PROPOSALS /QUALIFICATIONS
ENGINEERING SERVICES
RFP NUMBER 2020-001



Proposal Release Date: July 9, 2020

Proposal Due Date: August 4, 2020

Proposal Requirements

Proposal/Qualification Overview

The City of Americus GA, population of approx. 17,000 is requesting proposals from qualified engineering professionals for engineering services. Services to be provided include assisting the City in reviewing and making recommendations on construction plans, site development plans, technical review assistance for hydrology and soil erosion and sedimentation, grading and drainage review, shared land markings, bike lanes and buffered bike lanes as well as shared use paths. In addition, the consultant will be responsible for periodically assisting in minor updates to regulations and other related ordinances, as needed. The consultant shall be required to meet monthly with the Keffery McCuller, Street Superintendent and the Public Works Director to review the status of projects. All consultants must comply with all general and special instructions listed in the RFP.

Project Management & Team

The proposal shall state who the principals of the firm are, who from the firm will be assigned to review plan requests. Name and contact information, experience, education and qualifications of the Consultant's designated Project Manager and Team for this project.

Fees

The consultant is asked to submit a proposal, which details the services the consultant will provide in reviewing plans. The proposal shall detail how the consultant will charge for said services, ie. flat fee per plan or hourly rate and what those rates will be. The proposal shall require a billing process that is convenient and easy for the City to track projects.

Technical Experience

Indicate areas of services in which the Consultant is qualified. Provide information on the firm's experience on projects of similar size, function, and complexity for five (5) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the service. Project name, location, owner's contact, dates during which services were performed and photographs of the project with a brief description of project. List the names and roles of proposed team members, if any, who participated in these projects. Any letters of reference/recommendation about the firm's performance on the project may be included in the appendix.

The City will choose a consultant based on the thoroughness of their proposal, qualifications, time schedule, and cost. The consultant must have a thorough knowledge of current state and local regulations and best management practices in regard to bike lanes, buffered bike lanes, shared lane markings, and shared use paths and related engineering related solutions to streets, bike lanes, stormwater control, soil and erosion control, and other development construction issues. Demonstrated experience with bike lanes shall be considered highly desirable. Strong consideration shall also be given for firms that show a proven track record of thorough reviews with a quick turn-around. The City reserves the right to accept or reject any or all proposals or to take any actions which are in the best interest of the City. The City also reserves the right to negotiate final details of a proposal with a consultant.

Questions regarding bids should be submitted no later than Monday, August 3, 2020 and directed via email to: City of Americus City Clerk Paula Martin; pmartin@americusga.gov

Selection Method

This Request for Qualifications will result in contract award for assistance in finalizing project lists as well as project management of those identified projects. 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 Evaluation Committee will review all Request for Qualifications received and determine a ranking based on the information provided. After each member of the Evaluation Committee reviews and ranks the Request for Qualifications, the evaluation committee member ranking related to each Request for Qualifications will be averaged and the Request for Qualifications with the highest averaged ranking will have the most favorable scoring.

Submission of Proposals

Deadline: Sealed proposals must be submitted no later than 2:00 p.m., *Tuesday, August 4, 2020*, at which time said sealed request for proposals will be publicly opened. Submittals after this time and date will be marked unopened. Proposals/Qualifications shall be submitted to Office of the City Clerk, 101 W. Lamar Street Americus, GA 31709.

Submittal and Number of Copies: Five (5) complete copies of the submittal will be required. One (1) copy of expansive materials covering the general qualifications and background of the responding firm or team is acceptable.

Submittals should be marked on the outside with the RFQ #001 and company name. Bidders must also include one submittal version on CD- ROM or flash drive in PDF format. Do not send electronic copies via email or fax.

Additional Required Information that is not part of the four (5) page limit.

Licensing: Firm MUST have all the necessary, valid and current licenses to do business in the State of Georgia as issued by the respective State Boards and Government Agencies responsible for regulating and licensing the services to be provided and performed.

Financial Stability: Provide Suitable documentation to establish Financial Stability. Acceptable documentation includes audited or reviewed financial statements, partnership or corporation tax returns, bank or financial institution commitments, or other verifiable information demonstrating financial stability.

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.

Bids are legal and binding upon the bidder when submitted. The written bid documents supersede any prior verbal or written communications between the parties.

Full copies of the RFP may be found at the City's website www.americusga.gov or will be mailed at the request of the firm. Questions should be addressed to Paula Martin, City Clerk (229) 924-4411 ext. 244.

Run Ad: 7/11/20, 7/15/20, 7/18/20, 7/22/20