

City of Forsyth
Request for Qualifications (RFQ)
Professional Service Agreement for General Engineering Services

Background

The City of Forsyth is seeking Qualifications from highly qualified firms experienced in Professional Engineering & Consulting Services to provide all personnel, materials and services necessary to deliver projects in a quality and timely manner. The term of the contract is considered to begin no later than March 2025 and may be renewed each year for a period of five (5) years.

Schedule

Responses to this solicitation are due no later than 5:00 pm on January 17th, 2025. All proposals should be sealed in an envelope or box and clearly marked “**RFQ – Professional Service Agreement For General Engineering Services**” on the outside. Please include one (1) original Response clearly marked “Original”, five (5) hard copies, and one digital copy in PDF format saved to a USB flash drive. Faxed or emailed proposals will not be accepted.

Submissions/Qualifications received after this date and time or at any other location cannot be accepted or considered.

The City is not responsible for delays caused by traffic, inclement weather or any other reason. The City is not responsible for late deliveries by couriers, USPS or package express companies (UPS, Fed Ex, etc.) It is the sole responsibility of the Proposer to submit its Response before the deadline. Proposals should be submitted to Will Campbell, Project Manager, City of Forsyth; 23 E Main St, Forsyth, Georgia 31029.

Pre-submittal Inquiries

A question and answer period will be established. All inquiries must be in writing via e-mail to wcampbell@cityofforsyth.com no later than 5:00 PM EST, January 14th. After this date, questions may not be answered.

Responses to questions and any additional information relating to this RFQ will be posted to the City’s website cityofforsyth.net Informal verbal communications, or communications by any person other than the Project Manager named in this RFQ shall be considered unofficial and the City shall have no responsibility to verify any information that is not contained in this RFQ or future addenda. Please check the website regularly for updates and addenda. Addenda acknowledgments are required with proposal submittal.

Submission of Response

Each Response to this RFQ shall address the elements described in the Scope of Services and Contents of Response-including questions/other requirements. The Proposer shall describe its approach and experience in each area.

Scope of Services

The City may contract with one or more approved qualified consultants/firms to expedite future projects that may include transportation engineering, civil engineering, and/or any combination

thereof on an as needed basis. All projects under the On-Call contract will be locally funded. No Federal funding will be utilized.

Projects may, but are not limited to the following:

Transportation Design

- Highway/Roadway Design (2 lane, multi-lane, intersection improvement, streetscape, etc.)
- Highway/Roadway Structures (drainage, bridges, designed and standard wall systems)
- Topography/Survey
- NEPA/GEPA
- Utility Locate and Coordination
- Right of Way Acquisition
- Geotechnical (for design and construction)
- Cost Estimation/Construction Bidding and Negotiations
- Construction Engineering Inspection (CEI)
- Traffic Signal Design

Civil Engineering

- Stormwater Design/Stormwater Management/Stormwater Analysis
- Parking Lot Design/Improvement
- Sidewalk Design
- Path/Bike Design
- Soil/Erosion Control Design
- Flood Studies
- Plan Review and Development Permitting
- Miscellaneous

Other

- Median Design Improvements
- Surveying
- Streetscape Improvements
- ADA Compliance
- Feasibility Assessments
- As-Built Documentation
- Program/Construction Management
- Permitting – state, local, environmental
- Code enforcement
- Support research
- Provide write-ups and testimony for court proceedings
- Building permitting and inspections

Building, Permitting, and Inspections

The City of Forsyth's Community Development Department currently oversees the development, site, and design overview process. However, in addition to the above stated project, the City intends to

amend the Service Delivery Strategy (SDS) to resume the role of building permitting and inspections for developments within the city limits. Qualification documents should demonstrate the ability to provide a full-range building permitting and inspection services under the auspices of the Community Development Department, as well as assist with the transfer of these services from a county responsibility to a City responsibility, should the SDS be amended.

The City of Forsyth will contact the awarded consultants as needed with engineering projects to obtain proposals/quotes. The City is seeking consultants that have a minimum of ten (10) years' experience with all aspects of civil engineering, transportation engineering, and construction management.

Proposal Content and Format

In order for the City of Forsyth to adequately compare and evaluate Qualifications, all qualifications must be submitted in accordance with format detailed in the following pages.

Cover Letter: (One printed page maximum.) The letter should designate the proposing firm, the business address of where the relationship will be housed and be signed by authorized company officers. The letter should address the firm's willingness and commitment to provide the proposed services and why the firm believes it should be selected.

Table of Contents: (One-page maximum) Table of Contents should follow the RFQ format.

Company Profile: Consultants should respond to the following:

- a. Firm name, address, and telephone number.
- b. Primary contact person(s) and telephone number(s). This person will be the point of contact for the Team throughout the entire Project.
- c. Total number of firm's full-time employees
- d. Provide a listing and description of all current litigation involving the Firm.
- e. Provide a description of the firm's special capabilities, techniques or resources that can be contributed to any given Engineering/Design assignment. Describe the firm's, or team's, qualifications to complete the work. The planning and/or engineering expertise required to accomplish the complete scope of work must be represented either within the firm's in-house staff, or by a team of consulting firms. A team submission must be made by a prime consultant. If the submission is a team submission, describe the previous experience that the prime consultant has had working with the various team members.

Company Overview: General overview of company, how long the company has been in business, customer service philosophy, and identification of the primary office which will be supporting the City of Forsyth. (Minimum ten (10) years.)

Experience: Company's direct experience in servicing public sector clients. Include the number of services offered. Additionally, The City of Forsyth's Community Development Department currently oversees the development, site, and design overview process. However, in addition to the above stated project, the City intends to amend the Service Delivery Strategy (SDS) to resume the role of building permitting and inspections for developments within the city limits. Qualification documents should demonstrate the ability to provide a full-range building permitting and inspection services

under the auspices of the Community Development Department, as well as assist with the transfer of these services from a county responsibility to a City responsibility, should the SDS be amended.

Hourly Rates & Fee Schedule: Please provide an hour rate for key employees and well as a fee schedule. Within the 5-year contract term please include, if any, anticipated rate changes/percentages in your schedule

Senior Management Profiles: Provide profiles/resumes of key members of your senior management team. Include address, email address and phone numbers for their base offices.

Account Project Manager Profiles: Provide a profile/resume for the proposed project manager/ executive assigned to the City.

References: Include three (3) references. Utilize the sample client authorization letter sheet provided in Exhibit A.

Photographs: The Consultant must submit no more than five (5) examples of photographs or examples of similar projects

Insurance Requirements: All firms must be up to date on Certificate of Liability Insurance that must include Worker's Compensation.

Minimum Insurance Requirements:

- General Liability - \$1million – single occurrence, \$2 million on the aggregate
- Auto Liability - \$1 million
- Worker's Compensation – Statutory or minimum \$500,000
- "Umbrella Liability" – Minimum \$3 million

Other Requirements: Proposals must meet certain mandatory criteria in order to qualify for further evaluation. Any "no" answer to the first and last questions will disqualify the proposal. A "yes" answer to the second and third question will require a written explanation and may disqualify the proposal.

1. Is the Consultant properly licensed?
2. Has disciplinary action been taken or is pending against the Consultant?
3. Has the Consultant been barred from providing work on Federal, State or City construction projects?
4. Is the Consultant using E-Verify in compliance with State and City laws?

General Evaluation Process and Criteria

A. General Information

This RFQ will enable the City to gather additional information and identify one or more qualified firms to perform the services described in the Scope of Work. The City will conduct a comprehensive, fair and impartial evaluation of all Responses received. An evaluation team will be established by the City to evaluate the Responses ("Evaluation Committee"). The Evaluation Committee may invite the most qualified Proposers to interview; however, the City retains the right to select only one Proposer and

negotiate a contract. The City may also determine that no qualified Responses have been received and reject all Responses.

B. Interviews

At the City's discretion, selected Proposers may be interviewed and re-evaluated based upon the criteria set out in the RFQ, or other criteria to be determined by the Evaluation Committee (i.e. unique qualities, methodologies, or approaches taken to differentiate from other Proposers). Selected Proposers may be asked to provide additional information to the Evaluation Committee regarding demonstrated competence and qualifications, feasibility of implementing the Project as proposed, ability to meet schedules, costing methodology, or other factors as appropriate. Any information received by the Evaluation Committee subsequent to the Proposer's Response will be used to further evaluate the short-listed Proposers to determine a rank-order. Final approval of a selected Proposer is subject to the City's Purchasing Policies.

C. Past Performance – References

The City, at its discretion, may review past performance of the Proposer. Exhibit A of this RFQ is a sample client authorization letter. Proposer shall include three reference projects from the past three to five years. Projects shall be a similar scope to the project. One should be a public agency.

References should include the following: name of the organization, contact information, description of the project, brief summary of services provided and period of performance. Contact name, address, email address and telephone number. The sample reference letter shall be prepared on the Proposer's letterhead, addressed to the contact at the reference, signed by the Proposer and included with the submittal.

D. Evaluation Criteria

The evaluation criteria will include the following:

1. Experience of Assigned Personnel/Qualifications:

The credentials and experience of the person(s) assigned to our relationship and management team. Provide professional qualifications and description of experience for principal project staff. 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 the City. (If the firm is selected as a finalist, the City may request detailed information on the exact proposed expanded team and their relevant experience).

2. Suitability - Capability/Resources:

Provide any information that may serve to differentiate your firm from other firms in suitability for the project including but not limited to:

- a. Furnish evidence of the firm's fit to the project and/or needs of, any special or unique qualifications for engineering projects.
- b. Supply current and projected workloads.
- c. Quality assurance procedures.
- d. Any special or enhanced capabilities offered by the firm that may be particularly suitable or these type projects.

- e. Ability to gather resources.
 - f. Location and proximity of firm to project and any knowledge of the project and/or project area which may uniquely benefit the firm and project.
 - g. Provide any non-discrimination and equal employment opportunities policies of the firm.
3. Experience with Similar Entity: Provide information on the firm's experience with clients of similar type, size, function, and complexity. Describe no more than five (5) accounts, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform services for the City. Describe specific experiences on any recent projects with Local Government; including timelines of project completions.
 4. Availability: Provide information of firm's capability to absorb additional workload, availability of personnel, and commitment to provide services on a timely basis.
 5. Hourly Rates & Fee Schedule: Please provide an hour rate for key employees and well as a fee schedule. Within the 5-year contract term please include, if any, anticipated rate changes/percentages in your schedule.

Qualification RFQ/Scoring

Qualifications will be evaluated and scored based upon the following categories:

1. Experience of Assigned Personnel 20 points
2. Firms/Suitability - Capability/Resources 20 points
3. Experience with Similar Entity 20 points
4. Availability 20 points
5. Hourly Rates & Fee Schedule 20 points

TOTAL 100 points

Disclaimer

The City of Forsyth reserves the right to accept or reject any or all proposals. The City of Forsyth is an Equal Opportunity Employer.