



Hall County Government
FINANCIAL SERVICES

Request for Qualifications with Cost Proposals

RFQ/P #43-025

Wauka Mountain Compactor Site Design and Renovation

POST OFFICE DRAWER 1435
GAINESVILLE, GA 30503

FINANCIAL SERVICES DIRECTOR
Wesley Geddings

Hall County Board of Commissioners (Owner) is hereby soliciting submissions from qualified consulting firms specializing in recycling, transfer stations, convenience centers (compactor sites), and municipal solid waste landfills that are interested in and capable of producing a set of quality construction plans and specifications with a degree of construction oversight for the Wauka Mountain Compactor Site redesign project.

Schedule of Events:

Bid Post Date: April 18, 2023

Bidders Questions Due Date: April 25, 2023

Answers to Questions Due Date: May 2, 2023

Bid Due Date: May 16, 2023 - 2:00pm EST

Bidding Process: The County is now accepting sealed bid proposals from qualified consulting firms specializing in recycling, transfer stations, convenience centers (compactor sites), and municipal solid waste landfills Service for the Wauka Mountain Compactor Site Design and Renovation (herein 'Services'). The County will accept Bids in the Purchasing Department located on the fourth (4th) floor of the Hall County Government Center, 2875 Browns Bridge Road, Gainesville, GA 30504, on May 16, 2023 2:00pm EST or equally digitally by the same time and date.

Public Reading: The Issuing Officer named herein will open and publicly read all proposer's names on the date, time and address above.

Addendums: If needed and in the best interest of the County, Purchasing may make any extension of the bidding period by a formal written addendum and publically posted. The County will not read cost factors at that time but may publish the results once the evaluation process is completed.

Proposal Documents: Bidders may request submittal documents via the County's Website at <https://www.hallcounty.org/Bids.aspx>, then click the 'Request a Bid Packet' link, fill out the requested information, click 'Submit', and Purchasing will send you a bid package via email.

1. General Qualifications:

The contractor shall be responsible for all work performed in support of this contract. Sub-contractors shall perform no work unless pre-approved in writing by the County. Contractors must disclose any intended Sub-contractors within the bid at the time of bid submissions. If the bidder intends to use a sub-contractor to fulfill one entire segment of this contract, then the bidder should submit to the County professional references for the sub-contractor on jobs similar in size and scope. Once the County has awarded the contract, the contractor cannot change sub-contractors without seeking written pre-approval from the County. The County reserves the right to check all references and conduct background checks on any changes to sub-contractors or workers performing work under this contract. The contractor shall be wholly responsible for the quality of their sub-contractor's work. The contractor shall not award more than twenty-five percent (25%) of the work to sub-contractors on any project, without prior approval of the County Representative.

2. The awarded contractor(s) shall provide site design and renovation services.
3. The County must pre-approve any change orders in writing. The County may deny any work done before the issuance of a written change order. Contractor is not to accept any verbal change order(s) from the project manager. The County will work will be considered out of scope and thus not compensated.
4. Contractor shall provide copies of the following Licensing with their bid response:
 - A. Valid Business License
 - B. Required licenses and certifications
 - C. Letter of Bondability that your firm can acquire Performance and Payment bonds equal to 100% each of the contract value for Performance and Payment bonds. Awarded Contractors must produce the Bonds prior to any work commencing.

Request for Clarification: The County reserves the right to request clarification of information submitted and to request additional information of one or more applicants. The County considers a bid response as an irrevocable offer, good for a period of one-hundred and twenty (120) days from submission.

Legally Binding Agreement: The County and the selected Service Provider shall enter into a formal agreement; substantially in the form of the attached EXHIBIT K: SAMPLE CONTRACT TEMPLATE. All questions regarding the scope of services should be included in the response to the Proposal. If there are no objections, an affirmative statement to this effect is required.

The County reserves the right to reject all proposals, and to negotiate fees, conditions, or terms with the respondent submitting the overall best proposal.

Proposal Information: In consideration of service fee proposal, assume the following:

Technical Proposal Response: Bidders must answer all Mandatory Questions, which are pass/fail, and the Mandatory Scored Questions, which are weighted. The County's Evaluation Committee will weigh the answers with point values. The total maximum points available for the Technical Proposal response is eight-hundred (800) points.

The proposer's response should be limited to direct answers to the questions asked. Proposers are required to answer all the Mandatory Scored questions.

Bidders may expand their answers to the questions onto separate pages if needed, with the question repeated at the top of each page, in addition to the space provided next to each Mandatory Scored Question worksheet. Do not submit bound proposals, neither stapled nor spiral-bound. Provide one-side documents only. Do not include superfluous marketing materials.

Additionally, proposers should not exceed the maximum response length for each question. All quantitative material should include complete assumptions and be supported by detailed schedules evidencing all calculations and results.

Responses to the questions should be clear and concise. Where appropriate, Bidder's should show statistical information in a tabular (chart) format, and textual information in bullet form. If possible, summarize key information or points for each question at the beginning of answers.

Evaluation and Selection: The County will evaluate all submittals in accordance with the Official Code of Hall County, Georgia 3.10, and as further detailed herein. The County will evaluate proposals using a two-step process. The first is the 'Technical Proposal' that outlines the bidding firm's qualifications and experience and its approach to offering the Services. The total available points available is eight-hundred (800) points.

The Evaluation Committee will then evaluate cost for such services to determine the best value in the interest of the County. The total available points available for cost is two hundred (200). The total highest score is a possible one-thousand (1,000) points. The highest scoring proposal will be the apparent award winner and may enter negotiations with the County.

The County has determined its own Evaluation and selection Committee to review the submitted qualifications and the cost proposals of submitting firms. During the evaluation process, the County reserve the right, when it may serve the County's best interest, to request information for clarification from proposers and to allow corrections to errors or omissions.

Defined Terms: For the purpose of this Request for Qualifications and Cost Proposals, the terms; 'consultant', 'submitter', 'proposer', 'firm' and 'bidder', 'contractor', 'agency', 'company', shall mean one and the same. Additionally, the terms 'submittal', 'bid', 'response' and 'proposal' shall also mean one and the same. Additionally, 'Hall County, Georgia', 'Hall County Government', 'Hall County Board of Commissioners', and 'County', shall all mean one-and-the-same.

Validation: Bidders must sign and notarize their submittals. Hall County requires that bidder's provide a cover letter with a wet signature by an officer of the firm with the submittal to ensure its originality. Please submit one (1) hard paper proposal marked "Original" with a wet signature, along with three (3) copies, and additionally provide the proposals (technical and separately cost) in a digital format on a flash drive, in both Microsoft Word and Excel, as each document requires.

The County reserves the right to retain all proposals submitted and use any idea(s) in a proposal regardless of contract award or not. The County shall have the right to waive any informality or irregularity of immaterial deviation in any bid received.

Bidders must complete and return all forms and documents entitled 'Mandatory' with the bid or the proposal. Failure to do so may deem the proposal non-responsive and the County will not evaluate for award.

Award Process: The County reserves the option to reject any or all bids, in whole-or-in-part, or to select any bidder to complete the described Service. The County will not make an award of contract solely based on lowest bid, but also on approach, references, qualifications and other subjective criteria as the County may deem necessary and determine at its sole discretion. Bidder then expressly understands that the County may reject the proposal for any reason without liability on part of the County to the Bidder.

Questions: Bidder's must present all questions in writing and directed solely to the issuing officer at mhawkins@hallcounty.org. No other contact of any nature, verbal, email, or other communication is permissible with any other County staff member, nor its elected officials, nor Commissioners, during the evaluation process. The County may deem such as collusion, and thus render the submission in violation of the Official Code of Hall County and thus the County may render the proposal as non-responsive and not evaluate the proposal for an award.

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1.0. INTRODUCTION

Due to concerns of traffic congestion, lack operational space, and septic tank issues, Hall County desires to completely redesign the Wauka Mountain Compactor Site. Currently, the site becomes very congested at peak operational hours and the current layout does not allow for adequate expansion. In addition, Hall County would like to convert the site over to self-contained compactor units to alleviate storm water / septic tank issues. The site is located at 5800 Brookton Lula Road, Gainesville, Georgia 30506. Please refer to Attachment "A", Location Map.

2.0. STATEMENT OF NEED

The County seeks to award one (1) company for the site design and renovation. The County expects the awarded company to be prompt, attentive, and able to perform the work in a timely and scheduled manner and with personnel, including sub-contractors, to be professional in approach and uniform in production.

3.0 GENERAL BUSINESS REQUIREMENTS

3.1 Insurance Requirements. If awarded, The Contractor must maintain insurance policies at the Contractor's own expense and must furnish the County with a Certificate of Insurance (COI) providing evidence of coverage at least in the amounts indicated in EXHIBIT K – SAMPLE CONTRACT TEMPLATE FOR SERVICES. The insurance certificate must list County as the certificate holder and as an additional insured under the commercial general, automobile and umbrella liability policies as follows: "Hall County Government, its Board of Commissioners, its officers, employees and agents, 2875 Browns Bridge Rd, Gainesville, GA 30504".

3.2 Performance and Payment Bonds. The successful awarded Contractor must furnish to the County both a Performance and Payment bond equal to one-hundred percent (100%) each of the total amount of the initial year's contract award amount and at each renewal and extension thereafter. The County will only accept surety companies licensed to do business in the State of Georgia.

4.0 SCOPE OF SERVICES

Hall County is hereby requesting the following services

4.1 General

The successful qualified Engineering Consultant shall perform a study of the existing compactor site by examining all relevant factors including, but not limited to, topography, traffic patterns, utilities equipment requirements, safety, and GDOT expansion of State Route 52. Once all relevant factors are taken into consideration, the successful Engineering Consultant shall provide a minimum of three potential solutions with conceptual sketch plans. The Engineering Consultant will then jointly evaluate each of the three best possible solutions with Hall County staff and potentially elected officials to arise at the preferred alternate.

Once the preferred alternate has been selected, the Consultant can begin the design process. The design shall be turn-key, and all aspects of the design shall be included in the consultant's scope of work including, but not limited to, survey, utility location, profiles, drainage, storm water, striping plan signage plan, pavement design, staging plans, traffic control plans, erosion and sedimentation control, signal design, landscaping, horizontal and vertical alignment, and right-of-way plans.

4.2 Plans and Specifications

The plans will be submitted on 24" X 36" paper. After the plans have been approved by Hall County Engineering, NRCS, and any other applicable authority, the successful bidder will supply the County with five (5) sets of paper plans, and one electronic (AutoCAD) version of plans.

The Consultant will also be responsible for preparing construction bid documents. The bid documents shall contain all specifications not included in the construction plans. The bid documents shall contain all bidding and contract requirements including Hall County Purchasing Division's standard requirements and any other pertinent information not included on the plans. The bidder's response forms shall give the estimated quantity, a space for unit price, and a space for total price on each item.

4.3 Permitting

The Consultant shall assist the County in acquiring all necessary permits for the project including filling out necessary Notice of Intent for the NPDES permit, EPD permits, and land disturbance permit.

4.4 Construction Assistance

The Consultant shall provide a small degree of construction assistance. This assistance shall include conducting progress meetings every two weeks, reviewing of construction quantities and invoices, review of change orders, providing technical assistance with unforeseen problems that occur during construction, review and approval of construction materials, answering RFIs, and assistance with final punch list and closeout documentation. Should storm water management facilities be required, the Consultant will need to provide as-built certification that the facility was built in accordance with the design.

5.0 SUBMISSION OF PROPOSALS

- 5.1** The County request that Bidders submit proposals addressing all items listed below. Failure to include any of these mandatory documents may result in disqualification. All responses must be in writing. Bidder's should submit Four (4) copies of each proposal with one (1) marked "Original" and three (3) marked "Copy" and all documents loaded onto one (1) USB flash drive in MS Word, Excel and PDF formats depending on the document.
- 5.2** Bidder's must submit their sealed bid response packages with clearly marked with **"RFQ/P #43-025 Wauka Mountain Compactor Site Design and Renovation"** on the outside in the lower left hand corner of the package. The bid submittal must have a wet signature on the "Original" proposal. Hall County suggests this bidder's provide this signature on their "Introductory Letter". Failure to sign your proposal in the introductory letter may render the proposal as "non-responsive" and thus not considered for award. Bidders MUST include their email address.
- 5.3** Follow these instructions carefully. Include in your bid response package two (2) separate, sealed envelopes. Mark one envelope with **"RFQ/P # 43-025 Technical Response"**, and enclose these completed Exhibits:

Copy of Business License
Letter of Bondability
Certificate of Insurance
Exhibit A - Mandatory Bid Response Sheet
Exhibit D - Mandatory Questions Worksheet
Exhibit E - Mandatory Scored Questions/Responses
Exhibit F - Mandatory S.A.V.E. Program Affidavit
Exhibit G - Mandatory Cone-of-Silence Affidavit
Exhibit H - Mandatory Completed W-9 Form
Exhibit I – Mandatory E-Verify Affidavit
Exhibit J – Mandatory Contractor Ethics Affidavit
EXHIBIT K – SIGNED Sample Contract Template for Services

In a separate sealed envelope from above, clearly mark **"RFQ/P #43-025 Mandatory Cost Proposal Worksheet"**, and enclose a completed Exhibit C - Mandatory Proposal Cost Worksheet.

Do not enclose the Cost Proposal Worksheet in the Technical Response envelope. This will render your proposal as non-responsive and thus not evaluated for award.

- 5.4** The County will make all proposals submitted publicly available by a written Open Records Request.

Bidders may submit their Proposals digitally following the same two-envelope method as described for paper submissions. Bidders may submit to the following address by the deadline date and time. All deliveries must be date and timed stamped. The County is not responsible for late bids due to mailing delays.

5.4.1 Hand Delivery/FedEx/UPS/USPS/Courier:

Hall County Government Center
Mike Hawkins, Issuing Officer
Purchasing Division - 4th Floor,
2875 Browns Bridge Road
Gainesville, Georgia 30504

5.4.2 Mailing Address:

Hall County Government Center
Mike Hawkins, Issuing Officer
Purchasing Division - 4th Floor,
P.O. Drawer 1435
Gainesville, GA. 30503

6.0. RFQ/P RESPONSE PREPARATION

- 6.1** The Contractor bears all responsibility for all expenses incurred in responding to this RFQ/P such expenses to be borne exclusively by the proposer.
- 6.2** Cover Letter: Prepare and submit a cover letter for transmittal addressing General Qualifications. Provide the following information: Name of Proposer, Name and title of the persons who will manage the engagement, mailing address, physical address, telephone numbers, and email address of Proposer
- 6.3** Describe the organization of your firm, the location of offices, and your resources that are available to accomplish the work for the County.
- 6.4** Of the services listed in the Scope of Services, indicate which ones, if any, your firm would be unable to provide. If there is another service that your firm could provide instead, please elaborate.
- 6.5** The County will not accept Joint Proposals unless otherwise noted herein. An awarded Contractor may utilize subcontractors, as needed and pre-approved by the County. Bidders must submit all intended Sub-Contracts with their proposal. If plans to subcontract portions of the required services are included, please provide detail on such plans

7.0 SELECTION PROCESS

7.1 The evaluation process will include a pre-appointed Evaluation Committee comprised of Hall County stakeholders and subject matter experts. The Committee will evaluate the qualifications presented by the interested bidders. Those deemed most qualified by the Mandatory Scored Worksheet, may be short-listed as follows:

Step One (1) - considered for further evaluation. Once short-listing has been complete, the County will review the price proposals provided in a separate sealed envelope,

Step Two (2) - If necessary, the Evaluation Committee will schedule interviews of the "short-listed" bidders,

Step Three (3) - The County retains the right to ask for a Best and Final Offer.

7.2 Each proposal should contain the Mandatory Cost Proposal Worksheet (in a separate envelope) as provided with the RFQ/P document.

7.3 The Evaluation Committee will review each proposal with regard to demonstrated breadth of service, experience, financial stability, personnel, rates, references, and other related criteria.

7.4 The successful respondent will be required to submit acceptable evidence of compliance with professional liability insurance coverage requirements as outlined in this document, prior to execution of the contract.

7.5 Respondents are encouraged to submit clear and concise responses and excessive length or extraneous information is discouraged. In an effort to ensure our ability to evaluate and choose a successful Contractor, respondents are encouraged to organize their proposal as follows:

Section 1 – Cover Letter and Executive Summary

Section 2 – Answer Questions and Scored Questions listed in RFQ/P

Section 3 – Cost Proposals (Sealed in a separate envelope)

7.6 Bidder's must locate and complete all Exhibits to this RFQ/P and submit with the bid. Bidders failing to do so may result in the bid to be Non-responsive and thus not evaluated.

7.7 If unable to reach an agreement with the highest scoring Contractor, the County retains the right to negotiate with the next highest scoring company and so on until reaching a satisfactory agreement or the County may terminate the process.

7.8 The County structured the evaluation process to secure compatible, highly skilled engineering consultants who would be most effective in delivering the Services. The primary objective of the evaluation process is to select a firm that:

- 7.8.1** Clearly demonstrates a thorough understanding of the contract Responsibilities; and,
- 7.8.2** That, presents a compelling work plan that yields the desired contract services and deliverables; and,
- 7.8.3** Shows adequate resources to handle the project
- 7.8.4** Presents a focused effort to allocate those resources to the project
- 7.8.5** Demonstrates exceptional value for the cost of services proposed.
- 7.8.6** Bidders are to complete the attached Mandatory Scored Questions and submit with their bid. The total amount of points possible is 1,000. Eight-hundred (800) points are potentially available from the bidder's Technical Response, and two hundred (200) points will be potentially available from the Bidder's Cost Proposal.

7.9 Steps to Award

The Evaluation Committee will recommend award of the contract to the highest scoring company(s). Upon the County's award of contract, the County will present an agreement to the selected contractor(s) for execution. If execution of this agreement with the selected Contractor is unsuccessful, the County retains the right to negotiate with the lower ranked Contractor(s) and so on, until reaching a satisfactory agreement.

- Step 1:** The Evaluation Committee will evaluate the bidder's responses according to the criteria as described herein, and score and rank the proposals. The County reserves the right to request clarification of information provided and to request additional information required to assist in the evaluation process.
- Step 2:** Purchasing will then open the Cost Proposals and score the responses. Purchasing will combine these results with the results of Step 1 scoring. After this scoring, Purchasing will rank the highest scoring proposers on a short list.
- Step 3:** The Evaluation Committee may schedule interviews with the short list bidders. All costs associated with the interview (if required) will be at the expense of the proposing Bidder.
- Step 4:** Based upon the results of the proposals, references, and the interviews, the Purchasing Division along with the Evaluation Committee may negotiate with the Contractor(s) ranked highest in an attempt to reach agreement. If negotiations with the highest ranked firm are unsuccessful, the County may negotiate with the second ranked Contractor, and so on until reaching a satisfactory agreement.

8.0 Exhibits and Attachments

Exhibit A - Mandatory Bid Response Sheet
Exhibit B - RFQ-P Submittal Terms and Conditions
Exhibit C - Mandatory Proposal Cost Schedule
Exhibit D - Mandatory Questions Worksheet
Exhibit E - Mandatory Scored Questions and Responses
Exhibit F - Mandatory S.A.V.E. Affidavits
Exhibit G - Mandatory Cone-of-Silence Affidavit
Exhibit H - Mandatory W-9 Form
Exhibit I - Mandatory E-Verify Affidavit
Exhibit J - Contractor Ethics Affidavit
Exhibit K – Sample Contract Template