

## **Part II; Contents of Proposals/Required Submittals**

1. **General Contents of Proposals:** A Proponent must submit a complete Proposal in response to this RFP in the format specified in this RFP; no other format will be considered. A Proposal will consist of two (2) separate documents:
  - 1.1. Informational Proposal; and
  - 1.2. Cost Proposal (Form provided by City at Part 7, Exhibit A.1;). Cost Proposal will become part of the Annual Construction Services Agreement attached to this RFP, if an Agreement is awarded pursuant to this procurement. The intent of Exhibit A.2 is to set forth the negotiated agreement between the successful Proponent, if any, and the City concerning the base employee classifications required to provide Services under the Annual Construction Services Agreement and the fully burdened hourly billing rates applicable to Services provided by such employee.
2. **Informational Proposal:** An Informational Proposal is comprised of two (2) sources of information:
  - 2.1. Volume I, information drafted and provided by a Proponent; and
  - 2.2. Volume II, information provided by a Proponent on forms provided by the City (or required to be created by a Proponent) in this RFP.

**The Informational Proposals must be tabbed as indicated to reflect the sections listed in the Outline below.**

3. **Information Required to Be Included in Informational Proposal:**
  - 3.1. Summary: The following is a summary of information required to be contained in an Informational Proposal:
    - 3.1.1. Information Drafted and Provided by a Proponent: This information should be included in **Volume I** of the Proposal:
      - 3.1.1.1. Executive Summary
      - 3.1.1.2. Management Plan;
      - 3.1.1.3. Project Implementation Plan;
      - 3.1.1.4. Experience and Qualification of Proponent Team
      - 3.1.1.5. Organization Resumes of Key Personnel
      - 3.1.1.6. Cost Proposal
    - 3.1.2. Information Provided by a Proponent on Forms Provided by the City: This information should be included in **Volume II** of the Proposal:
      - 3.1.2.1. Forms attached to this RFP at Part 4: This information should be included in **Volume II** of the Proposal:
        - 3.1.2.1.1. Form 1; Illegal Immigration Reform and Enforcement Act (IIREA) Form;
        - 3.1.2.1.2. Form 2; Contractor Disclosure and Declaration Form;
        - 3.1.2.1.3. Form 3; Contractor Financial Disclosure;
        - 3.1.2.1.4. Form 4; Offeror Contact Directory;
        - 3.1.2.1.5. Form 5; Reference List;

- 3.1.2.1.6. Form 6; Proposal Guarantee;
- 3.1.2.1.7. Prohibited Sources' Ethics Pledge;
- 3.1.2.1.8. Authority to Transact Business in the State of Georgia.

**NOTE: Every space on every form must be completed. If the form requires a Notary, please comply. Failure to complete each form as required may deem you non-responsive. If there are any questions regarding any form, it is strongly recommended that you submit your question(s) to the Contracting Officer listed in the RFP prior to the deadline for submitting questions.**

- 3.1.2.2. Forms attached to Annual Construction Services Agreement attached to this RFP:
  - 3.1.2.2.1. Fee Schedule attached to Agreement as Exhibit A.1;
  - 3.1.2.2.2. Appendix A; City's OCC Programs; Office of Contract Compliance Submittals; and
  - 3.1.2.2.3. Proponent must provide a copy of a current certificate of insurance evidencing any existing commercial general liability policies issued for Proponent, if any. For purposes of this section, "Proponent" shall mean an individual, corporation or other corporate entity submitting a proposal in connection with this solicitation, including each joint venture partner if Proponent is a joint venture.

3.2. Information Requirements Details: The following is a more detailed summary of the requirements of certain portions of the Informational Proposal. Each Outlined Item should be included in your Proposals and tabbed as indicated:

3.2.1. **Executive Summary – suggested 6 page maximum (Tab in Volume I)**

3.2.1.1. Letter of Transmittal: The executive summary must include a letter with the Proponent's name, address, telephone number and fax number, signed by a person authorized to act on behalf of the Proponent. The letter should also include the name, title, address, e-mail address, telephone number and fax number of the person signing the letter and the name, title, address, e-mail address, telephone number and fax number of one (1) contact person to whom all future correspondence and/or communications may be directed by the City concerning this procurement, if that person is different from the person executing the letter. The letter should also designate the type of business entity that proposes to enter into a Contract with the City and the identity of any other business entities that will comprise the Proponent and include a brief history of the Proponent and statement of the Proponent's approach to providing the services solicited in this RFP including any initiatives you plan to implement to benefit Department of Watershed Management (DWM); and

3.2.1.2. Detailed Executive Summary: The purpose of the Detailed Executive Summary is to provide an overview of the Proponent's

qualifications to accomplish the project. At a minimum, the Detailed Executive Summary must contain the following information:

- 3.2.1.2.1. Complete legal name of the Proponent and the name of the legal entities that comprise the Proponent. The Proponent must provide the domicile where each entity comprising it is organized, including entity name, brief history of the entity, contact name, address, phone number, and facsimile number, as well as the legal structure of the entity and a listing of major satellite offices;
- 3.2.1.2.2. Litigation Disclosure Statement. A declarative statement as to whether the Proponent or any member of the Proponent's team has an open dispute with the City or is involved in any litigation associated with work in progress or completed work in either the private or public sector during the past five (5) years.

3.2.2. **Management Plan, suggested 15 page maximum (Tab in Volume I):** The Proponent must provide the overall management approach that the team proposes to use to successfully carry out the scope of services. Specifically address the following:

- 3.2.2.1. Overall approach for organizing the team to be able to respond timely to as-needed tasks, as well as ensuring the availability of individuals identified in the Proposal;
- 3.2.2.2. Provide an Organizational chart that illustrates the team structure and relationships of the proposed team;
- 3.2.2.3. Plan for coordination and communication with City staff;
- 3.2.2.4. Approach on how the work is to be managed by the Prime (or Joint Venture) considering that work may be performed by a team comprised of Key Staff and team members from various firms;
- 3.2.2.5. Description of the proposed Quality Control/Quality Assurance Program that will be implemented during the execution of the services to be provided under this Agreement;
- 3.2.2.6. Approach and systems used for cost estimating; summary of planned costs versus actual costs at completion, with an explanation for significant cost increases;
- 3.2.2.7. Approach and systems used for meeting schedules; The major project milestones and summary of scheduled versus actual completion dates, with explanation for any significant schedule slippage;
- 3.2.2.8. Other information deemed important by the Proponent;
- 3.2.2.9. Staffing integration on construction projects;
- 3.2.2.10. Innovative management tools/techniques, as applicable to the scope of services;
- 3.2.2.11. Describe approach to Design Quality Management, including coordination of the design, checking and correcting design documents, design schedule control, validation of construction schedule projections and design features enabling control of construction costs;
- 3.2.2.12. Approach to mitigating issues that arise during project delivery efforts including corrective action plans; and

- 3.2.2.13. Specifically, based on the Proponent's Organizational structure, describe how the proponent will manage the Services, specifically addressing the following:
  - 3.2.2.13.1. Ensure proper communication and coordination among pertinent project team members;
  - 3.2.2.13.2. Assure the City that the scope of work for each task order will be kept within the established time and budget constraints;
  - 3.2.2.13.3. Establish and maintain the necessary cooperative relationships;
  - 3.2.2.13.4. Coordinate all necessary project activities within that team relationship to ensure product deliverable is seamless with all disciplines;
  - 3.2.2.13.5. Describe its approach to Project Controls, specifically how design cost and design production schedules will be maintained. List the software programs with which specific team members are proficient; and
  - 3.2.2.13.6. Proponent's proposed method to identify and resolve citizen, technical, financial, and cost estimating issues during a Project's duration; and make critical decisions.

3.2.3. **Project Implementation Approach – Suggested 15 page maximum (Tab in Volume I):** Describe the Proponent's Approach to the design and construction of the project based on the provided bridging documents. The description should demonstrate a clear understanding of the project goals and requirements within the context of an operating water treatment plant.

3.2.4. **Experience and Qualifications of Proponent Team – Suggested 15 page maximum (Tab in Volume I):** Describe the Proponent's experience and performance in architectural, engineering and design services as widely described in the Scope of Services and as may be more fully described in a Task Order. Separately list any projects/contracts that any member of the JV Team has performed and past experience with this specific team working together on other projects in the last 10 years. Proponent must provide a narrative description of at least six (6) projects demonstrating capability and qualifications in all areas identified below. Proponent must clearly demonstrate that the Prime Proposer or Lead/Non-Lead JV Partners (if applicable), and Subconsultants meet all the minimum qualification requirements outlined in Part 6 (Minimum Qualifications). Specifically, provide:

- 3.2.4.1. A statement declaring the type of business relationship the Proponent will use (i.e., a single company, joint venture, etc.). If a Joint Venture, introduction of proposed JV team;
- 3.2.4.2. A background summary of the Prime Proposer or JV Partners consulting firm(s). Summary shall include corporate qualifications, commitment, strength, and technical capabilities to fulfill all services specified and required, and to successfully accomplish the work;
- 3.2.4.3. Description of the JV team and all proposed sub-consultants;

- 3.2.4.4. Delineation of the roles assigned to the team members and all proposed sub-consultants;
- 3.2.4.5. Organization chart of proposed team indicating the role each team member will fulfill (11" x 17" sheet of paper allowed);
- 3.2.4.6. Describe a back-up personnel plan in the event that key team members must be replaced during the course of the Agreement;
- 3.2.4.7. Specialized experience and technical competence of the organization in connection with the type of service required;
- 3.2.4.8. Team members' experience working together and working in a blended, integrated team environment and team member experience working with the City, Georgia Environmental Protection Division and the US Army Corps of Engineers;
- 3.2.4.9. Other information on the Proponent's team as may be applicable; and
- 3.2.4.10. Submit an experience matrix (11" x 17" sheet of paper allowed for the JV team -- describe the work the team members (by firm) have performed in the past ten (10) years on the types of projects anticipated under this Agreement including:
  - 3.2.4.10.1. Water Distribution and Transmission Systems – Identify experience with design of water main replacement and new water distribution and transmission lines in urban areas; include size, length and cost;
  - 3.2.4.10.2. Water Meter Installations – Identify experience with installing small to large water meters. Include size, and cost; identify experience with meter box and vault installation. Include size, and cost to restoration;
  - 3.2.4.10.3. Water Meter Repairs – Identify experience with Repairing/replacing small to large water meters. Include size, and cost; identify experience with meter box and vault repairs. Include sized and cost to restoration;
  - 3.2.4.10.4. Construction Management – Identify construction management experience for water and wastewater Distribution, and transmission systems, water meter installation, water meter repairs/replacement, meter box installation, meter box repairs, meter vault installations and meter vault repairs. Include total cost of program or project and duration. Indicate role of Proponent on project or program;
  - 3.2.4.10.5. Capital Project Delivery – Identify experience with turn-key capital project delivery in the public sector;
  - 3.2.4.10.6. Provide experience in generating concept level cost estimating, project scheduling, risk analysis and cost forecasting;
  - 3.2.4.10.7. Provide specific project experience in the planning and design of roadways and intersection on local and GDOT transportation projects. Design experience should include but not limited to paving, grading, and sidewalks;

- 3.2.4.10.8. Provide experience of completing design work initiated by others. Give specific details of the project and the approach utilized (i.e. Computer- Aided Design (“CAD”) files, Geographic Information Systems (“GIS”));
- 3.2.4.10.9. Provide experience working with Federal Environmental Protection Agency (“EPA”), Environmental Protection Division (“EPD”), local railroads, GDOT, and other infrastructure permitting agencies;
- 3.2.4.10.10. Provide specific design experience of project completion against established Construction Cost Limitations;
- 3.2.4.10.11. Provide recent experience in construction administration on infrastructure projects of the type managed/operated by the User Departments for this RFP;
- 3.2.4.10.12. Provide three (3) examples of how Proponent or team members corrected a problem (whether it is personnel, client, or project-related) that was encountered during execution of a project; and
- 3.2.4.10.13. Specialty Sub-consultant. The Proponent shall identify any outside specialized consultants it intends to use as a sub-consultant/subcontractor for the management of the work, or major portion thereof (such as noise insulation, architectural, signage, structural, mechanical, geotechnical, traffic, instrumentation and controls, and/or engineering, and estimating consultants). The Proponent shall submit information on the sub- contractors/sub-consultants, which shall include: List of specialized consultants and definition of the work the sub- consultant will perform; and the specialized sub-consultant's resume and company history, address and details of experience with similar type of municipal infrastructure design project during the past five (5) years.
- 3.2.3.10.14. Special expertise to be provided for the various services requested;

3.2.5.

**Organization/Resumes of Key Personnel – (Tab in Volume I):**

- 3.2.5.1. Provide the names, qualifications and relevant experience for the individuals proposed as Key personnel to meet the Minimum Qualifications expressed in Part 6 and Exhibit A.3;
- 3.2.5.2. Provide minimum commitment of time on the contract for each individual identified as Key Personnel; the minimum being 20%;
- 3.2.5.3. Provide an experience matrix that summarizes the involvement of Key Personnel on projects listed in the Proponent’s experience matrix over the last five (5) years. Preferably, the cumulative experience of named Key Personnel will comprise at least 50% of the requested experience levels for the team (11” x 17” sheet of paper allowed);

- 3.2.5.4. Identify and provide resumes for all key personnel that at a minimum fulfill the required staffing requested in Part 6 and Exhibit A.3; each of the resumes should be no more than one (1) page long per individual and shall be organized as follows:
  - 3.2.5.4.1. Name and Title;
  - 3.2.5.4.2. Firm employed by;
  - 3.2.5.4.3. Professional Background; and
  - 3.2.5.4.4. Current and Past Relevant Employment; Education; Certifications; and List of two (2) relevant projects, including: Client Name and Location; Project description; Role of the individual; Project actual or expected completion date; and Client List/Reference Contact.
- 3.2.5.5. Submission of these names constitutes a commitment to use these individuals if the Proponent is selected, and changes may be made only with the prior written consent of the City. In the event there is a need to replace Key Personnel during the course of the project, Proponent must describe its back-up personnel plan;
- 3.2.5.6. Proximity to Atlanta: Describe the Proponent team's current ability to effectively and conveniently perform the Scope of Services and to coordinate its efforts with the City and its other consultants. List office addresses and total number of employees, and the number of both professional and support employees located at those offices. Also, list Proponent's geographical location of the office that will be primarily responsible for assigned projects and where the work will be accomplished. Local/Metro Atlanta area for all Services is most desired; and

### **3.3. Cost Proposal.**

Each Proponent must submit a Cost Proposal using the Cost Proposal form provided by the City. The Cost Proposal must support the Scope of Work contained in the RFP and fully encompass all activities in the Proponent's Proposal. The Cost Proposal shall serve as the baseline for final fee negotiation with the City.

## **4. Submission of Proposals:**

- 4.1. Each Proponent should submit a digital version of its Proposal in Adobe Portable Document Format ("PDF") via the ATLCloud system; and
- 4.2. If Certain Portions of your response are considered confidential and proprietary, we would recommend that you mark any portion of your proposal that you deem to be confidential as such, however, it cannot be guaranteed that the City will not have to disclose such information in accordance with its interpretation of the applicable public records laws.

## **5. Responsiveness and responsibility for each Proponent can be observed as the following:**

- A. The responsiveness of a Proponent is determined by, but not limited to, the following:

1. A timely and effective delivery of all services, materials, documents, and/or other information required by the City;
2. The completeness of all material, documents and/or information required by the City; and
3. The notification of the City of methods, services, supplies and/or equipment that could reduce cost or increase quality.

B. The responsibility of a Proponent is determined by, but not limited to, the following:

1. The ability, capacity and skill of the Proponent to perform the Agreement or provide the Work required;
2. The capability of the Proponent to perform the Agreement or provide the Work promptly, or within the time specified without delay or interference;
3. The character, integrity, reputation, judgment, experience and efficiency of the Proponent;
4. The quality of performance of previous contracts or work;
5. The previous existing compliance by the Proponent with laws and ordinances relating to the Agreement or Work;
6. The sufficiency of the financial resources and ability of the Proponent to perform Agreement for providing the Work;
7. The quality, availability and adaptability of the supplies or contractual Work to the particular use required; and
8. The successful Proponent shall assume full responsibility for the conduct of his agents and/or employees during the time such agents or employees are on the premises for the purpose of performing the Work herein specified.

**6. The City will carefully evaluate the responsiveness and responsibility of each Proponent.** The selection criteria shall include but not be limited to, those factors contained in subsection 2-1188(k) of the City of Atlanta Code of Ordinances; and the following (the responsibility is solely on the Proponent to adhere to all evaluation factors as outlined in the City of Atlanta Code of Ordinances).