

www.cityofdarienga.com

Request for Proposal
for
**Wastewater Treatment Plant
Maintenance/Upgrades**

Proposals Due:
Thursday, March 21, 2019 – 2p.m. local time

Please submit:
One (1) original and four (4) copies delivered in a sealed envelope and marked
“SEALED BID – Maintenance/Upgrades for WWTP”

to
**Darien City Clerk
106 Washington Street
Darien, Georgia 31305**

Questions must be submitted in writing to:
Jeff Bors
Project Manager, Roberts Civil Engineering
301 Sea Island Road, STE 10
St. Simons Island, Georgia 31522
jbors@robertscivilengineering.com

Purpose

The City of Darien, Georgia (the City) is soliciting competitive bids from certified and qualified contractors for the opportunity to assess, construct, equip and commission the proposed improvements to the City's Wastewater Treatment Plant. Evaluation and selection of the contractor will be based upon determining the firm which provides the best value for the citizens of the City of Darien. Responses to this RFP will be evaluated to identify a short-list of applicants displaying qualifications, experience and resources to complete this project successfully within a fixed budget and construction schedule specified by the City. Roberts Civil Engineering, LLC is the Project Manager, acting on behalf of the City. The project has a total fixed budget of \$650,000. Any proposal recommending improvements in excess of the City's budget, shall provide a prioritized list identifying the components which can be performed within the budget and a separate list of those which exceed the budget.

Competitive sealed proposals will be received at the **Office of the Darien City Clerk, 106 Washington Street, Darien, GA 31305** until, but **no later than 2 P.M. EDT Thursday, March 21, 2019** at which time the sealed proposals will be publicly opened.

Project Background

The City provides wastewater services to approximately 1303 residential, commercial and industrial customers in and around the City of Darien, Georgia. The wastewater is collected and conveyed to its wastewater treatment plant located on the north side of HWY 251, just east of the interchange with U.S. Interstate 95 at Exit 49. The existing plant is an activated sludge plant with a rated capacity of 0.6 million gallons per day (MGD).

Darien is the county seat of McIntosh County, Georgia and as of 2018 is home to approximately 1,848 residents.

Statement of Work

The improvements to the wastewater treatment plant (WWTP) will be performed to repair/replace inoperable or outdated equipment and parts, as well as, assess underperforming systems. The City wishes to utilize any new technology available to streamline processes, upgrade outdated systems and increase the treatment efficiency, performance and reliability. The City is open to the recommendations of the contractor on how to return the plant to modern working order while retaining the 0.6 MGD permit capacity. As the work progresses, the Contractor shall maintain compliance with all current EPD requirements and treatment capacity per the active NPDES Permit.

Site Visits

Two (2) site visit days will be made available to prospective applicants for the opportunity to inspect the existing wastewater treatment facilities, **February 12, 2019** and **March 7, 2019**. All applicants **must** attend one of the available site visit days. A **non-mandatory Pre-Proposal Conference** will be held directly after the site visit on **March 7, 2019 at 2:30pm**. It is the responsibility of the contractor to completely assess the existing conditions of the WWTP and utilize their experience and best practices to propose the most efficient repairs and improvements to the plant within the City's fixed budget.

Scope of Work

The work will consist of the repair or replacement of equipment and systems within the existing facility. A brief description of the major work components is as follows:

- Headworks
 - Comminutor – Assess for proper maintenance and capacity; provide an action plan for maintenance, repair or replacement
 - Grit Removal Facilities – Assess and repair/reconfigure as necessary
- Sludge pump
 - Assess sludge removal process
 - Assess sludge pumps
 - Repair or replace sludge pumps
 - Assess wall structure and repair as necessary
- Rotor Aerators
 - Assess rotor aerators configuration, motors, foundations, enclosures and orbital discs
 - Consider option of replacing existing fixed rotor aerators with floating brush rotor aerators
 - Implement best practices to rebuild/reconfigure/replace rotor aerators
- Clarifier
 - Assess sweep mounts and repair as necessary
- Digester
 - Assess diffuser and repair/replace as necessary
 - Assess motor and repair/replace as necessary

The Contractor is responsible for conducting the site assessment, surveys and investigations, coordinating all permits and constructing and placing all components necessary to complete the scope of work. Any additions to the scope of work identified by the Contractor as necessary to the proper functioning of the WWTP, may be added to the scope of work in the submitted proposal.

Project Deliverables for Scope of Work

The following project deliverables are required based upon the scope of work:

1. Construction Schedule, including major milestones for construction activities, equipment delivery and installation and commissioning equipment
2. Shop drawings for the proposed equipment
3. As-built or Record Drawings in AutoCAD (.dwg) and in .pdf format
4. Provide classroom training and field training for Plant Operators and Maintenance Staff
5. Provide two (2) hard copies of all operation and maintenance manuals and one copy in electronic format (.pdf)

Alternative Design

The City of Darien welcomes the use of innovation where it has the potential to significantly decrease contract time, reduce costs and/or improve the safety and quality of the facility. The Contractor shall include the cost of evaluating any proposed alternate designs to the existing systems or components of the WWTP. The evaluation should include a detailed layout of the system or component, sizing, cost estimates and benefit to the City for considering the alternate design.

Questions

Please direct all questions regarding this RFP in writing to **Jeff Bors** jbors@robertscivilengineering.com at **Roberts Civil Engineering, LLC, 301 Sea Island Road, STE 10, St. Simons Island, GA 31522. Deadline for questions is 5pm March 14, 2019**

Evaluations

Proposals will be evaluated by the Selection Committee and interviews will be conducted with the short-listed contractors. A final evaluation will be performed by the Selection Committee to select one Contractor in which to negotiate a lump-sum agreement for the Project.

Workmanship and Inspection

All work under the resulting contract shall be performed in a skillful and workmanlike manner. The City may, in writing, require the Contractor to remove any employee from work that the City deems incompetent or careless. Further, the City may, from time to time, make inspections of the work performed under this contract. Any inspection by the City

does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements.

Cleaning Up

The Contractor(s) shall keep the adjacent areas of the work area free from rubbish and the accumulation of any waste materials.

Safety

All contractors and subcontractors performing services for the City are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and City Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

Incidental and Consequential Damages

No proposer may require contractual language limiting or eliminating liability for incidental and consequential damages.

Required Components in Proposal

1. Coversheet: List RFP Statement; date of submission; the name of the Contractor; and the name, address and telephone number of a contact person for questions concerning the submittal.

2. Letter of Interest: A letter (2 pages maximum) must be submitted that states the interests of the Contractor in this project and shall be signed by a person who will have contract authority over the project, indicating that the contents of the submittal are true and accurate. It shall summarize why the City should select this Contractor. It shall also state that the Contractor can meet the insurance and bonding requirements as listed herein and that it is the intent of the Contractor to execute an agreement with the City.

3. Contractor Information and Experience: The intent of this section is to characterize the team that will be used, subcontractors involved and how the team is organized. The following information must be provided:

- A. Name of the organization and key team members that will form the Contractor assigned to the project. Provide organizational charts to illustrate how the key team members will function together and the reporting structure.
- B. Please indicate the pertinent experience of the key members of the contractor's team. Area of residence for each individual, details regarding education, training, experience, and major projects completed may be included.
- C. Indicate whether this type of work has been performed with this team.
- D. Name similar projects where the team has worked together previously and list owner contact information. If subconsultants and subcontractors are not yet known, list the type of subconsultants and subcontractors.
- E. The experience of the team in building/repairing wastewater treatment plants and permitting with various regulatory authorities should be submitted. List appropriate projects (limit 1 page per project) completed in the past 10 years. For each of the projects, provide the pertinent information, owner's name, details of project, location and contact information.

4. Project Approach: Based upon the site inspections performed, each applicant shall provide the following information to the City of Darien:

- A. **Conceptual Approach** for the repair/replacement of all components listed in the scope of work. At a minimum, this will include but is not limited to the following deliverables:
 - 1) A summary of the overall site assessment of existing conditions
 - 2) Approach to bring the Wastewater Treatment Plant to modern working order
 - 3) Preliminary equipment lists and any proposed process improvements

- B. A **Fixed Price Proposal** for the construction to place into operation all components listed in the scope of work including ancillary work (i.e., grading, electrical, etc.) for a complete overall project cost.

- C. A **Proposed Construction Schedule** detailing the number of days for the completion of each component or process in the Scope of Work.

- D. A **Phasing Plan** of the work to keep the facility in operation and in compliance with EPD requirements and the existing NPDES permit.

5. Bonding: All Contractors must submit with bid, a bid bond, certified check or cashier's check in the amount of five percent (5%) of the total bid. **Failure to submit a bid bond with the proper rating will result in the bid being deemed non-responsive.** Successful supplier will be required to meet insurance requirements, submit a one hundred percent (100%) PERFORMANCE bond and a one hundred percent (100%) PAYMENT bond. Insurance and Bonding Company should be licensed to do business by the Georgia Secretary of State, authorized to do business in Georgia by The Georgia Insurance Department, listed in the Department of Treasury's Publication of Companies holding Certificates of Authority as Acceptable Surety on Federal Bonds and as acceptable reinsuring companies. **The bid bond, payment bond, and performance bond must have an A.M. Best rating of A-5 or higher.**

Evaluation Criteria

The submittals received from this RFP will be evaluated based upon the contents of the submission, any written clarifications requested by the Selection Committee and interviews. Points for evaluation will be based on the following criteria:

Weight	Criteria
15	Project Management - Demonstration of the ability to meet time and budget requirements on delivery of similar publicly owned wastewater treatment plant projects. Description of work load balancing for recent, current, and projected workload of the entity and the personnel proposed to work on this project.
15	Prior Experience - Presentation of experience with projects of similar size and scope as herein required. Include projects where team has worked together. Demonstration of ingenuity in project delivery approaches
10	Staff - Descriptions of the skill, capability, and experience level of personnel. Appropriate qualifications, experience and capabilities of the management team assigned to this project, and evidence of prior successful projects are listed.
10	References - References of clients that would recommend the Contractor for similar services. Evidence of a good past performance record with other clients.
15	Local Experience - Descriptions of detailed ability to furnish the required services that best serve the needs of the Owner. In this category, the familiarity of the area and the amount of business performed within the state is significant.
10	Financial Capability - Demonstrate the company's financial stability. Show equipment and tools owned.
25	Design - Quality of the elements of the proposed improvements. A focus on providing maximum quality and value within the budget of the City of Darien and using innovation wherever possible to save time and improve the quality of the systems and processes of the WWTP.
30	Interview - Contractors chosen by the Selection Committee for the short-list will be asked to discuss their design and of methods of construction orally with the committee. Submittal of information and material during the interview/presentation process may add up to 30 points to the contractor's score.
130	Total

Selection Process

Contractors shall have no contact regarding this project with City of Darien, Georgia elected or appointed officials or City of Darien employees during the RFP process, except as otherwise stated in this RFP.

Any such contact will subject the Contractor to immediate disqualification for consideration of this project. The Selection Committee will review each qualification submittal and rank the submittal based on the criteria requirements specified in this RFP.

A proposed schedule is summarized in the table below. These dates are preliminary and subject to change prior to the NTP for construction:

Wednesday, January 30, 2019	Advertise for Bid
Tuesday, February 12, 2019	Site Available for Inspection 10am-3pm
Thursday, March 7, 2019	Site Available for Inspection 10am-2pm
Thursday, March 7, 2019	Pre-Proposal Conference 2:30pm
Thursday, March 21, 2019	Bid Opening - Proposals Due 2pm
Wed-Thurs March 27-28, 2019	Interview short list DB teams
Thursday, April 11, 2019	Notify Applicants of the Selection
Thursday, April 25, 2019	Execute Contract
Monday, April 29, 2019	Issue Notice to Proceed
Monday, December 16, 2019	Complete Construction

General Information

Terms and Conditions

The City reserves the right to reject any or all of the submittals received and to select the Contractor that best serves the interest of the City. All submittals received shall be subject to public disclosure in accordance with public records laws in Georgia.

Amendments

The Owner reserves the right to amend this RFP at any time at its sole discretion. Any amendments to the RFP will be made in writing. This includes the right to cancel this RFP at any time and/or to not proceed with the RFP.

Non-collusion Statement

Any evidence of agreement or collusion among applicants and prospective applicants acting to illegally restrain freedom of competition by agreement or otherwise will render the proposal of such applicant void.

Applicant's Expenses

Applicants are solely responsible for their own expenses in preparing a submission. The Owner will not be liable to any applicant for any claims, whether for costs or damages, incurred by the applicant during preparation of the submission; loss of anticipated profit in connection with the RFP or any final contract; or any other matter whatsoever.

Acceptance of Responses

This RFP is not an agreement to purchase services or to enter into negotiations to conclude a contract. The Owner is not bound to enter into a contract with any applicant. Submissions will be assessed in light of the evaluation criteria, and the Owner is not bound to select or short-list any applicant. The Owner will be under no obligation to receive further information, whether written or oral, from any applicant. Notice in writing to applicant that it has been identified as a short-listed proposer will neither constitute a contract nor give the applicant any legal or equitable rights or privileges relative to the project, the RFP, or any contract.

Ownership of Responses

All documents, including submissions, submitted to the Owner become the property of the City of Darien, Georgia and may be used in whole or in part at the City's discretion.

Confidentiality of Information

Information pertaining to the project, obtained by the applicant as the result of participation in this RFP and which is not otherwise already in the public domain, shall be confidential information and shall not be disclosed without the prior written consent of the Owner. Applicants are solely responsible for knowledge of applicable laws and ensuring compliance with the laws applicable to the collection and dissemination of information. If this RFP requires applicants to provide Owner with personal information of employees who have been included as resources in response to the RFP, applicants will ensure that they have obtained written consent from each of these employees before forwarding such personal information to the Owner. Such written consent will specify that the personal information may be forwarded to the Owner for purposes of responding to the RFP and use by the Owner for the purposes set out in the RFP. The Owner may, at any time, request the Original consents or copies of the original consents from applicants, and upon such request, applicants will immediately supply such originals or copies to the Owner.

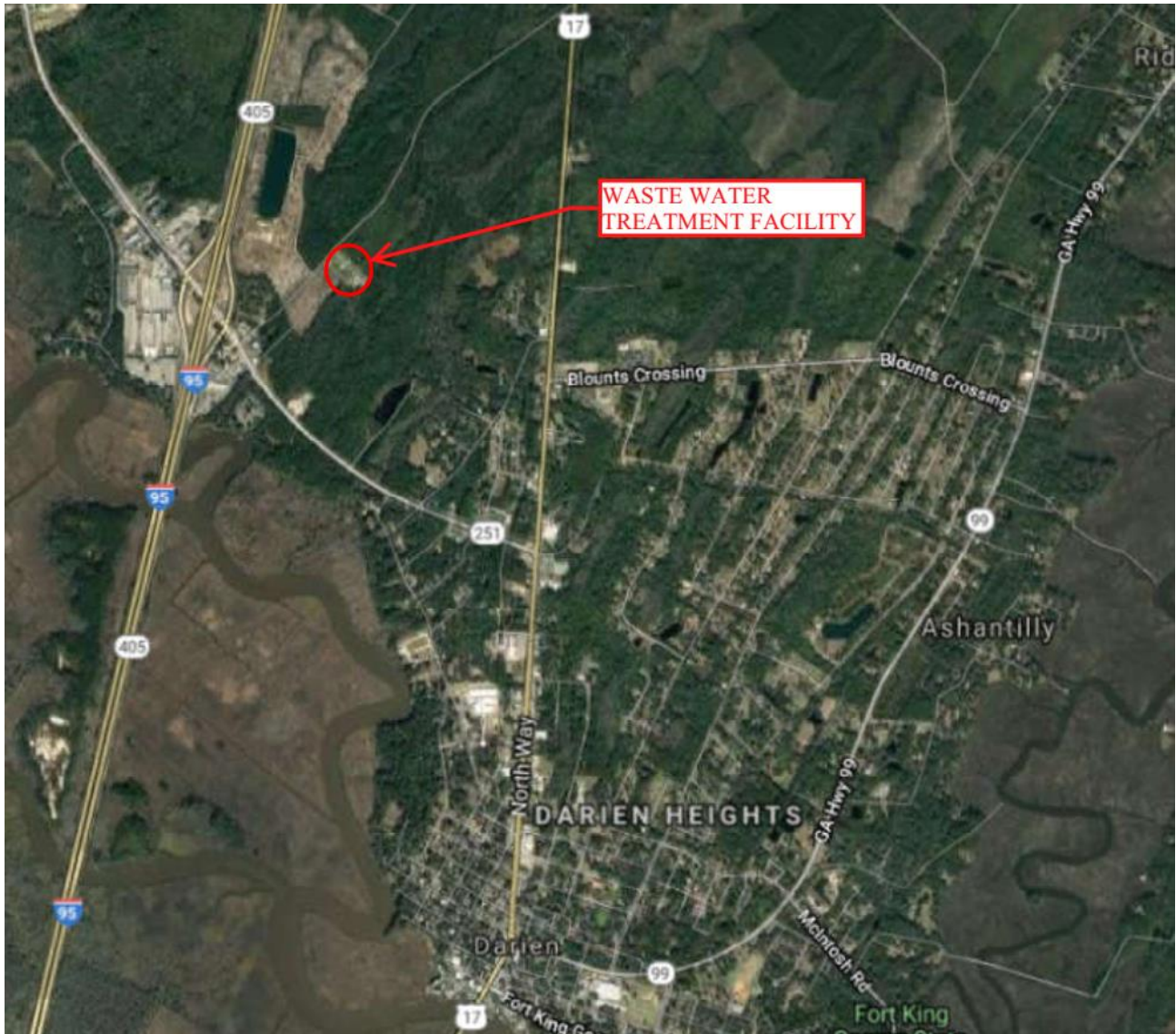
Illegal Immigration Reform Act Compliance

Company shall indemnify and hold City harmless from and against all liability, loss, damages or injury, and all costs and expenses (including attorneys' fees and costs of any suit related thereto), suffered or incurred by City, to the extent arising from Company's or its Contractors' negligent performance of the Services under this Agreement, intentional misconduct, negligent acts or omissions, or breach of any term, covenant, representation or warranty of this Agreement.

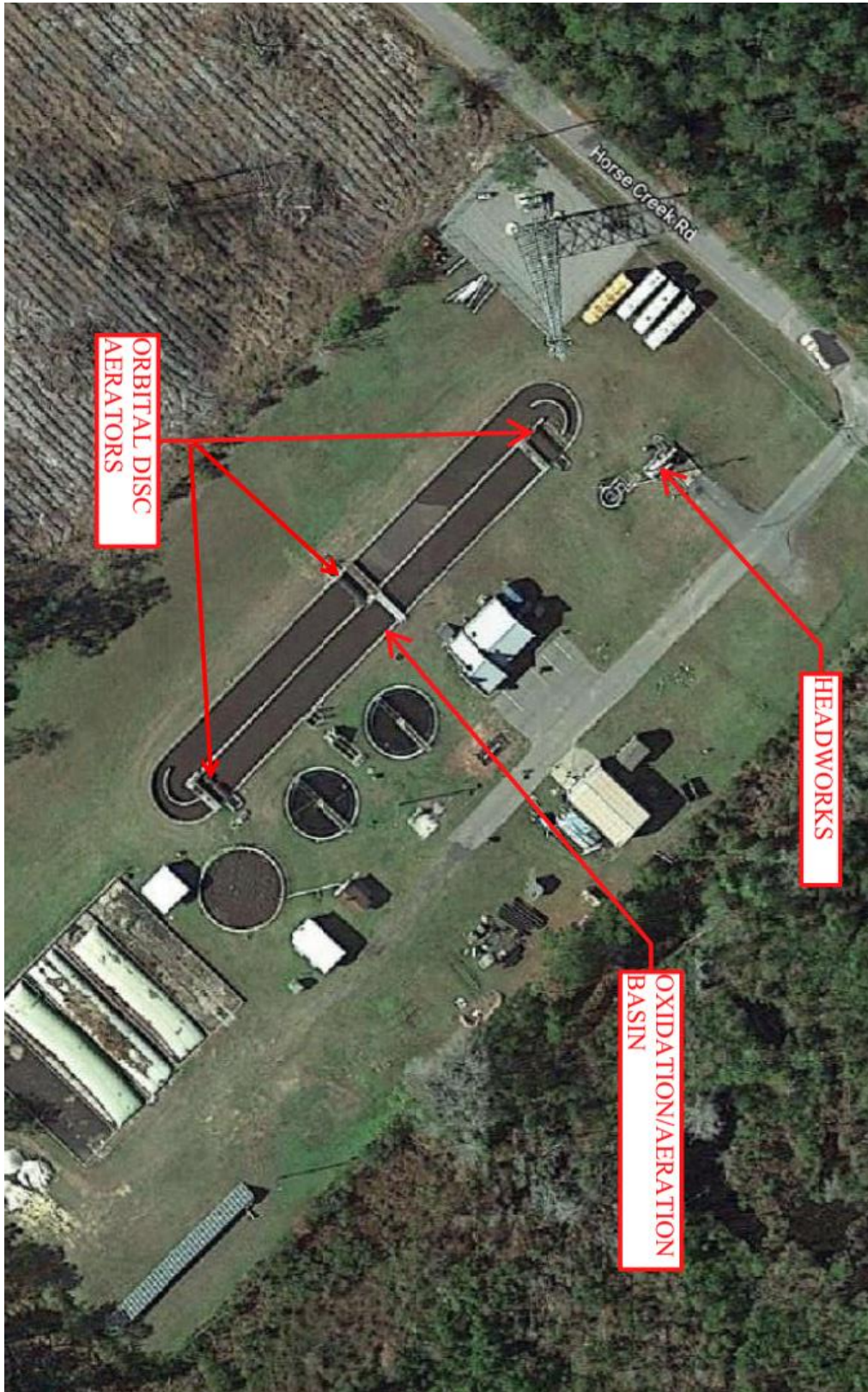
Indemnification

Company agrees to and shall indemnify and hold the City harmless from and against all liability, loss, damages or injury, and all costs and expenses (including attorneys' fees and costs of any suit related thereto), suffered or incurred by the City, arising from or related to Company's negligent performance under this Agreement.

LOCATION MAP



FACILITY LAYOUT



CONTRACTOR -- CONTACT INFORMATION

Person to contact regarding this proposal: _____

Title: _____

Phone: _____ Fax: _____

Email Address: _____

Name of person authorized to bind the Firm: _____

Signature: _____

Date: _____

Name of Company: _____

Address: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
___ DAY OF _____, 201_

Notary Public

My Commission Expires: _____

**FAILURE TO RETURN THIS PAGE AS PART OF YOUR BID MAY RESULT IN BID BEING DEEMED
NON-RESPONSIVE.**

CONTRACTOR AFFIDAVIT AND AGREEMENT

(THIS FORM SHOULD BE FULLY COMPLETED AND RETURNED WITH YOUR BID PACKET)

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 **City of Darien** 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 User Identification Number (E-verify Number)

Date of Authorization

Name of Contractor

Address of Contractor

City, State and Zip Code

Name of Project

I hereby declare under the penalty of perjury that the foregoing is true and correct.

Executed on _____, ___, 20__ in _____ (City), _____ (State).

Signature of Authorized Officer or Agent (Contractor)

Title of Authorized Officer or Agent (Contractor)

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
____ DAY OF _____, 201_

Notary Public

My Commission Expires: _____

SUBCONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned subcontractor 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 under a contract with (name of contractor) on behalf of the City of Darien has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent Signature Date
(Subcontractor Name)

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
____ DAY OF _____, 201_

Notary Public

My Commission Expires: _____

CITY OF DARIEN
WWTP IMPROVEMENTS
PROPOSAL FORM

DATE: _____

TO: City Clerk of Darien, Georgia
106 Washington Street
DARIEN, GEORGIA 31305

Having carefully examined the Proposal Documents entitled City of Darien Wastewater Treatment Plant Improvements, and Addendum(s) No. (s) _____ as well as the premises and conditions affecting the work, we propose to furnish all services, labor, equipment and materials called for them for the entire work, in accordance with aforesaid documents.

Darien WWTP Improvements - Total Cost \$ _____ Days to Complete _____

(If more than \$650,000, please attach itemized list of improvements to be completed within budget)

Warranty _____

We agree that this proposal may not be revoked or withdrawn for a period of sixty (60) days following such time. In the case we are notified in writing, by mail, or email of acceptance of this proposal within sixty (60) days after the time set for the opening of proposals, we agree to begin within ten (10) days, work for the above stated project.

The undersigned agrees to commence actual physical work on the site within ten (10) days of the notice to proceed to the undersigned.

Legal Name of Company: _____

By (Signature): _____

Printed Name: _____

Title: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
____ DAY OF _____, 201_

Notary Public

My Commission Expires: _____

BID BOND

KNOW ALL MEN BY THESE PRESENTS: that

(Name of Contractor)

(Address of Contractor)

A

(Corporation, Partnership or Individual)

hereinafter called Principal, and

(Name of Surety)

(Address of Surety)

a Corporation of the State of _____, and a surety authorized by law to do business in the State of Georgia, hereinafter called Surety, are held and firmly bound unto

CITY OF DARIEN

(Name of Obligee)

106 WASHINGTON STREET, DARIEN, GEORGIA 31305

(Address of Obligee)

Thereinafter referred to as Obligee: in the penal sum of 5% of (\$_____) in lawful money of the United States, for the payment of which sum will and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

WHEREAS, the Principal is about to submit, or has submitted, to CITY OF DARIEN, GEORGIA, a proposal for furnishing materials, labor, and equipment for: **CITY OF DARIEN WWTP IMPROVEMENTS** WHEREAS, the Principal desires to file this Bond in accordance with law in lieu of a certified Bidder's check otherwise required to accompany this Proposal.

NOW, THEREFORE, the conditions of this obligation are such that if the proposal be accepted, the Principal shall within ten days after receipt of notification of the acceptance, execute a Contract in accordance with the Proposal and upon the terms, conditions, and prices set forth in the form and manner required by the City of Darien and execute a sufficient and satisfactory Performance Bond and Payment Bond payable to City of Darien, GA, each in the amount of 100% of the total Contract Price, in form and with security satisfactory to said City of Darien, Georgia, and otherwise, to be and remain in full force and virtue in law, and the Surety shall, upon failure of the Principal to comply with any or all of the foregoing requirements within the time specified above, immediately pay to the City of Darien, upon demand, the amount hereof in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

PROVIDED, FURTHER, that Principal and Surety agree and represent that this bond is executed pursuant to and in accordance with the applicable provisions of the Official Code of Georgia Annotated, as Amended, including, but not limited to, O.C.G.A. § 36-91-1 et seq., and is intended to be and shall be constructed as a bond in compliance with the requirements thereof.

Signed, sealed and dated this _____ day of _____, 20__ .

ATTEST:

(Principal)

(Principal Secretary)

By:

(SEAL)

(Address)

(Witness as to Principal)

(Address)

(Surety)

ATTEST:

By: _____

(Attorney-in-Fact)

Resident Agent

(Address)

(SEAL)

(Witness as to Surety)

(Address)

NOTE: If Contractor is Partnership, all partners should execute Bond. Surety Companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State where the Project is located.

NON-COLLUSION AFFIDAVIT

CITY OF: _____

STATE OF: _____

Before me, the Undersigned Bidder being duly sworn on oath, a Notary Public, for and in the CITY and STATE aforesaid, personally appeared _____ and made oath that the Contractor herein, his agents, servants, and/or employees, to the best of his knowledge and belief, have not in any way colluded with anyone for and on behalf of the Contractor, or themselves, to obtain information that would give the Contractor an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Contractor, or themselves, to gain any favoritism in the award of the contract herein. He or she further states that no person or person, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

Oath and Affirmation

I hereby affirm under the penalties for perjury that the facts and information contained in the foregoing bid for public works are true and correct.

Dated this day _____ of _____, _____

Authorized Signature for Contractor: _____

Title: _____

Contractor's name (print): _____

SWORN TO BEFORE ME THIS _____ DAY OF _____, 20_____

NOTARY PUBLIC FOR THE STATE OF _____

My Commission Expires: _____

Notary Public Signature _____

Printed Name: _____ Phone _____

Number: _____ Address: _____

(Note: Notary seal required for foreign Contractor.)