



**REQUEST FOR QUALIFICATIONS  
CONSTRUCTION MANAGER AT RISK**

**OCONEE COUNTY BOARD OF COMMISSIONERS  
ROCKY BRANCH WATER RECLAMATION FACILITY UPGRADE**

**APRIL 10, 2008**

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## I. GENERAL INFORMATION

The Oconee County Board of Commissioners is interested in selecting a qualified Construction Manager at Risk (CMAR) to provide construction services for the upgrade of its existing Rocky Branch Land Application System, to provide wastewater treatment of 1.0 million gallons per day (MGD). The proposed upgrade will involve the construction of new facilities within the existing plant property which will employ advanced treatment technologies to produce reuse quality effluent in accordance with the facility's NPDES Permit No. GA0038806.

The Applicant for this project is required to complete and submit one (1) unbound original and five (5) bound copies of the Statement of Qualifications (SOQ). All copies of the SOQ must be identical. All copies of the SOQ shall be signed in ink by a company official who has authorization to commit company resources.

A pre-submittal conference will be held at 10:00 A.M. on Thursday, May 1, 2008 at the Oconee County Government Annex Building, 1291 Greensboro Highway, Watkinsville, Georgia 30677. The conference will include a tour of the existing Rocky Branch Land Application System. Attendance at the pre-submittal conference is required as part of the SOQ submittal.

All questions or requests for additional information should be submitted in writing to the County's Program Manager, Precision Planning, Inc., in care of Jim Sunta, by fax at 770-338-8094 or by e-mail at 517js@ppi.us no later than 5:00 P.M. Monday May 12, 2008. No consultant and/or any member of the consultant's team shall discuss any aspect of the RFQ with any employee and/or representative of Oconee County, HSF Engineering, or Precision Planning, Inc. other than through Jim Sunta, except during the pre-submittal conference.

**Directions to Oconee County Courthouse from I-85:** Take I-85 North to Georgia Highway 316 (Lawrenceville/Athens exit). Drive 39 miles. Turn right onto Oconee Connector. Drive 5 miles. (Oconee Connector becomes Mars Hill Road, then Experiment Station Road). Turn right on North Main Street. Drive 0.1 miles, Oconee County Courthouse is on the right side of the street. Public parking is in back of the Courthouse.

**Directions to Oconee County Government Annex from I-85:** Take I-85 North to Georgia Highway 316 (Lawrenceville/Athens exit). Drive 39 miles. Turn right onto Oconee Connector. Drive 5 miles. (Oconee Connector becomes Mars Hill Road, then Experiment Station Road). Turn right on North Main Street. Drive 0.8 miles (North Main Street becomes Georgia Highway 15). The Oconee County Government Annex is on the left side of the road. Public parking is in front of the Annex building.

## II. PROJECT DESCRIPTION

The Rocky Branch Land Application System (LAS) is located on a 245-acre site located off of Rocky Branch Road near its intersection with State Highway 53, northwest of the Eastville Community in Oconee County. It is one of two existing wastewater treatment facilities owned and operated by Oconee County - the other being the Calls Creek Water Pollution Control Plant located within the City of Watkinsville.

Rocky Branch LAS started operation in August 2002 and is currently permitted to treat a capacity of 0.4 MGD to irrigation quality standards for land application on the plant site. The plant treatment train consists of an in-line flow meter, mechanical screen, two lagoons for secondary treatment, two effluent storage ponds, an irrigation pump station and 110 acres of fields using overhead spray irrigation.

Oconee County has been experiencing relatively high population growth over the last decade and long-range projections indicate that this level of growth will continue over the next 20 years. The increase in population will significantly increase the wastewater flows to Oconee County's treatment facilities - especially in the immediate vicinity of the Rocky Branch LAS.

The objective of this project will be to upgrade the existing Rocky Branch WRF in order to provide a high level of treatment for a permitted flow of 1.0 MGD. Permitting for the new facility has been completed and an NPDES permit for discharge to Barber Creek, as well as for reuse applications, was issued by the Georgia Environmental Protection Division (EPD) in March 2007.

In March 2008, HSF Engineering, Inc. was selected to perform the engineering design of the WRF upgrade. The design will center on HSF Engineering's service marked Qualifluent process with tertiary membrane filters to treat effluent to urban reuse standards. The treatment train will incorporate the existing facility's treatment and storage ponds as much as feasible and is expected to include the following processes:

Primary Treatment:	fine screen, grit removal
Secondary Treatment:	vertical loop reactor
Tertiary Treatment:	submerged membranes (drinking water type)
Disinfection:	ultraviolet light
Solids Handling:	aerobic digester, belt press
Septage Receiving:	separate stream for solids separation
Reuse Treatment:	hypochlorite addition, pumping and storage
Miscellaneous:	flow measurement, SCADA

The design will enable treated effluent to be utilized for reuse applications, direct discharge to Barber Creek or land application.

The gravity outfall portion of this project shall extend only to the treatment facility property boundary. Design and construction of the portion of the gravity outfall extending beyond the plant property, including the cascade aerator, outfall structure, etc., will be addressed in a separate project and, thus, is not within the scope of this project.

### **III. SUBMITTAL REQUIREMENTS**

The information listed below shall be submitted for each SOQ in the order shown. Failure by a Contractor to include all listed items may result in the rejection of the SOQ.

1. A cover letter no more than one (1) page in length may be included with the submittal. The cover letter must be signed by an officer of the firm who shall have contracting authority over the project. The cover letter shall include a statement that the firm is willing to negotiate and execute an agreement with Oconee County.

2. Firm Identification

- a. At a minimum, the Proposal shall include the following information about the Contractor for the project:
- Firm name.
  - Locations of home and satellite offices to include business addresses, telephone and fax numbers, and e-mail addresses.
  - Firm background including history, services offered, and operating philosophy.
  - Management structure to include description of ownership, company officers and number of employees for each discipline offered.
  - A statement of bonding capacity from the Contractor's surety company. Provide agent contact persons and telephone numbers. Define current maximum approved bonding program, allowable single project limit, and current bonded work backlog.
  - A statement that the Contractor has not defaulted on a project or failed to complete a project within the past ten years. If this is not the case, explain.
  - A statement that Contractor has not filed for bankruptcy or been judged bankrupt at any time over the past ten years. If this is not the case, explain.
  - A statement that the Contractor has never abandoned a project, even temporarily, during a dispute. If this is not the case, explain.
  - A statement whether the Contractor has been or has not been involved in litigation as a plaintiff against an owner, design firm or construction contract administration firm, or served an owner with a claim for additional compensation prepared by an attorney or a claims consultant, excluding routine change order requests, in the past five years. If the Contractor has, explain. List any lawsuits or administrative actions to which the Contractor is currently a party or has been a party (either as a plaintiff or defendant) during the past ten years. For each suit, list all parties and indicate whether any party was a bonding company, insurance company, an Owner, or other. Identify the project giving rise to the suit or administrative action; explain the basis of the claim, and whether a settlement was reached or a judgment entered into for or against the Contractor, the Contractor's bonding company or insurance company.
  - A copy of the Contractor's Georgia Utility Contractor License.

3. Relevant Experience

The Proposal shall include descriptions of wastewater treatment plant projects that the Contractor has completed within the past five (5) years which are of similar size and scope to the Rocky Branch WRF project. The projects should stress the Contractor's experience as a whole, and not the experience of individual employees. Information for each project shall be provided on the

Project Reference Form (Appendix A) provided with this RFQ or a reasonable facsimile. The Contractor shall make additional copies of the form as required. Only one project shall be listed on each form. All information requested in the form shall be provided in the order requested. At a minimum, the following information shall be included for each project:

- a. Name and location of project.
- b. Name and address of client.
- c. Name and telephone number of client contact.
- d. Description of the project.
- e. Dollar amount of Contractor's fees and total project costs, to include engineering and all construction costs.
- f. Name of Contractor's project manager.
- g. Provide information describing which project elements were self performed and which were performed by subcontract. Provide names and addresses of major subcontractors and material suppliers.
- h. Comparison of initial and final budget costs and schedules to include, as appropriate, explanation(s) of any exceedances in the initial parameters.

4. Contractor's Team Experience and Organization

Provide a listing of all managers and senior level supervisors, project superintendents, field superintendents and craft foreman who will be available to the Project. Provide the resumes and a summary of past project experience for these individuals.

Provide an organizational chart showing how the Project would be staffed and managed during the construction phase. Provide names of individuals who would be probable team members for the Project.

Provide information showing which trades would be self-performed and which would likely be done by a subcontractor. Names and addresses of probable subcontractors shall be provided on the Probable Subcontractors Form (Appendix B) provided with this RFQ or a reasonable facsimile.

Provide a matrix listing of all projects presently under construction and those projects that are booked and are pending Notice to Proceed. This matrix shall identify project construction value, remaining project duration, and the names of presently assigned management resources and their titles.

5. References

The Proposal shall include references from former clients which describe the Contractor's capabilities to meet the project goals and client expectations.

6. Additional Information

The content of this section is left to the Contractor's discretion. However, the Contractor should limit materials included here to those that will be helpful to the Owner in understanding the Contractor's qualifications and experience.

7. SOQ Submittal

All SOQ's must be returned in a sealed package marked on the outside with the project name and Company name. SOQ's will be received until 10:00 A.M. local time on Thursday, May 15, 2008 at the Oconee County Courthouse at 23 North Main Street, Watkinsville, Georgia 30677. Any submittal received after this date and time will not be accepted. SOQ's will be publicly opened and only names of submitting firms will be read at 10:10 A.M on Thursday, May 15, 2008. A list of submitting firms will be available on May 16, 2008 on Oconee County's website [www.oconeecounty.com](http://www.oconeecounty.com) or by calling the Oconee County Purchasing Office at 706-769-2944.

Oconee County reserves the right to retain all SOQ's submitted. Submission of a SOQ indicates acceptance by the Contractor of the conditions contained in the RFQ. All SOQ's and supporting materials, as well as all correspondence relating to this RFQ, become the property of Oconee County when received. Any proprietary information contained in the SOQ should be so indicated; however, a general indication that the entire content, or major portion, of the SOQ is proprietary will not be honored.

SOQ's submitted by telegraphic, facsimile or other electronic means are not acceptable and will be rejected upon receipt. Contractors are advised to allow adequate time for delivery of their SOQ's.

8. Changes to SOQ's

No changes to, or withdrawal requests of, Proposals will be allowed after the date and time fixed for receipt of the Proposal.

9. Changes to RFQ

Changes to the RFQ shall be transmitted via written, faxed or e-mailed addendum only. Copies of addenda will be furnished to all prospective Contractors no later than two (2) days prior to the date fixed for receipt of the SOQ.

All questions or requests for additional information should be submitted in writing to the County's Program Manager, Precision Planning, Inc., in care of Jim Sunta, by fax at 770-338-8094 or by e-mail at [517js@ppi.us](mailto:517js@ppi.us) no later than 5:00 P.M. on Monday May 12, 2008. The questions and responses will be distributed to the prospective Contractors as written addenda.

10. Contractor Costs Related to the SOQ

Oconee County will not be liable in any way for any costs incurred by the Contractor for the project in the preparation its SOQ, during any stage in the SOQ review process or during contract discussions and negotiations.

#### IV. EVALUATION OF SOQ's AND CONTRACTOR RECOMMENDATION

A Review Team will evaluate the SOQ's using a 100 point scale. The criteria to be used in the evaluations, along with their relative weights, are as follows:

<b>Criteria No.</b>	<b>Description</b>	<b>Maximum Point Value</b>
1	Qualifications and experience of the members of the Contractor's team to be utilized in the project.	30
2	Client references for Contractor's performance on wastewater treatment construction projects of similar size and scope.	30
3	County's opinion of Contractor's ability to meet desired schedule.	20
4	Contractor's ability to self-perform construction of the project.	20
<b>Total</b>		<b>100</b>

Upon completion of the SOQ evaluations, the Review Team may recommend a short-list of firms or a single firm with the highest point total for consideration by the Oconee Board of Commissioners.

Once the SOQ evaluations and CMAR interviews have been completed and a final recommendation has been approved by the Board of Commissioners, the Review Team will solicit a cost proposal from, and negotiate a contract with, the firm it believes is best qualified, responsive and responsible for the project.

If a satisfactory contract cannot be agreed upon, negotiations may be conducted with the second most qualified, responsive and responsible firm, and with the third, so on, until a satisfactory contract can be reached with a firm which is considered to be qualified, responsive and responsible for the project. If the Review Team is unsuccessful in its first round of negotiations, it may reopen negotiations with any Contractor with whom it previously negotiated. The Review Team may elect to change the scope of work during the negotiation process in an effort to reduce the cost and/or to benefit the project in any manner.

If the negotiation produces mutual agreement, the draft contract shall be constructed and forwarded to the successful Contractor for execution and then returned to the Oconee County Board of Commissioners for final review and approval.

**V. SCHEDULE**

Work under this project is projected to proceed in accordance with the following general schedule; however, the County reserves the right to adjust this timetable as required during the course of the project:

<b>Task</b>	<b>Date</b>
Issuance of RFQ	April 10, 2008
Pre-RFQ Meeting	May 1, 2008
SOQ Due	May 15, 2008
Review Team Recommendation to BOC	May 27, 2008
Interviews (if required)	June 2008
Final Selection	June 24, 2008
Finalize Negotiation of Contract	July 2008
GMP/Award of Contract by County	August 2008
Begin Construction	October 2008
Completion of Construction	January 2010

## APPENDIX A

**PROJECT REFERENCE FORM**

<b>Project Name:</b> _____
<b>Project Type:</b> Build ____      Design Build ____      CMAR ____ (Check One)
<b>Owner:</b> Name _____ Title _____ Address _____ _____ _____ Office Tel. _____      Mobile Tel. _____ E-mail _____
<b>Design Engineer:</b> Firm _____ Contact _____ Address _____ _____ _____ Office Tel. _____      Mobile Tel. _____ E-mail _____
<b>Design Architect:</b> Firm _____ Contact _____ Address _____ _____ _____ Office Tel. _____      Mobile Tel. _____ E-mail _____



**Major Subcontractors:**

**Firm 1** \_\_\_\_\_  
Service Supplied \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Office Tel. \_\_\_\_\_ Mobile Tel. \_\_\_\_\_  
E-mail \_\_\_\_\_

**Firm 2** \_\_\_\_\_  
Service Supplied \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Office Tel. \_\_\_\_\_ Mobile Tel. \_\_\_\_\_  
E-mail \_\_\_\_\_

**Firm 3** \_\_\_\_\_  
Service Supplied \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Office Tel. \_\_\_\_\_ Mobile Tel. \_\_\_\_\_  
E-mail \_\_\_\_\_

**Firm 4** \_\_\_\_\_  
Service Supplied \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Office Tel. \_\_\_\_\_ Mobile Tel. \_\_\_\_\_  
E-mail \_\_\_\_\_

**Major Material Suppliers:**

**Firm 1** \_\_\_\_\_  
Material Supplied \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Office Tel. \_\_\_\_\_ Mobile Tel. \_\_\_\_\_  
E-mail \_\_\_\_\_

**Firm 2** \_\_\_\_\_  
Material Supplied \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Office Tel. \_\_\_\_\_ Mobile Tel. \_\_\_\_\_  
E-mail \_\_\_\_\_

**Firm 3** \_\_\_\_\_  
Material Supplied \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Office Tel. \_\_\_\_\_ Mobile Tel. \_\_\_\_\_  
E-mail \_\_\_\_\_

**Firm 4** \_\_\_\_\_  
Material Supplied \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Office Tel. \_\_\_\_\_ Mobile Tel. \_\_\_\_\_  
E-mail \_\_\_\_\_

## **APPENDIX B**

**PROBABLE SUBCONTRACTORS FORM**

**Excavation and Grading:**

Firm \_\_\_\_\_

Self-Performed? \_\_\_\_\_ Subcontracted? \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Tel. \_\_\_\_\_ E-Mail \_\_\_\_\_

**Yard Piping:**

Firm \_\_\_\_\_

Self-Performed? \_\_\_\_\_ Subcontracted? \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Tel. \_\_\_\_\_ E-Mail \_\_\_\_\_

**Dewatering:**

Firm \_\_\_\_\_

Self-Performed? \_\_\_\_\_ Subcontracted? \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Tel. \_\_\_\_\_ E-Mail \_\_\_\_\_

**Concrete, Formwork and Placement:**

Firm \_\_\_\_\_

Self-Performed? \_\_\_\_\_ Subcontracted? \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Tel. \_\_\_\_\_ E-Mail \_\_\_\_\_

**Reinforcing Steel:**

Firm \_\_\_\_\_

Self-Performed? \_\_\_\_\_ Subcontracted? \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Tel. \_\_\_\_\_ E-Mail \_\_\_\_\_

**Process Mechanical Equipment Installation:**

Firm \_\_\_\_\_

Self-Performed? \_\_\_\_\_ Subcontracted? \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Tel. \_\_\_\_\_ E-Mail \_\_\_\_\_

**Interior Process Piping:**

Firm \_\_\_\_\_

Self-Performed? \_\_\_\_\_ Subcontracted? \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Tel. \_\_\_\_\_ E-Mail \_\_\_\_\_

**HVAC Mechanical Work:**

Firm \_\_\_\_\_

Self-Performed? \_\_\_\_\_ Subcontracted? \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Tel. \_\_\_\_\_ E-Mail \_\_\_\_\_

**Electrical:**

Firm \_\_\_\_\_

Self-Performed? \_\_\_\_\_ Subcontracted? \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Tel. \_\_\_\_\_ E-Mail \_\_\_\_\_

**Instrument Control:**

Firm \_\_\_\_\_

Self-Performed? \_\_\_\_\_ Subcontracted? \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Tel. \_\_\_\_\_ E-Mail \_\_\_\_\_

**Trade:** \_\_\_\_\_

Firm \_\_\_\_\_

Self-Performed? \_\_\_\_\_ Subcontracted? \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Tel. \_\_\_\_\_ E-Mail \_\_\_\_\_

**Trade:** \_\_\_\_\_

Firm \_\_\_\_\_

Self-Performed? \_\_\_\_\_ Subcontracted? \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Tel. \_\_\_\_\_ E-Mail \_\_\_\_\_