



**REQUEST FOR PROPOSAL
ON-DEMAND ENGINEERING SERVICES
GORDON COUNTY PUBLIC WORKS**

Contact Information:

Gordon County
Attn: Purchasing Director
201 North Wall Street
Calhoun, Georgia 30701
(706) 879-2198
rbramblett@gordoncounty.org

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1.0 Overview

Gordon County Public Works (GCPW) seeks the services of qualified engineering firm(s) licensed to practice in the State of Georgia to provide “on demand” engineering services. The successful applicant will be available to provide engineering services to support the GCPW department on an as needed basis.

1.1 Submission

If you choose to submit a bid for this service and products, the County requires the vendor submit four (4) sealed original and copy printed bid/proposals (e-mail or faxes are not accepted). Your sealed bid/proposal must be marked, “*On-Demand Engineering Services*”, and be delivered to the Gordon County Administration Building at 201 N. Wall Street, Calhoun, Georgia 30701 **no later than 2:00 p.m. on September 1, 2021**. Proposals submitted after the 2:00PM deadline shall be considered non-responsive and will not be opened. The bid response shall be in the form defined in **6.0 Proposal Response Requirements**.

Any response received after the deadline date and time shall be returned unopened. Incomplete responses may not be considered if the omissions are determined to be significant. The vendor bid list will be posted online at www.gordoncounty.org the day after the bid opening.

The Gordon County Board of Commissioners reserves the right to accept, or reject, any and all bids received and/or disregard informalities in the bids received. If additional information is needed, contact Regan Bramblett, Gordon County Purchasing Director, at rbramblett@gordoncounty.org

1.2 Communication with Gordon County

All Communications regarding this bid should be communicated through Gordon County Purchasing. Telephone inquiries will not be accepted. Any questions regarding this bid should be submitted to Regan Bramblett via e-mail – rbramblett@gordoncounty.org. Your inquiry must contain “On-Demand Engineering Services”, your company name, and telephone number. Information obtained from any other source is not official and should not be relied upon.

1.3 Award

While the County is entertaining a bid, it will not be bound to award the bid.

The County may contact and evaluate the vendor’s and any subcontractor’s references, contact any vendor to clarify response, and/or contact any current or past users of a vendors or subcontractors services.

The County will not be obligated to accept the lowest offer but will make an award in the best interest of the County after all factors have been evaluated.

The County will be the sole judge of the successful offer. The County reserves the right to negotiate with any and all vendors. Vendors are advised that it is possible that an award may be made without discussion or any contact concerning the bid received. Accordingly, bids should contain the most favorable terms from a price and technical standpoint, which the vendor can submit to the County. **DO NOT ASSUME** that you will be contacted or afforded an opportunity to clarify, discuss or revise your proposal.

1.4 Payment Terms

THE COUNTY SHALL: Pay the contractor in payments with terms of NET 30 unless cash discounts are offered for early payment. All payments are in the form of a mailed check.

1.5 Local Bidder Privilege

The County has, within the purchasing policies, a Local Bidder Privilege as defined below:

Because bids awarded to “local” vendors contribute to the Gordon County tax base and promote the local economy, the Gordon County Board of Commissioners has determined that, under certain circumstances, such “local” vendors shall be provided an additional privilege when bidding against non-local vendors.

If a “local” vendor’s bid shall meet all specifications and is not more than four percent (4%) more than the lowest responsive and responsible bidder, the lowest bidding “local” vendor shall be given one (1) business day from the opening of such bids in which to notify the Purchasing Director that it agrees to match the low bid submitted by any non-local vendor. If such “local” vendor shall not agree to match the low bid, then the next lowest “local” vendor, if any within this specified category, shall be given one (1) business day there from to notify the Purchasing Director that it agrees to match the low bid submitted by any non-local vendor, and so on until all “local” vendors who fall within the specified category have had an opportunity to match the low bid.

This privilege or preference shall not apply to road construction or public works projects otherwise governed by Georgia Law or to the purchase of any other goods and/or services, for which such preference is prohibited by Georgia Law.

A “local” vendor for purposes of this section shall be defined as a vendor maintaining a physical presence within Gordon County, including, but not limited to the maintenance of one (1) or more offices within Gordon County with continuous employment of not fewer than two (2) persons at such office(s) for more than six (6) months prior to the submission of such bid. The mere maintenance of a post office box within Gordon County shall not qualify a vendor as “local” for purposes of this policy.

2.0 Calendar of Events

The planned schedule for proceeding with the selection process for this work is as follows:

Bid Posted	August 4, 2021
Question Deadline	August 27, 2021
Bid Submittal Deadline	September 1, 2021
Evaluation	September 1 – September 7, 2021
Board Approval	September 7, 2021
Notice of Award	September 8, 2021

3.0 Scope of Work

Gordon County Public Works (GCPW) seeks the services of qualified engineering firm(s) licensed to practice in the State of Georgia to provide “on demand” engineering services. The successful applicant will be available to provide engineering services to support the GCPW department on an as needed basis. The scope of work may include, but is not necessarily limited to:

1. Hydraulics and Hydrology Engineering. Provide personnel and equipment to model, analyze and design a wide array of flood protection structures including weirs, culverts, water control structures, inlet/outlet and conveyance channels, ditches and retention ponds.

2. Structural Engineering. Provide personnel and equipment to analyze and design roads, bridges, intersections, driveways and drainage for county public works projects

3. Geotechnical Engineering. Provide personnel and equipment to analyze or perform geotechnical investigations, analyses, and design.

4. General Engineering. Provide personnel and equipment to perform engineering design including, but not limited to: General engineering and hydraulic studies; Emergency road repair; Analysis and manipulation of data sets and GIS software; Technical document development; Review and presentation, preparation of construction documents including plans, specifications and bid packages; and Engineer’s opinion of probable construction cost.

5. Project Management. Provide personnel and equipment to manage a wide array of GCPW projects. These services could consist of managing and developing budgets and schedules, scoping and administering tasks for sub-consultants. Emphasis should be placed on communication and coordination to ensure timely and cost efficient project execution.

6. Environmental and Permitting Services. Provide personnel to perform all environmental and permitting services necessary to obtain project permits

7. Construction Administration and Inspection. Provide personnel and equipment to perform construction administration and inspection services on a wide array GCPW projects. Duties may include, but are not limited to: Contractor supervision and representation of owner; Resident inspection in remote locations; Review of daily work logs; Technical document development and review; and, Verification of pay requests.

4.0 General Vendor Info

Vendor is to provide references detailing a minimum of 3 similar contracts within the past 3 years.

Vendor is to review and be familiar with the enclosed proposal specifications. Failure to review the specifications will not relieve the successful vendor of an obligation to furnish all products, services and labor necessary to carry out the provisions of the contract.

The successful proposing vendor shall not assign or transfer any interest in the contract or subcontract any part of the contract without prior written approval from the County.

The signer of the bid must declare that the bid is in all respects fair and in good faith without collusion or fraud and that the signer of the bid has the authority to bind the principal proponent.

All bidders must be recognized dealers in the materials, services, or equipment specified and be qualified to advise in their application or use. A bidder at any time requested must satisfy the Purchasing Department that they have the requisite organization, capital, plant, stock, ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which he is interested.

5.0 Proposal Package

Each Proposal Package should be prepared to include the information outlined below and be tabbed to denote the sections noted below. In order for the Proposal Package to be considered responsive, Sections 1 through 4 need to be complete as described below.

Section 1 - Cover Letter and Company Identification

A letter of introduction and interest on letterhead providing the full legal name, firm's principal business office with address and satellite offices, if any, and indication of which location these professional services would be conducted. Include information on the firm's history, business activities, size, employees, and ownership, including a point of contact and official signature of an authorized company representative.

Section 2 - Company Experience

Provide a listing of company experience profiling relevant expertise summarized by the following project categories:

- 1. Hydraulics and Hydrology Engineering**
- 2. Structural Engineering**
- 3. Geotechnical Engineering**
- 4. General Engineering**
- 5. Project Management**
- 6. Environmental and Permitting Services**
- 7. Construction Administration and Inspection**

Section 3 - Project Team

Provide an organizational chart showing business and technical staff and summary resumes for key personnel and any subcontractors proposed for the work. Identify current project assignments, completion dates and percentage of availability.

Provide a summary of professional liability (E&O) claims and lawsuits for the last 5 years. This summary should include any judgments, claims, arbitration proceedings or suits pending or outstanding against the firm, proposed partners and any proposed subcontractors. Additionally provide a summary of your safety program and your quality control and quality assurance program.

Section 4 - Project References

Provide project descriptions that are representative of the project categories above of recent work of a similar nature that demonstrate experience that highlight the project team's ability to successfully complete the work. Provide name of client, a brief description of the work, dates/completion status, reference contact information, schedule and cost outcomes.

6.0 Proposal Response Requirements

Company Name: _____

Authorized Bidder: _____ Date _____

The bid response should be in the following order.

This sheet should be the **first page** of your response followed by each of the following.

Check off each of the following to insure your response is complete.

____ Completed Proposal Package, including references

____ Any information that the company deems makes it uniquely qualified

____ Completed Acceptance of Terms of this Agreement Sheet.

____ Completed Non-Collusion Affidavit

____ Any other information deemed necessary

7.0 Evaluation Criteria

Proposals will be evaluated by GCPW staff and ranked based on the following criteria to develop a short list of the top ranked firms. After a short-list of top ranked firms is completed, presentations and interviews will be conducted along with a review of the cost submission portion of the proposal to complete the selection process. Ranking of proposals and proposed contract award will be made at the sole discretion of Gordon County.

Item	Criteria	Points
1	Company Experience	40
2	Project Team	40
3	Project References	20

8.0 Insurance Requirement

During performance of services, the firm will provide insurance coverage and limits as per the following.

Automobile Liability - Automobile liability coverage for owned, hired and non-owned vehicles in the amount of \$1,000,000 combined single limit.

Commercial General Liability – Coverage to be provided on “occurrence” not “claims made” basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground (“xcu”) perils, “Gordon County” is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work

\$1,000,000	Per Occurrence
\$1,000,000	Personal and Advertising
\$50,000	Fire Damage*
\$5,000	Medical Payments*
\$1,000,000	General Aggregate
\$1,000,000	Products/Completed Operations per Occurrence and Aggregate

Professional Liability – Professional liability is required at a coverage limit of at least \$5,000,000.

9.0 Terms and Conditions

The successful vendor shall submit the following items within ten calendar days of written notification from the county of the proposal award:

- Proof the Vendor is an authorized corporation and is authorized to do business in the State of Georgia.
 - Written certification that the Vendor operates a drug-free workplace in accordance with O.C.G.A. 50-24-1 through 50-24-6 (form provided by county).
 - Workman's Compensation Insurance documentation of at least \$1,000,000
 - Liability Insurance documentation of at least \$1,000,000
-
- There are no expressed or implied obligations for Gordon County to reimburse responding companies for any expenses incurred in preparing proposals in response to this bid.
 - The county reserves the right to request clarifications regarding information submitted as well as request additional information from one or more parties submitting qualifications.
 - By submitting qualifications, a party certifies that it has fully read and understood this bid, has reviewed the attached documents (if any), and has full knowledge of the nature, scope, quantity and quality of the work to be performed; the requirements of the products and services to be provided and the conditions under which the services are to be performed. Failure to do so will not relieve the successful proposing company of their obligation to enter into a contract and to completely perform the contract in strict accordance with this bid.
 - No proposals may be withdrawn or revoked for a period of 60 days after date of opening.
 - Ownership of all data, materials, and documentation prepared for and submitted in response to this bid shall belong exclusively to Gordon County and will be considered a public record and subject to public inspection in accordance with the Georgia Open Record Act, O.C.G.A. 50-18-70 et. seq. unless otherwise provided by law.
 - The Gordon County Board of Commissioners reserves the right to reject any or all proposals, call for new proposals, to waive any informalities in a proposals, and to select the qualified parties. The Gordon County Board of Commissioners reserves the right to accept, reject, and/or negotiate any and all proposals or parts of proposals deemed by the Board to be in the best interest of citizens of Gordon County.
 - This bid shall be governed in all respects by the laws of the State of Georgia and the successful proposing parties shall comply with all applicable federal, state, and local laws and regulations.
 - By submitting their qualifications, all proposing parties certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other person or party in connection with their proposals, and that they have not conferred on any Gordon County employee having official responsibility for this procurement transaction of any payment, loan, subscription, advance, deposit of money, services, or anything of value of more than nominal value, present or promise, unless consideration of substantially equal or greater value was exchanged.
 - The proposing parties specifically certify in submitting their proposals that they are not in violation of O.C.G.A. 16-10-2 and 16-10-22 for acts of bribery, and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions.
 - By submitting their qualifications, all proposing companies certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and/or the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.

10.0 Forms

10.1 Acceptance of Terms of this Agreement

Name of Proposer: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Authorized Signature _____ Title: _____

Name Printed: _____ Date: _____

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

10.2 Non-Collusion Affidavit of Prime Proposer

STATE OF _____ COUNTY OF _____

I _____, being first duly sworn, depose and say that;

He is _____ of _____, the proposer that has submitted the attached proposal;

He or she is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal; Such proposal is genuine and is not a collusive or sham proposal; Neither the said proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other proposer, firm or person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person to fix the price or prices in the attached proposal or of any other proposer, or to fix any overhead, profit, or cost element of the proposal price or the proposal price of any other proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Gordon County Board of Commissioners or any person interested in the proposed contract; and

The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Proposer: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

Subscribed and sworn to me this _____ day of _____, 20__.

NOTARY PUBLIC: _____

Commission Expires: _____

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 91, stating affirmatively that the individual, firm, or corporation which is contracting with Gordon County has registered with, is participating in, uses, and will continue to use for the duration of the contract, the federal work authorization program - EEV/Basic Pilot Program operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA), commonly known as E-Verify, in accordance with the applicability provisions established in O.C.G.A. 13-10-91.

The undersigned further agrees that, in connection with the physical performance of services pursuant to this contract with the Gordon County , the contractor will only employ or contract with subcontractor(s), who can present a similar affidavit verifying the subcontractor’s compliance with O .C.G.A. 13-10-91. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Gordon County within five days of the subcontractor(s) presenting such affidavit(s) to the contractor.

EEV / Basic Pilot Program* User Identification Number Enter
four to six digit numbers

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE_

DAY OF _____ 20____.

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 _____

_____ on behalf of Gordon County has registered with, is participating in, uses, and will continue to use for the duration of the contract the federal work authorization program - EEV/Basic Pilot Program operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA), commonly known as E-Verify, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, in connection with the physical performance of services pursuant to this contract with _____

_____ on behalf of the Gordon County, the subcontractor will only employ or contract with sub-subcontractor(s), who can present a similar affidavit verifying the sub-subcontractor's compliance with O.C.G.A. 13-10-91.

The undersigned further agrees that the Subcontractor will maintain records of such compliance and provide a copy of each such verification to the Contractor within five days of the sub-subcontractor(s) presenting such affidavit(s) to the Sub-contractor.

EEV / Basic Pilot Program* User Identification Number Enter four to six digit numbers

BY: Authorized Officer or Agent (Subcontractor Name)

Date

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 _____ 20_____

Notary Public

My Commission Expires