



# CITY OF FAYETTEVILLE REQUEST FOR QUALIFICATIONS

<b>Issue Date:</b> 08/12/2020	<b>RFQ Number:</b> WS505-02	<b>RFQ Title: Professional Operations, Maintenance and Management Services</b>
<b>RFQ Due Date and Time: Thursday, 09/03/2020 @ 2:00PM</b>		<b>Number of Pages: 6</b>

CONTACT INFORMATION	
<b>Procurement Agent and Contact for this RFQ: Carleetha Talmadge</b>	<b>Procurement Official: Carleetha Talmadge, Assistant Finance Director</b>
City of Fayetteville Finance & Administrative Services Department 240 South Glynn Street Fayetteville, GA 30214	<b>Phone:</b> (770) 719-4161 <b>Fax:</b> (770) 460-4238 <b>Website:</b> www.fayetteville-ga.gov

INSTRUCTIONS TO OFFERORS	
Email Proposal to:  <b>Carleetha Talmadge</b> <b>Asst. Director of Finance</b> <a href="mailto:ctalmadge@fayetteville-ga.gov">ctalmadge@fayetteville-ga.gov</a>	Email Subject Line: <b>PROPOSAL FOR O&amp;M SERVICES</b>  <b>RFQ Due Date &amp; Time: 09/03/2020 @ 2:00PM</b> <b>Special Instructions: Portable Document Format (.pdf)</b>

**IMPORTANT: SEE STANDARD TERMS AND CONDITIONS**

OFFERORS MUST COMPLETE THE FOLLOWING	
<b>Offeror Name &amp; Address:</b>	<b>Authorized Signatory:</b>  (Please Print Name and Sign in Ink)
<b>Offeror Phone Number:</b>	<b>Offeror Fax Number:</b>
<b>Offeror Federal I.D. Number:</b>	<b>Offeror Email Address:</b>

**OFFEROR MUST RETURN THIS COVER SHEET WITH RFP RESPONSE**

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## SCHEDULE OF EVENTS

<b>EVENT</b>	<b>DATE</b>
<b>RFQ Issue Date</b>	08/12/2020
<b>Deadline for Receipt of Written Questions</b>	08/24/2020
<b>Deadline for Receipt of City's Answers</b>	08/27/2020
<b>RFQ Response Due Date</b>	09/03/2020

# SECTION 1: REQUEST FOR QUALIFICATIONS

## 1.0 CITY'S INTENT

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### QUALIFICATIONS FOR OPERATION, MAINTENANCE, AND MANAGEMENT SERVICES FOR WATER TREATMENT AND DISTRIBUTION, WASTEWATER TREATMENT AND COLLECTION SYSTEM MAINTENANCE

The City of Fayetteville is requesting a Qualifications Proposal from firms capable of entering into a minimum five (5) year contract to provide professional operation, maintenance and management services for the City of Fayetteville consisting of water and wastewater treatment with options to provide management services and/or professional operation and maintenance of distribution and collection systems. Facilities that could potentially be operated, maintained and managed are:

#### **Full System Management and Operations:**

- A. **Personnel:** Firm shall show that they are qualified to employ all staff necessary to carry out the functions described in the RFQ and will pay all costs associated with such employment. Firm shall show that employees will be paid fair wages as appropriate to the Fayetteville labor market. All personnel management will be in accordance with local, state and federal laws. Firm shall show that all existing City of Fayetteville employees directly related to these services shall be considered **AS PRIORITY** for employment.
- B. **Water Distribution System:** Firm shall show that they are qualified to manage and operate the city's water distribution system in accordance with best management practices and to ensure compliance with all City, State, and Federal requirements and regulations. Firm shall show that staff will be properly trained and certified as required by the State of Georgia. Firm shall show that they are capable of repairing water leaks, pipe breaks, meter reading, fire hydrant repairs and maintenance, flow testing, new service installations, work orders, meter cut-offs/ons, service restoration, emergency repairs, exercising water valves, utility locates in accordance with 811, as well as other services necessary to operate the water distribution system. Firm shall employ operational staff certified by NACE for tank maintenance.
- C. **Water Treatment:** Firm shall show that they can operate, manage and maintain the existing 3 MGD Facility in accordance with all local, state and federal standards. Firm will maintain all required certifications. As part of the water treatment process, the firm will show that they have experience in the operation and maintenance of ground water systems similar to the City's. Firm will have experience in providing solutions for treating brown water issues similar to the City's.
- D. **Wastewater Collection System:** Firm shall show that they are capable to operate the

City of Fayetteville's wastewater collection system in accordance with the best management practices and to ensure compliance with all City, State and Federal requirements and regulations. Firm shall show that staff will be properly trained and certified as required by the State of Georgia. Firm shall show that they are capable for sewer backups, installation of sewer taps, line breaks, manhole locations and repairs, and sewer overflow responses, and utility locates in accordance with 811. Firm shall show that they are capable to assist the City in the reduction of inflow and infiltration (I&I). Firm shall show that they have the capability and the equipment to provide flow monitoring, cleaning and video inspections of lines, and smoke testing experience and equipment. Firm shall show that they have at least one (1) employee who has attended the EPA Fats Oil and Grease (FOG) seminar and obtained any certification or licensing now available from EPA and/or State of Georgia. Firm shall have experience with developing a FOG program and show that they can develop and enforce in the City.

- E. **Wastewater Treatment Plant:** Firm will show that they are capable to operate, manage and maintain the existing 5 MGD Facility in accordance with all local, state and federal standards. Firm will show that they can maintain all required certifications.
  
- F. **System Maintenance:** Firm will show that they are capable to employ maintenance staff as required to properly maintain the City of Fayetteville in accordance with accepted industry maintenance practices. Firm will show that staff will be properly trained and certified as appropriate to perform preventative and corrective maintenance activities as required. Firm will show that they are capable of maintaining the city's Maintenance data in a software package acceptable to the City. All maintenance records will be maintained in accordance with local, state and federal requirements.
  
- G. **Vehicle and Equipment Maintenance:** Firm will show that they are capable to employ a staff of employees trained and capable of performing routine, preventative, and corrective maintenance on City owned vehicles and equipment.

## SECTION 2: PROPOSAL REQUIREMENTS

### 2.0 PROPOSAL REQUIREMENTS

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**Cover Letter:** The cover letter should be signed by the principal contact and express the company's interest in entering into a contractual relationship with the City of Fayetteville. The letter should designate the name and address of the principal contact, telephone number, facsimile and email address.

**Legal Form of Company:** The Company should indicate its legal form (individual, partnership, corporation, joint venture, non-profit). If the company is a consortium, joint venture, or team, indicate the entity that is primarily responsible for the proposal.

**Biography of Company Principals:** The resume should include history of managing operations of a system or similar facility. A list of biographical information on staff who will be involved in the negotiations and oversight of day-to-day administration of the proposed contract shall be included. This should include management individuals that will be available to assist the on-site staff. Also, relative expertise, tenure, evidence of relevant expertise and relevant personal, professional and community accomplishments should be included.

**Experience:** Submit any experience in the operation of a water distribution, wastewater collection, wastewater treatment and public works system or similar facilities and any expertise working with or contracting with a government entity.

**References:** Provide a list of at least five (5) references including primary contact name, title, address and phone numbers. References for services provided should be of comparable size/scope/complexity to the services outlined in this request for qualifications to the extent possible.

**Staffing Plan:** Provide a staffing plan for the System and its facilities, including job descriptions and qualifications, on-site staff schedule during operations, and any off-site schedule during operations, and any off-site staff support that will be available.

**Employee Benefits Overview:** Provide a summary of employee benefits provided by the firm to include any health insurance coverage (health, dental, vision, supplemental, etc.), retirement plans, disability, benefit vesting requirements, other fringe benefits such as vacation leave, PTO, etc.

**General Operation:** Provide proposed operating policies, procedures, and guidelines including operating hours, safety rules, emergency procedures and repairs, record keeping and periodic reports to the City, inspection of books and records by the City or other government agency.

#### **Proposal Evaluation:**

The City of Fayetteville will evaluate all proposals based on, but not exclusive to, the list of criteria outlined below:

1. Qualifications and Experience of Company
2. Alignment with the City's Goals, Philosophy and Needs
3. Programming, Staffing, and Operations Plan
4. Specificity of Proposal Response and additional resources provided from Firm
5. Review of customer references provided

Any cost associated with the preparation of the proposal response are the responsibility of the proposing company. The City of Fayetteville may elect to require presentations prior to contract award. Any costs, including travel and associated arrangements, are the responsibility of the proposal company.

## **SECTION 3: APPROVALS**

### **3.0 APPROVALS**

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The City of Fayetteville reserves the right to approve and oversee certain tasks, functions and responsibilities of the management and operation of the System. These include, but may not be limited to: rates, expenses, fees, cost of services, staffing, policies and procedures, financial reporting methods, programming, hours of operation, marketing and advertising.