



City of Dallas, Georgia
Public Works Department

129 E. Memorial Drive, Dallas, Georgia 30132

RFP # 2021-03

REQUEST FOR PROPOSALS
FOR
PROFESSIONAL ENGINEERING SERVICES
STORM WATER UTILITY FEASIBILITY STUDY &
IMPLEMENTATION PLAN

May 10, 2021

1.0 GENERAL

The City of Dallas, Georgia is issuing this Request for Proposal (RFP) to Engineering Firms with a strong record in successfully assisting local governments with engineering services for implementation of a Storm Water Utility. Responding firms should be qualified to provide a Feasibility Study for implementation of a Stormwater Utility for the City of Dallas utilizing Local funding.

2.0 PROPOSED SCOPE OF WORK

Develop a Feasibility Study for implementation of a Stormwater Utility for the City of Dallas. A Feasibility Study will examine whether a Stormwater Utility will be a fair, practical and implementable solution for the City of Dallas stormwater program funding needs. The following tasks will provide for a comprehensive review of the existing stormwater program and analyze the feasibility of implementing a stormwater utility.

1. Project Management/Data Collection
 - a. Coordinate all activities necessary for completion of the study
 - b. Project status monitoring/reporting
 - c. Coordination with City staff
 - d. Project kick-off meeting
 - e. Progress meetings with City staff
 - f. City Council briefings
 - g. Public presentations
 - h. City data request
 - GIS data/aerial photography
 - Stormwater project future plans
 - Current and historical stormwater budgets and staffing
 - Existing stormwater studies
2. Current State Analysis and Review
 - a. Review data provided by the City
 - b. Develop a stormwater asset inventory
 - c. Identify additional data needs
3. Stormwater Needs Assessment
 - a. Document current Level of Service (LOS) and Extent of Service (EOS)
 - Maintenance activities

- Planned capital projects
 - Staffing and resources
 - b. Needs assessment
 - Assess age of current assets and reinvestment needs
 - Evaluate needed increases in maintenance activities
 - Identify long-term capital improvement projects
 - Identify organizational staffing needs
 - Cost of existing service
 - Cost of higher LOS
4. Rate Policy and Revenue Analysis
- a. Impervious area analysis
 - b. Stormwater fee structure evaluation
 - Provide alternatives and recommendations
 - c. Property owner impacts
 - Impact of fees for parcels included in impervious area analysis
5. Implementation Plan
- a. Implementation requirements
 - Billing method
 - Policy issues
 - b. Credits and incentives
 - c. Billing
 - d. Special circumstances (mixed use parcels, etc.)
 - e. Draft stormwater utility ordinance
 - f. Implementation schedule
6. Public Participation and Outreach Plan
- a. Plan for public awareness, education and involvement
 - b. Identify stakeholder groups
7. Feasibility Study Report
- a. Prepare draft report for City review
 - b. Incorporate City comments
 - c. Prepare final report
 - d. Present to City Council

3.0 PROPOSED PROJECT SCHEDULE

The proposed schedule for the stormwater utility feasibility study is provided below. As indicated, the schedule is based on a notice to proceed of July 2021.

	July 21	August 21	November 21	December 21
Task 1 – Project Management/Data Collection				
Task 2 – Current State Analysis & Review				
Task 3 – Needs Assessment				
Task 4 – Rate Policy & Revenue Analysis				
Task 5 – Implementation Plan				
Task 6 – Public Participation & Outreach Plan				
Task 7 – Feasibility Study Report				
Project Kickoff & Status Meetings	++	+	+	+
Formal Presentations		*	*	*

4.0 SUBMITTAL PLACE AND DEADLINE

Six paper documents (*one original and 5 copies*), as well as one electronic version of the proposal on a USB Flash Drive in PDF format, must be received no later than 3:00 pm on **Wednesday, June 16, 2021**, addressed to:

City of Dallas, Georgia
 ATTN: Tina Clark, City Clerk
 129 East Memorial Dr.
 Dallas, GA 30132

Each respondent assumes full responsibility for timely delivery of its proposal at the required location. Any proposal received after the submittal deadline will be deemed non-responsive and returned. The delivered packaging containing the proposal documents must note **“COST PROPOSAL ENCLOSED– STORM WATER UTILITY FEASIBILITY STUDY & IMPLEMENTATION PLAN”** on its face.

5.0 SUBMISSION FORMAT

The Proposal must not exceed 15 total pages (*most or all 8½ x 11 inch with 1-inch or greater margins – single sided*), excluding the transmittal letter, index or table of contents, front and back covers, title pages/separation tabs, and appendices. A maximum of 5 (five) of the total pages may be 11 x 17-inch tri-fold format. Twelve-point font or larger must be used.

6.0 SUBMISSION CONTENT

The content requirements set forth in this RFP represents the minimum content requirements for the cost proposal. It is the respondent's responsibility to include information in its submittal to address all aspects of the submission content in order to demonstrate to the firm's understanding and approach to the Project. The respondents must include the following information in the order listed:

- Transmittal Letter
- Part 1 – Executive Summary
- Part 2 – Cost Proposal – This section shall provide a detailed breakdown of cost for the various project phases/components with a total cost provided at the end of the section.
- Part 3 – Project Approach (*including schedule of milestones and use of local resources*)
- Part 4 – Related Project Experience
- Part 5 – Project Team Roles and Responsibilities (*including an organizational chart identifying key team members and any sub-consultants*)
- Part 6 – Client References (*3 minimum from similar projects*)
- Appendix A – Resumes of Key Project Individuals
- Appendix B – Additional Supporting Information (*if required – 20-page limit*)

7.0 Proposal Evaluation and Selection

The cost proposals will be reviewed by the City according to the requirements and criteria outlined herein. During the review process, written questions or requests for clarification may be submitted to one or more respondents regarding its proposal or related matters. Failure to respond in a timely manner to any such questions or requests may be grounds for elimination of the proposal from further consideration. In addition, the City may require respondents participate in interviews.

1. Project Approach
2. Project Schedule
3. Project related Experience
4. Cost Proposal
5. Conformance to the RFP Requirements
6. Proximity of Project Resources to Project Location
7. Demonstration of use of Local Resources

City of Dallas reserves the right to short list and conduct informal interviews prior to selection.

8.0 Responsiveness

Each proposal will be reviewed by the City to determine whether it is responsive to the RFP. Failure to comply with the requirements of this RFP may result in a submittal being rejected as non-responsive. At its sole discretion, the City may waive any such failure to meet a requirement of this RFP and may request clarification or additional information to remedy a failure. At the City's sole discretion, the City reserves the right to reject any and all proposals.

9.0 Selection

After the review process is complete, the City will notify the selected Engineer via email that they have been selected for the project. In the event the City and the selected Engineer are unable to reach agreement and mutually execute a contract, the city will notify and enter negotiations with the second ranked Engineer.

10.0 OTHER INFORMATION

Once a firm is selected for the project and fee negotiated, that fee will be included in the application's budget.

The City of Dallas also abides by the following laws as they pertain to Federally Assisted Projects: Title VI of the Civil Rights Act of 1964; Section 109 of the HCD Act of 1974, Title I; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Section 104(b)(2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.

11.0 City Authority

The City of Dallas is a Municipality in the State of Georgia created under Georgia State Law. The procurement process for this Project is authorized under The City of Dallas' Purchasing Policy.

12.0 Conflict of Interest

Georgia state statutes mandate the public disclosure of certain information concerning persons doing business or seeking to do business with the City, including affiliations and business and financial relationships such persons may have with the City's Elected or Appointed Officials.

13.0 Proprietary Information

All materials submitted to the City become public property and are subject to the City of Dallas' Policies. If the proposal contains proprietary information that the respondent does not want disclosed, each page containing such information must be identified and marked "PROPRIETARY" at the time of submittal. City will, to the extent provided by law, maintain the confidentiality of and endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the City. Respondents shall not be permitted to mark the entire proposal as proprietary.

14.0 Rights of the City

In connection with this procurement process, including the receipt and evaluation of proposal, City reserves (*at its sole discretion*) all rights available to it under applicable law, without limitation, with or without cause and with or without notice, the right to:

- Cancel, withdraw, postpone, or extend this RFP, in whole or in part, at any time prior to the execution of a contract for design services, without incurring any obligations or liabilities.
- Modify the procurement schedule.
- Waive deficiencies, informalities and irregularities in a proposal and accept and review a nonconforming proposal.
- Permit corrections to data submitted with any proposal.

- Hold meetings and interviews, and conduct discussions, with one or more of the Respondents to seek an improved understanding of any information contained in a proposal.
- Seek or obtain, from any source, data that may improve the evaluation of a proposal.
- Seek clarification from any Respondent to further understand information provided in a proposal.
- Reject a proposal containing exceptions, additions, qualifications or conditions not called for in the RFP or otherwise not acceptable to the City.
- Request additional information from a Respondent during the evaluation of its proposal.

15.0 Obligation to Keep Project Team Intact

Respondents are advised that all Firms, Sub-consultants and Key Personnel identified in the RFP shall remain on the Project Team for the duration of the procurement process and execution of the Project. If extraordinary circumstances require a change, it must be submitted in writing to the City, who, at their sole discretion, will determine whether to authorize a change, recognizing that certain circumstances (*such as termination of employment*) may occur that are beyond the Consultant's control. Unauthorized changes to the Project Team at any time during the procurement process and during the execution of the project may result in elimination of the Respondent from further consideration.

16.0 Addenda

If any revisions to the RFP or procurement process become necessary or desirable (*at the City's sole discretion*), the City may issue written addenda. The City will also make an effort to post all addenda on the City's website. It is the Respondent's responsibility to obtain all addenda prior to submitting its proposal.

17.0 Protests

Any protest to a City action in connection with this selection process must be filed in writing no later than seven (7) business days following such action and must be in strict accordance with the City's applicable procedures and with applicable law. A protest must be filed directly with the City Clerk's Office whose contact information can be found in Section 4.0.