

**CITIES OF FORT OGLETHORPE, RINGGOLD, AND  
CATOOSA COUNTY, GEORGIA**

**MAYOR, COUNCIL, AND COMMISSIONERS**

**REQUEST FOR PROPOSALS  
FOR  
JOINT WASTEWATER INFRASTRUCTURE STUDY**

**Date of RFQ Released – October 6, 2023**



## **General**

The Cities of Fort Oglethorpe, Ringgold, and Catoosa County are seeking Statements of Qualifications for the “Joint Wastewater Infrastructure Study”. This project will consist of obtaining information related to current capacity of each sewer district (in wet and dry flow), analyze data, base recommendation of rehabilitation upon analysis of current conditions, provide recommendation based on data of future growth of sanitary sewer, provide recommendation based on data of best treatment options for wastewater, provide recommendation based upon data of improvements and life span of existing infrastructure. Responding firms should have a strong record in successfully assisting local governments with preparing infrastructure studies/plans and experience in working on Federally Assisted Projects. The responding firms should be qualified to provide a Joint Wastewater Infrastructure Study.

## **Scope of Work**

Intentions are to contract, within a year from the date of this notice, a reputable firm to prepare a Joint Wastewater Infrastructure Study. This study will consist of obtaining information related to current capacity of each sewer district (in wet and dry flow), analyze data, base recommendation of rehabilitation upon analysis of current conditions, provide recommendation based on data of future growth of sanitary sewer, provide recommendation based on data of best treatment options for wastewater, provide recommendation based upon data of improvements and life span of existing infrastructure. The proposal of the selected respondent will be used in the preparation of a grant application for Appalachian Regional Commission (ARC) funding with the budget provided by the respondent being incorporated into the grant application. If awarded funding, the selected firm would be expected to prepare the Joint Wastewater Infrastructure Study within eighteen (18) months of receiving the notice to proceed. This procurement action may also lead to additional project contracts and/or contract addendums for planning, administrative, and other related services.

At a minimum, the Joint Wastewater Infrastructure Study shall:

1. Obtain current capacity and available capacity in each of the three sewer basins
2. Analyze relevant data to provide time frame projected to reach full capacity of existing systems
3. Provide recommendations of rehabilitation options and best practices within each basin based upon current conditions
4. Identify priority community facilities within each basin
5. Provide recommendations of best practices or treatment options based upon data obtained for future growth within each of the three sewer basins
6. Provide recommendations of future growth and sanitary sewer expansion
7. Provide recommendations based on data of improvements and life span of existing infrastructure
8. Assess the feasibility of recommended rehabilitation and/or treatment options upon each individual basin

9. Develop a study and cost estimate of needed infrastructure improvements based upon data of current system and data of future growth

## **PROPOSAL FORMAT**

All proposing consultants shall submit an original and four copies of their proposal that include the following information and documents in this order:

### Cover

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### Qualifications

- A brief history and overview of the firm and its general areas of practice. If a firm has multiple office locations, please identify the office location from which this project will be undertaken. Please include the number of years the company has been in existence and the firm's specific experience with Federally Assisted Projects.
- Firm's experience preparing similar infrastructure studies.
- Resumés of key personnel, especially project leads, that will be working on the Joint Wastewater Infrastructure Study for the Cities of Fort Oglethorpe, Ringgold, and Catoosa County, if selected, including their qualifications, professional registration and certifications, and relevant experience.
- Previous awards received by the firm.
- Listing of consultant team members that are not part of the company that will be a part of this project (if any) and their relevant experience.
- Three references from public owners in which the respondent has provided design or related infrastructure projects.

### Scope and Methodology

- Methodology and approach for planning services.
- Scope and level of service proposed (must include discussion of proposed deliverables).
- Timeline for each milestone and deliverables.
- Organizational chart which identifies the project manager, key team leaders, support personnel, and reporting structure.

### Ability to Complete the Project

- Statement of current workload and availability for this project.

- Statement of the company's financial strength to perform the project. *(Please provide suitable documentation to establish financial stability. Acceptable documentation includes audited or reviewed financial statements, partnership or corporation tax returns, bank or financial institution commitments, or other verifiable information demonstrating financial stability.)*
- Statement concerning any previous projects that the firm was unable to complete, unable to complete in a timely manner, or unable to complete as budgeted in the last ten years.
- Statement of any previous, existing, or pending litigation of the company.
- Describe any previous changes or anticipated changes in the business structure of the respondent; changes in conducting business, mergers, acquisitions, takeovers, joint ventures, or divestitures.
- Planned use of subcontractors.

#### Budget and Fees

- Proposed budget to complete each item in the scope of work.
- Fee schedule reflecting typical hourly rates for team members.

#### Additional

- Proof that the firm is authorized to do business in the State of Georgia. Firm MUST have all the necessary, valid and current licenses to do business in the State of Georgia as issued by the respective State Boards and Government Agencies responsible for regulating and licensing the services to be provided and performed.
- In an Appendix, please provide any other pertinent information you believe will assist the Cities of Fort Oglethorpe, Ringgold, and Catoosa County in assessing the capability of your firm to undertake the project (i.e. letters of recommendation, certifications or awards, etc.). Please limit to no more than an additional 5 pages.

### **EVALUATION CRITERIA**

The Cities of Fort Oglethorpe, Ringgold, and Catoosa County shall at their sole discretion select the most qualified firm(s) for each project, based on the best value evaluation of the following criteria:

- Relevance and amount of previous experience providing infrastructure planning services for similar projects.
- Relevance and amount of previous experience with Federally Assisted Projects (additional consideration will be given for experience with the Appalachian Regional Commission (ARC) in the state of Georgia).
- Methodology and approach.

- Scope and level of services;
- Demonstrated capacity to complete assignments and manage complex projects;
- Cost effectiveness of proposed remuneration schedule.

## **GENERAL TERMS AND CONDITIONS**

There are no expressed or implied obligations for the Cities of Fort Oglethorpe, Ringgold, and Catoosa County to reimburse responding companies for any expenses incurred in preparing proposals in response to this RFP.

The municipalities reserve the right to request clarifications regarding information submitted as well as request additional information from one or more companies submitting qualifications.

Ownership of all data, materials, and documentation prepared for and submitted in response to this RFP shall belong exclusively to the Cities of Fort Oglethorpe, Ringgold, and Catoosa 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 municipalities reserve the right to reject any or all proposals, extend the deadline for submission of proposals, and call for new proposals. The municipalities reserve the right to accept, reject and/or negotiate any and all proposals or parts of proposals deemed by the City Council to be in the best interest of citizens of the Cities of Fort Oglethorpe, Ringgold, and Catoosa County.

The contract between the municipalities and the successful proposing firm will be on the form approved by the Cities of Fort Oglethorpe, Ringgold, and Catoosa County.

By submitting their proposal, responding companies certifies that it has fully read and understands this RFP and has full knowledge of the nature, scope, quantity and quality of the work to be performed; the detailed requirements of the 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 its obligation to enter into a contract and to completely fulfil the contract in strict accordance with this RFP.

This RFP and any resulting contract shall be governed in all respects by the laws of the State of Georgia and the successful proposing company shall comply with all applicable federal, state, and local laws and regulations.

By submitting their qualifications, all proposing companies 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 with any Cities of Fort Oglethorpe, Ringgold, and Catoosa 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 companies specifically certify that by submitting their qualifications 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 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.

## **ASSIGNMENT**

The successful firm shall not assign or transfer any interest in the contract or subcontract any part of the contract without prior written approval of the Cities of Fort Oglethorpe, Ringgold, and Catoosa County.

## **INQUIRIES ABOUT THIS RFP**

All inquiries and questions regarding this RFP shall be in writing and directed to:

Mark Vaughn, City of Ringgold, City Manager  
[citymanager@cityofringgoldga.gov](mailto:citymanager@cityofringgoldga.gov)

The deadline for submission of any questions shall be **Tuesday, November 7, 2023 at 3:00 p.m.** and no questions shall be answered until after the deadline has elapsed. Do not call or email any employee or elected official seeking answers to questions. If a person or entity violates the prohibition against calling or emailing with questions, the Cities of Fort Oglethorpe, Ringgold, and Catoosa County reserves the right to immediately remove said person or entity from consideration. Questions and answers will be distributed to all interested parties through a formal written addendum to the RFP prior to the submittal deadline. All addendums will be posted on the City's and County web site, [www.cityofringgoldga.gov](http://www.cityofringgoldga.gov); [www.catoosa.com](http://www.catoosa.com); [www.fortogov.com](http://www.fortogov.com) .

## **QUALIFICATIONS SUBMITTAL**

Proposals are due no later than **3:00 p.m. on Tuesday, November 14, 2023**. An original and four (4) copies of the proposal must be enclosed in a sealed envelope clearly marked, "Proposal for Joint Wastewater Infrastructure Study." All proposals must be delivered to the City of Ringgold City Hall Attn: Mark Vaughn, City Manager, 150 Tennessee Street, Ringgold, Georgia 30736 by the deadline date and time. A representative of the Cities of Fort Oglethorpe, Ringgold, and Catoosa County government will publicly read the names of the companies submitting qualifications at **3:05 p.m. on Tuesday, November 14, 2023**. Any proposals received after the deadline date and time will be returned unopened. Incomplete proposals may not be considered if the omissions are determined to be significant.

## **OTHER INFORMATION**

Once a firm is selected for the project and fee negotiated, that fee will be included in the application's budget. Although fund obligations cannot be made before the official award of the grant, a contract with the selected firm will be executed upon release of funds by ARC after the grant award.

The Appalachian Regional Commission (ARC) is a regional economic development agency that represents a partnership of federal, state, and local government. Established by an act of Congress in 1965, ARC is composed of the governors of the 13 Appalachian states and a federal co-chair, who is appointed by the president. The Appalachian Regional Commission (ARC) program in Georgia is administered by the Georgia Department of Community Affairs (DCA). All project elements must conform with ARC requirements.

The Cities of Fort Oglethorpe, Ringgold, and Catoosa County 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 1; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.