



**ENGINEERING SERVICES
REQUEST FOR QUALIFICATIONS
#RFQ 19-01**

The Town of Tallulah Falls is soliciting the services of qualified engineers to manage and represent the Town throughout the phases of various projects included in the Town's SPLOST and LMIG projects, including the design, bid, construction management, and building acceptance phases of the projects to ensure all phases of the projects, and all elements of the work, meet the required quality design standards and construction schedule. The Town reserves the right to designate in the Engineering Services Agreement which projects or portions/phases of SPLOST projects will be within the scope of services requested.

To be considered, the proposer shall submit a statement of qualifications in a sealed envelope to Linda Lapeyrouse, Town Clerk at P.O. Box 56, 255 Main Street, Tallulah Falls, GA 30573 by 4:00 p.m. on March 28, 2019. It is anticipated that a recommendation to the City Council will be made by April 4, 2019.

The Town of Tallulah Falls is an equal opportunity service provider and employer.

**TOWN OF TALLULAH FALLS
ENGINEERING SERVICES
REQUEST FOR QUALIFICATIONS
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I. INTRODUCTION

A. General Information

The Town of Tallulah Falls is soliciting the services of qualified Engineering Firms to manage and represent the Town throughout the phases of projects included in the Town's SPLOST and LMIG projects, including the design, bid, construction management, and building acceptance phases of the projects to ensure all phases of the projects, and all elements of the work, meet the required quality design standards and construction schedule. The Town reserves the right to designate in the Engineering Services Agreement which projects or portions/phases of SPLOST and LMIG projects will be within the scope of services requested of the Engineering Firm.

There is no express or implied obligation for the Town to reimburse responding firms for any expenses incurred in preparing a statement of qualifications in response to this request.

To be considered, the proposer shall submit a statement of qualifications in a sealed envelope to Linda Lapeyrouse, Town Clerk at PO Box 56, 255 Main Street, Tallulah Falls, GA 30573 by 4:00 p.m. on March 28, 2019.

During the evaluation process, the Town of Tallulah Falls reserves the right, where it may serve the Town's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Town of Tallulah Falls, firms submitting Statements of qualifications may be requested to make oral presentations as part of the evaluation process.

Right of Rejection: The Town reserves the right to accept or reject any or all responses to this RFQ and to enter into discussions and/or negotiations with one or more qualified Respondents at the same time, if such action is in the best interest of the Town of Tallulah Falls. Further, the Town of Tallulah Falls may consider alternatives, waive any informalities or irregularities, and re-solicit statement of qualifications. The Town shall have the right, in its sole and absolute discretion, to select the firm that the Town determines to best meet its needs and interests. The Town reserves the right to accept or reject any or all statement of qualifications, to solicit additional statements of qualifications to amend or revise statements of qualifications, or to correct or amend specifications. The Town also reserves the right answer questions, clarify and/or amend this RFP at any time. Note: All potential responders should advise the Town of their interest (via the email address in the above paragraph) and provide their preferred email address to receive any answers to questions and/or amendments to the RFQ.

II. DESCRIPTION OF SERVICES REQUIRED

The Town of Tallulah Falls is soliciting the services of qualified Engineering Firm to manage and represent the Town throughout the phases of the Town's SPLOST and LMIG projects as designated in the Engineering Services Agreement, including the design, bid, construction management, and building acceptance phases of the projects to ensure all phases of the projects, and all elements of the work, meet the required quality design standards and construction schedule. The successful engineering firm will provide the resources and expertise necessary to understand and be responsible for a broad spectrum of services related to the projects. The successful engineering firm will be well versed in government regulations, building codes, and the use, selection and availability of construction materials, as well as have RFP/RFQ experience. The engineering firm will have extensive experience in utilizing the integrated services of architects, engineers, construction managers, and project managers. The engineering firm will be able to review the monthly payment requests for accuracy.

The successful engineering firm will be paid 3% of the total project cost.

A one year contract is contemplated with the option to renew for up to one additional one year term, subject to the annual review by City Council, the satisfactory negotiation of terms, and the annual availability of an appropriation.

III. MINIMUM QUALIFICATIONS

The Town of Tallulah Falls is seeking an engineering firm that has completed similar projects of similar size, scope, and condition as the projects included in the Town's SPLOST and LMIG, including, but not limited to, road resurfacing and improvements, drainage, and building renovations.

VI. In addition, the successful engineering firm should have:

1. Professional knowledge and expertise regarding facility design, construction, and utilization.
2. Proficiency in independent cost development, independent review, tracking, analysis of costing activity of design professionals and construction firm.
3. Ability to interact in a positive and supportive manner with key Town staff.
4. Ability to coordinate multiple construction and administrative activities.
5. Ability to communicate effectively with Mayor and the City Council and provide monthly status updates.
6. Ability to manage a budget and keep the Town well informed of the progress of the projects through all phases.
7. Ability to issue RFP's/RFQ's for the construction of all SPLOST and LMIG projects.

Proposers shall submit reference information on completed projects that meet the minimum qualifications. Projects should be of a similar type. For each reference, the proposer shall provide the following information:

1. Description of the project.
2. Contact name of a person able to answer any customer satisfaction questions.
3. Contact information for person listed in response to number 2 above.
4. Size of the project (dollar amount).
5. Duration of the project

IV. TIME REQUIREMENTS

A. Statement of Qualifications Calendar

The following is a list of key dates up to and including the date statements of qualifications are due:

Due date for statements of qualifications	March 28, 2019
Recommendation to City Council	April 4, 2019

The Town of Tallulah Falls may conduct interviews with proposers

B. Date Engineering Services May Commence

Engineering services may commence immediately following the execution of the Engineering Services Agreement by the Town and the Engineering Firm selected.

V. STATEMENTS OF QUALIFICATIONS REQUIREMENTS

A. General Requirements

1. Inquiries concerning the request for qualifications and the subject of the request for qualifications must be made to the following party by email:

Linda Lapeyrouse, Town Clerk at clerk@tallulahfallsga.gov

2. Statements of Qualifications must be received by 4:00 pm on March 28, 2019 to be considered, and should include the following:

- a. Title Page

Title page showing the request for qualifications subject; the firm's name; the name, address and telephone number of the contact person; and the date of the statement of qualification.

- b. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes it to be best qualified to perform the engagement and a statement that the statement of qualification is a firm and irrevocable offer for 90 days.

- c. Price

The successful engineering firm will be paid 3% of the total project cost for each SPLOST or LMIG project inclusive of all time, costs, travel and incidentals. As such, proposers should not address price in their statement of qualification.

d. Qualification Statement

As described below.

3. Proposers should send the completed statement of qualifications in one, sealed envelope to the following address:

Linda Lapeyrouse, Town Clerk
PO Box 56, 255 Main Street
Tallulah Falls, GA 30573

B. Qualifications Statement

The substance of statement of qualifications will carry more weight than their form or manner of presentation. The Qualifications Statement should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement.

The Qualifications Statement should address all the points outlined in the request for qualifications. The Statement of qualification should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for qualifications. While additional data may be presented, the subjects outlined in this Request for Qualifications must be included. They represent the criteria against which the statement of qualification will be evaluated.

For the firm's office that will be assigned responsibility for the projects, list the most significant engagements (maximum 5) performed in the last five years that are similar to the engagement described in this request for qualifications. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

VI. EVALUATION PROCEDURES

A. Statement of qualification Evaluation

Statement of qualifications submitted will be evaluated by the Mayor and Council.

B. Evaluation Criteria Statement of qualifications will be evaluated using three sets of criteria.

Firms meeting the mandatory criteria will have their statement of qualifications evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria, which will be considered during the evaluation process.

1. Mandatory Elements

- a. The firm has no conflict of interest with regard to any other work performed by the firm for the Town of Tallulah Falls.
- b. The firm adheres and conforms to the instructions in this request for qualification on preparing and submitting the statement of qualification

2. Technical Qualifications

a. Expertise and Experience

- i. The firm's past experience, performance, and demonstrated competence on comparable government engagements
- ii. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation

3. Price:

The successful engineering firm will be paid 3% of the total project cost for each SPLOST or LMIG project inclusive of all time, costs, travel and incidentals. As such, proposers should not address price in their statement of qualification.

C. Oral Presentations/Interview

During the evaluation process, the Mayor and Council may, at its discretion, request any one or all firms to make oral presentations or be interviewed by phone or email. Such presentations will provide firms with an opportunity to answer

any questions the Mayor and Council may have on a firm's statement of qualification. Not all firms may be asked to make such oral presentations.

D. Final Selection and Construction Management Agreement

The City Council will make the final selection of an Engineering Firm. Once selected, an Engineering Services Agreement setting forth the terms of the engagement and scope of services will be executed by the Town and the Engineering Firm selected.

E. Right to Reject Statement of qualifications

Submission of a statement of qualification indicates acceptance by the firm of the conditions contained in this request for qualification unless clearly and specifically noted in the statement of qualification submitted and confirmed in the contract between the Town of Tallulah Falls and the firm selected.

The Town of Tallulah Falls reserves the right without prejudice to reject any or all statements of qualifications.