



**Request for Proposal  
Engineering, Design, and  
Construction Management Services  
for the Fort Yargo Raw Water  
Intake, Pump Station, and Pipeline.**

This RFP contains the following attachments:

- Attachment A: Project Summary and Background
- Attachment B: Scope of Work
- Attachment C: Proposal Submittal Requirements
- Attachment D: Proposed Schedule
- Exhibit 1:
- Exhibit 2:
- Exhibit 3:
- Exhibit 4:

Proposals should be presented in accordance with the specified requirements listed in Attachment C: Proposal Submission Requirements.

Electronic files of are available for download at: [www.cityofwinder.com](http://www.cityofwinder.com).

Three (3) copies of the proposal must be submitted by 12 p.m. on May 29<sup>th</sup>, 2015 to:

Deborah Mahoney  
City of Winder  
P.O. Box 566  
25 E Midland Ave.  
Winder, GA 30680

Proposals will be opened at 12:10 p.m. on May 29<sup>th</sup>, 2015 at City Hall, 25 E Midland Ave. Winder, GA 30680. The City of Winder reserves the right to reject any and all proposals.

Questions concerning the RFP may be directed to Deborah Mahoney at 770-425-6807, or sent via email to [deborah.mahoney@cityofwinder.com](mailto:deborah.mahoney@cityofwinder.com)

## **ATTACHMENT A PROJECT SUMMARY & BACKGROUND**

The City of Winder is seeking proposals to provide engineering, design, permitting, and construction management for the Fort Yargo Raw Water Project. The City of Winder currently has a permit to withdraw water from Fort Yargo Lake and transport it to the Highway 53 Water Treatment Plant on an emergency basis. With the current infrastructure, the maximum withdrawal capacity is less than 800,000 gallons per day. This project consists of completing the design, permitting, and construction for an intake, pump station and pipeline, to accommodate at least the full permitted capacity of the water withdrawal permit - 6.7 MGD daily maximum, 5.1 MGD monthly average.

This project was developed due to a need for a redundant source of raw water during low flow conditions in our primary source, or in case of other emergency conditions in the existing raw water delivery system. The City of Winder has completed some preliminary engineering and hydraulic analysis on the project that will be discussed with the firm that is selected.

## **ATTACHMENT B SCOPE OF WORK**

### **Design/Engineering**

- Hydraulic analysis and infrastructure sizing for the Fort Yargo Raw Water Project for current and future withdrawals.
- Design and prepare engineered drawings and specifications for the intake, wetwell, and pump station at Fort Yargo Lake.
- Design and prepare engineered drawings and specifications for approximately 38,500 l.f. of pipeline from the pump station to the Highway 53 Water Plant.
- Submit three (3) printed copies and one electronic file of the final construction documents to the City of Winder.

### **Permitting Work**

- Coordinate and obtain all permits relative to the construction of this project, with the exception of the CSX Railroad Bore permit that has already been obtained for a bore to be completed in the area of Beulah Street.
- Assist the City of Winder with supporting documentation for any revisions to current easements, or acquisition of new easements that may be required for the proposed infrastructure.

### **Bid Administration**

- Answer technical questions from prospective bidders
- Review and evaluate bids received
- Recommend selection of contractor
- Coordinate and prepare, as necessary, notice of award and notice to proceed
- Prepare Contract Documents

### **Construction Management**

- Project coordination
- Conduct regular onsite inspections
- Conduct regular safety inspections
- Hold monthly project progress meetings
- Review and approve all contractor submittals and drawings for conformance with contract documents, and processing and certifying all contractor requests for payment
- Prepare and process all necessary construction change order justifications and related changes to contract documents as may be necessary
- Develop and control the construction schedule
- Submit weekly project report that addresses project schedule, materials, quality control submittals, and digital photos.

**Project Completion**

- Conduct final inspection, testing and recommend project acceptance
- Perform start-up and training of new systems
- Submit as-built construction drawings

## **ATTACHMENT C PROPOSAL SUBMITTAL REQUIREMENTS**

### **Section 1 – Approach to Project**

- Provide a summary of the firm's understanding of the project
- Provide an approach for successfully completing the Scope of Work for engineering services
- Present project review and quality assurance program
- Indicate your key personnel's accessibility and the means of communication they would use on this project
- Discuss any unique ideas, innovative approaches or concerns relating to the project

### **Section 2 – Project Organization**

- Project Team Name(s), address, telephone number(s)
  - Names of responsible corporate officer(s)
  - Office location where a majority of the work will be accomplished
  - Resume of the firm's relevant project experience
- Subcontractors (if any)
  - Name(s), address(es), telephone number(s)
  - Name of responsible corporate officer(s)
  - Office location where a majority of the work will be accomplished
- Organizational chart
- Brief description of responsibilities and summary resumes of key professional personnel emphasizing experience relating to responsibilities for this project, as well as any certification which demonstrates special qualifications relating to this project
- Estimated amount of time each key person will devote to the work on this project (spreadsheet format)
- Indicate which team members will participate in each area of work

### **Section 3 – Schedule**

- Work schedule for tasks described in Scope of Work and Approach. Include projected starting dates and completion dates

### **Section 4 – Personnel Effort**

- Include a spreadsheet estimating the required personnel hours by task and job title, for performing engineering services

### **Section 5 – Experience and References**

- Describe why your firm or team is qualified to perform the project
- Highlight relevant experience, including surface water collection and conveyance design and pipeline or similar utility design.

- Describe the firm or team's recent projects that have similar elements. Include project description, name, size, construction type, bid amount, completion amount and contractor
- Name, address and telephone number of references for each of the projects described above
- Indicate relevant experience with State, Federal or Local government projects

### **Section 6 Cost Summary**

Please submit a spread sheet summarizing the proposed "not to exceed" project costs. The spreadsheet should list individual fees for the following:

- Design and engineering
- Permitting
- Bid Administration
- Construction Management
- Project Acceptance & Completion
- Miscellaneous
- Total

### **Section 7 – Other**

- Any current or pending legal actions that the company is involved in
- Any legal actions that have involved the company for the past three (3) years
- Any relevant information or unique qualifications for this project

**ATTACHMENT D**  
**PROPOSED PROJECT SCHEDULE**

RFPs requested: April 29<sup>rd</sup>, 2015  
Proposals due: May 29<sup>th</sup>, 2015  
Notice to proceed: July 8<sup>th</sup>, 2015 (estimate)