

## **Part 2; Contents of Proposals/Required Submittals**

1. **General Contents of Proposals:** A Proponent must submit a complete Proposal in response to this RFP in the format specified in this RFP; no other format will be considered. A Proposal will consist of two (2) separate documents:
  - 1.1. Informational Proposal; and
  - 1.2. Cost Proposal (Form provided by City at Part 7, Exhibit A.1;). Cost Proposal will become part of the Master Professional Services Agreement attached to this RFP, if an Agreement is awarded pursuant to this procurement. The intent of Exhibit A.2 is to set forth the negotiated agreement between the successful Proponent, if any, and the City concerning the base employee classifications required to provide Services under the Master Professional Services Agreement and the fully burdened hourly billing rates applicable to Services provided by such employee.
  
2. **Informational Proposal:** An Informational Proposal is comprised of two (2) sources of information:
  - 2.1. Volume I, information drafted and provided by a Proponent; and
  - 2.2. Volume II, information provided by a Proponent on forms provided by the City (or required to be created by a Proponent) in this RFP.

**The Informational Proposals must be tabbed as indicated to reflect the sections listed in the Outline below.**

3. **Information Required to Be Included in Informational Proposal:**
  - 3.1. Summary: The following is a summary of information required to be contained in an Informational Proposal:
    - 3.1.1. Information Drafted and Provided by a Proponent: This information should be included in **Volume I** of the Proposal:
      - 3.1.1.1. Executive Summary;
      - 3.1.1.2. Organizational Structure;
      - 3.1.1.3. Key Personnel/ Resumes;
      - 3.1.1.4. Experience and Qualifications of Key Staff;
      - 3.1.1.5. Overall Experience; and
      - 3.1.1.6. Management Plan.
  
    - 3.1.2. Information Provided by a Proponent on Forms Provided by the City: This information should be included in **Volume II** of the Proposal:
      - 3.1.2.1. Forms attached to this RFP at Part 4: This information should be included in **Volume II** of the Proposal:
        - Form 1; Georgia Illegal Immigration Reform and Enforcement Act (IIREA) Form;
        - Form 2; Contractor Disclosure and Declaration Form;
        - Form 3; Proponent Financial Disclosure;
        - Form 4; Acknowledgment of Insurance and Bonding Requirements;
        - Form 5; Acknowledgment of Addenda;
        - Form 6; Offeror Contact Directory;

- Form 7; Reference List;
- Form 8; Proposal Bond (N/A);
- Form 9; Prohibited Sources' Ethics Pledge;
- Appendix A; Office of Contract Compliance Submittals; and
- Authority to Transact Business in the State of Georgia.

**NOTE: Every space on every form must be completed. If the form requires a Notary, please comply. Failure to complete each form as required may deem you non-responsive. If there are any questions regarding any form, it is strongly recommended that you submit your question(s) to the Contracting Officer listed in the RFP prior to the deadline for submitting questions.**

3.1.2.2. Forms attached to Master Professional Services Agreement attached to this RFP:

- Proposal Fee Schedule;
- Appendix A; City's OCC Programs; Office of Contract Compliance Submittals; and
- Proponent must provide a copy of a current certificate of insurance evidencing any existing commercial general liability policies issued for Proponent, if any. For purposes of this section, "Proponent" shall mean an individual, corporation or other corporate entity submitting a proposal in connection with this solicitation, including each joint venture partner if Proponent is a joint venture.

3.2. Information Requirements Details: The following is a more detailed summary of the requirements of certain portions of the Informational Proposal. Each Outlined Item should be included in your Proposals and tabbed as indicated:

**3.2.1. Executive Summary – suggested 6 page maximum (Tab in Volume I)**

3.2.1.1. Letter of Transmittal: The executive summary must include a letter with the Proponent's name, address, telephone number and fax number, signed by a person authorized to act on behalf of the Proponent. The letter should also include the name, title, address, e-mail address, telephone number and fax number of the person signing the letter and the name, title, address, e-mail address, telephone number and fax number of one (1) contact person to whom all future correspondence and/or communications may be directed by the City concerning this procurement, if that person is different from the person executing the letter. The letter should also designate the type of business entity that proposes to enter into a Contract with the City and the identity of any other business entities that will comprise the Proponent and include a brief history of the Proponent and statement of the Proponent's approach to providing the services solicited in this RFP including any initiatives you plan to implement to benefit Department of Watershed Management (DWM); and

3.2.1.2. Detailed Executive Summary: The purpose of the Detailed Executive Summary is to provide an overview of the Proponent's qualifications to accomplish the project. At a minimum, the Detailed Executive Summary must contain the following information:

- Complete legal name of the Proponent and the name of the legal entities that comprise the Proponent. The Proponent must provide the domicile where each entity comprising it is organized, including entity name, brief history of the entity, contact name, address, phone number, and facsimile number, as well as the legal structure of the entity and a listing of major satellite offices;
- A description of the Proponent's plan for complying with the City's EBO goals. This section should include detailed background information regarding the essential subcontractors/subconsultants the Proponent intends to use and should indicate the roles and responsibilities these firms will be assigned. Include a description of experience related to water/wastewater facilities, and the engineering expertise each subconsultant firm will provide as part of the services under this Agreement. Indicate any previous working relationship between the Prime or JV Partners and the subconsultant firms. Each Proponent must provide a letter from each essential subcontractor/subconsultant indicating that the firm concurs with the role and responsibility Proponent has described; and
- Litigation Disclosure Statement. A declarative statement as to whether the Proponent or any member of the Proponent's team has an open dispute with the City or is involved in any litigation associated with work in progress or completed work in either the private or public sector during the past five (5) years.
- Demonstrate an understanding of DWM's goals and objectives to be accomplished by the scope of services.

3.2.2. **Organizational Structure (Tab in Volume I):** The organization will be evaluated based on completeness of the information requested in a concise, easily understood form. The Proponent's Organizational Structure Section of the Proposal should introduce the proposed Proponent's team by:

3.2.2.1. Providing the Proponent's Management Organizational Chart both graphically and in narrative format. The Organizational chart and narrative should provide a description of the Proponent's views on how it will organizationally provide the Services, as well as depict the relationship of its key personnel roles to that of the Project Manager and other key members of the team;

3.2.2.2. Providing a description of how this organizational structure will facilitate managing the Services requested and how an efficient flow of information will be realized from the Organizational structure; and

3.2.2.3. Providing the names of proposed team members for each function on the chart **Key Personnel/Resumes**.

**3.2.3. Key Personnel/Resumes:**

3.2.3.1. Identify and provide an organizational chart and resumes for the individuals that the Proponent will use as Key Personnel. The resumes should detail the minimum qualifications as listed with respect to the position identified. Key Personnel will include but is not limited to the following :

- Project Manager(s);
- Lead Mechanical Supervisor;
- Project Coordinator(s) Project Scheduler(s);
- Billing Specialist

3.2.3.2. Resumes should be organized as follows:

- Name and Title
- Professional Background
- Current and Past Relevant Employment
- Education
- Certifications

3.2.3.3. List of (4) Relevant projects including:

- Client name;
- Project description;
- Project value;
- Role of the individual;
- The original contract schedule to start and complete the project; and
- The actual start and completion dates of the project.

- Submission of these names constitutes a commitment to use these individuals if the Proponent is selected, and changes may be made only with the prior written consent of the City. In the event there is a need to replace key team members during the course of the project, Proponent must describe its back-up personnel plan.

**3.2.4. Overall Experience, Qualifications and Performance on Similar Projects:**

3.2.4.1. Proponent should detail their relevant experience, qualifications, performance and capabilities for performing the services outlined in the Scope of Services.

3.2.4.2. Specially identify the team's relevant qualification and experience on similar projects and tasks for which they will be responsible;

3.2.4.3. Provide evidence the prior Statement of Projected Cost estimates are accurate;

3.2.4.4. Demonstrate the ability to perform the work outlined in the Scope of Service in the schedule within the budget.

3.2.4.5. The following information is required for each identified Key Personnel:

- Project Manager(s):
  - Minimum of five (5) years of experience within the last five (5) years;
  - Completion of at least (2) contracts of similar scope and size within the last five (5) years; and
  - Four (4) references on similar scope and size within the last five (5) years.
- Lead Mechanical Supervisor:
  - Minimum of five (5) years of experience within the last five (5) years;
  - Completion of at least (2) contracts of similar scope and size within the last five (5) years; and
  - Two (2) references on similar scope and size within the last five (5) years.
- Project Coordinator(s)/ Project Scheduler(s):
  - Minimum of two (2) years of experience within the last five (5) years;
  - Completion of at least (2) contracts of similar scope and size within the last five (5) years; and
  - Two (2) references on similar scope and size within the last five (5) years.
- Billing Specialist:
  - Minimum of two (2) years of experience within the last five (5) years;
  - Completion of at least (2) contracts of similar scope and size within the last five (5) years; and
  - Two (2) references on similar scope and size within the last five (5) years

3.2.4.6. The Proponent must submit the minimum project references containing the information below:

- Minimum of two (2) years of experience within the last five (5) years;
- Completion of at least (2) contracts of similar scope and size within the last five (5) years; and
- Two (2) references on similar scope and size within the last five (5) years

**3.2.5. Management Plan:**

3.2.5.1. Describe how the Proponent will manage the Scope of Services. The approach should include a description of the Proponent's process as it pertains to equipment, methods, techniques and procedures used to ensure accurate and comprehensive services to the City. Describe the management process the Proponent will implement to ensure all work and services performed are to the highest quality. Describe the Proponent's corrective action plan. Describe how the Proponent's organization structure supports this plan and clearly identify responsible and accountable parties

- How the Proponent will:

- Ensure proper communications among pertinent project team members;
  - Assure the City that the Scope of Services will be kept within any established time and budget constraints;
  - Establish and maintain the necessary cooperative relationships;
  - Coordinate all necessary project activities within that team relationship;
  - The tools that are intended to be used to manage these project elements; and
  - Proponent's proposed method to:
    - Identify and resolve issues during the project duration;
    - Detail how emergencies will be handled; including response times for emergencies (include a map of Proponent's local office in relation to City facilities)
- Provide estimates within seventy-two (72) hours of the request;
  - Make repairs within twenty-one (21) business days;
  - Approach team leadership;
  - Assure the City that Scope of Services will be kept within established time and budget constraints;
  - Identify and obtain the required permits; and
  - Identify the tools that are intended to be used to manage these project elements;
  - Provide a narrative that demonstrates the Vendor's organizational (i.e., manpower, resources, managerial and financial) capability to carry out the requirements described in Exhibit A: Scope of Services. Discuss the Vendor's plan for;
  - Provide a detailed mobilization schedule with proposed timeframes for implementing of Exhibit A: Scope of Services. This should use standard timeline visualization such as a calendar, Gantt chart, or date list;
  - Proponent must provide a description of the approach to the Scope of Service. All proposals must be comprehensive and include a detailed pilot project timeline and complete project timeline to go along with their narrative;
  - Quickly react to increasing/decreasing needs and depth/strengths to meet Department of Public Works requirements;
  - Establish and maintain the necessary cooperative relationships; and
  - Ability to quickly react to increasing/decreasing needs and depth/strengths to meet Department of Public Works requirements.
  - Proponent's proposed method to:
    - Identify and resolve issues during the project duration;
    - Proponent's approach to team leadership;

- Make critical decisions.;
- Identify Resources dedicated to delivery of the project;
- Identify ability (relevant experience) in meeting project schedules;
  - o Provide service after normal duty hours (8:00 am – 5:00 pm);
- Provide services on weekends (Saturday & Sunday); and
- Provide service on designated holidays.

3.2.6. **References – (Tab in Volume I):** Provide detailed descriptions of at least four (4) reference water, wastewater and watershed protection related projects or as-needed professional services contracts performed by the Proponent that are similar in scope and size to RFP-S 1200311. For a JV, each partner should submit at least two (2) reference projects. For Prime Proposers and Lead JV Partners, at least one (1) project should demonstrate experience in a lead role (as a Prime Proposer or Lead JV Partner) managing a similar as-needed engineering design agreement for a water/wastewater/watershed protection infrastructure project with a contract fee of at least \$3 million. For Non-Lead JV Partners, at least one (1) project should demonstrate experience in a lead role (as a Prime Proposer, Lead JV Partner, or Non-Lead JV Partner) managing a similar as-needed engineering agreement for a water/wastewater/watershed protection infrastructure project.

The detailed project descriptions shall include:

- 3.2.6.1. Name of project or contract agreement, client name, reference person, email address, and telephone number;
- 3.2.6.2. Summary of scope of services;
- 3.2.6.3. Prime Proposer or JV partner’s role and responsibilities on the contract; staff members who worked on the contract and their specific role;
- 3.2.6.4. Period of contract performance (dates when the work on the contract was performed; and
- 3.2.6.5. Fee received.

A reference is non-responsive if the Proponent’s information cannot be verified by a reference within seven (7) calendar days of first contact attempt by the City of Atlanta. The City may, at its sole discretion, contact references to verify project work. If the City chooses to exercise that discretion, the same reference checking criteria will be applied to all proposers.

3.2.7. **Exceptions to the Professional Services Agreement – (Tab in Volume 1)** The Proponent must confirm acceptance of the Professional Services Agreement included in the RFP. If the Proponent takes exception to any part of the Agreement, the concerns must be specifically identified in this section of the written response to the RFP.

3.3. **Proposal Labor Fee Schedule.** Each Proponent must submit its proposed labor rates in the format provided by the City at Part 7; Exhibit A.1:

Exhibit A.1 will become part of the proposed Services Agreement included in this RFP following negotiations, if a Services Agreement is awarded pursuant to this procurement.

The cost proposal shall be based on the labor categories and qualifications established within this RFP. The Consultant shall identify hourly rates by labor category. Rates shall be fully burdened billing rates to include all overhead and profit, at the prime and sub-consultant levels. Separate markups for sub-consultant labor will not be allowed (i.e., a single set of rates are to be provided for the Proponent team). Other direct costs will be developed and budgeted on each Task Order and should not be included in labor rates. The Cost Proposal shall serve as the baseline for final fee negotiation with the City.

Hourly rates shall be provided for each of the five (5) years of the Agreement. Identify the proposed method for Annual Escalation of Rates (e.g, Consumer Pricing Index) and the annual escalation percentage. Labor rates to be included in the Services Agreement will be negotiated with the selected Consultant based on its Proposal and the City's analysis of the labor rate proposals submitted by all Consultants.

#### **4. Submission of Proposals:**

- 4.1. Each Proponent should submit a digital version of its Proposal in Adobe Portable Document Format ("PDF") via the ATCLCloud system; and
- 4.2. If Certain Portions of your response are considered confidential and proprietary, we would recommend that you mark any portion of your proposal that you deem to be confidential as such, however, it cannot be guaranteed that the City will not have to disclose such information in accordance with its interpretation of the applicable public records laws.

#### **5. Responsiveness and responsibility for each Proponent can be observed as the following:**

- A. The responsiveness of a Proponent is determined by, but not limited to, the following:
  1. A timely and effective delivery of all services, materials, documents, and/or other information required by the City;
  2. The completeness of all material, documents and/or information required by the City; and
  3. The notification of the City of methods, services, supplies and/or equipment that could reduce cost or increase quality.
- B. The responsibility of a Proponent is determined by, but not limited to, the following:
  1. The ability, capacity and skill of the Proponent to perform the Agreement or provide the Work required;
  2. The capability of the Proponent to perform the Agreement or provide the Work promptly, or within the time specified without delay or interference;
  3. The character, integrity, reputation, judgment, experience and efficiency of the Proponent;
  4. The quality of performance of previous contracts or work;
  5. The previous existing compliance by the Proponent with laws and ordinances relating to the Agreement or Work;



6. The sufficiency of the financial resources and ability of the Proponent to perform Agreement for providing the Work;
7. The quality, availability and adaptability of the supplies or contractual Work to the particular use required; and
8. The successful Proponent shall assume full responsibility for the conduct of his agents and/or employees during the time such agents or employees are on the premises for the purpose of performing the Work herein specified.

**6. The City will carefully evaluate the responsiveness and responsibility of each Proponent.**

The selection criteria shall include but not be limited to, those factors contained in subsection 2-1188(k) of the City of Atlanta Code of Ordinances; and the following (the responsibility is solely on the Proponent to adhere to all evaluation factors as outlined in the City of Atlanta Code of Ordinances).