



City of Avondale Estates

Comprehensive Stormwater Master Plan
Request for Proposals

February 26, 2020

Invitation

The City of Avondale Estates, GA, (hereinafter, “The City”), is seeking proposals from qualified and experienced consulting engineering firms to provide the City with a comprehensive Stormwater Master Plan. Proposals will be received at the Avondale Estates City Hall, 21 North Avondale Plaza, Avondale Estates, GA 30002 until 4 p.m. Monday, April 6, 2020. Proposals received after the deadline will not be considered and will be returned unopened to proposer(s).

The Request for Proposal documents may be accessed at www.AvondaleEstates.org. Any updates will be posted to the website.

Proposals shall be submitted in a sealed envelope plainly identifying *City of Avondale Estates 2020 Stormwater Master Plan* and Proposer’s name and address. Proposals shall be delivered to Shannon Powell, Assistant City Manager, City of Avondale Estates, 21 North Avondale Plaza, Avondale Estates, GA 30002.

For additional information regarding this RFP, please contact Bryan Armstead by email at barmstead@avondaleestates.org. The City of Avondale Estates reserves the right to reject any and all proposals and to select one or more firms if determined to be in the best interest of the City.

SECTION 2 – INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction

The City of Avondale Estates is a city in DeKalb County, Georgia. The population was 2,960 at the 2010 census and is approximately 1.1 square miles. The city is governed by a mayor and a board of commissioners that have hired a city manager to administer day to day city operations.

2.2 Issuance of Proposals

Request for Proposal (RFP) documents may be downloaded from the City of Avondale Estates website: www.AvondaleEstates.org.

2.3 Submission of Proposals

Each proposer shall provide five (5) copies and 1 PDF copy on a flash drive of the proposal sealed in an envelope plainly identifying Project Name, and the Proposer’s name and address. In addition to the printed copies, a PDF may be emailed to Paul Hanebuth at phanebuth@AvondaleEstates.org. Proposals shall be addressed and submitted to the following location by 4 p.m. Monday, April 6, 2020:

City of Avondale Estates, GA
21 North Avondale Plaza
Avondale Estates, GA 30002

All proposals must arrive on or before the time and date due. Faxed proposals will not be accepted.

2.4 Request for Proposals and Project Schedule

The City anticipates the following general timeline for receiving and evaluating the proposals, selecting a firm/individual for the 2019 Stormwater Master Plan and completion of said plan. This schedule is subject to change if in the City’s best interest to do so.

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|---|----------------------------|
| • Advertise Request for Proposals | February 26, 2020 |
| • Optional Pre-Bid Meeting | 10:00 a.m., March 12, 2020 |
| • Deadline to Request Additional Information | 5:00 p.m., March 16, 2020 |
| • Last Date for Addenda | March 20, 2020 |
| • Proposals Due | 5:00 p.m., April 6, 2020 |
| • Evaluation of Proposals | April 16, 2020 |
| • Notify Proposers of Interviews (if necessary) | April 14, 2020 |
| • Proposer Interviews (if necessary) | April 16-17, 2020 |
| • Negotiate Contract Amount | April 20, 2020 |
| • Notice of Intent to Award | April 21, 2020 |
| • Notice of Award | April 28, 2020 |
| • Commencement of Contract | May 4, 2020 |
| • Completion of Contract | December 4, 2020 |

2.5 Changes to the Solicitation by Addenda

The City reserves the right to make changes to the RFP by written addendum, which shall be issued to all those who have obtained the RFP in person or by mail. Addenda will be made available for download on the City's website: www.AvondaleEstates.org

Proposers are advised to check the City's website for addenda.

A prospective Proposer may request a change in the RFP by submitting a written request to the address set forth in Subsection 2.3. The request must specify the provision of the RFP in question and contain an explanation of the requested change. All requests for changes to the RFP must be submitted to the City no later than end of business March 16, 2020.

The City will evaluate any request submitted but reserves the right to determine whether to accept the requested change. Changes that are accepted by the City shall be issued in the form of an addendum to the RFP.

All addenda shall have the same binding effect as though contained in the main body of the RFP. Verbal instructions or information concerning the project scope of work shall not bind the City.

No addenda will be issued later than the date set in Subsection 2.4, except an addendum, if necessary, postponing the date for receipt of Proposals, withdrawing the invitation, modifying elements of the proposal resulting from delayed process, or requesting additional information, clarification, or revisions of proposals leading to obtaining best offers or best and final offers.

Each Proposer is responsible for obtaining all addenda prior to submitting a Proposal. Receipt of each addendum shall be acknowledged in writing as part of the Proposal.

2.6 Confidentiality

All information submitted by Proposers shall be public record and subject to disclosure pursuant to the Georgia Open Records Act, except such portions of the Proposals for which Proposer requests exception from disclosure consistent with Georgia law. All requests shall be in writing, noting specifically which portion of the submittals the Proposer requests the exception. Proposer shall not mark the entire proposal document "Confidential".

2.7 Cancellation

The City reserves the right to cancel contract award for the 2020 Stormwater Master Plan at any time before execution of the contract by both parties if cancellation is deemed to be in the City's best interest. In no event shall the City have any liability for the cancellation of contract award.

2.8 Late Proposals

All Proposals that are not received by the Proposal Due Date in Subsection 2.4 will not be considered and will be returned unopened to the Proposer(s). Faxed proposals will not be accepted. The allowed PDF copy must be received by the due date.

2.9 Cost of Request for Proposals and Associated Responses

The City is not liable for any costs incurred by a Proposer in the preparation and/or presentation of a submittal.

2.10 Rejection of Proposals

The City reserves the right to reject any and all Proposals received as a result of this RFP. Proposals may be rejected for one or more of the following reasons, including but not limited to:

- A. Failure of the Proposer to adhere to one or more of the provisions established in the Request for Proposals.
- B. Failure of the Proposer to submit a Proposal in the format specified herein.
- C. Failure of the Proposer to submit a Proposal within the time requirements established herein.
- D. Failure of the Proposer to adhere to ethical and professional standards before, during or following the Proposal process.

The City may reject any Proposal not in compliance with all prescribed public procurement procedures and requirements and may reject for good cause any or all Proposals upon a finding of the City that is in the public interest to do so.

2.11 Duration of Proposal

Proposal terms and conditions shall be firm for a period of at least ninety (90) days from the submittal due date. The successful proposal shall not be subject to change of terms if accepted during the 90-day period.

SECTION 3 – SCOPE OF WORK

3.1 Introduction

The City of Avondale Estates is seeking services from a qualified and experienced individual or firm to provide a Stormwater Master Plan at a competitive price.

3.2 Terms of Service

The contract resulting from this RFP shall be for a period of seven (7) months, commencing in May 2020.

3.3 Scope of Work

The master plan will identify and prioritize necessary or desirable areas of concern and capital improvements and stormwater operational costs for the City. The master plan will identify modifications or additions to address the future needs of surface water collection, operations, maintenance and storage.

Task 1 – Project Management and Facilitation

1.1 Project Administration

Consultant shall select a Project Manager to direct, coordinate and monitor the activities of the project with respect to budget, schedule and contractual obligations. The Project Manager will work closely with City staff, other agencies as deemed appropriate, neighboring communities and other stakeholders as essential to the success of the Master Plan. This task includes coordination of meetings with staff, Council and public/stakeholder meetings and any necessary support material.

1.2 Coordination Meetings

Consultant shall provide a minimum of biweekly conference calls and/or meetings between the Consultant and City personnel to review project progress, discuss project challenges and findings, and review early study results. Consultant shall ensure that City personnel and Consultant team members maintain a shared understanding regarding study direction, objectives, and deliverables.

1.3 Kick-Off Meeting

The Consultant team will conduct a kick-off meeting with City staff to develop project goals, vision, objectives and criteria after the contract is awarded. At this meeting, additional project stakeholders and outreach methods will be determined.

1.4 Outreach

An online tool for citizens seeking to provide input on stormwater issues will be prepared by the Consultant team to gain knowledge of historical flooding, erosion or water quality problems within the City. The project group will determine the best method to reach citizens with the questionnaire.

1.5 Public Meetings

Two (2) public meetings will be led and coordinated by the Consultant team during the planning process. Support materials for these public meetings will be prepared by the Consultant team.

1.6 Quality Assurance and Quality Control Review

Consultant shall conduct internal Quality Assurance and Quality Control meetings and follow-up with technical experts as necessary during the project.

Task 2 – Data Gathering

2.1 Kickoff Meeting and Project Overview

Consultant shall initiate the project kickoff meeting. Consultant shall prepare an agenda for the kickoff meeting, invite necessary attendees, collect data, and discuss the schedule of the project.

2.2 Collect, Compile and Evaluate Existing Data

The Consultant shall gather available data from the City, and other sources as necessary, to include, but not limited to, the following:

- Existing zoning map and comprehensive plan for future planned land uses
- Stormwater maps
- Known problem areas for flooding, erosion, water quality and maintenance
- As-built data
- GIS data
- Proposed development plans/plats on file, including those in discussion stages
- Storm sewer outfalls
- Existing and proposed bridges/culverts
- Existing detention/retention ponds/basins
- Topography maps
- 2020 Downtown DDA Stormwater study

Much of this information is available on the City website at the following links:

<https://www.avondaleestates.org/DocumentCenter/View/2503/Hydrology-Full-Report-and-Appendices-08-01-2018?bidId=>

<https://www.avondaleestates.org/DocumentCenter/View/2504/Hydro-Study---Executive-Summary?bidId=>

<https://www.avondaleestates.org/DocumentCenter/View/1820/Clarendon-Avenue-Berkeley-Road-Drainage-Analysis-?bidId=>

<https://www.avondaleestates.org/DocumentCenter/View/253/Kensington-Road-Drainage-Study---Phase-II-PowerPoint-Presentation-from-2-23-11-BOMC-Work-Session?bidId=>

<https://www.avondaleestates.org/DocumentCenter/View/252/Kensington-Road-Drainage-Analysis-PDF?bidId=>

2.3 Collect, Compile and Evaluate Available Public Domain Watershed Data:

- Soil data
- Sub-basin delineations
- Perennial and intermittent stream reaches
- Existing and proposed FEMA floodway and floodplain

2.4 Systems Assessment

Consultant shall develop a database of stormwater infrastructure tied to a GIS mapping system to assess the condition, capacity, and failure risk of the City's surface water collection system. The database shall separate the City's surface water collection system into segments, such as detention facilities, bio-swales, pipes, catch basins, outlet structures and manholes. Consultant shall develop a rating system to apply to the stormwater collection system segments. The rating system would be used to rank each segment based on highest priority of replacement or repair. The rating system would be a numerical points system including, but not limited to, items such as:

- A. Capacity Assessment
- B. Operational Assessment; e.g., proximity of a segment to reported maintenance problem areas and severity of the reported problem
- C. Street surface maintenance program
- D. Condition Assessment: existing deficiencies including number of repairs, condition and years left in expected life cycle

Condition assessment is of paramount importance to the City due to the age of its storm water infrastructure and a relative dearth of information regarding installation dates and materials, and therefore expected life cycles. Consultant shall determine which of the system's underground pipes and other system segments are most critical due to capacity, criticality of conveyance to the overall system,

and proximity to critical facilities and emergency routes; consultant will visually inspect these critical underground segments using closed-circuit television (CCTV) as necessary.

This CCTV inspection must provide a detailed condition assessment of at least 20% of the total underground system by December 2020. The City also requests that the Consultant include an option to assess 100% of the City's underground pipes by February 29, 2024.

Consultant shall design the systems assessment database to be clear and simple for City personnel to update on an annual basis. The assessment report should meet the requirements set out by the EPD for the MS4 reporting. The City will use the database on a continuing basis to determine priority of capital maintenance projects for each fiscal year.

2.5 GIS Database

Input the gathered field data into a GIS database. Information from the condition assessments will also be linked to each structure for future use by the City. The GIS database will be provided to the City once the Stormwater Master Plan is complete.

2.6 Public Feedback

Compile and enter results from the citizen stormwater questionnaire and combine with data from the City into the project database to establish initial stormwater problem areas. Key problem areas will be highlighted in the project base map.

2.7 Final Project Base Map

All data will be compiled into a GIS project base map that will be submitted to the City once the project is complete. This will include all Consultant created files and databases, including source/origination, quality, qualifications, attribute coding, and other relevant information as agreed upon by the City and the Consultant at the kickoff meeting.

Task 3 – Hydrology and Hydraulic Modeling

3.1 Future Phase

Task 4 – Water Quality

4.1 Future Phase

Task 5 – Stormwater System Capital Improvement Plan & Maintenance Recommendations

5.1 Scoring

Develop a problem severity scoring system that forms the basis for assessing and quantifying a project benefit in a cost-benefit analysis for each project. The scoring system should consider the relation between likelihood of failure and consequence of failure, relative to risk. Project benefits shall include such elements as amelioration of flooding or erosion, preservation of water quality, maintenance efficiency or a combination of these and/or other benefits.

5.2 Conceptual Solutions

For five (5) maximum stormwater problem areas, Consultant shall develop a conceptual solution that addresses the problems to meet established criteria and/or needs of the City and affected citizens/properties. Solutions will also be evaluated on flood and/or erosion reduction, water quality benefits, environmental impacts, aesthetics, utility impacts, benefits or impacts to other city infrastructure, private property impacts, land/easement acquisition, and cost.

5.3 Develop Final Recommendations and Associated Costs

The final recommended capital projects will be based upon scoring system with a prioritization of projects based upon costs versus benefits.

5.4 Develop an Outline of Capital Projects to Address Water Quantity (flooding and erosion)

The capital project plan shall be developed with a focus on implementation with clear guidance for City staff on the recommended order of project implementation, and the following information for each project in a concise, orderly format:

- Project priority
- Total project costs (construction, design, permitting)
- Problem severity, risk analysis, and project benefits
- Additional information and areas of study needed
- Required permitting and agency coordination
- Overlap with other City projects

Regular maintenance needs that do not require a capital improvement project will also be identified with specific guidelines for work required.

SECTION 4 – Deliverables

4.1 Draft and Final Document

Draft:

Upon completion of all tasks, the Consultant shall submit four (4) printed copies and 1 digital copy in PDF format of a draft Stormwater Master Plan report to the City for review and comment. At a minimum the report shall include the following:

- A. An Executive Summary

- B. Colored maps that are clear, easy to understand, and of professional quality of the City's stormwater system, identified deficiencies and proposed improvements.
- C. Updated digital GIS files built on a base map of streets that identify stormwater assets, a condition analysis, repair/replacement schedule and proposed new infrastructure.
- D. Summary of existing stormwater system.
- E. Population projections and stormwater demand summary.
- F. Documentation of modeling methodologies and assumptions.
- G. Technical information, analysis, and discussion of results for each task making use of charts, graphs, and figures of professional quality to clearly and efficiently convey the information, findings and conclusions.
- H. Justification for recommended work to be accomplished.
- I. System condition assessment.
- J. Stormwater System Capital Improvement Plan.
- K. Other supporting documentation.

Consultant shall incorporate City review and comments of the draft materials and resubmit for additional reviews until final City approval of the draft materials. Re-submittal of complete Plan for secondary review is not required. Edited materials may be submitted as replacement pages.

Final:

Upon City approval of the draft Plan, Consultant shall produce final report and submit ten (10) printed copies and one (1) digital copy in PDF format. Consultant shall provide all Stormwater Master Plan maps in GIS format.

SECTION 4 – PROPOSAL AND SUBMITTAL REQUIREMENTS

4.1 Submittal of Proposals

In order to be considered for this project, each Proposer must provide three (3) total copies and one (1) digital PDF either on a flash drive or via email of the final Master Plan. All proposals must arrive at the Avondale Estates City Hall as described in section 2.3.

4.2 Proposer Requirements

The following minimum criteria will apply:

- A. Each Proposer shall have no fewer than ten (10) years' experience, no fewer than five of which are within the State of Georgia, in providing all the types of services required within this RFP.
- B. Proposer shall demonstrate, to the satisfaction of the City, the ability to provide the services required within the Scope of Work and shall demonstrate a proven history of providing such services for public agencies.
- C. Proposer shall not have a record of substandard workmanship. The City will verify this requirement by communication with any governmental agency, the Proposer's clients and references, and as many other references as the City may deem appropriate.

4.3. Proposer Representations

The Proposer further agrees to the following:

- A. To examine all specifications and conditions thoroughly.
- B. To provide for appropriate insurance, deposits, and performance bonds as required.
- C. To comply fully with the scope of services as attached to the agreed contract.
- D. That any and all registration and certification requirements required for Contractors are met as set forth by the State of Georgia.

4.4 Proposal Format and Requirements

4.4.1 Proposal Format

Proposers are encouraged to provide clear, concise proposals that contain only information required to respond to the needs of this project. Proposals may be double sided and should be stapled or otherwise bound.

4.4.2 Introductory Letter (one page maximum)

Include the name of the proposing firm and its principal business address and phone number where the relationship will be managed. The letter should address the firm's willingness and commitment, if selected, to provide the services offered and a description of why the Proposer believes it should be selected. Contact information, including phone and fax numbers and email addresses and mailing addresses for the Proposer's project contact/manager. A statement in the letter of interest shall specifically stipulate that the consultant accepts all terms and conditions outlined in the RFP.

4.4.3 Proposer's Experience (four pages maximum)

Proposer shall describe the firm's and any key sub-consultant's firm size, office locations and relevant capabilities and resources in relation to this project. Only experience on completed projects should be included in this section. This section should include:

- A. Experience with Stormwater Master Planning services for municipalities.
- B. Experience in stormwater system planning, stormwater collection system design, and stormwater system modeling.
- C. Similar projects with other government agencies.

4.4.4 Project Team Experience (four pages maximum)

Proposer shall identify the team to be assigned to the project by name, including at a minimum the principal, project manager, key staff and any sub-consultants. Proposer shall describe the project team's qualifications and experience on completed projects related to this specific project. Proposer shall explain the project team's expertise regarding all tasks associated with the scope of work. This section should include:

- A. Approximate number of people to be assigned to the project.
- B. Extent of principal and project manager involvement.
- C. Principal, project manager, key members and sub-consultant experience with stormwater systems planning, stormwater collection system design, stormwater system modeling and rate analysis.
- D. Unique qualifications.
- E. Roles and responsibilities of key staff on this project.

Proposer may submit individual resumes of key staff for this project. Individual resumes are considered an attachment to the Proposal and are not subject to the page limitations of this section. However, please limit each resume length to two (2) pages.

4.4.5 Project Understanding (two pages maximum)

Proposer shall demonstrate its preliminary understanding of the project by providing a clear and concise description of the project and major issues, based on the information provided in this RFP.

4.4.6 Project Approach (six pages maximum)

Proposer shall clearly define the tasks and activities necessary to meet the objectives outlined in the scope of work of the RFP. This section should include:

- A. Description of the tasks and activities, the methodology that will be used to accomplish them, and which team members will work on each task.
- B. Description of the products that would result from each task and activity.
- C. Identification of points of input and review with staff.
- D. Estimated time frame to complete each task.
- E. Proposers are invited to suggest optional work tasks that could be performed in conjunction with or subsequent to the scope of work. Any such tasks are to be described as optional and the benefits of performing such tasks shall be described. Such optional tasks are not likely to be included in the initial authorized agreement but will be considered by the City for relevancy and for possible future use.

4.4.7 Project Schedule (two pages maximum)

Proposer shall include a proposed project schedule identifying key tasks and milestone dates and their associated duration.

4.4.8 Past Projects (one page per project maximum)

Proposer shall provide project descriptions of up to five completed projects that meet the criteria listed in the RFP. Proposer shall list the firm(s) and project team member(s) that worked on the listed projects.

Proposer shall submit a copy of one recent Stormwater Master Plan that reflects the firm's quality of work. This project submittal is considered an attachment to the Proposal and is not subject to page limitations.

4.4.9 References (two pages maximum)

Proposer shall include references for each of the projects listed in Section 4.4.8. List contact name, title, agency, phone number, email address and mailing address.

4.4.10 Proposal Form (attachment A)

Complete the attached Proposal Form, Attachment A, with the required signature and other information. Return this form with the Proposals in a sealed envelope in accordance with this RFP.

4.4.11 Addenda

All Addenda of this RFP shall be submitted as part of the Proposal. Receipt of each Addendum shall be acknowledged by the Proposer by signing in the appropriate designated location. Each Proposer shall ascertain, prior to submitting a Proposal, that the Proposer has received all Addenda issued by the City.

SECTION 5 – PROPOSAL SELECTION AND EVALUATION

5.1 Submittal of Proposals

Each proposal will be judged on its completeness and quality of content. The City reserves the right to reject any and all proposals and is not liable for any costs the Proposer incurs while preparing or presenting the proposal. All proposals will become part of the public file, without obligation to the City. Upon the completion of the evaluations, the City intends to negotiate a contract with the Proposer whose proposal is deemed to be most advantageous to the City.

5.2 Selection Review Committee

The Selection Review Committee may be comprised of up to five members. The role of the Selection Review Committee is to evaluate the proposals submitted and make a recommendation of award. The City may also seek additional expert advice to help review proposals.

Scoring will be completed covering all areas listed in Section 5.4 in the Evaluation Criteria. Scores for each proposal shall be added together to arrive at a final score for each proposer. Proposals will be ranked in descending order by the total Proposal score.

If additional information is deemed necessary as part of the evaluation, such information will be solicited in order to allow the committee to complete the evaluation process.

5.3 Interviews

Proposers selected for final evaluation (if necessary) may be required to make an oral presentation of their proposal to the Selection Review Committee. Such presentation shall provide an opportunity for Proposers to clarify their proposal to ensure thorough mutual understanding. The Selection Review Committee may interview the Proposers and ask additional questions related to the proposal and scope of work. The City will schedule the time and locations of interviews, if required,

on the dates indicated in Section 2.4. Interviews will take place at a location to be determined by the City. Firms invited to the interview will be responsible for making and paying their own travel arrangements.

5.4 Scoring and Evaluation Criteria

The Selection Review Committee will evaluate the proposals and make a recommendation of award. The criteria listed below will be used to determine the finalists and apparent successful Proposer.

Each proposal shall be limited in length and judged as a demonstration of the Consultant's capabilities and understanding of the project.

Evaluation criteria, maximum points and page limitations will be as follows:

Criteria	Maximum No. of Pages	Score
Introductory Letter	1	3
Proposer's Experience	4	15
Project Team Experience	4	20
Project Understanding	2	15
Project Approach	6	20
Project Schedule	2	10
Past Projects	5	15
References	2	N/A
Proposal Format	N/A	2
Total	26 pages	100 points

5.5 Ranking of Proposals

Proposals may be ranked by the Selection Review Committee based on evaluation of responses and interviews (if any), with the first-ranked Proposal being the firm which is deemed to be the most appropriate and fully able to perform the services, and the second ranked Proposal being the next appropriate firm, all in the sole judgment of the Selection Review Committee.

Proposal scores will be totaled and ranked. Any Proposer in response to the RFP shall be considered to have given de facto permission to the City to disclose the results, when completed, to selected reviewers at the sole discretion of the City.

The Selection Review Committee will make a recommendation to the Board of Mayor and Commissioners, which will then approve the contract award to the Proposal that is the most advantageous to the City.

5.6 Contract Negotiation

The City will negotiate the contract amount after the Board of Mayor and Commissioners has acted on the Selection Review Committee's recommendation. If the City cannot come to terms with the first-ranked Proposer, the City will enter negotiations with the second-ranked Proposer. This process will continue until the City reaches an agreement which the City deems appropriate for the project.

SECTION 6 – CONTRACT REQUIREMENTS

6.1 Contract Award

The award of a contract is accomplished by executing a written agreement that incorporates the entire RFP, Proposer's Proposal, clarifications, addenda, and additions. All such materials constitute the contract documents. The Proposer agrees to accept the contract terms of the attached Personal Services

Agreement unless substantive changes are made without the approval of the Proposer. The City and project manager are the sole point of contact for the issuance of the contract. The contract shall be substantially in the form of the sample “Personal Services Agreement” in Attachment B.

6.1 2 Contract Administrator

The Contract Administrator for the 2020 Stormwater Master Plan shall be the project manager listed in Section 3, Task 1.1.