

City of Avondale Estates
City-wide Stormwater Hydrologic and Hydraulic Model
Request for Proposals
June 2022

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SECTION 1 - OVERVIEW

GENERAL: The City of Avondale Estates, GA requests proposals from qualified consulting firms to build a hydrologic/stormwater model of the City's drainage system to serve as a decision-making tool to develop recommendations that address flooding, identify locations for new infrastructure, or to upgrade existing infrastructure due to capacity requirements.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various consultants, conduct a fair and extensive evaluation based on criteria listed here, and select the candidate who can best meet the needs of the city.

Proposals will be received at the Avondale Estates City Hall, 21 North Avondale Plaza, Avondale Estates, GA 30002 until 4 p.m. Friday, July 22nd. 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 2022 Stormwater Hydrologic/Stormwater Model* and Proposer's name and address. Proposals shall be delivered to:

Kristin Moretz
Capital Projects Construction and Maintenance Director
City of Avondale Estates
21 North Avondale Plaza
Avondale Estates, GA 30002

For additional information regarding this RFP, please contact Kristin Moretz by email at kmoretz@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 INFORMATION

Introduction

The City of Avondale Estates is a city in DeKalb County, Georgia. The population was 3,567 at the 2020 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.

Issuance of Proposals

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

Submission of Proposals

Each proposer shall provide (1) copy on a flash drive in a sealed envelope plainly identifying Project Name, and the Proposer's name and address. In addition to the flash drive, a PDF may be emailed to Kristin Moretz at kmoretz@AvondaleEstates.org.

Proposals shall be addressed and submitted to the following location by 4 p.m. July 22nd, 2022: 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.

Request for Proposals and Project Schedule

The City anticipates the following general timeline for receiving and evaluating the proposals, selecting a firm/individual.

This schedule is subject to change if in the City's best interest to do so.

- Advertise Request for Proposals – June 10th, 2022
- Pre-Bid Meeting – Thursday July 14th, 2022, highly recommend
- Last Date for Addenda – July 1st, 2022
- Deadline to Request Additional Information – July 15th, 2022
- Proposals Due – July 22nd, 2022
- Evaluation of Proposals – By July 29th, 2022
- Notify Proposers of Interviews (if necessary) – By July 29th, 2022
- Proposer Interviews (if necessary) – Complete by August 5th, 2022
- Negotiate Contract Amount – By August 5th, 2022
- Commencement of Contract – August 9th, 2022
- Notice of Intent to Award – By August 24th, 2022
- Notice of Award - By August 26th, 2022
- Completion of Contract – August 26th, 2022

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 Section 1. 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 July 1st, 2022.

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 Section 2, 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

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".

Cancellation

The City reserves the right to cancel the contract award any time before the 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.

Late Proposals

All Proposals that are not received by the Proposal Due Date in Subsection 2 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.

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.

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.

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

The scope of work below requires the consultant to provide all labor, materials, equipment, and supervision necessary to perform the services as detailed.

The development of the City's 2021 Stormwater Master Plan documented an array of stormwater infrastructure needs with a focus on maintenance, repair, and replacement of existing stormwater assets. As part of the SWMP, existing stormwater assets were assessed, and repairs and replacements prioritized. Modeling to determine flooding or locating new stormwater infrastructure was not included as part of this SWMP and is now needed to advance capital projects and understand the potential value of green infrastructure.

The City of Avondale Estates is seeking an experienced consultant to provide a stormwater hydrologic and hydraulic model for the entire city limits.

Project Criteria: The selected consultant may be asked to provide some or all of the following services to analyze and document existing and future flooding problems within the areas defined above. Project Management and Facilitation

Task 1: Project Management

1. A Project Manager is to be identified 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. This task includes coordination of meetings with staff.
2. Consultant should 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 will ensure that City personnel and Consultant team members maintain a shared understanding regarding study direction, objectives, and deliverables.
3. The Consultant team will conduct a kick-off meeting with City staff

Task 2: Data Gathering:

1. Data collection of reports, studies, plans, land use, and other resources necessary to understand the existing conditions. The Avondale Estates 2021 Stormwater Master Plan, and a GIS database of the current stormwater infrastructure and a condition analysis will be made available by the Department of Public Works as will any other stormwater assessments and studies. See Appendix A for a link to relevant documents.
2. Additional field data collection to support model development.

Task 3: Model Development:

1. Development of existing conditions hydrologic and hydraulic model based on the city's four watersheds, including but not limited to: a. rainfall/runoff for a range of storm events, b. overland flow in areas with no existing stormwater infrastructure and pipe network flow, and c. stream/open channel conveyances
2. Development of future conditions hydrologic and hydraulics models based on the city's four watersheds, which accounts for a. future land coverage/development. b. future hydrologic/hydraulic infrastructure build-out, and c. changes in rainfall patterns

Task 4: Alternative Analysis and Findings

1. Create an alternative analysis for the most significant problems based on prioritization scoring as identified in the Avondale Estates SWMP which require modeling for solution development, concept level solutions for each, and include an evaluation of the potential downstream impact, if any, for each solution. Those areas in need of such study include: 1. Pine Street 2. Dunwick Drive 3. Kensington 4. Wiltshire
2. Identify and create an analysis of the top five most severe areas of flooding and analyze the solution including the potential use of green infrastructure as a solution and make a recommendation.

Deliverables:

1. Stormwater hydrologic and hydraulic model input and output files for existing conditions, future conditions, and alternatives along with GIS, Excel, or other files used to develop and parametrize the models.
2. Summary report of findings, including a. recommendations for alternative solutions to the top five highest priority broken infrastructure issues as identified in the SWMP b. assessment of green infrastructure as solution for top five most significant areas of flooding and recommendations. Concept solutions should be developed sufficiently to determine feasibility and an estimated cost so that the city may proceed to design and implementation.

SECTION 4 – PROPOSAL AND SUBMITTAL REQUIREMENTS

Submittal of Proposals In order to be considered for this project, each Proposer must provide a digital PDF either on a flash drive or via email of the final deliverables. All proposals must arrive at the Avondale Estates City Hall as described in section 2.

Proposer Requirements

The following minimum criteria will apply:

- A. Each Proposer shall have no fewer than ten (10) years' experience.
- 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.

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.

Proposal Format and Requirements

Proposers are encouraged to provide clear, concise proposals that contain only information required to respond to the needs of this project.

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, 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

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 in stormwater collection system design, and stormwater system modeling.
- B. Similar projects with other government agencies.

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 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.

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.

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.

Project Schedule (two pages maximum)

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

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.

References (two pages maximum)

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

Bidder Form (See Section 7)

Complete the Bidder Form, found in Section 7, with the required signature and other information. Return this form with the Proposals in accordance with this RFP.

Addenda

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

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.

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 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.

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. 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.

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	Max No. Pages	Max 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

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.

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

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.

Contract Administrator

The Contract Administrator will also be the project manager listed in Section 3.

SECTION 7: BIDDER RESPONSE FORM

Contact Information	
Firm Name	
Contact Person:	
Project Manager:	
Phone:	
Email:	
Sub-Contractor Name:	
Phone:	
Email:	

Task	Cost Proposal
Task 1, 2, and 3 - Model Development	
Task 4.1 Analysis and Solutions	
Pine Street	
Dunwick Drive	
Kensington	
Wiltshire	
Task 4.2 Solution for Flooding/Green Infrastructure	

Total Cost: _____

Print Name of Representative _____

Title _____

Signature _____

Date: _____

Note: City of Avondale Estates may choose to proceed with Model plus any combination of analysis and solutions depending on costs.

APPENDIX A

Relevant Documents

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

Executive Summary of Downtown Hydrologic Study:

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

Downtown Hydrology Full Report

<https://www.avondaleestates.org/DocumentCenter/View/2503/Hydrology-Full-Report-and-Appendices08-01-2018?bidId=>

Clarendon – Berkeley Road Drainage Analysis

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

Kensington Road Drainage Study

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

Kensington Road Drainage Analysis

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

2021 Stormwater Master Plan:

https://www.avondaleestates.org/DocumentCenter/View/3398/Avondale-Estates-Stormwater-Master-Plan_Final?bidId=