

## CITY OF WASHINGTON RFP FOR SERVICE LINE INVENTORY DEVELOPMENT

The City of Washington, Georgia (the City) is soliciting proposals for services and pricing quotes from professional engineering consultants or private contractors for the development of a Service Line Inventory, in accordance with local procurement policies and any applicable State or Federal laws. All respondents to this RFP are subject to instructions communicated in this document and are cautioned to completely review the entire RFP and follow instructions carefully. The City reserves the right to reject any or all proposals and to waive technicalities and informalities.

This proposal is for the immediate selection of a consultant to provide the services outlined in the following Scope of Work and outlined in the final contract document with the City. As the scoring criteria includes points for the ability to assist with funding for service line replacement costs, respondents may be contacted and considered for funding assistance services related to water system improvements.

### PROJECT DESCRIPTION

The City is seeking the services of an engineering consultant or contractor to develop a process to prepare and maintain an inventory of service line materials to comply with the December 16, 2021 Lead and Copper Rule Revisions, as mandated by the Environmental Protection Agency (EPA) and implemented by the Georgia Environmental Protection Division (EPD). This is an unfunded federal mandate. It requires City staff or an outside contractor to locate each service line connected to the municipal system and identify the construction material for each service line. This process would also allow the City to develop the required Service Line Inventory, which would classify the service lines for reporting to the Georgia Environmental Protection Division (EPD) no later than October 2024.

### SCOPE OF WORK

The City has identified the following scope of work for development of the Service Line Inventory (SLI). All data collection shall be in accordance with EPD Service Line Inventory requirements and guidance. No additional or proprietary software shall be required, the City is only purchasing ESRI ArcGIS licenses, separately.

The selected consultant will be asked to perform the tasks and services needed for the Service Line Inventory, including, but not limited to, the following:

1. The consultant shall develop a process for data collection based in ESRI ArcGIS Online (AGOL) for use in the field on mobile devices using high-accuracy GPS or onboard location services. This will ensure the data will be easily integrated into the Asset Management Program the City is developing.
2. The consultant shall develop point locations for all water meter locations served by the water system through the utilization of billing data provided by the City in conjunction with Tax Parcel data the City will obtain from Wilkes County.
3. The consultant will conduct an initial evaluation of Tax Parcel data with the intent to quickly identify parcels with structure year-built dates of 1990 or later for classification of those associated service lines as “Non-Lead”.

4. The consultant, in coordination with the City, must develop a system which will list service line size and construction material. Materials may include, but are not limited to, copper, PVC, HDPE, black poly, galvanized, etc.
5. The consultant will make every effort to minimize the need for field data and ensure all required field data is collected in direct consultation with City Staff and local property owners.
6. The consultant will ensure all data collected for the City's Service Line Inventory can be maintained, exported, and transmitted in accordance with EPD Service Line Inventory requirements and guidance.
7. The consultant will implement their system in the City's AGOL organizational site, expediting use by the City.
8. The consultant is required to develop a dashboard within AGOL to track the progress of service line inventory data collection and verify the completeness and accuracy of all information.

In addition to the above direct scope, all responding entities should outline any experience in applying for funding and assisting with the implementation of funding assistance which can be used to address any needs identified in the SLI. As outlined in the Lead and Copper Rule Revisions, replacement of identified lead service lines is a mandatory requirement. If the number of required replacements/repairs exceeds the City budget, funding assistance may be required. The information provided through this RFP can be used to score and evaluate responding firms for future funding assistance services. Pricing for these services will not factor into the evaluation of proposals for the inventory and will only be considered if funding assistance is needed.

The final scope of services will be developed by the City and communicated to eligible firm(s) prior to the execution of a formal agreement.

#### TIMELINE

The following schedule represents the City's best estimate for the execution of this proposal procurement process. All times listed below are for the Eastern Time Zone.

Issuance of Request for Proposals	[April 1, 2024]
Deadline for Proposal Submission	[May 1, 2024 at 5:00 p.m. Eastern]
City Evaluation and Notice of Award	[May 15, 2024]

#### CRITERIA FOR EVALUATION OF STATEMENTS OF QUALIFICATIONS (100 Points)

A Selection committee, consisting of representatives of the City, will score the proposals and award the selection to the firm with the highest total score. The selection committee will score proposals using the following criteria:

**25 Points**     Narrative explanation regarding the ability to address all items listed within the Scope of Work as outlined above. Please include any additional information which appears relevant in adhering to the requirements established by EPA/EPD.

**10 Points**     Stability of the firm, including the firm's corporate history, growth, resources, form of ownership, financial information, and other evidence

of stability.

*10 Points* Firm's relevant project experience and qualifications, including the demonstrated ability of the firm in providing effective services for projects comparable in complexity, size, and function.

*15 Points* Past performance of the firm including references about the quality of leadership of the firm in providing services, the overall level of service provided by the firm to previous customers, the firm's ability to meet established project goals, the firm's response to the Owner's needs throughout the project. This must include 5 references, preferably Georgia based, which can speak to the firm's experience in meeting Georgia EPD requirements.

*50 Points* Firm's apparent suitability to provide services for Project, including:

- The firm's apparent fit to the project type and/or needs of the Owner (5 Points of 50),
- Current and projected workloads, speaking directly to the ability to complete the required work within the EPA/EPD mandated timeline (10 Points of 50),
- Proximity of office or lead staff to Project location, to expedite the data collection process (5 Points of 50),
- Previous experience working with the local government, if any, to expedite the data collection process (15 Points of 50), and
- A listing of required and additional services offered by the firm, speaking specifically of any experience in applying for funding assistance which may be needed to fund replacement costs (15 Points of 50).

Responding firms may be reconsidered for assistance for a 3-year period after the posting of this solicitation.

#### SUBMITTAL OF PROPOSALS

The following submittal format must be used:

A single PDF file of the proposal shall be prepared and emailed to the City Administrator by the submittal deadline. Each submittal must include a transmittal letter. Submittals must be able to be printed on standard (8 ½" x 11") paper and the words "Proposal for Professional Services" must be clearly indicated in the filename. Proposals must be received by the City Administrator prior to the deadline indicated in the Schedule of Events at the following email address: [jdebin@wga.gov](mailto:jdebin@wga.gov). For more information contact Jerry deBin, City Administrator, at 706-678-3277 ext. 225 or [jdebin@wga.gov](mailto:jdebin@wga.gov).