Oconee County
Utility Department
John Hatcher, Interim Director

Board of Commissioners

Melvin Davis, Chairman
Jim Luke, Post 1
Don Norris, Post 2
Margaret Hale, Post 3
Chuck Horton, Post 4

REQUEST FOR PROPOSAL

OCONEE COUNTY BOARD OF COMMISSIONERS
ROCKY BRANCH WATER RECLAMATION FACILITY UPGRADE
NOVEMBER 16, 2007

The Oconee County Board of Commissioners is soliciting proposals from consultants for Engineering Design and Support for the Rocky Branch Water Reclamation Facility upgrade.

Proposals must be returned in a sealed container marked on the outside with the project name and Company name. Proposals will be received until 10:00 A.M. local time on Thursday, December 20, 2007 to the attention of Karen Barnett, Procurement Officer in the Oconee County Courthouse Purchasing Office, Finance Department at 23 North Main Street, Watkinsville, Georgia 30677. Any submittal received after this date and time will not be accepted. Proposals will be publicly opened and only names of submitting firms will be read at 10:10 A.M. on Thursday December 20, 2007. A list of submitting firms will be available on December 21, 2007 on Oconee County's website www.oconeecounty.com or by calling the Oconee County Utility Department at 706-769-3960.

A pre-submittal conference will be held at 10:00 A.M. on Tuesday, December 4, 2007 at the Oconee County Government Annex Building, 1291 Greensboro Highway, Watkinsville, Georgia 30677. The conference will include a tour of the existing Rocky Branch Land Application System. Attendance at the pre-submittal conference is required as part of the proposal submittal.

Requests for copies of the Request For Proposal and all questions regarding the proposal should be submitted in writing to the County's Program Manager, Precision Planning, Inc., in care of Jim Sunta, by fax at 770-338-8094 or by e-mail at 517js@precisionplanning.com no later than 5:00 P.M. on Monday December 17, 2007.

Selection criteria are outlined in the request for proposal. Oconee County reserves the right to reject any or all submittals, to waive technicalities and to make an award deemed in its interest.

All companies submitting will be notified in writing of award.

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(PHONE) 706.769.3960 (FAX) 706.769.3997
jhatcher@oconee.ga.us
www.oconeecounty.com

I. GENERAL INFORMATION

Oconee County plans on upgrading its existing Rocky Branch Land Application System to provide wastewater treatment of 1.0 million gallons per day (MGD). The proposed upgrade will involve the construction of new facilities within the existing plant's property which will employ advanced treatment technologies to produce a reuse quality effluent in accordance with the facility's NPDES Permit No. GA0038806.

The Applicant for this project is required to complete and submit one (1) unbound original and five (5) bound copies of the proposal. All copies of the proposal must be identical. All copies of the proposal shall be signed in ink by a company official who has authorization to commit company resources.

A pre-submittal conference will be held at 10:00 A.M. on Tuesday, December 4, 2007 at the Oconee County Government Annex Building, 1291 Greensboro Highway, Watkinsville, Georgia 30677. The conference will include a tour of the existing Rocky Branch Land Application System. Attendance at the pre-submittal conference is required as part of the proposal submittal.

All questions or requests for additional information should be submitted in writing to the County's Program Manager, Precision Planning, Inc., in care of Jim Sunta, by fax at 770-338-8094 or by e-mail at 517js@precisionplanning.com no later than 5:00 Monday December 17, 2007. No consultant and/or any member of the consultant's team shall discuss any aspect of the RFP with any Oconee County or Precision Planning, Inc. employee and/or representative other than Jim Sunta except during the pre-submittal conference.

Directions to Oconee County Courthouse from I-85: Take I-85 North to Georgia Highway 316 (Lawrenceville/Athens exit). Drive 39 miles. Turn right onto Oconee Connector. Drive 5 miles. (Oconee Connector becomes Mars Hill Road, then Experiment Station Road). Turn right on North Main Street. Drive 0.1 miles, Oconee County Courthouse is on the right side of the street. Public parking is in back of the Courthouse.

Directions to Oconee County Government Annex from I-85: Take I-85 North to Georgia Highway 316 (Lawrenceville/Athens exit). Drive 39 miles. Turn right onto Oconee Connector. Drive 5 miles. (Oconee Connector becomes Mars Hill Road, then Experiment Station Road). Turn right on North Main Street. Drive 0.8 miles (North Main Street becomes Georgia Highway 15). The Oconee County Government Annex is on the left side of the road. Public parking is in front of the Annex building.

II. PROPOSAL REQUIREMENTS

1. The Proposal shall not be more than twenty (20) pages in length. Pages shall be letter size using text no smaller than Arial font size 11.

2. Resumes will not be included in the 20-page limit. However, resumes shall be no more than two (2) pages per individual.

3. A cover letter no more than one (1) page in length may be included with the submittal. The cover letter will not be included in the 20-page limit.

4. Firm Identification

a. At a minimum, the Proposal shall include the following information about the **LEAD CONSULTANT** for the project:

- Firm name.
- Locations of home and satellite offices to include business addresses, telephone and fax numbers, and e-mail addresses.
- Firm background including history, services offered, and operating philosophy.
- Management structure to include description of ownership, company officers and number of employees for each discipline offered.

b. At a minimum, the Proposal shall include the following information about each **MAJOR SUB-CONSULTANT** (i.e. - a sub-consultant to the **LEAD CONSULTANT** that will perform 10% or more of the project work based on the proposed contract total design dollar value) to be utilized in the project:

- Firm name.
- Locations of home and satellite offices to include business addresses, telephone and fax numbers, and e-mail addresses.
- The role the **MAJOR SUB-CONSULTANT** will play in the project.
- Work history between the **MAJOR SUB-CONSULTANT** and the **LEAD CONSULTANT**.
- Firm background including history, services offered, and operating philosophy.
- Management structure to include description of ownership, company officers and number of employees for each discipline offered.

c. At a minimum, the Proposal shall include the following information about each **MINOR SUB-CONSULTANT** (i.e. - a sub-consultant to the **LEAD CONSULTANT** that will perform less than 10% of the project work based on the proposed contract total design dollar value) to be utilized in the project:

- Firm name.
- Locations of home office to include business address, telephone and fax numbers, and e-mail address.
- The role the **MINOR SUB-CONSULTANT** will play in the project.
- Work history between the **MINOR SUB-CONSULTANT** and the **LEAD CONSULTANT**.

5. Relevant Experience

The Proposal shall include descriptions of five (5) wastewater treatment plant projects that the **LEAD CONSULTANT** has completed within the past ten (10) years which are of similar size and scope to the proposed Rocky Branch WRF upgrade. The projects should demonstrate the **LEAD CONSULTANT**'s experience as a firm. Experience of individual members of the Proposer's team will not be excluded from consideration; however, firm experience with wastewater projects similar in size and scope to the proposed Rocky Branch WRF upgrade is preferred. At a minimum, the following information shall be included for each of the five projects:

a. Name and location of project.

b. Name and address of client.

c. Name and telephone number of client contact.

d. Description of the project.

e. Dollar value of **LEAD CONSULTANT**'s engineering fee and total project cost, to include all construction costs.

f. Name of **LEAD CONSULTANT**'s project manager.

g. Description of the **LEAD CONSULTANT**'s responsibilities in the project to include level of participation as lead or sub-consultant.

h. Comparison of initial and final budget costs and schedules to include, as appropriate, explanation(s) of any exceedances in the initial parameters.

6. Project Personnel

a. The Proposal shall identify the personnel to be utilized in the project to include members of the **LEAD CONSULTANT** and all **MAJOR SUB-CONSULTANT**s.

b. The name, title and position of seniority of the **LEAD CONSULTANT**'s proposed Project Manager shall be provided. The location of the Project Manager's office during the project duration shall also be provided.

c. Projections of the percentage of time that the **LEAD CONSULTANT**'s Project Manager and key members of the project team will be committed to the project shall be provided.

d. Resumes of the **LEAD CONSULTANT**'s Project Manager and other key members of the project team - including key **MAJOR** and **MINOR SUB-CONSULTANT**s - shall be provided. Resumes will not be included in the 20-page limit for the Proposal.

7. Project Understanding and Approach

In accordance with the Project Scope in Section IV of this RFP, the Proposal shall include a description of the Proposer's understanding of the project's goals and outline the methodologies it will use to accomplish the scope of work. The Proposal shall include, but not be limited to, a detailed list of the tasks projected for the project and an estimated timeframe for completing each task. The Proposal should discuss the approach to be taken in controlling the quality of the work and in maintaining or advancing the project schedule. It should also identify potential obstacles as experienced in similar projects that may affect the project cost or schedule and outline the Proposer's approach to resolving or managing the obstacles.

8. Fee Proposal/Schedule

The Proposal should include the Proposer's fee for accomplishing the Scope of Services as described in Section IV of the RFP. The basis of payment for all services rendered by the Proposer shall be Lump Sum, with a Lump Sum total for each phase as listed in items a-g of the Scope of Services. Proposers may present further breakdowns for each phase if desired, but this is not required.

Separate fees should be provided for each of the base and alternate designs as described below:

Base Design - The base design shall be a system with a treatment scheme in line with the processes included in the Design Development Report, which has received concurrence from Georgia EPD, and as described under the Scope of Services. The system shall employ a Vertical Loop Reactor, or other biological process with similar operational characteristics, and a membrane biological reactor.

Alternate Design - The alternate design shall be a system utilizing a suspended growth biological process for secondary treatment followed by tertiary membrane filtration as described in the Scope of Services. The fee shall include any projected changes to the Design Development Report or any other permitting documentation that may be required for the processes utilized under this alternate design.

Work under this project is projected to proceed in accordance with the following general schedule:

Task	Date
Begin Preliminary Design	February 2008
County Selects CM	March 2008
Complete Design	August 2008
Begin Construction	October 2008
Plant Becomes Operational	July 2009

9. Proposal Submittal

All Proposals must be returned in a sealed package marked on the outside with the outside with the project name and Company name. Proposals will be received until 10:00 A.M. local time on Thursday, December 20, 2007 at the Oconee County Courthouse at 23 North Main Street, Watkinsville, Georgia 30677. Any submittal received after this date and time will not be accepted. Proposals will be publicly opened and only names of submitting firms will be read at 10:10 A.M on Thursday, December 20, 2007. A list of submitting firms will be available on December 21, 2007 on Oconee County's website www.oconeecounty.com or by calling the Oconee County Utility Department at 706-769-3960.

Oconee County reserves the right to retain all proposals submitted. Submission of a Proposal indicates acceptance by the **LEAD CONSULTANT** of the conditions contained in the Request for Proposal (RFP). All Proposals and supporting materials, as well as all correspondence relating to this RFP, become the property of Oconee County when received. Any proprietary information contained in the Proposal should be so indicated; however, a general indication that the entire content, or major portion, of the Proposal is proprietary will not be honored.

Proposals submitted by telegraphic, facsimile or other electronic means are not acceptable and will be rejected upon receipt. Proposers are advised to allow adequate time for delivery of their Proposals.

10. Changes to Proposal

No changes to, or withdrawal requests of, Proposals will be allowed after the date and time fixed for receipt of the Proposal.

11. Changes to RFP

Changes to the RFP shall be transmitted via written, faxed addendum only. Copies of addenda will be furnished to all Prospective Proposers no later than two (2) days prior to the date fixed for receipt of the Proposal.

All questions or requests for additional information should be submitted in writing to the County's Program Manager, Precision Planning, Inc., in care of Jim Sunta, by fax at 770-338-8094 or by e-mail at 517js@precisionplanning.com no later than 5:00 P.M. on Monday December 17, 2007. The questions and responses will be distributed to the Prospective Proposers as written addenda.

III. EVALUATION OF PROPOSAL

A Selection Committee appointed by the Oconee County Board of Commissioners will evaluate the Proposals using a 100 point scale. The criteria to be used in the evaluations, along with their relative weights, are as follows:

Criteria No.	Description	Maximum Point Value
1	The qualifications, experience and office location of the proposed Project Manager, as it relates to projects of similar size and scope as well as the proposed Project Manager's level of authority within the **LEAD CONSULTANT**'s organization.	15
2	Experience of **LEAD CONSULTANT** in design and construction of upgrades and expansions of wastewater treatment facilities while maintaining operation.	15
3	The **LEAD CONSULTANT**'s experience with biological membrane treatment, membranes for tertiary wastewater and/or potable water treatment, and reuse water applications.	15
4	The Proposer's understanding and approach to the project.	15
5	Fee Proposal	40

IV. PROJECT SCOPE

1. Project Description

The Rocky Branch Land Application System (LAS) is located on a 245-acre site located off of Rocky Branch Road near its intersection with State Highway 53, northwest of the Eastville Community in Oconee County. It is one of two existing wastewater treatment facilities owned and operated by Oconee County - the other being the Calls Creek Water Pollution Control Plant located within the City of Watkinsville.

Rocky Branch LAS started operation in August 2002 and is currently permitted to treat a capacity of 0.4 MGD to irrigation quality standards for land application on the plant site. The plant treatment train consists of an in-line flow meter, mechanical screen, two lagoons for secondary treatment, two effluent storage ponds, an irrigation pump station and 110 acres of fields using overhead spray irrigation.

Oconee County has been experiencing relatively high population growth over the last decade and long-range projections indicate that this level of growth will continue over the next 20 years. The increase in population will significantly increase the wastewater flows to Oconee County's treatment facilities - especially in the immediate vicinity of the Rocky Branch LAS.

The objective of this project will be to upgrade the existing Rocky Branch WRF in order to provide a high level of treatment for a permitted flow of 1.0 MGD. The plant will be designed to accommodate a possible future expansion to 2.0 MGD. Permitting for the new facility has been completed and an NPDES permit for discharge to Barber Creek, as well as for reuse applications, was issued by the Georgia Environmental Protection Division (EPD) in March 2007. The effluent limitations for the proposed facilities are as follows:

Parameter	**Discharge Limitations**	
	Monthly Average	**Weekly Average**
Flow, MGD	1.0	1.25
BOD_5, mg/l	5.0	7.5
TSS, mg/l	5.0	7.5
Total Phosphorus as P, mg/l	1.0	1.5
Ammonia as N, mg/l	6.4	9.6
Fecal Coliform Bacteria	23/100 ml	NA
Turbidity, NTU	3	NA
Priority Pollutants	- - -	- - -
Chronic Whole Eff. Toxicity	Report NOEC	- - -

Oconee County is committed to incorporating advanced technologies in its wastewater collection and treatment strategies and, therefore, has designated that the Rocky Branch WRF upgrade include membrane filters. The projected treatment train is expected to be similar to that outlined in the project Design Development Report (DDR) as shown in Figures 2 and 3 attached to this RFP, but must center on one of two membrane configurations as follows:

- Vertical Loop Reactor (or similar biological process) and membrane biological reactor.
- Suspended growth biological process for secondary treatment and tertiary membrane filtration.

The gravity outfall portion of this project shall extend only to the treatment facility property boundary. Design and construction of the portion of the gravity outfall extending beyond the plant property, including the cascade aerator, outfall structure, etc., will be addressed in a separate project and, thus, is not within the scope of this project.

The project will be procured via construction management (CM) at risk. The CM will be selected by Oconee County during the early stages of the design process, after which the CM and selected designer will work together to develop the final design.

2. Scope of Services

The scope of work is to provide a design which will provide Oconee County with a facility which will continuously treat wastewater flows to meet the levels established in the NPDES permit and to assist the County during the bid and construction of the proposed facilities.

The services to be provided shall be as follows:

a. Pre-Design Work

- Attendance at kick-off meeting with County representatives.
- Development of a work plan which identifies project tasks and specifies dates of deliverables.

b. Design Process and Coordination

- Project management activities including coordinating and controlling the project team to meet project objectives.
- Conduct technical workshops with the County.
- Prepare Basis of Design (BOD) and coordinate review and approval by County, to include preliminary selection of process components.
- Prepare agendas and minutes of regularly scheduled project meetings.
- Participate in meetings with County, CM and Program Manager.

c. Design Output

- Provide process, hydraulic, surveying, civil, architectural, structural, mechanical, plumbing, HVAC, electrical, and instrumentation and control design for the facilities in accordance with the approved DDR.
- Draft plans and specifications at the 60% and 90% design as well as final contract documents.
- Prepare and submit for County review Engineer's Opinion of Probable Construction Cost (OPCC) at 60% and 90% design.
- Design the facility to be constructed within budget.

d. Redesign

- Modify design drawings as needed.
- Incorporate comments from County in response to 60% and 90% submittals as well as from land disturbance permitting and from EPD in response to plans and Operations and Maintenance Manual approval process.

e. Permitting and Environmental Assistance

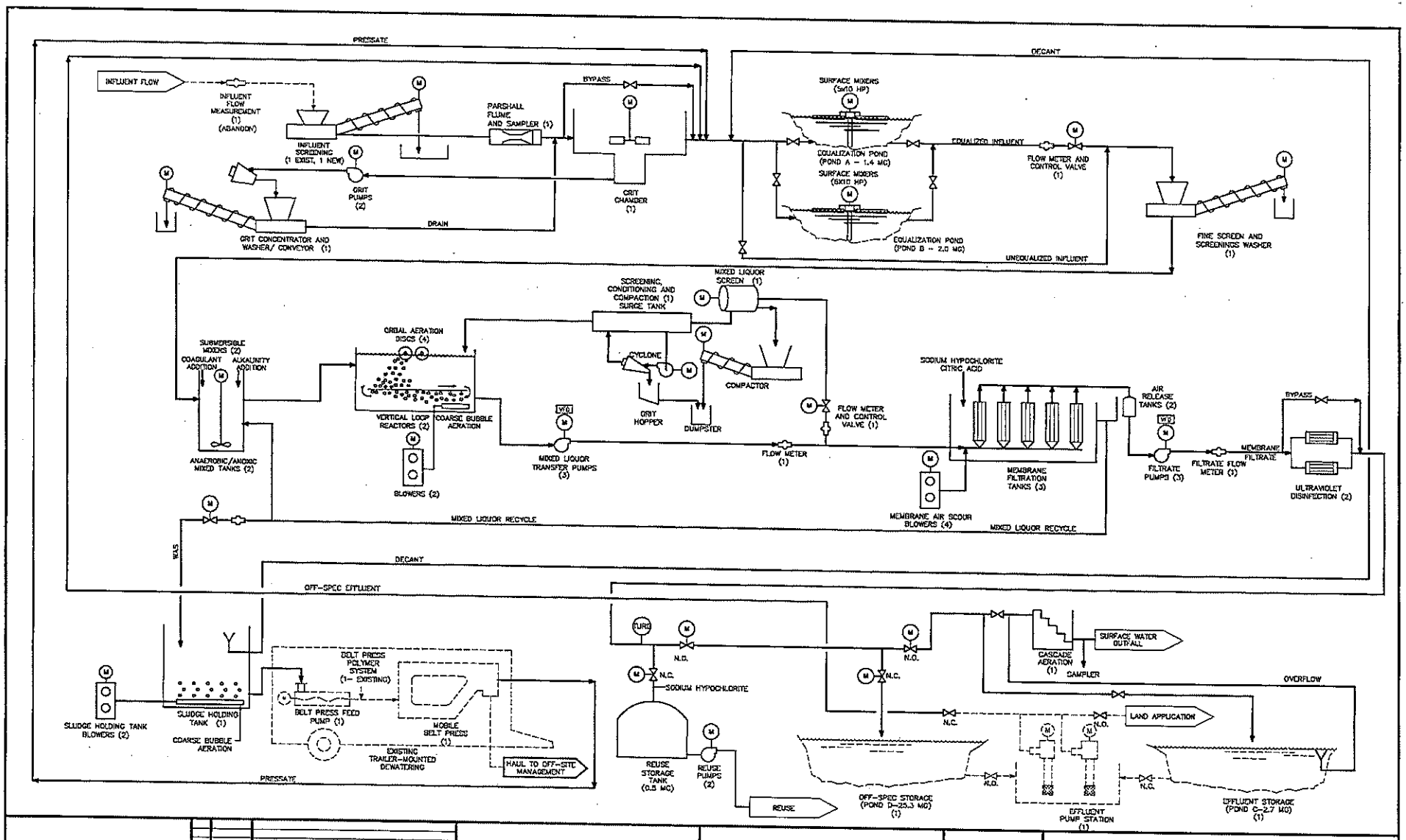
- Prepare for and attend meetings with EPD.
- Develop and obtain approval of an Erosion, Sedimentation and Pollution Control Plan.
- Prepare and obtain EPD approval of plans and specifications.
- Provide assistance with public meetings.
- Revise DDR as needed.

f. Construction Services

- Provide ten (10) sets of contract documents. Five (5) sets shall include full-size drawings. Five (5) sets shall include half-size drawings.
- Organize, identify, file and distribute routine written project correspondence including shop drawings, requests for information, change orders, etc.
- Prepare and maintain shop drawing submittal log and status. Review shop drawing and material submittals.
- Attend monthly construction progress meetings and special construction meetings as needed. Respond to issues raised at meetings.
- Conduct one (1) field visit each month for on-site construction observation to monitor for compliance with contract documents and to assist with successful completion of the project.

g. Record Drawings

- Prepare record drawings based upon red-line mark-ups provided by the contractor and the field survey results.
- Provide CD containing electronic copies in AutoCAD format of all record drawings.



JORDAN JONES & GOULDING

OCONEE COUNTY UTILITY DEPARTMENT

ROCKY BRANCH WRF EXPANSION

FIGURE 2
PROCESS FLOW DIAGRAM

DESIGNED: BY	CHECKED:	DATE: MARCH 2006	
DRAWN: CM	JOB NO. 01306-004	SCALE: NONE	SHEET / REV

FIGURE 4.dwg 03.20.06

NO.	DATE	DESCRIPTION OF REVISION

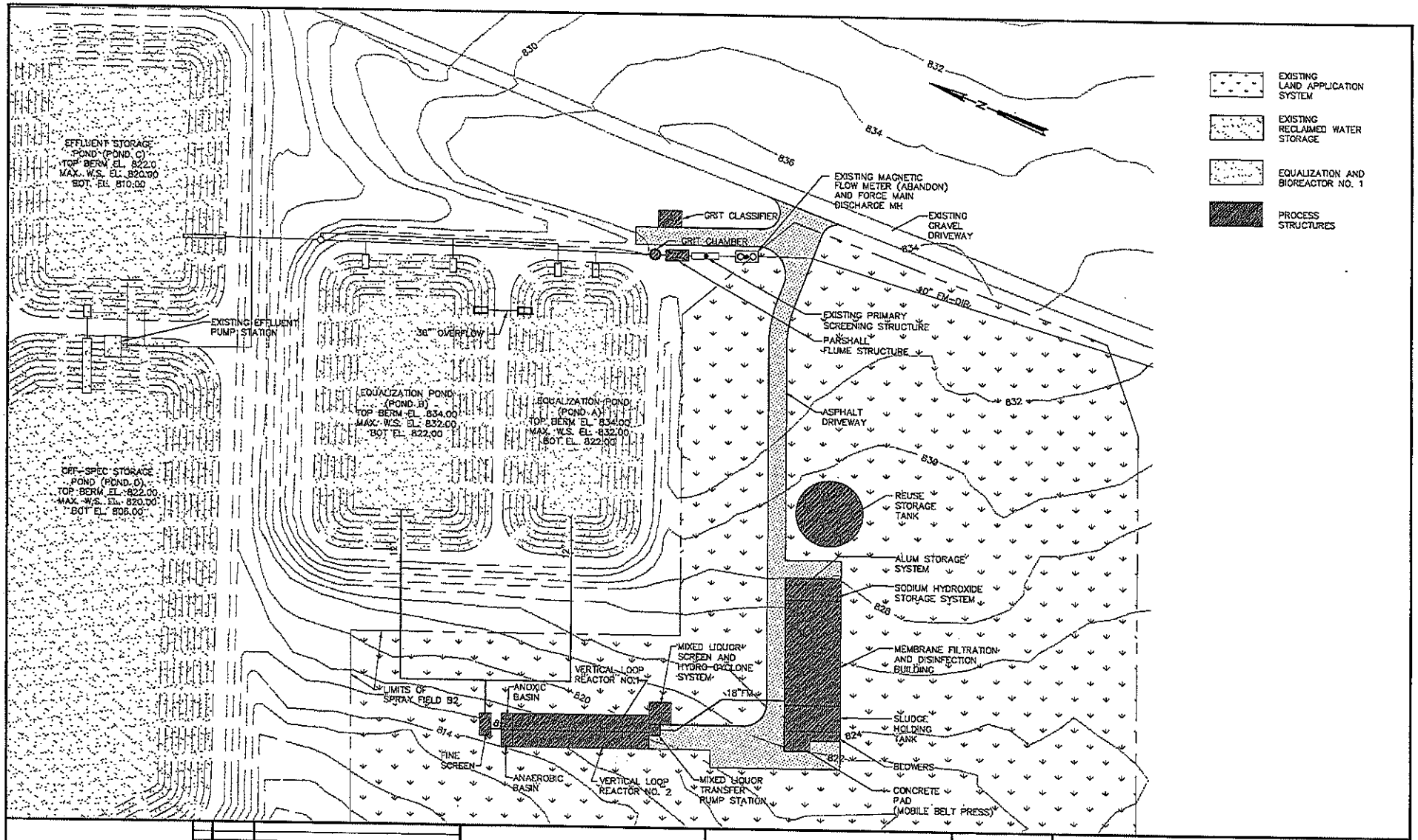


figure3a.dwg	03.28.08	NO.	DATE	DESCRIPTION OF REVISION

JORDAN JONES & GOULDING

OCONEE COUNTY UTILITY DEPARTMENT

ROCKY BRANCH WRF EXPANSION

FIGURE 3
SITE PLAN

DESIGNED: BY	CHECKED:	DATE: MARCH 2008		
DRAWN: CM	JOB NO. 01306-004	SCALE: 1"=40'	SHEET	REV