REQUEST FOR PROPOSALS

STORMWATER SYSTEM ASSESSMENT

CITY OF POWDER SPRINGS, GEORGIA

RFP # 22-14

A. INTRODUCTION

The City of Powder Springs, Georgia is seeking competitive sealed proposals from qualified vendors to perform a comprehensive assessment of the City's storm drainage system. The City intends to use a portion of its American Rescue Plan Act grant to fund this effort.

Sealed proposals shall be received by no later than **12:00 noon EST on Friday, September 2, 2022,** at the City of Powder Springs Police Department, 1114 Richard Sailors Parkway, Powder Springs, Georgia 30127, sent to the attention of Kelly Axt, City Clerk. Late submittals will not be accepted.

The deadline for submission of questions shall be **12:00 noon EST on Wednesday, August 10, 2022.** All questions shall be submitted to the attention of Kelly Axt, City Clerk, at kaxt@CityofPowderSprings.org. Vendors shall submit an **original and four (4) copies** of the proposal along with an electronic copy of the proposal.

The City reserves the right to reject any or all proposals, and to waive any informality or technicality in bidding in order to purchase in the best interest of the City.

B. BACKGROUND

The City of Powder Springs is located in southwest Cobb County and is a member of the ten-county Atlanta Regional Commission. The City is located approximately twenty-two miles west of Atlanta and approximately twelve miles southwest of Marietta. Powder Springs encompasses approximately 4580 acres (approximately 7 square miles).

The City's population is currently estimated at 15,758, ranking it fifth amongst Cobb County's six municipalities. The citizenry is quite active and there has been a great emphasis on transparency in local government and easy access to public records.

C. SCOPE OF SERVICES

The City of Powder Springs, Georgia seeks to contract with a vendor to perform a comprehensive inventory and assessment of the city's storm drainage system. The selected vendor will update the City's stormwater asset inventory and mapping database with the data collected and perform an analysis of the data to identify budget levels for annual stormwater asset maintenance and capital repairs and replacement.

The city desires a complete inventory and assessment of the storm drainage system within its jurisdiction. Inventory and assessment should include both publicly owned assets and privately owned assets, including those on commercial property. Assets will include ponds, ditches, channels, headwalls, junction boxes, pipes, outfall structures, catch basins, inlets, outlets, and other above ground and underground structures. Estimated quantities of structures include:

- 29.1 miles of pipe
- 140 detention ponds
- 1,416 catch basins
- 142 outfalls
- 455 outlets
- 218 culverts
- 1,148 other inlets
- 368 junction boxes

Tasks to include:

1. The City of Powder Springs maintains a geodatabase of stormwater structures and conveyances within the city. The selected contractor should coordinate with the city to determine the most efficient way for this database to be updated. The contractor and City shall review the database to determine if any additional attributes need to be incorporated into the database prior to beginning any field work. It is the City's intent to host the stormwater data so that edits performed occur real-time, but other approaches will be considered as long as the overall objective of the stormwater assessment is met. If an alternative approach is proposed, the contractor must provide the final deliverable in a geodatabase that matches the City's desired schema.

2. The contractor will update and amend the City's mapping database with information on the asset's current condition.

3. GPS updates will be required only on instances where data is missing or if the drainage system was modified by a recent maintenance project. In these instances, structures and conveyances will be located including the structural data (for example, structure type, size, dimensions, material). X,Y,Z coordinates, and any other information to sub 0.1 foot accuracy. Review, update, and correct the data to acceptable accuracy requirements. It is the City's expectation that its inventory is essentially complete regarding location and that missing elements and modifications will be minimal.

4. Elevation data will be recorded at the top of each structure. Dropdown depths for each conveyance will be recorded from the top of each structure. The corrected elevation must be provided for the invert at the upstream and downstream of each conveyance. All elevation data will be added to the City's mapping database.

5. For structural inspections, a visual assessment (including photos) is required to determine the asset's condition. A scoring matrix will be used to assess each conveyance and each structure. The scoring matrix is based on criteria such as sediment/debris obstruction, stability (for example, erosion, sinkholes, undermining), vegetative growth, and/or structural integrity (for example, invert failure, cracks, and collapse). The City expects the Contractor to ensure a consistent approach rating of asset conditions and descriptions by field personnel by

incorporating National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP) and the Manhole Assessment Certification Program (MACP) protocols or similar protocols. As part of the assessment, all city owned flood management projects (such as detention ponds and retention ponds) shall be evaluated on the prescribed form (Appendix N) to determine if retrofitting the devices for additional pollutant removal is feasible.

6. The contractor will provide photographic images of both the inside and the outside of each structure. Flash photography should be used to record images of the inside of the structures. All images will be provided in JPEG format.

7. Videos with an HD pole camera will be required for all underground conveyances. These videos will be recorded from a stationary position within the adjoining stormwater structure. When access is not limited, videos must be obtained from both the upstream and downstream adjoining structure. The videos should be approximately 10 to 20 seconds of stabilized video that show the conveyance at multiple zooms. The pole camera must be equipped with lighting that will sufficiently illuminate culverts for a minimum of 200 feet. The make and model of the proposed pole camera equipment must be specified in the contractor's response. Videos must be provided in an MP4 format.

8. In instances where the condition of a pipe cannot be assessed because the pipe is longer than the view from the pole camera can take in, the contractor will use a mobile sewer camera to transit the line and obtain video. Use of the mobile camera will be billed at a separate unit price and each use must first be approved by the City. The make and model of the proposed pole camera equipment must be specified in the contractor's response. Videos must be provided in an MP4 format.

9. Images of above ground conveyances must be obtained. All images will be provided in JPEG format.

10. Some structures will be located but not be accessible due to physical obstructions or limitations or may be buried or otherwise inaccessible for internal inspection. Structures meeting these requirements shall be classified as Virtual Structures. Any such Virtual Structures shall be located with GPS coordinates, related to connecting features, and attributed to the maximum extent possible.

11. The extent of structures and conveyance to be located in the inventory is all structures, both public and private, including ditches and streams. The intent is to inventory and assess the complete system.

12. The contractor shall verify ownership of all structures and conveyances by utilizing the existing database, recorded plats, and record drawings where available.

13. The contractor shall determine, when available, the date of installation or construction for manmade structures and conveyances.

14. The contractor shall perform quality control on the completed work prior to submission of data to the City. No data shall be officially accepted by the City until it is verified for quality. The review and testing of data should include, but not be limited to, visual inspection; comparison of data content with corresponding source documents and field measurements; comparison of

data and file content with agreed upon database specifications; and spot checks of surveyed structures and conveyances for accuracy.

15. The contractor will provide traffic control, as needed, to complete any assessments in the right-of-way.
16. The contractor will provide weekly reports showing progress and any updates to the schedule for completion.
17. The contractor will contact the City when it becomes aware of any structural issues requiring immediate maintenance such as a health or safety hazard.
18. The city will provide all existing databases, maps, or any other available information requested by the contractor to utilize in updating the inventory data.
19. The city will publicize the anticipated schedule for the inspection phase of the assessment in its social media platforms and routine publications. The contractor will be responsible for alerting property owners of the presence of inspectors at the time of inspection.
20. The contractor's project manager shall be registered with the State of Georgia as a Professional Engineer in a relevant discipline (such as Civil Engineering or Environmental Engineering) or a as a Registered Land Surveyor.
21. The contractor shall use the updated stormwater asset inventory and condition assessment to prepare a recommended maintenance budget for the City's stormwater system, and to create a ten-year capital repair and replacement program.

Deliverables

1. Updates to City's GIS database provided in the agreed-upon format consisting of all requested data and elements, including elevations and condition assessments of all assets.
2. A 10-year capital repair and replacement plan identifying structures to be repaired and/or replaced by location with estimated costs and recommended year for repair and/or replacement.
3. A recommended annual maintenance budget identifying number of workers, number and type of motorized equipment and vehicles, and contracted services needed.

D. INSURANCE REQUIREMENTS

All Proposals submitted must be accompanied by a Certificate of Insurance in compliance with the minimum requirements of the State of Georgia. Upon bid award, Vendor shall present a Certificate naming the City of Powder Springs as Additional Insured. Vendor shall be responsible for all injuries or damages of any kind resulting from their work to persons or property. The minimum insurance requirements are as follows:

1. Commercial General Liability Coverage for personal injury and/or property damage with a minimum limit of $1,000,000 per occurrence.
2. Commercial Excess Umbrella for liability for bodily injury and/or property: damage and in excess over other coverage in an amount of at least $1,000,000 combined single limit.
3. Worker's Compensation and Employers Liability - Statutory coverage at a minimum of $500,000 per accident.
4. Business automobile liability with minimum $1,000,000 per occurrence. Excess liability coverage may be used to in combination with the base policy to meet these limits.
5. Each policy shall contain an endorsement that, in the event of change or cancellation, a thirty (30) days prior written notice must be sent by certified mail to the City.

E. PROPOSAL CONTENTS

To standardize responses and simplify the comparison and evaluation of responses, all proposals must be organized and submitted in the format listed below. Straightforward, precise, and clear language is preferred over many pages of details and specifications. The City of Powder Springs reserves the right to request further information, contact client references, and require interviews with any responding firm.

1. Authentication Letter

Include a cover letter signed by an official authorized to solicit business and enter into contracts that summarizes the proposer's interest in providing the service and demonstrates an understanding of the overall intent and requirements of the RFP. The cover letter shall include the name, address, email address, and phone number of person (s) authorized to represent the organization.

2. Company Background

Provide information on company background to include the following:

a. Organization's local name, address, and phone number.

b. Contact person, phone number, and e-mail address.

c. Number of years in business.

d. Size of organization (number of employees)

e. Name of person(s) that will be involved in coordination and management of the stormwater inventory and assessment and their qualifications and experience in coordinating and managing the program under this contract.

3. Relevant Experience

a. Provide information on the organization's background and experience in performing assessments of stormwater infrastructure.

b. Provide a minimum of two (3) references where your organization has provided similar services under contract. Include a description of the service that was provided and a contact person and contact information for each reference.

4. Methodology and Approach

Provide detailed information on the methodology and approach you propose to employ to accomplish the tasks identified in the scope. Include the following information:

a. Staffing capacity and availability for the work, and that staff's experience on similar project.
b. Describe your understanding of the project.
c. Provide a preliminary work program and schedule. Prompt completion is important to the city.
d. Demonstrate experience and ability to communicate effectively with clients, property owners, and neighborhood interests.
e. Provide pricing for the proposed services, excluding videotaping the interior of long pipes not accessible with a pole camera. For these, please provide unit pricing per foot for videotaping city-owned pipes that are not accessible with a pole camera or too long for a pole camera to clearly identify potential structural issues, generally greater than 150 feet from the access point.

F. EVALUATION/AWARD CRITERIA

Proposals will be reviewed for responsiveness to this RFP by an Evaluation Committee and evaluated based on the following factors. Factors are listed in order of relative importance. After evaluations are completed, the proposals will be ranked, and the award made to the firm whose proposal has been determined to be most advantageous to the City. Negotiations will be conducted with the organization submitting the highest ranked proposal for the purpose of reaching an agreement on a price that is fair, competitive, and reasonable. The committee's recommendation will be forwarded to City Council for final consideration and contract award.

The City reserves the right to consider dividing the award and awarding contracts to two or more organizations if doing so serves the best interest of the City.

1. Company Background and Relevant Experience
2. Methodology and Approach
3. Reference Responses
4. Price