



REQUEST FOR PROPOSALS

RFP 14-03

STORM SYSTEM INVENTORY SURVEY 2014

REQUEST FOR PROPOSALS (RFP) 14-03 2014 STORM DRAIN SYSTEM INVENTORY SURVEY

Sealed Proposals for Purchasing **RFP 14-03 2014 Storm Drain System Inventory Survey** will be received by the City of Brookhaven, hereinafter called "City." Service providers whose proposals meet the criteria established in the Request for Proposals, at the sole discretion of the City, may be considered for Contract award. The City may, by direct negotiation, finalize terms with the service provider who is selected for award based on proposals. The City reserves the right to reject any or all responses for any reason. Clarification of information may be requested by the City.

The City, at its sole discretion, may short-list firms that are deemed to best meet the City's requirements, taking into consideration all criteria listed in the RFP. The City may, at its sole discretion, ask for formal presentations from all of the responsive and responsible proposers, or only from those firms that are short-listed, if short-listing is determined to be in the best interest of the City. Negotiations will be conducted and may take place in person or via telephone with the most qualified firm as identified by the City or, if short-listing occurs, with all of the short-listed proposers. Proposers that participate in the negotiations may be given an opportunity to submit their best and final offers. The City of Brookhaven requires pricing to remain firm for the duration of the contract. Failure to hold firm pricing for the duration of the contract will be sufficient cause for the City to declare a proposal non-responsive.

A technical proposal must be submitted in a sealed envelope which shall be clearly marked RFP 14-03. Three (3) printed and signed copies, and of the **technical proposals shall be submitted no later than 2:00pm, June 25, 2014.** (Proposals will not be submitted by facsimile or e-mail). At which time noted, all proposals received will **NOT** be publicly opened and read. Any proposal received after the time and date specified for the opening of the proposals will not be considered, but will be returned unopened.

Questions regarding proposals should be directed to purchasing@Brookhavenga.gov no later than 2:00pm June 11, 2014. Proposals are legal and binding when submitted.

Proposal must be addressed as follows: Purchasing Department

City of Brookhaven
4362 Peachtree Road
Brookhaven, GA 30319

No Proposal may be withdrawn for a period of sixty (60) days after the time and date scheduled (or subsequently rescheduled) for proposal opening.

The City's staff will review all proposals submitted. After reviewing the proposals, staff may, at its discretion, request formal presentations from one or more of the proposers (at proposer's expense at the City's site) whose proposals appear to best meet the City's requirements.

The proposer awarded the Contract must provide proof of liability insurance in the amount of one million dollars (\$1,000,000.00), along with any other required insurance coverage and evidence of business or occupational license, as outlined in the Proposal Documents.

The City reserves the right to waive any informalities or irregularities of proposals, to request clarification or information submitted in any proposal, to request additional information from any proposer, or to reject any or all proposals, and to re-advertise for proposals. The City also reserves the right to extend the date or time scheduled for the opening of proposals.

Award, if made, will be to the responsible and responsive proposer submitting the proposal which is deemed by the City, in the sole discretion, to be the most advantageous to the City, price and other factors being considered.

To ensure the proper and fair evaluation of proposals, the City highly discourages any communication initiated by a proposer or its agent to an employee of the City evaluating or considering the proposal during the period of time following the issuance of the RFP, the opening of proposals and prior to the time a decision has been made with respect to the Contract award. An appropriate Purchasing employee of the City may initiate communication with a proposer in order to obtain information or clarification needed to develop a proper and accurate evaluation of the proposal. Any communication initiated by proposer during evaluation should be submitted in writing and delivered to the City of Brookhaven, Purchasing Office, 4362 Peachtree Road, Brookhaven, Georgia 30319, or by e-mail to purchasing@Brookhavenga.gov. Unauthorized communication by the proposer may disqualify the proposer from consideration.

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PART ONE - BACKGROUND

- 1.1 The City of Brookhaven is required by their Phase II MS4 Permit through the Georgia EPD to re-survey 20% of the storm drain system within the City limits annually. This request for proposal is for the services required for this screening and inspection.

PART TWO - SCOPE OF SERVICES

2.1 General Scope of Service

The Scope of Service will be begin the process of re-inventorying and assessment of the City of Brookhaven's existing storm water conveyance systems. As a part of the City's Municipal Separate Storm Sewer System (MS4), Phase II National Pollutant Discharge Elimination System (NPDES) permit conditions and requirements associated with the Metropolitan North Georgia Water Planning District Watershed Management Plan. The intent is to have a totally connected system that connects the structures in the right of way to the storm water discharge locations at the City's boundaries with a visual assessment of the maintenance and structural condition of the system. This project is to help the City define the costs of the Storm water Management Program (SWMP). The project is to define regulatory requirements, existing storm water problems, the priority of addressing those issues, and the cost of addressing those issues. Based on data obtained from DeKalb County, we estimate there are approximately 9,732 structures and 9,992 conveyances. However the data does not include systems constructed after April 2013. It is the City's intent to re-inventory the entire storm water drainage system.

2.2 Scope of Service Task

The following list of task is provided to express the intent of the Scope of Service and is not provided to be all inclusive.

Stream Network

1. Create a stream network and report of stream miles. The streams are to be networked showing the direction of flow and Strahler Stream Order. A stream network is needed to allow the MS4 drainage system to have connectivity from the adjacent City and County boundaries. The Service Provider shall provide the hydrologic network of the stream within the City limits as a geo-database format to be approved by the City. A report of miles of stream in each stream order shall be produced. The report shall total miles of streams by major basin and for the entire City. Hydrologic connectivity through lakes and ponds will be done with Lake Lines as defined by the data dictionary. The minimum drainage area at the beginning of a first order stream shall be 25 acres. Creation of TMDL basin polygons as a geo-database and report of stream miles in these basins is also required in the report.

2.3 Drainage System Inventory

1. Since the City obtained an original database from DeKalb County, the purpose of this re-inventory is to update and amend the data base so as to allow the City the ability to manage, assess values, and develop long range improvement projects.
2. Locate structures and conveyances including the X, Y, & Z information. For the "Z" shall be obtained and vertical "measure down" to invert(s) elevations.
3. During the mapping process a visual assessment is required to determine if the system is clean serviceable.
4. Weekly reports shall be provided by the service provider showing all progress and an updated schedule for completion. This report shall be submitted no later than Thursday for the previous weeks work.
5. Locate, inspect, and survey the storm water structures and drainage conveyances using Global Positioning System (GPS) technology.
6. Review, update, and correct the data to acceptable accuracy requirements.
7. Submit the data in electronic format compatible with the City of Brookhaven Geographic Information System (GIS).

8. Conduct a visual assessment of the system to determine if the system is clean and serviceable and develop a list of maintenance and capital projects.
9. The City will provide all existing data base for the service provider to utilizing in updating the system.
10. Photos of all structures and pipes will be required to be done with a “pole type” camera with light/flash capability that can illuminate the pipe for a significant distance.
11. The extent of structures and conveyances to be located in the inventory is all structures, both public and private, including ditches and streams. The intent is to have a totally connected system.
12. Service provider shall determine “Ownership” of all structures and conveyances by utilizing the existing database, recorded plats, and record drawings where available.
13. Service provider is to obtain all recorded plats (all pages). A pdf or image file format shall be provided and organized according to Land Lot and District.
14. Ownership, age, and condition of the system are critical elements in determining the cost to repair and maintain the system, the service provider shall collect this data and include in the report.
15. An ESRI GIS geo-database, prepared by the City of Brookhaven has been developed to aid in the collection and storage of each feature. The Service Provider and the City shall work together to refine and finalize the geo-database during the course of the project requirements.
16. Virtual Structures: It is anticipated that some structures will be located but not be able to be accessed due to physical obstructions/limitations or may be buried or otherwise inaccessible for internal inspection. Structures meeting these requirements shall be classified as Virtual Structures. Virtual Structures shall be located with GPS coordinates, related to connecting features and attributed to the extent possible.
17. The Service provider shall determine the date of installation/construction for manmade structures and conveyances.
18. Contractor shall perform a visual assessment to determine if the system is clean and serviceable. The assessment ranking is part of the data dictionary. The two assessments are a ranking of 1 to 5. The cleaning assessment is based on how full of sediment the pipe is and structural assessment is based on the condition or serviceability of the structure or conveyance.

PART THREE - PROPOSAL FORMAT

- 3.1 The Proposal shall be professional letter format identifying the Scope of Service, and exclusions.
- 3.2 All fees shall be **LUMP SUM** and include all labor, material, equipment, and direct expenses. No allowances for reimbursable expenses such as mileage, printing, deliveries and etc.
- 3.3 Each proposer shall document its staff, experience and qualifications by identifying the project manager and key technical team members and their roles on the project.
- 3.4 Each proposer may, but is not required to, include references, qualifications, resumes and any other materials deemed necessary but not provided otherwise (such as promotional literature, white papers, etc.)

PART FOUR - EVALUATION OF PROPOSALS

The City's staff will review all proposals submitted. After reviewing the proposals, staff may, at its discretion, invite to interview and demonstrate performance (at proposer's expense at the City's site) one or more of the proposers whose proposals appear to best meet the City's requirements. The purpose of such an interview would be for all proposers to elaborate upon their proposal before a recommendation for ranking of the proposals is made. Interview responses, and performance, along with the written proposal and samples (if any), will become part of proposer's submission to be evaluated pursuant to the evaluation criteria. The City reserves the right to short-list proposers for further consideration.

- 4.1 The City, in its discretion, may award the Contract to the responsible and responsive proposer submitting the proposal which is deemed to be the most advantageous to the City, price and other factors being considered. The following are the evaluation criteria the City will consider in determining which proposal is most advantageous to the City:
 - 4.1.1 **Project Understanding and Approach:** Describe the consultant's understanding of the proposed project as described in the Request for Proposals. Demonstrate an understanding of the magnitude of the task, the constraints and the desired outcomes for the project.
 - 4.1.2 **Scope of Work:** Include sufficient detail to determine how each task shall be accomplished. The work plan will describe how the consultant proposes to complete the project. The work plan must be sufficiently detailed for staff to determine the effectiveness of the proposal and should spell out how this work can be performed in a cost effective manner.
 - 4.1.3 **Schedule:** Include a schedule for timely completion of the scope of work. Include information on the amount of time for each task.
 - 4.1.4 **Project Personnel:** Provide information on personnel to be assigned to this project. Personnel should have experience from similar projects and in fields necessary to complete this proposed work.
 - 4.1.5 **Similar Experience:** List and describe your firm's projects worked on in the past five years that best match the scope and design of this project. Identify unique constraints or challenges associated with those projects and how you addressed those in order to deliver a successful project. The City may request samples of comparable work during the proposal review process.
 - 4.1.6 **Pricing:** After consideration of the above criteria, the value of each proposal will be compared against the other qualified proposals. The City is more interested in obtaining proposals that provide good value, demonstrate an understanding of the city's needs and provide a scope that meets or exceeds the requirements of this RFP than proposals that have scopes tailored to fit within the stated budget
- 4.2 The evaluation criteria do not have any specific predetermined relative weight, nor will a weighing scale be developed at a later date. The consideration of individual criterion is merely a tool to assist the City in determining

which Proposal is most advantageous, as a whole, to the City, price and other factors being considered. The relative advantages of a Proposer's responses with respect to one criterion may outweigh shortcomings of that Proposer's responses in one or more other criterion, depending on the relative disparities in the qualities of the responses in each criterion and the relative importance of certain criteria to each other, as determined in the exclusive discretion of the City.

PART FIVE - CONTRACT

- 5.1 A Standard City of Brookhaven Contract will be used for this service and will be provided to the selected service vendor.