



**Georgia Environmental Finance Authority (GEFA)**

**Request for Qualifications (RFQ)**

To Provide

*Technical Assistance Services*

For

**Water Loss Control Technical Assistance – Phase II**

**RFQ No. GEFA 928-W-RFQ-1300013**



Georgia Environmental Finance Authority  
**REQUEST FOR QUALIFICATIONS**  
Technical Assistance Services  
RFQ No. 928-W-RFQ-130013

**Water Loss Control Technical Assistance – Phase II**

**I. General Information**

**A. PROCUREMENT OVERVIEW**

The Georgia Environmental Finance Authority (“Owner”) is interested in receiving responses from companies interested in providing technical assistance services to eligible water systems as part of Phase II of the Water Loss Control Technical Assistance project (Project). It is envisioned the successful companies will be responsible for tasks that include finished water meter flow verification, customer meter testing, and/or pilot leak detection. Accordingly, this Request for Qualifications (RFQ) is being issued by the Owner in consideration of the Owner’s and other stakeholder’s interests, and prescribes a qualifications-based procurement which is being conducted pursuant to O.C.G.A. 50-22-1 et seq.

Companies that respond to this RFQ by submitting Statements of Qualifications (SOQ) may be determined to be qualified and capable of delivering technical assistance services for the Project, and may be deemed eligible for further consideration by the Owner to provide these services as the “Contractors”. It is the intent of the Owner to qualify multiple Contractors through this RFQ process, and then enter into negotiations with all qualified Contractors. For those Contractors with which negotiations are successful, it is the intent of the Owner to award contracts for the provision of agreed-upon technical assistance services (Contractor Agreements).

All respondents to this RFQ are subject to instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully. The Owner retains the right to reject any or all SOQs or subsequent submittals and/or proposals, and to waive technicalities, irregularities, and informalities, and retains the right to cancel or conclude this procurement at any time without selecting a firm to provide the described services, without any liability to any respondents, or any other person or entity, and is under no obligation to make an award relating to this RFQ to any person or entity. The final terms of any Contractor Agreement is subject, in all cases, to strict compliance with the applicable provisions of the laws of the State of Georgia.

**B. IMPORTANT - A RESTRICTION OF COMMUNICATION IS IN EFFECT FOR THIS PROJECT.**

From the time of advertisement of this solicitation until final award is made to a successful respondent and such award is announced, interested firms are not allowed or permitted to communicate about this solicitation or scope with any staff or any official representatives of the Owner or the Georgia Environmental Protection Division (EPD) except for submission of questions as instructed in the RFQ, or as provided by any existing

work agreement(s). Qualified Contractors are restricted from making public statements or press releases about their selection as finalists or their apparent award. For violation of this restriction, the Owner reserves the right to reject the submittal of the offending respondent.

## **II. Scope of Services**

*Note- the Owner considers the services which are envisioned and generally described herein to be necessary. Respondents shall assume them to be mandatory.*

*There are three project types that may be included in the technical assistance services provided by the Contractors to the eligible water systems: finished water meter flow verification, customer meter testing, and/or pilot leak detection. For a company to be qualified as a Contractor, said company must be deemed qualified for a minimum of one of the three technical assistance service project types. It is neither required nor prohibited that any single Contractor be qualified and capable of providing technical services for all three technical assistance service project types.*

*A general scope of work is described in “Attachment A” for each of the three technical assistance service project types. The quantities, extent and locations of the work will be determined at a later time based on applications received from eligible water systems. The actual, final scope of services for each Contractor Agreement will be determined as a result of successful negotiations with Contractors.*

### **A. PROJECT TECHNICAL ASSISTANCE SERVICES BUDGET**

The estimated available funding for the Project is approximately \$500,000.00. The actual available funding may differ due to actual program requirements, funding, and other circumstances.

## **III. Evaluation and Selection Process**

### **A. OVERVIEW**

The Owner has interest in the selection process (“procurement”) and the Owner will closely administer the procurement. Pursuant to O.C.G.A. 50-22-1 et seq.:

1. The Owner, will solicit SOQs for evaluation and ranking for determination of qualified Contractors (Step 1), and
2. The Owner will enter into negotiations with all Qualified Contractors (Step 2) and
3. The Owner will enter into a Contractor Agreement with all Contractors with which negotiations have been successful (Step 3).

The Owner has enlisted the following appropriate resources (“Parties”) for assistance in carrying out this process:

#### **1. Project Technical Manager**

The Project Technical Manager (PTM) shall be assigned by the Owner and will be responsible to the Owner for the interests of the Owner. The PTM shall be the Issuing Officer of the solicitation and shall facilitate this procurement process, including posting of solicitations and notices, receipt of submittals and questions, coordination of review, evaluation, ranking recommendation, facilitation of meetings and interviews if needed, and other duties up to, and throughout, Steps 1 – 3.

#### **2. Selection Committee**

The Selection Committee shall be composed of qualified persons approved by the Owner to review and evaluate respondent companies’ SOQs and other submittals, and conduct interviews with respondent companies if needed. The Selection Committee shall, through the procedures defined herein, perform the ranking of all submitting companies for determination of qualified Contractors (Step 1).

## B. METHOD OF COMMUNICATION

Public procurement documents, including attachments, and associated addenda (if issued) will be publicly posted on the Georgia Procurement Registry (“GPR”) at the following web address (and may be directly downloaded using Acrobat 7.0): [http://ssl.doas.state.ga.us/PRSapp/PR\\_index.jsp](http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp). General communication of relevant, significant information regarding this solicitation will also be made via the GPR. Known interested firms and those firms which are deemed likely to be interested may be directly solicited immediately after public advertisement, however all firms are responsible for checking the GPR on a regular basis for updates, clarifications, and announcements.

The PTM reserves the right to communicate via electronic-mail with the respondents’ primary contacts listed in the SOQs. **The PTM contact named herein shall be the SOLE point of contact for participating companies for the duration of the procurement.** Other specific communications will be made as indicated in the remainder of this RFQ. In accordance with Section I-B above, the Owner reserves the right to reject the submittal of any respondent violating this provision.

All interested companies, upon receipt of this RFQ, are requested to notify the PTM by email of their intent to submit their qualifications. The PTM will post a list of all interest companies on the Owner’s website and on the GPR. Teaming among companies is neither prohibited nor required.

## C. EVALUATION OF STATEMENTS OF QUALIFICATIONS (STEP 1)

The Selection Committee will evaluate all submittals upon submittal validation by the PTM, which shall include verification of receipt-on-time and in good order (apparent responsiveness). Responsiveness validation will also include verification of receipt of the following signed and notarized Exhibits: Exhibit I, *Statement of Qualification Certification* form; and Exhibit II, *Georgia Security and Immigration Compliance Act Affidavit* form. Each member/evaluator will assign points using the criteria identified in Section VI. Under facilitation and coordination from the PTM, the Selection Committee members will thoroughly review and evaluate SOQs submitted in response to this RFQ, using the criteria stated herein. For each evaluator, the points assigned to each criterion will be totaled and an individual evaluator rank will be determined for each firm. The rankings of all evaluators will be totaled to arrive at the sum of individual rankings for each submittal evaluated in order to determine the Qualified Contractors.

Determination of the number of Qualified Contractors will depend upon the sums of individual rankings for each submitting company and agreement by the majority of Selection Committee members.

## D. NEGOTIATION WITH QUALIFIED CONTRACTORS (STEP 2)

### 1. Notice of Qualification

The names of the companies deemed qualified Contractors will be posted on the GPR and will receive written notification (“Notice of Qualification”, herein called NOQ) from the PTM which will address the necessary elements of the remainder of the selection process. Criteria for the remainder of the selection process will be communicated in the NOQ, along with other appropriate evaluation information. The NOQ will also include a specimen copy of the Contractor Agreement and a template Unit Price Schedule.

Each respondent company must include, **in their SOQ submittal**, an *affirmative statement* of their agreement to provide, within 7 calendar days of NOQ, a fully populated Unit Price Schedule and, to the extent the respondent has comments to the specimen Contractor Agreement, an electronically marked up copy of the Contractor Agreement specimen, in Microsoft Word format which clearly indicate all deletions and/or additions desired by respondent and fully explains respondent’s reasons for such deletions and/or additions. The Owner reserves the right to disqualify a Qualified Contractor who fails to provide this within 7 calendar days following notification. Detailed instructions will be provided in the NOQ.

### 2. Unit Price Schedule Submission

Upon receipt of the NOQ, the Qualified Contractor shall provide, by email to the PTM, a fully populated Unit Price Schedule and, to the extent the respondent has comments to the specimen Contractor Agreement, an electronically marked up copy of the Contractor Agreement specimen, within 7 calendar days.

### 3. Contractor Negotiations

For each qualified Contractor, the PTM will develop and provide a specific scope of work as a basis for negotiations. Negotiations may take place in person at the Owner's offices, as deemed appropriate by the PTM and Owner. The address to the Owner's offices and negotiation details will be provided in the NOQ.

The specific scope of work negotiated with a given Contractor will be determined solely by the Owner, based upon the number and types of projects included in the applications received from eligible water systems, and the project type(s) for which said Contractor has been qualified, and the best interests of the Owner. Accordingly, the Owner envisions multiple contracts will be necessary, and it is the intent of the Owner to negotiate and award a Contractor Agreement with multiple Contractors. Negotiations will be deemed successful when Owner and a given Contractor have agreed upon a specific scope of services, fee schedule, delivery schedule and contract terms. If negotiations are unsuccessful with a given Contractor, as determined by the Owner, the negotiations with said Contractor will be formally terminated.

#### E. CONTRACTOR AGREEMENT(S) (STEP 3)

The PTM, upon successful negotiation with a given qualified Contractor, will provide said Contractor with a Contractor Agreement for execution. The Contractor will then provide the executed Contractor Agreement, along with all supporting documentation (bonds, certificates of insurance etc.) to the PTM. Detailed instructions will be provided in the NOQ regarding response times and other requirements for supporting documentation.

## IV. Schedule of Events

The following Schedule of Events table represents the Owner's best estimate of the schedule that will be followed. All times indicated are prevailing times in Atlanta, GA. The Owner reserves the right to adjust the schedule, without prior notice, as it deems necessary.

a. PTM issues public advertisement of RFQ-	6/14/13	-----
b. Deadline for submission of written (by email) questions and requests for clarification-	6/28/13	3:00 PM
c. PTM provides addendum if necessary -	7/8/13	-----
<b>d. Deadline for submission of Statements of Qualifications (SOQs)-</b>	<b>7/15/13</b>	<b>3:00 PM</b>
e. SOQ evaluation completed by Selection Committee, PTM issues Notice of Qualifications to qualified Contractors-	7/24/2013	-----
f. Deadline for qualified Contractors to submit (by email) Unit Price Schedule and reviewed Contractor Agreement Specimen-	7/31/2013	3:00 PM
g. PTM initiates negotiations with qualified Contractors	8/9/2013	-----
h. PTM completes negotiations with qualified Contractors	TBD	-----
i. PTM facilitates execution of Contractor Agreements for all Contractors with which negotiations were successful	TBD	-----
j. Notice to Proceed	TBD	-----

## V. DELIVERABLES for Statements of Qualifications

**IMPORTANT- Statements of Qualifications must include certain signed and notarized Exhibits, which are provided herein, as follows:** Exhibit I, *Statement of Qualification Certification* form; and Exhibit II, *Georgia Security and Immigration Compliance Act Affidavit* form. **The Statements of Qualifications must be submitted in accordance with the instructions provided in Section VI-B, must be categorized and numbered as outlined below, and must be responsive to all requested information below:**

### A. STABILITY AND RESOURCES

1. Provide the following basic company information:
  - Company name
  - Address
  - Name of primary contact
  - Telephone number
  - Fax number
  - E-mail address
  - Company website

If the company has multiple offices, the SOQ shall include information about the parent company and branch office separately. Identify the office from which the Project will be managed and this office's proximity to the Project site(s).

Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the respondent a sole proprietorship, partnership, corporation, limited liability corporation, or other structure? If respondent is a joint venture or consortium partner, provide appropriate basic description of venture, and basic information on past or other current joint ventures. Provide an affirmative statement certifying the company and stating that the company accepts full responsibility for providing full services as well as performance liability.

2. Briefly describe the history and growth of your company. Provide general information about the company's personnel resources, including disciplines and numbers of employees and locations and staffing of offices.
3. Has the company or any affiliate been involved in any arbitration, litigation, mediation, dispute review board or other dispute resolution proceeding occurring during the last ten (10) years involving an amount in excess of \$500,000.00? Also describe any pending regulatory inquiries that could impact your ability to provide services if you are a selected Contractor. List any indictments that have been issued against the company.
4. Provide a Statement of Disclosure, which will allow the Owner to evaluate possible conflicts of interest. Respondents must provide, in their own format, a statement of all potential legal or otherwise significant conflicts of interest possibly created by the respondents or their proposed team being considered in the selection process or by the respondent's or their team's involvement in the project. Companies should provide information as to the nature of relationship(s) with parties in such potential conflicts.
5. Provide name of insurance carrier(s), types and levels of coverage, and deductible amounts per claim.
6. List the submitting company's annual average revenue for the past five (5) years. Provide current standard financial statement, or Dun & Bradstreet ("D&B") report indicating the Respondent's current net worth, D&B rating, and working capital position.
7. Has the company ever been removed from a contract or failed to complete a contract as assigned? Explain.
8. Provide the affirmative statement described in Paragraph D.1.

## B. EXPERIENCE

There are three project types that may be included in the technical assistance services provided by the Contractors to the eligible water systems: finished water meter flow verification, customer meter testing, and/or pilot leak detection. For a company to be qualified as a Contractor, said company must be deemed qualified for a minimum of one of the three technical assistance service project types. It is neither required nor prohibited that any single Contractor be qualified and capable of providing technical services for all three technical assistance service project types. Respondent companies should simply cite "N/A" if there is a project type that they do not wish to be considered for.

### B1. Finished Water Meter Flow Verification Experience

B1a. Provide information pertaining to the principals including but not limited to: Project Manager and all other key personnel. Please include resumes for personnel identified. Provide a listing of any known significant prospective sub-contractors.

B1b. Describe experience of principals and key personnel on relevant projects.. This should include the competencies of the principals and key personnel relevant to the project and services required for this project..

B1c. Provide information on the company's experience and ability in delivering effective field services for projects similar in complexity, size, scope, and function to the Project. Describe no more than ten (10) and no less than five (5) programs or projects, in order of most relevant to least relevant, which demonstrate the company's capabilities to provide services for the Owner. For each program or project, the following information should be provided:

- i. Client entity name, project location and dates during which services were performed.
- ii. Clear description of overall project and services performed by your company.
  - a. *Test equipment used*
  - b. *Describe testing methods in detail*
  - c. *Test duration*
  - d. *Meter size(s) and type(s) tested*
- iii. Exact duration of project services provided by your company, and total cost of services provided.
- iv. Current client contact information including contact names and telephone numbers.

### B2. Customer Meter Testing Experience

B2a. Provide information pertaining to the principals including but not limited to: Project Manager and all other key personnel. Please include resumes for personnel identified. Provide a listing of any known significant prospective sub-contractors.

B2b. Describe experience of principals and key personnel on relevant projects.. This should include the competencies of the principals and key personnel relevant to the project and services required for this project.

B2c. Provide information on the company's experience and ability in delivering effective field services for projects similar in complexity, size, scope, and function to the Project. Describe no more than ten (10) and no less than five (5) programs or projects, in order of most relevant to least relevant, which demonstrate the company's capabilities to provide services for the Owner. For each program or project, the following information should be provided:

- i. Client entity name, project location and dates during which services were performed.
- ii. Clear description of overall project and services performed by your company.
  - a. *Test equipment used*
  - b. *Describe testing methods in detail*
  - c. *Number of meters tested*
  - d. *Provide a size and type distribution for meters tested*
- iii. Exact duration of project services provided by your company, and total cost of services provided.
- iv. Current client contact information including contact names and telephone numbers.

### B3. Leak Detection Experience

B3a. Provide information pertaining to the principals including but not limited to: Principal in Charge, Project Manager and all other key personnel. Please include resumes for personnel identified. Provide a listing of any known significant prospective sub-contractors.

B3b. Describe experience of principals and key personnel on relevant projects.. This should include the competencies of the principals and key personnel relevant to the project and services required for this project.

B3c. Provide information on the company's experience and ability in delivering effective field services for projects similar in complexity, size, scope, and function to the Project. Describe no more than ten (10) and no less than five (5) programs or projects, in order of most relevant to least relevant, which demonstrate the company's capabilities to provide services for the Owner. For each program or project, the following information should be provided:

- i. Client entity name, project location and dates during which services were performed.
- ii. Clear description of overall project and services performed by your company.
  - a. *Total miles of water main surveyed*
  - b. *Types of pipe material surveyed*
  - c. *Number of leaks pinpointed*
  - d. *Describe leak detection methods in detail, included equipment utilized and surveying methods*
- iii. Exact duration of project services provided by your company, and total cost of services provided.
- iv. Current client contact information including contact names and telephone numbers.

### **C. SUITABILITY**

**For each project type** for which you are seeking to be considered, provide any information that may serve to differentiate your firm from other firms in suitability for the project including but not limited to:

1. Furnish evidence of the company's fit for the project and/or needs of the Owner, any special or unique qualifications for the project, or unique approaches to this particular project.
2. Describe in detail the company's familiarity with best practices and standards of care in the industry.
3. Describe the equipment you intend to utilize to perform the service(s).
4. Supply current and projected workloads.
5. Describe the company's quality control/quality assurance procedures.
6. Provide a statement on the company's experience and qualifications in a leadership role over multiple projects at the same time. Include any oversight and leadership in projects that were highly complex. Include any certifications, industry ratings, and national or international achievement recognitions, etc., to attest to the level of experience and success. Describe innovations that the company might have introduced or employed to increase the project's adherence to technical standards.
7. Describe any special or enhanced capabilities offered by the company that may be particularly suitable for this project (such as the ability of the company to perform or gather a team to perform any special or enhanced capabilities necessary to provide ancillary services required to carry out the complete scope of the project.)
8. Describe ability to gather resources in vicinity to the project, and/or any knowledge of the project area which may uniquely benefit the firm and project.
9. Provide any non-discrimination and equal employment opportunities policies of the company and evidence of efforts or success in W/MBE-DBE inclusion.
10. Describe the company's history and methodologies of addressing public safety, environmental, or other related concerns in its field.
11. Describe other services or relevant scopes or techniques offered by the company which might be suitable for the Project.

## D. PAST PERFORMANCE

1. Provide at least ten (10) references for each project type as described in Section(s) b1c, b2c and b3c, above. Individuals referenced must have been closely involved in the reference project, and in a managerial capacity. Provide references which indicate level of adherence to project budget and schedule (original vs. final) and/or information on performance review or variance evaluation.

## VI. Evaluation Criteria (for Step I)

### A. Criteria for Evaluation of Statements of Qualifications

The Selection Committee will evaluate Statements of Qualifications using the following criteria. If a respondent company is requesting qualification consideration for more than one project type, **a separate evaluation will be conducted for each project type.**

- 10% Factor*} Stability and resources of the submitting company, including the company's history, status, growth, overall resources of the company, form of ownership, litigation history, financial information, and other evidence of stability.
- 30% Factor*} Company's relevant experience, including the demonstrated ability of the Company in effective technical assistance services for projects comparable in complexity, size, and function, for customers similar in scope to the Owner, and other similarly-structured organizations. This includes relevant experience and qualifications of the principals and key personnel and level of experience for each project type
- 35% Factor*} Company's apparent suitability to provide services for project, including the Company's apparent fit to the project type and/or needs of the Owner, any special or unique qualifications for the project, suitability for effective and innovative technical services, current and projected workloads (available resources), proximity of office(s) and/or lead staff to project location and/or proven ability to gather resources in location of service, proposed quality control/quality assurance procedures, special or enhanced capabilities, and the company's non-discrimination and equal employment opportunities policies in W/MBE-DBE inclusion.
- 25% Factor*} Past performance evidence of the submitting company, including level of quality of the services of the company to previous customers, customer's statements of that quality, the company's ability to meet established time requirements, the company's response to project needs during project delivery, the company's control of quality and budget.

## VII. Submittal Conditions

### A. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

Questions about any aspect of the RFQ, or the project, shall be submitted prior to the appropriate deadlines indicated in the Schedule of Events, and shall be submitted in writing via e-mail to:

**Will Jernigan, P.E.**  
**Project Technical Manager**  
**Cavanaugh & Associates, P.A.**  
**e-mail: [will.jernigan@cavanaughhsolutions.com](mailto:will.jernigan@cavanaughhsolutions.com)**

The deadline for submission of questions relating to the RFQ are the times and dates shown in the (*Schedule of Events- Section IV*). From the issue date of this solicitation until Contractor negotiations are complete and Contract Agreements are in executed, any restrictions on communication shall be in effect. For violation of this

provision, the Owner shall reserve the right to reject the submittal of the offending respondent. At any time prior to the submission date, the Owner may issue an RFQ addendum to further clarify any part of this RFQ, amend this RFQ or issue instructions or further information. Each such addendum will be posted and/or distributed to all respondents. In addition, the Owner may adjust any timelines related to the project referenced herein or otherwise.

## **B. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS**

One (1) original and six (6) copies of the qualifications shall be prepared, for a total of seven (7) sets. One complete copy must be provided via CD/DVD as a .pdf file. Each submittal shall otherwise be identical and include a transmittal letter. Submittals must be printed on standard (8½" x 11") paper. The pages of the SOQ must be numbered. A table of contents with corresponding tabs must be included to identify each section as instructed in this RFQ. The SOQ shall be limited to 10 pages (preferably 5 double-sided pages) or less using a minimum of size 11 font. The Each SOQ shall be prepared simply and economically, providing straightforward, concise delineation of respondent's capabilities. Fancy bindings, irrelevant colored displays and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content.

**NOTE:** All pages **shall be included** in the page limit **EXCEPT** for the front cover, cover (transmittal letter), table of contents, tab dividers, Exhibit I, and Exhibit II.

Submittals must be sealed in an envelope or box, and reference **RFQ GEFA 928-W-RFQ-130013 and the words "STATEMENT OF QUALIFICATIONS"** must be clearly indicated on the outside of all of the envelopes or boxes. Statements of Qualifications **must be physically received by the PTM** prior to the deadline indicated in the Schedule of Events (*Section IV of RFQ*) at the exact address below:

**Cavanaugh & Associates, P.A.**  
**37 Montford Ave, Suite 201**  
**Asheville, NC 28801**  
**Attention: Will Jernigan, P.E.**

**No submittals will be accepted after the time and date set for receipt.**

Statements of Qualifications submitted via facsimile or e-mail will not be accepted. All SOQ submittals and other submittals are considered sealed proposals and upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not be binding upon the Owner or its representatives and will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award. All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses.

## **C. RFQ CONDITIONS**

1. Respondents understand and agree that the Owner has the right to reject any and all submittals or to cancel the RFQ process at any time without any liability to the Owner or any other person, and the Parties are under no obligation to make an award relating to this RFQ to any person or entity. In addition, the Owner reserves the right to evaluate only those submittals determined to be fully responsive to the RFQ. All such decisions (including the deeming of Qualified Contractors) will ultimately be made at the sole discretion of the Owner, for any reason or for no reason whatsoever, and the Owner is under no obligation to assign any reason for the rejection, non-review or non-acceptance of any SOQ. Under no circumstances shall this RFQ be construed as a contractual offer.
2. Respondents understand and agree that the Owner may, in its sole discretion, request SOQs from, and subsequently enter into a Contract Agreement with, any entity selected in this process, including any entity that has previously advised or acted on behalf of the Owner or other Parties in any capacity. Furthermore, respondents shall not hold the Owner, the other Parties, their respective affiliates and/or any of their

respective employees, representatives, agents, attorneys, advisors or consultants liable for any reason whatsoever related to this RFQ and respondents hereby waive all such claims.

3. Respondents may make no modification, correction or withdrawal of their submissions after the submittal date. By submitting its submission, each respondent represents that: (i) it has read and understands this RFQ, (ii) its submission complies with the requirements of this RFQ, (iii) respondent has the necessary corporate authority to submit its SOQ
4. All information supplied within this RFQ or by the Parties or anyone acting on behalf of the Parties to each respondent is provided solely as a convenience to facilitate the selection process. The Parties do not guarantee the accuracy or completeness of any such information supplied. In addition, respondent shall not rely on any express or implied statements, warranties or representations made by the Parties or anyone acting on their behalf. Respondent agrees that the Parties and their affiliates and their employees, representatives, agents, advisors or consultants cannot be held liable for any such statements, warranties or representations or inaccuracies or incompleteness in any information provided.
5. Small and Minority Business Enterprise

It is the policy of the State of Georgia that small businesses, female-owned businesses and minority businesses have a fair and equal opportunity to participate in the State purchasing process. Therefore, the Owner encourages all small businesses, female-owned businesses and minority-owned businesses to compete for, win, and receive contracts for goods, services, and construction. This desire on the part of Owner is not intended to restrict or limit competitive bidding or to increase the cost of the work. The Owner supports a healthy free market system that seeks to include responsible businesses and provides ample opportunity for business growth and development. The Georgia Department of Administrative Services maintains an office to assist small businesses, female-owned businesses and minority businesses in understanding the State procurement process. In addition to contacting the Owner Purchasing Department, all businesses, female-owned businesses and minority businesses can also contact the Governor's Small Business Center at the following address for assistance:

The Governor's Small Business Center  
75 5th Street, N.W., Suite 825  
Atlanta, Georgia 30308  
Telephone: (404) 962-4824

All Respondents should be aware that contractors and subcontractors who utilize qualified minority subcontractors may qualify for a Georgia state income tax credits for qualified payments made to minority subcontractors. See O.C.G.A. § 48-7-38.

#### 6. Drug Free Workplace

The Owner, as policy, operates all facilities as a drug-free workplace, and requires that the labor force of the Contractor be drug-free. The Contractor hereby acknowledges this requirement, and asserts that the organization of the Contractor adheres to such policy and practice. The Contractor acknowledges that it may be required to produce certificates affirming its compliance of these requirements of drug-free workplace for duration of agreement term, at execution, or at any time during the term of the agreement. The Contractor shall secure from any sub-Contractor hired to work in a drug-free workplace the following written certification: "As a part of the subcontracting agreement with (Contractor's name, sub-contractor's name) certifies to the Contractor that a drug-free workplace will be provided for the sub-contractor's employees during the performance of this contract pursuant to paragraph 7 of subsection B of Code Section 50-24-3." The Contractor may be suspended, terminated, or debarred if it is determined that: 1. The Contractor has made false certification hereinabove; or 2. The Contractor has violated such certification by failure to carry out the requirements of Official Code of Georgia Section 50-24-3.

#### 7. Non-Discrimination

The Owner may require, prior to, or incidental to, the award of a Contractor Agreement, confirmation by the respondent stating that the respondent has not discriminated and will not discriminate on the basis of race, creed, color, sex, religion or national origin in any of its employment practices with respect to the work force

of the business, or procurement services in connection with this project. The successful respondent may be required to execute certificates, affirming these requirements of non-discrimination.

#### 8. Respondent Protests

A vendor who is aggrieved regarding a solicitation may communicate the grievance by letter to the issuing officer of the solicitation with copy to the Executive Director of GEFA prior to the submittal deadline required by the solicitation. Any actual respondent who is aggrieved regarding the award of a contract may communicate the grievance by letter to the issuing officer of the solicitation, with copy to the Executive Director of GEFA no later than ten (10) calendar days following the apparent award.

#### 9. Final Award

The final award shall be defined as a fully executed agreement(s) between the Owner and Qualified Contractor(s).

**EXHIBIT I**

**STATEMENT OF QUALIFICATIONS CERTIFICATION FORM**

I, \_\_\_\_\_, being duly sworn, state that I am \_\_\_\_\_ (title) of \_\_\_\_\_ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the Request for Qualifications is full, complete and truthful.

I further certify that the submitting firm and any principal employee of the submitting firm has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the submitting firm has not, in the immediately preceding five (5) years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the submitting firm is not now under consideration for suspension or debarment from any such agency.

I further certify that the submitting firm has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract and further, that the submitting firm is not now under any notice of intent to default on any such contract.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that the Georgia Environmental Finance Authority ("Authority") may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the Authority may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the Authority to award a contract.

I certify we have not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this contract and that we have not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for us, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or the making of this contract.

I certify that any proposal we submit for this project shall be made without prior understanding, agreement, or connection with any corporation, firm, or person submitting or who will be submitting a separate proposal on the same project or for the same services, materials, labor, supplies, or equipment and is in all respects fair and without collusion or fraud. We understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. We agree to abide by all conditions of this solicitation. We certify that no person associated with our firm is a member of the Board of Governor's or officer or employee of the Authority or holds any statewide elective or appointed office. We further certify that no person who holds any state-wide elective or appointed office or who is a member of the Board of Governors or officer or employee of the Authority has been paid or promised by the firm any compensation in connection with this procurement by the Authority.

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Sworn and subscribed before me

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
NOTARY SEAL

EXHIBIT II

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Respondent's Name: \_\_\_\_\_

STATE OF GEORGIA
CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm, or corporation which is interested in contracting with the Georgia Environmental Finance Authority ("Authority") has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,\* in accordance with the applicable provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned Contractor further agrees that it will continue to use the federal work authorization program throughout the prospective contract period and, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this prospective contract with the Authority, Contractor will secure from such subconsultant(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Authority at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify™ User Identification Number

Date of Authorization

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

DAY OF \_\_\_\_\_, 201\_

[NOTARY SEAL]

Notary Public

My Commission Expires: \_\_\_\_\_

\*or any subsequent replacement operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603

# ATTACHMENT A

## SCOPE OF WORK

### GENERAL SCOPE OF WORK

*Note- the Owner considers the services which are envisioned and generally described herein to be necessary. Respondents shall assume them to be mandatory.*

*There are three project types that may be included in the technical assistance services provided by the Contractors to the eligible water systems: finished water meter flow verification, customer meter testing, and/or pilot leak detection. For a company to be qualified as a Contractor, said company must be deemed qualified for a minimum of one of the three technical assistance service project types. It is neither required nor prohibited that any single Contractor be qualified and capable of providing technical services for all three technical assistance service project types.*

*A general scope of work is described below for each of the three technical assistance service project types. The quantities, extent and locations of the work will be determined at a later time based on applications received from eligible water systems. The actual, final scope of services for each Contractor Agreement will be determined as a result of successful negotiations with Contractors.*

### **A1. Finished Water Meter Flow Verification.**

The Contractor shall:

- Furnish all labor, materials, transportation, tools and any supplies or other costs necessary to perform testing on finished water meters.
- Finished water meter (FWM) sizes will be varied (typically less than 36 inches)
- Evaluate site conditions to determine test methods
  - Evaluate recommended test location by PTM including, but not limited to:
    - Minimum straight length of pipe upstream and downstream from flow disturbances
    - Access to the FWM and/or water supply pipe
    - Availability of test ports
  - If the recommended test location is deemed unreliable, provide recommendation for alternate location and required improvements (e.g. test port installation, vault or manhole access)
  - Upon PTM approval of recommended alternate test location, Contractor shall install improvements necessary to utilize the alternate test location, including but not limited to:
    - Test port installation
    - Access vault or manhole installation
  - If no suitable test location to setup a comparison meter is feasible, recommend alternate test methods, such as positive displacement (e.g. procedures for draw-down test)
- Review historical operating data (minimum one year)
  - Determine appropriate test flow rate(s)
  - Observe flow patterns
  - Other conditions relevant to the test (constant speed pump vs. variable speed, age of meters, etc.)
- Acceptable test methods ranked by preference and subject to approval of PTM
  1. Inline using flow test port, and mobile equipment
    - Follow the AWWA M6 procedures (Chapter 5)
  2. In-situ comparison with temporary redundant metering
    - Ultrasonic flow meter, following manufacturer procedures and standards
    - Insertion flow meter, following applicable ISO standards
    - Comparison to positive displacement testing (e.g. draw-down testing) if conditions allow an acceptable level of precision
  3. Meter removal and testing on a bench (AWWA M6)

- Provide a description and performance specifications of any test equipment to be used such for the tests, including the level of accuracy, for PTM approval
- Comparative data shall recorded in a similar manner to the FWM (units of measurement and time interval)
  - Volume based FWM (e.g. turbine meter with mechanical register), recorded manually or to database
  - Flow rate based FWM (e.g. venturi or mag meters), recorded to database
  - Provide both volumetric (totalizer) and flow rate results for test flow meters
- The contractor shall make provisions for quality control and quality assurance of the test results
  - Follow standard test procedures, relative to the testing environment and measurement conditions, using applicable standards, such as the manufacturer recommendations, ISO 3966, ISO 3354, ISO 7194, AWWA M6, and/or industry standard practices, including but limited to:
    - For test flow meters, provide the minimum straight length of pipe from flow disturbances upstream and downstream
    - For velocity-area flow measurements, verify cross-sectional area of the pipe using a gauge to measure the internal diameter of the pipe or outside diameter and the pipe wall thickness
    - For ultrasonic flow meters, verify the signal strength, signal quality, and sound speed
    - For insertion flow meters, verify a fully developed, uniform flow profile exists by performing a velocity profile
    - Provide diagnostic data to the PTM for validation of the test location
  - If the quality of the data cannot be validated, re-evaluate the site conditions for an alternate test location, site improvements, or test method
  - Schedule, duration, and water supply of the FWM test shall meet the following conditions:
    - Representative of the full flow range for complete normal operating cycle (e.g. minimum of 24 hours high-service pump directly to distribution system or 2 hours for well supply from constant speed pump storage tank)
    - In no case shall the test duration be less than 2 hours
    - Final results of FWM comparative tests shall be sufficient to provide a reasonable level of certainty as approved by the PTM
  - Perform simultaneous measurements using more than one test method, wherever possible
- Schedule the meter test with the water utility during normal working hours; Exceptions to testing times will be made on a case-by-case basis, at no additional compensation to the Contractor,
- Keep the service disruption to a minimum
- Coordinate all testing activities with the designated contact in each water system
- Provide a 72-hour notice of intent to test meters that may require after hours or night time work so the water system can plan for the area to be accessed and provide notification to other appropriate departments or utilities as to the activity that will take place
- Provide performance bond and certificate of insurance as identified in the Contract
- Provide all necessary EPA and OSHA safety equipment including, but not limited to, confined space entry tripod, winch, fall protection and gas detector
- Deliverables shall include:
  - Report test results, including percentage difference and graphical results
  - Provide recommendations for future testing, including repairs or improvements
  - Provide certificates of accuracy for each of the test meters employed (NIST traceable calibration certificate within the last 12 months)
  - Excel database of all test data, calculations, and results

## **A2. Customer Meter Testing (CMT).**

The Contractor shall:

- Furnish all labor, materials, transportation, tools and any supplies or other costs necessary to test designated groups of large customer meters at multiple water systems;
- Customer meter sizes will be varied, and will likely include 2" up to 16" meters;
- Customer meter types will be varied, and will likely include positive displacement (PD), turbine and compound meters;
- Assess all meters listed in the test group. Determine if meter can be tested in place, and if not, make recommendations to the water system to either correct the setting or provide a substitute test location;

- Schedule the meter test with the water customer during normal working hours; Exceptions to testing times will be made on a case-by-case basis, at no additional compensation to the Contractor, depending on the severity of loss of water service due to the testing procedure;
- Keep the service disruption to a minimum;
- Document all meter testing results and repairs. Meters that require extensive repairs or are obsolete, will be brought to the attention of the water system;
- Coordinate all testing activities with the designated contact in each water system;
- Provide a 72-hour notice of intent to test meters that may require after hours or night time work so the water system can plan for the area to be accessed and provide notification to other appropriate departments or utilities as to the activity that will take place;
- Provide performance bond and certificate of insurance as identified in the Contract.
- Performance specifications shall include:
  - All compound meters shall be tested at six (6) flow rates, concentrating on the changeover rate which is the most critical flow rate in a compound water meter;
  - All meters shall be tested as required, in place, and work shall be covered by a 6-month warranty;
  - Testing shall be done by comparative methods using a certified test meter to test the meter within its normal operating range or by volumetric methods per AWWA M-6 Manual;
  - The comparative test meters shall record total volume and current velocity for each of the 4 to 6 tests conducted;
  - The test meters shall have electronic registers that are automatically reset to zero after each test;
  - These comparative test meter units shall themselves be tested and certified accurate at least once each year;
- Equipment specifications shall include:
  - Test meters with electronic registers, certified accurate by volumetric testing;
  - All tools needed to perform testing on-site (hand tools, pipe wrenches, etc.);
  - Proper lengths of 2-1/2" fire hose for conducting the testing on-site;
  - All necessary EPA and OSHA safety equipment including, but not limited to, confined space entry tripod, winch, fall protection and gas detector;
  - The contractor shall provide certificates (NIST traceable calibration certificate within the last 12 months) of accuracy for each of the test meters employed.
- Deliverables shall include:
  - Report including test results and Contractor recommendations for repair;
  - Excel database of all test data and results.

### **A3. Pilot Leak Detection (PLD).**

The Contractor shall:

- Furnish all labor, materials, transportation, tools and any supplies or other costs necessary to conduct accurate in-field leak detection surveys on designated areas in multiple water systems;
- Provide personnel with the following minimum qualifications:
  - A Manager with a minimum of 10 years of relevant Water Loss Control experience
  - Each Senior Leakage Technician must have a minimum of 3 years on-site leak detection experience
- Review of existing system data which may include mapping, pressure test results, asset inventory and repair history;
- Performance specifications shall include:
  - The Contractor shall coordinate the survey with the designated contact in each water system;
  - Listening distances should not exceed:
    - Every fitting for all PVC/plastic pipes;
    - 400 FT for AC pipes;
    - 500 FT for metallic pipes;
    - Every fitting for pipes 12" or greater.
  - High ambient noise areas shall be surveyed via overnight deployment and analysis of leak noise loggers;
  - All leak indications shall be pinpointed with a computer programmed leak correlator;
  - The Contractor shall be responsible for all traffic control;
  - Utility line locations and access points will be provided by the water system;

- Utility line materials will be varied, and will likely include ductile iron, cast iron, PVC, AC and galvanized pipe
- Utility line sizes will be varied, and will likely include 2" up to 16" lines
- Advise on and execute Step-Testing practices if required too. (may be required for very rural PVC/Plastic utilities)
- Equipment specifications shall include:
  - The contractor shall use state-of-the-art equipment and methods specifically designed for the detection and pinpointing of water leakage within the water mains, valves, and hydrants within designated areas, and as a minimum each Vehicle will have :
    - Electronic Sounding equipment;
    - Acoustic Noise Loggers – a minimum of 20 Loggers;
    - Computer Leak Noise Correlators – a minimum of one Real-Time and one Non Real-Time Correlator;
- Deliverables shall include:
  - Provide pavement markings and GPS coordinates for all pinpointed leak locations
  - Target of all leak markers to be within 3ft of the actual leak.
  - At the end of each Project the contractor shall supply and End of Project Report confirming, at a minimum; TOTAL miles covered, hours spent, number and types of leaks found, GPS data for each leak and estimated GPM's of each leak and total for the project.