

City of Lyons
REQUEST FOR PROPOSAL (RFP)
Lead and Copper Rule Revisions
Proposals Due: 5/29/2023
Submittals to: jhall@lyonsga.org

1. INTRODUCTION

1.1. About the City of Lyons

Lyons is a city in Toombs County, Georgia, United States. The population was 4,367 at the 2010 census, up from 4,169 in 2000. The city is the county seat of Toombs County.

1.2. Need

The new Lead and Copper Rule Revisions (LCRR) was developed by the Environmental Protection Agency to better protect communities from exposures to lead in drinking water. LCCR includes using protocols to find more sources of lead in drinking water, jumpstart mitigation measures and lead service line replacements, testing in schools and childcare facilities, and identifying the location of lead service lines that can be available to the public.

1.3. Invitation

The City of Lyons is seeking proposals from qualified firms and consultant (Consultants) to assist and provide services to the City, in order to develop an inventory and be in compliance with the LCRR for its water system by October 2024.

The City of Lyons owns and operates its own water treatment plant that supplies water to over 2,050 customers in the City of Lyons. A digital map of the City's meter locations is available upon request.

2. SCOPE OF SERVICES

2.1. Lead and Copper Rules Revisions Scope

The Consultant shall perform the following services to assist the City in providing compliance with the Lead and Copper Rule Revisions:

- Development of an inventory of water service line materials, including service lines on both sides of the water meter, through field investigation and research of historical records (if any are available), and have findings available to upload in a GIS database and PDF maps.
- Development of a compliance and replacement plan/program of lead services lines, including recommended options for future water service line materials.
- Identify childcare facilities and schools that receive potable/drinking water from the City of Lyons, and review records/reports of prior lead testing at

Lyons schools (if any).

- Preparation of a sampling/testing plan to find sources of lead in drinking water at childcare facilities and schools, and other locations as needed.
- Establishing an inventory of lead service lines that can be published online (website, GIS Map, database) and match the EPA's inventory template,
- Recommendation on planning, training, public education, notifications, and outreach programs.
- Assistance in identifying funding sources to assist the City and private program owners with implementing the requirements of Lead and Copper Rule Revisions, assist the City when EPA finalizes Lead and Copper Rule Improvements (LCRI), and identifying and applying for state and federal grants on behalf of the City.
- Monthly meetings with City Staff to go over progress of project and meetings with other staff/stakeholders when needed.
- Coordination with the State Water Board as needed for compliance with inventory, sampling/testing, and replacement plans.

2.2. Deliverables

The Consultant is expected to provide the following deliverables (but not limited to):

- Baseline project schedule for the completion of tasks and milestones, including monthly updates.
- Inventory map of service lines in GIS, Excel, and PDF formats. Map includes location of childcare and school facilities, and area of at risk and underserved communities. Inventory must be prepared in a way that can be kept up to date by City Staff.
- Draft and Final Technical Memorandum on compliance measure and replacement program of lead service lines, including cost estimates, and funding opportunities.
- Listing and Map of Childcare Facilities and Schools, and other locations if needed, that receive drinking water and in need of sampling/testing.
- Draft and Final Sampling and Testing Program
- Draft and Final Public Outreach program and website to publish relevant information in regards to Lead and Copper Rule Revisions, and notification requirements.
- Outline, Draft, and Final Report showing background and information gathered and measures the City needs to take to be in compliance with Lead and Copper Rule Revisions.

2.3. Payment

The Consultant shall prepare and submit one invoice per month to the City for all the completed tasks/deliverables in a calendar month. The payment shall be approved once the City approves of the task completion and/or deliverable. Each invoice shall be submitted along with a cover memo summarizing the work completed that month, by scope task. E-mail invoices to the Project Manager.

2.4. Ownership of Documents

Title to all final documents, including but not limited to drawings, specifications, data, reports, summaries, correspondences, photographs, computer software (if purchased on the City's behalf), video and audio recordings, software output, and any other materials with respect to work performed shall be provided to City upon completion of the work. Any information obtained by the Consultant as a result of performing the services shall become the property of the City and shall not be released to others without prior written consent from the City.

3. PROPOSAL REQUIREMENTS

The Proposal submission shall be on single-sided letter sized (8½" x 11"), minimum font size of 12 required, no more than 30 pages (including cover page, cover letter and table of contents). Costs for preparing and submitting a response to this RFP are entirely the responsibility of the Contractor. All expenses related to the Contractor's response to the RFP, or other expenses incurred during the period of time the selection process is underway, are the sole obligation and responsibility of that Contractor. The City will not directly, or indirectly, assume responsibility for such costs.

3.1. Format

The proposal submittal content shall include the following:

1. Cover Letter

Describe your firm or team's interest and commitment in providing services for the City of Lyons. An officer of the Consulting firm who is authorized to contractually bind the firm and to negotiate a contract with the City shall sign the letter. Provide name, title, address, email, and telephone number of this officer. Cover Letter shall also acknowledge any addenda issued during the RFP.

2. Table of Contents

3. Work Plan and Approach

Discuss your firm's understanding of the Scope of Services to be performed. Describe the method for management of overall project costs, schedule, quality assurance/quality control, outreach plan, investigation methods, development of inventory, and other issues critical to this project. Also describe how services will be provided and method of communication and providing updates.

4. Optional Tasks

Based on your firm's professional opinion and experience, provide additional or alternate cost-effective tasks that will assist the City.

5. Key Personnel Background

Name, position, summary of qualifications, resumes, related experience and proposed responsibilities of the project manager and key personnel. Include an organization chart and who would be reporting to the City's project manager/staff.

6. Team Experience

List of projects and studies performed within the last five years involving the potable water distribution system of a local municipal/utility agency, particularly any work performed for government agencies of similar nature. Include the following information:

- Clients name, point of contact, addresses, and telephone numbers
- Contract amount and funding source
- Key personnel involved in all disciplines
- Description of project and services provided and location of the related project(s) and year of completion

7. References

Provide at least three references (name, company title, address, email, and telephone number) for the preparation of recent/similar work.

8. Standard Agreement Acknowledgement

Provide an acknowledgment that the Consultant agrees with and is willing to enter into the City's Standard Consultant Services Agreement without any changes unless agreed upon during the Questions and Answers portion of the RFP process.

9. Conflict of Interest Statement

Disclose any financial, business, or other relationship with the City of Lyons that may have an impact upon the outcome of the contract or project.

10. Work Force Allocation

Consultant shall provide an estimate of the required personnel hours by task and job title in the proposal for the tasks described in the scope of services. This information is not meant as a fee proposal, but only an indication of the level of effort envisioned for completion of the project at hand.

11. Cost

Provide a complete summary of the estimated number of engineering hours, schedule of hourly rates for each classification, and total not-to-exceed cost for the Scope of Services to be performed. Please include optional tasks and associated costs for City consideration. Reference sample cost estimate in the Local Assistance Procedure Manual, LAPM Exhibit 10-H. Consultant shall prepare a Lump Sum Fee estimate with progress payments at defined milestones/tasks.

3.2. Submittal Requirements

A pdf version of the proposal shall be emailed to Jason Hall at jhall@lyongsa.com by May 29th, 2023 2 pm. Be sure to request and obtain confirmation of receipt of this emailed submission.

The selected consultant will be required to submit a hard copy of the proposal prior to the issuance of the contract.

3.3. Questions

Please submit any questions regarding this RFP, insurance requirements and consultant services agreement in writing to Jason Hall May 24, 2023 2pm by emailing jhall@lyongsa.org. Answers to all questions will be posted on the City's website. Questions will only be accepted via e-mail and responses will be compiled and posted on the City's RFP/RFQ website www.lyongsa.org. It is your responsibility to obtain the answers from the City's website and the City shall not be responsible for transmitting the answers to any holders of the RFP.

3.4. City Reservation of Rights

3.4.1. RFP Process Modifications

The City reserves the unqualified right to modify, suspend or terminate at its sole discretion any and all aspects of the RFP and/or RFP process, to obtain further information from any and all consultant teams and to waive any defects as to form or content of the RFP or any responses by any consultant teams.

3.4.2. Ownership of Proposals

All responses to the RFP become the property of the City. Once a final award is made, all RFP responses, except financial and proprietary information, become a matter of public record and shall be regarded by the City as public records. The City shall not in any way be liable or responsible for the disclosure of any such records or portions thereof if the disclosure is made pursuant to a request under the Public Records Act.

3.4.3. Contract Award

The RFP does not commit the City to award a contract or to pay any cost incurred in the preparation of the proposal. Award of a contract does not guarantee that a consultant or its sub-consultants will actually receive any work.

4. SELECTION PROCESS

The RFP process will establish a ranking based on how each proposal meets the qualifications of the Scope of Services and the requirements of the RFP. The proposal shall conform to the Proposal Requirements (Section 3). It is important that all listed items be included in the proposal. Proposals, which do not comply with all the requirements per or the proposal deadline, will not be considered. The City reserves the right to reject any or all proposals without qualifications and to negotiate specific requirements and costs using the selected proposal as a basis.

The selected consultant shall be required to enter into the City's standard consultant services agreement. All Consultants that respond to the RFP shall assume that the execution of this agreement, without changes unless approved during the Questions and Answers portion of the RFP process, will be a required condition.

At the conclusion of the evaluation and interview (or if a best-qualified firm is selected without the need for an oral presentation), the City will enter into contract negotiations with the top-ranking firm. If negotiations with the top-ranking firm are unsuccessful, negotiations will terminate, and the City will undertake negotiations with the second-ranking firm. City staff will make recommendations to the City Council, which reserves the right to reject any or all proposals. The selection process will be completed when a contract is executed.

Furthermore, the City reserves the right to reject any or all proposals and to waive any and all irregularities to choose the firm which, in the City's opinion, best serves the City's interests

5. SELECTION CRITERIA

Proposals submitted are to be reviewed by an evaluation committee using a rating matrix to determine the ranking of consultants. Submittals will be rated on the following basis.

- Knowledge of Lead and Copper Rule Revisions, drinking/potable water distribution system, and sampling/testing guidelines, as well as other applicable policies and procedures
- Proposed work plan and approach, as well as an understanding of the scope of services to be performed in order to assist the City to be in compliance with Lead and Copper Rule Revisions.
- Schedule of proposed work and services to be provided, targeted milestones, and deliverables.
- Method of project management, quality assurance/quality control plan, engagement with City's project manager/staff, and public outreach.
- Optional cost-effective tasks proposed or recommended.
- Qualifications and experience of firm and relevant staff.

- Workforce allocation.
- Format of proposal meeting submittal requirements.

6. SCHEDULE OF EVENTS

| Milestone | Date* |
|------------------------------------|---|
| Request for Proposal Issued | 05/08/2023 |
| Written Questions Deadline | 05/24/2023 |
| Answers Posted on City Website | 05/25/2023 |
| Proposal Submittal Deadline | 05/29/2023 |
| Consultant Selection | 6/6/2023 |
| Consultant Submits Signed Contract | 6/20/2023 |
| City Council Approval of Agreement | 7/04/2023 |
| City Signs and Executes Agreement | Dependent on requirement for Council Approval |

*Dates are subject to change
