



CITY OF LYONS, GEORGIA

Request for Qualifications and Experience (RFQ)

**Best Value Selection Design Build Services for
Wastewater Treatment Plant
Upgrades and Expansion
Lyons, Georgia**

Return Submittal No Later Than: Tuesday, August 21, 2018 @ 2:00 pm, local time.

Delivery: One (1) original, six (6) copies and one (1) electronic copy delivered in a sealed envelope and marked **"Statement of Qualifications – Best Value Selection Design Build Services for Wastewater Treatment Plant Upgrades and Expansion."**

Return Submittal To:

Mr. Jason Hall
City Manager
City of Lyons, Georgia
161 NE Broad Street
Lyons, Georgia 30436

jhall@lyons.ga.org

**Send Questions/Clarifications in writing for
RFQ To:**

Mr. Pete Snyder, P.E.
Program Manager
Wiedeman and Singleton, Inc.
pds@wiedeman.com

*Please submit questions by August 14, 2018

City website:

<https://www.lyonsga.org>

Receipt Confirmation: Entities that are interested in submitting a statement of qualifications must complete and return the Receipt Confirmation Form (Appendix B) no later than Friday, August 10, 2018. Completed forms may be submitted via email to Pete Snyder at pds@wiedeman.com

Summary

The City of Lyons, Georgia (the City), invites statements of interest, qualifications and experience for the opportunity to design, engineer, permit, construct, equip, and commission proposed improvements to the North (No. 2) Water Pollution Control Plant (North Plant) and the East (#1) Water Pollution Control Plant (East Plant) using the design-build delivery method. The design-build firm will be selected using a Best Value Selection (BVS) process considering both qualifications and price. The City will only issue one contract for work at both plants but reserves the right to only award the work at the North Plant and to not award any contract depending on the results of this process. This BVS process will have two phases, the first step will be this RFQ and the second step will be the Request for Proposals (RFP). The City will provide additional criteria to the short-listed Design-Build (DB) entities for this project in the RFP stage. Wiedeman and Singleton is the Program Manager, acting on behalf of the City. Responses to this RFQ will be evaluated to identify a short list of applicants with the requisite experience, qualifications, and resources to complete the project successfully within a fixed budget and construction schedule in accordance with project requirements specified by the City. The City has secured funding through a Clean Water State Revolving Fund administered by Georgia Environmental Finance Authority (GEFA). The project has a total fixed budget of \$12.5 million. RFPs shall be based on this budget. Any offer (proposal) received that exceeds the City budget amount may not be considered for award.

Project Background

The City provides wastewater services to approximately 4,000 residential, commercial, and industrial customers in Lyons and the surrounding area. The wastewater is collected and conveyed to the City's two (2) wastewater treatment plants, the North Plant and the East Plant. Both plants are similar in design, layout, equipment and capacity. The plants are Smith and Loveless extended aeration package plants utilizing a concrete perimeter wall and slab with internal steel partition walls that include aeration tanks, digester and secondary clarification. The plants each have a rated capacity of 0.67 million gallons per day (MGD) and were both constructed in the late 1980s.

Lyons is the county seat of Toombs County, Georgia and serves as home to residents of Toombs County as well as retail and industrial facilities. The City of Lyons's 2017 population was approximately 4,635.

Statement of Work

There will be two (2) divisions of work in this project. The first division of work will include the North Plant and the second division will include the East Plant. Both plants utilize an Equalization (EQ) Basin in the process. These EQ basins shall remain in service. The EQ basin at the North Plant maybe partially modified to accommodate inlet/outlet piping upgrades.

Division One work will expand and upgrade the North Plant from 0.67 MGD to 1.5 MGD. Based on the Waste Load Allocations (WLA) received from EPD, this work will require additional nutrient removal and tertiary filters. The existing equipment will be demolished or replaced. Existing structural steel components in the treatment process shall be replaced (if reusing this tank) or removed.

Division Two work will upgrade the equipment at the East Plant, while retaining the 0.67 MGD permit capacity. As such, the City wishes to replace/repair the existing structural steel components (divider walls) within the package plant and replace the existing equipment that has reached the end of its useful life and to install new replacement equipment to increase treatment efficiency, performance and reliability at the East Plant.

The City is moving forward with a two-step process to select a DB entity to complete the work for a successful implementation of necessary improvements at both plants within a fixed budget. It is the intent of the City to have a full design of upgrades and improvements as required in the RFP and to successfully meet the requirements of a new National Pollution Discharge Elimination System (NPDES) permit that will be secured at the North Plant from the Georgia Environmental Protection Department (EPD) by the Design-Build entity for the project.

Scope of Work

Division One Work - NORTH PLANT: A Design Development Report (DDR) has been prepared and approved by the Georgia Environmental Protection Division (EPD). Plans and Specifications have been prepared and submitted to EPD as well as a request for a revised NPDES permit. Bids received in December 2017 to construct the facilities exceeded the available funding. Consequently, the City is now soliciting design-build proposals. EPD has not approved the Plans and Specifications nor issued a revised NPDES permit due to the City not awarding the project and potentially changing the design. A copy of the DDR and Plans and Specifications will be provided in the RFP documents. The DB entity selected to complete this project will be required to prepare a revised DDR (if different than the previous one completed) and prepare plans and specifications, obtain EPD approval of the DDR, Plans and Specifications, and to obtain a revised NPDES permit for the expanded plant capacity of 1.5 MGD.

A brief description of the anticipated major work components includes the following:

- New influent pump station and mechanical coarse screening
- New aeration basins
- New blowers and building
- New secondary clarifiers with RAS/WAS pumping
- New effluent filters
- New chemical feed equipment
- New solids dewatering and handling
- Miscellaneous Improvements (i.e., sitework, piping, grading, electrical, control, etc.)
- Installation of new SCADA system

Division Two Work - EAST PLANT: The work will consist of replacing equipment at the existing facility.

A brief description of the anticipated major work components includes the following:

- Replace influent pumps
- Replace bar rack with new mechanical coarse screening
- Replace aeration basin diffusers and the diffusers in the aerobic digester
- Replace blowers
- Replace final clarifier mechanism
- Replace or repair steel divider walls within the package plant

The DB entity will be responsible for completing all designs, conducting all surveys and field investigations, acquiring all permits, constructing and placing in operation all components necessary to complete the scope of work outlined.

Approach

The City anticipates using a two-step process to select a DB entity for the project. The first step will be the RFQ process in which the DB entities will submit qualifications based on the criteria set forth herein. A Selection Committee will review the RFQ submittal packages and may conduct interviews to short-list three to four DB entities to move forward with the second step in the selection process. For the second step in the process, DB entities will submit a proposal to respond to the RFP regarding the project. Proposals will be evaluated by the Selection Committee and interviews conducted with the short-listed teams. A final evaluation will be performed by the Selection Committee to select one DB entity in which to execute a lump-sum agreement for the Project.

Project Delivery Methodology and Deliverables

The expansion and improvements to the North Plant and improvements to the East Plant will follow a Best Value Selection approach. The following is an outline of deliverables anticipated to be required during the RFP process. This list may differ in the final RFP issued.

- A 20% conceptual design of all components listed in the scope of work. At a minimum, this will include the following deliverables: process flow diagram for all main process systems, process design criteria for all main process improvements, site plans, preliminary equipment lists, anticipated effluent nutrient target limits and an estimate of the annual operating costs of the proposed conceptual design. The conceptual design will be based on information provided in the RFP, use of as-built drawings and previously prepared construction documents, historical electrical billing data/chemical usage and assessments during site visits.
- A fixed price proposal for the design and construction and to place into operation all components listed in the scope of work including ancillary work (i.e., grading, electrical, etc.) for a complete overall project cost.
- An estimate of life-cycle costs to operate and maintain the proposed project.
- A phasing plan of the work to keep the facility in operation and in compliance with EPD requirements and the existing NPDES permit.

The following project deliverables are required of the selected DB entity:

1. A Design Development Report (DDR) for the North Plant.
2. Construction Schedule, including major milestones for construction activities, equipment delivery and installation and commissioning equipment.
3. Construction documents (Plans and Specs) for the North Plant (30%, 60% and 100% design) for review by City.
4. Construction documents (Plans and Specs) for the North Plant (100% design) for review by EPD.
5. Obtain NPDES permit for the North Plant.
6. Land Disturbance Activity Permit
7. Erosion and sedimentation control plan and permit.
8. Construction documents (Plans and Specs) for the East Plant (30%, 60% and 100% design) for review by City.
9. Construction documents (Plans and Specs) for the East Plant (100% design) for review by EPD.
10. Shop drawings.
11. Start-up plan for the North and East Plant.
12. As-built or Record Drawings for North and East Plant in AutoCAD (.dwg) and in .pdf format.

13. Provide classroom training and field training for plant operators and maintenance staff.
14. Provide two (2) hard copies of all operation and maintenance manuals and one (1) copy in electronic format (.pdf).

Evaluation Criteria

The submittals received from this RFQ will be evaluated based on the contents of the submission, any written clarifications requested by the Selection Committee, and interviews, if desired. Points for evaluation will be based on the following criteria:

Weight	Criteria
20	<i>Project Management</i> – Demonstration of the ability to meet time and budget requirements on delivery of similar publicly owned wastewater treatment plant projects. Description of work load balancing for recent, current, and projected workload of the entity and the personnel proposed to work on this project.
25	<i>Prior Experience</i> – Presentation of experience with DB projects of similar size and scope as herein required. Include projects where team has worked together. Demonstration of ingenuity in project delivery approaches.
20	<i>Staff</i> – Descriptions of the skill, capability, and experience level of professional personnel, in personnel resumes and project descriptions. Appropriate qualifications, experience and capabilities of the management team assigned to this project, and evidence of prior successful projects are listed. Adequate amount of personnel assigned, or access to sufficient personnel with appropriate project experience to accelerate the project schedule, if necessary.
15	<i>References</i> – References provided by clients that would recommend the DB entity for similar services. Notable comments provided from references and evidence of a good past-performance record with other clients.
20	<i>Experience in Georgia</i> – Descriptions of detailed ability to furnish the required services that best serve the needs of the Owner. In this category, the familiarity of the area and the amount of business performed within the state is significant. The ability to obtain permits within Georgia in a timely manner is also shown as evidence through prior projects.
10	<i>Financial Capability</i> – Demonstrate the company’s financial stability. Show equipment and tools owned or rented.
10	<i>DBE/MBE/WBE plan</i> – Performance in meeting these requirements/goals on prior projects (where required) and providing a utilization plan to meet these requirements on SRF projects.
120	Total

Statement of Qualifications (SOQ) Submittal Format

To facilitate review of your SOQ by the City, it is requested that your submission conform to the following format, in exact order listed below:

1. **Coversheet:** List RFQ Statement; date of submission; the name of the DB entity; and the name, address and telephone number of a contact person for questions concerning the submittal.
2. **Letter of Interest:** A letter (2 pages maximum) must be submitted that states the interests of the DB entity in this project and shall be signed by a person who will have contract authority over the project, indicating that the contents of the submittal are true and accurate. It shall summarize why the City should select this DB entity. It shall also state that the DB entity can meet the insurance and bonding requirements as listed herein and that it is the intent of the DB entity to execute an agreement with the Owner.
3. **DB Entity:** The intent of this section is to characterize the DB entity that will be used on this project and how the various entities will function together. Submittal should also include safety records (see paragraph F of Appendix A) and a description of the safety program. The following information must be provided:

- Name the firms and key team members that will form the DB entity assigned to the project. Provide organizational charts to illustrate how the key team members and firms will function together and the reporting structure.
- Indicate whether this type of work has been performed with this team and indicate the relationship of the firms (i.e. joint venture, prime, etc.)
- Name projects where the team has worked together previously and list owner contact information

If subconsultants and subcontractors are not yet known, list the type of subconsultants and subcontractors. In an organizational chart, illustrate how each type of subcontractor or subconsultants fits into the team. If not named, the Owner retains the right to approve subcontractors and subconsultants.

4. **Personnel Experience:** This section details the experience of specific personnel that the DB entity intends to use on this project. Professional profiles or resumes must be submitted (maximum 2 pages per person) and indicate the office location and area of residence for each individual, details regarding education and training, experience, and major projects at a minimum. Individual's participation on reference projects should be included in the Section – Experience of the DB entity and identified on the individual's resume. Resumes should be organized in order of management personnel; design personnel and construction personnel as follows:
 - a. *Management Personnel*
 - i. Project principal-in-charge
 - ii. DB entity project manager (must have previous project management experience on a design-build project)
 - iii. Design manager
 - iv. Construction manager
 - v. Quality control manager
 - b. Design
 - i. Design lead for each technical discipline
 - c. Construction
 - i. Construction superintendent
 - ii. Construction safety supervisor
 - iii. Lead estimator

Short-listed applicants shall retain key members of their team (DB entity project manager, design manager, project principal-in-charge, and construction manager) from the RFQ stage to the RFP stage. Failure to do so may affect scoring during the RFP evaluation. After the RFP stage and selection of the DB entity, changes in DB entity key members will require approval of the Owner.

5. **Experience of the DB Entity:** The experience of the entity in designing and building wastewater treatment plants and permitting with various regulatory authorities should be submitted. List 5 projects (limit 1 page per project) completed in the past 10 years.
- a. At least three projects must be publicly owned wastewater treatment plant projects.
 - b. At least two projects must be design build wastewater treatment plants.
 - c. At least one project must have a completed value of at least \$10M. All projects must have a completed value of at least \$2M.
 - d. At least two projects must be 1.0 MGD or greater.
 - e. At least three of the projects must be located in Georgia.

For each of the projects, provide the following information

- Project name.
 - Detailed description of the project, including delivery method and list of major subconsultants and/or subcontractors.
 - Identify if the design and construction was performed by one firm, or a collaboration of two or more firms. If two or more firms executed the project, indicate which firm was the lead firm.
 - Date completed and original duration of the contract.
 - Owner's name, contact name, telephone number and email address.
 - Engineer's name, contact name, and telephone number.
 - Applicant's project manager and superintendent names.
 - Indicate type of project delivery method used (construction manager at risk, progressive design build, fixed-price design build, or traditional design-bid-build).
 - Initial contract price (value at award) and final project price, including the number and cost of all change orders.
 - List the type of work that was self-performed.
 - Description of project control systems (safety, quality, etc.).
6. **Bonding Company and Insurance Letters:** A letter from the DB entity's bonding company must be submitted indicating the DB entity's project bonding limit capacity. The DB entity will be required to provide 100% performance and payment bonds in the amount of the contract. DB entity will be required to provide errors and omissions coverage during design; and provide general liability, automobile, umbrella, worker's compensation coverages as well as fire, extended coverage, vandalism, and malicious mischief insurance equal to the actual value of the insured property during construction.
7. **Standard Qualification Forms for Design and Construction:** The Application for Prequalification (Appendix A) shall be included in the submittal. This application compiles contract information regarding the applicant's principal office and organization, the applicant's surety and predominant insurance provider, and the applicant's primary bank and/or financier. It requests information regarding ownership of the applicant's organization and addresses business references. The financial statement of the DB entity (if a joint venture, statements are from each firm) audited by a Certified Public Accountant is also part of the application. The Owner's minimum requirements are as follows:
- a. The DB entity, subcontractors and individuals must hold current licenses as required by the State of Georgia to perform architectural and engineering services and contractor's license to perform the work.
 - b. Safety record acceptable to the Owner

- c. Previous experience with similar sized project completed using a DB process in the past 5 years.
- d. No substantial litigation.
- e. Demonstration of sound financial backing and management.
- f. Signed affidavit.

Submittal

Copies of the Statement of Qualifications shall be submitted as directed on the first page of this request. The applicant will not change the wording of its submittal after the closing date and time, and no words or comments will be added to the submission unless requested by the Owner for the purpose of clarification. Margins shall not exceed 1-inch, and font size shall be no smaller than 11 point. Submittals are to be placed in a 1-inch, three (3) ring binder. Clear, external binder pages and/or tabs should not be included. The Statement of Qualifications should be limited to pages (size 8.5"x11") printed front and back based on the page allowances as described below, plus the Application for Prequalification.

- 1 page – Coversheet
- 2 pages – Letter of Interest
- 4 pages – DB Entity
- 24 pages – Personnel Experience
- 12 pages – Experience of the DB Entity
- 4 pages – Bonding Company and Insurance Letters

Selection Process

DB entities shall have no contact regarding this project with City of Lyons, Georgia elected or appointed officials or City of Lyons employees during the RFQ/RFP process, except as otherwise stated in this RFQ. Any such contact will subject the DB entity to immediate disqualification for consideration of this project.

All questions regarding this RFQ must be directed in writing via email to the person listed on the first page of this request. All questions must be delivered no later than the close of business on the date listed on the first page of this request. Questions received later than this date and prior to submittal of the SOQ may not be considered. All responses to inquiries, questions or requests for clarifications will be published and sent to all participants that return a completed Receipt Confirmation Form.

It is the intent of the City to appoint a Selection Committee to review the submitted Statements of Qualifications. The Selection Committee will review each qualification submittal and rank the submittal based on the criteria requirements specified in this RFQ. The City may invite firms for interviews, but this is not a required step in the RFQ selection process. At the conclusion of the interviews (if held), the Selection Committee will rank the firms based on the selection criteria and the interviews. The City will provide written notification to all entities that submitted qualifications, notifying the group of which entities were selected for the RFP process. It is anticipated that three to four firms will be short-listed to complete the RFP process. From those that move forward with the RFP process, the City will provide written notification as to which entity was selected to complete the services. It is the City's intent to pursue contract negotiations with the DB entity selected.

A proposed schedule to follow the qualifications submittal is summarized in the table below. These dates are preliminary and subject to change prior to the NTP for design and construction:

August 31, 2018 (Friday)	Notify Short-listed DB Teams
September 5, 2018 (Wednesday)	Issue Request for Proposals
September 18, 2018 (Tuesday)	Conduct Pre-proposal Meeting and Site Visit
Week of October 1, 2018	Conduct Pre-proposal Proprietary Meetings
December 5, 2018 (Wednesday)	DB Proposals Due
December 11-12, 2018 (Tuesday and Wednesday)	Interview DB Teams
January 9, 2019 (Wednesday)	Notify DB Teams of the Selection
January 31, 2019 (Thursday)	Execute Contract
February 3, 2019 (Tuesday)	Issue Notice-to-Proceed (NTP)
August 2021	Complete Construction

General Information

Terms and Conditions

The City reserves the right to reject any or all of the submittals received and to select the DB entity that best serves the interest of the City. All submittals received shall be subject to public disclosure in accordance with public records laws in Georgia.

Amendments

The Owner reserves the right to amend this RFQ at any time at its sole discretion. Any amendments to the RFQ will be made in writing by the Owner and sent to all DB entities who have completed and returned the Receipt Confirmation Form (Appendix B). This includes the right to cancel this RFQ at any time and/or to not proceed with the RFP.

Non-collusion Statement

Any evidence of agreement or collusion among applicants and prospective applicants acting to illegally restrain freedom of competition by agreement or otherwise will render the Statement of Qualifications and proposals of such applicant void.

Applicant's Expenses

Applicants are solely responsible for their own expenses in preparing a submission. The Owner will not be liable to any applicant for any claims, whether for costs or damages, incurred by the applicant during preparation of the submission; loss of anticipated profit in connection with the RFQ, RFP or any final contract; or any other matter whatsoever.

Acceptance of Responses

This RFQ is not an agreement to purchase services or to enter into negotiations to conclude a contract. The Owner is not bound to enter into a contract with any applicant. Submissions will be assessed in light of the evaluation criteria, and the Owner is not bound to select or short-list any applicant. The Owner will be under no obligation to receive further information, whether written or oral, from any applicant.

Notice in writing to applicant that it has been identified as a short-listed proposer who will be invited to respond to the RFP will neither constitute a contract nor give the applicant any legal or equitable rights or privileges relative to the project, the RFQ, the RFP, or any contract.

Ownership of Responses

All documents, including submissions, submitted to the Owner become the property of the City of Lyons, Georgia and may be used in whole or in part at the City's discretion.

Confidentiality of Information

Information pertaining to the project, obtained by the applicant as the result of participation in this RFQ and which is not otherwise already in the public domain, shall be confidential information and shall not be disclosed without the prior written consent of the Owner.

Applicants are solely responsible for knowledge of applicable laws and ensuring compliance with the laws applicable to the collection and dissemination of information. If this RFQ requires applicants to provide Owner with personal information of employees who have been included as resources in response to the RFQ, applicants will ensure that they have obtained written consent from each of these employees before forwarding such personal information to the Owner. Such written consent will specify that the personal information may be forwarded to the Owner for purposes of responding to the RFQ and use by the Owner for the purposes set out in the RFQ. The Owner may, at any time, request the Original consents or copies of the original consents from applicants, and upon such request, applicants will immediately supply such originals or copies to the Owner.

Illegal Immigration Reform Act Compliance

Company shall indemnify and hold City harmless from and against all liability, loss, damages or injury, and all costs and expenses (including attorneys' fees and costs of any suit related thereto), suffered or incurred by City, to the extent arising from Company's or its Contractors' negligent performance of the Services under this Agreement, intentional misconduct, negligent acts or omissions, or breach of any term, covenant, representation or warranty of this Agreement.

Indemnification

Company agrees to and shall indemnify and hold the City harmless from and against all liability, loss, damages or injury, and all costs and expenses (including attorneys' fees and costs of any suit related thereto), suffered or incurred by the City, arising from or related to Company's negligent performance under this Agreement.

Project Funding

This project is funded by a loan through the State Revolving Fund (SRF) administered by GEFA. Proposers must comply with all applicable State and Federal requirements identified in the RFQ and RFP documents and with the requirements of the Federally Assisted SRF loan program (including, but not limited to, Supplemental General Conditions, GEFA program requirements, Davis-Bacon Act minimum wage reporting requirements; the "American Iron and Steel" provision; and the Disadvantaged Business Enterprise Rule requirements.).



City of Lyons, Georgia

**Appendix A
Application for Prequalification**

**Best Value Selection Design Build Services for
Wastewater Treatment Plant
Upgrades and Expansion
Lyons, Georgia**

Submitted By	
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Circle One:

A Corporation

A Partnership

A Joint Venture

An Individual

A. APPLICANT’S PRINCIPAL OFFICE AND ORGANIZATION

Address:			
Contact Person/Title:			
Telephone No.:		Fax No.:	
Email:			
Company Website or URL:			

If a *Corporation*, please provide the following:

Date of Incorporation:		State of Incorporation:	
Chief Executive Officer:			
President:			
Vice President(s):			
Secretary:			
Treasurer:			

If a **Partnership**, please provide the following:

Date of Organization:		General or Limited:	
Name/Address of each Partner:			

If a **Joint Venture**, please provide the following:

Date of Organization:	
Name/Address of each Joint Venture Partner:	

If an **Individual**, please provide the following:

Name and Business Address:	
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B. APPLICANT'S SURETY AND PREDOMINANT INSURANCE PROVIDER

Surety Name (and NAIC number):	
Current Rating by A.M. Best:	
Address:	
Contact Person/Title:	
Telephone No.:	
Email:	

Insurance Company Name:	
Current Rating by A.M. Best:	
Address:	
Contact Person/Title:	
Telephone No.:	
Email:	

C. APPLICANT'S PRIMARY BANK

Bank Name:	
Address:	
Account Manager:	
Telephone No.:	
Email:	
Company Website or URL:	

D. APPLICANT'S GENERAL INFORMATION

List all companies, firms or organizations that own any part of the Applicant's organization:	
Identify all individuals and their positions, not previously named, who exert a significant amount of business control over the Applicant's organization:	
License Number:	
Years in business under license number:	
List other businesses in which Applicant actively participates:	
Approximate number of permanent employees:	
Approximate bonding capacity (US \$):	
Approximate value of work currently under contract (US \$):	
What type of scheduling techniques/software does Applicant use, and for how long?	
Is Applicant an equal employment opportunity employer?	Circle one: Yes No
Does the Applicant have a written drug policy?	Circle one: Yes No
<i>If yes, describe:</i>	
Does the Applicant have a written Quality Assurance/ Quality Control program?	Circle one: Yes No
<i>If yes, describe:</i>	

E. APPLICANT'S BUSINESS REFERENCES

Architect/Engineer Name:	
Address:	
Contact Person/Title:	
Telephone No.:	
Email:	
Company Website or URL:	

Architect/Engineer Name:	
Address:	
Contact Person/Title:	
Telephone No.:	
Email:	
Company Website or URL:	

Project Owner Name:	
Address:	
Contact Person/Title:	
Telephone No.:	
Email:	
Company Website or URL:	

Project Owner Name:	
Address:	
Contact Person/Title:	
Telephone No.:	
Email:	
Company Website or URL:	

Project Owner Name:	
Address:	
Contact Person/Title:	
Telephone No.:	
Email:	
Company Website or URL:	

F. APPLICANT'S SAFETY QUESTIONNAIRE

Experience Modification Rate (EMR) for the 3 most recent years:

Year 1:		Rate:	
Year 2:		Rate:	
Year 3:		Rate:	

Lost Time Incident Rate (LTIR) for the 3 most recent years:

Year 1:		Rate:	
Year 2:		Rate:	
Year 3:		Rate:	

Demonstrate, in the following table, which internal departments have responsibility for maintaining Applicant's safety records/accident summaries, and the update schedule:

	No	Yes	Annually	Monthly	Weekly
Safety Department					
Personnel					
Quality Control Office					
Insurance Group					
Other					

How often are field projects (OSHA 200) and accident reports/summaries sent to the following:

	Annually	Monthly	Weekly
Firm President			
Safety Director			

Accident records/incident summaries are totaled by:

	No	Yes	Annually	Monthly	Weekly
Entire Firm					
Project					
Supervisor					
Foreman					

Accident /incident costs are totaled by:

	No	Yes	Annually	Monthly	Weekly
Entire Firm					
Project					
Supervisor					
Foreman					

Does the Applicant have an ongoing training program for the following?

	Yes	No
Hazardous Communication		

Electrical Safety		
Fire Protection		
Emergency Aid Procedures		
Emergency Procedures		
New Worker Orientation		
Confined Space Entry		
Proper Use of Personal Protection Equipment (PPE)		
Rigging and Crane Safety		
Trench Safety		

G. APPLICANT’S FINANCIAL STATEMENT

Certified Financial Statements may be submitted in lieu of preparation of this special financial statement, if all requested information is contained in the statement.

Note: Complete the following information or attach the last balance sheet that covers a 12-month period that has been audited by a Certified Public Accountant (CPA).

Condition at close of business (date) _____, 20_____

Assets

Current Assets (US dollars):

Cash:	
Notes Receivable:	
Accounts receivable from completed contracts, exclusive of claims not approved for payment:	
Sums earned on uncompleted contracts as shown by architect/ engineer’s estimate:	
Materials in stock not included in previous item:	
Deposits for bids or other guarantees:	
Accounts receivable from owners or employees:	
Interest accrued on loans, securities, etc.:	
Negotiable securities, stocks, bonds, etc.:	
<i>Total Current Assets:</i>	

Fixed Assets (US dollars):

Real Estate:	
Construction plant and equipment, book value:	
Furniture and fixtures, book value:	
Other Assets:	
<i>Total Fixed Assets:</i>	

Liabilities and Capital

Current Liabilities (US dollars):

Notes payable (exclusive of equipment obligations):	
Accounts payable:	
Payroll and related payable:	
Notes or accounts payable to owners or employees:	
Total Current Liabilities:	

Fixed or Secured Liabilities (US dollars):

Real Estate Encumbrances:	
Equipment Obligations secured by equipment:	
Total Fixed or Secured Liabilities:	

Liabilities and Capital (US dollars):

Other Liabilities:	
Reserves:	
Capital stock paid up:	
Surplus (net worth):	
Total Liabilities and Capital:	

Contingent Liabilities (US dollars):

Liabilities on notes receivable, discounted, or sold:	
Liabilities on accounts receivable, pledged, assigned or sold:	
Liabilities on bondsman:	
Liabilities on guarantor on contracts or on accounts of others:	
Other contingent liabilities	
Total Contingent Liabilities:	

The undersigned hereby declares that the foregoing statements are true and that the foregoing financial statement is a true and accurate statement of the financial condition of said firm.

Dated this _____ day of _____, 20__.

Signed: _____
(Applicant Representative)

Name: _____
Title: _____

I have examined the financial records of the Applicant for the period listed herein, and in my opinion, the statements present fairly the financial position of the Applicant at that date. In addition, I have no personal financial interest or affiliation with the Applicant or any of its principal individuals.

Dated this _____ day of _____, 20__.

Signed: _____
(Certified Public Accountant)

Name: _____
Title: _____

Accountant Attachments:

List all attached documents. Attach completed affidavit(s) as appropriate for Applicant organization.

Supplements:

The supplements listed below and attached following End of Section are part of this document:

- Affidavit for Corporation
- Affidavit for Partnership
- Joint Venture Statement of Intent
- Affidavit for Individual

End of Section

Affidavit for Corporation

State of: _____

County of: _____

Full Corporate Name: _____
(Attach corporate seal)

I, being duly sworn, depose and say that I am a member of the firm listed above, described herein, and which executed the foregoing financial statement, that I am familiar with the books of said corporation showing its financial condition; that the foregoing financial statement, taken from the books of said corporation, is a true and accurate statement of the financial condition as of the date thereof, and that the statements and answers to the interrogatories of the equipment questionnaire are correct and true as of the date of this affidavit; and that the statements and answers to the interrogatories of the foregoing Application for Prequalification are correct and true as of the date of this affidavit.

Signed: _____
(Officer Signature)

Printed Name: _____

Subscribed and sworn before me this _____ day of _____, 20 _____ .

Signed: _____
(Notary Public)

Name: _____

Address: _____

My Commission Expires: _____

Affidavit for Partnership

State of: _____

County of: _____

Full Corporate Name: _____
(Attach corporate seal)

I, being duly sworn, depose and say that I am a member of the firm listed above, and that the foregoing financial statement, taken from the books of said firm, is a true and accurate statement of the financial condition as of the date thereof, and that the statements and answers to the interrogatories of the equipment questionnaire are correct and true as of the date of this affidavit; and that the statements and answers to the interrogatories of the foregoing Application for Prequalification are correct and true as of the date of this affidavit.

Signed: _____
(Partner Signature)

Printed Name: _____

Subscribed and sworn before me this _____ day of _____, 20 _____.

Signed: _____
(Notary Public)

Name: _____

Address: _____

My Commission Expires: _____

Joint Venture Statement of Intent

We, the undersigned, do hereby give notice of our intent to bid as a joint venture on the "Design Build Services for Wastewater Treatment Plant Upgrades and Expansion, City of Lyons, Georgia" project.

Firm 1:

Full Corporate Name: _____
(Attach corporate seal, if by a corporation)

Signed: _____
(Partner Signature)

Printed Name: _____

Subscribed and sworn before me this _____ day of _____, 20 _____ .

Signed: _____
(Notary Public)

Name: _____

Address: _____

My Commission Expires: _____

Firm 2:

Full Corporate Name: _____
(Attach corporate seal, if by a corporation)

Signed: _____
(Partner Signature)

Printed Name: _____

Subscribed and sworn before me this _____ day of _____, 20 _____ .

Signed: _____
(Notary Public)

Name: _____

Address: _____

My Commission Expires: _____

Affidavit for Individual

State of: _____

County of: _____

I, being duly sworn, depose and say that the foregoing financial statement, taken from my books, is a true and accurate statement of my financial condition as of the date thereof, and that the answers to the interrogatories contained therein are true; that the statements and answers to the interrogatories of the equipment questionnaire are correct and true as of the date of this affidavit; and that the statements and answers to the interrogatories of the foregoing Application for Prequalification are correct and true as of the date of this affidavit.

Signed: _____

(Applicant)

Printed Name: _____

Subscribed and sworn before me this _____ day of _____, 20 _____.

Signed: _____

(Notary Public)

Name: _____

Address: _____

My Commission Expires: _____



City of Lyons, Georgia

**Appendix B
Receipt Confirmation Form**

**Best Value Selection Design Build Services for
Wastewater Treatment Plant
Upgrades and Expansion
Lyons, Georgia**

Closing: Tuesday, August 21, 2018 @ 2:00 pm, local time.

For any further distributed information about this Request for Qualifications, please return this form by e-mail as soon as possible and no later than 5:00 pm Friday, August 10, 2018, to the following:

Pete Snyder, P.E.
Wiedeman and Singleton
pds@wiedeman.com

Company:			
Street Address:			
Mailing Address: <i>(if different)</i>			
Contact Person/Title:			
Telephone No.:		Fax No.:	
Email:			

Any further correspondence about this Request for Qualifications will be sent to the email listed above