

**Drinking Water Emerging Contaminant Study
Questions Submitted**

1. Please clarify the Statement of Qualifications Submission deadline.
Please follow the “Deadline for submission of Statement of Qualifications” shown in section 3 is April 10, 2024.
2. Section 7 of the Submittal of Statements of Qualifications states that “the words ‘State of Qualifications’ and Project number must be clearly indicated in the filename” Can you please provide the correct project number? **Please disregard the project number requirement.**
3. In section 3 of the RFQ the RFQ schedule of Events lists the due date for the project proposal as 4/26/24. This is seven days after the mandatory pre-proposal conference and site visit, which does not allow enough time to prepare a complete proposal. We request that the proposal due date be extended to 5/24/24. **Due to the short duration from the pre-proposal conference to the proposal deadline the deadline will be extended until 5/10/2024 at 2:00 pm. See Revised RFQ below.**
4. Under section 5 of the RFQ, the RFQ response are limited to twenty pages. Does the twenty-page limit include response cover page, table of contents, and section tab dividers? **The cover page, table of contents, and section tabs will not count as part of the twenty pages.**
5. What is Dalton Utilities intent for the conceptual design? For example, is Dalton Utilities looking for a technical memorandum on conceptual design or is the expectation to have 30% detailed design drawings prepared? **The intent would be to progress to a 30% design plan with drawings in order to prepare construction estimates for further funding.**
6. For sampling plan, is the purpose of the sampling solely for the purposes of treatment, or will the sampling results be used to support forensic analysis for litigation? **The project’s intent is to provide accurate data in order to make treatment decisions for future operations.**

Drinking Water Emerging Contaminant
Study
Qualifications Due:
On April 10, 2024 @ 2:00 PM

Advertisement
Request for Qualification (RFQ)
To Provide A/E Services
For
Drinking Water Emerging Contaminant Study
Dalton, Georgia

Dalton Utilities, as "Owner", is seeking Statements of Qualifications from firms interested in providing Engineering Services. The Request for Qualifications (RFQ) is issued to identify the most qualified potential providers of the above-mentioned services. One or more firms which respond to the RFQ and who are determined by the Owner to be especially qualified may be deemed eligible and may be invited to discuss and negotiate for these services. All respondents to the RFQ are subject to instructions communicated in this document and additional terms and conditions listed in the Owner's RFQ. The Owner reserves the right to reject any or all statements of qualifications, and to waive technicalities and informalities at the discretion of the Owner.

Restriction of Communication: From the issue date of this RFQ solicitation until a successful proposer is selected and announced, proposers are not allowed to communicate for any reason with any members of the Selection Committee or the Owner staff, except for:

- a) Submission of questions as instructed in the RFQ,
- b) During the proposer's conference (if applicable), or
- c) As provided by any existing work agreement(s).

For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

The RFQ Package may be obtained at <https://www.dutil.com/resources/>. Statements of Qualifications must be delivered via email to jmelton@dutil.com and should be delivered in accordance with instructions in the RFQ package.

Questions may be directed to Jonathan Melton, jmelton@dutil.com. Questions will be answered via addendum only. The deadline for submitting questions is **(March 29, 2024 @ 2:00 PM)**. The Owner reserves the right to reject any and all statements of qualifications, as well as to waive technicalities and informalities.

Contractors and subcontractors who utilize qualified minority subcontractors may qualify for a state income tax credits for qualified payments made to minority subcontractors. See Official Code of Georgia Annotated (O.C.G.A.) Section 48-7-38.

Contact: Jonathan Melton, Dalton Utilities, 1200 V.D. Parrott Jr. Pkwy, Dalton, GA 30722
jmelton@dutil.com

Dalton Utilities

Request for Qualifications

To Provide

Engineering Services For

**Drinking Water Emerging
Contaminant Study, Dalton,
Georgia**

Request for Qualifications

A/E Services

Dalton Utilities, ("Owner"), is soliciting statements of qualifications from professional firms interested in providing A/E Services for a Drinking Water Emerging Contaminant Study in Dalton, Georgia ("Project"). This Request for Qualifications ("RFQ") seeks to identify potential providers of the above-mentioned services. One or more firms that respond to this RFQ and who are determined by the Owner to be especially qualified, may be deemed eligible and may be invited to discuss and negotiate for these services. 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 reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities and informalities at the discretion of the Owner. Please note: The issuance of this RFQ invokes a Restriction of Communication on potential respondents, which, if violated, may result in proposal rejection (See Section 8 for details).

1. General Project Information

Project Description

This project will consist of the Consultant working with the Dalton Utilities staff in designing, managing, coordinating, and conducting a multiple phase water treatment pilot study for the removal of PFAS contaminants. Consultant will develop sampling program and analyze data to determine source water characterization. Consultant will evaluate current and proposed regulations and perform treatability/pilot testing as needed and evaluate the contaminants present to provide information on treatment technologies in drinking water including, but not limited to, treatment efficiencies, operational costs, capital costs, and full life cycle costs. In addition, the project will concurrently examine any effects to water quality from such treatment. The project will involve coordinating with multiple vendors, scientists, academia, and other Consultants experienced in drinking water treatment to achieve a successful project.

Project Goals

It is envisioned that the successful Project will achieve the following objectives:

1. Identify and determine the levels for multiple PFAS contaminants in source water.
2. Determine the most cost effective strategy to treat for these emerging contaminants in drinking water.
3. Determine long term cost and conceptual planning to implement the treatment strategy.

Project Schedule

It is anticipated that this Study will be performed over a duration of 24 months. A brief breakdown of the schedule is provided in the chart below.

Task	Month																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Characterization																								
Treatability Testing																								
On-Site Pilot Study																								
Process Integration																								
Conceptual Design																								

All of the dates above are estimates and subject to change. The fee structure for A/E Consulting Services relative to the schedule and fee amounts will be agreed upon by the Owner and the Consultant prior to the start of Consulting Services.

2. A/E Consultant Requirements

- A. Architectural & Engineering (A&E) consulting services firm (Consultant) with experience and staff capabilities in specialized environmental science and engineering disciplines relevant to PFAS.
- B. Consultant shall have established reputation and track-record of collaboration with industry and academia in advancing state-of-the-art environmental remediation and treatment technologies through field implementation, technical publications, authoring guidance documents, and in-house technology research & development programs.
- C. Consultant shall have extensive experience in field data collection and analysis, process design and development, engineering design, pilot-testing, and full-scale implementation of environmental remediation and water treatment technologies. Experience shall cover full-life cycle of systems from concept through design, procurement, field engineering, and operation and maintenance.
- D. Consultant shall have proven experience in collaborating with technology vendors to identify, screen, evaluate, test, and implement treatment technologies for various environmental media and constituents. However, Consultant shall NOT have a vested interest or affiliation with any technology vendor or manufacturer.
- E. Consultant shall have experience in design, construction, and operations of pilot treatment systems ranging from physical-chemical treatment to biological treatment.
- F. Consultant shall have experience evaluating multimedia fate and transport of PFAS, with an in-depth understanding of PFAS occurrence and chemistry in water and wastewater treatment systems, and water/wastewater treatment residuals.
- G. Consultant shall have experience evaluating and selecting appropriate PFAS analytical methods for water and water treatment residuals.
- H. Consultant shall have experience developing innovative sampling methods for PFAS.
- I. Consultant shall have experience developing innovative treatment technologies that aim to reduce overall life cycle costs associated with PFAS treatment.
- J. Consultant shall have experience evaluating PFAS treatment technologies for complex water and wastewater systems including demonstrated experience with granular activated carbon (GAC), ion exchange (IX), and high-pressure membrane systems for PFAS removal.
- K. Consultant shall have experience collaborating with technology vendors for GAC, IX, and membrane systems to identify and implement treatment technologies for PFAS.
- L. Consultant shall have experience identifying and evaluating novel treatment technologies for PFAS removal or destruction from water, wastewater, and treatment system residuals.
- M. Consultant shall have experience evaluating, identifying, and selecting site-specific PFAS pretreatment and treatment technologies and assembling treatment technologies into viable treatment trains to meet regulatory requirements.
- N. Consultant shall have experience design, construction, commissioning, and operation of pretreatment technologies for PFAS treatment including chemical addition and clarification/filtration for complex water streams.
- O. Consultant shall have experience in design, construction, commissioning, and operation of PFAS treatment systems.
- P. Consultant shall have experience evaluating existing treatment systems to identify performance optimization and cost savings opportunities.
- Q. Consultant shall have experience leading and implementing concurrent pilot technology evaluations in the USA, especially involving the testing of new and emerging technologies to treat complex water and soil waste streams.

- R. Consultant shall have experience assisting clients with state and federal program grants, including funding resources, grant eligibility, application, and compliance.
- S. Consultant involved in representing other parties in the litigation matters in which Dalton Utilities or the City of Dalton is a named defendant shall not be considered.

The final scope of services will be developed by the Owner and communicated to eligible firm(s) prior to actual agreement. The Owner will provide additional details and a list of general duties required in A/E Consulting Services for this Project to eligible finalists.

3. RFQ Schedule of Events

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. All times indicated are prevailing times in Georgia. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

a. Owner issues public advertisement of RFQ for a period of 30 days	3/8/24	-----
b. Deadline for written questions/requests for clarification (<i>see section 6</i>)	3/29/24	4:00 PM
c. Deadline for submission of Statements of Qualifications (<i>see sections 5, 7</i>)	4/10/24	2:00 PM
d. Owner completes evaluation, posts results, and issues Notification to Finalist firms	4/17/24	-----
e. Owner conducts mandatory pre-proposal conference and site visit (if applicable) for finalist firms	4/19/24	TBA
f. Deadline for submission of written questions from finalists	4/26/24	4:00 PM
g. Deadline for finalist firms to submit Project Proposal (if applicable)	5/10/24	2:00 PM
h. Selection Committee interviews finalist firms	5/17/24	TBA

4. Selection Process

A Selection Committee, consisting of representatives of the Owner, will identify a selection of finalist firms through a qualifications-based selection process. The Selection Committee will receive and evaluate Statements of Qualifications submitted in response to this RFQ using the following criteria:

Criteria for evaluation of Statements of Qualifications

10% Factor} Stability of the firm, including the firm's corporate history, growth, resources, form of ownership, litigation history, financial information, and other evidence of stability.

30% Factor} Firm's relevant project experience and qualifications, including the demonstrated ability of firm in effective Consulting Services of facilities comparable in complexity, size, and function. This includes relevant experience and qualifications of the principal Consulting Services lead staff and level of experience in a leadership role over multiple providers and phases of construction.

30% Factor} Past performance of the firm including references about the quality of leadership of the firm in Consulting Services, the overall services of the firm to previous customers, the firm's ability to meet established project goals, the firm's response to the Owner's needs throughout the project, and the financial and technical success history of the of projects in which the firm provided leadership.

30% Factor} Firm's apparent suitability to provide services for Project, including the firm's apparent fit to the project type and/or needs of the Owner, any special or unique qualifications for the Project, current and projected workloads, proximity of office or lead staff to Project location, and services offered by the firm. The firm's non-discrimination policies, any affirmative action policies and past efforts for W/MBE inclusion will be a part of this evaluation, as well as the firm's record and methodology of addressing public safety and environmental concerns.

Finalist Notification

The names of the firms selected as finalists will be posted on the Georgia Procurement Registry. The firms selected as finalists will receive written notification (Finalist Notification) from the Owner which will address the necessary elements of the remainder of the selection process. These elements include, but may not be limited to, the following:

Pre-Interview Conference and Site Visit (if applicable)

In the Finalist Notification, a mandatory pre-interview conference and site visit will be scheduled by the Owner and will include detailed instructions for finalists about the conference. At the conference, all finalist firms may be given relevant available information that has previously been developed (such as designs, studies, preliminary plans, maps, etc.), a specimen copy of the Consulting Services contract form, and other available additional scope information.

Project Proposal (if applicable)

With the Finalist Notification, the Owner may issue a Request for Project Proposal from the firm. The Project Proposal will be submitted in a format prescribed by the Owner. It will include, at a minimum, (1) specific information on the firm's proposed leadership team and commitment thereof; and (2) a Consulting Services plan for the Project. Copies of this proposal shall be sent to the Owner prior to the interview at the time specified by the Owner in (See Section 3 RFQ Schedule of Events). Additional Project Proposal instructions and guidelines will be provided in the Notice to Finalists, as well as the criteria which will be used to evaluate the proposals.

Interview

In the Finalist Notification, each finalist firm shall be informed of the place and time for the interview session. The time allotted to each firm will not exceed 90 minutes to include: 15 minutes for setup, 30 minutes for proposer presentation, 30 minutes for Committee questions, and 15 minutes for

knockdown. Electronic presentations, such as PowerPoint presentations, are allowed but may not comprise more than 15 minutes of the 30 minute presentation. Although the Owner will have a screen and projector available in the interview room, presenter must be prepared with own projector and laptop for quick setup within the allotted 15 minutes as a backup. The remainder of the presentation may involve flip charts or boards along with oral presentation. Additional interview instructions and guidelines will be provided in the Notice to Finalists, as well as the criteria which will be used to evaluate the interview.

Consultant Selection

Upon completion of the evaluation and interview process by the Selection Committee, the firms will be ranked using criteria described herein in descending order of recommendation. Negotiations may then be initiated with the highest-ranking firm to finalize the terms and conditions of the contract, including the fees to be paid. In the event a satisfactory fee agreement cannot be reached with the highest ranking firm, the Owner will formally terminate the negotiations in writing and enter into negotiations in turn with the second highest ranking firm, and so on until a mutual agreement is established and the Owner awards an A/E Consulting Services contract. The actual Form of Contract shall be developed by the Owner.

5. Instructions for Preparing Statements of Qualifications

A single PDF file of the statement of qualifications shall be prepared and emailed to Jonathan Melton at jmelton@dutil.com prior to the submittal deadline. Each submittal must include a transmittal letter. Submittals must be able to print on standard (8 ½" x 11") paper. The pages of the qualification submittals must be numbered. A table of contents, with corresponding tabs, must be included to identify each section. Responses are limited to 20 pages or less using a minimum of an 11-point font. Any exhibits, affidavits, or other enclosure information called for may be included in an appendix and will not count toward the page limit. Each Statement of Qualifications shall provide a straightforward, concise delineation of respondent's capabilities. Fancy, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content. The content of all Statements of Qualifications must be categorized and numbered as outlined below, and responsive to all requested information:

A. Description and Resources of Firm

- i. Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, email address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed and this office's proximity to the project site. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the offer or a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), joint venture, or other structure?
- ii. Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations and staffing of offices
- iii. Has the firm been involved in any litigation in the past five years? Describe your experience with litigation with Owners, and/or Contractors. List any active or pending litigation and explain.
- iv. 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 interests possibly created by the respondent's being considered in the selection process or by the respondent's involvement in the project. Disclosure shall include your firm's role in any litigation involving Dalton Utilities. Respondents should include information as to the nature of relationship(s) with parties in such potential conflict.

- v. Has the firm ever been removed from a Services contract, had a contract terminated for default, or failed to complete a contract as assigned?

B. Experience and Qualifications

- i. Provide professional qualifications and description of experience for principal Consulting Services personnel. (At this stage, firms are asked for information on lead staff only, but may list qualifications and experience on more than one lead individual who is qualified and available for proposed project. If the firm is selected as finalist, the Owner will request detailed information on the exact proposed expanded team and their relevant experience.) Firms that respond as joint teams will be expected to clearly demonstrate their team members' shared experience, as a joint team, on prior projects of similar magnitude and complexity.
- ii. Provide information on the firm's A/E Consulting Services experience on projects of similar type, size, function, and complexity. Describe no more 10 and no less than five projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided:
 - a. Project name, location, and dates during which services were performed.
 - b. Brief description of project and physical description (buildings, square footage, number of stories, site areas).
 - c. Services performed by your firm.
 - d. Owner's stated satisfaction level in the Consulting Services and/or overall service of your firm.
 - e. Owner contact information.
- iii. The firm's experience and qualifications in a leadership role over multiple providers and phases of Drinking Water Emerging Contaminant Studies. Include any oversight of projects of relevant complexity, including experience in providing leadership in projects that utilize similar methods and applications to that of incumbent project. Include any certifications, industry ratings, and achievement recognitions, etc., to attest to the level of experience and success. Describe innovations that the firm might have introduced or employed to increase the project's adherence to technical standards.

C. Statement of Suitability

- i. Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Suitability may include, but is not limited to, the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and any services offered by the firm that may be particularly suitable for this project. Proposer should pay particular attention to the requirements in Section 2.
- ii. Provide any non-discrimination and affirmative action policies of the firm and the firm's history of W/MBE inclusion in sourcing for projects.

6. Submittal of Questions and Requests for Clarification

Questions about any aspect of the RFQ, or the project, must be submitted in writing (email is preferable) to: Jonathan Melton at jmelton@dutil.com. The deadlines for submission of questions relating to the RFQ are the times and dates shown in the RFQ Schedule of Events in Section 3. Proposers are cautioned to review and adhere to the Restriction of Communication (See Section 8) for this Project.

7. Submittal of Statements of Qualifications

A single PDF file of the statement of qualifications shall be prepared and emailed to Jonathan Melton at jmelton@dutil.com prior to the submittal deadline. Each submittal must include a transmittal letter. Submittals must be able to be printed on standard (8 1/2" x 11") paper and the words "Statement of Qualifications" and Project number must be clearly indicated in the filename. Statements of Qualifications must be received by the Owner prior to the deadline indicated in the Schedule of Events (See Section 3) at the exact address below:

Dalton Utilities, 1200 V.D. Parrott Jr. Pkwy, Dalton, GA 30722

8. Additional Terms and Conditions

Restriction of Communication

From the issue date of this (RFQ) solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate about this solicitation or this Project for any reason with any members of the Selection Committee, the Owner, except for submission of questions as instructed in the RFQ, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

Submittal Costs and Confidentiality

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. All submittals 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 protect the information from public view.

Subject to the provisions of the Georgia Open Records Act, the details of the proposal documents will remain confidential until final award.

Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any statement of qualifications or proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive non-compliance with any requirements of this Request for Proposal and to reject any or all proposals submitted in responses. Upon receipt and review of responses, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached.

Statement of Agreement

With submission of a statement of qualifications or proposal, the Proposer agrees that he/she has carefully examined the solicitation, and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issues in any section of the solicitation with which the Proposer disagrees or needs clarified. The Proposer also understands that failure to mention these items in the proposal will be interpreted to mean that the Proposer is in full agreement with the terms, conditions, specifications and requirements in the therein. With submission of a proposal, the Proposer hereby certifies: (a) that this proposal is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that Proposer has not directly or indirectly included or solicited any other Proposer to put in a false or insincere proposal; (c) that Proposer has not solicited or induced any person, firm, or corporation to refrain from sending a proposal.