



To: Steve Rapson
Through: Ted L. Burgess 
From: Natasha M. Duggan 
Date: January 28, 2021
Subject: RFP 1867-P: Water System Engineer of Record

A function common to county and municipal water systems is the ongoing use of professional engineering services related to the treatment, storage, and distribution of water. There is also a need for semi-annual groundwater monitoring and reporting and quarterly methane monitoring and reporting with the goal of maintaining post-closure compliance with two (2) solid waste landfills. There is an ongoing need for engineering services for both budgeted projects and emergency situations.

To go through a sealed bid or proposal process each time engineering services are needed would be cumbersome, and may delay work that impacts water quality or service. It is common practice for local governments to contract with a professional services firm to serve as the "on-call engineer" of Engineer of Record.

An Engineer of Record could be issued Task Orders to perform work that includes, but is not limited to, the following examples:

1. Water quality studies and recommend improvements
2. Construction management and inspection
3. Modeling, data analysis and interpretation
4. Watershed monitoring and quality analysis
5. Coordinate water line extensions
6. Safe dam inspections and reporting
7. Surveying
8. Cost-benefit analysis of potential permit modifications
9. Replace groundwater monitoring wells

The Purchasing Department issued Request for Proposals (RFP) #1867-P to seek an Engineer of Record for a contract through June 30, 2022 with provisions for two 12-month extensions. The Department emailed notices of the opportunity to submit proposals to 52 qualified companies. An additional 1,494 vendors were notified through the web-based Georgia Procurement Registry. In compliance with Federal requirements for us of grant funds, 6 firms were contacted who had registered on the U. S. Small Business Administration's database. Invitations were extended via the Fayette News, the county website, Georgia Local Government Access Marketplace (GLGA), and Channel 23. Six (6) companies submitted proposals (Attachment 1).

The evaluation committee, composed of members of the Water System and Environmental Management, scored the proposals using the evaluation criteria documented in the RFP. The criteria included (1) Understanding and Approach, (2) Project Team, (3) Firm's Expertise and Experience, and (4) Scheduling/Resource Availability (Attachment 2).

Since it is anticipated that Federal funds will be used for some of the task orders assigned to the Engineer of Record, the county followed all Federal Procurement rules, include the Brooks Act. That Act requires engineering proposals to be evaluated on technical merit alone, with the best scoring firm's price proposal being opened after scoring is completed. The Evaluation Committee opened Arcadis' price proposal, which they had submitted in a separate, sealed envelope. Then the Evaluation Team and Purchasing Department negotiated final prices with Arcadis. As a result of the negotiations, Arcadis reduced the average hourly fees for Water System for the first year by 4.2% (Attachment 3). Fees for groundwater, surface water, and methane monitoring were considered fair and reasonable since they were 8.1% lower than Fiscal Year 2021 fees (change from \$67,856 to \$62,331).

The Evaluation Committee recommends Arcadis, Inc. for the annual contract as Water System Engineer of Records. Since this is a contract to establish hourly rates for services as needed, a not-to-exceed amount is not included. The cost of these services will ultimately depend on the number and complexity of projects the county assigns to the Engineer of Record. The Terms and Conditions of the contract include the stipulation that "the county reserves the right to competitively solicit other vendors for tasks or projects, other than Groundwater & Surface Water Monitoring and Methane Monitoring, that are anticipated to cost over \$150,000 or more, but which would otherwise fall within the Scope of Work specified in the contract." A contractor's performance evaluation is not available since this is the first contract with Arcadis. The Purchasing Department checked Arcadis' references and received favorable feedback.

Specifics of the proposed contract are as follows:

Contract Name	#1867-S: Water System Engineer of Record
Contractor	Arcadis, Inc.
Type of Contract	On-demand services
Contract Term:	
Initial Term	Terminates June 30, 2022
Renewal Terms	Two 12-month renewal terms
Not-to-Exceed Amount	Amounts established for each Task Order
Budget	Varies, depending on project or task

Responder Sheet
#1867-P: Water System Engineer of Record

Vendor

Arcadis US Inc.
Croy Engineering LLC
Integrated Science & Engineering, Inc.
Jacobs Engineering Group, Inc.
Krebs Engineering, Inc.
Pond & Company

**PROPOSAL #1867-P: Water System Engineer of Record
EVALUATION SCORES**

SELECTION PROCESS:	MAX POINTS	Arcadis U.S., Inc.	Croy Engineering, LLC	Integrated Science & Engineering, Inc.	Jacobs Engineering Group, Inc.	Krebs Engineering, Inc.	Pond & Company
1 Understanding and Approach	30	27.2	14.2	21.5	24.5	16.5	14.5
2 Project Team	25	23.3	15.5	19.8	21.5	15.3	15.3
3 Firm's expertise and experience	25	23.8	15.5	18.2	22.0	17.2	15.5
4 Scheduling/Resource Availability	20	18.5	15.3	15.0	15.5	11.0	13.7
Total Technical	100	92.8	60.5	74.5	83.5	60.0	59.0

RFP #1867-P: Water System Engineer of Record
Negotiated Hourly Fees
Arcadis U.S., Inc.

<u>Classification</u>	<u>Original Offer</u>	<u>Negotiated Offer</u>	<u>Change</u>
Principal Engineer / SME	\$236	\$210	-11.0%
Senior Project Manager	203	195	-3.9%
Project Manager	180	170	-5.6%
Managing Engineer	210	200	-4.8%
Senior Engineer	191	185	-3.1%
Project Engineer	146	138	-5.5%
Staff Engineer	113	108	-4.4%
Senior Architect	180	175	-2.8%
Architect	101	101	0.0%
Designer	118	115	-2.5%
CADD Technician	101	98	-3.0%
Project Assistant	85	82	-3.5%
Registered Land Surveyor	88	85	-3.4%
Survey Crew (2-person)	165	158	-4.2%
Survey Technician	80	80	0.0%
Senior GIS Specialist	130	125	-3.8%
GIS Specialist	105	103	-1.9%
Resident Project Rep.	95	92	-3.2%
	<u>\$2,527</u>	<u>\$2,420</u>	<u>-4.2%</u>