

CITY OF METTER, GEORGIA
REQUEST FOR QUALIFICATIONS AND PROPOSALS
Planning, design, administrative, cost and related services

The City of Metter, Georgia is requesting statements of qualifications and proposals from engineering consultants with a strong record or qualifications, which will enable it to successfully assist the local government with development and implementation of Special Conditions of its LAS Permit to include: 1.) Potentiometric Surface Map, 2.) Watershed Assessment, and 3.) Watershed Protection Plan.

The City of Metter seeks to immediately contract for the planning, design, inspection and administrative related services for this project. All contracts are subject to Federal and State contract provisions. A copy of the requirements for this **Special Condition** for the LAS can be obtained from Cliff Hendrix by telephone at (912)-685-7845 or by email at chendrix@cityofmetterga.gov. There are certain time frames associated within these Special Condition requirements.

Criteria for evaluation includes (1) knowledge of EPD guidelines and regulations, (2) experience in design and/or administration of this type of project, (3) knowledge of the community, (4) workload and ability to meet the project schedule, and (5) track record for successfully administering previous such projects. Proposers shall also cite examples of similar work in other communities and include references from within those communities. References will be contacted, and **price will be considered after qualifications reviewed.**

Consultants will submit proposals for services to include planning, design, administrative, inspection and related services. All proposals submitted should include the Consultant's Qualifications sheets.

Questions must be submitted in writing and be directed to Cliff Hendrix, Public Works Director, City of Metter, P.O. Box 74, Metter, GA 30439, (912) 685-7845. For consideration, proposers must submit their sealed proposals no later than **2:00 PM, November 03, 2021**, to the **City of Metter at Metter City Hall, located at 49 South Rountree Street P.O. Box 74, Metter, GA 30439**. Proposals received after this date may not be considered.

The City of Metter reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process. Metter is an Equal Opportunity Employer. Further in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, Metter does not discriminate on the basis of handicapped status in the administration or operation of its programs.

All bids are to be enclosed in a sealed envelope and addressed as follows:

Metter Engineering Request- Metter LAS
CITY OF METTER
P. O. Box 74, 49 S. ROUNTREE STREET
METTER, GEORGIA 30439
ATTENTION: MISSY EDENFIELD, PURCHASING MANAGER

CONSULTANT'S QUALIFICATIONS

All information requested is required prior to consideration of any bid or proposal. The undersigned certifies under oath to factual truth and correctness of all information presented.

NAME OF FIRM: _____

FORM OF LEGAL ENTITY: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

NAME AND TITLE OF RESPONDENT: _____

PREVIOUS BUSINESS NAMES: _____

1. Years in business present form: _____

Years in business under any other name: _____

2. Date of incorporation: _____

State of incorporation: _____

3. Titles, names, and addresses of all officers: _____

4. List categories for which firm is legally qualified to do business. Include licenses and registrations where applicable.

5. Has your firm defaulted on a contract or failed to complete any work awarded, or been involved in work related litigation? If so, explain.

6. List firms which any present officers may have been associated with as officers during the past five years.

7. List up to ten (10) projects which demonstrate skills to be used on this type of project. Note project name, location, owner, year, contract amount, and nature of firm's responsibility:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

8. List key personnel (with qualifications) likely to be involved on this type of project and explain their specific role.

9. Please furnish a statement of proposed scope of services for this project. This statement should include Planning, Design, inspection and/or Administrative and related services and your proposed fee. This fee may be expressed either as individual charges, or a lump sum.

10. List three professional references for the firm (include phone number).

1. _____
2. _____
3. _____

11. Certifying that:

Mr./Mrs./Ms. _____ being duly sworn deposes and says that he/she is the _____ (Title) of _____ (Name of Firm) and that answers to the foregoing questions and all statements herein contained are true and correct.

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

NOTARY PUBLIC

My Commission Expires:
