

**City of Oxford**  
**Request for Qualifications and Proposals**  
**Engineering Design Services for the West Oxford Water Project**

**General**

The City of Oxford is issuing this Request for Proposals (RFP) to engineering firms experienced in development of engineering plans, construction documents, and bid documents for water and sewage systems. The West Oxford Water Project includes upgrading the water main operated by the city that covers the following streets: Clark Street, Hull Street, Oxford Road, Keel Street, Beakhead Court, Cat's Paw Court, and Perry Circle. Responding firms should be technically qualified and licensed to provide these services and experienced in the preparation of plans for federally funded projects. Services provided will include preparation of engineering design plans and construction documents.

**Administration**

The RFP is issued by City of Oxford with technical assistance provided by the Northeast Georgia Regional Commission (NEGRC).

**Evaluation**

Procedures for selection of an individual or firm will be in accordance with local government requirements and the Common Rule Selection Process. All Statements of Qualifications will be evaluated in terms of project approach, timing, experience, quality of work, capacity to perform and costs. Prior experience in similar projects and qualifications of principal staff should be included. Past performances on similar projects, federal projects, and design also will be reviewed for project timeliness, completing work within budget, quality of work and other factors such as knowledge of community. Local government experiences and qualifications desired include, but are not limited to, preparation of engineering plans for grant applications and awards, publically funded projects, and estimations of plan implementation costs.

**Information Required**

The statement of qualifications shall contain the following:

- A. A general description of the firm, including any firms to be included as subcontractors. The lead firm must be clearly identified.
- B. Names, qualifications, locations, and availability of principal staff whom would be assigned to the project.
- C. Fee schedules (hourly) for key personnel and reimbursable expenses. A lump sum amount to complete the "Preliminary Engineering Report" as well as costs for full project design.
- D. Capabilities of the firm or firms to carry out the proposed work.
- E. Recent experience of the firm with similar projects involving all aspects of the project.
- F. References directly related to the requirements of this project.
- G. A brief description of the firm's general approach to the proposed project and a tentative schedule.
- H. Any other information that the vendor wishes to submit for consideration.

**Selection Process**

The procedure being followed is a request for proposals followed by a review, ranking, and selection by the City of Oxford. An invitation to conduct the project will be issued to the selected firm and all RFP respondents will be notified of selection or non-selection at the appropriate time.

**Schedule**

September 5, 2019 Request for Qualifications Published

October 11, 2019 Qualifications received (deadline)

October 15, 2019 Vendor List prepared

October 21, 2019 Vendors reviewed by the City of Oxford

November 4, 2019 Vendors selected by the City of Oxford

This schedule is approximate. All items except the receipt date for proposals statements will be subject to change at the discretion of the City of Oxford and/or the NEGRC.

**Procedures for Submission of Statement of Proposals**

Statements of qualifications must be received at the NEGRC no later than 5:00 p.m. E.S.T., October 11, 2019. Late submissions will be returned unopened. Facsimile and emailed submittals will not be accepted. Statements of qualifications (4 hard copies) should be sent directly to:

Ms. Jordan Shoemaker  
Project Specialist  
Northeast Georgia Regional Commission  
305 Research Drive  
Athens, GA 30605-2795  
706 369-5650  
jshoemaker@negrc.org

The statement of proposals must be accompanied by a cover letter stating the name and role of the primary consultant and any sub-consultants. It should be signed by officers of the prime and subcontractors with the authority to submit a statement of proposals from their respective firms.

General questions regarding this RFP should be emailed to: [jshoemaker@negrc.org](mailto:jshoemaker@negrc.org). Questions and answers will also be published on [www.negrc.org](http://www.negrc.org).

**Miscellaneous Provisions**

Neither the NEGRC nor the participating government shall be responsible for any costs incurred in the preparation of the statement of proposals or other related activities.

All questions shall be submitted in writing (e-mail is acceptable). All questions and responses will be shared with all requesting firms responding to this RFP before the stated deadline.

All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia and the United States of America, and subject to the open records policies of the Northeast Georgia Regional Commission. All such materials shall remain the property of the Northeast Georgia Regional Commission and will not be returned to the respondent.

All respondents to this RFP shall hold harmless the Northeast Georgia Regional Commission, the participating governments, and any of their officers and employees from all suits and claims alleged to be a result of this RFQP. The issuance of this RFP constitutes only an invitation to present proposals. The Northeast Georgia Regional Commission reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFP. The Northeast Georgia Regional Commission also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFP is withdrawn or the project canceled for any reason, the Northeast Georgia Regional Commission and participating governments shall have no liability to any respondent for any costs or expenses in connection with this RFP or otherwise.

Jerry Roseberry, Mayor