



## **REQUEST FOR PROPOSALS**

**TO PROVIDE VALUATION AND APPRAISAL, TO  
DETERMINE THE VIABILITY OF A JOINT WATER  
SEWER AUTHORITY FOR THE CITY OF SPRINGFIELD  
AND THE CITY OF GUYTON**

RFP # 2023 - 001

Advertise Date: 1/16/2023

Proposals Due: 2/15/2023

City of Springfield  
130 S. Laurel Street  
Springfield, GA 31329  
[www.springfieldga.org](http://www.springfieldga.org)  
912-754-7617

The purpose of this Qualifications-Based Request for Proposal (RFP) is to establish a list of qualified, professional water and wastewater utility appraisers interested in contracting with the City of Springfield and the City of Guyton to provide professional consulting, appraisal, and valuation services in order to determine if a joint water sewer authority is viable.

For simplicity, the City of Springfield will be the “Contract Agent” for this RFP. However, the City of Guyton will be involved in all consultant evaluations and final selection.

To be considered responsive, interested individuals, contractors, and business entities (“Proposers”) must bid in accordance with the requirements, specifications, commercial terms, and provisions described and set forth herein.

Firms that respond to this RFP and are determined by the selection committee. All respondents to this RFP are subject to instructions communicated in this document and are cautioned to completely review the entire RFP and follow the instructions carefully. **The City of Springfield (the “Contract Agent”), on behalf of the City of Guyton, reserves the right to reject any or all RFP submittals and to waive technicalities and informalities.**

Proposals will be accepted until 2:00 PM on 02/15/2023. A total of two (2) copies of the proposal and one electronic copy should be submitted via mail or hand-delivery to City of Springfield,. 130 S. Laurel Street, Springfield, GA 31329; Attention: Lauren Eargle, Finance Director.

*Proposals received after 2:00 pm, Wednesday February 15, 2023, will **NOT** be considered.*

This RFP is set out in the following format:

**SECTION 1: GENERAL PROJECT INFORMATION**

**SECTION 2: SELECTION METHOD**

**SECTION 3: SCHEDULE OF EVENTS**

**SECTION 4: SELECTION CRITERIA**

**SECTION 5: INSTRUCTIONS FOR PREPARING QUALIFICATION-BASED PROPOSALS**

**SECTION 6: INSTRUCTIONS FOR SUBMITTAL OF QUALIFICATION-BASED PROPOSALS**

**SECTION 7: TERMS AND CONDITIONS**

**ATTACHMENT A: SCOPE OF WORK**

# QUALIFICATIONS-BASED REQUEST FOR PROPOSALS

## SECTION 1: GENERAL PROJECT INFORMATION

### **Background**

The City of Springfield and the City of Guyton seek to determine the value of their individual systems in order to determine the viability of merging both entities into a Joint Water Sewer Authority.

The City of Springfield owns a municipal water and wastewater system. Springfield has one green zone well that supplies all water and a wastewater system that treats 600-750 thousand GPD to reuse quality. The City of Springfield has a 2.5MGD flow dependent discharge permit to the Ebenezer Creek as well as a LAS that can handle up to 500-thousand GPD.

The City of Guyton owns a municipal water and wastewater system. Guyton has three green zone wells that supply all water and a wastewater system that treats 250-thousand gallons per day. The City of Guyton has a LAS that can handle up to 150-thousand GPD which should be expanded to 215-thousand GPD by May 2024.

Both the City of Springfield and the City of Guyton have agreed to provide all readily available information, required for valuation, to the chosen consultant.

## **SECTION 2: SELECTION METHOD**

### **Method of Communication**

All general communication of relevant information regarding this solicitation will be made via the City of Springfield website. All firms are responsible for checking the City of Springfield website (<https://www.springfieldga.org/>) on a regular basis for updates, clarifications, and announcements. The City of Springfield reserves the right to communicate via e-mail with the primary contact listed in the RFP. Other specific communications will be made as indicated in the remainder of this RFP. All questions must be sent via e-mail to LEargle@Springfieldga.org. No questions will be accepted via phone.

### **Selection**

Based on the Qualification-Based Proposals submitted in response to this RFP, the Selection Committee will rank the submissions in order by the most qualified firms using individual scores. Depending on the number and quality of the submissions, the Selection Committee may choose to shortlist a minimum of two (2) firms for further consideration.

All firms must meet the minimum requirements as listed in Section 5 below.

### **Finalist Notification**

Firms will receive a notification from the Contract Agent outlining the findings of the Selection Committee. In this communication, the Contract Agent may either notify the firms of intended selection or provide instruction for additional information or interview. Criteria for the remainder of the selection process will be communicated in the Finalist Notification.

### **Interview**

At the discretion of the Selection Committee, an interview may be requested with at least two (2) finalist firms. Each finalist firm shall be notified in writing and informed of the place, date, and time for the interview session. Detailed interview instructions and requirements of the finalists will be provided in the Notification to Finalist. A majority of the Selection Committee members will be present during the interviews. Firms shall not address any questions, prior to the Interview, to anyone other than the Contract Agents designated contact.

**NOTE: Scoring and ranking from the previous qualification round will NOT be used in the final selection round.**

### **Final Selection**

Upon completion of the selection process by the Selection Committee, the firms will be ranked in descending order of recommendation using the sum of individual rankings from the Selection Committee members. Negotiations will then be initiated with the top-ranked firm to finalize the terms and conditions of the contract. In the event a satisfactory agreement cannot be reached with the highest-ranking firm, the Contract Agent will formally terminate the negotiations in writing and enter into negotiations with the second highest-ranking firm, and so on in turn until a mutual agreement is established and the Contract Agent awards a contract.

**SECTION 3: SCHEDULE OF EVENTS**

The following Schedule of Events represents the Contract Agents best estimate of the Schedule that will be followed in the selection process. All times indicated are prevailing times in the Atlanta, Georgia area. The Contract Agent reserves the right to adjust the Schedule as necessary.

<b>Response to RFP</b>		
a. The Contract Agent issues public advertisement of RFP # 2023 - 001	01/16/2023	-----
b. Deadline for submission of written questions and requests for clarification. Responses will be posted to the City of Springfield website within 48 hours following deadline. All questions must be sent via e-mail to LEargle@springfieldga.org. Phone calls will not be accepted.	02/05/2023	4:00 PM
c. Deadline for submission of RFP	02/15/2023	2:00 PM
d. Committee completes evaluation of RFP submissions	02/22/2023	-----
e. The Contract Agent issues notification and other information to finalist firms	02/23/2023	-----
f. (If Needed) Committee conducts interviews with finalist firms beginning on:	TBA	TBA
g. Committee makes recommendation to the City of Springfield and City of Guyton Council	TBA	TBA

**SECTION 4: SELECTION CRITERIA**

**Criteria for Evaluation of Qualification-Based Proposal**

The Selection Committee will evaluate all firms using the following criteria:

- Firms will be evaluated based on possession of high ethical and professional standing
- Recent experience in completing similar studies
- Experience and versatility in performing a wide range of planning and technical services
- Qualification of personnel, stability of the firm and its workforce
- Ability to complete work on time and within budget
- Financial soundness of the firm
- Ability to produce deliverables in an acceptable electronic format

15% Factor	<u>Stability and resources</u> of the prime firm, including the firm’s history, growth, resources, litigation history, financial information and other evidence of stability.
50% Factor	Team’s relevant <u>qualifications and approach</u> , including the evidence of qualification and experience of the team’s key staff and the evidence of the ability of team in effective services in programs comparable in complexity, size, and function to clients such as government entities and similarly-structured organizations. This includes degree of apparent relevant competencies of the principal professional(s) and lead staff in municipal valuation, modeling, and related experience, and evidence of competence.
20% Factor	Team’s apparent <u>suitability</u> to provide services for project, including the team’s apparent fit to the project type and/or needs of the City of Springfield and City of Guyton, any special or unique qualifications for the project, past and projected workloads (available resources), quality assurance procedures, and any special or unexpected services offered by the team which might be suitable for the program.
15% Factor	Overall Schedule

## **SECTION 5: INSTRUCTIONS FOR PREPARING QUALIFICATION-BASED PROPOSALS**

**The Qualification-Based Proposals must be submitted in accordance with the instructions provided in Section 6, must be categorized, and numbered as outlined below, and must be responsive to all requested information:**

### **Minimum Requirements**

Firms must perform these minimum requirements in order to be fully considered.

#### **A. Stability and Resources**

1. Provide basic company information: company name, address, name of primary proposing contact, telephone number, fax number, e-mail address, and company website (if available). If the firm has multiple offices, the qualifications statement shall include information about the parent company and branch office separately. Identify office from which the project will be managed. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the firm a sole proprietorship, partnership, corporation, Limited Liability Corporation or other structure?
2. Briefly describe the history and growth of your firm. Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations and staffing of offices. Provide backlog curve and availability charts for the Project Manager and any other key personnel.
3. Provide a brief summary of all subconsultants' history, resources and disciplines. State the expected role for each subconsultant as part of the team.
4. Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with clients. List any active or pending litigation and explain. List any indictments the firm/principals have been issued.
5. Provide a Statement of Disclosure, which will allow the CITY OF SPRINGFIELD AND CITY OF GUYTON to evaluate possible conflict of interest. Respondents must provide, in their own format, a statement of all potential legal or otherwise significant conflict of interest possibly created by the respondents being considered in the selection process or by the respondent's involvement in the project. Respondents should provide information as to the nature of relationship(s) with parties in such potential conflict.
6. Provide name of insurance carrier, types and levels of coverage, and deductible amounts per claim.
7. Provide a statement as to whether the submitting firm or the subconsultants have ever been removed from a contract or failed to complete a contract as assigned in the past five (5) years.

**B. Qualifications and Approach**

1. Provide professional qualifications and description of experience for key project staff. Provide a maximum of one (1) page resume for all key project leaders. Describe relevant experience pertaining to their key role as part of this contract. If a key leader or subject matter expert is not local to the area, detail the communication and coordination plan for their involvement in the project. All listed team members are expected to be active participants in the project.
2. Provide an organizational chart listing the Principal-In-Charge, Project Manager, Key Team Leaders and relevant support staff. Denote the firm for each individual.
3. Provide a schedule or timeline of activities including estimated meeting dates and total project duration.
4. Provide information on the team's (prime and subconsultant) experience with projects of similar type, size, function and complexity. Describe no more than five (5) and no less than three (3) accounts, in order of most relevant to least relevant, which demonstrates the firm's capabilities to perform services. For each account, the following information should be provided.
  - a. Client name, location and dates during which services were performed.
  - b. Clear description of overall project and services performed by your firm.
  - c. Exact length of service performed by your firm and overall project budget.
  - d. Client's stated satisfaction in service of your firm. (Include letters from clients if available)
  - e. Client(s) current direct contact information.
  - f. Letters of reference from at least two (2) of those clients for whose projects were of similar size and scope. (Letters of reference should describe the work completed and contain some specific examples on how quality products were delivered on schedule and within budget.)

**C. Suitability**

1. Provide any information that may serve to differentiate your firm from other firms in suitability for and approach to the project's scope of work. Furnish evidence of the firm's fit to the project and/or needs of the City of Springfield and City of Guyton, any special or unique qualifications for the project. Supply current and projected workloads, logistical capabilities for working in proximity to project location, quality assurance procedures, and any special services offered by the firm that may be particularly suitable for this project.
2. Provide any Non-discrimination and Equal Employment Opportunity (EEO) policies of the firm.

**D. Innovation**

1. Describe your approach to innovation for this project and how you feel innovation should be best applied.
2. Given your understanding of the City of Springfield and City of Guyton, provide some examples of innovative concepts that may be applicable and possibly explored further by this contract.
3. Describe your depth of knowledge and application experience of any innovative practices or concepts you have listed and how they may be valuable or important to the CITY OF SPRINGFIELD AND CITY OF GUYTON.



## **SECTION 6: INSTRUCTIONS FOR SUBMITTAL OF QUALIFICATION-BASED PROPOSALS**

### **Proposals**

Two (2) copies of the proposal shall be prepared. One complete copy must be provided electronically via flash drive as a .pdf file. Each proposal shall be identical and include a transmittal letter signed by a duly authorized officer of the firm. Proposals must be on standard (8 ½” x 11”) paper. The pages of the qualification proposals must be numbered. A table of contents, with corresponding tabs, must be included to identify each section. **Responses are limited to thirty (30) pages or less (preferably fifteen [15] double-sided pages) using a minimum of size 11 font.** Any exhibits, affidavits or other enclosure information called for may be included in an Appendix and will not count toward the page limit. One (1) page of the RFP shall be devoted to an Organization Chart. This page shall be single-sided and not exceed 11” x 17” in size. Additional information should not be added on this page. **NOTE: This page is included in the 30 page limit.** Each Qualification-Based Proposal shall be prepared simply and economically, providing straightforward, concise delineation of respondent’s capabilities. Fancy bindings, colored displays and promotional materials are left to the discretion of the bidder. Emphasis must be on completeness, relevance and clarity of content.

All pages shall be included in the page limit except for the front cover, cover letter, table of contents, tab dividers, reference letters, DBE/WBE certifications, exhibits, affidavits, and back cover.

Proposals must be sealed in an opaque envelope or box and reference **RFP 2023 - 003** and the words **“QUALIFICATION-BASED PROPOSAL”** must be clearly indicated on the outside of all the envelopes or boxes. Statements of Qualifications must be **physically received by the City of Springfield Finance Department** prior to the deadline indicated in the Schedule of Events (Section 3 of RFP) at the exact address below:

City of Springfield  
Attn: Lauren Eargle  
130 S. Laurel Street  
Springfield, GA 31329

### **No proposals will be accepted after the time and date set for receipt.**

Qualification-Based Proposals **submitted via facsimile or e-mail will be rejected.** All expenses for preparing and submitting proposals are the sole cost of the party submitting the response. The Contract Agent is not obligated to any party to reimburse such expenses. All proposals upon receipt become the property of the CITY OF SPRINGFIELD AND CITY OF GUYTON. Labeling information provided in proposals “proprietary” or “confidential” or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award. The Contract Agent reserves the right, in its sole discretion, to waive any technicalities associated with this submittal process if deemed in the best interest of the CITY OF SPRINGFIELD AND CITY OF GUYTON.

### **Debriefings**

Debriefings may be allowed at the discretion of the CITY OF SPRINGFIELD AND CITY OF GUYTON. Post-award debriefings may be requested by a principal of the firm, but will not be conducted until after the contract has been awarded. If a firm is notified of non-selection at any time during the procurement process, a Pre-award debriefing may be requested.

# **ATTACHMENT A**

## **SCOPE OF WORK**

### **Task 1 – Project Purpose**

In order to properly evaluate the viability of the joint authority, both systems must be independently valued to determine each entities total valuation.

### **Task 2 – Project Introduction and Research**

1. Conduct interviews and discussions with assigned City of Springfield and City of Guyton personnel to gain a more thorough understanding of the details of each system;
2. Discussions with the City of Springfield and City of Guyton concerning existing business plans, future performance estimates and budgets;
3. Analysis of the historical condition and operating results of the appropriate entity;
4. Analysis of the economic, industry, and competitive environment;
5. Analysis of mutual agreements, customer relationship, and any other strategic contractual arrangements;
6. Analysis and documentation regarding customer attrition rates and economic lives;
7. Consideration of valuation discounts and/or premiums;
8. Consideration of generally accepted valuation approaches, such as: Income, Market, and Cost approaches;
9. Prepare and deliver exhibits and/or reports satisfying various needs and expectations;

### **Task 3 – Valuation Assessment**

1. Value both systems using the following approaches:
  - a. Income Approach
  - b. Market Approach
  - c. Cost Approach
2. Valuation deliverables for each system to consist of:
  - a. Description of the background of the transaction and other relevant issues;
  - b. Description of information sources, methods, assumptions, conclusion of value, and representations;
  - c. Description of business entity valued;
  - d. Description and inventory of asset valued;
  - e. Description and inventory of liability valued;
  - f. Description of the method(s) applied to value each asset and/or liability;
  - g. Description of any assets or liabilities that were not identified and valued; and
  - h. Prepare detailed exhibits supporting the above analyses and conclusions.

#### **Task 4 – Report and Presentation**

1. Prepare written report to summarize the results of the study. Report shall include, at minimum, the following sections:
  - a. Scope of the study;
  - b. Assumptions and limiting conditions;
  - c. Water and Sewer System descriptions;
  - d. Valuation methodologies used;
  - e. Value calculations (by individual approach);
  - f. Other considerations;
  - g. Determine final blended valuation for each utility;
  - h. Conclusion and recommendations.

#### **Other Considerations that will need to be addressed include but not limited to:**

- Transaction structure can impact value of each asset;
- Some old (and new) development related infrastructure may not appear on the balance sheet or infrastructure ledger;
- Outstanding long-term debt and debt like items need to be considered and valued;
- Contingent liabilities;
- Near term and long term capital expenditures;
- Consideration of potential intangible assets controlled by the water and wastewater systems, such as: customer relationships, water concession agreements, government approvals and licenses, databases, strategic agreements, internally-developed technology, trade names, and any other intangible assets;
- Age and condition of infrastructure.
- Experience with the formation of joint water sewer authorities is a plus, but not required.