



## Request for Proposals

RFP Item #25-190

**Evaluation and Repair of Distribution System Valves and Hydrants Program**

*For*

Augusta, Georgia – Augusta Utilities Department

**RFP Due: Tuesday, July 1, 2025 @ 11:00 a.m.**

**Until further notice**

**All RFP openings, conferences, and evaluation meetings  
will be conducted by electronic teleconferencing via ZOOM.  
Instructions are enclosed.**

***Sec. 1-10-50. Sealed bids selection method:***

***Bid acceptance and bid evaluation. Provided that the bids are delivered to the Procurement Director at the time, place, and under the conditions contained in the Invitation for Bids, the bids shall be conditionally accepted without alteration or correction pending evaluation.***

***To Ensure Timely Deliveries, It Is The Responsibility Of The Vendor To Ensure Their Bid Submittal Is Received By The Time Specified Above. All Submittals MUST Be Received During Our Normal Office Hours From 8:30 A.M. To 5:00 P.M., Monday Through Friday. No Deliveries Will Be Accepted Prior To 8:30 A.M. Or After 5:00 P.M., As The Building Is Closed To The Public And Delivery Services Outside Of These Hours.***

***One Original and Seven (7) Copies of this RFP shall be submitted***

***Thanks for doing business with us . . .  
Darrell White, Interim Procurement Director  
535 Telfair Street, Room 605  
Augusta, Georgia 30901***



## Table of Contents

**Request for Proposal**

**Electronic Zoom Information**

**Instructions to Submit**

- Purpose
- Viewing of the Augusta Code
- Compliance with Laws
- Proposal for All or Part
- Minority/Women Business Enterprise (MWBE) Policy
- Augusta Georgia License Requirement
- Terms of Contract

**Notice to All Proponents**

**(Required to be returned with your submittal. Both documents must be notarized)**

Attachment B **Must return the 2 pages**

Systematic Alien Verification for Entitlements (SAVE) Program

**Trade Secret Status Affidavit**

**Minority and Women Owned Business Enterprise Program Ordinance Requirements**

**Request for Proposal Specifications**

**Minority and Woman Owned Business Enterprise Program (M/WBE) Goal Waiver**

**NO Response Letter**

## Request for Proposals

Request for Proposals will be received at this office until **Tuesday, July 1, 2025 @ 11:00 a.m.** via ZOOM Meeting ID: **871 7092 0901**; Passcode: **25190** furnishing:

**RFP Item #25-190 Evaluation and Repair of Distribution System Valves and Hydrants Program for Augusta, GA – Augusta Utilities Department**

RFPs will be received by: The Augusta Commission hereinafter referred to as the OWNER at the offices of:

Darrell White, Interim Procurement Director  
Augusta Procurement Department  
535 Telfair Street - Room 605  
Augusta, Georgia 30901

RFP documents may be viewed on the Augusta Georgia web site under the Procurement Department ARcbid. RFP documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901 (706-821-2422).

**Pre-Proposal Conference will be held on Monday, June 16, 2025 @ 10:00 a.m. via ZOOM – Meeting ID: 868 6215 2635; Passcode: 25190.**

All questions must be submitted in writing by fax to 706 821-2811 or by email to [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov) to the office of the Procurement Department by Tuesday, June 17, 2025 @ 5:00 P.M. No RFP will be accepted by fax or email, all must be received by mail or hand delivered. **To ensure timely deliveries, all submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. No deliveries will be accepted prior to 8:30 a.m. or after 5:00 p.m., as the building is closed to the public and delivery services outside of these hours.**

No RFP may be withdrawn for a period of **90** days after bids have been opened, pending the execution of contract with the successful bidder(s).

**Request for proposals (RFP) and specifications.** An RFP shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the request for proposal including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waivable or modifiable by the Interim Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Interim Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark RFP number on the outside of the envelope.

**GEORGIA E-Verify and Public Contracts:** The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, **regardless of the number of employees.** They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the [contractor affidavit](#) as part of the requirement for their bid to be considered.

Proponents are cautioned that acquisition of RFP documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RFP documents from unauthorized sources places the proponent at the risk of receiving incomplete or inaccurate information upon which to base their qualifications.

**Correspondence must be submitted via mail, fax or email as follows:**

Augusta Procurement Department  
Attn: Darrell White, Interim Procurement Director  
535 Telfair Street, Room 605  
Augusta, GA 30901  
Fax: 706-821-2811 or Email: [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov)

DARRELL WHITE, Interim Procurement Director

Publish:

Augusta Chronicle May 22, 29, 2025 and June 5, 12, 2025  
Metro Courier May 22, 2025

cc Tameka Allen Administrator  
Wes Byne Augusta Utilities Department  
Chad Hendrix Augusta Utilities Department

Revised: 10/02/2024

## PROCUREMENT DEPARTMENT

### ELECTRONIC ZOOM INFORMATION

The Augusta, Georgia Procurement Department conducts Public RFP Pre-Proposal Conferences and Openings to award quality contracts for Augusta. Proposers may participate in our Public RFP Pre-Proposal Conferences and Openings via webcast or teleconference by following the instructions outlined below:

#### ELECTRONIC RFP INSTRUCTIONS

*Join from a PC, Mac, iPad, iPhone, or Android device*

***Pre-Proposal Conference - RFP Item # 25-190  
Evaluation and Repair of Distribution System Valves and Hydrants Program  
for Augusta, GA – Utilities Department  
Monday, June 16, 2025 @ 10:00 a.m.***

#### ZOOM RFP Pre-Proposal Conference:

1. Or go to <https://zoom.us/join> and enter meeting ID: 868 6215 2635;
2. Passcode: 25190

***RFP Opening - RFP Item # 25-190 – Evaluation and Repair of  
Distribution System Valves and Hydrants Program  
for Augusta, GA – Utilities Department  
Tuesday, July 1, 2025 @ 11:00 a.m.***

#### ZOOM RFP Opening:

3. Or go to <https://zoom.us/join> and enter meeting ID: 871 7092 0901
4. Passcode: 25190

## INSTRUCTIONS TO SUBMIT

### INSTRUCTIONS TO SUBMIT

- 1.1 **Purpose:** The purpose of this document is to provide general and specific information for use by vendors in submitting a proposal to supply Augusta, Georgia with equipment, supplies, and or services as listed above. All proposals are governed by the Augusta, Georgia Code.
- 1.2 **Viewing the Augusta Code:** All proposals are governed and awarded in accordance with the applicable federal and state regulations and the Augusta, Georgia Code. To view the Code visit Augusta's website at [www.augustaga.gov](http://www.augustaga.gov) or <http://www.augustaga.gov/index.aspx?NID=685> **Guidelines & Procedures.**
- 1.3 **Compliance with laws:** The Proponent shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or Augusta, Georgia statute, ordinances and rules during the performance of any contract between the Proponent and Augusta, Georgia. Any such requirement specifically set forth in any contract document between the Proponent and Augusta, Georgia shall be supplementary to this section and not in substitution thereof.
- 1.4 **Proposal's For All Or Part:** Unless otherwise specified by Augusta, Georgia or by the proponent, **AUGUSTA, GEORGIA RESERVES THE RIGHT TO MAKE AWARD ON ALL ITEMS, OR ON ANY OF THE ITEMS ACCORDING TO THE BEST INTEREST OF AUGUSTA, GEORGIA.** Proponent may restrict his proposal to consideration in the aggregate by so stating but must name a unit price on each item submitted upon.
- 1.5 **All protest shall be made in writing to:**
- Attn: Darrell White**  
**Interim Procurement Director**  
**535 Telfair Street, Room 605**  
**Augusta, GA 30901**  
**Fax: 706-821-2811 or**  
**Email: [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov)**
- 1.6 **Minority/Women Business Enterprise (MWBE) Policy:** *Court Order Enjoining Race-Based Portion of DBE Program Augusta, Georgia does **not** have a race or gender conscious Disadvantaged Business Enterprises (DBE) program for projects having Augusta, Georgia as the source of funding. Augusta does enforce mandatory DBE requirements of federal and state agencies on contracts funded by such agencies and has a DBE Program to comply with U.S. Department of Transportation (DOT), Federal Transit Administration (FTA), Federal Aviation Administration (FAA) and other federal and state mandated DBE requirements for certain DOT, FTA, FAA, and other federal and state assisted contracts as required by 49 C.F.R. Part 26, et. seq. and/or 49 C.F.R. Part 23, et. seq. This DBE program is only for DOT, FTA and FAA assisted contracts and other federal or state funded contracts having mandatory DBE requirements. (See Article 13 of the Augusta, GA Code.)*
- Augusta, Georgia prohibits any language in any solicitation, bid or contract that is inconsistent with the July 21, 2011 Court Order in the case, Thompson Wrecking, Inc. v. Augusta Georgia, civil action No. 1:07-CV-019. Any such language appearing in any Augusta, Georgia solicitation, bid or contract is void and unenforceable.*
- A copy of this Order can be reviewed at [www.augustaga.gov](http://www.augustaga.gov) home page.*
- 1.7 **Augusta, Georgia License Requirement:** For further information contact the License and Inspection Department @ 706 312-5050.
- General Contractors License Number:** If applicable, in accordance with O.C.G.A. §43-41, or be subjected to penalties as may be required by law.
- Utility Contractor License Number:** If applicable, in accordance with O.C.G.A. §43-14, or be subjected to penalties as may be required by law.
- 1.8 **Terms of Contract:** (Check where applicable)  
 (A) Annual Contract  
 (B) One time Purchase.  
 (C) Other



## NOTICE TO ALL VENDORS

ADHERE TO THE BELOW INSTRUCTIONS AND DO NOT SUBSTITUTE FORMS

### PLEASE READ CAREFULLY:

**Software and Integration Testing and Acceptance B** is a consolidated document consisting of:

1. Business License Number Requirement (must be provided)
2. Acknowledgement of Addenda (must be acknowledged, if any)
3. Statement of Non-Discrimination
4. Non-Collusion Affidavit of Prime Proponent/Offeror
5. Conflict of Interest
6. Contractor Affidavit and Agreement (E-Verify User ID Number must be provided)

**Attachment B Must be Notarized & Two (2) Pages Must be returned with your submittal - No Exceptions.**

**Business License Requirement:** Proponent must be licensed in the Governmental entity for where they do the majority of their business. Your **company's business license number must** be provided on Page 1 of Attachment B. If your Governmental entity (State or Local) does not require a business license, your company will be required to obtain a Richmond County business license if awarded a contract. For further information contact the License and Inspection Department @ 706 312-5050.

**Acknowledgement of Addenda:** You Must acknowledge all Addenda. See Page 1 of Attachment B.

**E-Verify \* User Identification Number (Company I.D.)** The recommended awarded vendor will be required to provide a copy of Homeland Security's Memorandum Of Understanding (MOU). **Contractors, Bids, RFPs, RFQs - Any** contractors performing the physical performance of services" for your city, including those that respond to bids or requests for proposals, must submit an E-Verify affidavit. Your city cannot consider any contractors, even as part of a bidding or RFP process, unless they have given you the appropriate E-Verify contractor affidavits.

Contractors are defined as those who provide any "physical performance of services," which means any performance of labor or services for a public employer using a bidding process or by contract that costs over \$2,499.99 in value between December 1 and November 30 of any given year. Typically, eligible contracts may include: New construction or the demolition of structures/roads Routine operation, repair, and maintenance of existing structures. Any contracts for labor and service that exceed \$2,499.99. Contracts for the purchase of goods without any services provided are not subject to these E-Verify requirements.

The city, each contractor, and each subcontractor have different roles and responsibilities in the E-Verify process. The city collects E-Verify affidavits from the contractor. The contractor collects E-Verify affidavits from its subcontractors. The subcontractors collect E-Verify affidavits from its sub-subcontractors. Independent contractors (those with no employees) do not need to supply E-Verify information. Instead, they will provide a driver's license or state identification card from states on the "compliant" list created by the Georgia Attorney General. Those contractors and subcontractors that fill out the affidavits are responsible for the accuracy of the information. The city does not need to confirm that the E-Verify information is correct. The liability for incorrect information is on the contractor or subcontractor. NOTE: The authorization date can be found within the Memorandum of Understanding (MOU).

**Affidavit Verifying Status for Augusta Benefit Application (S.A.V.E. Program) (Must Be Returned With Your Submittal)**

**The successful proponent will submit the following forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation" (Vendor's letter will denote the date forms are to be received)**

1. Georgia Security and Immigration Subcontractor Affidavit
2. Non-Collusion Affidavit of Sub-Contractor
3. **PLEASE NOTE GEORGIA LAW CHANGE: E-Verify and Public Contracts:** The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, **regardless of the number of employees. They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract.** Certain professions are also exempt. All requests for proposals issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.

**WARNING:** Please review "Notice to Proponent" regarding Augusta Georgia's Local Small Business Opportunity Program Proponent Requirements. Vendors are cautioned that acquisition of proposal documents through any source other than the office of the Procurement Department is not advisable. Acquisition of proposal documents from unauthorized sources places the proposer at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Proposals are publicly opened. It is your responsibility to ensure that your company has met the Specifications and Licenses requirements prior to submitting a proposal.

Rev. 4/09/21



Attachment B

You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.

Augusta, Georgia Augusta Procurement Department

ATTN: Procurement Director

535 Telfair Street, Suite 605

Augusta, Georgia 30901

Name of Proponent: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Do You Have A Business License? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Augusta, GA Business License # for your Company (Must Provide): \_\_\_\_\_

And/or Your State/Local Business License # for your Company (Must Provide): \_\_\_\_\_

Utility Contractors License # (Must Provide if applicable): \_\_\_\_\_ MUST BE LISTED ON FRONT OF ENVELOPE

General Contractor License # (Must Provide if applicable): \_\_\_\_\_

Additional Specialty License # (Must Provide if applicable): \_\_\_\_\_

NOTE: Company must be licensed in the Governmental entity for where they do the majority of their business. If your Governmental entity (State or Local) does not require a business license, please state above (Procurement will verify), your company will be required to obtain a Richmond County business license if awarded a BID. For further information regarding Augusta, GA license requirements, please contact the License and Inspection Department @ 706 312-5050.

List the State, City & County that issued your license: \_\_\_\_\_

Acknowledgement of Addenda: (#1) \_\_\_\_\_: (#2) \_\_\_\_\_: (#3) \_\_\_\_\_: (#4) \_\_\_\_\_: (#5) \_\_\_\_\_: (#6) \_\_\_\_\_: (#7) \_\_\_\_\_: (#8) \_\_\_\_\_:

NOTE: CHECK APPROPRIATE BOX (ES) - ADD ADDITIONAL NUMBERS AS APPLICABLE

Statement of Non-Discrimination

The undersigned understands that it is the policy of Augusta, Georgia to promote full and equal business opportunity for all persons doing business with Augusta, Georgia. The undersigned covenants that we have not discriminated, on the basis of race, religion, gender, national origin or ethnicity, with regard to prime contracting, subcontracting or partnering opportunities.

The undersigned covenants and agrees to make good faith efforts to ensure maximum practicable participation of local small businesses on the proposal or contract awarded by Augusta, Georgia. The undersigned further covenants that we have completed truthfully and fully the required forms regarding good faith efforts and local small business subcontractor/supplier utilization.

The undersigned further covenants and agrees not to engage in discriminatory conduct of any type against local small businesses, in conformity with Augusta, Georgia's Local Small Business Opportunity Program. Set forth below is the signature of an officer of the proposer/contracting entity with the authority to bind the entity.

The undersigned acknowledge and warrant that this Company has been made aware of understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;

That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;

That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling Augusta, Georgia to declare the contract in default and to exercise any and all applicable rights remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Non-Collusion of Prime Proponent

By submission of a proposal, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition. Collusions and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.

**Conflict of Interest**

By submission of a bid, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

- 1. No circumstances exist which cause a Conflict of Interest in performing the services required by this BID, and
- 2. That no employee of the County, nor any member thereof, nor any public agency or official affected by this BID, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this BID. By submission of a bid, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:
  - (a) The prices in the bid have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
  - (b) Unless otherwise required by law, the prices which have been quoted in the bid have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.
  - (c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership, or cooperation to submit or not to submit a bid for the purpose of restricting competition. For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment, or consideration.

**Contractor Affidavit and Agreement: Contractor Affidavit under O.C.G.A. § 13-10-91(b) (I)**

**GEORGIA E-Verify and Public Contracts:** The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services **over \$2,499 in value to enroll in E-Verify, regardless of the number of employees.** They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the **contractor affidavit** as part of the requirement for their bid to be considered.

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

**Georgia Law requires your company to have an E-Verify\*User Identification Number (Company I.D.) on or after July 1, 2009.**

For additional information or to enroll your company, visit the **State of Georgia** website:  
<https://e-verify.uscis.gov/enroll/> and/or [http://www.dol.state.ga.us/pdf/rules/300\\_10\\_1.pdf](http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf)

**Federal Work Authorization User Identification Number: E-VERIFY REQUIRED FOR ALL CONTRACTS OVER \$2,499.00 Date of Authorization**

**\*\* (E-Verify Number)** \_\_\_\_\_

\_\_\_\_\_  
**Name of Contractor** **Name of Project / Bid Number**

**AUGUSTA, GEORGIA – RICHMOND COUNTY CONSOLIDATED GOVERNMENT**

**Name of Public Employer**

**I hereby declare under penalty of perjury that the foregoing is true and correct.**

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_\_ in \_\_\_\_\_ (City), \_\_\_\_\_ (State).

\_\_\_\_\_  
**Signature of Authorized Officer or Agent** **Printed Name and Title of Authorized Officer or Agent**

**SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_**

\_\_\_\_\_  
**Notary Public** **My Commission Expires:** \_\_\_\_\_ **NOTARY SEAL**

The undersigned further agrees to submit a notarized copy of Attachment B and any required documentation noted as part of the Augusta, Georgia Board of Commissions specifications which govern this process. In addition, the undersigned agrees to submit all required forms for any subcontractor(s) as requested and or required. **I further understand that my submittal will be deemed non-compliant if any part of this process is violated.**

**You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.**



**You Must Complete and Return with Your Submittal. Document Must Be Notarized**

**Systematic Alien Verification for Entitlements (SAVE) Program**

**Affidavit Verifying Status for Augusta, Georgia Benefit Application** By executing this affidavit under oath, as an applicant for an Augusta, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract, or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for an Augusta, Georgia contract for

\_\_\_\_\_  
*[RFP Project Number and Project Name]*

\_\_\_\_\_  
*[Print/Type: Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]*

\_\_\_\_\_  
*[Print/Type: Name of business, corporation, partnership, or other private entity]*

1.) \_\_\_\_\_ I am a citizen of the United States.

**OR**

2.) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older.

**OR**

3.) \_\_\_\_\_ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States. \*

***In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
\*Alien Registration Number for Non-Citizens

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**NOTARY SEAL**

**Note: THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL**

REV. 2/17/2016



**TRADE SECRET STATUS AFFIDAVIT  
Augusta, Georgia**

All documents, data, letters and generated information received by Augusta, Georgia constitutes a "public record" and is subject to disclosure under the Georgia Open Records Act ("GORA"). O.C.G.A. § 50-18-70 *et seq.* However, pursuant to O.C.G.A. § 50-18-72(a)(34), "[an] entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 et seq.]."

O.C.G.A. § 10-1-761(4) defines "Trade secret" as "...information, without regard to form, including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which is not commonly known by or available to the public and which information:

- A. Derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and
- B. Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy."

Therefore, the records listed below and attached hereto, that were submitted with \_\_\_\_\_ response to Augusta, Georgia Request for Proposal, Request for Quote, or Request for Qualified Contractor \_\_\_\_\_ are marked confidential pursuant to O.C.G.A. § 10-1-761(4):

- (List specific information that the supplier wishes to withhold and how that information constitutes a trade secret)
- Additional trade secret information requested to be withheld.
- **Your company is requested to submit a redacted copy of your submittal.**

Under penalty of perjury, acknowledging that O.C.G.A. §16-10-71 provides a penalty of a fine of up to \$1,000 and potential imprisonment of one to five years, I attest that the specific information in the records listed above constitutes trade secrets pursuant to O.C.G.A. § 10-1-761(4), and request that Augusta, Georgia not disclose this protected information under the Georgia Open Records Act ("GORA").

Signature:

\_\_\_\_\_  
[Signatory Name in Print]

\_\_\_\_\_  
[Signatory's Title] [Company Name]

\_\_\_\_\_  
[Signatory's Title]

Date: \_\_\_\_\_

**SUBSCRIBED AND SWORN BEFORE  
ME ON THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 202\_.**

**My Commission Expires: \_\_\_\_\_**

\_\_\_\_\_  
NOTARY PUBLIC

**Return form only if applicable. If form is not returned with your submittal, it will be deemed there are no trade secrets in your package submittal.**

**Minority and Women Owned Business Enterprise Program Ordinance Requirements**

**Notice To All Bidders (PLEASE READ CAREFULLY)**

**Shall apply to ALL Bids regardless of the dollar amount**

In accordance with the Commission Action on 7/25/24 and the adoption of Ordinance No. 7945 Chapter 10C of the AUGUSTA, GA, CODE, Contractors agree to collect and maintain all records necessary to Augusta, Georgia to evaluate the effectiveness of its Minority and Women Owned Business Enterprise Program and to make such records available to Augusta, Georgia upon request. The requirements of the Minority and Women Owned Business Enterprise Program can be found at [www.augustaga.gov](http://www.augustaga.gov). In accordance with AUGUSTA, GA. CODE, Contractors shall report to Augusta, Georgia the total dollars paid to each subcontractor, vendor, or other business on each contract, and shall provide such payment affidavits, regarding payment to subcontractors, if any as required by Augusta, Georgia. Such utilization reports shall be in the format specified by the Director of Compliance and shall be submitted at such times as required by Augusta, Georgia. Required forms can be found at [www.augustaga.gov](http://www.augustaga.gov). If you need assistance completing a form or filing information, please contact the M/WBE Program office at (706) 821-2406. Failure to provide such reports within the time period specified by Augusta, Georgia shall entitle Augusta, Georgia to exercise any of the remedies set forth, including, but not limited to, withholding payment from the Contractor and/or collecting liquidated damages.

**SHALL APPLY TO PROJECTS IN EXCESS OF \$300,000**

**Minority and Women Owned Business Enterprise Program (Continued)**

**Sec. 1-10-138. Race and Gender-Conscious Efforts**

Contract-by-Contract Subcontractor Goals The City, through the Goal Setting Committee (GSC), will set specific, separate percentage-based MBE and WBE subcontracting goals on a contract-by contract basis for Prime contracts in Construction, Architecture & Engineering, Professional Services, and Other Services valued in excess of \$300,000. The City shall establish such goals based upon the type of contract, the type of subcontracting work that will be required, and the availability of M/WBE firms to perform the work for that specific contract.

The GSC shall not establish subcontracting goals on contracts where (a) there are no subcontracting opportunities identified for the contract; or (b) there are not at least three (3) MBE and/or WBE firms that are available and capable to perform a CUF for the overall subcontracting opportunities on the contract.

**Good Faith Efforts (GFE) Requirements and Guidance**

1. Achievement of subcontracting goals or documentation of Good Faith Efforts applies to every Contract for which such goals are established. **The Bidder shall submit a compliance**

**plan detailing its achievement of the goals or its Good Faith Efforts to meet the goals. The compliance plan shall be due at the time set out in the solicitation documents.**

2. When a Bidder cannot achieve the goals, its compliance plan shall document its GFE to achieve the goals. The Director of Compliance will determine whether the Bidder has made such GFE.

**Bid Documents**

All bid documents shall require bidders or proponents to submit with their bid the following written documents, statements, or forms, which shall be made available by the Procurement Department.

- Proposed Letter of Intent MBE/WBE.
- Proposed MBE/WBE Utilization Plan.
- Documentation of Good Faith Efforts Form (*in the event the bidder will not meet the MBE and WBE goals*).

**Failure to submit the above documentation shall result in the bid being declared non-responsive.**

**Sec. 1-10-154. Exceptions**

In accordance with § 1-10-8, on federally funded projects or contracts, the M/WBE Program shall only be utilized when authorized by the applicable federal (and/or Georgia) laws, regulations, and conditions relating to that project or contract. To the extent that there are any conflicts between any such laws, regulations, or conditions and the provisions of the M/WBE Program, the federal (and/or Georgia) guidance shall control.

**NOTE: All forms should be submitted in a separate, sealed envelope, labeled M/WBE Forms, Company's Name & Bud number**

**For questions and or additional information, please contact:**

Minority-Owned and Women-Owned  
Business Enterprise Program  
535 Telfair Street, Suite 530  
Augusta, Georgia 30901  
(706) 821-2406

[mwbe@augustaga.gov](mailto:mwbe@augustaga.gov)

Website: <https://www.augustaga.gov/83/Disadvantaged-Business-Enterprise>

REV. 9/6/24

## SECTION 1 INSTRUCTION TO PROPOSERS

Augusta, Georgia (hereinafter referred to as the Owner) is requesting proposals for professional services agreement for the evaluation and repair of distribution system valves and hydrants program. Your submittal should respond to, and be based on, the information included in this request for proposal.

Responses will be received in the office of the Interim Procurement Director at 535 Telfair Street, Suite 605, Augusta, GA 30901 until **Tuesday, July 1, 2025 @ 11:00 a.m.** The RFP must be submitted in a sealed package and labeled with firm's name and the name of the project - **RFP 25-190 Evaluation and Repair of Distribution System Valves and Hydrants Program**. No RFP will be accepted by fax or email, all must be received by mail or hand delivered. **Vendors are required to submit one (1) marked unbound original and seven (7) copies of the RFP.**

**Opening will be via ZOOM – Meeting ID: 871 7092 0901; Passcode: 25190**

All firms responding are cautioned to read this Request for Proposals (RFP) carefully for understanding and request clarification from Augusta, Georgia on any questions pertaining to this RFP. The Proposer should examine all documents and requirements of the services requested to become fully informed. Failure to examine these areas will not relieve the successful Proposer of its obligation to furnish all products and services necessary to carry out the provisions of the contract. After RFPs have been submitted, the vendor shall not assert that there was a misunderstanding concerning the quantities of work or of the nature of the work to be done.

**To ensure timely deliveries, all submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. No deliveries will be accepted prior to 8:30 a.m. or after 5:00 p.m., as the building is closed to the public and delivery services outside of these hours.**

**All questions must be submitted to the Procurement Department in writing by fax to 706 821-2811 or by email to [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov) by Tuesday, June 17, 2025 @ 5:00 P.M.** Issues and responses addressed in any other manner will not be considered valid or binding in consideration of proposals or any subsequent contract negotiations. Failure to provide all of the requested information may cause the submittal to be rejected as non-responsive.

Darrell White, Interim Procurement Director  
Augusta Procurement Department  
535 Telfair Street - Room 605  
Augusta, Georgia 30901

RFP Packages may be obtained at the Augusta, Georgia Procurement Department, at the address listed above.

Failure to provide all of the requested information may cause the RFP to be rejected as non-responsive. An official authorized to bind the firm to the terms and provisions of the RFP must sign. The Proposer's response must include a service proposal and fee proposal as well as all other information requested in this RFP. The fees must be the full cost to Augusta. Augusta, Georgia will consider the degree to which each Proposer has submitted a complete Service and Fee Proposal without irregularities, excisions, special conditions, or alternative proposals for any item unless specifically requested in the RFP.

The contract will be awarded, if awarded, to the most responsive and responsible Proposer. If an award of contract is made as a result of this solicitation, contract will be made on the basis of the response which best satisfies the intent of this Request for Proposals and other factors considered in the best interest of the Owner. Negotiations may be undertaken with those firms whose proposal shows them to be qualified, responsible, and capable of performing the work. The Owner will consider professional qualifications and related experience to

determine which proposal would be in Owner's best interest if a contract were made. The Owner reserves the right to consider proposals or modification thereof received at any time before the award is made if such action is in the interest of the Owner.

Any interested qualified firm and/or party is requested to make a response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the firm and must be submitted in the time, manner and form prescribed.

The Owner reserves the right to reject any or all statements received as the result of this request. The Owner also maintains the right to negotiate with any firm, as necessary, to serve the best interests of Owner. The Owner will not be liable for any costs incurred by the firm prior to the signing of a contract.

An official authorized to bind the firm to the terms and provisions of the proposal must sign the proposal. For a proposal to be considered it must remain valid for at least 90 days from the time that the Owner receives it. The information contained in this RFP defines and describes the services requested.

**The proposal shall be no more than forty (40) pages in length, excluding cover letter, required forms, tabs, and appendices. All documents will be typewritten on standard 8 x 11 white paper.** Exceptions to the minimum page limit would be schematics, exhibits, photographs or other information necessary to facilitate Augusta's ability to accurately evaluate the proposal.

The Proposer must package and seal its proposals so that they will not be damaged in mailing. Proposers are reminded that under Georgia law, all opened documents fall under the Open Records Act and are subject to inspection by the public. Accordingly, proprietary information and/or data cannot be withheld from public inspection. All proposals and supporting documents will be submitted in accordance with the specifications.

It is Augusta's intent to evaluate the proposals based on service merit and price and to choose the Proposer whose proposal provides the highest value to Augusta. Augusta reserves the right to waive any irregularities, reject any and/or all proposals, in whole or in part, when, in Augusta's opinion, such rejection is in the best interests of Augusta.

The Owner will evaluate all statements received from firms with respect to evidence that the goals and objectives of the project are fully understood. The firm's demonstrated technical capability and other qualifications, as described herein, will also be assessed. The Owner will then make their recommendation to the Augusta Commission for their consideration and final approval.

**No RFP may be withdrawn for a period of 90 days after bids have been opened,** pending the execution of contract with the successful bidder(s).

**NOTE:** Augusta reserves the right to accept a proposal, as submitted, and upon Commission approval enter into a contractual agreement with that selected Proposer. Consequently, it is imperative that all Proposers submit the best service and cost offer in the initial submission.

## **SECTION 2 SCOPE OF SERVICES**

Augusta Utilities Department (AUD) seeks to initiate this professional services agreement for an evaluation and repair of distribution system valves and hydrants program with two primary objectives:

- To inventory, document, integrate, and analyze the location, operational, and physical information of valves within the water distribution system.
- To evaluate and improve the operability of these valves through hands-on field activities.

The findings from this program will help evaluate, develop, and deliver a criticality-based sustainable approach to ongoing and long-term asset management of the underground infrastructure in AUD's water distribution system.

**The intent of AUD is to award the contract for one (1) year award with the option to extend for four additional one year terms as determined by the Augusta.**

### **Program Description**

**AUD desires the service provider to develop, plan, and execute a program to clean out, inspect, exercise, assess, and deliver a summary and final asset report to AUD for water distribution valves and fire hydrants.** All tasks shall be performed in the presence of an AUD distribution system employee. AUD will coordinate with the contractor to schedule all assets to be serviced with prior notice provided.

**It is AUD's desire to self-perform the following tasks, however, should the need arise for the selected contractor to conduct these actions, an hourly rate has been requested within the price proposal form. These tasks include locating, inventory, mark, perform minor repairs not requiring backhoe excavation.**

### **Specific Functions of the Program**

#### **Locate Program Water Assets**

The service provider will be assigned valves and hydrants by AUD's Construction and Maintenance Division:

- The service provider will search for all assets visually using maps provided.
- The service provider will search for water assets shown but not identified by visual inspection, using a magnetic locator, probing rods, and other tools.

#### **Identify Assets**

Each water distribution asset record will be identified by its corresponding Augusta Utilities Department identification number. In cases where Asset IDs are not available, AUD will create a temporary asset identification number that will be agreed upon before field operations commence. If an asset cannot be located using the maps provided the asset will then be identified in the database as "CANNOT LOCATE".

#### **Clean Out Valve Box/Vault**

The service provider will vacuum out debris or pump out water from the box/vault to allow access to the valve operating nut and bonnet bolts where possible. In every case, the operating nut must be exposed and clearly visible when the valve is exercised. To provide this service, the service provider must provide a vacuum and water pump with every work crew. The Augusta Utilities Department will provide a location for discarding materials vacuumed out of the valve structures.

### **Valve Exercising**

The service provider will exercise each valve or hydrant a minimum of two full cycles and operations will continue until operating torque stabilizes without measurable decreases and valve turn count stabilizes without measurable increases. All valves will be exercised at the lowest operational torque. List the make, model, year, and operating system version for proposed hydraulic valve turning equipment.

### **Accessing Valves**

The valve cover shall be removed by the service provider to access the valve. If, after attempting to remove the valve cover, it is clear that the cover is “stuck,” the cover will be broken, and the valve accessed and replaced. Covers are to be provided by AUD.

### **Operational Testing**

The service provider will be required to operate all assets by fully exercising them while meticulously documenting observations about the condition, operability, and functionality of each asset. The service provider will operate under the guidelines set forth in this agreement. The service provider will not be held liable for any assets that fail or break during operating procedures due to pre-existing conditions. Any assets that fail or break during operation will be repaired or replaced by AUD.

### **Minor Repair**

The service provider may be asked to complete minor repairs as they are encountered throughout this program if requested by the Augusta Utilities Department and billed per the applicable line item in the pricing section. Minor repairs are defined as repairs that can return an asset to full operability and do not require backhoe excavation or breaking the pressure barrier of the water system.

### **Deliverables**

The service provider will provide a single pdf for each valve or hydrant exercised. Said report will include at a minimum the asset number, closest address or intersection, photo of valve box with surrounding area for identification, size of asset, number of turns, and the required torque to operate.

### **Safety**

The service provider will abide by all OSHA safety regulations in fulfilling this scope of services. The service provider shall provide all traffic control services necessary to ensure a safe working environment for the fulfillment of the contract.

### **Professionalism**

The service provider will ensure that all activities are conducted in a professional manner. All personnel shall be in an approved uniform, and all field equipment should be maintained clean and neat.

### **Experience and Proposal Requirements**

The service provider is required to have performed water valve assessment and information management work for a minimum of three years. They must submit references for at least three water valve assessment projects. Additionally, they are to provide an example of documentation provided on similar projects. The service provider is required to have documented expertise in repairing large valves that are accessible in vaults or generally accessible without requiring backhoe excavation.

### **References**

AUD desires to select a service provider who has considerable experience performing the objectives of this solicitation and with verifiable references for similar size and scope of services as requested by AUD. Submittals must include a minimum of the following information for each reference requested in the “service provider

experience requirements” section of this solicitation in which the service provider was the Prime service provider and the work was of similar size and scope in the profile and experience section of your submittal:

- Utility Name
- Utility Location
- Contact Name
- Contact Phone Number and Email Address
- Number and Type of Assets (related to this submittal) that were Inventoried, Exercised, Inspected, Flow Tested, Sandblasted, Painted and Repaired
- Number of GPS positions collected

## **SECTION 3 RESPONSE CONTENT**

Your response should follow the general format listed below. The Proposer will submit **one (1) marked unbound original and seven (7) copies of their RFP and one (1) copy of your fee proposal**. All proposals shall be 8 ½ x 11 formatted with all standard text fonts no smaller than 12 points.

### **SECTION CONTENTS**

#### **1. PROCUREMENT DOCUMENTS:**

All documents required under the Augusta Procurement regulations and procedures, properly executed, and notarized as required. The notary seal shall be visible on the original AND all copies.

#### **2. LETTER OF INTEREST**

Proposer should identify the RFP subject, name, and title of contact person, address, telephone number, fax number, email address, and date of submission. The purpose of the Letter of Interest is to provide a description of the Vendor’s ability to meet the requirements of the RFP.

- a. A brief statement of the Proposer’s understanding of the services to be performed.
- b. The names of persons authorized to represent the Proposer, their title, address and telephone number (if different from the individual who signs the transmittal letter).

#### **3. QUALIFICATIONS & EXPERIENCE OF THE FIRM**

Provide the company’s primary business interest and/or operations including organization and affiliations. Firm’s History, Staff Experience & Resumes – All proposers shall provide a brief history of the firm including staff member’s experience, resumes and accomplishments which are relevant to the scope of work stated in this proposal. Include all subcontractors that are to be utilized by your company to perform the scope of services listed in this RFP. Provide a biographic overview of the Company’s key principals.

#### **4. ORGANIZATION & APPROACH**

Include general information on your organization and management process to include the following: line of authority, who will have overall responsibility for implementation of the project, who will be responsible for ongoing support. The proposal should state who would perform specialized services that may be needed. Include an organizational chart indicating the level of professional seniority of each member. Provide information on individual as well as related corporate experiences. This information should include all persons the firm proposes to engage in the task, their professional experience and licensing status. Individuals designated as primary responsible parties shall be clearly identified as such. The Proposer must provide a description of any limitations relative to facilities, staff personnel, on-going projects/contracts, etc.

## 5. SCOPE OF SERVICES

Experience and approach to the **Scope of Services included in Section Two (2) - Specific functions of the Program** to include details on experience with the following functions:

- 1) Locate Program Water Assets
- 2) Identity Assets
- 3) Clean Out Valve Box/Vault
- 4) Valve Exercising
- 5) Accessing Valves
- 6) Operational Testing
- 7) Minor Repairs

## 6. SCHEDULE OF WORK

Provide a statement of the availability of staff to handle work order request.

## 7. FINANCIAL STABILITY

Provide financial information that would allow proposal evaluators to ascertain the financial stability of the Proposer.

- If a public company, include a recap of the most recent audited financial report.
- If a private company, provide a recap of the most recent internal financial statement; and a letter, on the financial institution's letterhead, stating financial stability.

**NOTE: Financial Stability is part of the evaluation criteria. Failure to include the requested information will impact your evaluation score. Please see Trade Secret Affidavit.**

## 8. REFERENCES

All proposers shall include the name, address, e-mail, fax, and telephone numbers of at least three (3) references to include a minimum of the following information for each reference in which the service provider was the Prime service provider and the work was of similar size and scope in the profile and experience section of your submittal:

- Utility Name
- Utility Location
- Contact Name
- Contact Phone Number and Email Address
- Number and Type of Assets (related to this submittal) that were Inventoried, Exercised, Inspected, Flow Tested, Sandblasted, Painted and Repaired
- Number of GPS positions collected

## 9. FEE PROPOSAL

Fee proposal must be submitted on the fee proposal form. Attach additional sheets as required for any additional details. **Fee Proposal is to be submitted in a separately sealed envelope.**

**Fee Proposal must be in a separate envelope and labeled "Fee Proposal" on the outside of the package to clearly indicate that it is in response to RFP 25-190 Evaluation and Repair of Distribution System Valves and Hydrants Programs**

## SECTION 4 PROPOSAL REQUIREMENTS

**The Proposer will submit one (1) marked unbound original and seven (7) copies of their RFP and one (1) copy of your fee proposal.** All proposals shall be 8 ½ x 11 format with all standard text fonts no smaller than 12 points. **The proposal shall be no more than forty (40) pages** in length, excluding cover letter, required forms, tabs, and appendices. The original will use one-sided copying and be bound by binder clip or some other non-permanent form of binding. Each of the seven (7) copies of the proposal shall be one sided copies and shall be spiral bound or bound with some other secure and permanent form of binding. Failure to follow the required format may result in your organization’s proposal being rejected as nonresponsive to this process and ARC may exercise that right at its sole discretion. The successful proposal will have at a minimum the following features:

- If the proposal includes any information in addition to the specific information requested in the RFP, it should be included as an appendix to the proposal.
- Proposals should be prepared simply and economically, providing a straightforward, concise description of Offeror’s capabilities to satisfy the requirements of the RFP.
- The firms shall provide a **FEE PROPOSAL** that includes all items that are required to provide the services requested. No additional expenses will be paid by Augusta, Georgia in association with the execution of this project outside of the agreed upon fee proposal.
- **Fee Proposal must be in a separate envelope and labeled “Fee Proposal” on the outside of the package to clearly indicate that it is in response to RFP 25-190 Evaluation and Repair of Distribution System Valves and Hydrants Programs.**
- When in the best interest of Augusta, Georgia, Augusta reserves the right to request additional information and to request a “Best and Final” offer.
- **INDEMNIFICATION AND INSURANCE:** The offeror shall carry general liability insurance coverage in the amount of One Million Dollars (\$1,000,000). This policy shall cover the firm and all its employees and agents, and shall indemnify and hold harmless Augusta, Georgia and their representatives and employees, from any claim, demands, actions, and cause for actions arising from any act or non-act or the commission or omission of any act while under the terms of the contract.
- **Each proposal will be evaluated using the following criteria of evaluation.**



## CRITERIA FOR EVALUATION

### Evaluation Process

All proposals will be evaluated by an Augusta, Georgia Selection Committee (Committee). The Committee may be composed of Augusta, Georgia staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the Augusta, Georgia Procurement Office only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFP. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of Augusta, Georgia’s requirements as set forth in this RFP.

If needed, the selection process will include oral interviews. The consultant will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted.

Cumulative Scores will include the total from Phase 1 and Phase 2. It is the intent of the Owner to conduct a fair and comprehensive evaluation of all proposals received. **The contract for this project/service will be awarded to the proposer who submitted a proposal that is most advantageous to the Owner.**

### Evaluation Criteria

Proposals will be evaluated according to each Evaluation Criteria and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project/service is five hundred (500) points.

Rating Scale		
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project/service objectives per RFP. 0% of the available points assigned to the category.
2	Marginal	Has a reasonable probability of success, however, some objectives may not be met. 25% of the available points assigned to the category.
3	Adequate	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members. 50% of the available points assigned to the category.
4	Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations. 75% of the available points assigned to the category.
5	Excellent	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification. 100% of the available points assigned to the category.

The Evaluation Criteria Summary and their respective weights are as follows:

**1. Completeness of Response (Pass/Fail)**

- a. Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location or returned to the vendor (at vendor's expense). Please provide shipping instructions and/or fees upon the completion of the competitive process.

**Conflict of Interest Statement (Pass/Fail)**

- b. Discloses any financial, business or other relationship with the Augusta, Georgia that may have an impact upon the outcome of the contract or the construction project/service.
- c. Lists current clients who may have a financial interest in the outcome of this contract or the construction project/service that will follow.
- d. Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project/ service.

**2. Qualifications & Experience (20 points)**

- a. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants/proposers to conduct the required services as listed in this RFP and adhering to all required license requirement for federal, state and local services.

**3. Organization & Approach (15 points)**

- a. Describes familiarity of project/service and demonstrates understanding of work completed to date and project/service objectives moving forward
- b. Roles and Organization of Proposed Team
  - i. Proposes adequate and appropriate disciplines of project/service team.
  - ii. Some or all of team members have previously worked together on similar project/service(s).
  - iii. Overall organization of the team is relevant to Augusta, Georgia needs.
- c. Project and Management Approach
  - i. Team is managed by an individual with appropriate experience in similar project/services. This person's time is appropriately committed to the project/service.
  - ii. Team successfully addresses all requirements of this RFP.
  - iii. The team and management approach responds to project/service issues. Team structure provides adequate capability to perform both volume and quality of needed work within project/service schedule milestones.
- d. Roles of Key Individuals on the Team
  - i. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project/service.
  - ii. Key positions required to execute the project/service team's responsibilities are appropriately staffed.
- e. Working Relationship with Augusta, Georgia
  - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
  - ii. Team leadership understands the nature of public sector work and its decision-making process.
  - iii. Proposal responds to need to assist Augusta, Georgia during the /service.

**4. Scope of Services to be Provided (25 points)**

Experience and approach to the Scope of Services included in Section Two (2) - Specific functions of the Program to include details on experience with the following functions:

- 1) Locate Program Water Assets
- 2) Identity Assets
- 3) Clean Out Valve Box/Vault

- 4) Valve Exercising
- 5) Accessing Valves
- 6) Operational Testing
- 7) Minor repairs

**5. Financial statements (5 points).**

Provide financial information that would allow proposal evaluators to ascertain the financial stability of the Proposer.

- a. If a public company, include a recap of the most recent audited financial report.
- b. If a private company, provide a recap of the most recent internal financial statement; and a letter, on the financial institution’s letterhead, stating financial stability.

**6. Schedule of Work (5 points).**

Provide a statement of the availability of staff to handle work order request.

**7. References (5 points)**

All proposers shall include the name, address, e-mail, fax, and telephone numbers of at least three (3) references to include a minimum of the following information for each reference in which the service provider was the Prime service provider and the work was of similar size and scope in the profile and experience section of your submittal:

- Utility Name
- Utility Location
- Contact Name
- Contact Phone Number and Email Address
- Number and Type of Assets (related to this submittal) that were Inventoried, Exercised, Inspected, Flow Tested, Sandblasted, Painted and Repaired
- Number of GPS positions collected

**8. Presentation by Team (10 points) (Optional)**

Team presentation conveying project/service understanding, communication skills, innovative ideas, critical issues and solutions.

**9. Q&A Response to Panel Questions (5 points) (Optional)**

Proposer provides responses to various interview panel questions.

**10. Cost/Fee Proposal (10 points maximum weighted value \*5)**

**Fee is to submitted in a separately sealed envelope.**

- a. Lowest Fee            10
- b. Second                6
- c. Third                   4
- d. Fourth                2
- e. Fifth                    1

<b>Phase 1</b>														
<b>No.</b>	<b>Evaluation Criteria</b>	<b>Rating (0-5)</b>	<b>Weight</b>	<b>Score (Rating Weight) *</b>										
1	<b>Completeness of Response</b> <ul style="list-style-type: none"> <li>Package submitted by the deadline</li> <li>Package is complete (includes requested information and current licensure as required per this solicitation)</li> </ul>	N/A	<b>Pass/Fail</b>	Pass/Fail										
2	<b>Qualifications &amp; Experience</b> <ul style="list-style-type: none"> <li>Experience with customers of similar size and infrastructure</li> <li>Ability to support proposed schedules and timelines</li> <li>Previous AUD experience with solicited products</li> </ul>		<b>20</b>											
3	<b>Organization &amp; Approach</b> <ul style="list-style-type: none"> <li>Proven experience working with customers of similar size</li> <li>Logistical capability to meet requirements over life of project</li> </ul>		<b>15</b>											
4	<b>Scope of Services</b> Experience and approach to the Scope of Services included in Section Two (2) - Specific functions of the Program to include details on experience with the following functions: <ol style="list-style-type: none"> <li>Locate Program Water Assets</li> <li>Identify Assets</li> <li>Clean Out Valve Box/Vault</li> <li>Valve Exercising</li> <li>Accessing Valves</li> <li>Operational Testing</li> <li>Minor Repairs</li> </ol>		<b>25</b>											
5	<b>Financial Stability</b>		<b>5</b>											
6	<b>Schedule of Work</b>		<b>5</b>											
7	<b>References</b>		<b>5</b>											
<b>Phase 2 (Optional – Numbers 8 and 9)</b>														
Any proposers that received a rating of lower than 3 in any category from Phase 1 will not be considered for Phase 2.		<b>Rating (0-5)</b>	<b>Weight</b>	<b>Score (Rating Weight) *</b>										
8	<b>Presentation by Team</b>		<b>10</b>											
9	<b>Q&amp;A Response to Panel Questions</b>		<b>5</b>											
10	<b>Cost/Fee Proposal Consideration</b> <table> <tr> <td>Lowest Fee</td> <td>10 Points</td> </tr> <tr> <td>Second</td> <td>6 Points</td> </tr> <tr> <td>Third</td> <td>4 Points</td> </tr> <tr> <td>Fourth</td> <td>2 Points</td> </tr> <tr> <td>Fifth</td> <td>1 Point</td> </tr> </table>	Lowest Fee	10 Points	Second	6 Points	Third	4 Points	Fourth	2 Points	Fifth	1 Point		<b>10</b>	
Lowest Fee	10 Points													
Second	6 Points													
Third	4 Points													
Fourth	2 Points													
Fifth	1 Point													
<b>Total</b>			<b>100</b>											

## SELECTION PROCESS

### EVALUATION PROCESS:

A Selection Committee will review all proposals submitted in response to this RFP. The selection committee will rank the firms based upon cost as well as the quality and content of their proposal.

Each response to this RFP shall be subject to the same review and assessment process. Proposals will be evaluated and ranked on the basis of points awarded by an evaluation committee. A description of the factors which will be analyzed, and the relative weight accorded is included in the specifications. Augusta will not consider the proposal of any Offeror who lacks accreditation or authorization to provide the Services requested.

### Phase One Criteria (Identify short listed offerors only)

The Interim Procurement Director, in consultation and upon the recommendation of the head of the using agency, shall select from among the offerors no less than three (3) offerors (the "short-listed offerors") deemed to be the most responsible and responsive; provided, however, that if three (3) or less offerors respond to the solicitation, this requirement will not apply. The selection of the short-listed offerors shall be made in order of preference. From the date proposals are received by Interim Procurement Director through the date the contract is awarded, no offeror may make substitutions, deletions, additions or other changes in the configuration or structure of the offeror's teams or members of offeror's teams prior to award.

It is the intent of the Owner to conduct a fair and comprehensive evaluation of all proposals received. The contract will be awarded to the proposer who submitted a proposal that is most advantageous to the Owner.

Your team will be evaluated on the basis of how well your firm and its individual professionals meet the criteria outlined including general and specific selection criteria. **Based on the Evaluation Criteria, Augusta reserves the right to select more than one proposer to provide the requested services. Please submit your proposal in a concise written tabulated format, indexed and organized. The recommended firm and contract will be presented to the Augusta Commission for final approval.**

Each submittal must respond to the requested information for each section.

### Phase Two Criteria

(Rank the company that best address scope of service/ technical proposal as outlined in the specifications to be in the best interest of Augusta, Georgia).

After an initial screening process, a technical question and answer conference or interview will be conducted, if deemed necessary, to clarify or verify the offeror's proposal and to develop a comprehensive assessment of the proposal. Offerors will present their proposals and demonstrate their offered products to the Evaluation Committee. This process will result in the selection of the successful vendor who, through contractual agreements will undertake the scope of work.

### Price Proposals

Price is not the driving factor of this award and shall be considered as follows: In making this decision, the Using Agency and the Procurement Director shall take into account the estimated value, the scope, the complexity and the professional nature of the services to be rendered. Should the Using Agency and the Procurement Director be unable to negotiate a satisfactory contract with the offeror considered to be the most responsible and

responsive at a price for the Using Agency and the Procurement Director determines to be fair and reasonable to Augusta, Georgia; negotiations with that offeror shall be terminated. The Using Agency and the Interim Procurement Director shall then undertake negotiations with the second most responsible and responsive short-listed offeror. If negotiations with the second most responsible and responsive short-listed offeror are unsuccessful, negotiations shall be terminated and the Using Agency and the Interim Procurement Director shall then undertake negotiations with the third most responsible and responsive short-listed offeror. Should Using Agency and the Interim Procurement Director be unable to negotiate a contract with any of the short-listed offerors, the Using Agency and the Procurement Director and the using agency may select from the additional offerors that were not short-listed in order of their responsibility and responsiveness and the Using Agency and the Interim Procurement Director may continue negotiations in accordance with this section until an agreement is reached.

Price information shall be separated from the proposal in a sealed envelope and opened only after the proposals have been reviewed and ranked. The names of the respondents will be identified at the proposal opening; however, no proposal will be handled so as to permit disclosure of the detailed contents of the responses until after award of contract. A record of all responses shall be prepared and maintained for the files and audit purposes.

While cost is not the driving factor, the committee will also review qualifications and past performance.

***Final negotiations and letting the contract.*** The Committee shall rank the technical proposals, open and consider the pricing proposal. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter.

### **Final Selections**

The Evaluation Committee will present their recommendation to the appropriate oversight committee for review and recommendation. The Augusta Board of Commissioners will make the final decision.

**Price shall be submitted in a separate sealed envelope** with the following information on the outside of it: **Fee Proposal for RFP 25-190 Evaluation and Repair of Distribution System Valves and Hydrants Program.**

**When in the best interest of the Augusta, Georgia, Augusta reserves the right to request additional information and to request a “Best and Final” offer.**

# Fee Proposal

Evaluation and Repair of Distribution System Valves and Hydrants Program RFP Item # 25-190					
ITEM #	DESCRIPTION OF SERVICE	*ESTIMATED QUANTITY	UNIT	**UNIT PRICE	TOTAL PRICE
1	VALVE ASSESSMENT 2"--12"	2,100	EACH	\$	\$
2	VALVE ASSESSMENT 14"--24"	10	EACH	\$	\$
3	VALVE ASSESSMENT 26"--36"	10	EACH	\$	\$
4	VALVE ASSESSMENT 38"--60"	5	EACH	\$	\$
5	OP NUT REPLACEMENT (TURN KEY)	15	EACH	\$	\$
6	SINGLE HYDRANT ASSESSMENT, TESTING WITH ROUTINE MAINTENANCE	300	EACH	\$	\$
7	FIRE HYDRANT BRANCH VALVE ASSESSMENT	300	EACH	\$	\$
8	RAISE VALVE BOXES TO GRADE IN GRASS, DIRT OR GRAVEL AREAS (≤ 12")	150	EACH	\$	\$
9	RAISE VALVE BOXES TO GRADE IN ASPHALT PAVED AREAS (≤ 12")	150	EACH	\$	\$
10	RAISE VALVE BOXES TO GRADE IN CONCRETE ROADWAY (≤ 12")	25	EACH	\$	\$
11	MISALIGNED VALVE BOX REPAIR IN GRASS, DIRT OR GRAVEL (≤ 24") DEEP	15	EACH	\$	\$
12	HOURLY CREW RATE	50	HOUR	\$	\$
13	HYDRANT REPAIR & PART REPLACEMENT (NON-ROUTINE)	30	HOUR	\$	\$
				<b>TOTAL COST</b>	\$

\*The actual number of units worked and paid for under this contract may be more or less than the estimated quantity given or may be none.

\*\*In the event of a discrepancy, Unit Price shall govern.

# Minority and Woman Owned Business Enterprise Program (M/WBE) Goal Waiver

The Minority and Woman Owned Business Enterprise Program (M/WBE) provides for goals to be set for Minorities and Women on all applicable Augusta, Georgia procurements over \$300,000 in value.

After careful review of the specific work categories available on this procurement and a review of the MBE and WBE firms available to perform a CUF on this procurement, the Goal Setting Committee has determined that neither a MBE nor WBE goal could be placed on this procurement. **As such, the M/WBE Waiver applies** and therefore, the M/WBE goal for this procurement is:

0 %

As a result of the M/WBE Goal on this procurement being ZERO, no M/WBE goal documents are required as a part of the procurement process. However, even when a solicitation does not contain a M/WBE goal (or the goal is set at zero), each Bidder must negotiate in good faith with each minority and woman owned business that responds to the Bidder's solicitation and each minority and woman owned business that contacts the Bidder on its own accord. All successful bidders are required to collect and maintain all records necessary for Augusta to evaluate the effectiveness of its M/WBE Program.

# NO RESPONSE LETTER

PLEASE SUBMIT BY RESPONSE DUE DATE

RFP Item #25-190	Evaluation and Repair of Distribution System Valves and Hydrants Program	Tuesday, July 1, 2025 @ 11:00 a.m.
---------------------	---	------------------------------------

To: **Augusta, Georgia - Procurement Department**

This is to certify that \_\_\_\_\_, will not be submitting a response to the above referenced solicitation document prepared by Augusta Procurement Department.

Reason(s) for No Submission:

- Unavailability of required resources
- Prior commitments
- Inadequate anticipated funding Level
- Project Duration
- Potential conflict of interest
- Duplication of ongoing effort
- Other (please explain)

\_\_\_\_\_  
\_\_\_\_\_

**Authorized Representative:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_