CITY OF SPRINGFIELD, GEORGIA

REQUEST FOR QUALIFICATIONS (RFQ)

PROFESSIONAL WASTEWATER TREATMENT FACILITY OPERATION AND MAINTENANCE SERVICES

RFQ No. 2025-04
Issue Date: October 15th 2025
Submittal Deadline: November 14th 2025 at 2pm
Submittal Location:

City of Springfield
130 S. Laurel Street
Springfield, Georgia 31329
Attn: City Manager

I. INTRODUCTION

The City of Springfield, Georgia ("City") is requesting qualifications from firms experienced in the operation and maintenance of municipal wastewater treatment facilities. The selected firm will manage, operate, and maintain the City's existing Wastewater Treatment Facility to ensure continuous, efficient, and compliant operations under the City's National Pollutant Discharge Elimination System (NPDES) permit. The City intends to enter into a multi-year agreement with a qualified firm that demonstrates the experience, technical ability, staffing, and resources to ensure compliance with all applicable City, State, and Federal requirements.

II. BACKGROUND

The City of Springfield owns and operates a 0.6 MGD (million gallons per day) extended aeration wastewater treatment facility located at 313A Industrial Blvd, Rincon, GA 31326. The facility currently serves residential, commercial, and limited industrial customers within the Springfield service area. The City is in the process of planning a major wastewater treatment plant expansion, and the selected firm will be expected to coordinate with City staff, consulting engineers, and contractors during design and construction to ensure continuity of operations throughout the transition.

III. SCOPE OF SERVICES

- Manage, operate, and maintain the Wastewater Treatment Facility within the design capacity and capability in compliance with City, State, and Federal laws and regulations.
- Ensure the efficient operation of all treatment processes, pumping systems, mechanical, electrical, and control systems.

- Conduct all laboratory testing, sampling, and reporting as required by the City's NPDES permit and applicable State and Federal regulations.
- Maintain all required operator and laboratory certifications, ensuring that all operations are performed by properly licensed personnel.
- Perform all routine, preventive, and corrective maintenance necessary to maintain reliable operation.
- Develop and maintain a site-specific safety program that complies with OSHA and industry standards.
- Provide monthly operational reports summarizing flows, permit compliance, maintenance activities, and recommendations.

IV. QUALIFICATIONS REQUIREMENTS

- At least five (5) years of experience operating municipal wastewater treatment facilities of comparable size and process complexity.
- Availability of certified operators (Class I, II, or III) as required by Georgia EPD.
- Demonstrated ability to perform maintenance, laboratory testing, and compliance reporting.
- At least three (3) references from similar municipal clients within the past five (5) years.
- Proof of financial capacity to perform a multi-year contract.
- Evidence of general liability, professional liability, workers' compensation, and vehicle coverage meeting City minimums.

V. SUBMITTAL REQUIREMENTS

Each firm shall submit one (1) digital PDF copy and one (1) printed copy of its qualifications package, containing:

- Cover Letter – Signed by an authorized representative summarizing interest and commitment.
- Company Profile – Overview, size, ownership, location, and history.
- Key Personnel – Names, titles, qualifications, and certifications.
- Relevant Experience – Description of similar wastewater facility O&M projects.
- References – Contact information for at least three (3) municipal or utility clients.
- Approach to Services – Description of management approach, staffing plan, communication methods, and quality assurance.
- Proof of Insurance and applicable licenses.
- Any other information demonstrating qualifications and capability.

VI. SELECTION PROCESS AND EVALUATION CRITERIA

Evaluation will be conducted using a qualifications-based selection process in accordance with Georgia law. The City may shortlist firms for interviews prior to final selection.

Submittals will be evaluated based on the following weighted criteria:
• Relevant Experience and Performance – 30%
• Qualifications and Certifications of Key Personnel – 25%
• Technical and Managerial Approach – 20%
• References and Client History – 15%
• Local Knowledge and Responsiveness – 10%

VII. ANTICIPATED SCHEDULE

RFQ Issued: October 15th, 2025
Deadline for Questions: October 31st, 2025
Responses to Questions Posted: November 5th, 2025
Qualifications Due: November 14th, 2025 at 2PM
Shortlist/Interviews: November 17th, 2025 at 2PM
Selection/Award Recommendation: November 18th, 2025 at 6PM Council Meeting
Contract Start Date: January 1st 2026 – Contract to be presented for consideration at the December 9th, 2025 Council Meeting

VIII. GENERAL TERMS AND CONDITIONS

- The City reserves the right to reject any or all submissions, waive informalities, and accept the proposal deemed most advantageous to the City.
- This RFQ does not commit the City to award a contract or pay costs incurred in preparation of submittals.
- All submissions become the property of the City and are subject to the Georgia Open Records Act (O.C.G.A. §50-18-70 et seq.).
- The selected firm will be required to comply with all applicable Federal and State laws, including E-Verify, Drug-Free Workplace, and Georgia Security and Immigration Compliance Act requirements.
- The successful proposer will be required to enter into a written agreement with the City.

IX. QUESTIONS AND CONTACT INFORMATION

All inquiries or requests for clarification shall be submitted **in writing via email only** no later than October 31st 2025 to:

Lauren Eargle, City Manager
City of Springfield, Georgia
Email: LEargle@springfieldga.org
No calls will be accepted or returned.

Responses to all questions will be posted on the City's website:
https://springfieldga.org/category/all/updates/bids/

X. SUBMISSION ADDRESS

Sealed or electronically delivered qualifications must be clearly labeled:

RFQ No. 2025-04 – Wastewater Treatment Facility O&M Services
City of Springfield, Georgia
Attn: City Manager
130 S. Laurel Street, Springfield, GA 31329

Submittals must be received no later than November 14th, 2025. Late submittals will not be considered.