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**REQUEST FOR PROPOSAL  
TO PROVIDE  
ENGINEERING AND DESIGN SERVICES FOR SPLOST 2016  
COLLECTION SYSTEM MODIFICATIONS TO THE CITY OF  
BRUNSWICK LS4003 BASIN  
TO THE  
BRUNSWICK-GLYNN COUNTY  
JOINT WATER AND SEWER COMMISSION**

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**Issued Thursday, November 29, 2018**

**Mandatory Pre-Proposal Meeting: Tuesday, December 18, 2018, 11:00 a.m. EST  
Commission Chambers  
1703 Gloucester Street  
Brunswick, GA 31520**

**Submission Due by 12:00 Noon, EST on Wednesday, January 23, 2019 to:**

**Office of Procurement  
Joint Water and Sewer Commission  
1703 Gloucester Street  
Brunswick, Georgia 31520  
(912) 261-7127**

**Please Label Submission with Firm's Name and Address and  
"Sealed Proposal – Engineering and Design Services for SPLOST 2016 Collection  
System Modifications to City of Brunswick LS4003 Basin"**

# BRUNSWICK-GLYNN COUNTY JOINT WATER AND SEWER COMMISSION

## REQUEST FOR PROPOSAL

### ENGINEERING AND DESIGN SERVICES FOR SPLOST 2016 COLLECTION SYSTEM MODIFICATIONS TO THE CITY OF BRUNSWICK LS4003 BASIN

#### 1.1 INTRODUCTION

The Brunswick-Glynn Joint Water & Sewer Commission (JWSC) wishes to receive Requests for Proposals (“RFP”) for engineering design, permitting and construction management services from qualified engineering firms for system improvements related to SPLOST 2016 funded sewer collection system modifications to the City of Brunswick LS4003 basin.

- LS4003 and the gravity lines immediately upstream of the lift station to yield a capacity of 1,800 gallons and 6 of starts per hour:
  - Modifications to the lift station located at the corner of US Highway 341 and K Street to include: new pumps, associated electrical improvements, new valves and potential wet well modifications or replacement due to gravity line improvements.
  - Gravity line diameter sizing to 42” with consideration to operation of existing LS4003. Current gravity systems goes from a 42” PVC pipe down to a 24” PVC approximately 336 linear feet from the lift station.
  - Gravity portion of project would be modifying existing 24” PVC gravity line to eliminate bottlenecking in K Street prior to lift station wet well. Surcharging not allowed.
  - All piping, fittings, casing, flow metering equipment, appurtenances and other materials as required.
  - All road paving/replacement as required including improved access to the station.
  - New fencing and stone dressing for modified station footprint within the existing lot site.
  - Incorporates hardware to support VT SCADA software.
- Design considerations to be evaluated and determined:
  - Evaluation/confirmation of LS4003 performance with respect to VFD control, capacity, average/ peak flows, fluid and suspension velocity, manifolded connections, etc.
  - Evaluate whether abandonment of existing dry well pit is necessary to achieve capacity requirements.
  - Evaluation of proposed modifications and determination that design allows for function of current maximum wastewater flows from mainland Brunswick and allow for future expansion. Current pump configuration is duplex; design to continue to be operated as a duplex but also support a triplex for potential expansion. Timeline and construction costs associated with abandonment of existing well structure vs. a modified or complete replacement.
  - Evaluation and determination of operating costs impacts associated with the proposed modifications.
  - Evaluate existing dry well structure for structural improvements (i.e. doors, roof, etc.)
  - Evaluation and recommendations that address and improve odor control without liquid chemical additions to include technologies such as biofiltration and/ or speece cone solutions.
  - Concrete pad and all appurtenances to connect a permanent bypass pump.
  - Elimination of 24” PVC gravity line coming into the station.

Successful firms should have experience with gravity system upgrades and lift station modifications to include electrical modifications. Should a firm require the use of an electrical engineering firm to subcontract the work, the proposal should include all information related to that firm.

The firms must comply with all applicable state, local and federal regulations related to the services provided to the BGJWSC. The BGJWSC reserves the right, subject to negotiation and agreement, in writing, with the selected firm, to either expand or limit the scope of services as needed. The selected firm will be required to have sufficient personnel to complete the tasks required by this scope of services. The selected firm will complete the required tasks in a timely and efficient manner. The selected firm would be expected to enter into a contract for services based upon the firm's hourly rates and an agreed-upon not to exceed amount.

A site location map is attached for reference. Any information shown is for reference use only, final design is to be determined by the Engineer. All design shall be in accordance with applicable BGJWSC Standards and State EPD regulations. Firms expressing interest should be fully capable of providing the end results requested.

**2.0 SPECIAL CONDITIONS**

The Engineering Consultant will be provided access to any pertinent system information in the possession of the JWSC, if available (drawdown/flow meter data, Master Plan, GIS mapping, etc.). Additional surveying, site analysis or system modeling that may be required will be the responsibility of the design firm. Any costs involved with additional information are the responsibility of the Engineering Consultant.

Improved collection system efficiency is priority. All design and construction activities shall facilitate this priority. The Engineering Consultant shall conduct a survey to establish a comprehensive knowledge of existing route conditions (existing gravity sizes and locations, trees, sidewalks, utilities, driveways, etc.) and site analysis (pump sizes, valve placements, wet well depth and condition, existing lift station footprint and site limitations) and design accordingly to facilitate construction. The design shall incorporate the most cost effective, expeditious and least intrusive construction methods where appropriate. Priority shall be placed on minimizing impacts to traffic, maintaining access for the public. Existing lift station 4003 shall remain in full operation throughout construction with minimal interruptions to BGJWSC Operations. Wastewater bypassing plans, with input from BGJWSC Operations and Engineering staff, are to be provided by the Engineering Consultant.

This project is funded through 2016 SPLOST proceeds. BGJWSC desires to complete this project in a timely and cost effective manner and communicate those results to the general public accordingly. The overall project milestone target schedule is listed below:

<b>Project Milestone</b>	<b>Target</b>
Engineering Proposals Received	January 2019
Award of Engineering Services	February 2019
Finalization of Construction Documents	June - July 2019
Construction Bids Received	August 2019
Award of Construction Services	August - September 2019
Pre-Con / Notice To Proceed	September - October 2019
Construction Begins	October 2019

The Consultant is to complete all design and permitting within **120 days** of receiving a signed notice to proceed. Each firm's experience and qualifications will be evaluated primarily as they relate to the firm's ability to provide **Engineering and Design Services for SPLOST 2016 Collection System Modifications to the City of Brunswick LS4003 Basin.**

The BGJWSC will make an award only to a responsible firm possessing the ability to perform successfully under the terms and conditions of the procurement. Consideration will be given to such matters as firm integrity, compliance with public policy, record of past performance, and financial and technical resources. This is a qualifications-based procurement of professional engineering services whereby competitors' qualifications along with price will be evaluated.

Written proposals will be reviewed and rated by a panel of qualified BGJWSC staff members. The rating system will consist of a numerical grading system, as set forth in Section 6. The BGJWSC may or may not elect to interview any of the responding firms.

The BGJWSC has exclusive and sole discretion to determine the firm whose services will be most advantageous to the BGJWSC, and reserves the right to reject all firms. The purpose of this inquiry is to determine the interest or non-interest and the qualifications of firms in providing the professional services required. A number of firms may be asked to express their interest in regard to these services in the form of a Proposal. Following the receipt of Proposals, a certain firm or firms may be selected for further consideration.

### **3.1 INFORMATION REQUESTS AND INSTRUCTIONS FOR PROPOSAL SUBMITTAL**

Additional information and clarifications desired by a Proposer shall be requested from the BGJWSC in writing and if explanations are necessary, a reply shall be made in the form of an Addendum, a copy of which will be forwarded to each Proposer. Every request for such clarification shall be in writing (email) addressed to Pamela Crosby at [pcrosby@bgjwsc.org](mailto:pcrosby@bgjwsc.org). Any verbal statements regarding same by any person prior to the award shall be considered not authoritative and not binding.

Addenda issued to Proposers prior to the date of receipt of Proposals shall become a part of the RFP and Proposals shall include the work described in the Addenda. **The deadline for questions related to this procurement is 5:00 p.m. on Wednesday, January 9, 2019. All questions should be submitted via email to the procurement contact at [pcrosby@bgjwsc.org](mailto:pcrosby@bgjwsc.org).** No inquiry received within five days of the date fixed for the submission of Proposals will be given consideration. Any and all such interpretations and any supplemental instructions will be in the form of written Addenda, which, if issued, shall be emailed to all prospective Proposers, no later than five days prior to the date fixed for the submission of Proposals.

Proposals are to be submitted with:

- A detailed description of the services provided for each phase of engineering & design
- A not-to-exceed budget for each phase of engineering & design
- Proposal total; hourly rate schedules also
- Overall project calendar, with specifics on time periods for each phase of engineering and construction
- A list of proposed project team personnel
- Project cost estimate
- A detailed list and fee schedule for work not included in the proposal

Please make all efforts to organize the proposal package in the order that will allow for efficient and expedient evaluation by the BGJWSC evaluation.

All proposals shall include a completed 5.0 Proposal Summary Sheet (see attached). Please submit an original plus (4) copies and (1) electronic version of the proposal. Each proposal should be prepared simply and economically, providing straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. Fancy binding and color displays other than those necessary are highly discouraged and the overall proposal should not exceed forty (40) one-sided pages.

**Proposals are due by 12:00 noon (EST) on Wednesday, January 23, 2019.**

**Mandatory label required on outside of envelope: "Request for Proposals for Engineering and Design Services for 2016 SPLOST Collection System Modifications to City of Brunswick LS4003 Basin."**

Proposals are due by the time and on the date listed above.

**ALL LATE PROPOSALS FOR WHATEVER REASON WILL BE RETURNED UNOPENED.**

#### **4.1 SCOPE OF SERVICES**

This project consists of the surveying, gravity sewer modification design, pump, electrical and wet well evaluation, permitting and construction services required for the completion of the infrastructure improvements described in section 1.0.

##### **A. DESIGN PHASE**

1. Gravity Sewer and Pump Station Modification Design
  - Survey and elevation analysis.
  - Preparation of drawings necessary for construction to include a plan and profile that indicates pipe route, size, and valve & appurtenance locations in relation to adjacent existing property lines, right-of-ways, structures and utilities in compliance with all applicable state, local and JWSC Standards.
  - Details of any road/wetland/stream crossings.
  - Details of any conflicts with other utilities.
  - Details of any system connections.
  - Construction details.
  - Erosion Control plans & specifications required for construction.
  - Quantity takeoff and Opinion of Probable Cost
  - Technical Specifications
  - Design calculations as necessary to verify pipe and pump sizing, elevations, electrical upgrades, wet well requirements & specifications.
  - Thorough wet well condition assessment.
  - Evaluation and recommendation regarding measures to improve odor control.
  - Secure and coordinate with Geotechnical Consultant if necessary.
2. Erosion Sedimentation & Pollution Control
  - Preparation of drawings and specifications required for construction.
3. Project Meetings
  - Attendance at key project milestone meetings will be required to include public information meetings, JWSC Commission and 2016 SPLOST Oversight Committee meetings.
  - Support JWSC staff with ongoing required project status updates including requests from SPLOST 2016 Oversight Committee.

## B. PERMIT PHASE

### 1. Design Permits

- The Consultant shall prepare and submit all permitting packages as required for approval of the project design for construction (EPD Wastewater System Extension, Land Disturbance, wetland, etc.)
- All application fees will be paid by the JWSC at the time of submittal.
- The Consultant shall submit final plans and specifications for construction to all applicable federal, state and local authorities for review and approval.
- Review agencies may include but are not limited to:
  - Brunswick-Glynn Joint Water & Sewer Commission
  - Glynn County Board of Commissioners
  - City of Brunswick
  - GA Environmental Protection Division
  - US Army Corp of Engineers
  - GA DOT
  - US Soil and Water Conservation Service
- The Consultant shall obtain necessary permits during the construction phase of the project.
- Plan and specification revisions necessary to obtain permit approval are the responsibility of the Consultant.
- The Consultant may be required to attend meetings with regulatory agencies.

### 2. Erosion Sedimentation & Pollution Control Permits

- The Consultant shall assist the Owner in meeting the requirements of the permit to Discharge Storm Water Associated with a Construction Activity.
- Submission of a Notice of Intent (NOI) to the State on behalf of the JWSC (Primary Permittee).
- Preparation of the Erosion Sedimentation & Pollution Control Plan in accordance with the General Permit.
- Amending the ES&PC Plan as necessary to maintain the design intent.
- Development of a Comprehensive Monitoring Plan (CMP) with monitoring locations as required.
- Provide an initial observation of the measures installed under the ES&PC plan within one week of the commencement of construction activities, with additional observations as warranted.

## C. CONSTRUCTION PHASE

### 1. Bid Process

- The Consultant shall provide assistance to the JWSC during the bidding process.
- Preparation of Contract Documents per JWSC Standards Format.
- Determination of reasonable project construction time.
- Consultation with JWSC staff on contractor pre-qualification requirements.
- Bid package assembly; tech specs, drawings, modeling analysis, etc.
- Pre-bid meeting attendance.
- Provide responses to plan holder questions.
- Evaluate submitted construction bids in conjunction with BGJWSC staff to assure accuracy and completeness

## 2. Construction Services

- The Consultant shall review materials submittals and shop drawings.
- Construction schedule review.
- Provide full-time construction observations on behalf of the JWSC to ensure substantial conformance of the work to the contract documents and design intent. Proposer should assume 60% full time during construction period. Provide hourly rate w
- Perform NPDES (erosion and sedimentation control) inspections.
- Perform final field inspections to ensure Project completion.
- Review as-built drawings and notes as provided by the Contractor. Goal is to have as-builts complete within 30 days of contractor's final pay application.
- Review/recommend action on change order requests within (10) ten day turnaround.
- Review/recommend action on pay requests within (10) ten day turnaround.
- Obtain Project acceptance from applicable agencies.
- Facilitate and support all activities to ensure timely project close-out.

## 3. Project Meetings

- Attendance at key project milestone meetings will be required to include public information meetings, JWSC Commission and 2016 SPLOST Oversight Committee meetings.
- Coordinate and lead bi-weekly project meetings to include responsibility for meeting agenda and minutes.
- Any identified delays that will be significant to project completion will be communicated in writing to the designated JWSC project representative within (5) five business days.

## 4. Record Drawings and Close Out Documents

- The Consultant shall prepare water and wastewater record drawings of the completed project for submittal to the JWSC (paper and digital copies).
- Record drawings will be based on survey provided by the Contractor, but are to be verified by the Consultant.
- Record Drawings shall meet the requirements of the JWSC record drawing specifications.
- Features to be included but not limited to:
  - All pipe locations in relation to adjacent R/W, property lines, roads, etc.
  - All electrical components, pump and valve configurations.
  - Any modifications to wet well.
  - Sewer inverts and frame elevations.
  - Relevant bench marks and points of elevation.
- Close Out Documents
  - Work with JWSC staff to propose and review all necessary punch list items and close out documents with selected construction contractor to facilitate timely initiation of contractor warranties
  - Facilitate and support JWSC efforts to finalize project within the most aggressive timeline possible.
  - Start-up report and Capacity Assurance Letter before contractor's final pay application is processed.

## **5.0 PROPOSAL SUMMARY SHEET**

<b>ENGINEERING &amp; DESIGN PHASE</b>	<b>DAYS FOR COMPLETION</b>	<b>BUDGET</b>
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*Design Phase*

Engineering Evaluation	_____	_____
Gravity System Upgrades	_____	_____
Pump/Elec/Wet Well Upgrades	_____	_____
ES&PC	_____	_____
Road Replacement/Paving	_____	_____

*Permitting Phase*

Design Permits	_____	_____
ES&PC	_____	_____

*Construction Phase (Base these costs on your overall construction schedule estimate)*

Bid Process	_____	_____
* Construction Services	_____	_____
Hourly Rate	_____	

*\* Assume 60% full time during construction period. Provide hourly rate with final contract price will be adjusted. Rate should include overhead, expenses, mileage, etc.*

Record Drawings/Final Closeout	_____	_____
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**TOTALS**

_____	_____
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Prepared by \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_



## **6.0 EVALUATION CRITERIA**

The selected firm or firms must be experienced and qualified to provide the required scope of services. The firm or firms selected must have expertise related to the general Scope of Services set forth in Section 4.

The following information must be submitted with the proposal on the date indicated above and in the order indicated below:

- a. **Recently Completed Projects.** Evidence of satisfactory performance of no less than three (3) and no more than five (5) recently completed projects of the type and nature indicated above. The projects should be within the past five (5) years and must include email and phone contacts. **(20 points possible)**
- b. **Experience and Qualifications.** A statement of the firm's qualifications to perform the work and years in business. Please include a very specific statement as to the firm's experience with design of lift station repairs and gravity system upgrades to include the following:
  1. The general experience of the firm. **(10 points possible)**
  2. The specific experience of the proposed personnel in the fields that the proposed services are requested, their qualifications, years of experience, professional certifications and availability to perform the work and services to be provided. This should also include a list of qualified persons required for the proposed services, including subcontractors, and coincide with the recently completed project references provided under 6.a. **(20 points possible)**
- c. **Project Approach, Cost Considerations and Timeline.** Discuss the proposed approach to completing the needed services in the required timeline. Please detail how your firm will coordinate the project, the production of contract documents, and construction administration to include coordination of and final delivery of as-built drawings and contractor warranties. Discuss your firm's approach/method of designing to budget. Specifics on how to avoid change orders and engagement for addressing any similar needs in change to project scope of work. **(20 points possible)**
- d. **Fees.** Please list fees required for all design, permitting, easement procurement support (if any), and services during construction. **(20 points)**
- e. **Local Office. Local is defined as 60 miles.** The definition of "Local Office/Business" is one that can certify it has an office within 60 miles from the JWSC offices at 1703 Gloucester Street, Brunswick, GA, which was established prior to the JWSC inviting bids for this procurement. The firm shall possess a current local business license and commercial certificate of occupancy for the local office. This office location must be certified by the Georgia Secretary of State as a location for the said engineering firm's business. In summary, this would be a firm with a "storefront" with greater than one staff person that works from the location; ideally the representative that would provide construction oversight services. The point is to award the local scoring points to those that are close by and available without the need to charge large travel fees. Engineering firms with qualified staff in a local office will be given this additional score. **(15 points)**
- f. **Required Licensure.** Firm must be licensed and approved for work in the State of Georgia; please include a statement to this effect. **(pass/fail)**
- g. **Professional standing.** A statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made. **(pass/fail)**
- h. **Conflict of Interest.** Please include a statement as to potential general conflicts of interest that would prevent the BGJWSC from entering into an agreement with your firm pursuant to this RFP. If none exists, such a statement should be made. **(pass/fail)**

The BGJWSC reserves the right to interview a firm or multiple firms as it sees fit. There is no guarantee that a contract award will be made pursuant to this RFP. This RFP may be modified or amended at any time and for any reason, in the discretion of the BGJWSC.

## **7.0 RESERVED RIGHTS**

The BGJWSC reserves the right to accept or reject any and/or all proposals, to waive irregularities, technicalities or informalities in any proposal or in the proposal procedures, and to accept or reject any item or combination of items, and to re-advertise for submissions. There is no obligation on the part of the JWSC to award the contract to the lowest proposer.

The BGJWSC reserves the right to award the contract to the responsible proposers submitting responsive proposals with resulting contracts most advantageous and in the best interests of the BGJWSC. The BGJWSC shall be the sole judge of the proposals and the resulting contract and its decision shall be final.

## **8.0 INDEMNIFICATION**

The successful proposer agrees to indemnify and hold harmless the BGJWSC, its employees, officers, and agents for any claim or liability arising under a contract with the BGJWSC due to any act or omission of the said proposer.

## **9.1 GOVERNING LAW**

The contract shall be construed and governed in accordance with the laws of the State of Georgia. Any controversy or claim arising out of or in relation to this contract, or the breach thereof, shall be settled by binding arbitration in accordance with the rules of the American Arbitration Association at a hearing in Glynn County, Georgia.

**AFFIDAVIT**

This Bid is submitted to Brunswick-Glynn County Joint Water and Sewer Commission (JWSC) by the undersigned who is an authorized officer of the company and said company is licensed to do business in Georgia. Further, the undersigned is authorized to make these representations and certifies these representations are valid. The Bidder recognizes that all representations herein are binding on the Company and failure to adhere to any of these commitments, at the JWSC's option, may result in a revocation of the granted contract.

Consent is hereby given to the JWSC to contact any person or organization in order to make inquiries into legal, character, technical, financial, and other qualifications of the Bidder.

The Bidder understands that, at such time as the JWSC decides to review this Bid, additional information may be requested. Failure to supply any requested information within a reasonable time may result in the rejection of the Bid with no re-submittal rights.

The successful Bidder understands that the JWSC, after considering the legal, financial, technical, and character qualifications of the Bidder, as well as what in the JWSC's judgment may best serve the interest of its rate payers and employees, may grant a contract.

The successful Bidder understands that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same, and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Any contract issued will be on the basis of the Bidder's service, financial plans and arrangements being feasible and adequate to fulfill the conditions set forth in this project and the successful Bidder's response.

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

Authorized Person: \_\_\_\_\_ Signature: \_\_\_\_\_  
*(Print/Type)*

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**OATH**

**State of Georgia  
City of Brunswick  
County of Glynn**

I, \_\_\_\_\_ (name of individual), solemnly swear that in the procurement of the contract for

**ENGINEERING AND DESIGN PROPOSALS FOR  
2016 SPLOST COLLECTION SYSTEM UPGRADES FOR THE  
CITY OF BRUNSWICK LS4003 BASIN**

that I, nor any other person associated with me or my business, corporation or partnership, has prevented or attempted to prevent competition in the bidding or Bids of said project or from submitting a bid for this project by any means whatever.

Lastly, I swear that neither I, nor any other person associated with me or my business, Corporation or partnership has caused or induced any other bidder to withdraw his/her bid from consideration for this project. Said oath is filed in accordance with the requirements set forth in O.C.G.A. § 36-91-21 (e).

This the \_\_\_\_\_ day of \_\_\_\_\_ 2019.

Name of Party: \_\_\_\_\_

Corporate or Partnership Name: \_\_\_\_\_

Sworn to and subscribed before me this the \_\_\_\_ day of \_\_\_\_\_ 2019.

NOTARY PUBLIC:

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

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

(SEAL)

## **REPRESENTATION**

### **EQUAL EMPLOYMENT OPPORTUNITY (EEO) PRACTICE:**

**EEO Plan:** The successful Bidder will develop and implement an EEO policy that, as a minimum, will recruit, hire, train, and promote, at all levels, without regard to race, color, religion, national origin, sex, or age, except where sex or age is a bona fide occupational qualification.

**EEO For Veterans/Handicapped:** The successful Bidder will also provide equal employment opportunities for qualified disabled veterans, handicapped persons and veterans of the Vietnam Era.

**EEO For Successful Bidder Programs:** The successful Bidder, will ensure equal employment opportunity applies to all terms and conditions of employment, personnel actions, and successful Bidder-sponsored programs. Every effort shall be made to ensure that employment decisions, programs and personnel actions are non-discriminatory. That these decisions are administered on the basis of an evaluation of an employee's eligibility, performance, ability, skill and experience.

**EEO Acquisitions:** The successful Bidder will develop and implement a policy that will give equal opportunity to the purchase of various goods and services from small businesses and minority-owned businesses.

a. Does the Bidder have the above EEO policy in place?

Yes

No

b. If the answer to a. above is no, will the Bidder have such a policy in place for the project?

Yes

No

**Statement of Assurance:** The Bidder herein assures the JWSC that it is in compliance with Title VI & VII of the 1964 Civil Rights Act, as amended, in that it does not on the grounds of race, color, national origin, sex, age, disability, or veteran status, discriminate in any form or manner against employees or employers or applicants for employment and is in full compliance with A.D.A.

\_\_\_\_\_  
(Firm's Name)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

**CERTIFICATE OF INSURANCE**

This is to certify that \_\_\_\_\_  
(Insurance Company)

of \_\_\_\_\_  
(Insurance Company Address)

has issued policies of insurance, as identified by a policy number to the insured name below, and that such policies are in full force and effect at this time. Furthermore, this is to certify that these policies meet the requirements described in the General Conditions of this project; and it's agreed that none of these policies will be canceled or changed so as to affect this Certificate until thirty (30) days after written notice of such cancellation or change has been delivered to:

**BRUNSWICK-GLYNN COUNTY JOINT WATER AND SEWER COMMISSION  
1703 GLOUCESTER STREET, BRUNSWICK, GEORGIA 31520**

It is further agreed that Brunswick-Glynn County Joint Water and Sewer Commission shall be named as an additional insured on the Contractor's policy.

- 1. **Insured:** \_\_\_\_\_
- 2. **Project Name:**     **2016 SPLOST COLLECTION SYSTEM MODIFICATIONS TO THE CITY OF BRUNSWICK LS4003 BASIN**
- 3. **Policy Number(s):** \_\_\_\_\_

**Date:** \_\_\_\_\_  
(Insurance Company)

**Issued At:** \_\_\_\_\_  
(Authorized Representative)

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note: Please attach Certificate of Insurance form to this page.**

**CERTIFICATE OF DRUG FREE WORKPLACE**

In order to have a drug- free workplace, a business shall:

Publish a statement notifying employees that the unlawful, manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

As a condition of working on the commodities or contractual services then under bid, the employee shall notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after such conviction.

Impose a sanction on, or require satisfactory participation in a drug abuse assistance or rehabilitation program if such in available in the employee's community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

**Company Name:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

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

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

## **E-VERIFY CONTRACTOR AFFIDAVIT AND AGREEMENT**

### ***Georgia Security Immigration and Compliance (GSIC) Act***

The Brunswick-Glynn County Joint Water and Sewer Commission and Contractor agree that compliance with the requirements of O.C.G.A. § 13-10-91 and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, *stating affirmatively that the individual, firm, or corporation which is contracting with the Brunswick-Glynn County Joint Water and Sewer Commission has registered with and is participating in the federal work authorization program known as: "E-Verify", web address <https://e-verify.uscis.gov/enroll/> operated by the United States Citizenship and Immigration Services Bureau of the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.* The undersigned Contractor also verifies that he/she/it is using and will continue to use the federal work authorization program throughout the contract period.

The undersigned Contractor agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the Brunswick-Glynn County Joint Water and Sewer Commission, Contractor will secure from each subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees the Contractor will advise the Brunswick-Glynn County Joint Water and Sewer Commission of the hiring of a new subcontractor and will provide the Brunswick-Glynn County Joint Water and Sewer Commission with a Subcontractor Affidavit attesting to the Subcontractor's name, address, user identification number, and date of authorization to use the Federal Work Authorization Program within five (5) days of the hiring before the Subcontractor begins working on the Project. Contractor also agrees to maintain all records of such compliance for inspection by the Brunswick-Glynn County Joint Water and Sewer Commission at any time and to provide a copy of each such verification to the Brunswick-Glynn County Joint Water and Sewer Commission at the time the subcontractor(s) is retained to perform such services.

***(Continued on Next Page)***



\_\_\_\_\_  
**E-Verify Employment Eligibility Verification User I.D. Number**

\_\_\_\_\_  
**Date of Authorization to Use Federal Work Authorization Program**

\_\_\_\_\_  
**Name of Contractor**

\_\_\_\_\_  
**Title of Authorized Officer or Agent of Contractor**

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

Sworn to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

NOTARY PUBLIC:

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

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

**(NOTARY SEAL)**

As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).