



Brunswick-Glynn County Joint Water and Sewer Commission

Request For Proposals

Engineering Design 2016 SPLOST North Mainland Phase II and III for the Brunswick-Glynn County Joint Water and Sewer Commission

Friday, January 4, 2019

MANDATORY Pre-Proposal meeting will be held on Tuesday, January 29, 2019, at 11:00 a.m.
JWSC Commission Chambers – 1703 Gloucester St, Brunswick, GA 31520

Deadline for questions is Friday, February 1, 2019, no later than 5:00 p.m. EST.
Questions must be directed in writing (via e-mail) to the
Purchasing Director, Pamela Drury-Crosby, email- pcrosby@bgjwsc.org

Responses Due by:

12:00 NOON, EST Wednesday, February 13, 2019 to:

Purchasing Division
Joint Water and Sewer Commission
1703 Gloucester Street
Brunswick, Georgia 31520
(912) 261-7127

Submit responses in hard copy only; electronic or fax responses will not be accepted.
Responses received after the deadline or at any other locations will not be accepted.

FOR COMPLETE DETAILS OF THIS SOLICITATION, please visit the BGJWSC website, utilizing the following link:

<http://www.bgjwsc.org/departments/procurement/>

**BRUNSWICK-GLYNN COUNTY
JOINT WATER AND SEWER COMMISSION**

REQUEST FOR PROPOSAL

**ENGINEERING AND DESIGN PROPOSALS FOR
2016 SPLOST N Mainland Phase II and III**

1.0 INTRODUCTION

The Brunswick-Glynn Joint Water & Sewer Commission (JWSC) wishes to receive Requests for Proposals (“RFP”) for engineering design, permitting and construction management services proposals from qualified engineering firms for system improvements related to 2016 SPLOST North Mainland Phase II and III to include force main and pump station improvements. This will include the following:

- Development of bidding documents for CIPP lining of existing force main section to be determined by CCTV inspection to include the following considerations:
 - structural condition suitable for CIPP lining vs. full replacement
 - I/I reduction
 - sealing of any lateral penetrations (top hat/grout)
- The installation of approximately 18,000 linear feet of 18” wastewater force main from PS4110 Harry Driggers to Old Jesup/Canal Road to 20” Ogden to PS4036 (terminated to manhole #SSMH 40360010) See Exhibit A for details on routing.
 - Facilitate connection to the pump stations along the route.
 - All piping, fittings, casing, appurtenances and other materials as required.
 - All road paving/replacement as required.
- Pump station upgrades to the following stations with the following requirements
 - PS4035 – 5,000 gpm, 6 of starts per hour.
 - PS4036 – 4,500 gpm, 6 of starts per hour.
 - Bypass pumping plan for each station as needed to ensure full operation of stations throughout the construction process.
 - Evaluation and recommendations that address and improve odor control.
 - Evaluation and determination of operating cost impacts associated with the proposed modifications.
 - Evaluation of wet wells
 - Inclusion of SCADA
 - Concrete pad and piping for future staging of a bypass pump

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 (Exhibit A) 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 JWSC has a CCTV project underway for inspection of sewer pipeline and manholes in the North Mainland basin. The purpose is to gain information for the first design deliverable of this project. CCTV footage of the subject area should be completed by March 1, 2019 and will be available to selected engineer at that time. The findings of this report will be critical to the JWSC and the selected engineer for the determination of what options are available for pipe repair via CIPP (Cured-In-Place-Piping) rehabilitation versus full replacement. Pending finalization of the amount of linear feet of that will viable versus for lining rehabilitation is the first priority of the design work.

Design and construction of the wastewater force main and pump station rehabilitation at pump stations 4035 and 4036 is the final priority. All design and construction activities shall facilitate this priority. The Engineering Consultant shall not depend solely on the survey provided, shall establish a comprehensive knowledge of existing route conditions (trees, sidewalks, utilities, driveways, etc.) 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 and maintaining access for the public. Existing pump stations shall remain in full operation throughout construction with minimal interruptions to allow connection to the new force main. Wastewater bypassing plans, if applicable, are to be provided by the Engineering Consultant.

A variable that exists in the final force main design in the potential road widening project by Glynn County for portions of Harry Driggers Road. For our JWSC project, a preliminary route survey has been completed (Exhibit B). Relevant information as to the proposed route and any changes should be taken into consideration as these plans by Glynn County are not finalized. Based on information available at this time, there may be a portion of the project that a final decision will not be available prior to final design deadline. For this, the plan would be to install all force main possible for the "known" route sections and provide stub out for future connection once a final route and decision on the widening project has been determined by Glynn County for the Harry Driggers Road section. Please refer to the Exhibit for the undetermined route section of the project.

Consultant shall be responsible for obtaining any additional information needed for their evaluation and design. 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 spot surveying that may be required (ex. wetland flagging) will be the responsibility of the design firm. Any costs involved with additional information are the responsibility of the Engineering Consultant.

The Consultant is to complete all design and permitting within **180 days** of receiving a signed notice to proceed. The JWSC requires that deliverables in two installments: (1) the first deliverable of CIPP Repair Specifications and Bid package shall be completed at the **60 day** mark with the (2) full design of both the pump station rehab and force main by the end of the **180 day** period. 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 2016 SPLOST North Mainland Phase II and III Improvements**.

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 will be evaluated and the most qualified firm will be selected, subject to negotiation of fair and reasonable compensation.

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.

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:

| Project Milestone | Date |
|--|-----------------------------|
| MANDATORY Pre-proposal Meeting | Tuesday, 1/29/2019 |
| Deadline for Questions | Friday, 2/1/2019 |
| Engineering Proposals Due Date | Wednesday, 2/13/2019 |
| Evaluation and Award of Engineering Services | February - March 2019 |
| Engineering Contract Execution | March 2019 |
| Deliverable #1 – CIPP Bid Spec & Package Due | May 2019 |
| Construction Bids Received – CIPP Work Only | June 2019 |
| Award of Construction Services – CIPP Work Only | June 2019 |
| Pre-Con / Notice To Proceed – CIPP Work Only | June - July 2019 |
| Construction Begins – CIPP Work Only | July - August 2019 |
| Deliverable #2 – Pumps Station Rehab Design – Bid Package Due | September 2019 |
| Construction Bids Received – Pump Station Rehab Work | October 2019 |
| Award of Construction Services – Pump Station Rehab Work | October - November 2019 |
| Pre-Con / Notice To Proceed – Pump Station Rehab Work | October - November 2019 |
| Construction Begins – Pump Station Rehab Work | November - December 2019 |
| Deliverable #3 – Force Main Design – Bid Package Due | September 2019 |
| Construction Bids Received – Force Main Installation (for route portion not affected by Glynn Co Harry Driggers road widening project) | October – November 2019 |
| Pre-Con / Notice To Proceed – Force Main Installation (for route portion not affected by Glynn Co Road Harry Driggers road widening project) | October – November 2019 |
| Construction Begins – Force Main Installation | November – December 2019 |
| Construction Begins Route Portion affected by Glynn Co Harry Driggers road widening project | TBD |

3.0 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. 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. 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, not later than five days prior to the date fixed for the submission of Proposals (**no later than 12:00 noon EST on Tuesday, February 5, 2019**).

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
- Time period for each phase of engineering
- A detailed list and fee schedule for work not included in the proposal
- Three (3) similar project references

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.

Proposals are due by 12:00 noon (EST) on Wednesday, February 13, 2019. Mandatory label required on outside of envelope: "Request for Proposals for Engineering and Design Services for 2016 SPLOST North Mainland Phase II and III Improvements." Proposals are due by the time and on the date listed above. **ALL LATE PROPOSALS FOR WHATEVER REASON WILL BE RETURNED UNOPENED.**

4.0 SCOPE OF SERVICES

This project consists of the surveying, gravity main design, permitting and construction services required for the completion of the infrastructure improvements described in section 1.0.

A. DESIGN PHASE

1. CIPP (Cured-In-Place-Pipe) lining specifications for section of existing gravity main that requires rehabilitation.
 - Review CCTV footage - project due to be completed no later than March 1, 2019
 - Develop bid specs for advertisement no later than June 1, 2019
2. Pump Station Rehab 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

3. Force Main Design

- 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.
- Verify that supplied survey data is sufficient with regard to route, existing features or relevance, sufficient location of existing utilities prior to design; coordinated additional with surveyor as needed/approved.
- Design for necessary air/vacuum release provisions.
- 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 sizing & specifications.
- Secure and coordinate with Geotechnical Consultant if necessary.
- Design for reconnection of existing customers and show provisions to connect new customers, if applicable.

4. Erosion Sedimentation & Pollution Control

- Preparation of drawings and specifications required for construction.

5. Project Meetings and Communications

- Attendance at key project milestone meetings will be required. 30/60/90 day design meeting reviews.
- Engineer to coordinate and conduct public awareness and information meetings as required, ensuring all Glynn County requirements for public notification are met.

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
- GA Environmental Protection Division
- US Army Corp of Engineers
- GA DOT
- US Soil and Water Conservation Service
- Norfolk Southern Railroad
- CSX Railroad
- Georgia DNR

- 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.
- Work with contractor to ensure traffic control plan and coordination is sufficient and meets all Glynn County needs/requirements.

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.
- Notice Of Termination at project completion.

3. Communications

- Coordinate/facilitate public notifications to affected residents prior to construction per JWSC needs.
- Participate as needed in any public meetings to JWSC commission, other agencies and general public.

C. CONSTRUCTION PHASE

1. Bid Process

- The Consultant shall provide assistance to the JWSC during the bidding process.
- This project will include multiple construction elements with separate contractors and bid specifications required for the CIPP work and Force Main and Pump Station improvement
- Development of pre-qualification standards for construction of each project.
- Preparation of Contract Documents per JWSC Standards Format.
- Bid package assembly.
- Pre-bid meeting attendance.
- Provide responses to plan holder questions.

2. Construction Services

- The Consultant shall review materials submittals and shop drawings.

- Construction schedule review.
 - Provide construction observations on behalf of the JWSC sufficient to ensure substantial conformance of the work to the contract documents and design intent. Fulltime observation is desired for CIPP rehabilitation oversight, major pump station rehab milestones and all force main installations.
 - Perform final field inspections to ensure Project completion.
 - Review as-built drawings and notes as provided by the Contractor.
 - Review/recommend action on change order requests.
 - Review/recommend action on pay requests.
 - Obtain Project acceptance from applicable agencies.
3. Communications
- Coordinate and conduct public awareness and information meetings as required preconstruction, ensuring all Glynn County requirements for public notification are met, including traffic control plans in conjunction with contractor.
 - Conduct bi-weekly project update meetings with written agenda during construction.
4. Record Drawings
- 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 RW, property lines, roads, etc.
 - Sewer inverts and frame elevations.
 - Relevant bench marks and points of elevation.

5.0 PROPOSAL SUMMARY SHEET

| <u>ENGINEERING & DESIGN PHASE</u> | <u>DAYS FOR COMPLETION</u> | <u>BUDGET</u> |
|--|-----------------------------------|----------------------|
|--|-----------------------------------|----------------------|

Design Phase

| | | |
|-------------------------|-------|-------|
| Engineering Evaluation | _____ | _____ |
| Force Main | _____ | _____ |
| ES&PC | _____ | _____ |
| Road Replacement/Paving | _____ | _____ |

Permitting Phase

| | | |
|----------------|-------|-------|
| Design Permits | _____ | _____ |
| ES&PC | _____ | _____ |

Construction Phase

| | | |
|---|-------|-------|
| Bid Process | _____ | _____ |
| Construction Services (provide timeline and estimated days for each phase of construction on separate sheet) | _____ | _____ |
| Record Drawings | _____ | _____ |

TOTALS

| | |
|-------|-------|
| _____ | _____ |
|-------|-------|

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 include email and phone contacts. Include email and phone contacts **(25 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 Section 4. **(30 points possible)**
- c. **Project Approach 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. **(35 points possible)**
- d. **Pricing.** Fees required for all design, permitting, easement procurement support (if any), and services during construction will be considered. **(20 points possible)**
- e. **Local Preference.** Engineering firms with qualified staff in a local office will be given an additional The definition of "Local Office/Business" is one that can certify it has an office within 60 miles from the BGJWSC offices at 1703 Gloucester Street, Brunswick, GA. The firm shall possess a current local Glynn County 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. **(5 points possible)**
- f. **Required Licensure.** Firm must be licensed and approved for work in the State of Georgia; please include a copy of engineering license. **(Pass/Fail)**

Professional standing. A statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made. (Pass/Fail)

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.

9.0 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.

10.0 ADDITIONAL FORMS FOR SUBMISSION

In addition to the submission requirements from Section 5.0 and 6.0, the following mandatory forms must be provided as a part of the bid package submission:

- Affidavit
- Oath
- Representation of EEO Practice
- Certificate of Insurance
- Certificate of Drug Free Workplace
- E-Verify Contractor Affidavit and Agreement

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 NORTH MAINLAND PHASE II AND III IMPROVEMENTS**

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)

Brunswick-Glynn County Joint Water and Sewer Commission
1703 Gloucester Street

Brunswick, Georgia 31520
(912) 261-7100

INSURANCE REQUIREMENTS

The description section of your insurance certificate must read:

BGJWSC is named as an additional insured on all coverage except Workers' Compensation as per written contract. A waiver of Subrogation applies to all policies shown above as per written contract.

Insurance Requirements

Before starting and until acceptance of the Work by BGJWSC, and without further limiting its liability under the Contract, Company shall procure and maintain at its sole expense, insurance of the types and in the minimum amounts stated below:

| SCHEDULE | AMOUNT |
|---|---|
| <u>Workers' Compensation</u> Georgia Statutory coverage and Employer's Liability (including appropriate Federal Acts) | Statutory Limits (Workers' Compensation) \$500,000 Bodily Injury each accident \$500,000 Bodily Injury by Disease each Employee \$1,000,000 Bodily Injury policy limit |
| <u>Commercial General Liability</u> Premises-Operations Products-Completed Operations Contractual Liability Independent Contractors Broad Form Property Damage Explosion, Collapse and Underground Hazards (XCU Coverage) as appropriate Primary and Non Contributory | \$1,000,000 each occurrence \$2,000,000 annual aggregate for bodily injury and property damage, combined single limit |
| <u>Automobile Liability</u> All autos-owned, hired, or non-owned | \$1,000,000 each occurrence, combined single limit |
| <u>Excess or Umbrella Liability</u> (This is additional coverage and limits above the following primary insurance: Employer's Liability, Commercial General Liability and Automobile Liability) | \$2,000,000 each occurrence and annual aggregate |

Company's Commercial General Liability and Excess or Umbrella Liability policies shall be effective for two years after Work is complete. The above Indemnification provision is separate and is not limited by the type of insurance or insurance amounts stated above. The General liability shall contain a "Per Project Aggregate".

Company shall specify BGJWSC as an additional insured for all coverage except Workers' Compensation and Employer's Liability. Such insurance shall be primary and non-contributory as to any and all other insurance or self-insurance maintained by BGJWSC. Company shall include a Waiver of Subrogation on all required insurance in favor of BGJWSC, its commission members, employees, agents, successors and assigns.

Such insurance shall be written by a company or companies authorized to do business in the State of Georgia, rated at least A- VII by A M Best and satisfactory to BGJWSC. Prior to commencing any Work under this Contract, certificates evidencing the maintenance of the insurance shall be furnished to BGJWSC for approval.

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:** **ENGINEERING AND DESIGN SERVICES2016 SPLOST NORTH
MAINLAND PHASE II AND III**

3. **Policy Number(s):** _____

4. **Insurance Company:** _____

Address: _____

(Name) Authorized Representative: _____

Signature Authorized Representative: _____

Date: _____

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).