



**Brunswick-Glynn County
Joint Water and Sewer Commission**

Request For Proposals No. 19-012

**Engineering Design
2019 Water Pollution Control Facilities Rehabilitation
Academy Creek and Dunbar Creek – Project No. 906
for the
Brunswick-Glynn County Joint Water and Sewer Commission**

Friday, March 8, 2019

MANDATORY Pre-Proposal meeting will be held on Tuesday, March 26, 2019, at 11:00 a.m.

JWSC Commission Chambers – 1703 Gloucester St, Brunswick, GA 31520

MANDATORY Site Visit 2:00 p.m. – Academy Creek WPCF – 2909 Newcastle St, Brunswick, GA 31520

MANDATORY Site Visit 4:00 p.m. – Dunbar Creek WPCF – 601 Palmetto St, St. Simons Island, GA 31522

Deadline for questions is Friday, March 29, 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 Tuesday, April 16, 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 19-012

**ENGINEERING AND DESIGN PROPOSALS FOR
2019 WATER POLLUTION CONTROL FACILITIES REHABILITATION -
ACADEMY CREEK AND DUNBAR CREEK – PROJECT NO. 906**

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 rehabilitation or replacement of unit processes and facilities at the Academy Creek and Dunbar Creek Water Pollution Control Facilities. This will include the following:

Academy Creek Water Pollution Control Facility Improvements

1. The ACWPCF has a variety of rehabilitation needs. At the Influent area, the influent junction box (where the major sewer trunk lines intersect within the ACWPCF) shows signs of deterioration due to corrosive gases from the influent attacking the concrete in the walls. In addition, there appears to be some subsidence. Rehabilitation does not appear to be viable. Replacement is the appropriate action in this case.
2. The bar screen located within the raw sewage wet well has become unreliable and is located in an area where potential exposure to hydrogen sulfide (H₂S) gas is significant. The grit removal system is also located in this area and has become an unreliable system requiring significant maintenance as well. For this reason, an evaluation is needed requested of this system for needed repairs and maintenance. A new rotary screen is being proposed to be installed on an existing downstream structure where access will be better, personnel can do maintenance more safely, debris waste will be easier to convey and handle for disposal.
3. There is a significant odor and corrosion problem within the plant due to the H₂S gas release at the raw sewage wet well. Significant damage has occurred within the plant over the decades of operation due to corrosion occurring in and on pipes, mechanical equipment as well as in electrical power and control systems. These issues impact plant reliability and operations as well as maintenance costs.

For these reasons, an odor control system is proposed to eliminate the release of H₂S at the raw sewage wet well. This system will be composed of a series of hoods to confine the H₂S and allow it to be pulled into a biological treatment system where the H₂S can be broken down by bacterial decomposition. In addition, an oxygen infusion system will be installed to increase the dissolved oxygen within the influent stream and prevent further formation of H₂S gas which could cause damage in the assets downstream.

4. As noted there has been significant corrosion in the instrumentation and control wiring throughout the plant. In addition, the switch gear which swaps to backup generators when

system power from Georgia Power Company (GPC) is lost has deteriorated to the point of being unreliable. The wiring noted along with the SCADA control hardware needed to properly monitor and maintain effective operations will be replaced and upgraded during this work. The deteriorated switch gear will also be replaced to achieve reliability and resiliency.

5. Within the influent feed channels to the aeration basins, the feed channel walls and splitter box gates are in severe need of rehab. These will also be addressed during this work.
6. Further downstream, a tertiary filter is proposed to prevent occasional foam from being released when the plant experiences an upset or is not performing optimally. For this reason, a filter system preceding the effluent disinfection contact chamber is proposed.
7. Sludge drying is an area where the existing dryer has become unreliable. Also, there is the desire to provide redundancy and consolidation of sludge drying for all three JWSC wastewater treatment plants. This will improve reliability and reduce operating costs substantially. For this reason, it is proposed that the dryer undergo a full overhaul with a potential backup dryer to be installed. In addition, a system to allow transfer and feed of wet sludge from the other two plants to be dried in this Fenton dryer will be installed.
8. It is desired to optimize plant flexibility to operate all aeration basins along with the clarifiers in any arrangement needed to maximize redundancy and improve the plants ability to process the NPDES permitted influent volume. In order to achieve this, certain field piping changes will be made to facilitate maximum flexibility and redundancy of these unit operation vessels.
9. The current operations and lab building are aged, in need of upgrades and vulnerable to natural flooding. To achieve better reliability and resiliency in the event of tropical storms and flooding, upgrades to the existing DAF operating building will be done to move the control room and lab as well as other water and wastewater operations activities to this building at an elevated height. The backup generator serving these facilities will be elevated to make it more resilient in the event of severe flooding.
10. The plant currently has numerous minor rehab needs relating to safety and access as well as equipment coatings and mechanical repairs. These include missing handrails, coating wetted metal components in the clarifiers and rehab to the skimmer system on one which does not function in the manner required. This will also include hard-piped and improved spray nozzles to suppress foam in certain areas of the plant where it accumulates.
11. Evaluation is requested to examine potential phosphorous removal requirements. With a mind to this potential compliance need, all process design should take this potential into consideration.

Dunbar Creek Water Pollution Control Facility Improvements

1. The DCWPCF has certain issues within the plant which limit the ability to properly control feed flows and air delivery to the aeration basins. The splitter gate which controls flow of the influent to the aeration basins is a manual splitter gate which does not provide any basis for effective flow splitting between the two basins.

2. The air diffusion systems within the aeration basins have serious mechanical breaks or failures which are causing poor diffusion and reduced effectiveness in aerating the wastewater being treated. Maintenance work should also be performed on the diffuser lifting system.
3. In addition, there is currently no process control of blower operation to optimize air use and blower energy requirements – very inefficient. These will all be addressed. They will be rehabilitated and upgraded to facilitate better control and full rated treatment capabilities for the plant with optimal energy use.
4. Like the ACWPCF, there is a very significant odor and corrosion problem within the plant due to the H₂S gas release at the raw sewage wet well. Damage has occurred within the plant due to corrosion occurring in and on pipes, mechanical equipment as well as in electrical power and control systems. These issues impact plant reliability and operations as well as maintenance costs.
5. Evaluation of current UV system for determination if installation of grounding circuit to reduce failures during storm events is warranted.
6. The exterior steel tank at Aeration Basin 2 needs to be painted. Evaluation of the tank interior needs to be performed to determine if that also need re-coating.

Again for these reasons, an odor control system is proposed to eliminate the release of H₂S at the raw sewage wet well. This system will be composed of a series of hoods to confine the H₂S and allow it to be pulled into a biological treatment system where the H₂S can be broken down by bacterial decomposition. In addition, an oxygen infusion system will be installed to increase the dissolved oxygen within the influent stream and prevent further formation of H₂S gas which could cause damage in the assets downstream.

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.

All documents related to this solicitation will be posted on the BGJWSC website www.bgjwsc.org. A site location map (Exhibit A – Academy Creek location; Exhibit B – Dunbar Creek location) for each facility is included for reference within this document. An additional listing of security-sensitive documents is included as Exhibit C. For access to these documents, a proposer may contact the Procurement Department contact, Pam Crosby at pcrosby@bgjwsc.org for a dropbox link to gain access for viewing. 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

Consideration and continuity of working operations at both facilities is priority for all design and construction activities. All activities will be constructed within the current footprint of each facility. Plans

for effective coordination of rehabilitation activities with onsite JWSC personnel, contractors, regulatory agencies and industrial pretreatment customers should be developed and executed as part of this rehabilitation project. Detailed plans and options for staging of equipment and materials during construction should be included in the design. The BGJWSC desires for construction at Academy Creek to be completed prior to construction at Dunbar Creek begins.

As the design is developed, various options may be evaluated to address the needed repairs. All or only parts of the preliminary design options may be included in the final design and/or construction plan as additive alternates. Overall project budget, funding availability and necessity to the treatment process will all be key drivers in making the final determination regarding which project elements are included in the final construction plans.

The Engineering Consultant will be provided access to any pertinent system information in the possession of the JWSC. Please find a listing of available and pertinent plant drawing for each item in Exhibit B. Due to the large size of these files, each registered plan holder will be provided a dropbox link to access the full drawings. Please contact the Procurement Director via email, pcrosby@bgjwsc.org to obtain this link. Consultant shall be responsible for obtaining any additional information needed for their evaluation and design. Additional investigation activities 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 **270 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 **RFP No. 19-012 Engineering and Design Services for 2019 Water Pollution Control Facilities Rehabilitation – Academy Creek and Dunbar Creek – Project No. 906.**

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. Specifically, the JWSC seeks offers from firms who have extensive plant rehabilitation experience of a similar scope and size as well as experience involving projects funded through a (SRF) state revolving fund program. Please include in your project experience reference responses only those projects that most clearly align with these objectives. Additionally, please include (1) management and (1) operations contact for each project that is referenced.

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.

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.

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. Additionally, the BGJWSC will interview all of the responding firms. These interviews will be set for a 30-minute period on either Tuesday, April 30th or Wednesday, May 1st and shall be in response to specific questions submitted by the JWSC evaluation team regarding the initial proposal response. A 10-point numerical value will be assigned to these interviews and their intent is to validate information provided in the proposal. Based on the information provided, the BGJWSC reserves the right to re-score against the original technical criteria components. Evaluators shall note the reasons for changing their initial scores. Only the

proposer's (3) to (4) key project personnel designated for the project (as listed in Section 6.b.2 – lead designer(s), project manager, construction oversight, etc.) will be a part of the team to be interviewed.

The highest scoring proposal will be recommended to the BGJWSC Commission for final approval. The BGJWSC reserves the right to reject any and all proposals, waive technicalities and make an award in the best interest of the BGJWSC.

This project is funded through SPLOST V proceeds and a loan from the State of Georgia Revolving Fund loan program administered by the Georgia Environmental Finance Authority (GEFA). BGJWSC desires to complete this project in a timely and cost effective manner and communicate those results to the general public accordingly.

The overall solicitation and project milestone target schedule is listed below:

Project Milestone	Target
MANDATORY Pre-proposal and site visit meetings	Tuesday, March 26, 2019
Deadline for Questions	Friday, March 29, 2019
Final Addendum for Questions	No later than Monday, April 8, 2019
Engineering Proposals Received	Tuesday, April 16, 2019
30 minute Interviews Conducted	Tuesday, April 30 th / Wednesday, May 1 st
Evaluation and Award of Engineering Services	May 2019
Engineering Contract Execution	May 2019
Deliverable #1 – 30% Design Package & Construction	August 2019
Deliverable #2 – 70% Design Package & Construction	November 2019
Deliverable #3 – 100% Design Package & Construction	February 2020
Deliverable #4 – Bid Specifications & Package	February 2020
Construction Bids Solicited	March 2020
Construction Bids Received & Evaluated	March - April 2020
Award of Construction Services	March – April 2020
Pre-Con / Notice To Proceed	April - May 2020
Construction Begins – Academy Creek WPCF	May - June 2020
Construction Begins – Dunbar Creek WPCF	TBD based on Academy Creek completion

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 non-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, no later than five days prior to the date fixed for the submission of Proposals **(no later than 12:00 noon EST on Monday, April 8, 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 for each plant location and total project
- Time period for each phase of engineering and construction for each plant location
- Preliminary cost estimate for each plant location
- A detailed list and fee schedule for work not included in the proposal

All proposals shall include a completed 5.0 Proposal Summary Sheet (see attached). Please submit an original plus (6) 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 Tuesday, April 16, 2019. Mandatory label required on outside of envelope: "Request for Proposals 19-012 for Engineering and Design Services for the 2019 Water Pollution Facilities Rehabilitation – Academy Creek and Dunbar Creek – Project No. 906." 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 design, permitting and construction services required for the completion of the infrastructure improvements described in Section 1.0.

A. DESIGN PHASE FOR Academy Creek WPCF

1. Influent Junction Box Improvements

- 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 conflicts with other utilities
- 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, elevations, & specifications.
- Abandonment of existing junction box structures.
- Secure and coordinate with Geotechnical as necessary.

2. Odor Control Improvements

- Design and installation of biological odor control unit to reduce odors and hazardous gases below acceptable limits.
- 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 conflicts with other utilities
- Construction details
- Erosion Control plans & specifications required for construction
- Quantity takeoff and Opinion of Probable Cost
- Technical Specifications
- Design calculations as necessary to verify equipment sizing, pipe sizing, elevations, & specifications.
- Secure and coordinate with Geotechnical as necessary.

3. Grit System and Screening Design

- Design and installation of rotating cage screening equipment and grit removal equipment away from current influent wet well.
- Design and installation of screening and grit conveyance system for refuse loading.
- 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 conflicts with other utilities
- Construction details
- Erosion Control plans & specifications required for construction
- Quantity takeoff and Opinion of Probable Cost
- Technical Specifications
- Design calculations as necessary to verify equipment sizing, pipe sizing, elevations, & specifications.
- Secure and coordinate with Geotechnical as necessary.

4. Electrical Improvements

- Plant assessment for electrical safety needs
- Design and replacement of backup generator switchgear.
- Design and replacement of as needed electrical wiring and hardware needs.
- Details of any conflicts with other utilities
- Construction details
- Quantity takeoff and Opinion of Probable Cost
- Technical Specifications
- Design calculations as necessary to verify equipment sizing, conduit sizing, & specifications.

5. Effluent Filter Design

- Design and installation of effluent tertiary filtration equipment.
- 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 conflicts with other utilities
- Construction details
- Erosion Control plans & specifications required for construction
- Quantity takeoff and Opinion of Probable Cost
- Technical Specifications
- Design calculations as necessary to verify equipment sizing, pipe sizing, elevations, & specifications.
- Secure and coordinate with Geotechnical as necessary.

6. Solids Processing Rehab and Improvements

- Refurbishment of existing Fenton sludge dryer.
- Design and installation of dryer loading system to facilitate sludge from other plants being processed through sludge dryer.
- Evaluation of feasibility of redundant dryer installation
- Design and installation of separate belt filter press sludge feed lines from digesters
- Design and installation of improved polymer feed system.
- 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 conflicts with other utilities
- Construction details
- Erosion Control plans & specifications required for construction
- Quantity takeoff and Opinion of Probable Cost
- Technical Specifications
- Design calculations as necessary to verify equipment sizing, pipe sizing, elevations, & specifications.
- Secure and coordinate with Geotechnical as necessary.

7. Plant Piping Modifications

- Design and installation of new aeration basin effluent lines to allow for utilization of all aeration basins and all clarifiers in any combination to allow for redundancy and flexibility of operations.
- Design and installation of new return activated sludge lines to allow for utilization of all aeration basins and all clarifiers in any combination to allow for redundancy and flexibility of operations.
- 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 conflicts with other utilities
- Construction details
- Erosion Control plans & specifications required for construction
- Quantity takeoff and Opinion of Probable Cost
- Technical Specifications
- Design calculations as necessary to verify equipment sizing, pipe sizing, elevations, & specifications.
- Secure and coordinate with Geotechnical as necessary.

8. Operations and Lab Buildings Improvements

- Architectural design plan for dissolved air flotation (DAF) building retrofit to provide resilient operational location for wastewater operations in the event of weather disaster-related need.
- Relocation of lab equipment to second floor of DAF building.
- Elevation of backup power supply to provide resilient operations.
- Structural survey of DAF building.
- Plumbing, roofing, and electrical improvements of DAF building to comply with current codes.
- Survey and elevation analysis
- Construction details
- Erosion Control plans & specifications required for construction
- Quantity takeoff and Opinion of Probable Cost
- Technical Specifications
- Secure and coordinate with Geotechnical as necessary.

9. Miscellaneous Design Needs

- Rehabilitation of existing splitter box wall sections with evidence of hydrogen sulfide corrosion
- Design and installation of handrails on aeration basins
- Rehabilitation of knife gates to control flows to clarifiers and aeration basins
- Design and installation of chlorine distribution system for foam control
- Rehabilitation of secondary clarifier wetted surfaces
- Rehabilitation of Clarifier 5 skimmer arm

10. Erosion Sedimentation & Pollution Control

- Preparation of drawings and specifications required for construction.

11. Project Meetings and Communications

- Attendance at key project milestone meetings will be required. 30/70/100 day design meeting reviews.

B. DESIGN PHASE FOR Dunbar Creek WPCF

1. Influent Feed Splitter Improvements

- 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 conflicts with other utilities
- 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, elevations, & specifications.
- Abandonment of existing junction box structures.
- Secure and coordinate with Geotechnical as necessary.

2. Odor Control Improvements

- Design and installation of biological odor control unit to reduce odors and hazardous gases below acceptable limits.
- 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 conflicts with other utilities
- Construction details
- Erosion Control plans & specifications required for construction
- Quantity takeoff and Opinion of Probable Cost
- Technical Specifications
- Design calculations as necessary to verify equipment sizing, pipe sizing, elevations, & specifications.
- Secure and coordinate with Geotechnical as necessary.

3. Air Diffusion and Air Flow Control in Both Aeration Basins

- Design and installation of air diffusion systems in both aeration basins and flow control (via excess dissolved oxygen concentration optimization) for each aeration basin.
- 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 conflicts with other utilities
- Construction details
- Erosion Control plans & specifications required for construction
- Quantity takeoff and Opinion of Probable Cost
- Technical Specifications
- Design calculations as necessary to verify equipment sizing, pipe sizing, elevations, & specifications.
- Secure and coordinate with Geotechnical as necessary.
- Engineer to coordinate and conduct public awareness and information meetings as required, ensuring all Glynn County requirements for public notification are met.

4. Verification of Need and Design of Installation for Electrical Grounding Circuit

- If need is determined, provide design for installation

5. Project Meetings and Communications

- Attendance at key project milestone meetings will be required. 30/70/100 day design meeting reviews

C. 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.

D. CONSTRUCTION PHASE

1. Bid Process

- The Consultant shall provide assistance to the JWSC during the bidding process.
- 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 the following construction work elements:
 - Junction Box
 - Re-piping RAS and Clarifiers
 - Sludge dryer feed consolidation
 - Any work in raw sewage influent well
- 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 (if necessary_ traffic control plans in conjunction with contractor.
- Coordinate with Operations staff and key industrial customers with 72 hour notice of any construction activities that will impact plant operations.
- Conduct 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 R/W, property lines, roads, etc.
 - Sewer inverts and frame elevations.
 - Relevant bench marks and points of elevation.
- For all installations of new equipment, operating manuals will be provided and preventative maintenance lists will be provided for upload into the JWSC asset management system.

5.0 PROPOSAL SUMMARY SHEET

ACADEMY CREEK LOCATION

ENGINEERING & DESIGN PHASE	Days for Completion	Budget
<i>Design Phase</i>		
Engineering Evaluation	_____	_____
Influent Junction Box	_____	_____
Rotary Screen	_____	_____
Odor Control & Management System	_____	_____
Electrical & SCADA Rehab	_____	_____
Feed Channel Wall Rehab	_____	_____
Sludge Dryer Rehab & Consolidation	_____	_____
RAS & Clarifier Feed Pipe Rerouting	_____	_____
DAF Building Rehabilitation	_____	_____
Minor Structural & Mechanical Rehab Needs	_____	_____
<i>Permitting Phase</i>		
Agency Approvals	_____	_____
Design Permits	_____	_____
ES&PC	_____	_____
<i>Construction Phase</i>		
Bid Process	_____	_____
Construction Services	_____	_____
Preventative Maintenance Work Orders & Manuals	_____	_____
Record Drawings	_____	_____
TOTALS	_____	_____

Prepared By _____

Company _____

Date _____

5.0 PROPOSAL SUMMARY SHEET

DUNBAR CREEK LOCATION

ENGINEERING & DESIGN PHASE	Days for Completion	Budget
<i>Design Phase</i>		
Engineering Evaluation	_____	_____
Influent Feed Splitter Control for Aeration Basins	_____	_____
Air Diffuser Rehab & Improvements	_____	_____
Air Control Loop	_____	_____
Ground Circuit Need Determination / Design Installation	_____	_____
<i>Permitting Phase</i>		
Agency Approvals	_____	_____
Design Permits	_____	_____
ES&PC	_____	_____
<i>Construction Phase</i>		
Bid Process	_____	_____
Construction Services	_____	_____
Preventative Maintenance Work Orders & Manuals	_____	_____
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 rehabilitation projects of the type and nature indicated above. The projects should be within the past five (5) years and be represented in a way that will demonstrate to JWSC evaluation team members a relevancy to our project requirements in regards to process similarities or challenges, SRF funding design requirements and/or any other concerns. Please include email and phone contacts (one management and one operations contact) for each project. **(35 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 Wastewater Treatment plant rehabilitation 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. **(10 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 at each location the production of contract documents, and construction administration to include coordination with plant operations, staff project manager, and coordination of and final delivery of as-built drawings and contractor warranties. Please break these out by each plant location. **(25 points possible)**
- d. Interview.** Each submitted firm will participate in a 30 minute interview in response to specific questions submitted by the JWSC evaluation team regarding the initial proposal response. **(10 points possible)**
- e. Pricing.** Fees required for all design, permitting, easement procurement support (if any), and services during construction will be considered. **(10 points possible)**
- f. Local Preference.** Engineering firms with qualified staff in a local office will be given an additional point value of 5 points. The definition of "Local Office/Business" is one that can certify it has an office within 100 miles from the BGJWSC offices at 1703 Gloucester Street, Brunswick, GA, 31520. 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)**
- g. Required Licensure.** Firm must be licensed and approved for work in the State of Georgia; please include a copy of engineering license. **(Pass/Fail)**
- h. 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

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: _____

THIS FORM MUST ACCOMPANY YOUR FORMAL PROPOSAL

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 19-012 FOR
2019 WATER POLLUTION CONTROL FACILITIES REHABILITATION-
ACADEMY CREEK AND DUNBAR CREEK- PROJECT NO. 906**

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)

THIS FORM MUST ACCOMPANY YOUR FORMAL PROPOSAL

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)

THIS FORM MUST ACCOMPANY YOUR FORMAL PROPOSAL

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:

BGWSC 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 SERVICES19-012 / 2019 WATER POLLUTION CONTROL FACILITIES REHABILITATION – ACADEMY CREEK AND DUNBAR CREEK- PROJECT NO. 906**

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

Date: _____
(Insurance Company)

Issued At: _____
(Authorized Representative)

Address: _____

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

THIS FORM MUST ACCOMPANY YOUR FORMAL PROPOSAL

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: _____

THIS FORM MUST ACCOMPANY YOUR FORMAL PROPOSAL