



AGENDA

PRE-PROPOSAL TELECONFERENCE

IFB 20-0029

**ENGINEERING SERVICES FOR WATER AND SEWER MASTER PLAN UPDATE
FOR
BRUNSWICK-GLYNN COUNTY JOINT WATER & SEWER COMMISSION**

**1703 Gloucester Street
Commission Chambers
Brunswick, GA 31520**

Tuesday, April 21, 2020 – 1:00 P.M.

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- **Roll Call of Pre-registered Attendees**
 - **Introduction –JWSC Staff**
 - **Project Description - Task Deliverables/ Scope of Services**
 - **Available Data / Proposed Project Timeframe**
 - **Information Requests and Submission Requirements**
 - **Review Evaluation Criteria**
 - **Informal Question and Answer Session**
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PROJECT DESCRIPTION

The Brunswick-Glynn Joint Water & Sewer Commission (JWSC) wishes to receive engineering services proposals from qualified engineering firms to update the JWSC's existing Water and Sewer Master Plan.

The most recent JWSC Water and Sewer Master Plan was completed in 2016. The JWSC has been successful at eliminating many of the capacity roadblocks outlined in that plan, and now wishes to focus on future planning efforts. With the release of updated comprehensive plans by the City of Brunswick and Glynn County since the last update,

the JWSC wishes to update its plan to allow for a holistic planning approach for the future infrastructure needs of the City of Brunswick and Glynn County.

The deliverables will include the following tasks:

- Task 1 – Available Data Review and Evaluation
- Task 2 – Water and Sewer Flow Projections
- Task 3 – Major Asset Condition Assessment
- Task 4 – Water and Sewer Rehabilitation Plan
- Task 5 – Water and Sewer Expansion Plan
- Task 6 – Cash Flow Needs Forecast
- Task 7 – Presentation of the Water and Sewer Master Plan
- Task 8 – Delivery of Master Plan and Project Database

AVAILABLE DATA AND PROJECT TIMEFRAME

The following reference items are available via dropbox link to determine data available for this project:

- JWSC Master Plan
- City of Brunswick Comprehensive Plan
- Glynn County Master Plan

For access to these documents, a proposer may contact the Procurement Coordinator, Christa Free at cfree@bgjwsc.org for a dropbox link to gain access for viewing.

The JWSC has set a timeframe of 270 calendar days for the selected firm to complete all identified tasks after receiving a signed Notice To Proceed. The scope of work may be modified through negotiation and/or written addendum issued by the JWSC, and will become a part of any contract or agreement between the JWSC and the selected Proposer.

INFORMATION REQUESTS

This agenda will be issued to all registered pre-proposal attendees by addendum. Verbal responses to questions are non-binding and offered as a courtesy. Formal responses will only be issued in response to written questions issued by addendum to all registered plan holders in accordance with the contract documents.

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. The deadline for questions will be 5:00 p.m. EST on Friday, April 24, 2020. Any verbal statements regarding same by any person prior to the award shall be considered not authoritative and non-binding.

To maintain a “level playing field” and to assure that all proposers receive the same information, proposers are requested NOT to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the proposer.

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, May 5, 2020).

Proposers should check the website at <http://www.bgjwsc.org/departments/procurement/> frequently during the solicitation process to verify that they have received all issued addenda. Proposers have the responsibility of making sure that they have received all issued addenda.

Proposals are to be submitted with:

- A detailed description of the services provided for each task
- A not-to-exceed budget for each task
- Proposal total for total project
- Time period for each task
- Examples of previously completed water and sewer master plans (an electronic link for these will be all that is required)
- A detailed list and fee schedule for work not included in the proposal

Bids are to be submitted with the following forms:

- Proposal Summary (Section 5.0)
- Bid Bond
- Contractor Affidavit
- Oath
- Representation of EEO
- Certificate of Insurance
- Certificate of Drug Free Workplace

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. Please limit your submission to seventy (70) single-sided sheets with required forms excluded from the total page count.

Proposals are due by 12:00 noon (EST) on Tuesday May 5, 2020. Mandatory label required on outside of envelope: "Request for Proposals 20-029 Engineering Services for Water and Sewer Master Plan Update." In observance of Shelter-In-Place orders issued by Georgia Governor Brian Kemp and social distancing measures, preference for receipt of solicitation is via mail; however, hand-delivered responses will be received at the JWSC Administrative Office located at 1703 Gloucester Street by the Procurement Director via appointment if needed.

ALL LATE PROPOSALS FOR WHATEVER REASON WILL BE RETURNED UNOPENED.

REVIEW EVALUATION CRITERIA

The selected firm or firms must be experienced and qualified to provide the required scope of services. Section 6.0 details all information required and the list of criteria items is below:

- a. Experience and Qualifications.
 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. (15 points possible)
- b. Demonstrated Understanding of Project Objectives and Scope.
(25 points possible)
- c. Clarity of Project Timeline and Deliverables. (20 points possible)
- d. Pricing. (10 points possible)
- e. Interview. (20 points possible)
- f. Required Licensure. (Pass/Fail)
- g. Professional standing. (Pass/Fail)

The scores for the presentation and interview will be combined with the scores from the evaluation of the written submittals to determine the overall ranking of the short-listed firms. Written proposals will be reviewed and rated by a panel of qualified BGJWSC staff members. Upon review of written proposals, the Selection Committee may select firms to deliver a presentation and provide further clarification of their approach. Proposers will be allotted up to 15 minutes for a brief presentation, a 30 minute question and answer period and conclude with a 15 minute wrap-up discussion for a total time of 60 minutes. Key project personnel will be expected to take the lead in presenting and answering questions regarding the technical proposal.

Interviews will be informal, and will provide respondents with an opportunity to answer any questions the selection team may have on a submission. Tentative dates for these interviews will be Tuesday, May 12, 2020 and Wednesday, May 13, 2020. In observance of current shelter-in-place orders for the State of Georgia, these interviews will be conducted via a hybrid model of in-person and teleconference. In order to practice appropriate social distancing measures, participating firms will be allowed to have only (1) one member of the interview team physically present at the JWSC office for the interview. All other members of the respondent team will be required to attend via teleconference. There will be a limit of four (4) total team members that may attend via teleconference. JWSC evaluation team will participate in person while practicing appropriate social distance measures.

Upon completion of the interview, the Selection Committee will score each firm based on the criteria outlined. The highest scoring proposal will be recommended to the BGJWSC Commission for final approval.

SCHEDULE OF EVENTS

Listed below is the tentative schedule of events associated with this project solicitation:

Project Milestone	Target
Release of RFP	Friday, April 10, 2020
Registration Deadline for Pre-Proposal Teleconference	Monday, April 20, 2020 5:00 p.m. EST
MANDATORY Pre-Proposal Teleconference	Tuesday, April 21, 2020 – 1:00 p.m. EST
Deadline for Questions	Friday, April 24, 2020 – 5:00 p.m. EST
Final Addendum for Questions	No later than Monday, April 27, 2020
Engineering Proposals Received	Tuesday, May 5, 2020 – 12:00 NOON EST
60 minute Interviews – Hybrid Format	Tuesday, May 12, 2020 / Wednesday, May 13, 2020
Evaluation and Award of Engineering Services	May 5, 2020 – May 19, 2020
Contract Award Target Date	Thursday, May 21, 2020
Engineering Contract Execution	May - June 2020
Task #1 – Existing Data Review	July 2020
Task #2 – Water and Sewer Flow Projections	August 2020 – September 2020
Task #3 – Major Asset Condition Assessment	September 2020
Task #4 – Water and Sewer Rehab Plan	October 2020 – November 2020
Task #5 – Water and Sewer Expansion Plan	October 2020 – November 2020
Task #6 – Cash Flow Needs Forecast	November 2020 – December 2020
Task #7 – Presentation of Water and Sewer	December 2020 – January 2021
Task #8 – Final Project Deliverables	February 2021

INFORMAL QUESTION AND ANSWER SESSION

Verbal responses to questions are non-binding and offered as a courtesy. Formal responses will only be issued in response to written questions issued by addendum to all registered plan holders in accordance with the contract documents.

Written questions accepted until Friday, April 24, 2020 5:00 p.m. EST. Please submit questions via email to Pamela Crosby at pcrosby@bgjwsc.org.

Deadline for bid receipt is 12:00 NOON EST on Tuesday, May 5, 2020.