



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

**Request For Proposals No. 20-029**

**Engineering Services for  
Water and Sewer Master Plan Update  
Project No. 2024**

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

Friday, April 10, 2020

**MANDATORY** Pre-Proposal teleconference will be held on Tuesday, April 21, 2020 at 1:00 p.m. EST  
Pre-registration deadline for teleconference is Monday, April 20, 2020 at 5:00 p.m. EST  
Register via email [pcrosby@bgjwsc.org](mailto:pcrosby@bgjwsc.org) to obtain login credentials for this event.

Deadline for questions is Friday, April 24, 2020, 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](mailto:pcrosby@bgjwsc.org)

**Responses Due by:**

**12:00 NOON, EST Tuesday, May 5, 2020 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 20-029**

**ENGINEERING SERVICES FOR WATER AND SEWER MASTER PLAN UPDATE  
PROJECT NO. 2024**

**1.0 INTRODUCTION**

The Brunswick-Glynn Joint Water & Sewer Commission (JWSC) wishes to receive Requests for Proposals (“RFP”) for 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 selected Consultant must be capable of performing the following tasks and delivering the following on behalf of the JWSC: This will include the following:

Task 1 – Available Data Review and Evaluation – The selected firm should review the existing Water and Sewer Master Plan, the utility’s geographical information system (GIS) mapping, available Bentley WaterGEMS model, the utility’s computerized maintenance management system (CMMS), the 2018 City of Brunswick Comprehensive Plan, and the 2018 Glynn County Comprehensive Plan in order to determine additional data needs to facilitate the master plan update.

Task 2 – Water and Sewer Flow Projections – The selected firm should utilize available information to project water and sewer flow requirements for at least 20 years. These flow projections should include water and sewer usage trends for the utility’s customer and population projections provided in the Glynn County Comprehensive Plan. For water flow projections, the JWSC requests the projections be organized by geographic areas to include the City of Brunswick, North Mainland, South Mainland, and St. Simons Island. For sewer flow projections, the JWSC requests the projections be organized by sewer pump station service basins. Flow projections should be for each year included in the planning period. For future development flow projections, interviews should be conducted with the City of Brunswick Planning & Zoning Department and the Glynn County Community Development Department to determine the proposed rate and schedule of development in the different areas.

Task 3 – Major Asset Condition Assessment – The most recent Water and Sewer Master Plan includes a condition assessment of major water and sewer facilities that are likely to still be mostly accurate. JWSC staff will provide a list of improvements made since the creation of the most recent Water and Sewer Master Plan for review of the condition assessments. The selected firm should determine which JWSC assets that are not included in the most recent update’s condition assessment need an updated condition assessment due to either a likely change in the condition assessment or due to changes in the asset criticality.

Task 4 – Water and Sewer Rehabilitation Plan – The selected firm should develop a water and sewer rehabilitation plan for at least 20 years based upon the utility’s consequence of failure and probability of failure criteria. Each listed project should include a proposed scope of work and detailed cost estimate.

Task 5 – Water and Sewer Expansion Plan – The selected firm should develop a water and sewer expansion plan for at least 20 years based upon the City of Brunswick Comprehensive Plan and the Glynn County Comprehensive Plan. Particular focus should be given to the North Mainland area to determine the most cost effective method of providing sanitary sewer service to the proposed developments. Additionally, the prioritization of extensions into existing neighborhoods located within the JWSC service area that are without JWSC water and/or sewer service is expected. Each listed project should include a proposed scope of work and a detailed cost estimate.

Task 6 – Cash Flow Needs Forecast – The selected firm should determine projected annual cash flow needs based upon the plans developed in Tasks 4 and 5. The projects should be ordered based upon risk to the utility, while allowing for cash flow smoothing when possible. This should be completed separately for the Water and Sewer Rehabilitation Plan and Water and Sewer Expansion Plan.

Task 7 – Presentation of the Water and Sewer Master Plan – The selected firm should present a draft updated Water and Sewer Master Plan to staff for review and consideration. Following the review of comments provided by staff, the selected firm should present a draft updated Water and Sewer Master Plan to the JWSC Facilities Committee for review and consideration. Following the review of comments provided by the Facilities Committee, the selected firm should present a draft updated Water and Sewer Master Plan to the full JWSC Commission for review and consideration. Following the review of comments provided by the JWSC Commission, the selected firm should present the final updated Water and Sewer Master Plan to the Facilities Committee and full Commission for approval and adoption.

Task 8 – Delivery of Master Plan and Project Database – The selected firm should provide 10 printed copies and 1 electronic copy of the updated Master Plan for distribution to JWSC staff members and Commissioners. The selected firm should also provide an electronic database that includes the detailed cost estimate of each proposed project and the flow projection used in the development of the proposed projects. This database may be utilized by JWSC staff to adjust future project prices at the time of construction and to update the projected flows based on realized population growth and flow trends.

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.

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.

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. 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.

All documents related to this solicitation will be posted on the BGJWSC website [www.bgjwsc.org](http://www.bgjwsc.org) with a link to the existing JWSC Master Plan, the City of Brunswick Comprehensive Plan, and the Glynn County Master Plan available via dropbox link. For access to these documents, a proposer may contact the Procurement Coordinator, Christa Free at [cfree@bgjwsc.org](mailto:cfree@bgjwsc.org) for a dropbox link to gain access for viewing. All registered pre-proposal attendees will receive this link automatically. 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 Consultant is to complete all identified tasks 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 Engineering Services for Water and Sewer Master Plan Update.

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. Please include in your project experience reference responses only those projects that most clearly align with these objectives.

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 JWSC is interested in different cost-effective approaches to complete the Water and Sewer Master Plan update. The final scope of services will be subject to negotiation. The proposal should include a detailed scope of services and all costs for which the consultant expects to be compensated for, including all materials furnished and services provided. The quoted price shall constitute full and complete compensation for the services and materials as outlined within this solicitation. Consultant staff fee schedule should clearly indicate effective dates, applicable escalation clauses, and miscellaneous billable costs, in addition to hourly rates. As the JWSC is committed to making the most efficient use of rate payer funds available, the comparative cost factors associated with each proposal will also be considered. The JWSC reserves the right to select the best combination of qualifications and cost effectiveness for the scope of work identified in this RFP.

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. 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 in Section 6.0. The rating system will consist of a numerical grading system, as set forth in Section 6. 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.

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

<b>Project Milestone</b>	<b>Target</b>
Release of RFP	Friday, April 10, 2020
Registration Deadline for Pre-Proposal Teleconference	Monday, April 20, 2020 5:00 p.m. EST
<b>MANDATORY</b> 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

Brunswick-Glynn Joint Water and Sewer Commission provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, handicap or veteran status. This policy ensures all segments of the business community have access to supplying the goods and services needed by the JWSC.

In the sole judgement of the JWSC, any and all proposals are subject to disqualification on the basis of conflict of interest. The JWSC may not contract with a firm if the firm or an employee, officer or director of the proposer's firm, or any immediate family member of the preceding, has served as an elected official, employee, board or commission member of the JWSC who influences the making of the contract or has a direct or indirect interest in the contract. Furthermore, the JWSC may not contract with any vendor whose income, investment or real property interest may be affected by the contract. The JWSC, at its sole option, may disqualify any proposal on the basis of such a conflict of interest. Please identify any person associated with the firm that has a potential conflict of interest.

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

There will be a **mandatory** pre-proposal teleconference at **1:00 p.m. on Tuesday, April 21, 2020**. Participants must pre-register with the Purchasing Director, Pamela Crosby, via e-mail no later than **5:00 p.m. EST on Monday, April 20, 2020** to receive login credentials for the call. Any questions and/or misunderstandings that may arise from this RFP must be submitted in writing and forwarded to the Purchasing Director at the email address listed below. It shall be the proposers responsibility to seek clarification as early as possible prior to the due date and time. Any firm who intends to submit a Proposal is required to attend this teleconference.

Additional information and clarifications desired by a Proposer shall be requested from the BGJWSC in writing and if explanations are necessary, a reply shall be made in the form of an Addendum, a copy of which will be forwarded to each Proposer. Every request for such clarification shall be in writing (email) addressed to Pamela Crosby at [pcrosby@bgjwsc.org](mailto:pcrosby@bgjwsc.org). 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

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. 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.**

#### **4.0 SCOPE OF SERVICES**

This project consists of the engineering services required for the completion of the requested work described in Section 1.0.

A. Available Data Review and Evaluation

1. Review of Existing Master Plan
2. Review of JWSC GIS Mapping
3. Review of JWSC CMMS
4. Review of 2018 City of Brunswick Comprehensive Plan
5. Review of 2018 Glynn County Comprehensive Plan

B. Water and Sewer Flow Projections

1. 20 Year Water Usage Flow Projections by Geographic Area
  - City of Brunswick
  - North Mainland
  - South Mainland
  - St. Simons Island
2. 20 Year Sewer Usage Flow Projections by Sewer Basin
  - City of Brunswick
  - North Mainland
  - South Mainland
  - St. Simons Island
3. Interviews with Local Stakeholders
  - JWSC Commissioners
  - JWSC Staff
  - City of Brunswick Planning & Zoning
  - Glynn County Community Development

C. Major Asset Condition Assessment

1. Review of Projects Completed Since Last Update
2. Determination of Critical Assets Requiring Inspection
3. Inspection of Critical Assets with assigned grading scale evaluation criteria

D. Water and Sewer Rehabilitation Plan

1. 20 Year Water and Sewer Rehabilitation Plan

2. Detailed Scope of Work for Each Proposed Project
  3. Detailed Cost Estimate for Each Proposed Project
  4. Evaluation of Proposed Projects Based Upon Consequence and Probability of Failure
- E. Water and Sewer Expansion Plan
1. 20 Year Water and Sewer Expansion Plan
    - Focus on North Mainland
    - Focus on In-Fill Expansion
  2. Detailed Scope of Work for Each Proposed Project
  3. Detailed Cost Estimate for Each Proposed Project
- F. Cash Flow Needs Forecast
1. 20 Year Water and Sewer Rehabilitation Plan
  2. 20 Year Water and Sewer Expansion Plan
  3. Incorporate Cash Flow Smoothing Where Practical
- G. Presentation of Water and Sewer Master Plan
1. Presentation of Draft Plan to JWSC Staff
  2. Modification of Draft Plan Based Upon Comments
  3. Presentation of Draft Plan to JWSC Facilities Committee
  4. Modification of Draft Plan Based Upon Comments
  5. Presentation of Draft Plan to JWSC Commission
  6. Modification of Draft Plan Based Upon Comments
  7. Presentation of Final Plan to JWSC Facilities Committee for Approval
  8. Presentation of Final Plan to JWSC Commission for Approval
- H. Final Project Deliverables
1. Delivery of 10 Printed Spiral Bound Copies and 1 Electronic Copy of the Final Approved Plan
  2. Delivery of 10 Printed Spiral Bound Copies and 1 Electronic Copy of Executive Summary
  3. Delivery of Electronic Database of Flow Projections (with calculations) and Detailed Project Estimates (with calculations)



**5.0 PROPOSAL SUMMARY SHEET**

<b>ENGINEERING</b>	<b>Days for Completion</b>	<b>Budget</b>
Existing Data Review	_____	_____
Water and Sewer Flow Projections	_____	_____
Major Asset Condition Assessment	_____	_____
Water and Sewer Rehab Plan	_____	_____
Water and Sewer Expansion Plan	_____	_____
Cash Flow Needs Forecast	_____	_____
Presentation of Water and Sewer Master Plan	_____	_____
Final Project Deliverables	_____	_____
<b>TOTALS</b>	_____	_____

**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. **Experience and Qualifications.** A statement of the firm's qualifications to perform the work and years in business. Staff's qualifications, technical expertise/experience of organization, technical ability to perform and Consultant's availability to deliver services on schedule. Please include a very specific statement as to the firm's experience with water and sewer master planning 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. **(15 points possible)**
- b. **Demonstrated Understanding of Project Objectives and Scope.** Quality, responsiveness and clarity of the proposal or presentation. Compatibility of Consultant's staff with JWSC Staff and Governing Body. **(25 points possible)**
- c. **Clarity of Project Timeline and Deliverables.** Discuss the proposed approach to completing the needed services in the required timeline. Please detail how your firm will coordinate the project to include coordination with local government agencies and JWSC staff, and coordination of and final delivery of updated Master Plan and databases. **(20 points possible)**
- d. **Pricing.** Fees required for all engineering services will be considered. **(10 points possible)**
- e. **Interview. (20 points possible)** Proposers will be evaluated on the following:
  - quality and clarity of the presentation
  - project manager's ability to communicate project understanding
  - identification of project specific risks and plans to manage them and
  - the adequacy of response to committee questions
- 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)**
- g. **Professional standing.** A statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made. **(Pass/Fail)**

**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.**

## **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

**20-029 ENGINEERING PROPOSALS FOR WATER AND SEWER MASTER PLAN UPDATE  
PROJECT NO. 2024**

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 \_\_\_\_\_ 2020.

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

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

Sworn to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_ 2020.

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:

***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> <b>(This is additional coverage and limits above the following primary insurance: Employer's Liability, Commercial General Liability and Automobile Liability)</b>	\$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:** **20-029 ENGINEERING PROPOSALS FOR WATER AND SEWER MASTER PLAN UPDATE- PROJECT NO. 20-024**

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**