



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

**Request For Proposals No. 20-032**

**Engineering Services for  
Arco Area Water and Sewer Extensions  
Project No. 2016  
for the**

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

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**Tuesday, May 12, 2020**

**MANDATORY Pre-Proposal teleconference will be held on Wednesday, May 27, 2020 at 1:00 p.m. EST  
Pre-registration deadline for teleconference is Tuesday, May 26, 2020 at 3:00 p.m. EST  
Register via email [pcrosby@bgjwsc.org](mailto:pcrosby@bgjwsc.org) to obtain login credentials for this event.**

**Deadline for questions is Tuesday June 2, 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, June 16, 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 20-032**

**ENGINEERING SERVICES FOR ARCO WATER AND SEWER EXTENSIONS  
PROJECT NO. 2016**

**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 design extensions of the water and sewer systems into the Arco neighborhood of Glynn County.

The project consists of designing water and sewer systems to service unserved customers bounded by Fifth Street to the South, Whitlock Street to the East, Newcastle Street to the West, and the Norfolk Southern rail spur to the North. A study completed last year includes a map consisting of 268 unserved parcels within these boundaries. This map is presented as Exhibit A.

The selected Consultant must be capable of performing the following tasks and delivering the following on behalf of the JWSC:

**Task #1 – Preliminary Engineering Report Review**

- Review the preliminary engineering report completed in 2019 and recommend if there are any other viable, cost-effective means to provide water and sewer service to the requested area.
- Engineer shall conduct a thorough existing utility plan review.
- Identify the possible “alternate” bid items from the Project and include qualified construction costs (based on regional pricing for actual projects) for each alternative evaluated. Please consider the following two options: gravity and grinder solutions.
- Show recommended division into separate Construction Package, if any.

**Task #2 – Field Surveying Services**

- Perform or obtain the services of a Registered Professional Land Surveyor Consultant to perform field survey services.
- Establish horizontal and vertical control for the project area. Horizontal datum shall be based on the Georgia State Plan, East Zone, and NAD83. Vertical datum shall be based on NAVD88. Provide a minimum of three (3) NGS B-order (or higher) stations that shall be connected for the horizontal network and minimum three (3) third-order (or higher) bench marks shall be connected for the vertical network in accordance with Rule 180-7-.04(2) of the Rules and Regulations of the State of Georgia - Department 180. The locations shall be coordinated with the JWSC. Survey control maps, ASCII point files and copies of survey field notes will be provided.
- Locate all property corners and road rights-of way. Provide name(s) and mailing addresses of property owner(s), parcel ID numbers, etc., in those areas affected by the work.
- Provide boundary survey of entire proposed project area. Provide spot elevations at a maximum grid interval of 100-foot.
- Locate all visible improvements such as building, fences, permanent signs, sidewalks, curb and gutter, edge of pavement, driveways, mailboxes, and other structures located on the property or within 10 feet outside the ROW line, if accessible.

- Locate existing water lines (if any) with pipe sizes, water meters, valves, vaults, fire hydrants, etc.
- Locate existing sewer lines (if any) and indicate pipe size. Locate sanitary sewer manholes and provide top and invert elevations.
- Locate Private and Public Utilities - miscellaneous underground and overhead utility lines and above ground utilities indicators including gas, power, telephone, cable TV, fiber optic, etc. Provide cross-sectional detail at locations where route crosses existing features. We are looking for a bid alternate to perform a SUE Level A for this activity. See the Proposal Summary Sheet for this detail.
- Locate existing storm structures (swales/ditches, curb inlets, drop inlets, catch basins, junction boxes, and headwalls) and pipes. Provide pipe size, invert elevation, grate elevations, etc. Provide cross-sectional detail at locations where route crosses existing features.
- Locate trees within the right-of-way.
- Identify discrepancies or conflicts in boundaries, any visible encroachments, and any portion of the property within the 100-year floodplain by graphical plotting only, as shown on the current Federal Emergency Management Agency map.
- Delivery of Field Survey – original survey field books and electronic files, survey control map, and survey drawings to the JWSC.

#### Task #3 – Easement Preparation Services

- Perform or obtain the services of a Registered Professional Land Surveyor Consultant to perform easement preparation services.
- Prepare easement sketches and legal descriptions as necessary to facilitate installation of new water and sewer services.
- System design should remain in ROW whenever practical.

#### Task #4 – Construction Plans and Specifications

- Prepare design drawings for all improvements necessary to provide water and sewer service to the specified parcels.
- Prepare detailed drawings, profile sheets, and standard details for the proposed improvements.
- The Engineer shall incorporate the current JWSC Standard Details as applicable. The Engineer shall review each Standard Details and edit as necessary to suit Project-specific requirements and to meet the design intent of the Project. Revisions to the Standard Details shall not be incorporated based solely on Engineer's preference, but are subject to review and acceptance by the JWSC. The Engineer shall notify the JWSC of all proposed changes to Standard Details and provide reasons for such proposed changes. The Engineer shall prepare additional nonstandard details necessary for bidding and construction of the Project.
- The Engineer shall verify findings and identify potential conflicts during construction. Proposed designs shall strive to avoid conflicts where physically and financially feasible. Relocations of private utilities shall be coordinated with the JWSC as early in design process as possible.
- Submit draft plans and technical specifications to the JWSC for review at 60%, 90% and Bid Ready completion with detailed construction cost estimates for all line items required in the bid schedule.
  - Engineer shall inform the Director of Engineering of any adjustments to previous estimates of the Project construction cost which are indicated by market conditions or authorized changes in the scope and requirements of the Project within five business days of determining the adjustment; and

- Engineer does not guarantee that bids will not vary from the final construction cost estimate.
- The Engineer shall prepare a construction duration estimate for the proposed project. The construction duration estimate shall be based upon tasks, subtasks, critical dates, milestones, and deliverables and shall consider the interdependence of the various items, and adjacent construction projects. Scheduling software or other available industry methodologies may be used to assist in the construction duration estimate preparation. The Engineer must substantiate the construction duration estimate to the JWSC and assist the JWSC in interpreting the estimate. The construction duration estimate shall be submitted no later than the Bid Ready Drawing and Specification milestone submittal.
- The Engineer shall review results from Additional Services prior to submittal to the JWSC and where applicable, incorporate this information into the Final Design documents. Such Additional Services may include, but not be limited to, survey, geotechnical, environmental, traffic control, storm water pollution prevention plans, street lighting plans, tree mitigation/planting plans, and special studies.
- At each draft submission, provide one (1) full size set of printed design drawings, three (3) half size sets of printed design drawings, four (4) sets of printed technical specifications and digital copy of the design drawings and technical specifications.
- The Engineer is responsible for quality and completion of the Final Design as requested by the Executive Director.
- The Engineer shall specify the minimum acceptable performance and/or material standards associated with temporary facilities and structures that are determined necessary to implement the Project, that are potentially cause for significant disruption to local communities or businesses, and that are not solely for the convenience of the construction contractor.

#### Task #5 – Permitting Services

- The Engineer shall design the Project in compliance with the standard of care in the industry and the requirements of applicable laws, codes, and regulations, including the Local Building Code. The Construction Documents shall conform to applicable federal, state, and local regulations.
- The Engineer shall prepare the Documents necessary to obtain approval of governmental authorities having jurisdiction over the design or operation of the Project and all public and private utilities including pipeline transmission and railroad companies affected by the Project; obtain the signatures of representatives of such governmental authorities and public and private utilities.
- Submit the required number of completed construction plans, technical specifications and reports; and a compact disc of all associated drawings, technical specifications, and reports to Georgia Environmental Protection Division for review at the 90% design submittal phase.
- The Engineer shall obtain the written approval for the necessary Right of Entry to the properties affected by the Project, using the JWSC's designated form that is currently in use. The Engineer shall turn in all acquired Rights of Entry to the JWSC before proceeding to the Construction Phase Services.
- Submit and acquire on behalf of JWSC any necessary permits and licenses applications that may include but are not limited to permitting from:
  - Georgia EPD
  - Georgia DOT
  - US Army Corps of Engineers
  - Glynn County
  - City of Brunswick

- Norfolk Southern Railway
- CSX Transportation
- Public or Private Utilities

#### Task #6 – Bid Phase Services

- The Engineer shall assist the JWSC in conducting the mandatory pre-bid conference (if held) and submit meeting minutes within three (3) business days.
- The Engineer shall assist the JWSC in preparing necessary addenda to address issues or clarifications necessary for completion of the bidding process.
- The Engineer shall attend pre-bid and review submitted bids, create bid tabulation, and provide a letter of recommendation for bid award and written explanation if the Engineer's construction cost estimate is not within 10% of the low bid in three (3) business days after bid opening.
- The Engineer shall provide clarification, correct discrepancies, correct errors and omissions; assist the JWSC in evaluating the bid proposals; and assist in the preparation of a construction contract between the JWSC and the successful bidder.
- Attend JWSC Facilities Committee meeting and provide assistance answering any questions about the proposed bid award.
- The Engineer shall prepare a set of Conformed Drawings (as-bid drawings) within ten (10) business days after bids are received. The Engineer shall furnish copies of the Conformed Drawings to the JWSC within ten business days after bids are received, in the following numbers and formats: two (2) full size sets; three (3) half size sets; five (5) sets of the technical specifications; and five (5) compact disc of all associated drawings, technical specs, and reports. Conformed Drawings represent the Bid Documents revised to reflect all addenda changes made during the bid period.

#### Task #7 – Construction Phase Services

- Engineer shall provide professional services during construction to assist in obtaining a completed Project in accordance with the purpose and intent of the Construction Documents.
- The Engineer shall participate in pre-construction conference, public notice meetings, and monthly construction progress meetings and submit meeting minutes within three (3) business days.
  - When requested by the construction project manager, the Engineer shall attend other meetings related to project design in lieu of attending the monthly construction progress meetings. Please provide an example of your standard report format in your proposal.
- The Engineer shall make visits to the Project site at appropriate intervals as construction proceeds to observe and provide a written construction site observation report on the progress and the quality of the executed Work.
  - The frequency of these visits should be monthly, after the construction contractor has mobilized and is constructing the proposed improvements. Site visits should occur during times when the construction contractor is actively performing major construction activities. Site visits should be coordinated with the construction project manager. These monthly visits shall be combined with any site visits made to resolve field problems relating to the construction or monthly progress meetings.
  - The personnel provided by Engineer to perform site visits shall be experienced in the administration of construction contracts and shall be under the supervision of a Professional Engineer registered by the State of Georgia. Supporting personnel

- shall be provided from the Project design team when specialized knowledge of the Project design is required.
- Site Observation Reports shall be in writing, shall include all referenced supporting documents, and shall advise the JWSC of deviations from the Construction Documents, the contractor's construction schedule, or other items, observed by or brought to the attention of the Engineer at the time of the Site Observation. Unsafe conditions and major work deficiencies observed should be immediately brought to the attention of the Inspector and the construction project manager. Document such notifications on the report.
  - The Engineer shall review and take appropriate action upon the shop drawings, samples, and other submissions furnished by the construction contractor and submitted to Engineer by the JWSC. Engineer shall determine if the shop drawings, samples, and other submissions conform to the requirements of the Construction Documents. Engineer shall notify the JWSC if the shop drawings, samples or other submissions do not conform to the Construction Documents. Such action(s) shall be taken within 7 calendar days of receipt from the JWSC unless approved in advance by the Director of Engineering. Engineer shall maintain a log of all construction contractor submittals which shall include the submittal date, the action taken, and the date returned.
  - The Engineer shall prepare supporting data and provide other services (including revisions to Construction Documents) at no charge to the JWSC in connection with change orders when such change orders are required either:
    - (1) to make clarifications or to correct discrepancies, errors, or omissions in the Construction Documents; or
    - (2) to conform the Construction Documents to the requirements of all applicable laws, codes, and regulations, including the Local Building Code (which is expressly made applicable to this Project) as it was in effect at the time of execution of this Contract.
  - The Engineer shall review laboratory, shop, and mill tests of material and equipment for general conformance with Contract Document requirements and report to the JWSC in writing on such matters.
  - The Engineer shall provide design clarifications and recommendations to assist the JWSC in resolving field problems relating to the construction. Requests for Information (RFIs) will normally be generated by the construction contractor when a situation or condition is anticipated or encountered in the field that may not be fully addressed in the construction Contract Documents. RFIs are to be reviewed, a complete and fully responsive written answer provided, and returned to the construction project manager with a copy to the design project manager within five (5) business days depending upon the criticality and impacted cost of the condition as described in the RFI. Engineer's response to RFI's concerning proposed modifications or unforeseen conditions shall only address the technical and design aspect of the issue. Any cost or schedule impacts shall be addressed to the construction contractor by the construction project manager. Engineer shall maintain a log of all construction contractor RFIs which shall include the RFIs date, the action taken, and the date returned.
  - The Engineer shall evaluate construction contractor change and cost proposals and substitutions and recommend to the JWSC to either approve or disapprove the construction contractor's proposal or substitution, unless instructed not to do so by the Executive Director.
  - Provide construction inspection services to ensure successful project completion. \*Not-to-Exceed budget for this item should be based upon 20 hours per week of inspection services for the duration of project construction

- No less than 30 days and no more than 45 days before the expiration of the correction period established by the Construction Documents, Engineer, in company with the JWSC, shall observe the construction site. Within 14 days after such observation, Engineer shall furnish the JWSC with a written report enumerating items which require repair or replacement as provided under the correction period provisions of the Construction Documents.
- Review contractor submitted pay applications for accuracy and completion.
- To avoid misunderstandings or questions, Engineer understands and agrees that the Executive Director shall have the responsibility for the general administration of the construction contract. Accordingly, Engineer shall not have the authority or responsibility to issue direct instructions to the construction contractor, to reject work done by the construction contractor, or to require special inspections or tests. Engineer, however, shall provide continuing counsel to the Executive Director throughout the construction of the Project.
- For contracts that require the construction contractor to service, calibrate, maintain or provide periodic site inspections for a period of one year after the date of substantial completion, the Engineer shall accompany the construction contractor and construction project manager during such visits. For projects involving startup, testing, calibration, training and operation of facilities or systems, the Engineer shall assist the construction project manager in accomplishing such tasks in accordance with the Contract Documents.
- When requested by the Director of Engineering, the Engineer shall visit manufacturers' facilities in order to prequalify major products and materials to be incorporated into a construction contract or verify manufacturers' compliance with the Contract Documents. The Engineer shall accompany JWSC staff or may travel unaccompanied, as approved by the Director of Engineering. A written report shall be generated to document the results of the trips. Cost for travel shall be considered a Reimbursable Expense.

#### Task #8 – Record Drawings

- Within 30 calendar days of receipt of construction contractor's "as-built" drawings, the Engineer shall prepare and submit the Record Drawings to the JWSC. As-builts are defined in this instance as red-lined construction plans updated at each construction progress meeting. The Record Drawings shall become the property of the JWSC and shall show significant changes made in the Work by the construction contractor during the construction of the Project. Record Drawings shall be prepared on the original as-bid drawings in the format specified by the Executive Director at the time of execution. The Engineer shall prepare the record documents based solely upon the marked-up "as-built" drawings, addenda, revisions, change orders and other data furnished by the JWSC and the construction contractor. The "as-built" drawings provided by the construction contractor shall clearly depict:
  - Any deviations from the proposed utilities alignments shown in the as-bid drawings;
  - Actual alignments of utilities if different from alignment shown in the as-bid drawings; and
  - The presence of existing utilities that are either not shown or shown incorrectly in the as-bid drawings should be accurately depicted.
  - Other revisions to be shown include:
    - PPCM (Potentially Petroleum Contaminated Material) encounters;
    - Lengths for proposed utilities that differ from that shown in the as-bid drawings;
    - Deviations from proposed tunneling lengths;

- Existing pavement composition, i.e. “unreinforced concrete with asphalt overlay”;
  - The name of the manufacturer for installed valves that are 20 inches and larger in diameter;
  - Deviations from proposed restrained joint lengths for water line project only;
  - Identify type of pipe material installed;
  - Revisions due to construction contractor’s Requests for Information; and
  - Other changes made by the construction contractor.
- Project RFI’s (construction contractor’s Request for Information) should be reviewed to ensure the accuracy of the record drawings.
  - Changes shall be made on original drawings. Actual alignments of utilities shall be shown. Incorrectly shown utilities shall be crossed out and drawn correctly. Inaccurate callouts shall have a line drawn through them. Revised callouts shall be hand-lettered.
  - All record drawing revisions shall be accompanied by a revision number contained within a triangle. The revision shall then be dated and initialed in the revision block. Any revisions made by, or under the supervision of, an Engineer other than the one whose seal appears on the subject drawing shall be signed and sealed by the Professional Engineer responsible for the revision.

It is the responsibility of the Engineer to ensure the as-built information is incorporated.

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. 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.

Please note that all documents related to this solicitation will be posted on the BGJWSC website: <http://www.bgjwsc.org/departments/procurement/>. Interested bidders are advised to review these postings frequently throughout the solicitation process and prior to all bid submissions being finalized to ensure the most accurate information is being taken into consideration. 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 Tasks #1-6 within **180 days** of receiving a signed notice to proceed. Task #7 shall be completed concurrent with construction of the project. Task #8 shall be completed within **30**



**days** of final completion of construction. Each firm's experience and qualifications will be evaluated primarily as they relate to the firm's ability to provide Engineering Services for the Arco Area Water and Sewer Extensions.

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 Arco Area Water and Sewer Extension. 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 JWSC staff members. Upon review of written proposals, the Selection Committee may reach out to select firms to provide further clarification of their approach. 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 anticipated overall solicitation and project milestone target schedule is listed below:

<b>Project Milestone</b>	<b>Target</b>
Registration Deadline for Pre-Proposal	Tuesday, May 26, 2020 3:00 p.m. EST
<b>MANDATORY</b> Pre-Proposal	Wednesday, May 27, 2020 – 1:00 p.m. EST
Deadline for Questions	Tuesday, June 2, 2020 – 5:00 p.m. EST
Final Addendum for Questions	No later than Monday, June 8, 2020
Engineering Proposals Received	Tuesday, June 16, 2020 – 12:00 NOON EST
Evaluation and Award of Engineering	June - July 16, 2020
Engineering Contract Execution	July - August 2020
Tasks #1 – 6	September 2020 – February 2021
Task #7 – Construction Phase Services	Concurrent with Project Construction (Target Construction NTP – March 2021)
Task #8 – Record Drawings	Within (30) days of final construction completion

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. EST on Wednesday, May 27, 2020**. Participants must pre-register with the Purchasing Director, Pamela Crosby, via e-mail no later than **3:00 p.m. EST on Tuesday, May 26, 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 Tuesday, June 2, 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 5:00 p.m. EST on Monday, June 8, 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
- List of project team with associated roles (to include list of any sub-contractors)
- Sample of construction site observation report
- Examples of previously completed water and sewer system extensions
- 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 (4) copies and (1) electronic version of the proposal. Each proposal should be prepared simply and economically, providing straightforward, concise delineation of the firm’s capabilities to satisfy the requirements of this RFP. Fancy binding and color displays other than those necessary are highly discouraged.

**Proposals are due by 12:00 noon (EST) on Tuesday, June 16, 2020. Mandatory label required on outside of envelope: “Request for Proposals 20-032 Arco Area Water and Sewer Extensions, JWSC Project No.2016”**

**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. Preliminary Engineering Report Review**

1. Review of 2019 Cost Study for Providing Service to Unserved Areas (see Exhibit A)
2. Presentation of Any Additional Cost Effective Methods for Providing Services to the Area Not Identified in the PER

##### **B. Field Surveying Services**

1. Survey Services as Required to Complete Construction Plans, Easement Documents, and Necessary Permitting

- C. Easement Preparation Services
  - 1. Preparation of Easement Documents, if necessary
- D. Construction Plans and Specifications
  - 1. Design Drawings for All Required Improvements
  - 2. Construction Specifications for All Required Improvements
  - 3. Submission of 60% Design Drawings, Specifications, and EOPC
  - 4. Submission of 90% Design Drawings, Specifications, and EOPC
  - 5. Submission of Bid Ready Design Drawings, Specifications, and EOPC
- E. Permitting Services
  - 1. Permitting Services as required
- F. Bid Phase Services
  - 1. Preparation of Complete Bid Package
  - 2. Attendance at Mandatory Pre-Bid Meeting
  - 3. Provide Answers to Questions Submitted During Bid Phase
  - 4. Attendance at Bid Opening
  - 5. Review of Submitted Bids
  - 6. Preparation of Official Bid Tabulation
  - 7. Recommendation of Bid Award
  - 8. Attendance at JWSC Facilities Committee Meeting for Award Recommendation
- G. Construction Phase Services
  - 1. Review of Project Submittals
  - 2. Responses to RFIs
  - 3. Construction Inspection Services
  - 4. Review of Contractor Pay Applications
  - 5. Regular Construction Progress Meetings
- H. Record Drawings
  - 1. Completion of Record Drawings of Installed Assets as Completed During Construction

## 5.0 PROPOSAL SUMMARY SHEET

TASK	Days for Completion	Budget
#1 - Preliminary Engineering Report Review	_____	_____
#2 - Field Surveying Services	_____	_____
#3 - Easement Preparation Services	_____	_____
#4 - Construction Plans and Specifications	_____	_____
#5 - Permitting Services	_____	_____
#6 - Bid Phase Services	_____	_____
#7 - Construction Phase Services	_____	_____
#8 - Record Drawings	_____	_____
<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 service extension 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. **(20 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. **(30 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 water and sewer extensions in the Arco area. **(25 points possible)**
- d. Pricing.** Fees required for all engineering services will be considered. **(15 points possible)**
- e. Required Licensure.** Firm must be licensed and approved for work in the State of Georgia; please include a copy of engineering license. **(Pass/Fail)**
- f. 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

### **20-032 ARCO AREA WATER AND SEWER EXTENSIONS- PROJECT NO. 2016**

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:**                 **20-032 ARCO AREA WATER AND SEWER EXTENSIONS  
PROJECT NO. 2016**
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 is 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:**

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**Authorized Signature:**

---

**Title:**

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**Date:**

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**THIS FORM MUST ACCOMPANY YOUR FORMAL PROPOSAL**

# EXHIBIT A



