

**AGENDA**

**PRE-PROPOSAL TELECONFERENCE**

**IFB 20-036**

**ENGINEERING SERVICES FOR COMMUNITY ROAD AREA WATER AND SEWER EXTENSIONS**

**JWSC PROJECT NO. 2020**

**FOR**

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

**Call In: 888-204-5987**

**Access Code: 5863965**

**Wednesday, July 8, 2020 – 1:00 P.M. EST**

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

**PROJECT DESCRIPTION**

The Brunswick-Glynn Joint Water & Sewer Commission (JWSC) wishes to receive Requests for Proposals (“RFP”) for engineering services from qualified engineering firms to design extensions of the water and sewer systems in the Community Road area of Glynn County.

The project consists of designing extension systems to service unserved customers for the water system on Key Circle Drive and Key Drive designing extension systems and sewer system along Key Circle Drive, Key Drive, Shell Drive, Newman Drive, Rose Drive and Community Road. The general area is bounded by Altama Avenue to the east and Habersham Street to the west. A map of the project area is included for your reference.

The deliverables will include the following tasks:

* Task 1 – Preliminary Engineering Report Review
* Task 2 – Field Surveying Services
* Task 3 – Easement Preparation Services
* Task 4 – Construction Plans and Specifications
* Task 5 – Permitting Services
* Task 6 – Bid Phase Services
* Task 7 – Construction Phase Services
* Task 8 – Record Drawings

A bid alternate has been included for Task #2 for SUE Level A. Please see 5.0 Proposal Summary Sheet which references the inclusion of this additional request.

**AVAILABLE DATA AND PROJECT TIMEFRAME**

The following reference items for this project are available via JWSC website: <https://www.bgjwsc.org/request-for-proposals-no-20-036-engineering-services-for-community-road-area-water-sewer-extension-project-no-2020-for-the-bgjwsc/>

The JWSC has set a timeframe of (210) calendar days for the selected firm to complete Tasks #1-6 within 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. .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 Tuesday, July 14, 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 Monday July 20, 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 extension projects

• 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)
* Copy of State of Georgia Engineering License
* Statement of Professional Standing

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 July 28, 2020.** Mandatory label required on outside of envelope: “Request for Proposals 20-036 Engineering Services for Community Road Area Water and Sewer Extensions, JWSC Project No. 2020.”

In observance of 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**

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 below. The rating system will consist of a numerical grading system, as set forth in below and Section 6.0 of the RFP.

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. 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 Community Road 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)

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.

**SCHEDULE OF EVENTS**

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

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| **Project Milestone** | **Target** |
| Registration Deadline for Pre-Proposal Teleconference | Tuesday, July 7, 2020 3:00 p.m. EST |
| **MANDATORY** Pre-Proposal (Teleconference) | Wednesday, July 8, 2020 – 1:00 p.m. EST |
| Deadline for Questions | Tuesday, July 14, 2020 – 5:00 p.m. EST |
| Final Addendum for Questions | No later than Monday, July 20, 2020A |
| Engineering Proposals Received | Tuesday, July 28, 2020 – 12:00 NOON EST |
| Evaluation and Award of Engineering Services | July - August 20, 2020 |
| Engineering Contract Execution | July - August 2020 |
| Tasks #1 – 6  | September 2020 – May 2021 |
| Task #7 – Construction Phase Services | Concurrent with Project Construction (Target Construction NTP – July 2021) |
| Task #8 – Record Drawings | Within (30) days of final construction completion |

**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 Tuesday, July 14, 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, July 28, 2020.**