



AGENDA

PRE-BID TELECONFERENCE

RFP NO. 22-014

Engineering Services for Pump Station Upgrades for PS3101, PS4001 and PS4002

Tuesday, December 14, 2021 – 1:00 P.M. E.S.T.

Call-In Number: 888-204-5987

Access Code: 5863965

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- **Roll Call of Pre-registered Attendees / Introduction –JWSC Staff**
 - **Project Description**
 - **Scope of Services**
 - **Bid Form Review**
 - **Addendum No. 1 and No. 2 Review**
 - **Evaluation Criteria**
 - **Anticipated Solicitation and Award Schedule**
 - **Information Requests**
 - **Proposal Submission Requirements**
 - **Informal Question and Answer Session**
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PROJECT DESCRIPTION

The scope of work for this project includes design and construction administration services for upgrades to (3) existing sewage pump stations in Brunswick, Glynn County, Georgia. The existing pump stations are in need of several updates to upgrade the stations to increase the reliability, provide back-up capacity, enhance and improve the ability of JWSC staff to clean and maintain the stations. The bid-ready design project will be advertised and awarded as one construction contract to the lowest responsive and responsible bidder.

For each of the (3) pump stations a list of issues and concerns have been compiled by JWSC to assist you in the preparation of your proposal. At the close of this teleconference, optional site visits will be held to allow proposers access to the individual locations in order to obtain information regarding site conditions. The address for each of the (3) pump stations is listed below:

- PS4002 – 1309 Reynolds Street, Brunswick, GA 31520 – Brunswick Service District
- PS4001 – 301 3rd Avenue, Brunswick, GA 31520 – Brunswick Service District
- PS3101 – 293 Southport Parkway, Brunswick, GA 31523 – South Mainland Service District

The site visits will be conducted in sequential order as on the list and last approximately 10-30 minutes at each location depending on the amount of investigation needed by the interested parties. This will be the only opportunity for interested parties to visit these locations during the solicitation process.

SCOPE OF SERVICES

Please see the service task categories and sub-categories for each task series listed below. Full details of the scope are listed on pages 4 – 8 of the solicitation documents.

Task Series 1 - Project management/General:

- Task 1.1 – Project Management
- Task 1.2 – Project meetings

Task Series 2 – Design Services

- Task 2.1 – Concept Design – 30%
- Task 2.2 – Preliminary Design – 60%
- Task 2.3 – Final Design – 90%
- Task 2.4 – Bid Ready for Project Advertisement
- Task 2.5 – Additional Requirements

Task Series 3 – Bidding Services

- Task 3.1 – Pre-Bid Conference
- Task 3.2 – Addenda
- Task 3.3 – Bid Opening/Tabulation
- Task 3.4 – Conformed Drawings/Specification

Task Series 4 – Construction Administration Services

- Task 4.1 – Project Management
- Task 4.2 – Preconstruction/Progress Meetings
- Task 4.3 – Shop Drawings/Submittals
- Task 4.4 – On-site construction observation
- Task 4.5 – Construction survey and staking
- Task 4.6 – Interpret Contract Documents/Correspondence/Change Orders
- Task 4.7 – Substantial/Final Completion Assistance
- Task 4.8 – Record Drawings

The Consultant is to complete Tasks 1.1 – 1.2 as well as 2.1 – 2.4 design services within 120 days of receiving a signed notice to proceed. Tasks 3.1 – 3.4 will follow the JWSC solicitation notice requirements of a minimum of (30) days' notice of public construction bidding and those results alignment with the JWSC monthly Commission meeting schedules for project award approvals. This is typically a 30 to 45-day cycle but may vary depending on timing of bid results and the next scheduled JWSC Commission meeting. Tasks 4.1 – 4.7 shall be completed concurrent with construction of the project. Task 4.8 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 (3) pumpstations – PS3101, PS4001 and PS4002.

ADDENDUMS TO DATE

Addendum No. 1 was issued on December 2, 2021. Addendum No. 2 was issued on December 7, 2021.

EVALUATION CRITERIA

Upon receipt of proposals, a 3-member evaluation team consisting of JWSC Operations, Engineering and Senior Leadership members will review and score each proposal. The following will be the evaluation criteria and score potential for this solicitation:

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 loop 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 loops in the North Mainland 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)

ANTICIPATED SOLICITATION SCHEDULE

Project Milestone	Target
Registration Deadline Pre-Proposal Teleconference	Thursday, December 9, 2021, 5:00 p.m. EST
MANDATORY Pre-Proposal Teleconference <i>Site Visits Optional at each station location</i>	Tuesday, December 14, 2021, 1:00 p.m. EST
Deadline for Questions	Tuesday, January 4, 2022 – 5:00 p.m. EST
Final Addendum for Questions	No later than Monday, January 10, 2022
Engineering Proposals Due	Tuesday, January 18, 2022 – 3:00 P.M. EST
Anticipated Award Date	Thursday, February 17, 2022 – 2:00 p.m. EST
Kick-off Meeting	Late February / early March 2022
Final Design and Drawings available for Construction Advertisement	June 2022

INFORMATION REQUESTS

The purpose of this meeting is to present and clarify information about the project work and solicitation process and respond to any immediate questions that Bidders may have about this Bid. A list of persons in attendance will be recorded and posted on the Owner's website. No site visit is scheduled for this project. The Proposer is encouraged to examine the location of the work and inform themselves fully as to the conditions present at the site. Questions regarding this solicitation shall be made in writing to the Purchasing Director, Pam Crosby, via email: pcrosby@bgjwsc.org no later than **5:00 P.M. EST on Tuesday, January 4, 2022**. It shall be the proposer's responsibility to seek clarification as early as possible prior to the due date and time. All responses to submitted questions will be issued via Addendum to pre-bid attendees and posted on the JWSC website for reference. 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 bidders 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 bidder.

PROPOSAL SUBMISSION REQUIREMENTS

Sealed Proposals – (1) One Original and (4) Four copies + (1) One Electronic USB or CD copy.

Please label as follows: **"IFB NO. 22-014 Engineering Services for Pump Station Upgrades - PS3101, PS4001 and PS4002"**. The outside of the envelope shall also bear the name and address of the Bidder.

Acknowledge receipt of all Addenda. All proposals shall include a completed 5.0 Proposal Summary Sheet. 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 Production Facility projects, specific conversion projects if applicable
- A detailed list and fee schedule for work not included in the proposal

Please note the following forms are to be included with your submission:

- Oath
- Representation
- Legal and Character Qualifications
- Affidavit
- Copy of License

In observance of social distancing measures, preference for receipt of solicitation bids is via mail; however, hand-delivered responses will be received at the JWSC Administrative Office located at 1703 Gloucester Street by the Procurement staff. All proposals are due no later than **3:00 P.M. EST on January 18, 2022**.

INFORMAL QUESTION AND ANSWER SESSION

ADJOURN CALL and PROCEED TO SITE VISIT

The first site visit will be at PS4002 – 1309 Reynolds Street, Brunswick, GA 31520