



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

**Request For Proposals No. 22-014**

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

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

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Monday, November 22, 2021

MANDATORY Pre-Proposal teleconference will be held on Tuesday, December 14, 2021, at 1:00 p.m. EST  
Pre-registration deadline for teleconference is Thursday, December 9, 2021, 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 Tuesday, January 4, 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:**

**3:00 P.M. EST Tuesday, January 18, 2022, 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 22-014**

**ENGINEERING SERVICES FOR PUMP STATION UPGRADES FOR PS3101, PS4001 and  
PS4002**

**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 upgrades to three (3) existing sewage pump stations. The existing pump stations are in need of several updates to upgrade the stations to increase the reliability, provide back-up capacity, bypass capability, enhance and improve the ability of the 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.

The location information for each pump station is listed below:

<u>Pump Station #</u>	<u>Address</u>	<u>Install Date</u>	<u>Northing</u>	<u>Easting</u>
3101	293 South Port Parkway, Brunswick, GA 31523	Unknown	412758.635	838887.387
4001	301 3rd Avenue, Brunswick, GA 31520	01/01/1984	413055.237	867792.601
4002	1309 Reynold Street, Brunswick, GA 31520	01/01/1964	417867.705	866743.488

For each of the three (3) pump stations a list of issues and concerns by JWSC staff has been compiled to assist you in your proposal preparation

Pump Station 3101:

- Existing motors, pumps, piping, valves, guiderails, safety hatches, cord grips, supports, and associated appurtenances has reached its expected service life. Pump Station is designed as a triplex station but is currently used as a duplex station. Select pumps to meet latest master plan recommendation, replace three (3) pumps, bases, discharge piping and valves. Install new stainless-steel guiderails and brackets, float racks, radar non-contact ultrasonic level sensor with stainless-steel bracket. Install down spout flow interceptor bowl and associated stainless steel brackets and supports.
- Extend valve pit body and top to be above determined elevation. Install three (3) new Clow swing check with Dezurik plug valves. Install pressure testing saddles and associated stainless-steel piping and valves for pump testing. Install new flow meter and extended underdrain piping to keep storm water runoff below flow meter. Install new flow meter vault with underdrain. Flow meter vault top to be above determined elevation.
- The pump station and wet well are exhibiting significant signs of corrosion and needs to be cleaned, inspected, and repaired/recoated as necessary. Remove existing HDPE liner, seal all infiltration with injection structural grout and recoat entire structure with approved calcium aluminate (Sewper Coat or approved equal). Remove, extend barrel section to determined elevation. Replace concrete top and hatches prior to calcium aluminate

coating application.

- Missing shelter cover which needs to be adequately size for larger electrical control configurations, lighting, and weather protection. Extend and raise electrical and controls as needed to elevate wet well top and ground elevation to control flooding. Wet well and valve pit presently are lowest point in the surrounding acreage. Install new local pump disconnects with aluminum air break box and associated cord grip seals as shown in latest JWSC pump station design. Install welded aluminum roof as shown in latest JWSC pump station design.
- The driveway and sidewalk access should be paved to ensure safety of the staff for routine maintenance operations and inspections.
- Accessing the wet well is unsafe for workers during required cleaning operations - wet well has no safety grating. Install safety orange fall protection system with stainless-steel anchor post for fall restraint.
- Needs water service provisions for cleaning, wash down, and testing: Relocate/reinstall water service 1-inch minimum. Replace existing RPZ with 1-inch Watts 909 or approved equal. Install 1-inch frost proof yard hydrant at 3-foot above grade installation. Potable water lines above grade to be insulated with UV resistant insulation and PVC coverlets. Fiberglass hot box cover to protect RPZ. Water service station to include 50 feet heavy duty rubber hose, brass adjustable spray nozzle, and stainless-steel hose rack.
- Site security fencing and gate are deteriorating and are not closing properly. All mechanical and electrical equipment needs to be screened from public view.
- Site lighting fixtures, switches, and associated appurtenances are outdated and needs to be positioned so it will illuminate the control panels and wet well area accordingly.
- Electrical equipment including exposed conduits, switch gear, breakers, MCC's, grounding system, surge protection, and control panels are at the end of their useful life.
- Electrical cables and conduits not sealed vapor tight at the wet well and control box to prevent corrosion of electrical devices.
- Overhead utilities need to be relocated and buried to not interfere with maintenance equipment and cleaning operations.
- Monitoring system equipment including flowmeters, pressure transmitters, level sensor, and plant control system are at the end of their useful life.
- Install interceptor bowl to reduce air entrainment in existing wet well.
- Existing wet wells to remain and be reevaluated to ensure proper sizing to prevent rapid pump cycling but small enough to prevent a long detention time and associated odor release.
- Wet well vent pipe needs to be replaced and be installed on the discharge tee side of the wet well facing away from the control panel. Install removal odor control activated carbon filter cannister to vent pipe.
- Confirm pumping capacity will meet future average daily and peak flow conditions.
- All equipment, piping, and valves needs be labeled for identification purposes (e.g. pipe labels, color coding, banding, flow arrows, equipment numbers, stainless-steel valve tags, etc.).

#### Pump Station 4001:

- Existing motors, pumps, piping, valves, guiderails, safety hatches, cord grips, supports, and associated appurtenances has reached its expected service life. Select pumps to meet latest master plan recommendation, replace pumps, bases, discharge piping and valves. Install new stainless-steel guiderails and brackets, float racks, radar non-contact ultrasonic level sensor with stainless-steel bracket. Install down spout flow interceptor bowl and associated stainless-steel brackets and supports.
- Missing pressure gauge fittings and associated appurtenances on the discharge head pipe of each submersible pump upstream from each pump check valve.
- The pump station and wet well are exhibiting significant signs of corrosion and needs to be cleaned, inspected and repaired/recoated. Hydro blast and apply structural coating as necessary to extend life of concrete wet well and valve pit.
- Missing shelter cover which needs to be adequately size for larger electrical control configurations, lighting, and weather protection. Extend and raise electrical and controls above the 100-year flood elevation to prevent the

stations from losing power if they were flooded.

- Install new local pump disconnects with aluminum air break box and associated cord grip seals as shown in latest JWSC pump station design. Install welded aluminum roof as shown in latest JWSC pump station design.
- Needs water service provisions for cleaning, wash down, and testing: Relocate/reinstall water service 1-inch minimum. Replace existing RPZ with 1-inch Watts 909 or approved equal. Install 1-inch frost proof yard hydrant at 3-foot above grade installation. Potable water lines above grade to be insulated with UV resistant insulation and PVC coverlets. Fiberglass hot box cover to protect RPZ. Water service station to include 50 feet heavy duty rubber hose, brass adjustable spray nozzle, and stainless-steel hose rack.
- Site security fencing and gate are deteriorating and are not closing properly. All mechanical and electrical equipment needs to be screened from public view.
- Site lighting fixtures, switches, and associated appurtenances are outdated and needs to be positioned so it will illuminate the control panels and wet well area accordingly.
- Electrical equipment including exposed conduits, switch gear, breakers, MCC's, grounding system, surge protection, and control panels are at the end of their useful life.
- Electrical cables and conduits not sealed vapor tight at the wet well and control box to prevent corrosion of electrical devices.
- Monitoring system equipment including flowmeters, pressure transmitters, level sensor, and plant control system are at the end of their useful life.
- Install interceptor bowl to reduce air entrainment in existing wet well.
- Existing wet wells to remain and be reevaluated to ensure proper sizing to prevent rapid pump cycling but small enough to prevent a long detention time and associated odor release.
- Wet well vent pipe needs to be replaced and be installed on the discharge tee side of the wet well facing away from the control panel. Install removal odor control activated carbon filter cannister to vent pipe.
- Confirm pumping capacity will meet future average daily and peak flow conditions.
- All equipment, piping, and valves needs be labeled for identification purposes (e.g. pipe labels, color coding, banding, flow arrows, equipment numbers, stainless-steel valve tags, etc.).

#### Pump Station 4002:

- Doors, windows, wall vents louvers and associated appurtenances are deteriorating and needs to be replaced. Replace entry door with FRP door. Replace roll up door. Infill windows with CMU flush to interior with stucco coating exterior painted.
- Demo wooden truss pitched roof and insulate deck with tapered foam to R-25 minimum, install TPO flat roof with gutters and downspouts. Replace injection and exhaust blowers on roof for proper air exchange in dry pit.
- Building shows sign hairline to moderate cracking in walls that needs to be further inspected and repaired as necessary. Repair, tuck point and caulk as needed and repaint interior and exterior walls.
- Building interior and exterior needs to be cleaned, pressure washed, and repainted. SALVAGE AND DO NOT damage wall mural painting.
- Accessing the wet well is unsafe for workers during required cleaning operations – stairs, covers, and grating system needs to be inspected and removed/replaced as necessary. Deleting diversion walls, catwalk, and stairwell in wet well to reduce or eliminate odors due to settled soft organics and grease and to increase storage volume.
- Discharge bypass setup in pit needs to be removed and replaced for proper emergency operational use above ground on the south section of the project site. Provide a bypass pump port with check valve, plug valve, and aluminum female camlock with plug. Size to match pump discharge flange.
- The sidewalk access should be paved to ensure safety of the staff for routine maintenance operations and inspections.
- Hoist trolley and monorail beam needs to be inspected and replaced to meet future capability if necessary for the installation, disassembly, maintenance, and removal of piping, motors, pumps, valves, flow meters, and other major components in the pumping station. Replace traveling hoist with new electrical 3-ton chain hoist, along with painting and reusing the beam if possible.
- Mechanical ventilation, heating, ducts, controls, and associated appurtenances has reached its expected service

life. Replace intake and exhaust fans with associated appurtenances for dry pit.

- Building needs appropriately sized electrical and control room with HVAC and dehumidifier system capable of maintaining an appropriate working environment that is separated from the pump room by a divider wall. Demo existing equipment room wall to construction new ICE control room. Install FRP door with glazing for visibility to control room.
- Existing motors, pumps, piping, valves, safety hatches, cord grips, supports, and associated appurtenances has reached its expected service life. Replace opening grating with H-20 hatches and fall protection system and include stainless-steel anchor post for fall restraint harness. Install new pumps, piping, and valves. The existing Rosemount flow meter and remote transmitter is less than 5 years old and recommended to reuse.
- Missing pressure gauge fittings and associated appurtenances on the discharge head pipe of each submersible pump upstream from each pump check valve. Install saddles with stainless-steel valve and gauge assemblies on suction and discharge side.
- The pump station and wet well are exhibiting significant signs of corrosion and needs to be cleaned, inspected, and repaired/recoated as necessary. Hydro blast and apply structural coating as necessary to extend life of concrete wet well and valve pit.
- Needs water service provisions for cleaning, wash down, and testing: Relocate/reinstall water service 1-inch minimum. Replace existing RPZ with 1-inch Watts 909 or approved equal. Install 1-inch frost proof yard hydrant at 3-foot above grade installation. Potable water lines above grade to be insulated with UV resistant insulation and PVC coverlets. Fiberglass hot box cover to protect RPZ. Water service station to include 50 feet heavy duty rubber hose, brass adjustable spray nozzle, and stainless-steel hose rack.
- Site security fencing and gate are deteriorating and are not closing properly. All mechanical and electrical equipment needs to be screened from public view.
- Accessing the wet well is unsafe for workers during required cleaning operations - wet well has no safety grating. Install safety orange fall protection system with stainless-steel anchor post for fall restraint.
- The driveway and sidewalk access should be paved to ensure safety of the staff for routine maintenance operations and inspections.
- No apparent discharge bypass setup for emergency operations within the project site. Demolish and relocate existing bypass connection with associated appurtenances from alley way to within the project site. Provide a bypass pump port with check valve, plug valve, and aluminum female camlock with plug. Size to match pump discharge flange.
- Site lighting fixtures, switches, and associated appurtenances are outdated and needs to be positioned so it will illuminate the control panels and wet well area accordingly.
- Complete site and building electrical upgrades, ATS w/cam lock connections per updated standards. Distribution panels (High Volt and Low Volt) Surface mounted aluminum conduit with new LED lighting. Stainless Unistrut and hardware. Exterior lighting to include wall pack LED lighting and exterior stacked alarm light and horn.
- Electrical equipment including exposed conduits, switch gear, breakers, MCC's, grounding system, surge protection, and control panels are at the end of their useful life. Complete site and building electrical upgrades per latest JWSC standards. Distribution panels (High Volt and Low Volt) Surface mounted aluminum conduit with new LED lighting. Stainless-steel Unistrut and hardware.
- Electrical cables and conduits not sealed vapor tight at the wet well and control box to prevent corrosion of electrical devices. Floats and level control upgrades air gap and cord grips also with stainless-steel junction boxes at exterior wall adjacent to wet well (south wall). Remove submersible transducer and seal off penetration. Install radar non-contact ultrasonic level sensor with stainless-steel bracket in lower section of wet well by liquid tight installation using stainless-steel bracket.
- Overhead utilities need to be relocated and buried to not interfere with maintenance equipment and cleaning operations.
- Monitoring system equipment including flowmeters, pressure transmitters, level sensor, and plant control system are at the end of their useful life.
- Install VFDs and non-contact radar level control for level control and flow pacing.
- Missing air and vacuum release valve mounted on a common header and at the high point in the system near the proposed bypass connection tee.
- Confirm pumping capacity will meet future average daily and peak flow conditions.

- Install two (2) new sump pumps equipped with dual check valves shall be sized to remove the maximum pump seal water discharge that could occur in the event of a pump seal failure. One sump pump installed in the pit and other on the floor. Install dry pit flooding alarm and monitored via SCADA.
- All equipment, piping, and valves needs be labeled for identification purposes (e.g. pipe labels, color coding, banding, flow arrows, equipment numbers, stainless-steel valve tags, etc.).
- Missing a fire extinguisher with cabinet rated for Class A, B, and C type fires.
- Missing warning signs for points of frequent hazards. Wet well requires safety chain across the access ladder or remove the access ladder and gate the entry point to the wet well. Wet well labeled “Permit Only Confined Space” Install stainless-steel anchor point for fall restraint with stainless-steel davit base.

## **2.0 SCOPE OF SERVICES**

The following is offered to describe the general extent of services to be provided by the Engineer. This is not necessarily all-inclusive and the Engineer shall include in the proposal any tasks and services deemed necessary to satisfactorily complete the project. The JWSC will rely on the firm to develop a final scope of services identifying necessary tasks, meetings and deliverables. Preliminary and Final Design shall conform to the latest JWSC Standards as well as other design criteria that may be provided for this Contract by the Executive Director.

### **Task Series 1 - Project management/General:**

#### Task 1.1 – Project Management

1. Develop project management plan
2. Complete monthly invoices
3. Coordinate geotechnical and environmental investigation work as necessary.
4. Monitor quality control and quality assurance plan
5. Manage deliverables and overall project schedule

#### Task 1.2 – Project meetings

Engineer shall attend preliminary conferences with officials from local, state, and federal agencies; utility companies; and other entities as necessary for the Project. A minimum list of meetings is outlined below.

1. Kick-off meeting:
  - a. Kick off meeting with JWSC to review the scope of required services, design criteria and expectations, obtain background information, and establish/review tentative schedule for completion.
  - b. Develop meeting schedule and develop communication processes
2. Progress meetings:
  - a. Facilitate monthly progress meetings with applicable project team members to provide project status update, discuss design details, and project design/construction budget. Meeting intervals may be increased during critical design periods.
  - b. Prepare meeting agenda and meeting minutes.
3. Project Milestone Meetings:
  - a. Complete project milestone meetings at the 30%, 60%, and 90% design level.
  - b. Prepare meeting agenda and meeting minutes.  
Note – Key project team members are expected to attend progress meetings on a quarterly basis as well as project milestone meetings.

## **Task Series 2 – Design Services**

### Task 2.1 – Concept Design – 30%

1. Field Survey – Complete topographic field survey and field measurements of existing facilities.
  2. Develop key project design criteria, preliminary list of drawings and specifications, site considerations, and 30% cost estimate.
  3. Prepare up to three (3) concept drawings based on JWSC input showing the proposed pump station site plan, plan and section views of equipment locations, flow diagrams and utility impacts. Considerations should be made for future expansion and future odor control. JWSC'S intent is to have the drawings be conceptual with the understanding of the project goals, review of potential risk, public acceptance issues, and assist with the JWSC to refine the scope and vision for the project.
  4. Review existing studies and reports. Develop technical memorandum confirming project design criteria based on the capacity of existing infrastructure and future needs.
  5. Develop concept reuses of existing pump station.
  6. Provide the services of an Engineer to perform materials testing, special inspection, and subsurface investigations, including performance of test borings, soil samples, and other foundation investigations, laboratory analyses of the samples, and engineering analyses. Engineer or the Engineer shall prepare a detailed report of all findings, and Engineer shall deliver to the JWSC two bound copies of the report and an electronic copy in the form requested by the JWSC.
  7. Prepare special studies and reports, such as environmental Documents (including representation and testimony at hearings and community meetings), grant applications, etc.
  8. Coordinate and attend 30% review meeting.
- Note – JWSC will provide comments and select a preferred concept(s).

### Task 2.2 – Preliminary Design – 60%

1. Further develop drawings and specifications of preferred concept, sequence of construction, site considerations, finalize building and site layout, process piping sizes and equipment locations.
2. Provide 60% cost estimate.
3. Coordinate and attend a 60% design review & on- site constructability walk-thru meeting.

### Task 2.3 – Final Design – 90%

1. Finalize drawings and specifications, sequence of construction, site considerations, process and instrumentation diagram and 90% cost estimate.
2. Coordinate and attend a 90% design review meeting.

### Task 2.4 – Bid Ready for Project Advertisement

1. Finalize drawings and specifications, sequence of construction, site considerations, process and instrumentation diagram and bid ready cost estimate.

### Task 2.5 – Additional Requirements

1. 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 City regulations.
2. 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.

3. The Engineer shall obtain required signatures from other governmental agencies, public utilities, and private utilities, which may impact the Project prior to final approval by the JWSC. Governmental agencies include, but are not limited to, City of Brunswick, Glynn County, GAEPD, and any necessary permitting as required. Utility signatures include, but are not limited to, Telephone, Electric, Gas, and cable TV.
4. The Engineer is responsible for quality and completion of the Final Design as requested by the Executive Director.
5. 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.
6. 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, Independent Third-Party Quantity Take-Off, and special studies.
7. 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 Construction Phase Services. The Engineer shall perform its due diligence prior to coordinating with the JWSC for additional assistance. Engineer shall identify and prepare encroachment letters.
8. 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 Final Drawing and Specification milestone submittal.

### **Task Series 3 – Bidding Services**

#### Task 3.1 – Pre-Bid Conference

1. Attend pre-bid conference
2. Prepare agenda and meeting minutes within three business days

#### Task 3.2 – Addenda

1. Prepare and assist the JWSC in issuing addenda(s) as necessary to address issues or clarifications necessary for completion of the bidding process.

#### Task 3.3 – Bid Opening/Tabulation

1. Review tabulated bids, contractor references as necessary, and prepare recommendation letter for award.

#### Task 3.4 – Conformed Drawings/Specification

1. Prepare conformed set of Drawings and Specifications based on changes identified during the bidding phase.
2. 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



## **Task Series 4 – Construction Administration Services**

### Task 4.1 – Project Management

1. 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.

### Task 4.2 – Preconstruction/Progress Meetings

1. Conduct preconstruction meeting with Contractor, Contractor subcontractors, JWSC Staff, utility companies, and other key stakeholders.
2. Construction progress meetings – Progress meetings are to be held on a monthly basis with key stakeholders present.

### Task 4.3 – Shop Drawings/Submittals

1. Review contract submittals for contract compliance
2. 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 14 calendar days of receipt from the JWSC unless approved in advance by the Executive Director. Engineer shall maintain a log of all construction contractor submittals which shall include the submittal date, the action taken, and the date returned.

### Task 4.4 – On-site construction observation

1. Provide full time on-site construction observation during times when the construction contractor is actively performing major work 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.
2. Provide part-time construction observation during preliminary work activities and after substantial completion.
3. Provide site observation reports shall include all referenced supporting documents, and shall advise the JWSC of deviations from the Construction Documents, the contractor's construction schedule, observed by or brought to the attention of the Engineer at the time of the Site Observation.

### Task 4.5 – Construction survey and staking

1. Provide project control
2. Provide project staking as necessary
3. Provide record drawing survey

### Task 4.6 – Interpret Contract Documents/Correspondence/Change Orders

1. 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 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.

2. 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.

#### Task 4.7 – Substantial/Final Completion Assistance

1. Provide project close-out documentation.
2. 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.
3. Provide assistance communicating and coordinating corrective items discovered during the warranty period.

#### Task 4.8 – Record Drawings

1. Provide project close-out documentation and record drawings.
2. 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. 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 JWSC 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.

### **3.0 SPECIAL CONDITIONS**

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.

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.

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.

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. The JWSC intends to award a contract to only (1) firm for design and construction oversight services for this project with the goal of taking advantage of economies of scale by combining all three (3) station design projects into one (1) design and (1) construction effort. The bid-ready design project will be advertised and awarded as one construction contract to the lowest responsive and responsible bidder.

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 upgrades to PS3101, PS4001 and PS4002. 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.

At the opening of proposals, a JWSC representative will publicly open and announce each proposal that was received on time. This list will be posted on the JWSC website no later than the end of business on Tuesday, January 18, 2022.

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. Proposals may not be withdrawn after the time set forth for the opening of Proposals. Proposals will remain subject to acceptance for 60 days after the day of the Proposal opening.

#### **4.0 ANTICIPATED SOLICITATION SCHEDULE**

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

<b>Project Milestone</b>	<b>Target</b>
Registration Deadline Pre-Proposal Teleconference	Thursday, December 9, 2021, 5:00 p.m. EST
<b>MANDATORY</b> Pre-Proposal Teleconference	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
<b>Engineering Proposals Due</b>	<b>Tuesday, January 18, 2022 – 3:00 P.M. EST</b>
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

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.

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

There will be a **mandatory** pre-proposal teleconference at **1:00 p.m. EST on Tuesday, December 14, 2021**. Participants must pre-register with the Purchasing Director, Pamela Crosby, via e-mail no later than **5:00 p.m. EST on Thursday, December 9, 2021**, 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 proposer's 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). All questions submitted must reference the RFP Number and Title noted above. The deadline for questions will be **5:00 p.m. EST on Tuesday, January 4, 2022**. Questions received after this date will not be answered. 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.

Proposers should check the website at <http://www.bgiwsc.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 pump station upgrade and rehabilitation projects
- A detailed list and fee schedule for work not included in the proposal

Submit responses in hard copy only, email or fax submissions will not be accepted. All proposals shall include a completed 6.0 Proposal Summary Sheet (see attached). Please submit an original plus four (4) copies and one (1) electronic version of the proposal, USB or CD preferred. 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. Pages should not exceed fifty (50) single-sided pages.

**Proposals are due by 3:00 P.M. (EST) on Tuesday, January 18, 2022.**

**Location; 1703 Gloucester Street, Brunswick, GA 31520 Attn: Purchasing Division**

**Mandatory label required on outside of envelope: "Request for Proposals 22-014 Engineering Services for Pump Station Upgrades – PS3101, PS4001 and PS4002"**

**ALL LATE PROPOSALS FOR WHATEVER REASON WILL BE RETURNED UNOPENED.**

**REQUEST FOR PROPOSAL NO. 22-014  
ENGINEERING SERVICES FOR  
PUMP STATION UPGRADES TO PS3101, PS4001 AND PS4002**

**(Does this form need to be broken out by location for tracking the costs since each station is a separate project number?)**

**6.0 PROPOSAL SUMMARY SHEET**

<b>TASK</b>	<b>Days for Completion</b>	<b>Budget</b>
#1 – Project Management Kickoff	_____	_____
#2 - Design Services – Concept through 90% design; Bid Ready Documents	_____	_____
#3 – Bidding Services	_____	_____
#4 - Construction Admin Services	_____	_____
<b>TOTALS</b>	_____	_____

**Prepared By** \_\_\_\_\_

**Company** \_\_\_\_\_

**Date** \_\_\_\_\_

## **7.0 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 sewage pump station upgrades 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 pump station upgrades to the three (3) pump stations. **(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)**

## **8.0 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.

## **9.0 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.

## **10.0 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.

## **11.0 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**

**RFP NO. 22-014 ENGINEERING SERVICES FOR PUMP STATION UPGRADES FOR  
PS3101, PS4001 AND PS4002**

This Proposal 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 Proposer 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 Proposer understands that, at such time as the JWSC decides to review this Proposal, 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 Proposer understands that the JWSC, after considering the legal, financial, technical, and character qualifications of the Proposer, 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 Proposer understands that this proposal 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 Proposer's service, financial plans and arrangements being feasible and adequate to fulfill the conditions set forth in this project and the successful Proposer's response.

Company Name: \_\_\_\_\_

Authorized Person: \_\_\_\_\_ Signature: \_\_\_\_\_  
*(Print/Type)*

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ 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

**22-014 ENGINEERING SERVICES FOR PUMP STATION UPGRADES FOR PS3101, PS4001  
AND PS4002**

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 \_\_\_\_\_ 2022.

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

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

Sworn to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_ 2022.

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**

*(Revised April 2019 to include Professional Liability 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:

<b>SCHEDULE</b>	<b>AMOUNT</b>
<b><u>Workers' Compensation</u></b>	
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
<b><u>Commercial General Liability</u></b>	
Premises-Operations	\$1,000,000 each occurrence
Products-Completed Operations	\$2,000,000 annual aggregate for bodily injury and property damage, combined single limit
Contractual Liability	
Independent Contractors	
Broad Form Property Damage	
Explosion, Collapse and Underground Hazards (XCU Coverage) as appropriate	
Primary and Non-Contributory	
<b><u>Automobile Liability</u></b>	
All autos-owned, hired, or non-owned	\$1,000,000 each occurrence, combined single limit
<b><u>Professional Liability Insurance</u></b>	
Errors and Omissions	\$2,000,000 each occurrence; \$4,000,000 annual aggregate
<b><u>Excess or Umbrella Liability</u></b>	
<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:** **22-014 ENGINEERING SERVICES FOR PUMP STATION  
UPGRADES TO PS 3101, PS4001 AND PS4002**

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**