



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

Request For Proposals No. 23-018

**ENGINEERING SERVICES FOR
SPLOST EXIT 29 WATER PRODUCTION FACILITY (WPF) AND
ELEVATED STORAGE TANK, JWSC PROJECT NO. 2318
for the
Brunswick-Glynn County Joint Water and Sewer Commission**

Tuesday, February 28, 2023

**MANDATORY Pre-Proposal teleconference will be held on Wednesday, March 8, 2023, at 2:00 p.m. EST
Pre-registration deadline for teleconference is Monday, March 6, 2023, at 5:00 p.m. EST
Register via email pcrosby@bgjwsc.org to obtain login credentials for this event.**

**Deadline for questions is Monday, March 13, 2023, 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**

Responses Due by:

12:00 NOON EST Tuesday, March 28, 2023, 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 23-018

**ENGINEERING SERVICES FOR SPLOST EXIT 29 WATER PRODUCTION FACILITY
(WPF) AND ELEVATED STORAGE TANK, JWSC PROJECT NO. 2318**

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 the conversion of an existing fire well to a Water Production Facility (WPF) that includes a ground storage tank and elevated storage tank in the South Mainland Service District to be located at 391 Southport Parkway, Brunswick, Glynn County, Georgia. The project scope also includes additional work for distribution line piping needed to cross connect and loop existing line infrastructure for improved flow performance.

This project is funded by the SPLOST 2022 referendum approved by Glynn County voters during the general election of November 2022. Time is of the essence in both the design and construction of this project. The anticipated completion date of all pre-construction design and permitting work is June 2024. Construction bidding will occur in Summer of 2024 with construction and a fully operational facility to be completed by November 2025. Potential proposers shall consider this component of the project with great detail in the preparation of their proposal submissions.

Current Well Testing and Site Overview

The JWSC recently contracted Woodrow Sapp Well Drilling, Inc. to conduct an aquifer performance test to determine if the existing fire well demonstrates sufficient yield to become a full water production facility. The pump test report reaffirms that the well is functional and still an asset that can be utilized in order to pump at the rate it pumps for this continual time and with little drawdown. See attached Exhibit A – Well Pumping and Vibration Test Report dated January 11, 2023, for additional information.

The well station information is listed below:

<u>Well Station #</u>	<u>Address</u>	<u>Install Date</u>	<u>Northing</u>	<u>Easting</u>
SM101W	391 Southport Parkway, Brunswick, GA 31523	Unknown	411391.797	839034.090

Issues and concerns identified with the proposed project site include:

1. Existing site and adjacent lot south of the Southport Treatment Plant needs to be evaluated for adequate sizing to include the above groundwater storage tank, elevated storage tank, and a water production facility. The size of the property needs shall be sufficiently large to accommodate all the current design and construction requirements, plus an additional 20 percent for future expansion and construction staging.
2. Right-of-Way, easement, and property acquisition services may be required from Glynn County and existing property owners to successfully facilitate the project's completion.
3. The main entrance to the Southport Treatment Plant is unpaved and needs to be rehabbed to increase the roadway longevity.
4. The driveway, parking area, and sidewalk access should be paved to ensure the safety of the staff for routine maintenance, chemical loading/unloading operations, and inspections from the building to the ground storage tank, well pump, backup generator, and other routine access points.
5. Site has signs of ponding issues which needs to be completely regraded for positive drainage away from the proposed asset to the site storm drainage system and to avoid negative impacts on the surrounding private properties.

6. Existing water valve vault concrete structures, hydro-pneumatic tank, concrete riser, concrete slabs, concrete supports, miscellaneous material, and equipment on site need to be removed and relocated to a place designated by the JWSC representative. Any materials or equipment not retained by the JWSC shall be removed from the site and disposed of offsite by the Contractor in accordance with the applicable regulation.
7. Existing vegetation on the fencing needs to be removed, and trees will be trimmed so that all branches are a minimum of 4 feet horizontal from the fence. If the tree is closer than this to the fence, the branches will be cut as close as practical to the trunk of the tree. Trim branches to maintain an 8-foot vertical clearance above the fence.
8. Existing chemical feed system and associated appurtenances have reached their expected service life.
9. Needs a non-freeze combination safety shower and eyewash station.
10. Needs an Industrial SCBA system with a fully charged tank and full-face mask placed inside a safety cabinet in a non-chemical area/location.
11. Needs a fire extinguisher with wall mountable cabinet rated for Class A, B, and C type fires.
12. Needs general First Aid Kits with wall mountable cabinet for treating common workplace injuries.
13. Missing warning signs for points of frequent hazards and equipment posted with applicable warning signs.
14. Needs clear-view wall mountable storage cabinet for storing Certifications, O&M manuals, Standard Operation Procedures, Record Drawings, Standard Maintenance Procedures, Safety Records, Safety Data Sheets, Safety Training documents, and Emergency Response Plan.
15. Needs water service provisions for cleaning, washdown, and testing: a self-draining and freeze-resistant yard hydrant with a vacuum breaker, RPZ, and water meter. Water service station to include 50 feet heavy duty rubber hose, brass adjustable spray nozzle, and hose rack.
16. Yard piping needs to be located in areas easily accessible for maintenance and repairs as necessary.
17. Valve boxes and equipment vaults/manholes installed below ground need to be located outside paved areas and other areas normally traveled by vehicles.
18. Needs highly visible and long-lasting windsock and mast assembly to indicate wind direction in case of a gas or chemical leak.
19. The electrical and chemical storage sheds are in poor condition – need to be demolished and replaced with a new building with enough space for all control, high-service production processes, and storage needs.
20. Adequate provisions for security and safety appurtenances to be provided in chemical storage areas.
21. Building size needs to depend on specific piping layouts, the number of pumps, and the space allotted for future expansion. Also, be adequate to allow access to pumps, motors, piping, valves, and electrical controls to allow for proper maintenance and removal of equipment or installation of future equipment.
22. Building needs an appropriately sized electrical and control room with an HVAC and dehumidifier system capable of maintaining an appropriate working environment that is separated from the pump room by a divider wall fitted with a fixed viewing window.
23. Control rooms should be arranged for direct viewing of all instruments and control panels. Back-to-back arrangements of panels that cannot be viewed from a central location are not preferred. The preferred equipment arrangement is for front access-only panels, installed with backs to walls and grouped according to function.
24. All electrical and control equipment needs to be installed on raised housekeeping pads.
25. The new building should be equipped with a monorail and electrical trolley hoist system, including lifting hooks, paired swing monorail doors, and other provisions sized appropriately for routine maintenance functions.
26. Slab elevation needs to be a minimum of 6 inches above grade to allow proper drainage.
27. Building needs a seamless gutter system with downspout extensions to direct water runoff away from the foundation and doors.
28. Interior concrete floor surfaces should be protected with a sealer-hardener coating. Nonskid, chemical-resistant-type floor coatings should be provided around pumps and equipment where maintenance will be performed.
29. Building floor design and drainage system need to be provided to prevent slippery areas.

30. Doors should have a minimum width of 36 inches with kick plates and open in the direction of exit traffic. Panic hardware should be used and provide large security glass windows for easy visibility of approaching or departing personnel.
31. The above-ground piping, valves, pumps, support, and associated appurtenances are exhibiting significant signs of corrosion and need to be cleaned/blasted, inspected, and repaired/replaced if necessary.
32. The water well pump and associated appurtenances need to be cleaned, inspected, and repaired/replaced to maximize the flow of water from the existing well.
33. Construction of a pre-stressed concrete ground storage tank with aerator, interior concrete baffle walls, and other appropriate accessories (roof hatches, vents, silt stop, level transducer, overflow weir, manway access, inlet/outlet piping, etc.) needed to accommodate growing water supply-fire protection demand and meet current codes/standards. Tank dimensions must consider and conform to zoning height requirements.
34. Ground storage tank needs a paint system identification label placed near the access door, which includes the following information: Date of Coating application; General Contractor/Painting Contractor; Interior Coating System supplier, and product number(s): surface preparation, prime coat, intermediate coat, finish coat, caulking; Exterior coating System supplier and product number(s): surface preparation, prime coat, intermediate coat, finish coat.
35. Adequate provisions of level gauges, sample taps, and appurtenances for routine chemical sampling and analysis access are to be provided at the ground storage tank.
36. Needs tank drain with isolation valve and overflow piping (drain and overflow to include expansion joints) to terminate with flap gates in an open-top concrete splash drain box connected to the site storm drainage system and avoid negative impacts on the surrounding private properties.
37. Ground storage tank needs to be equipped to enhance safety for operators. Safety features need to include a ladder gate, safety climb cables, brackets, cable holders, perimeter handrails with toe plates, and safety/skid-resistant surfaces on the tank roof.
38. Provide two (2) fall restraint systems: climbing devices; shock-absorbing lanyards; and full-body, buckle-type harness with front D-rings (one large and one extra-large size) in a weatherproof harness box.
39. Provide 6-foot by 4-foot by 4-inch concrete pad w/ 6x6-W2.9xW2.9 Welded Wire Fabric at the base of the exterior ladder and tank manway access point. Concrete pad to be sloped away from tank and building to prevent ponding.
40. Site lighting fixture is outdated and needs to be positioned so it will illuminate the assets onsite accordingly. Suitable lighting needs to be provided in all work and accesses areas.
41. Electrical equipment, including exposed conduits, switchgear, breakers, MCCs, grounding system, surge protection, and control panels, is at the end of its useful life.
42. All electrical needs be designed to reset after power outages automatically.
43. Monitoring system equipment, including flowmeters, pressure transmitters, level sensors, and plant control systems, are at the end of their useful life.
44. A new SCADA system is needed for effective communication to the central station and allows for continued operation even when a communication failure occurs. All equipment needs to be programmed and monitored via SCADA, including instrumentation, controls, flow meters, HOA switches, GST, ATS, security cameras, and generator.
45. Building alarm lights and audible and visual alarm systems should be considered to indicate abnormal conditions.
46. Transformers/ATS and pad-mounted service enclosures must be evaluated for reuse or replacement and must be installed above the 100-year flood elevation to prevent the stations from losing power if they are flooded.
47. Missing a portable generator plug connection onsite to operate mechanical and electrical equipment during a power outage event.
48. Need to conduct an analysis of the existing treatment plant generator onsite to see if it can be used along with the new project facility.
49. All equipment, piping, and valves need to be labeled for identification purposes (e.g., pipe labels, color coding, banding, flow arrows, equipment numbers, valve tags, etc.).
50. Equipment clearances between adjacent items of equipment (pumps, motors, piping, equipment,

appurtenances, and station walls/beams need to be considered to maintain the manufacturer's recommended minimum maintenance clearance.

51. Construction of a 500,000-gallon composite elevated storage tank with a foundation system, valve vaults, piping in the base of the shaft (bypass lines, altitude valves, service pumps, etc.), yard piping, tank drain for washouts with concrete splash box, larger diameter manholes, hatches, and access tube, complete internal seal welding, overhead rolling door with automatic closer, intermediate rest platforms with handrails, roof handrails, aluminum roof vent, overflow flap valve, high water elevation pressure gauges, the concrete floor inside the shaft, site work, fencing, electrical, FAA lighting, security and logo lighting, SCADA, cellular antenna supports and provisions, instrumentation control room, cathodic protection, fluorourethane paint system with painted logo and lettering, mixing systems, designed per AWWA D107 and be OSHA compliant with standard accessories, etc.) needed to accommodate growing water supply-fire protection demand and meet current codes/standards. Tank dimensions must consider and conform to wind, seismic, and zoning height requirements.
52. Obstruction Elevation / Airport Airspace Analysis services are needed to secure a permit approval from the FAA once the elevated storage tank site is determined.

Proposed Water Loops Overview

Within the South Mainland District, some existing water systems are isolated and are challenged to provide adequate pressure continuously for the immediate water demand in the event of a water main break. Cross-connecting the two water systems by looping will provide sufficient coverage for critical fire protection and allow residential and commercial owners to have reliable and ample access to a dependable water source managed by the JWSC. The two areas for design consideration are listed below.

1. Approximately 225 LF of proposed water line loop through a proposed easement between two existing houses connecting the existing 8-inch watermain on Bartram Trail to the existing 8-inch watermain on Cinder Hill Drive.



2. Approximately 225 LF of proposed water line loop through Planting Hammock Boulevard connecting the existing 12-inch on South Port Parkway to the existing 8-inch on Callie Circle.



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 and 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 a project management plan.
2. Complete monthly invoices that show the corresponding services and associated costs performed and not previously invoiced. The invoice must include itemization supporting the cost included. The itemization shall include, where applicable:
 - a) With each monthly invoice Engineer shall submit a copy of the updated Project Schedule, a brief narrative of the services performed in the preceding month, and a list of the planned activities for the following month. Any request for modification of the approved Project Schedule shall be submitted by the Engineer in writing for the Executive Director's consideration.
 - b) Raw Salary Times Raw Salary Multiplier for services performed directly by the Engineer and Engineer's employees and upon request by the Executive Director a copy of employee timesheets, plus
 - c) Reimbursable Expenses, plus
 - d) Consultant Subcontract Costs plus Engineer's Consultant Markup, plus Reasonable fees paid to contract personnel and personnel employed through employment agencies plus Engineer's Consultant Markup.
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

The 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 schedules and develop communication processes
2. Progress meetings:
 - a) Facilitate monthly progress meetings with applicable project team members to provide project status updates, discuss design details, and the 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 levels.
 - 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, potential easements and field measurements of existing facilities and adjacent JWSC property to the Southport Treatment Plant. Minimum two permanent benchmarks onsite; established control points.
2. Develop key project design criteria, a preliminary list of drawings and specifications, site considerations, and a 30% cost estimate.

3. Prepare up to three (3) concept drawings based on JWSC input showing the proposed plan and section views of equipment locations, flow diagrams, and utility impacts. Considerations should be made for future expansion. 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 the JWSC in refining the scope and vision for the project.
4. Review existing studies and reports. Develop a technical memorandum confirming project design criteria based on the capacity of existing infrastructure and future needs.
5. Review all existing well data for suitability and develop concept reuses of an existing well site.
6. Provide the services of an Engineer to perform all required geotechnical surveying services to include but not limited to materials testing, special inspection, and subsurface investigations, including the performance of test borings, soil samples, and other foundation investigations, laboratory analyses of the samples, and engineering analyses. The Engineer shall prepare a detailed report of all findings, and the Engineer shall deliver to the JWSC two bound copies of the report and an electronic copy in the form requested by the JWSC. The Geotechnical Engineer should determine the exact number of borings, depths, and locations.
7. Prepare special studies and reports, such as environmental site assessment report (to standards recognized in ASTM E1903 – 11), wetland and State water survey delineation, biological assessment (including representation and testimony at hearings and community meetings), grant applications, etc.
8. Coordinate and attend 30% review meetings.
Note – JWSC will provide comments and select a preferred concept(s). Engineer will develop concepts **that** reuse **the** existing well site.

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 a 60% cost estimate.
3. Coordinate and attend a 60% design review & on-site constructability walk-thru meeting.
4. Coordinate and attend a 60% SCADA and Electrical Integration review 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 from 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 government 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, the 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 the 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 potentially cause for significant disruption to local communities or businesses, and that is 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, stormwater 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. The 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 the pre-bid conference
2. Prepare agenda and meeting minutes within three business days
3. Provide a thorough EOR review/presentation of the project scope and details to attendees.

Task 3.2 – Addenda

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

Task 3.3 – Bid Opening/Tabulation

1. Attend and conduct bid opening meeting.
2. Review tabulated bids and contractor references as necessary.
3. Prepare a recommendation letter and final bid tabulation 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 a 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 on the shop drawings, samples, and other submissions furnished by the construction contractor and submitted to Engineer by the JWSC. The Engineer shall determine if the shop drawings, samples, and other submissions conform to the requirements of the Construction Documents. The 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 that 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.
4. The site observation reports with color photographs and records of construction redlines as-builts shall be included in the Engineer's monthly invoice unless otherwise approved by the Executive Director.
5. For the purposes of bidding on this project, the Engineer is to assume a minimum of 40 hours per week for periodic site inspections needed to check for conformance with plans and specifications and conduct site inspection reports.

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. The 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 the 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 upon their construction notes, the Contractor's marked-up red-lined construction plans, "as-built" drawings, addenda, revisions, change orders and other data furnished by the JWSC and the construction Contractor and their Surveyor.

3.0 SPECIAL CONDITIONS AND PROPOSED SOLICITATION TIMELINE

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 the amount.

The Engineering Consultant will be provided access to any pertinent system information in 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 **330 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 **SPLOST EXIT 29 WATER PRODUCTION FACILITY (WPF) AND ELEVATED STORAGE TANK, JWSC PROJECT NO. 2318** project.

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 **SPLOST EXIT 29 WATER PRODUCTION FACILITY (WPF) AND ELEVATED STORAGE TANK, JWSC PROJECT NO. 2318**. 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. 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.

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

Project Milestone	Target
Registration Deadline Pre-Proposal Teleconference	Monday, March 6, 2023, 5:00 p.m. EST
MANDATORY Pre-Proposal Teleconference	Wednesday, March 8, 2023, 2:00 p.m. EST
Deadline for Questions	Monday, March 13, 2023 – 5:00 p.m. EST
Final Addendum for Questions	No later than Monday, March 20, 2023
Engineering Proposals Due	Tuesday, March 28, 2023 – 12:00 NOON EST
Anticipated Award Date	Commission Meeting April 16, 2023, 2:00 p.m. EST
Engineering Contract Execution	April – May 2023
Kick-off Meeting	May 2023 – June 2023
Final Design and Drawings available for Construction Advertisement	No later than end of May 2024 (using 330 days in RFP)
Contractor Solicitation and Award	No later than end of July 2024
Construction and Project Close-Out	November 2025

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.

4.0 INFORMATION REQUESTS AND INSTRUCTIONS FOR PROPOSAL SUBMITTAL

There will be a **mandatory** pre-proposal teleconference at **2:00 p.m. EST on Wednesday, March 8, 2023.** Participants must pre-register with the Purchasing Director, Pamela Crosby, via e-mail no later than **5:00 p.m. EST on Monday, March 6, 2023,** 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. The deadline for questions will be **5:00 p.m. EST on Monday, March 13, 2023.** 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.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 Production Facility projects, specific conversion projects if applicable
- 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. Pages should not exceed (50) single-sided pages.

Proposals are due by 12:00 NOON (EST) on Tuesday, March 28, 2023.

Mandatory label required on outside of envelope: "Request for Proposals 23-018 ENGINEERING SERVICES FOR SPLOST EXIT 29 WATER PRODUCTION FACILITY (WPF) AND ELEVATED STORAGE TANK, JWSC PROJECT NO. 2318"

ALL LATE PROPOSALS FOR WHATEVER REASON WILL BE RETURNED UNOPENED.

**REQUEST FOR PROPOSAL NO. 23-018
ENGINEERING SERVICES FOR
SPLOST EXIT 29 WATER PRODUCTION FACILITY (WPF) AND ELEVATED
STORAGE TANK, JWSC PROJECT NO. 2318**

5.0 PROPOSAL SUMMARY SHEET

TASK	Days for Completion	Fee
#1 – Project Management Kickoff	_____	_____
#2 - Design Services – Concept through 90% design; includes permitting and Bid Ready Construction Documents	_____	_____
#3 – Bidding Services	_____	_____
TOTALS – TASKS 1-3	_____	_____

TASK	Estimated Construction Days	% Construction Cost Budget
#4 - Construction Admin/Inspection Services	_____	_____

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. Project Team. (3 pages maximum) 20 Points Maximum.** Total 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. Specific information should be provided on proposed personnel in these specific roles, at a minimum:
 1. Engineering Project Manager (5 points possible)
 2. Lead Design Engineer (3 points possible)
 3. Geotechnical Engineer (3 points possible)
 4. Electrical Engineer (3 points possible)
 5. Professional Land Surveyor (3 points possible)
 6. Construction Inspector (3 points possible)

- b. Similar Project Experience. (5 pages maximum) 30 Points Maximum.** The firm should provide two projects designed by the firm with construction completed and infrastructure in service that are most similar to the scope of the proposed project. For both projects, please provide the conceptual design drawings produced by the firm and provide contact information for the current project owner. Three additional reference utilities should be provided with contact information to speak to the firm's design and construction management practices.
 1. Similar Project 1 including Conceptual Design (10 points possible)
 2. Similar Project 2 including Conceptual Design (10 points possible)
 3. References (10 points possible)

- c. Project Approach. (5 pages maximum) 20 Points Maximum.** Discuss the firm's proposed approach to completing the needed services for successful project completion. Specifically, the firm should discuss the following items in relation to the requirements of the proposed project:
 1. Approach to Budget Management and Cost Estimation (5 points possible)
 2. Approach to Quality Assurance/Quality Control (5 points possible)
 3. Approach to Project Timelines (5 points possible)
 4. Approach to Required Permitting (5 points possible)

- d. Local Preference. (1 page maximum) 5 Points Maximum.** Firms will be awarded points based upon the location of the proposed Engineering Project Manager to the JWSC Administrative Offices. Include a Google map with driving mileage from your project manager location to the **JWSC Administrative office, 1703 Gloucester Street, Brunswick, Georgia 31520** or use the actual project location?
 1. Within Glynn County (5 points)
 2. Within 100 miles (4 points)
 3. Within 250 miles (3 points)
 4. Within 400 miles (2 points)
 5. Outside 400 miles (1 point)

- e. Cost Proposal Pricing. (5 pages maximum) 20 points Maximum.** Please include in a separate sealed envelope labeled Pricing Cost Proposal. Fees should be provided for Tasks 1-3 as a lump sum fee for each service. For Task 4, the firm should provide a percentage of awarded construction bid price budget for these services and an hourly rate sheet for work performed under this task. Also include a current rate schedule for your firm. The cost proposal shall be provided in a table format that identifies the key project team member(s) proposed for each task and sub-

task, the number of management, engineering, technical, drafting and support personnel and cost envisioned for each task.

1. Lump Sum Pricing for Tasks 1-3 **(15 points possible)**

2. Percent Budget for Task 4 **(5 points possible)** The percentage of construction cost should include change orders; Please assume a minimum amount of change orders in construction administration pricing.

- f. Past Performance on JWSC Projects. 5 points Maximum.** Firms will be awarded points based upon past performance on projects completed for the JWSC within the past 3 years. Past performance will include performance related to design quality, budget management, timeliness, and construction management.

Excellent (5 points)

Above Average (4 points)

Average (3 points)

Below Average (2 points)

Poor (1 point)

Firms that have not been awarded any engineering contracts within the past 3 years will receive a score of 3 for this category.

- g. Local Preference. (1 page maximum) 5 Points Maximum.** Firms will be awarded points based upon the location of the proposed Engineering Project Manager to the JWSC Administrative Offices. Include a Google map with driving mileage from your project manager location to the JWSC Administrative office, 1703 Gloucester Street, Brunswick, Georgia 31520.

Within Glynn County (5 points)

Within 100 miles (4 points)

Within 250 miles (3 points)

Within 400 miles (2 points)

Outside 400 miles (1 point)

- h. Required Licensure. (1 page maximum)** Firm must be licensed and approved for work in the State of Georgia; please include a copy of engineering license. **(Pass/Fail)**

- i. Professional Standing. (1 page maximum)** 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

**RFP NO. 23-018 ENGINEERING SERVICES FOR SPLOST EXIT 29 WATER
PRODUCTION FACILITY (WPF) AND ELEVATED STORAGE TANK, JWSC PROJECT
NO. 2318**

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

**23-018 ENGINEERING SERVICES FOR SPLOST EXIT 29 WATER PRODUCTION FACILITY
(WPF) AND ELEVATED STORAGE TANK, JWSC PROJECT NO. 2318**

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 _____ 2023.

Name of Party: _____

Corporate or Partnership Name: _____

Sworn to and subscribed before me this the _____ day of _____ 2023.

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:

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	\$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	
<u>Automobile Liability</u>	
All autos-owned, hired, or non-owned	\$1,000,000 each occurrence, combined single limit
<u>Professional Liability Insurance</u>	
Errors and Omissions	\$2,000,000 each occurrence; \$4,000,000 annual aggregate
<u>Excess or Umbrella Liability</u> (This is additional coverage and limits above the following primary insurance: Employer's Liability, Commercial General Liability and Automobile Liability)	\$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:** **23-018 ENGINEERING SERVICES FOR SPLOST EXIT 29
WATER PRODUCTION FACILITY (WPF) AND
ELEVATED STORAGE TANK, JWSC PROJECT NO. 2318**

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