



Brunswick-Glynn Joint Water and Sewer Commission

RFQ No. 27-003 Request For Quotation

Professional Surveying Services for Belle Cutoff to Baumgardner Water Main Loop Right-of-Way and Existing Conditions Survey

Wednesday, August 12, 2026

Deadline for questions Wednesday, August 19, 2026, no later than 5:00 p.m. EDT
Questions must be directed in writing (via e-mail) to the
Purchasing Director, Pamela Drury-Crosby, email- pcrosby@bgjwsc.org

Quoted Responses Due via email by:

12:00 NOON, EDT Wednesday, September 2, 2026, to:

Please email to Pam Crosby, pcrosby@bgjwsc.org
Purchasing Division
Brunswick-Glynn County Water and Sewer Commission
1703 Gloucester Street
Brunswick, Georgia 31520
(912) 261-7100

Quotes should be clearly labeled as follows:

"RFQ No. 27-003

Professional Surveying Services – Belle Cutoff to Baumgardner Water Main Loop Right-of-Way and Existing Conditions Survey"

Submit responses via email only.

Responses received after the deadline or at any other locations will not be accepted.

FOR COMPLETE DETAILS OF THIS SOLICITATION, please visit the Commission website, utilizing the following link:

<http://www.bgjwsc.org/departments/procurement/>

**Brunswick-Glynn Joint Water and Sewer Commission
1703 Gloucester Street
Brunswick, GA 31520
Professional Surveying Services**

RFQ No. 27-003

**Belle Cutoff to Baumgardner Water Main Loop Right-of-Way and Existing
Conditions Survey**

1. PURPOSE

The Brunswick-Glynn Joint Water and Sewer Commission (BGJWSC) is requesting quotes from qualified professional land surveying firms to provide surveying services in support of the design and construction of proposed water main improvements along Belle Cutoff Road, Dusty Lane, and Cedardale Road in the Exit 29 area of Glynn County, Georgia.

The proposed project generally consists of the installation of approximately 3,800 linear feet of water main, together with valves, fire hydrants, fittings, connections to existing water mains, and other appurtenances.

The purpose of this Request for Quotes is to obtain a complete survey of the project corridor suitable for engineering design, permitting, easement acquisition, bidding, and construction.

The selected surveyor shall provide all labor, equipment, research, fieldwork, drafting, professional services, travel, and other costs necessary to complete the work described herein.

2. SCOPE OF SERVICES

A. Survey Control

The surveyor shall establish horizontal and vertical control suitable for engineering design and subsequent construction staking.

Horizontal control shall be referenced to the applicable State Plane Coordinate System. Vertical control shall be referenced to NAVD 88 unless otherwise approved by the Owner.

The surveyor shall establish recoverable control points at appropriate intervals throughout the project corridor and provide coordinates, elevations, descriptions, datum information, and basis of bearings for all established control.

B. Right-of-Way and Property Survey

The surveyor shall perform sufficient records research and field surveying to establish the existing public right-of-way throughout the project limits.

Research shall include applicable deeds, plats, right-of-way maps, easements, and other available recorded documents necessary to establish the right-of-way and adjoining property boundaries.

The survey shall identify, as applicable:

- Existing right-of-way lines and widths
- Roadway centerlines
- Adjoining property lines
- Property corners and monuments found
- Parcel identification numbers
- Property ownership of record
- Recorded subdivision boundaries
- Existing utility, drainage, access, and other recorded easements affecting the proposed work
- Apparent occupation lines
- Fences, walls, landscaping, structures, signs, or other improvements near the right-of-way
- Apparent encroachments into the public right-of-way
- Conflicts between record information and field evidence

GIS parcel lines shall not be represented as surveyed property or right-of-way lines unless independently verified by appropriate survey research and field evidence.

C. Topographic and Existing Conditions Survey

The surveyor shall provide a detailed topographic survey with one-foot contours sufficient for preparation of water main plans and profiles.

Unless otherwise indicated, the survey shall encompass the entire public right-of-way and extend beyond the right-of-way where necessary to accurately depict features that may affect design or construction.

The survey shall include, as applicable:

- Edge of pavement
- Roadway crown and grade
- Shoulders
- Curbs and gutters
- Sidewalks and multi-use paths
- Driveways and driveway aprons
- Parking areas
- Medians
- Ditches, swales, berms, and embankments
- Top and toe of slopes
- Retaining walls
- Guardrails
- Fences and gates
- Buildings and structures near the construction area
- Signs
- Mailboxes
- Bollards
- Utility poles
- Guy wires and anchors
- Streetlights
- Traffic signal equipment
- Significant landscaping that may affect construction

- All trees 12-15 inches in diameter within the ROW
- Water bodies, creeks, canals, and drainage crossings
- Railroad improvements, where applicable
- Other significant physical features affecting water main alignment or construction

Spot elevations and breaklines shall be collected at sufficient intervals to accurately represent existing grades and permit development of an existing-ground surface.

D. Existing Water Facilities

The surveyor shall locate all visible or reasonably identifiable water-system facilities within the project limits, including:

- Water valves and valve boxes
- Fire hydrants
- Water meters and meter boxes
- Blowoffs
- Air-release valves
- Backflow assemblies
- Aboveground piping
- Water-main markers
- Visible service connections
- Other water-system appurtenances

The Owner may provide existing GIS and record information regarding underground water facilities. Such information shall be incorporated into the survey base where requested but shall be distinguishable from field-surveyed information.

E. Existing Utilities

The surveyor shall locate visible evidence of existing utilities and shall obtain available utility markings within the project corridor.

Utilities and appurtenances shall include, as applicable:

- Sanitary sewer
- Sewer manholes and cleanouts
- Sewer force mains
- Storm sewer
- Storm manholes
- Catch basins and inlets
- Culverts
- Gas
- Electric
- Telecommunications
- Fiber optic
- Cable television
- Street lighting
- Traffic signals
- Utility poles
- Transformers
- Cabinets

- Pedestals
- Handholes and vaults
- Other visible utility facilities

For accessible sanitary sewer and stormwater structures, the survey shall include rim elevations, invert elevations, pipe sizes, pipe direction, and pipe material where reasonably identifiable.

The surveyor shall coordinate with the applicable utility-location service to obtain utility markings prior to field surveying.

Subsurface Utility Engineering is not included in the Base Quote unless specifically identified elsewhere in this Request for Quotes.

F. Drainage

The survey shall provide sufficient drainage information to identify potential conflicts with the proposed water main and support design and permitting.

Drainage features shall include:

- Stormwater structures
- Rim and invert elevations
- Pipe sizes and directions
- Culverts
- Headwalls and end sections
- Ditches
- Swales
- Channels
- Top and toe of banks
- Drainage easements
- Creek and canal crossings
- Other significant drainage features

G. Intersections, Crossings, and Connection Locations

Survey limits shall extend sufficiently at intersecting roadways and proposed water-main connection points to permit complete design of connections, valves, fittings, utility crossings, restoration, and other associated work.

Additional detail shall be obtained at major roadway, railroad, creek, canal, culvert, or other crossings where required to establish existing elevations and physical constraints affecting water-main installation.

3. SURVEY LIMITS

The Base Quote shall include surveying the entire project corridor shown on the attached project map.

Unless otherwise shown, survey limits shall include the full existing public right-of-way.

The surveyor shall include features immediately outside the right-of-way where those features are clearly relevant to water-main design, including structures, utilities, drainage features, driveways, fences, walls, and other improvements.

Any substantial surveying outside these limits that the surveyor believes is necessary shall be brought to the Owner's attention before performing additional work.

4. EASEMENT SURVEYING

Permanent utility easements and temporary construction easements may be required as the project design progresses.

Because the exact number and configuration of easements are not presently known, easement surveying shall not be included in the Base Quote unless specifically identified.

The surveyor shall instead provide unit pricing for preparation of easement documents.

Each easement package shall include, as applicable:

- Necessary property and deed research
- Field surveying necessary to establish the easement
- Easement exhibit/plat
- Legal description
- Parent parcel information
- Area of easement
- Professional surveyor certification
- Signed and sealed documents suitable for recordation

5. DELIVERABLES

The Base Quote shall include all costs necessary to provide the following:

1. AutoCAD Civil 3D-compatible DWG survey base.
2. Electronic survey point file containing point number, northing, easting, elevation, and description.
3. Survey control and benchmark information.
4. Right-of-way, property, easement, and monument information.
5. Utility and existing-condition information.
6. Signed and sealed PDF survey.
7. Copies of significant plats, deeds, right-of-way maps, and other documents relied upon in establishing the survey, where legally distributable.
8. Brief documentation identifying the coordinate system, horizontal and vertical datum, basis of bearings, survey methodology, and significant unresolved conditions or discrepancies.

Individual survey sheets shall have a max scale of 1:50, which insets as necessary to clearly show specific feature characteristics.

Deliverable shall include an overview sheet at sufficient scale to show each survey sheet with matchlines.

All electronic files shall be provided without proprietary restrictions that would prevent their use by the Owner or its consulting engineer for the project.

6. PROFESSIONAL REQUIREMENTS

All surveying shall be performed under the responsible charge of a Professional Land Surveyor licensed in the State of Georgia.

Work shall comply with applicable state minimum technical standards, laws and regulations governing professional surveying, applicable roadway agency requirements, and generally accepted professional surveying practices.

The selected surveyor shall be responsible for traffic control and other safety measures necessary to perform the work unless specifically excluded from the quote.

7. QUOTE REQUIREMENTS

Each firm shall submit a written quote containing the following:

A. Base Lump-Sum Price

Provide a single lump-sum price to complete all work described as Base Survey Services in this Request for Quotes.

BASE SURVEY LUMP SUM: \$_____

The lump-sum price shall include all labor, field crews, professional supervision, research, equipment, vehicles, travel, utility-locate coordination, traffic control, fieldwork, office work, drafting, quality control, electronic deliverables, signed and sealed documents, and incidental costs necessary to complete the required survey.

Any exclusions or assumptions affecting the lump-sum price shall be clearly identified with the quote.

B. Unit Prices

The following unit prices shall be provided and may be used by the Owner to authorize additional work:

Additional Service	Unit	Unit Price
Permanent Utility Easement Survey, Exhibit and Legal Description	Each	\$
Temporary Construction Easement Survey, Exhibit and Legal Description	Each	\$
Combined Permanent and Temporary Easement on Same Parcel	Each Parcel	\$
Additional Boundary/Property Survey	Parcel	\$
Supplemental Topographic Survey	Crew Hour	\$
Supplemental Survey Field Crew	Day	\$
Professional Land Surveyor	Hour	\$
Survey Technician/CAD	Hour	\$
Additional Survey Beyond Defined Corridor	Linear Foot	\$
Construction Staking, Two-Person Crew	Hour	\$
Construction Staking, Two-Person Crew	Day	\$

Record/As-Built Survey	Linear Foot	\$
Additional Mobilization	Each	\$

Firms may identify additional unit-price items they believe would be beneficial to the Owner.

C. Optional Services

Provide separate pricing for the following, if available:

SUE Quality Level B: \$_____ per linear foot or \$_____ lump sum

SUE Quality Level A/Test Holes: \$_____ per test hole

Optional-service pricing shall not be included in the Base Quote unless specifically stated.

D. Schedule

The quote shall state:

- Earliest date fieldwork can begin
- Estimated field duration
- Estimated date draft survey can be delivered
- Estimated date final deliverables can be provided following receipt of Owner comments

Calendar days from Notice to Proceed to Draft Survey: _____ days

Calendar days from Notice to Proceed to Final Survey: _____ days

8. MINIMUM QUALIFICATIONS

Although this procurement will consider price, the Owner intends to contract only with a qualified professional surveying firm.

The quote shall identify:

- Firm name and address
- Professional Land Surveyor responsible for the work
- Georgia Professional Land Surveyor license number
- Proposed project manager
- At least three similar utility, roadway, or right-of-way surveying projects completed within the previous five years
- At least three client references
- Any proposed subconsultants

The Owner may reject a quote from a firm that does not demonstrate adequate experience or capability to complete the required work.

9. BASIS OF AWARD

Award will be made to the responsive and responsible firm whose quote is determined to provide the best value to the Owner.

In evaluating quotes, the Owner may consider:

- Base lump-sum price
- Unit prices
- Experience with water, sewer, and other linear utility projects
- Right-of-way and boundary surveying experience
- Proposed schedule
- Qualifications and experience of the Professional Land Surveyor and project team
- Previous experience with the Owner
- References and demonstrated past performance
- Completeness of the quote
- Exceptions or exclusions taken to the requested scope

The Owner reserves the right to select a firm other than the firm submitting the lowest price when the Owner determines another quote provides better overall value.