



Brunswick-Glynn County Water and Sewer Commission

RFP No. 27-005

Request For Proposal

**Engineering Services for
Old Cypress Mill to Community Road Water Main Loop**

Friday, September 18, 2026

Deadline for questions Wednesday, October 8, 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**

Proposal Responses Due by:

12:00 NOON, EDT Tuesday, October 20, 2026, to:

**Purchasing Division
Brunswick-Glynn County Water and Sewer Commission
1703 Gloucester Street
Brunswick, Georgia 31520
(912) 261-7100**

Bids should be clearly labeled as follows:

"IFB No. 27-005

Engineering Services for Old Cypress Mill to Community Road Water Main Loop"

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 Commission
website, utilizing the following link:**

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

REQUEST FOR PROPOSALS NO. 27-005

PROFESSIONAL ENGINEERING AND SURVEYING SERVICES

OLD CYPRESS MILL ROAD TO COMMUNITY ROAD WATER MAIN LOOP

1. PURPOSE

The Brunswick-Glynn Joint Water and Sewer Commission (BGJWSC) is requesting proposals from qualified professional engineering firms to provide complete professional engineering and surveying services for the design and construction of the Old Cypress Mill Road to Community Road Water Main Loop in Glynn County, Georgia.

The proposed project generally consists of the installation of approximately 4,700 linear feet of new water main to connect existing portions of the BGJWSC water distribution system and provide looped water-main connections. The project is anticipated to include new water main, valves, fire hydrants, fittings, connections to existing water mains, roadway crossings, a railroad crossing, service connections where applicable, and other associated appurtenances. A general map of the proposed project area/route is included as Exhibit A.

The selected Engineer shall provide all professional services necessary to advance the project from initial survey and investigation through final design, permitting, bidding, construction, project closeout, and preparation of final record drawings.

The project will be delivered using the traditional Design-Bid-Build method. BGJWSC intends for the selected Engineer to remain actively engaged throughout the entire project and serve as BGJWSC's design professional through completion and closeout of construction.

The scope described herein is intended to represent a complete professional services assignment. The selected Engineer shall be responsible for coordinating all engineering, surveying, permitting, bidding, construction administration, inspection, construction surveying, and project closeout activities necessary for successful completion of the project.

Proposers shall clearly identify any exclusions, assumptions, qualifications, or services not included in their proposed fee.

2. PROJECT OBJECTIVES

The primary objective of the project is to improve connectivity, reliability, fire flow, redundancy, and operational flexibility within the BGJWSC water distribution system through construction of a new water-main loop between existing water distribution facilities.

The selected Engineer shall develop a design that:

- Provides an effective connection between existing BGJWSC water mains;
- Meets current and anticipated water distribution needs;

- Provides appropriate system looping and redundancy;
- Provides appropriate fire flow and system pressures;
- Minimizes conflicts with existing utilities and infrastructure;
- Minimizes impacts to private property;
- Minimizes permanent and temporary easement requirements where practical;
- Provides appropriate valves, hydrants, fittings, restraints, services, and other appurtenances;
- Maintains water service during construction to the greatest extent practical;
- Minimizes roadway, railroad, drainage, environmental, and property impacts;
- Considers constructability throughout development of the design;
- Provides a practical and cost-effective project suitable for competitive bidding; and
- Meets all applicable BGJWSC, local, state, railroad, and federal requirements.

3. SCOPE OF SERVICES

The selected Engineer shall provide all professional engineering, surveying, permitting, bidding, construction administration, inspection, construction surveying, and closeout services necessary for completion of the project.

The following scope identifies the minimum services anticipated by BGJWSC. Proposers are responsible for identifying and including other professional services reasonably necessary to successfully design, permit, bid, construct, and close out the project.

A. Project Management and Coordination

The Engineer shall provide overall management and coordination of the project from Notice to Proceed through final project closeout.

Services shall include:

- Project kickoff meeting with BGJWSC;
- Coordination with BGJWSC staff throughout design and construction;
- Development and maintenance of a project schedule;
- Coordination among engineering, surveying, permitting, utility, railroad, environmental, and other project disciplines;
- Coordination with property owners when authorized by BGJWSC;

- Coordination with affected governmental agencies and utility owners;
- Preparation and distribution of meeting agendas and summaries where appropriate;
- Regular communication regarding project status, schedule, budget, permitting, and unresolved issues;
- Tracking of required permits and approvals; and
- Prompt identification of conditions that may materially affect project cost, schedule, permitting, or constructability.

The Engineer shall designate a Project Manager who will serve as BGJWSC's primary point of contact from project initiation through final closeout.

BGJWSC expects continuity of key project personnel throughout the duration of the project.

B. Surveying and Existing Conditions

The Engineer shall provide or obtain all professional surveying necessary for design, permitting, easement acquisition, bidding, construction, and preparation of record drawings.

Surveying may be performed directly by the Engineer or by a qualified surveying subconsultant under the Engineer's contract. The Engineer shall remain responsible for the completeness and adequacy of the survey for design purposes.

All boundary and right-of-way surveying shall be performed under the responsible charge of a Professional Land Surveyor licensed in the State of Georgia.

Survey services shall include, at minimum:

- Horizontal and vertical survey control;
- Existing public rights-of-way;
- Roadway centerlines;
- Adjoining property lines;
- Property corners and monuments;
- Recorded easements;
- Existing utility, drainage, access, and other easements;
- Apparent encroachments;
- Detailed topographic survey with one-foot contours;
- Roadways, pavement edges, shoulders, curb and gutter, sidewalks, driveways, ditches, swales, and drainage facilities;

- Existing water-system facilities and appurtenances;
- Sanitary sewer facilities;
- Stormwater facilities;
- Visible electric, gas, telecommunications, fiber optic, and other utility facilities;
- Utility poles, guy wires, cabinets, pedestals, handholes, vaults, and similar improvements;
- Rim and invert elevations for accessible sanitary sewer and stormwater structures;
- Significant trees, structures, fences, walls, and other physical improvements affecting construction;
- Railroad right-of-way, tracks, structures, signals, and other relevant railroad improvements;
- Water bodies, wetlands where apparent, drainage crossings, culverts, and similar features;
- Features outside the public right-of-way where necessary for design;
- Additional detail at intersections, utility crossings, railroad crossings, proposed water-main connection points, and other critical locations; and
- Survey information necessary for preparation of easement documents.

The survey shall encompass the full public right-of-way throughout the project corridor and extend beyond the right-of-way where necessary to identify physical or legal features affecting design or construction.

The survey shall be sufficiently complete and accurate to support preparation of final construction plans and profiles without routine supplemental field surveying resulting from omitted existing-condition information.

The Engineer shall coordinate utility locating and shall evaluate the need for Subsurface Utility Engineering or test holes where critical utility conflicts cannot otherwise be adequately resolved.

C. Easement and Property Services

The Engineer shall identify all permanent utility easements, temporary construction easements, access easements, or other property interests necessary for construction.

Where easements are required, the Engineer shall provide or cause to be provided:

- Property and deed research;
- Necessary field surveying;
- Easement plats and exhibits;

- Legal descriptions;
- Parent parcel information;
- Easement area calculations;
- Signed and sealed survey documents; and
- Other technical documentation reasonably necessary for acquisition and recording.

BGJWSC will generally be responsible for property-owner negotiations and acquisition of required property interests.

The Engineer shall provide technical assistance to BGJWSC during easement acquisition, including attendance at property-owner meetings when reasonably requested.

D. Preliminary Engineering and Design

The Engineer shall investigate existing conditions, evaluate project requirements, and develop the recommended water-main alignment.

Preliminary engineering shall include, as applicable:

- Review of existing BGJWSC GIS information;
- Review of record drawings and available utility records;
- Field review of the project corridor;
- Confirmation of proposed connection locations;
- Evaluation and recommendation of water-main size;
- Hydraulic modeling or other hydraulic analysis necessary to verify proposed main size and system performance;
- Evaluation of anticipated fire-flow conditions;
- Evaluation of alternative alignments where appropriate;
- Identification of major utility conflicts;
- Evaluation of roadway crossings;
- Evaluation of railroad crossing alternatives;
- Evaluation of drainage and culvert conflicts;
- Evaluation of trenchless construction where appropriate;
- Identification of easement requirements;

- Identification of permitting requirements;
- Preliminary quantity calculations;
- Preliminary Opinion of Probable Construction Cost; and
- Identification of significant constructability concerns.

The Engineer shall review the recommended alignment and major design decisions with BGJWSC before advancing final design.

E. Water Main Design

The Engineer shall prepare complete construction plans, specifications, bid documents, and technical requirements necessary for competitive bidding and construction.

The design shall include, as applicable:

- Water-main alignment;
- Water-main sizing and material;
- Plan and profile drawings;
- Existing and proposed grades;
- Connections to existing water mains;
- Isolation valves;
- Fire hydrants;
- Water services and service reconnections;
- Fittings;
- Joint restraint and thrust requirements;
- Air-release assemblies where required;
- Blowoffs;
- Utility crossings;
- Required utility separations;
- Railroad crossing;
- Roadway crossings;
- Creek, ditch, drainage, and culvert crossings;
- Trenchless or bored installations;

- Casings where required;
- Temporary and permanent restoration;
- Pavement replacement;
- Driveway restoration;
- Erosion and sediment control;
- Traffic control requirements;
- Construction sequencing;
- Water-main shutdown and connection requirements;
- Maintenance of existing water service;
- Pressure testing;
- Flushing and disinfection;
- Bacteriological testing;
- Standard and project-specific details;
- Technical specifications;
- Bid quantities;
- Measurement and payment provisions; and
- Other work necessary to provide a complete and constructible project.

The design shall comply with current BGJWSC standards and specifications and all applicable local, state, and federal requirements.

F. Design Submittals and Reviews

The Engineer shall provide progressive design submittals to BGJWSC.

30 Percent Design

The 30 percent design shall establish the proposed alignment and major project features and shall generally include:

- Proposed water-main alignment;
- Preliminary plan and profile information;
- Proposed connection locations;
- Major utility conflicts;

- Preliminary railroad crossing approach;
- Preliminary easement requirements;
- Preliminary permitting requirements; and
- Preliminary Opinion of Probable Construction Cost.

60 Percent Design

The 60 percent design shall include substantially developed:

- Plans and profiles;
- Main sizing and materials;
- Connection details;
- Utility-crossing information;
- Railroad-crossing design;
- Easement requirements;
- Restoration requirements;
- Major construction details;
- Technical specifications;
- Bid quantities; and
- Updated Opinion of Probable Construction Cost.

90 Percent Design

The 90 percent design shall constitute a substantially complete bid-ready package including:

- Plans;
- Profiles;
- Details;
- Specifications;
- Contract documents;
- Bid schedule;
- Measurement and payment provisions;
- Quantities;

- Permit requirements; and
- Updated Opinion of Probable Construction Cost.

Final Design

The Engineer shall incorporate BGJWSC review comments and provide signed and sealed final plans, specifications, contract documents, permits, and other materials necessary for bidding and construction.

The Engineer shall attend design review meetings with BGJWSC as reasonably required at each major design milestone.

G. Permitting and Agency Coordination

The Engineer shall identify, prepare, submit, coordinate, and pursue approval of all permits and agency approvals necessary for construction.

The Engineer's proposed fee shall include the professional services necessary to obtain anticipated permits and approvals.

Permitting and coordination may include, as applicable:

- Georgia Environmental Protection Division;
- Glynn County;
- Georgia Department of Transportation;
- Railroad owner/operator;
- Railroad right-of-way and utility-crossing permits;
- Erosion and sediment control approvals;
- Environmental permits;
- Stormwater approvals;
- Roadway and right-of-way permits;
- Applicable federal permits;
- Utility-owner approvals;
- Applicable waterway or wetland approvals; and
- Other permits or approvals reasonably necessary to construct the project.

The Engineer shall be responsible for identifying required permits and shall not rely upon this RFP as an exhaustive listing of permitting requirements.

Railroad Permitting and Coordination

The Engineer shall be specifically responsible for all professional services necessary to obtain authorization for construction within or across railroad property.

Services shall include, as applicable:

- Identification of railroad ownership;
- Identification of applicable railroad requirements;
- Initial coordination with the railroad;
- Preparation and submission of railroad permit applications;
- Preparation of crossing plans, profiles, details, and supporting technical information;
- Design of carrier pipe, casing, bore, or other crossing components;
- Evaluation of railroad design standards;
- Response to railroad engineering-review comments;
- Revision and resubmittal of documents as required;
- Coordination regarding right-of-entry requirements;
- Coordination regarding insurance requirements;
- Coordination regarding railroad flagging and inspection;
- Coordination regarding construction scheduling requirements; and
- Continued coordination through receipt of the required railroad authorization.

The Engineer shall monitor railroad permitting throughout design and shall promptly advise BGJWSC of issues that may affect the project schedule.

Third-party permit application fees, railroad review fees, railroad flagging fees, railroad protective services, or similar charges shall be identified separately from the Engineer's professional fee.

Unless specifically authorized by BGJWSC, third-party charges shall not be marked up by the Engineer.

H. Opinion of Probable Construction Cost

The Engineer shall prepare and maintain an Opinion of Probable Construction Cost throughout design.

Cost estimates shall be provided with the:

- 30 percent design;
- 60 percent design;
- 90 percent design; and
- Final bid documents.

The Engineer shall use current construction pricing and appropriate project-specific contingencies based upon the level of design completion.

The Engineer shall promptly notify BGJWSC if estimated construction costs materially increase or exceed the established project budget and shall recommend reasonable alternatives for controlling project cost.

I. Bidding Assistance

The Engineer shall assist BGJWSC throughout the competitive bidding process.

Services shall include:

- Preparation of final bid-ready plans, specifications, and contract documents;
- Preparation of bid quantities and bid schedule;
- Assistance with preparation of the Invitation to Bid;
- Attendance at the pre-bid conference;
- Response to bidder questions;
- Preparation of technical clarifications;
- Preparation of addenda;
- Evaluation of requests for approved equals and substitutions;
- Attendance at the bid opening if requested;
- Preparation of a certified bid tabulation;
- Review of bids for mathematical accuracy;
- Evaluation of apparent low bidder responsiveness;
- Review of bid pricing for irregular or materially unbalanced pricing;
- Review of bidder qualifications and references as requested; and
- Written recommendation of award.

J. Construction Administration

The Engineer shall serve as BGJWSC's design professional throughout construction and shall provide comprehensive construction administration services.

For purposes of establishing comparable proposal pricing, proposers shall base their construction administration fee upon an assumed construction duration of **180 consecutive calendar days from Notice to Proceed through Substantial Completion.**

Services shall include, at minimum:

- Conducting the preconstruction conference;
- Review of contractor schedules;
- Review of schedules of values where applicable;
- Review of shop drawings and submittals;
- Review of product data and material certifications;
- Responses to Requests for Information;
- Preparation of clarifications and supplemental instructions;
- Evaluation of proposed substitutions;
- Review of contractor payment applications;
- Recommendation of payment to BGJWSC;
- Review and evaluation of proposed change orders;
- Preparation or review of change-order documentation;
- Evaluation of contractor claims;
- Coordination with permitting agencies;
- Coordination with railroad representatives;
- Attendance at regularly scheduled construction progress meetings;
- Periodic site visits by the Project Manager or Project Engineer in addition to resident inspection;
- Technical interpretation of plans and specifications;
- Resolution of design-related issues encountered during construction;
- Review of testing documentation;

- Review of pressure-testing documentation;
- Review of flushing and disinfection documentation;
- Review of bacteriological testing;
- Substantial Completion inspection;
- Preparation of punch-list items;
- Final Completion inspection;
- Recommendation of final acceptance;
- Review of contractor closeout documents; and
- Final project closeout.

Unless otherwise stated by the proposer, the proposed construction administration fee shall include all services reasonably required during the assumed 180-calendar-day construction period.

The proposal shall provide a monthly or daily rate for construction administration beyond the assumed 180-calendar-day period if an extension is required due to circumstances outside the Engineer's control.

K. Full-Time Construction Inspection

The Engineer shall provide a qualified construction inspector during active construction.

For purposes of proposal pricing and evaluation, all proposers shall base their inspection fee upon 1,040 hours of construction inspection, representing approximately 40 hours per week for 26 weeks during the assumed 180-calendar-day construction period.

The 1,040 inspection hours shall be included in the Total Proposed Professional Services Fee.

Inspection shall be provided during active construction operations as directed or approved by BGJWSC. Scheduling of individual inspection hours may vary based upon Contractor operations, but the Engineer shall provide sufficient inspection coverage so that significant water-main construction activities are observed and documented.

Construction inspection shall include observation and documentation, as applicable, of:

- Water-main installation;
- Pipe materials;
- Material storage and handling;

- Trench conditions;
- Bedding;
- Pipe installation;
- Horizontal and vertical alignment;
- Backfill and compaction;
- Utility crossings;
- Required utility separations;
- Valves;
- Fittings;
- Joint restraint;
- Fire hydrants;
- Water services;
- Bore and trenchless installations;
- Casings;
- Railroad crossing construction;
- Connections to existing water mains;
- Shutdowns and tie-ins;
- Pressure testing;
- Flushing;
- Disinfection;
- Bacteriological testing;
- Pavement and surface restoration;
- Driveway restoration;
- Erosion and sediment control;
- Compliance with applicable permit requirements;
- Installed quantities;
- Correction of deficient work; and

- Other significant construction activities.

The inspector shall maintain detailed daily inspection reports documenting, at minimum:

- Date and weather conditions;
- Contractor personnel;
- Subcontractors;
- Major equipment;
- Work performed;
- Approximate quantities installed;
- Materials delivered and installed;
- Tests performed and results;
- Significant conversations and instructions;
- Observed deficiencies;
- Corrective work;
- Site visitors;
- Photographs of relevant construction activities;
- Unusual conditions;
- Potential claims or change conditions; and
- Other information appropriate to establish a meaningful project record.

Daily inspection reports and photographs shall be made available to BGJWSC throughout construction and shall become part of the project record.

The inspector shall immediately notify the Engineer and BGJWSC of:

- Significant deviations from the construction documents;
- Work concealed before required inspection;
- Deficient materials or workmanship;
- Unsafe conditions observed;
- Potential conflicts;
- Conditions that may result in additional cost or delay; and

- Significant events affecting BGJWSC facilities or customers.

The construction inspector shall not have authority to modify the construction contract or direct the Contractor to perform work outside the contract requirements unless specifically authorized by BGJWSC.

Additional Inspection Hours

Proposers shall provide an hourly rate for construction inspection beyond the included 1,040 hours.

Additional Construction Inspection: \$ _____ per hour

Additional inspection hours shall only be compensable when authorized by BGJWSC.

The hourly rate shall include all labor, supervision, overhead, profit, routine mileage, equipment, documentation, and incidental expenses associated with providing the inspector unless specifically stated otherwise.

BGJWSC shall not be charged additional inspection hours merely because the Engineer elects to use inspection hours inefficiently or staffs the project in excess of the level reasonably required by construction activity.

If fewer than 1,040 inspection hours are ultimately required, compensation shall be handled in accordance with the final negotiated professional services agreement.

L. Construction Surveying

The Engineer shall provide or coordinate professional surveying necessary during construction.

Construction surveying shall include, as applicable:

- Verification and preservation of project control;
- Construction staking;
- Horizontal and vertical control for water-main installation;
- Staking of proposed water-main alignment;
- Easement and right-of-way staking;
- Verification of critical crossings and elevations;
- Surveying necessary to document final installed conditions; and
- Other survey work reasonably necessary for construction.

The proposed base fee shall include the construction surveying reasonably anticipated for the project.

The proposer shall identify assumptions regarding the number of anticipated construction survey mobilizations and provide a unit price for additional mobilizations requested by BGJWSC or required due to Contractor activities outside the Engineer's control.

M. Record Drawings and Final Asset Documentation

The Engineer shall prepare final record drawings documenting the assets actually installed during construction.

Preparation of record drawings shall not consist solely of transferring Contractor redlines to the original design plans.

The Engineer shall compile and reconcile information from:

- Construction inspection records;
- Field measurements;
- Construction survey;
- Contractor redlines;
- Approved Requests for Information;
- Field directives;
- Change orders;
- Shop drawings;
- Testing records; and
- Other available construction documentation.

Record drawings shall depict, to the extent reasonably ascertainable:

- Final water-main alignment;
- Pipe size;
- Pipe material;
- Horizontal location;
- Final elevations where applicable;
- Valves;
- Fire hydrants;
- Fittings;

- Service connections;
- Connection points;
- Casings;
- Railroad crossing;
- Bores and trenchless installations;
- Major utility crossings;
- Easements;
- Abandoned facilities;
- Changes from the original construction documents; and
- Other significant installed assets.

The Engineer shall provide final record drawings in:

- Signed and sealed PDF format;
- Editable AutoCAD/Civil 3D-compatible DWG format; and
- Electronic asset/GIS format compatible with BGJWSC requirements.

Where BGJWSC GIS standards require specific attribute information, the Engineer shall provide such information for installed assets to the extent available from construction records.

Completion and acceptance of record drawings and final asset documentation shall be a required element of final project closeout.

4. BGJWSC RESPONSIBILITIES

BGJWSC will provide available information in its possession that may assist the Engineer, including, as available:

- Existing water-system GIS data;
- Existing record drawings;
- Existing utility information;
- Applicable BGJWSC standards and specifications;
- Available property and easement information; and
- Other relevant project information.

BGJWSC will provide reasonable access to BGJWSC facilities and staff.

BGJWSC will generally be responsible for direct payment of governmental permit fees, railroad review fees, railroad flagging charges, and similar third-party fees.

BGJWSC will acquire required easements and property interests with technical support from the Engineer.

5. PROPOSAL REQUIREMENTS

Proposals shall be organized substantially in the following order.

A. Firm Information

Provide:

- Firm name;
- Address of the office responsible for the project;
- Primary contact;
- Years in business;
- Georgia professional engineering authorization information; and
- General description of the firm.

B. Project Team

Identify the proposed:

- Principal-in-Charge;
- Project Manager;
- Lead Design Engineer;
- Professional Land Surveyor;
- Construction Administrator;
- Construction Inspector;
- Other key personnel; and
- Subconsultants.

Provide concise resumes identifying relevant experience, professional registrations, and proposed project responsibilities.

The proposed Project Manager shall be expected to remain assigned to the project through completion unless a change is approved by BGJWSC.

The proposal shall specifically identify whether the proposed construction inspector is an employee of the proposing firm or a subconsultant.

C. Relevant Experience

Provide information for a minimum of three and maximum of five similar projects completed or substantially completed within the previous five years.

Particular consideration will be given to projects involving:

- Municipal water distribution systems;
- Water-main loops;
- Similar linear utility construction;
- Railroad crossings and railroad permitting;
- Roadway permitting;
- Utility conflict resolution;
- Easement acquisition;
- Design-Bid-Build delivery;
- Full-time construction inspection;
- Construction administration; and
- Preparation of record drawings and GIS asset information.

For each project, identify:

- Client;
- Project description;
- Approximate construction value;
- Services provided;
- Key proposed personnel who participated in the referenced project;
- Completion date; and
- Client reference.

D. Project Understanding and Technical Approach

Describe the firm's understanding of the project and its proposed approach.

At a minimum, address:

- Surveying;
- Alignment development;
- Hydraulic analysis;
- Utility coordination;
- Easement minimization;
- Railroad crossing design;
- Railroad permitting;
- Other permitting;
- Constructability;
- Cost control;
- Design quality control;
- Bidding;
- Construction administration;
- Full-time inspection;
- Construction surveying; and
- Record drawings.

The proposal should identify significant anticipated project risks and describe how the firm proposes to address them.

E. Project Schedule and Availability

Provide a proposed schedule from Notice to Proceed through construction bidding.

At a minimum, identify anticipated durations for:

- Survey;
- Preliminary engineering;
- 30 percent design;
- 60 percent design;
- 90 percent design;

- Final design;
- Permitting;
- Railroad approval;
- Easement preparation; and
- Bidding.

Identify the firm's current workload and ability to meet the proposed schedule.

F. Quality Assurance and Quality Control

Describe the firm's procedures for quality assurance and quality control, specifically addressing:

- Survey verification;
- Design review;
- Utility-conflict review;
- Plan and specification coordination;
- Quantity verification;
- Cost-estimate review;
- Constructability review;
- Construction inspection documentation; and
- Record-drawing verification.

G. References

Provide at least three references for similar work performed within the previous five years.

H. Exceptions and Assumptions

Clearly identify all exceptions, exclusions, qualifications, and assumptions upon which the proposal and fee are based.

Failure to specifically identify an exclusion may be interpreted by BGJWSC as the proposer's agreement that the service is included within the proposed scope and fee.

6. FEE PROPOSAL

Cost is a factor in the evaluation and selection of the Engineer.

Each proposer shall submit a complete professional services fee covering the scope described in this RFP.

The intent of the fee proposal is to allow BGJWSC to compare the anticipated total professional services cost of each proposer from initial survey through final project closeout.

Phase	Proposed Fee
Project Management and Coordination	\$
Survey and Existing Conditions	\$
Preliminary Engineering and Hydraulic Analysis	\$
Final Design and Contract Documents	\$
Easement Surveying and Documents	\$
Permitting and Agency Coordination, excluding Railroad	\$
Railroad Design, Permitting, and Coordination	\$
Bidding Assistance	\$
Construction Administration, based on 180 calendar days	\$
Full-Time Construction Inspection, 1,040 hours	\$
Construction Surveying	\$
Record Drawings and Project Closeout	\$
TOTAL PROPOSED PROFESSIONAL SERVICES FEE	\$

The Total Proposed Professional Services Fee shall include all labor, overhead, profit, travel, routine mileage, equipment, routine printing, meetings, coordination, subconsultants, and other costs necessary to perform the proposed scope except for specifically identified third-party charges.

Required Supplemental Rates

Proposers shall also provide the following rates:

Service	Unit	Rate
Additional Construction Inspector	Hour	\$
Additional Construction Administration	Day	\$
Additional Construction Administration	Month	\$
Additional Survey Mobilization	Each	\$
Professional Engineer	Hour	\$
Project Manager	Hour	\$
Professional Land Surveyor	Hour	\$
Survey Crew	Hour	\$
CAD/GIS Technician	Hour	\$

These rates shall not be used to reduce the amount of work included in the base fee.

Proposers shall separately identify anticipated third-party charges such as:

- Governmental permit fees;
- Railroad application and engineering-review fees;
- Railroad flagging or protective-service fees; and
- Other agency charges not retained by the Engineer.

Such third-party charges shall not be included in the Total Proposed Professional Services Fee used for cost scoring unless specifically directed by BGJWSC.

7. EVALUATION AND SELECTION

Proposals will be evaluated by a **three-member evaluation committee**.

Each evaluator may award a maximum of **100 points**, resulting in a maximum combined score of **300 points**.

Each evaluator shall independently evaluate and score the technical portions of each proposal. Cost shall be scored mathematically using the methodology provided below.

Evaluation Criterion	Points Per Evaluator	Combined Maximum
Project Understanding and Technical Approach	25	75
Qualifications and Experience of Proposed Project Team	15	45
Experience with Similar Water Main Projects	15	45
Railroad Permitting, Utility Coordination, and Construction-Phase Experience	10	30
Project Schedule, Availability, and Ability to Perform	10	30
Quality Assurance/Quality Control and Overall Proposal Quality	5	15
Cost	20	60
TOTAL	100	300

Cost Scoring

The proposer submitting the lowest responsive **Total Proposed Professional Services Fee** shall receive the maximum 20 cost points.

All other proposers shall receive cost points according to the following formula:

$$\text{Cost Score} = (\text{Lowest Responsive Proposed Fee} \div \text{Proposer's Proposed Fee}) \times 20$$

Cost scores shall be rounded to the nearest whole number.

For example:

- Lowest responsive fee: \$300,000
- Proposer's fee: \$350,000

$$(\$300,000 \div \$350,000) \times 20 = 17 \text{ points}$$

The same calculated cost score shall be included in each evaluator's 100-point score.

Accordingly, cost represents a maximum of **20 percent of each evaluator's score and 60 points of the 300 total available points.**

BGJWSC reserves the right to determine whether proposed fees are reasonably comparable.

A proposal containing significant exclusions, reduced scope, materially different construction-duration assumptions, fewer than the required 1,040 inspection hours, or other qualifications that prevent direct comparison may be:

- Deemed nonresponsive;
- Clarified prior to scoring; or
- Adjusted for evaluation purposes when appropriate and legally permissible.

8. BASIS OF AWARD

BGJWSC intends to select the responsive and responsible proposer whose proposal provides the best overall value based upon the criteria contained in this RFP.

Selection will not be based solely upon the lowest proposed fee.

BGJWSC may consider the proposer's:

- Technical approach;
- Understanding of the project;
- Relevant experience;
- Proposed personnel;
- Railroad permitting experience;
- Construction-phase experience;
- Availability;
- Quality-control procedures;
- Proposed fee;
- Exceptions and exclusions;
- References; and
- Demonstrated ability to successfully deliver similar projects.

BGJWSC reserves the right to:

- Reject any or all proposals;
- Waive minor informalities or irregularities;
- Request clarification of any proposal;
- Verify information provided by a proposer;
- Contact references;
- Negotiate scope and fee with the highest-ranked proposer;

- Award the project to a proposer other than the proposer submitting the lowest fee; and
- Cancel or modify the solicitation when determined to be in the best interest of BGJWSC.

9. PROFESSIONAL REQUIREMENTS

Engineering services shall be performed under the responsible charge of a Professional Engineer licensed in the State of Georgia.

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

The selected Engineer and its subconsultants shall maintain all licenses, registrations, insurance, and other qualifications necessary to perform the work.

The selected Engineer shall remain responsible to BGJWSC for the work and performance of all subconsultants.

10. PROJECT CONTINUITY AND COMPLETION

BGJWSC intends for the selected Engineer to provide continuity of professional services throughout the entire project.

The Engineer shall maintain sufficient knowledge of and involvement in the project throughout construction to provide timely and informed responses to field conditions, contractor questions, permitting issues, potential changes, and other matters affecting successful completion.

The Engineer's services shall not be considered complete upon delivery of construction documents or award of the construction contract.

Final completion of the Engineer's services shall occur only after:

- Construction has been completed;
- Final inspection has been performed;
- Punch-list items have been resolved;
- Required testing and closeout documentation have been reviewed;
- Outstanding design and construction matters have been resolved;
- Final quantities and payment documentation have been addressed;
- Final record drawings have been completed and accepted by BGJWSC;
- Required electronic asset/GIS information has been delivered; and
- BGJWSC has accepted final project closeout.