



**JEKYLL ISLAND – STATE PARK AUTHORITY
Request for A Sealed Quotation**

Date Released January 17, 2023
Bid Opening: February 17, 2023

Request for Quotation – RFQ #343

**For the Project: Wastewater Professional Engineering Services;
Jekyll Island, Georgia**

Olivia Hancock
Jekyll Island-State Park Authority
100 James Rd
Jekyll Island, Georgia 31527
(912) 635-4418
E-mail: ohancock@jekyllisland.com
www.jekyllisland.com

**JEKYLL ISLAND – STATE PARK AUTHORITY
Request For A Sealed Proposal**

Date Released January 17, 2023

Request for Quotation – RFQ #343

For the Project: Wastewater Professional Engineering Services; Jekyll Island, Georgia

All Quotations are to be made in accordance with the provisions of these instructions and specifications.

Quotations should be submitted to Noel Jensen, Deputy Executive Director, Jekyll Island- State Park Authority, 100 James Road, Jekyll Island, Georgia 31527.

The deadline for submitting Quotations is 2:00 p.m. legally prevailing time on February 17, 2023, at which time Quotations will be opened and recorded.

Questions and requests for clarification may be submitted no later than Tuesday, February 7, 2023, at 2:00pm via email to Olivia Hancock at ohancock@jekyllisland.com. Questions will be answered in an addendum no later than Friday, February 10, 2023, by 5:00pm.

Minority business enterprises shall have a fair and equal opportunity to submit Quotations. All companies are encouraged to subcontract with minority business enterprises.

Quotations shall be evaluated by criteria set forth in this Request for Quotation. Subsequent to the deadline for submitting Quotations, Offerors may correspond with the Jekyll Island-State Park Authority representative named below for the purpose of Quotation clarification. All correspondence shall be conducted with:

Olivia Hancock
Jekyll Island-State Park Authority
100 James Rd
Jekyll Island, Georgia 31527
(912) 635-4418
E-mail: ohancock@jekyllisland.com

All questions concerning this RFQ must be submitted in writing (e-mail may be used) to the contact person named above. No questions other than written will be accepted. No response other than written will be binding upon the Jekyll Island-State Park Authority.

From the issue date of this RFQ until a successful Offeror is selected, Offerors are not allowed to communicate for any reason with any staff except through the individual named above.

Terms and Conditions

Offerors are cautioned that any documentation submitted with or in support of a Quotation will become subject to public inspection under the Georgia Open Records Act.

By submitting a Quotation in response to this RFQ, the Offeror agrees that it will not request, and will not authorize anyone on its behalf to request any other Offeror's response to this RFQ. Likewise, Offeror will not utilize any information contained in any other Offeror's response to this RFQ, regardless of how that information is obtained, in formulating any response to this RFQ.

The Jekyll Island-State Park Authority reserves the right to amend the RFQ prior to the date of Quotation submission. Amendments will be sent to all Offerors.

Prior to the Quotation due date, a submitted Quotation may be withdrawn by the Offeror by submitting a written request to the Jekyll Island-State Park Authority representative named above.

The cost for developing the Quotation is the sole responsibility of the Offeror. The Jekyll Island-State Park Authority will not provide reimbursement for such costs.

Each Quotation shall be prepared simply and economically, providing straightforward, concise delineation of Offeror's ability to satisfy the requirements of this RFQ. Original **blue** ink signatures by the appropriate individual or authorized official of the proposer are required, where appropriate.

Quotations are to be submitted in a plain envelope with the project title, RFQ number, and the name of the proposer written on the front. Quotations submitted via fax or "not sealed" will be rejected.

Purpose and Intent

The Jekyll Island Authority (the “Authority”), by means of this Request for Quote (“RFQ”) for this project will include Engineering Services for approximately 110,000 LF of the JIA wastewater system. Wastewater mapping will consist of the selected engineering firm physically locating and plotting the wastewater lines. The engineering firm will then clean, camera and grade the wastewater infrastructure in a manner that will direct funding to the most immediate areas in need of repair. After project completion, JIA staff will have access to, at no additional cost, an as-built set of engineering drawings and an interactive video mapping system linking a color-coded digital map with the actual video footage of the sewer pipes showing location and elevation in a non-GIS related platform. The Authority will select one engineering firm to provide the entire scope of services with the use of subcontractors.

The Engineer will be engaged for a term commencing with the date of appointment which is expected to be on or about March 3, 2023. The Authority reserves the right to extend the term of engagement.

Background

This project will examine approximately 110,000 LF of the JIA wastewater system. Wastewater mapping will consist of the selected engineering firm physically locating and plotting the wastewater lines. The engineering firm will then clean, camera and grade the wastewater infrastructure in a manner that will direct funding to the most immediate repairs. After project completion, JIA staff will have access to, at no additional cost, an as-built set of engineering drawings and an interactive video mapping system linking a color-coded digital map with the actual video footage of the sewer pipes showing location and elevation in a non-GIS related platform.

Required Components in Proposal

- 1. Coversheet:** List RFQ Statement; date of submission; the name of the Contractor; and the name, address, and telephone number of a contact person for questions concerning the submittal.
- 2. Letter of Interest:** A letter must be submitted that states the interests of the Contractor in this project and shall be signed by a person who will have contract authority over the project, indicating that the contents of the submittal are true and accurate. It shall summarize why JIA should select this Contractor. It shall also state that the Contractor can meet the insurance requirements as listed herein and that it is the intent of the Contractor to execute an agreement with JIA.
- 3. Contractor Information and Experience:** The intent of this section is to characterize the team that will be used, subcontractors involved and how the team is organized. The following information must be provided:

- a. Name of the organization and key team members that will form the Contractor assigned to the project. Provide organizational charts to illustrate how the key team members will function together and the reporting structure.
- b. Please indicate the pertinent experience of the key members of the contractor's team. Area of residence for each individual, details regarding education, training, experience, and major projects completed may be included.
- c. Indicate whether this type of work has been performed with this team.
- d. Name similar projects where the team has worked together previously and list owner contact information. If subcontractors are not yet known, list the type of subcontractors.
- e. The experience of the team in engineering and assessing wastewater systems and permitting with various regulatory authorities should be submitted.

4. Project Approach: Based upon the site inspections performed, each applicant shall provide the following information to JIA:

- a. Conceptual Approach and schedule for the completion of all components listed in the scope of work. At a minimum, this will include but is not limited to the following deliverables:
 - i. Engineering elements and as-built of wastewater lines.
 - ii. A summary of the overall plan for cleaning and CCTV of sewer systems.
 - iii. Explanation of the interactive map-based pipe rating platform that will be provided as a deliverable.
 - iv. Explanation of how the interactive map-based pipe rating system will meet the Scope of Work and provide versatility between the divisions of JIA (Public Works, Ecological, etc.) for planning, maintenance, and response to issues.
 1. Will the interactive map pipe rating system require the purchase of additional software?
 2. Will the interactive map-based pipe rating system require any training of JIA staff?
- b. The bidder shall provide a complete fee schedule, which shall include the fixed fee to complete the Scope of Services (attached hereto as Attachment #1). The bidder should also include a statement of any assumptions or exclusions underlying the bidder's Cost Proposal. This total fixed fee shall be the bidder's firm fixed price to perform the services requested pursuant to the RFQ.
- c. The information provided will be taken into consideration as part of the selection process. Failure to submit all the required information may result in the bid being considered non-responsive. Each bidder is required to hold its prices firm through the selection process and the appointment of the Engineer by the Authority.

Evaluation

Within 7 days of the opening of sealed Quotations, all Quotations will be examined by the Jekyll Island-State Park Authority (Owner) to verify if requirements of the RFQ have been met. Failure to meet any of the Quotation requirements will be cause for the rejection of a Quotation. Award shall be given to Quotation deemed most advantageous to the Owner acting in its sole discretion.

The selection committee will rate all proposals utilizing the Weighted Rating System (See below). The sum of the Total Weighted Ratings assigned by the committee members will be used to rank the proposals.

	Evaluation Criteria	Weight	0-5 Score	Weighted Score
1	Stability of Proposal to exceed Authority's requirements and delivery schedule	20%		
2	Ability of proposed mapping system to meet the needs set forth in the scope of services.	30%		
3	Cost of the proposed services.	20%		
4	Qualifications & Experience of firm in providing Engineering services	20%		
5	Customer Service, familiarity with Jekyll Island's sewer system and updating capabilities	10%		

Minimum Specifications For All Bid Items

Responsive bidders will present Jekyll Island Authority the following engineering services associated with engineering evaluations, sewer cleaning, CCTV, and interactive mapping on Jekyll Island. Bid will be proposed by unit cost of length in 1' increments.

The following summarizes the scope of services to perform.

1. Engineering Services

- a. Bidding services and supervision of subcontractor to perform scope #2.
- b. Engineering as-built drawings
- c. Engineer grading of each individual section of wastewater line as to a scale to be determined, such as Good/Fair/Poor/Out of Service.
- d. Engineering determination as to mode of repairs after evaluation and a multi-year cost based plan for these repairs..

2. Sewer Cleaning & CCTV Interactive Mapping

- a. Subcontractor labor and equipment for cleaning and video for the sewer system on Jekyll Island (Approximately 110,000 LF).
- b. Work shall be allowed to be performed between 7:00 am and 6:00 pm Monday to Saturday.
- c. Solids removed from the sewer system will be unloaded at the Jekyll Island treatment plant where Jekyll Island will take responsibility for the solids.

3. Interactive Mapping

- a. An interactive video mapping system will be included that links a color-coded digital map with the actual video footage of the sewer pipes.
- b. Icons will be utilized to identify point specific defects in the sewer system as analyzed by a Professional Engineer or equivalent professional.
- c. Ability to locate specific areas of sewer line via video footage +/- 1' of horizontal distance.
- d. Interactive mapping will be capable of end user data editing.
- e. Mapping will be accessible to multiple electronic devices, including computers, laptops, tablets, and cell phone. Accessibility will be provided without additional purchase charges or subscriptions.
- f. Mapping information should be provided in both a "cloud" and local based format.
- g. One formal class will be provided to demonstrate and train JIA staff on the mapping system.
- h. The interactive mapping will **NOT** require a software subscription to access the data. In addition, accessing the data will not cost JIA any additional expense above the quoted price from the proposer.

Note: The proposed fee assumes that the following will be provided by Jekyll Island at no charge

- a. Water for pump trucks
- b. Disposal of solids at the treatment plant
- c. Access through the Jekyll Island entry gates
- d. Location for equipment parking and storage

Quotation Form

The total cost of the aforementioned scope of work will be as follows.

Total Cost for engineering services, supervision of subcontractors and deliverables.

\$ _____ Lump Sum (includes OH&P)

References:

Proposer shall provide references from a minimum of three (3) business references where this type of service has been rendered. Phone numbers and contact name shall also be listed.

Signature

The undersigned, having carefully read and considered these bid documents, does hereby offer to provide such services or equipment on behalf of the Jekyll Island Authority, in the manner described and subject to the terms and conditions set forth in the attached bid. Services, or equipment will be provided at the rates set forth in said bid. I agree to comply with all of the conditions, specifications, and special instructions as herein stated or implied.

The undersigned further states that this bid is made in good faith and is not founded on, or in consequence of, a collusion, agreement, or understanding between themselves or any other interested party.

Company: _____ Contact: _____

Address: _____ City: _____ State: _____

_____ Zip: _____ Phone: _____ Fax: _____

_____ Cell: _____

Authorized Signature: _____ Federal Tax ID Number: _____

Email: _____

PROPOSAL LETTER

We propose to furnish and deliver any and all the deliverables and services named in the attached Request for Quote (RFQ).

We further agree to strictly abide by all the terms and conditions contained herein as modified by any attached special terms and conditions, all of which are made a part hereof. Any exceptions are noted in writing and included with this proposal.

It is understood and agreed that this proposal constitutes an offer, which when accepted in writing by the Jekyll Island-State Park Authority, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the Jekyll Island-State Park Authority.

It is understood and agreed that we have read the specifications shown or referenced in this RFQ and that this proposal is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this proposal meet or exceed any and all such specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications.

It is understood and agreed that this proposal shall be valid and held open for a period of ninety (90) days from proposal opening date.

PROPOSAL SIGNATURE AND CERTIFICATION (Proposer must sign and return with proposal)

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the proposer. I further certify that provisions of the Official Code of Georgia Annotated, Sections 45-10-3 (6) have not been violated and will not be violated in any respect.

Authorized Signature

Date

Printed Name, Title

Company

STATEMENT OF PROPOSER'S QUALIFICATIONS

Legal Name
of Company: _____

Business Address: _____

Telephone: _____ Fax: _____

Plan of organization: _____ Corporation _____ Proprietorship _____ Partnership

When organized _____ When incorporated _____

How many years have you been engaged in business under the present firm name? _____

Have you ever been declared in default on a contract? _____

If yes, please explain _____

Names and addresses of company officers:

President _____

Address _____

Signature: _____

Printed Name: _____

Title: _____

Company Name: _____

Address: _____

Telephone Number: _____

NOTARY PUBLIC

Sworn to and subscribed before me this:

_____ day of _____, _____

Notary Public Signature

Printed Name

My Commission Expires _____

Notary Stamp

ATTACHMENT #1 SCOPE OF SERVICES

A. Engineering Services

- Engineering Services supervised by a P.E.
- Bidding services and supervision of subcontractors to perform scope B & C.
- Engineering as-built drawings
- Engineer grading of each individual section of wastewater line as to a scale to be determined such as Good/Fair/Poor/Out of Service.
- Engineering determination as to mode of repairs after evaluation and a cost based multi-year plan for repairs.

B. Manhole Inspections

The identified manholes in the sanitary sewer system shall be inspected for general construction, condition, and evidence of inflow, infiltration, or surcharges. Manholes are identified by number. Other manholes encountered in the area to be inspected shall also be inspected and their location in the system identified. The interior of each manhole shall also be video recorded and documented similar to what is required for the CCTV inspection in Section B. below.

The Authority will provide the Engineer with the following:

- System drawings in full size hard copy and PDF Format (when available).
- A list of manholes to be inspected.
- Assistance with locating manholes (on an as-needed basis).

C. CCTV Inspection

The Engineer shall perform pipeline internal inspections of the sanitary sewer system located on Jekyll Island. Sewers to be inspected shall be cleaned sufficiently for televising and video recording. Specific fire hydrants will be identified for use in obtaining cleaning water at no charge to the Engineer. Videos shall be easily accessed by clicking the desired pipe within the provided mapping system.

The Authority will provide the Engineer with the following:

- Assistance with locating manholes (on an as-needed basis).
- Maps of the gravity sewer system.
- Identify hydrants for the Engineer's use.
- Identify manhole(s) for the Engineer's use when decanting liquid from vacuum truck(s) or temporary holding vessel(s).
- Clearing vegetation from easements as needed to perform the tasks as described in the Scope.
- Identify an area for dumping solids collected from the Jekyll Island Sewer System during the time of this project.
- Identify areas for equipment storage.

The Engineer will be responsible for performing the following tasks:

- Hiring of subcontractor to perform wastewater cleaning and camera operations.
- Determine pipe conditions in accordance with the National Association of Pipeline Sewer Service Company's (NASSCO) Pipeline Assessment and Certification Program (PCAP).
- Documenting the location of connections (laterals) by showing on the interactive map.
- Provide interactive map-based pipe rating software that can show pipe conditions as well as accessing CCTV video by clicking pipe on the interactive map. Pipe conditions would include, but not be limited to, material changes, gushers, stains, cracks, and fractures.
- Supervision and scheduling of subcontractor to clean the pipes in sufficient manner for proper video inspection, and removal and disposal of solid waste.

The Engineer shall provide a draft of the CCTV inspection report for review and comment by the Authority thirty (30) days before submitting the final Report of Recommendations.

The Engineer shall provide the Authority with the following deliverables (to be submitted as attachments to the final report of recommendations) in connection with the tasks performed as outlined in this Section:

- Three (3) sets of videos in DVD format with voice over.
- Three (3) copies of bound computer-generated reports and one (1) PDF copy of the computer-generated reports.
- Summary sheet(s) of observed conditions.
- System map with manholes identified (inserted into the report).
- Engineering determination as to mode of repairs after evaluation and a cost based multi-year plan for repairs.