

## **City of Brunswick**

### **Request For Qualifications #RFQ 16-02**

To Provide Engineering Services

For

### **College Park Drainage Improvements Brunswick, Georgia**

The City of Brunswick (Owner) is soliciting statements of qualifications for firms interested in providing Professional Engineering Services for the above mentioned project.

All respondents to the RFQ 16-02 are subject to instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully. The Owner reserves the right to reject any or all statements of qualifications and to waive technicalities and informalities at the discretion of the Owner.

#### **A. Project Background**

College Park Subdivision is a residential neighborhood in Brunswick which has experienced flooding problems for several years. Storm water runoff in the neighborhood drains through a pipe and ditch network to a box culvert outlet under Georgia State Route 25 Spur, then along an outfall ditch to a marsh outfall beyond Carteret Road in Glynn County. There are also existing residential subdivisions upstream of College Park which are experiencing minor flooding problems, and the storm water runoff from the developed properties upstream of College Park also contributes to the flow through the box culvert and in the outfall channel. The upstream runoff and the neighborhood runoff combine to cause flooding within College Park neighborhood during moderate to heavy rainfall events. Additionally, a significant amount of trash, debris and other contaminants are typically found along the outfall channel and at the outfall to the marsh. These contaminants can cause non-compliance with the city's MS-4 permit and other NPDES permits. The proposed project will address all flooding and capacity issues related to the College Park drainage system, as well as include improvements to help maintain compliance with all associated permits.

#### **B. Project Description**

The College Park Drainage Improvement Project will consist of:

- a. Review of basin study and report--  
A Preliminary Engineering Report of the drainage basin was prepared in 2012 by Stantec Consulting. This current

project will include review of the 2012 report relative to the College Park drainage system, assessment of the factors and findings in the report, and investigation of any feasible alternative drainage improvements not identified in the 2012 report. A summary of findings shall be prepared following review of the 2012 report and investigation of any alternative drainage improvements.

b. **Survey and Engineering Design of Selected Drainage Improvements-**

Based on the summary of findings and investigation of any alternative solutions, the City, Glynn County, and selected design professional will hold discussions to determine the best solutions the drainage problems within the drainage basin. The project design shall also include a component for water quality improvements along the drainage route. The design professional will then design the selected improvements and prepare all plans, drawings, and documents necessary for construction. This phase of the project will include any surveying, engineering, hydraulic modeling, geotechnical, environmental, or other services necessary for complete engineering design of the improvements.

c. **Permitting -**

As the drainage outfall crosses a state highway, permits from Georgia Department of Transportation (GDOT) will be required for any improvements within GDOT right-of-way. Additionally, wetland and marsh encroachment and buffer permits may be necessary from Georgia Department of Natural Resources (DNR) and Environmental Protection Division (EPD). The selected design professional will be responsible for obtaining all permits associated with the construction of the drainage improvements.

d. **Construction Phase Services –**

The selected design professional shall prepare detailed opinions of probable cost of the selected drainage improvements. The design professional shall also provide bid assistance, construction administration, and construction inspection services.

**C. Project Goals**

The successful project will eliminate flooding problems within College Park neighborhood and other upstream properties within the drainage basin. The successful project will include all necessary improvements within the College Park Subdivision,

upstream properties and conveyances, and downstream conveyances and outfalls to eliminate flooding concerns based on existing and foreseeable future development.

**D. Project Schedule**

The Design Professional's services are anticipated to commence in February 2017 with construction documents sufficiently completed to begin construction in the fall of 2017.

**E. Design Professional Requirement**

The Owner is seeking the services of an engineering design professional (the "Design Professional") to provide all engineering services. The Design Professional will provide investigation, assessment, modeling, design development, and construction documents for the project. The successful Design Professional will contract with the Owner in a timely manner.

It is acceptable for multiple engineering design firms to collaborate on the project, or to use other professional firms (such as surveying, environmental services, etc.) in order to fulfill the requirements of the project. In the event that two or more firms will comprise the project "team," it is the City's preference that one incorporated firm become the Design Professional Firm, with the remaining firms serving as consultants.

The firm selected will contract with City of Brunswick (Owner), and all final decisions will remain with the City of Brunswick. City staff will act as the Owner's Project Manager and Owner's Representative. City staff and other representative designated by the owner will be involved in the selection of the Design Professional, pre-qualification and selection of Contractors, and review the development of all project documents.

**F. Schedule of Events**

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. All times indicated are Eastern. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

- |  |         |                  |
|--|---------|------------------|
| 1. Owner issues public advertisement of RFQ 16-02.                             |         | Dec.19,<br>2017  |
| 2. Deadline for submission of written questions and requests for clarification | 2:00 PM | Jan. 16,<br>2017 |

- |  |         |                  |
|--|---------|------------------|
| 3. Deadline for submission of Statements of Qualifications           | 4:00 PM | Jan. 23,<br>2017 |
| 4. Owner completes evaluation and notification of shortlisted firms. |         | Jan 31,<br>2017  |
| 5. Owner conducts interviews of shortlisted firms.                   |         | Feb. 8,<br>2017  |
| 6. Selected firm notified and Contract negotiations begin.           |         | Feb. 13,<br>2017 |
| 7. Contract(s) executed.   |         | Feb. 27,<br>2017 |

#### **G. Selection Process**

Selection of the Design Professional will generally follow the requirement of Georgia Code Title 50 Chapter 22. Shortlisted firms will be made by a Selection Committee consisting of representatives from the City of Brunswick, Glynn County, and possibly other representatives designated by the Owner. The Selection Committee will receive and evaluate Statements of Qualifications submitted in response to this RFQ, using the following criteria:

Criteria for evaluation of Statements of Qualifications:

Design Firm Experience (40%): The owner is seeking firms with significant experience in large-scale drainage projects in coastal Georgia. The firm shall also have experience working for local municipalities and counties as well as experience working with state agencies in the area of permitting.

Design Professionals (30%): The selected firm must employ professional engineers registered to work in Georgia who are experienced in hydraulic and hydrologic modeling and civil engineering design of large scale drainage projects in coastal Georgia. Additionally, design professionals such as surveyors, geotechnical engineers, environmental consultants, and other professionals may be necessary and shall be included as a project team. The qualifications and experience

of the professionals included on the project team will be evaluated as part of this requirement.

Staff Composition (25%): The selected firm (or project team) must have adequate staff to perform the various tasks of the project in a timely and efficient manner. The firm shall employ design professionals, drafting technicians, administrative personnel, field personnel and crews, and other staff necessary to complete the project according to the determined project schedule.

Local Preference (5%): Consideration shall be given to firms located in Glynn County and possessing a Glynn County or City of Brunswick business license.

#### **H. Interview**

Following the submittal of the qualification packages, the owner will evaluate the packages and order the firms based on the above criteria. The owner may choose to interview a number of the top candidates. Each shortlisted firm will be notified in writing and informed of the place and time for the interview session. Detailed interview instructions and requirements of the finalists will be provided in the Finalist Notification. All members of the Selection Committee will be present during all of the presentations and interviews. Firms shall not address any questions, prior to the interview, to anyone other than the designated contact set forth in Section K of this RFQ.

#### **I. Final Selection**

Upon completion of the evaluation and interview process by the Selection Committee, the firms will be ranked in descending order of recommendation. Negotiations will then be initiated with the best-qualified firm to finalize the terms and conditions of the contract, including the fees to be paid. In the event a satisfactory fee agreement cannot be reached with the highest ranking firm, the Owner will formally terminate the negotiations in writing and enter into negotiations with the second highest ranking firm, and so on until a mutual agreement is established and the Owner awards an engineering services contract or elects to abandon the project. The actual Form of Contract to be used between Owner and Architect is "AIA" Standard Form of Agreement.

#### **J. Instructions for Preparing Statements of Qualifications**

The qualification information shall include name of firm, physical address, mailing address, telephone number, date of organization, where incorporated, if applicable, firm owners and/or principles. Collaborative team members should be similarly identified.

The submission shall include name and detailed description of planning and design projects completed as well as project identification of team members. At least three

references from the projects listed shall be provided. Photographs and articles relating to the projects listed may be part of the pre-qualification submittal.

**a. Submittal of Questions and Requests for Clarifications**

Questions about any aspect of RFQ 16-02, or the project, shall be submitted in writing (e-mail is preferable) to:

**Garrow Alberson, City Engineer**  
[galberson@cityofbrunswick-ga.gov](mailto:galberson@cityofbrunswick-ga.gov)  
phone #: (912) 267-5540

The deadlines for submission of questions relating to the RFQ are the times and dates shown in the (Schedule of Events-Section F). **All relevant questions and requests for clarification received by the City of Brunswick and the corresponding responses will be posted on the City of Brunswick website as an attachment to the original solicitation for services.**

**b. Submittal of Statements of Qualifications**

One (1) original submittal and five (5) copies (total of 6 sets) must be sealed in a opaque envelope or box, and reference to the **RFQ 16-02 – College Park Drainage and the words "Statement of Qualifications"** must be clearly indicated on the outside of all of the envelopes or boxes. Statements of Qualifications **must be physically received by the Owner** prior to the deadline indicated in the Schedule of Events (Section F of RFQ) at the exact address below:

**City of Brunswick**  
**601 Gloucester Street**  
**Brunswick, GA 31520**  
**Attn: Garrow Alberson, City Engineer**

No submittals will be accepted after the time set for receipt. Statements of Qualifications submitted via facsimile or e-mail will be rejected. All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public inspection under the Georgia Open Records Act. Subject to the provisions of the Open Records Act, the details of the response documents will remain confidential until final award.

Format for the Contractor Qualification Statement is attached to this request.

Engineering Services Qualification  
Statements

For

RFQ 16-02

College Park Drainage Improvements

Brunswick, Georgia

Submitted To:

The City of Brunswick  
601 Gloucester Street  
Brunswick, Georgia 31520

By:

ENGINEERING SERVICES QUALIFICATION SUBMITTAL

RFQ 16-02: College Park Drainage Improvements

Brunswick, Georgia

Legal Name of Firm:

Business Address:

Telephone Number:

Plan of Organization: (Proprietorship); (Corporation); (Partnership); (Other)

When Organized:

When and Where Incorporated:

Number of years engaged in professional engineering business under the present firm name:

If firm recently (last five years) changed name(s), number of years engaged in professional engineering business under former name(s):

Principals/Officers: (Name and Title)

## COMPLETED PROJECTS

(For each project include the following information on separate sheets)

1. Project Name:
2. Project Description:
3. Date Completed:
4. Owner (Include address):
5. Trades Involved:
6. Trades Subcontracted:
7. Any Special Construction Conditions or Requirements:
8. Supplemental Materials Relating to Project: (May attach as appendix to project sheet)

## ADDDITIONAL MATERIALS

(Submit any other material which provides pertinent information in support of the firm's qualifications.)

**REFERENCES**  
(Submit minimum of three)

Include project name, reference name, reference's relation to project, address and telephone number.

E-mail address may be listed, if available.

**SUBMITTED  
BY**

Firm Name:

Firm Representative:

Title:

Signature:

Sworn and subscribed before me:

Notary Public

day of

(Stamp)