



CITY OF BRUNSWICK, GEORGIA

REQUEST FOR QUALIFICATIONS

FOR

PROFESSIONAL ENGINEERING SERVICES

Department of Engineering and Public Works

525 Lakewood Ave.
Brunswick, GA 31520

Synopsis:

The City of Brunswick is seeking proposals from qualified firms to provide professional engineering, surveying, construction management, and geographic information system (GIS) services through an on-call continuing services agreement on an “as-needed” basis for a period of one (1) year, with the option for two (2) additional one (1) year renewals upon mutual agreement. It is expected that the City will select no fewer than three (3) firms and no more than five (5) firms, with the expectation that work would be assigned between the selected firms at the City’s discretion.

Scope of Work:

The City is seeking qualified engineering firms to provide services across several disciplines. Future projects may be included in any of the categories listed below. Additionally, projects may arise that require services outside of the categories listed. Qualifications submittals shall address the firms’ experience in the following disciplines:

Transportation and Traffic Engineering: Perform traffic studies and analysis of existing intersections and roadways; prepare concept drawings and construction plans; prepare right-of-way and encroachment permit submittals to GDOT

Storm Water Drainage Improvement Study and Design: Perform analysis of existing drainage basins and collection systems; design and prepare construction plans for storm drainage improvements; prepare permit documents for submittal to GA DNR and USACE

Storm Water Permitting and Regulatory Compliance: Assist the City in preparing updates to GA EPD for MS4 permit documents; assist in preparation of annual reporting for MS4 permit

Bicycle, Pedestrian and Multi-Use Facility Planning and Design: Assist the City in planning and design of pedestrian and bicycle facilities along existing roadways and throughout the city

Construction administration: Provide construction administration services for transportation and storm drainage projects designed by the firm

Landscape Architecture: Assist the city in planning and design of landscape features, primarily as part of gateway or streetscape projects; prepare and submit encroachment permit drawings to GDOT

Public Space Planning and Design: Assist the City in planning and design of public spaces such as parks, playgrounds, building site plans

Environmental and Regulatory Permitting: Provide services for delineation and confirmation of marsh jurisdictional boundaries; prepare documents and permit submittals for GA DNR and USACE for drainage improvements, bike/pedestrian facilities, etc.

Surveying Services: Prepare boundary surveys, right-of-way surveys, legal descriptions, topographical surveys, and engineering design base maps

GIS Database administration: Assist the City with preparation, data collection, and management of GIS databases for Storm Water Management Program, roadway and traffic management system, and other programs

Instructions for Preparation and Submittal of Qualifications Packages:

The Qualification information shall include the name of the firm, physical address, mailing address, telephone number, date of organization, where incorporated (if applicable), firm owner(s) and/or principals. Any collaborative team members or firms should be similarly identified.

The submittal package shall include the information and descriptions projects completed in the fields listed above.

The submittal package shall include at least three (3) references of clients in the surrounding area. Municipal (city or county government) client references are preferred, but not required.

Firms shall submit current rate tables in separate sealed envelopes within the submittal packages.

Submittal package shall include five (5) hard copies of the firm's qualifications, plus one (1) electronic (.pdf) copy of the qualifications.

Responding firms shall submit their Qualifications submittal in a sealed, opaque envelope or box. The outside of the box or envelope shall be clearly marked as "Engineering RFQ Submittal." **Submittals must be received by 2:00 p.m. on Tuesday, March 19, 2019.** Qualification packages shall be submitted to:

Garrow Alberson, PE
Director of Engineering and Public Works
525 Lakewood Avenue
Brunswick, Georgia 31520

Qualifications received after the deadline will not be opened or considered.

Pre-Submittal Meeting:

Prior to submittal of qualification packages, a meeting will be held at the City of Brunswick Public Works office to discuss the project and answer any questions. The meeting is not mandatory, but interested firms are encouraged to attend. The meeting will be held on Wednesday, March 6, 2019 at 10:00 a.m. at:

City of Brunswick Public Works Office
525 Lakewood Ave.
Brunswick, GA 31520

Questions and Requests for Clarification:

Any questions not addressed or answered at the pre-submittal meeting can be submitted in writing to galberson@cityofbrunswick-ga.gov. Questions must be submitted by Wednesday, March 13, 2019. Responses will be posted to the city website and emailed to all meeting attendees by Friday, March 15, 2019. Any questions submitted after March 13, 2019 may go unanswered.

Evaluation of Proposals:

Submittal packages will be evaluated by City of Brunswick staff (which may include representatives from Engineering and Public Works, Planning Development and Codes, and Administrative Departments) to determine each firm's relative qualifications with respect to the City's expected needs, approach to the services to be provided, and ability to provide the required services. Evaluation of the submittals and selection of the firms will generally follow the requirement of Georgia Code Title 50 Chapter 22. The submittals will be evaluated on the following criteria:

Experience: The City is seeking firms with significant experience in the engineering, surveying, construction management and GIS disciplines as listed in previous sections. The firm shall also have experience working with local municipalities as well as state agencies such as the Georgia Department of Transportation and Georgia Department of Natural Resources, among others. It is acceptable for submitting firms to demonstrate experience of principals, designers and other staff in previous employment, other than under the firm's current corporate structure.

References: Firms shall submit references for at least three (3) current or past clients. References of municipal clients are preferred, but private client references are acceptable. Submittals will be evaluated on the clients' statements of past performance, ability to complete projects according to schedule and budget, responsiveness, and other qualities.

Staff Composition / Firm Capacity: The selected firms must employ adequate staff to perform the various tasks as required by the City in a timely and efficient manner. Selected firms shall employ design professionals such as engineers, land surveyors, etc. who are experienced in their applicable fields and licensed in the State of Georgia. Additionally, the firm must be licensed by the State of Georgia to perform the work as required. The City understands that not all firms will have the capacity to complete all tasks in-house such as land surveying, environmental consulting, geotechnical services, or other tasks. In such case, submitting firms shall list any and all outside firms which will comprise their “team.” The staff composition of all team members/firms shall be considered in the evaluation. Additionally, the experience and licensing status of all team members will be considered in the above categories.

Local Preference: Consideration shall be given to all firms with business offices located in Glynn County and possessing a City of Brunswick or Glynn County business license.

Previous City Projects: Firms that have previously worked for the City will also be reviewed based on prior performance, specifically the accuracy, quality and timeliness of their previous work and customer service.

Interview Process (if necessary):

Following the evaluation process listed above, the City may wish to interview a number of the top candidates. Each shortlisted firm will be notified in writing and informed of the date and location of the interview session. Sufficient notice will be provided for preparation for interviews. Any detailed instructions or requirements will be provided in the notification. All members of the selection committee will be present at the presentations/interviews.

Final Selection:

Upon completion of the submittal evaluations and presentations/interviews (if required) by the selection committee, the top scoring firms will be notified. The City will attempt to finalize terms and conditions of an engineering services contract with these firms. Work authorizations and cost proposals will then be addressed with each contracted firm on a per-project basis. In the event that an agreement cannot be reached to enter a service contract with one or more of the selected firms, the owner may contact one (or more) of the next highest scoring firms.

Conditions:

The City retains the right to reject any and all proposals if it is deemed in the City’s best interest to do so. The City reserves the right to waive irregularities in the proposals received.

The City will not be responsible for any costs incurred in the preparation and delivery of proposals.

**CITY OF BRUNSWICK
CONTACT INFORMATION FORM
FOR
ENGINEERING SERVICES**

THIS PAGE MUST BE SIGNED BY A PERSON AUTHORIZED TO ACT FOR THE SUBMITTING FIRM.

FIRM NAME:

TAX ID#

ADDRESS:

PHONE NUMBER:

CONTACT PERSON:

EMAIL ADDRESS:

SIGNATURE:

IT IS THE PROPOSERS RESPONSIBILITY TO CHECK THE WEBSITE

www.brunswickga.org

FOR FINAL DOCUMENTS AND ADDENDUMS BEFORE SUBMITTAL