



Town of Sullivan's Island Request for Qualification (RFQ)

ISLAND-WIDE STORMWATER MASTER PLAN AND INFRASTRUCTURE IMPROVEMENT STRATEGY

Date: February 6, 2023
To: Open Invitation to Professional Engineering Consultants
From: Town of Sullivan's Island
RE: Request for qualified consultant to produce an Island-wide Stormwater Master Plan and prioritized infrastructure improvement strategy for mitigating stormwater issues

1. GENERAL

The Town of Sullivan's Island, South Carolina (Town) requests proposals from qualified consulting firms for a comprehensive island-wide stormwater master plan; formal report of the existing drainage system; and, a prioritized list of drainage infrastructure improvements. The scope of work below requires the consultant to provide all labor, materials, equipment, and supervision necessary to perform the services as detailed. The purpose of this Request for Qualifications ("RFQ") is to solicit proposals from various consultants detailing their skills and experience, to solicit a detailed and extensive project evaluation based on criteria listed herein, and to select the candidate who can best meet the needs of the Town.

Questions regarding the proposal should be directed in writing to Joe Henderson at jhenderson@sullivanisland.sc.gov . **For all firms to have the benefit of the Town's information, no answers will be provided until the question submittal deadline of March 3, 2023 per the Proposal Process below.**

2. SCOPE OF WORK

Objective:

The Town of Sullivan's Island is seeking an experienced consultant to provide a comprehensive Stormwater Master Plan and stormwater system assessment. This assessment will contain a prioritized infrastructure improvement strategy for mitigating stormwater issues and addressing many of the related concerns within the community.

Background:

A primary challenge faced by the Town's staff is addressing regular complaints related to nuisance stormwater-related flooding within conveyance systems owned and maintained by the South Carolina Department of Transportation (SCDOT). The Island's drainage system is comprised of a mix of open ditches and closed pipe drainage systems owned by SCDOT with all administrative functions related to NPDES 2 (DHEC permitting) overseen by the Charleston County Stormwater Management Program. Heavy rainfall events, extreme high tides, sea level

rise, high water table, and coastal storms, combined with inadequately sized and poorly maintained infrastructure, creates flooding conditions throughout the Island. The impacts of this flooding include:

- impassable streets;
- flooding from the right-of-way onto adjacent lots;
- flood damage to non-elevated structures; and
- inflow into the Town’s sanitary sewer collection system.

Project Criteria:

The selected consultant may be asked to provide all the following services to analyze and document existing and future flooding problems within the areas defined above.

Part 1 – Data Gathering:

1. Data collection of reports, studies, plans, land use, and other resources necessary to understand the existing conditions.
2. Field inventory of the existing drainage system including identification of contributing factors (drainage system data currently held by SCDOT, US Department of Agriculture, Charleston County Stormwater Management Program and the Sullivan’s Island Water and Sewer Department will be made available for use).
3. Inventory of pipe sizes and conditions documented by way of GIS and Television as needed.
4. Inventory of all marsh stormwater outfalls with elevations.
5. Inventory all random changes in elevation from southern collection point to outfalls island-wide.
6. Geographic Information Systems mapping: Ensure all GIS data, shapefiles, and raster data are collected and provided to Town Staff as a Geodatabase via ArcMap version 10.8.1 (or more current version). MXD map projects should be made available to Town staff prior to community presentations.

Part 2 – Analysis:

1. Development of existing hydrologic and hydraulic models, including but not limited to:
 - a. Rainfall – runoff;
 - b. Overland and pipe network flow;
 - c. Coastal flooding; and
 - d. Extreme tidal flooding.
2. Development of future conditions hydrologic and hydraulic models, which account for:
 - a. Future land cover;
 - b. Future hydraulic setting; and
 - c. Changes in rainfall patterns combined with sea level rise.
3. Problem area identification
4. Development of design criteria targets.

Part 3 – Alternative Analysis and Findings:

1. Create an alternatives analysis for problem area remedy.
2. Create Summary Report of findings, including but not limited to:
 - a. GIS Mapping;

- b. Summary of the existing drainage system;
 - c. List of priority projects (see Part 4, below)
 - d. Documentation of methods; and
 - e. Technical data and related information.
3. Sensitivity Analysis to study the impact of higher flood frequency events or sea level rise.

Part 4 – Project Recommendations:

1. Prepare cost estimates for recommended improvements.
2. Create a ranking system to prioritize projects.
3. Develop “what if” scenarios.
4. Presentation of Recommendations: Regular coordination and communication with Town staff will be required throughout the course of this project. At a minimum, the Consultant is expected to attend three (3) meetings:
 - Meeting 1: Facilitate a kick-off meeting to discuss the current situation and establish goals for the project
 - Meeting 2: Provide a mid-project update to Town Council. Explain concepts, strategies and progress report
 - Meeting 3: Final presentation of Master Plan with accompanying GIS deliverables.

3. OTHER REQUIREMENTS OF THE CONSULTANT IF CONTRACT AWARDED

If awarded a contract, the winning bidder should be prepared to comply with the following:

- A. **Insurance:** No work shall commence until the engineer obtains, at his own expense, insurance protecting both the Town and the consultant from any and all claims for personal injury, death, property damage, workers compensation or other claims arising from performance of the contract. Certificates of insurance from insurance carrier(s) suitable to the Town, stating the amount and nature of the consultant's insurance coverage shall be delivered to the Town prior to the commencement of work on the project. ****Unless otherwise directed in writing by the Town, the consultant shall maintain minimum insurance coverage identified below for the duration of the project:**
- B. Commercial General Liability Insurance on an occurrence basis in an amount equal to \$1,000,000 for each occurrence and must include the following coverages: (i) completed operations coverage and (ii) personal injury coverage. Policy must name the Town of Sullivan’s Island as an additional insured.
 - a. Workers' Compensation Insurance in the amounts as follows:
 - Bodily Injury by accident, \$500,000 each accident.
 - Bodily Injury by disease, \$500,000 policy limit.
 - Bodily Injury by disease, \$500,000 each employee.
 - b. Commercial motor vehicle liability Insurance in the amount of \$500,000 if the company owns automobiles. No endorsement limiting or excluding a required coverage is permitted. Policy must name the Town of Sullivan’s Island as an additional insured.
 - c. Maintenance of state and local licenses necessary to operate a business in the Town of Sullivan’s Island. These costs are not to be paid in whole or in part by the Town.

- d. Indemnify and hold the Town of Sullivan’s Island harmless for any and all claims arising out of its performance of its duties under this contract.
- e. Comply with all applicable federal, state and local laws, ordinances and regulations.

4. PROPOSAL PROCESS

- a. **Bid Packets:** Bid packets can be picked up at the Town Hall or can be requested from Pam Otto by phone at 843-883-5744 or email at POtto@sullivansisland.sc.gov.
- b. **Sealed Proposals with Bids Due to Town:** All sealed proposals and bids must be received in the **Office of the Municipal Clerk no later than 2:00 p.m., March 31, 2023.** Sealed proposals may be hand-delivered to first floor Town Hall located at 2056 Middle Street Sullivan’s Island, SC 29482, or mailed to P.O. Box 427, Sullivan’s Island, SC 29482, Attn: Pam Otto, Human Resources. **Any proposals received after this date and time will not be considered.** All proposals must be signed by an official agent or representative of the company submitting the proposal. Proposals must be clearly labeled “RFQ March 31, 2023– Town of Sullivan’s Island Stormwater Master Plan”.
- c. **Bid Packet Requirements:** Each company shall submit the following documents as applicable to be considered a responsive bidder:
 - “Oath of Non-Collusion” signed by a principal of the firm or an officer authorized to bind the corporation (copy enclosed in bid packet).
 - Cost sheet stating amount of bid fee.
 - Qualifications to meet the Town’s objectives. This shall include state license, the size of the business, office location from which the service is being performed, and a list of project personnel and equipment available.
 - Prior work performed, including names of prior and current clients and number of years operating in the field. Previous work similar to the scope of work herein is preferred.
 - Name and contact information for three professional references.
 - Indicate and list any pending legal actions.
 - Provide current copy of IRS Form W9.
 - Outsourcing Statement: if your organization must outsource or subcontract any work to meet the requirements contained herein, this must be clearly stated in the proposal.
 - Costs should be all-inclusive to include any outsourced or subcontracted work. Any proposals that call for outsourcing or subcontracting work must include a name and description of the organization being contracted.
 - Interested firms should submit one (1) electronic PDF copy of the completed proposal via e-mail **and** five (5) paper copies no later than **2:00 p.m., March 31, 2023**
- d. **Sealed Proposal/ Bid Opening:** The proposals will be opened at 2:10 p.m., March 31, 2023. All submitters are invited to be present or send a representative; however, this is not mandatory. Under the provisions of the Freedom of Information Act, all proposals, excluding pending legal actions, financial statements, and business proprietary information will become public information.
- e. **Proposal Evaluation & Award:** Evaluation of proposals will be conducted from April 3, 2023 through April 24, 2023. The selection decision for the winning bidder will be at the regularly

scheduled Town Council meeting on Tuesday, May 16, 2023 and the selected consultant will be notified no later than May 24, 2023 if not present.

- f. Town's Right of Refusal & Professional Judgement: All contractual terms and conditions will be subject to review by the Town of Sullivan's Island. This will include scope, budget, schedule, and other necessary items pertaining to the contract. This request does not commit the Town to the award of a contract, or to pay any costs incurred in the preparation of a response to this request. The Town reserves the right to reject, in whole or in part, any proposal submitted which the Town believes would not be in its best interest. The Town also reserves the right to waive minor deficiencies or reject all proposals.

5. PROPOSAL EVALUATION

Proposals will be evaluated using, but not limited to, the following criteria. To ensure consideration for this Request for Qualifications (RFQ), your proposal should be complete and include all the following criteria:

1. Qualifications, experience and time commitment of key personnel on the proposal team.
2. Understanding of the Scope of Work and project objectives.
3. Creativity, clarity, and usefulness of proposed methodologies and techniques.
4. Public engagement process and innovative outreach methods.
5. Previous work and references: bidders will be evaluated on examples of their experience, qualifications, and references, the Town will give preference to firms normally engaged in performing the type of work specified.
6. Proposed contract costs.
7. Schedule and staff allocation per work category.

The primary intent for procuring professional engineering services is to obtain what the Town would consider to be the best possible product and service. This includes overall proposal suitability, a clear and organized proposal, price competitiveness, quality, and timeliness of previous work performed. Bidders will further be evaluated on their experience, qualifications, and references.

The Town may conduct such investigations as the Town deems necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications and financial ability of a firm to perform the work in a manner suitable to the Town's satisfaction within the time prescribed in the contractor's proposal.

6. CONTRACT

- a. The consultant selected will engage in a contractual agreement based on this proposal prior to any work being performed.
- b. Any modifications to the contract shall be in writing and signed by a qualified Town representative and the consultant.



TOWN OF SULLIVAN'S ISLAND

Vendor Name: _____

Non-Collusion Oath

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared _____ and made oath that the Bidder herein, his agents, servants, and/or employees, to be best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the Bidder, or themselves, to obtain information that would give the Bidder an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Bidder, or themselves, to gain any favoritism in the award of the Contract herein.

Authorized Signature for Vendor

Sworn to and Subscribed before me

this _____ day of _____, 2018

Notary Public in and for South Carolina
My Commission Expires:

ATTACHMENT A



Understanding of RFQ Procedure, Terms and Conditions

This page to be returned with qualifications submission

I acknowledge that I have read and understand all procedures and requirements of the above reference RFQ and have complied fully with the general terms and conditions outlined in the RFQ.

Consultant Team: _____

Representative's Printed Name: _____

Representative's Signature: _____

Date: _____