

**April 21, 2025**

# **TOWN OF SULLIVAN'S ISLAND**

## **REQUEST FOR QUALIFICATIONS for ENGINEERING SERVICES**

**Stormwater Outfalls Improvements Phase A for  
FEMA-4492-DR-SC HMGP Project F0015  
Town of Sullivan's Island Grant RFQ #**

**DUE DATE:**

**June 2, 2025**

**RECEIPT LOCATION:**

**2056 Middle Street, Sullivan's Island SC 29482**

**LOCAL CONTACT:**

**Joe Henderson, Town Administrator,  
(843) 883-5731, [jhenderson@sullivanisland.sc.gov](mailto:jhenderson@sullivanisland.sc.gov)**

The Town of Sullivan's Island reserves the right to reject any and all submissions or any parts thereof and to waive any irregularities or minor informalities in any submission or in the procurement process and to make a contract award in the best interest of the Town of Sullivan's Island.

This project is being funded in part by the Federal Emergency Management Agency (FEMA) under the Hazard Mitigation Grant Program (HMGP). All applicable federal, state and local procurement requirements will apply to contracts awarded under this grant funding.

## **1. INTRODUCTION**

The Town of Sullivan's Island is issuing this Request for Qualifications (RFQ) to identify a qualified civil engineer to provide a full range of engineering services to support the design and implementation of the stormwater drainage outfalls improvements at Station 18.5 Street and Station 25 Street. These services will be provided under contract with the Town of Sullivan's Island, with part of grant funding awarded by the Federal Emergency Management Agency (FEMA) under the Hazard Mitigation Grant Program (HMGP).

### **1.1. Method of Procurement**

This is a qualifications-based selection. Award will be given to the most responsible, responsive and most highly-qualified engineering firm based on the factors outlined in Section 5, SELECTION CRITERIA. Cost is NOT a factor in the ranking of firms to provide services herein. DO NOT include any reference to consultant costs in the RFQ response. Any RFQ response with any discussion of cost will be disqualified. Contract fees will be negotiated after selection based on the project scope. A general scope of work is outlined below. Firms are advised that this evaluation and selection process is a competition and not simply a prequalification. It is the intent of the Town of Sullivan's Island to award the contract to a single Firm.

### **1.2. Project Description**

The Town of Sullivan's Island proposes to complete the design and implementation of the stormwater drainage outfalls improvement at Station 18.5 Street and Station 25 Street because of high-volume coastal flooding and rainfall events. The Town will complete Phase 1 of the project, which consist of the non-construction activities necessary to plan, survey, engineer, design, and permit the proposed project.

The final design deliverables must have the highest level of credibility based upon data-driven, expert analysis. Therefore, the Town seeks an experienced firm that is familiar with these types of projects and can work within the intent of the program. The selected firm will provide comprehensive data analysis and design which will stand intense public scrutiny.

The application for FEMA funding, which includes a detailed project description as well as preliminary engineering information, can be found here: [TOSI 4492 HMGP Application link](#)

### **1.3. Engineering Scope of Work**

To support this project, the Town of Sullivan's Island is requesting full engineering services to include the following scope of work:

- Final engineering, design and permit documents for the proposed activity demonstrating eligibility with HMA guidance.
- Ground disturbance information, including area and depth of the proposed ground disturbance. Maps of proposed ground disturbance.
- Prepare construction cost estimate based on final design.

## Project Schedule

The estimated project schedule is as follows:

Proposals Due	June 2, 2025
Completion of final design	July 2025 – September 2025
Acquisition of all permits	October 2025 – December 2025
Grant close-out	December 2025 - January 2026

Timely completion of the project is a key requirement, as delays could result in the loss of grant funding.

## 2. REQUEST FOR QUALIFICATIONS (RFQ) PROCESS AND POLICIES

### 2.1. Submittal of Statements of Qualifications

The Town of Sullivan's Island is hereby issuing this Request for Qualifications (RFQ) to engineering firms that have the capability and interest in undertaking and performing the scope of work described in this RFQ. The RFQ will be publicly advertised in accordance with the applicable procurement requirements.

The OFFICIAL CONTACT for this solicitation is:

Joe Henderson  
Town Administrator  
(843) 883-5731  
[jhenderson@sullivansisland.sc.gov](mailto:jhenderson@sullivansisland.sc.gov)

Jannie Latham  
Town Grant Coordinator for FEMA 4492  
843-861-9059/843-393-5958  
[jannie.lathan@lathan-consulting.com](mailto:jannie.lathan@lathan-consulting.com)

Each firm responding to this solicitation is officially a RESPONDENT. Each respondent must submit a sealed package containing an original and three (3) copies plus one (1) digital copy of its statement of qualifications to Joe Henderson at the address above no later than **Monday, June 2, 2025 at 1:00 pm**. Statements of qualifications may be submitted in person, by messenger, or by regular mail. All submissions will be logged in and date and time stamped. **Any qualifications package that is received after the date and time specified will be logged and date and time stamped as "late" and returned unopened to the respondent.**

## Proposed Procurement Timeline

Release date for RFQ	April 21, 2025
Final Date to Receive Written Questions/Clarifications	Friday, May 2, 2025 at 5:00 p.m.
RFQ Closing Date and sealed bid opening	Monday, June 2, 2025 1:00 p.m.
Completion of Selection Committee Review and Recommendation	June 2025
Execution of Contract	July 2025

### 2.2. Labeling of Submissions

All submissions must be submitted in a sealed envelope or package plainly marked "Town of Sullivan's Island – Stormwater Outfall Improvements Phase 1, ATTN: Joe Henderson" with the name and address of the respondent in the upper left-hand corner. No responsibility will attach to the Town of Sullivan's Island or any official or employee thereof, for the pre-opening, post opening, or failure to open a submission not properly addressed and identified.

### 2.3. Proprietary/Confidential Information

All materials and written qualifications submitted pursuant to this RFQ shall become the property of the Town of Sullivan's Island and will not be returned. All respondents must visibly mark as "CONFIDENTIAL" each part of their submission that they consider to contain proprietary information the release of which would constitute an unreasonable invasion of privacy. All unmarked pages will be subject to release in accordance with law. Marked pages will not be disclosed if they are deemed to meet the requirements under the South Carolina Freedom of Information Act, S.C. Code Section 30-4-10, *et seq.* Respondents should be prepared, upon request, to provide justification of why such materials should not be disclosed in accordance with the South Carolina Freedom of Information Act.

### 2.4. Questions/Requests for Clarification

All questions and/or requests for clarification regarding this RFQ should be provided in writing to Jannie Latham or Joe Henderson no later than Friday, May 2, 2025 at 5:00 p.m. All questions submitted and their answers will be posted on the Town of Sullivan's Island website as an addendum to this RFQ. No telephone inquiries will be accepted.

Jannie Latham  
Town Grant Coordinator for FEMA 4492  
843-861-9059/843-393-5958  
[jannie.lathan@lathan-consulting.com](mailto:jannie.lathan@lathan-consulting.com)

### 2.5. Addenda

If it becomes necessary to revise any part of this RFQ, a written addendum will be issued. All addenda issued by Town of Sullivan's Island will become part of the official RFQ and will be posted on the Town of Sullivan's Island website [link](#). Receipt of all addenda must be acknowledged in the response to this RFQ.

## **2.6. Contact Policy**

No direct or indirect contact regarding this solicitation may be made with any representatives of the Town of Sullivan's Island other than the official contact identified in this RFQ. If such contact is made, the Town of Sullivan's Island reserves the right to reject a submission by that respondent. All questions and/or requests for clarification must be provided in accordance with Section 2.4 of the RFQ. This contact policy applies to site visits and requests for technical information. Any technical information needed from the Town of Sullivan's Island to prepare a submission should be coordinated through the Questions/Requests for Clarification process outlined in Section 2.4.

## **2.7. Acceptance and Rejection of Submissions**

Any submissions that do not conform to the essential requirements of the RFQ shall be rejected. The Town of Sullivan's Island reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. The Town of Sullivan's Island also reserves the right to accept or reject any or all submissions received in response to this RFQ. The Town of Sullivan's Island is not obligated to enter into any contract on the basis of any submittal in response to this RFQ. The Town of Sullivan's Island reserves the right to request additional information from any firm submitting under this RFQ if such information is necessary to clarify the submission.

## **2.8. Cancellation/Rejection**

The Town of Sullivan's Island may cancel this RFQ in whole or in part at any time if it is determined to be in the best interest of the Town of Sullivan's Island. The Town of Sullivan's Island may reject any or all submissions in whole or in part if it is determined to be in the best interest of the Town of Sullivan's Island.

## **2.9. Conflict of Interest**

Respondents shall promptly notify the Town of Sullivan's Island in writing of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the respondent's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that such a person may undertake, and request an opinion of the Town of Sullivan's Island as to whether the association, interest, or circumstance would, in the opinion of the Town of Sullivan's Island, constitute a conflict of interest. By responding to this solicitation, the respondent certifies that it has no conflict of interest with any employee, agent, elected official or officer of the Town of Sullivan's Island or any other conflict as may be set forth herein.

## **2.10. Collusion**

More than one submission from an individual, firm partnership, corporation, association or related parties under the same or different names will not be considered. If the Town of Sullivan's Island believes that collusion exists among respondents, all submissions from the suspected firms will be rejected. "Related parties" means respondents or the principals thereof, which have a direct or indirect relationship or profit-sharing interest in another respondent.

Respondents shall comply with all local, state, and federal directives, orders, and laws applicable to this RFQ and any resulting contract.

By responding to this RFQ, respondents certify that the response is made without previous understanding, agreement, or connection with any person, firm or corporation making a submission for the same item, and they certify the knowledge that this would constitute an illegal action.

## **2.11. Federal Emergency Management Agency (FEMA) and Hazard Mitigation Grant Program (HMGP) Requirements**

This project is being funded in part by the Federal Emergency Management Agency (FEMA) under the Hazard Mitigation Grant Program (HMGP). All applicable federal, state and local procurement requirements will apply to contracts awarded under this grant funding. All contractors and subcontractors are required to be registered in the federal System for Award Management (SAM) and may not be debarred from doing business with the federal government. The successful respondent will be required to comply with all applicable federal regulations, including those outlined in Exhibit A.

## **3. STATEMENT OF QUALIFICATIONS CONTENTS**

Respondents interested in providing the services outlined in this RFQ must prepare and submit a statement of qualifications that must not be more than the equivalent of twenty (20) single sided 8 ½ by 11-inch pages in length (not counting the front and back covers, section dividers that contain no information, and any required forms). The submission must include the following, in the order listed:

### **3.1. Cover Letter**

The response should contain a cover letter signed by a person who is authorized to commit the respondent to perform the work described in this RFQ and should identify all subcontractors, materials, and enclosures being forwarded in response to the RFQ.

### **3.2. Firm Qualifications**

Provide relevant information about the firm to include the following:

- Organization/company overview as it relates to the requirements of the RFQ

- Organization/company overview of all sub-contractors as it relates to the requirements of the RFQ
- Number of years the firm has been providing the requested services with a brief description of recently performed projects that indicate the past performance and abilities of the proposed team. More detail on specific projects should be included in the Relevant Experience section.

### **3.3. Key Personnel**

Provide a proposed project management structure that identifies the project manager and all personnel who will be assigned to work on this project, including a description of their abilities, qualifications (including education and licensure), and experience. Identify the proposed project manager who will be the sole point of contact for the Town of Sullivan's Island during day-to-day operations and include their contact information. Include resumes for all key individuals (including sub-consultants) who will be completing a portion of the scope of work.

### **3.4. Relevant Experience**

Provide descriptions of similar infrastructure projects that the organization and/or key personnel have completed, including tasks involved, timeframes, and outcomes. Include any relevant experience with federal requirements or grant-funded projects and/or experience with the stormwater infrastructure to be improved. Also include any relevant work performed in a nearby jurisdiction or in the Town of Sullivan's Island's jurisdiction.

### **3.5. Firm Workload**

Describe the recent, current, and projected workload of the respondent and any sub-consultants, related to how it might impact the respondent's ability to meet the project's schedule requirements.

### **3.6. References**

Provide three (3) client references for relevant projects within the last 5 years that indicate the past performances and abilities of the proposed team. Include a key client contact person for each project with their current daytime phone number and email address.

## **4. EVALUATION AND AWARD PROCESS**

### **4.1. Selection Committee**

The Town of Sullivan's Island will conduct a formal selection process to determine the best qualified respondent. This process will include the formation of a selection committee and the appointment of other technical advisors as needed to review all of the submissions and score them based on the established selection criteria outlined herein. The award will be made to the highest rated and ranked respondent based on the cumulative scores of the selection committee.

The Town of Sullivan's Island reserves the right to contact a firm to obtain written clarification of

information submitted and to contact references to obtain information regarding performance, reliability, and integrity. After evaluating the submitted Statements of Qualifications, the selection committee may choose to interview a short list of at least three firms prior to ranking the respondents. If interviews will be conducted, short-listed respondents will be notified at least ten (10) business days prior to the interview date.

#### **4.2. Notice of Intent to Award**

The selection committee's recommendation for award will be presented to the Sullivan's Island Town Council for consideration. If approved, a notice of "Intent to Award" will be posted on the Town of Sullivan's Island website. A notice will also be emailed to all respondents informing them of the committee's recommendation.

#### **4.3. Protested Solicitations and Awards**

Any respondent who is aggrieved in connection with the solicitation or award of a contract may protest according to the procedures in the Town of Sullivan's Island's procurement policy, [Section 37.06](#).

#### **4.4. Contract Negotiations/ Award of Contract**

After the close of the appeal period, if no appeals were received or successfully granted, the highest rated respondent identified in the "Intent to Award" will be invited to enter contract negotiations with Town of Sullivan's Island to finalize the scope of work, personnel, hours, hourly rates, use of sub-consultants, and other direct costs that will be required to complete the agreement between the Town of Sullivan's Island and the selected respondent. If an agreement cannot be reached with the top ranked firm, the Town of Sullivan's Island will select the next highest ranked responsive and qualified firm and the negotiation phase will be repeated. This process will continue until an agreement is reached with a qualified firm that can provide the required scope of services within the project budget. Any contracts awarded as a result of this procurement process will be between the respondent and the Town of Sullivan's Island.

Once a draft contract is negotiated, the Town of Sullivan's Island and the selected respondent may enter into the contract. Failure to adhere to this policy could result in disallowed grant costs and the cancellation of this solicitation.

### **5. SELECTION CRITERIA**

The selection criteria and their relative importance in making the selection are:

#### **5.1. Qualifications of Firm/Personnel (20%)**

Technical expertise and competence, including education, registration, and years of experience of individuals who will be assigned to this project.

#### **5.2. Related Experience on Similar Projects (20%)**

Extent of relevant experience with infrastructure projects of a similar nature, including experience with federally-funded grants and/or FEMA/HMGP state-funded grants.

### 5.3. Past Performance (20%)

Performance recommendations with regard to work quality, schedule, budget, communication and coordination of projects.

### 5.4. Recent, Current, and Projected Workload (20%)

Workload of the firm and key personnel, related to how it might impact the respondent's ability to meet the project's schedule requirements.

### 5.5. Local Knowledge (20%)

Knowledge of the Island's built environment in general; and the infrastructure to be improved, as demonstrated through relevant experience.

## 6. OTHER REQUIREMENTS OF 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.
- C. Imposition of Indemnification: No contract may impose or create any obligation for the State and/or its political subdivisions (i.e., Town of Sullivan's Island) to hold harmless, indemnify or defend any contractor against legal claims. The Town shall be responsible for its employees and agents' negligence that results in any loss or damage to any property or injury to any person arising out of, or connected with, the use of premises or operation of an agreement.

## **EXHIBIT A**

### **Terms and Conditions for FEMA-Funded Professional Services Contracts**

The following terms and conditions will be incorporated into the contract for this work:

#### **1. Termination for Cause and Convenience**

The contract may be terminated in whole or in part as follows:

- i. By the Grantee, if a contractor fails to comply with the terms and conditions of the FEMA/HMGP award;
- ii. By the Grantee, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities;
- iii. By the Grantee with the consent of the contractor, in which case the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated;
- iv. By the Grantee upon written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if the Grantee determines in the case of partial termination that the reduced or modified portion of the contract will not accomplish the purposes for which the contract was made, the Grantee may terminate the contract in its entirety; or
- v. By the Grantee pursuant to termination provisions included in the FEMA/HMGP award.

#### **2. Administrative, Contractual, and Legal Remedies**

In addition to any of the remedies described elsewhere in the contract, if the contractor materially fails to comply with the terms and conditions of this contract, including any federal or state statutes, rules or regulations, applicable to this contract, FEMA or the Grantee may take one or more of the following actions:

- i. Temporarily withhold payments pending correction of the deficiency by the contractor;
- ii. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
- iii. Wholly or partly suspend or terminate this Contract; and
- iv. Take other remedies that may be legally available.

The remedies identified above, do not preclude the contractor from being subject to debarment and suspension under Presidential Executive Orders 12549 and 12689. The Grantee shall have the right to demand a refund, either in whole or part, of the funds provided to the contractor for noncompliance with the terms of this Contract.

### 3. Equal Opportunity Clause

During the performance of this contract, the contractor agrees as follows:

- i. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:
  - a. Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- ii. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- iii. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts.



## 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 \_\_\_\_\_, 2025

\_\_\_\_\_  
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: \_\_\_\_\_