



**City of Myrtle Beach  
Request for Proposal  
Professional Services**

**Issue Date: May 7, 2021**



*First in*

*Service*

**Issued By:**

**Purchasing Division  
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City of Myrtle Beach Purchasing Division  
3231 Mr. Joe White Avenue



## City of Myrtle Beach

Public Works Department  
Infrastructure Division

### REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES

#### City of Myrtle Beach Hwy. 501 at Balsam Street Water Rerouting (FEMA-4286-DR-SC HMGP Project F0074)

The City of Myrtle Beach is to obtain the services of an Engineer to provide the necessary engineering services needed to complete this project as well as to assist the City in complying with various grant requirements. The City has the intention to select and contract with one (1) Consultant for the services herein. Consultant to provide services encompassed in creating plans, specifications and /or designs for projects such as; Civil/Environmental engineering services.

This solicitation is to select an Engineering Firm to assist the City in designing City of Myrtle Beach Hwy. 501 at Balsam Street Water Rerouting Project.

#### **Request for Qualifications Purpose**

The initial purpose of this Request for Proposal (RFP) is to solicit proposals in compliance with Brooks Act 1972 requirements from qualified and experienced consultants to perform engineering services. Proposers must provide sufficient information for the City of Myrtle Beach to evaluate their response in accordance with the process and criteria established in this RFP.

#### **Scope of Work**

The following is an attempt to provide general guidance to Engineering Firms in understanding the assistance being solicited by the City of Myrtle Beach by issuing this RFP. The Consultant shall have staff qualified to conduct all necessary engineering work and written documents, including graphics.

The following are typical design items that the City may request:

The City of Myrtle Beach Public Works Department is seeking engineering and design services to study and design a section of the City that has recurrent flooding issues. This RFP should include all aspects of a major drainage improvement project.

The project will involve the study of the existing drainage systems between the Hwy. 501 and 8<sup>th</sup> Ave North, Cedar Street corridors and the Hwy. 501, Alder Street and Balsam Street corridors. The project will include the installation of appropriately sized drainage pipes, culvert boxes, headwalls and outfall structures. The design of a large retention pond will also be part of this project. Water distribution lines and sanitary sewer within this drainage area should be reviewed as well to see how they interact with the project. Work for this project includes phase 1, which is the further study and surveying of the

existing system. Anticipated project work includes the upsizing of storm piping, running additional storm piping (for capacity), upgrading storm structures to accept dual storm pipes, regrading a section of ditch line, and the addition of a retention basin to attenuate flows. Two of the pipes upgraded are being replaced with 6' x 4' box culverts. The 501 improvements show remedy of much of the flooding on the 10 year storm event and a significant improvement on the 100 year event. Hwy 501: Recurrent flooding of US Highway 501 necessitates the proposed Hwy 501 Drainage Improvement Project. This project includes replacing several undersized stormwater pipes with appropriately sized reinforced concrete pipes and a 6' x 4' and 8' x 4' box culvert. This project also includes an optional proposed retention pond for additional storage capacity. If the retention pond is included, the box culverts can be replaced with a 36" and 48" reinforced concrete pipe respectively. These infrastructure improvements will help mitigate future flooding of US Highway 501.

Scope of Services include, but are not limited to the following principles:

- Preparations of plans, specifications, preliminary cost estimates, reports and design for various projects including grading, storm drainage, , soil conditions and water and sewer utilities.
- Availability to Attend meetings at the City's request.
- Availability to perform on-site inspections and close-out reports and record drawings.

The scope may also include other engineering services to assist the City. All work shall be in accordance with local, state and federal standards when applicable. Projects may use local, county, state or federal funding. For projects using state and federal funding, all state and federal provisions and requirements shall be followed.

All plans, specifications, designs and graphics prepared under the terms of the Agreement with the City shall be delivered to the city and shall become property of the City. Other work not required by the City, such as notes, sketches, charts, computations, and other data shall be available upon request to the City without restrictions or limitations.

### **Assignment of work**

All work shall be performed under the direction of a licensed professional engineer registered with the State of South Carolina. No subcontractors shall be utilized without prior authorization by the City.

The consultant will have a prescribed number of working days to submit the requested proposal. Failure to submit the proposal by the prescribed time may cause the proposal to be rejected and another firm assigned the task.

When services are being requested, the City will issue a letter for proposal to one or more firm under a master agreement. The proposal shall include project understanding, fee rates for the completion of services, proposed methods, hours to be spent on services, and a schedule including the time needed to complete the project. The City will review the proposal and will award the executed supplemental agreement which will initiate the design process.

Any changes in the schedule must have prior authorization by the City's Public Works staff. The final payment will be paid when all project components are complete and the City has received all essential documents.

## RFP Format

All Statements of Proposal submitted must follow the same format. The aim of the required format is to simplify the Statement of Proposal preparation and evaluation processes and to ensure that all are received the same orderly review.

### Proposal Submissions

Proposals should be prepared in a timely and economical manner, providing a straightforward, concise description of the firms' ability to meet each individual requirements of the RFP. Information must be submitted as requested, in the order listed below. If the Proposer fails to provide the requested information, the Proposal may be deemed non-responsive and may not be further considered.

All Statement of Proposal must include the following components:

- |   |   |
|---|---|
| 1 | Cover Letter  |
| 2 | Project Team  |
| 3 | Professional Accomplishments, Experience and References |
| 4 | Technical Approaches                                    |
| 5 | Submittal of Statement                                  |
| 6 | Additional Information                                  |

### RFP Components

#### Cover Letter

Provide a one or two-page cover letter.

Provide a summary of the statement and demonstrate the firms understanding of the tasks including general approach for scope of services provided in this RFP. Include an introduction to the firm as well as the year firm was established, former names of firm (if applicable), The type of ownership and parent company, if applicable, a contact person's name, phone number, email address, and mailing address.

#### Project Team

Identify key project team members and describe their role in the project and related experience. This section shall include the following information:

List any individuals that will participate on this agreement, including their staff classification. Please include a brief resume of experience in similar projects for each individual and proof of various professional registration, licenses and certificates.

If the Consultant(s) wishes to use sub-consultants not specified in this statement, prior written approval must be received from the City. The City may provide the approval after review of the proposal(s).

#### Professional Accomplishments, Experience and References

Provide a list of similar engineering design service projects conducted by your firm. For up to five relevant projects (at least two must be completed), include a project description that demonstrates the firm's capabilities in the delivery of services that are similar to the engineering design services that the City of Myrtle Beach is requesting.

For each project provided as a reference, include the name / contact information of the client organization and client project manager.

## Technical Approaches

Provide typical work plans for various services technical approach, including staff classification and estimated hours each will participate. State the interpretation of the work to be performed. State a positive commitment to perform the work in the required manner and time frame. Demonstrate an understanding of the services being requested. Provide an organizational chart of the Proposer's team and describe the role and responsibilities of each team member as it relates to this project, including any major subcontractors and consultants. Provide and describe location of project teams' office(s) to be utilized for this project.

## Submittal of Statement

Submit two (2) signed hard copies and one (1) electronic copy on a thumb drive of your entire statement in a sealed envelope. Submit statement to: City of Myrtle Beach, 3231 Mr. Joe White Avenue, Myrtle Beach, SC 29578  
Attention: Ruth Garigen, Buyer

Statements must be submitted prior to 4:00 PM, Thursday June 10<sup>th</sup>, 2021.

## Additional Information

At your discretion, include additional information that supports your RFP. However, choose the additional information carefully, because this section of the RFP should not constitute the bulk of your submission.

## Information and Inquires

Should a Consultant require clarifications to this RFP? The Consultant shall notify City Staff listed below in writing or email no later than 4:00 PM on May 20<sup>th</sup>, 2021. Should it be found that the point in questions is not clearly and fully set forth in the RFP? The City may issue a written addendum clarifying the matter up to seven (7) days prior to RFP submission date.

Substantive changes to the requirements will be made by written addendum to this RFP. Any written addenda issue pertaining to this RFP shall be incorporated into the terms and conditions of any resulting Agreement. The City shall not be bound to any modifications to or deviations from the requirements set forth in this RFP as the result of oral instruction.

For further information, please contact: Ruth Garigen, Buyer; (843) 918-2173; [RGarigen@cityofmyrtlebeach.com](mailto:RGarigen@cityofmyrtlebeach.com)

## Evaluation / Selection Criteria

The evaluation of proposal submissions will be in accordance with the City of Myrtle Beach Procurement Regulation and this Request for Proposal. The evaluation process shall determine the qualifications, interest, and availability to provide relevant services as requested. Staff will first review all written responses, which will result in a ranked list of fully qualified respondents. After ranking is completed by the staff, informal interviews and/or presentations may be conducted, at the discretion of the City, for selected respondents determined to be the best qualified based upon the evaluation of the written responses. The determinations will be based upon the criteria below.

It is the intention of the evaluation team to select the vendor most qualified to provide the services as indicated herein. The following criteria will be used to evaluate the Statements of Proposal:

Criteria	Weight Factor	Rating	Weighted Rating
A. Understanding of RFP Request	0.05		
B. Appropriateness and Acceptability of Approach, Work Plan, Ability to Develop Proposals and Attention to Details.	0.10		
C. Ability to complete services in a Timely Manner	0.10		
D. Qualifications of the Firm, Consultant, and Assigned Staff.	0.15		
Similar Work, Technical Nature, Complexity, and Time Constraints that are similar in size, location and type of City.	0.20		
F. Local Office, Experience & Knowledge	0.25		
G. Meeting Availability	0.15		
<b>Total Score:</b>			<b>0</b>
Comments:			

The City reserves the right to waive technicalities or irregularities, accept the qualifications and award a contract, to postpone acceptance and award of the contract, to reject any and all qualifications received and re-advertise the project, to negotiate for a partial scope of work, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City.

The City of Myrtle Beach does not expressly state or imply any obligation to reimburse responding agents for any expenses incurred in preparing submissions in response to this request.

All documents are to be received in the Procurement Office no later than 4:00 PM local time Thursday June 10, 2021.

The documents will not be opened publically. They will be reviewed by a panel and graded. A short list may be called for additional information or interviews.