

**Request for Proposal
Professional Services
Town of Scotia Generators/Back-Up Water Tank Project**

The Town of Scotia SC is accepting proposals for electrical engineering services regarding the design of water system improvements for the Town of Scotia water system. These activities include the installation of one back up pneumatic water tank to connect to the system and two generators to be installed one at each well. There may be a need to have assistance as well with determining the extent (if any) of wetlands within the confines of the project work to meet the environmental requirements of the project.

Evaluation of firms will be based on the following information provided for the criteria itemized below and will be ranked accordingly.

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| 1. Overall experience of the firm: | 0 - 20 |
| 2. Project Team: | 0 - 15 |
| 3. Familiarity with the Town of Scotia: | 0 - 15 |
| 4. Project Approach and Schedule: | 0 - 20 |
| 5. Qualifications demonstrated by past projects: | 0 - 20 |
| 6. Cost of Services (Fee Proposal): | 0 - 10 |

Sealed proposals will be received prior to the closing date and time of **3:00PM on Thursday December 19, 2019**, at the offices of Lowcountry Council of Governments on behalf of the Town, at which time they will be publicly opened. Proposals must be sealed with the name of the firm and opening date shown on the face of the envelope. Proposals may be mailed to the attention of Michelle Knight, C&ED Director, Lowcountry Council of Governments, POB 98, Yemassee, SC 29945, or hand delivered to Michelle Knight, C&ED Director, Lowcountry Council of Governments, 634 Campground Road, Yemassee, SC 29945.

Since the contract will be paid for in part with federal funding, all respondents must be registered in the System for Award Management (SAM). Please visit www.sam.gov to register or to check your SAM registration.

The Instructions to Respondents, general terms and conditions applicable to this Request for Proposal are available from Michelle Knight, C&ED Director at Lowcountry Council of Governments, PO Box 98, Yemassee, SC 29945. Telephone: (843) 473-3970. Email: mknight@lowcountrycog.org . This project is being funded all or in part through a Community Development Block Grant from SC Department of Commerce and the successful firm shall comply with all requirements of the CDBG grant program. The Town of Scotia reserves the right to reject any and all proposals, and to award a contract that is most advantageous, and in the best interest of the Town of Scotia.