

**REQUEST FOR PROPOSALS  
For 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 need to be 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.

This project will be funded all or in part through Community Development Block Grant (CDBG) funds from SC Department of Commerce, and the successful firm shall comply with all requirements of the CDBG program. Enclosed are location maps for the activities.

**Scope of Work:**

The following items will be considered part of the Proposal to complete the work. Please include a "Not to Exceed" budget for Design and Construction Observation based on the items listed below:

**Design**

1. Project Preparation
  - Review as-built drawings, maintenance records, and other available information.
  - Conduct survey to document existing conditions, etc.
  - Prepare bid documents and detailed plans for contractors and identify anticipated quantities for preferred upgrades methods.
2. Bid Phase
  - Advertise project.
  - Conduct bid opening.
  - Review bids, evaluate contractors, and make recommendation.
3. Construction Phase
  - Conduct pre-construction meeting.
  - Construction administration.
4. Permitting
  - SCDOT Encroachment Permit for work within SCDOT right-of-ways.
  - Land Disturbance Permit or waiver.
  - Other permits as may be necessary

**Wetlands Delineation (if needed)**

1. Determining the extent (if any) of infringement upon wetlands

**Construction Observation**

1. Perform construction observation (2 months, 20 hrs/week average).

**Minimum Qualifications:**

To be considered for this project, the prime firm that would engage in a contract with the Town of Scotia must meet the following criteria:

1. Appropriate licensing as may be required for this type of work in South Carolina.
2. Licensed to practice surveying in South Carolina.
3. Demonstratively active in the provision of the types of services outlined to municipal clients for the past 10 years.
4. Familiarity in working with federally funded (CDBG) projects.

5. Since the contract will be paid for with federal funding, firm must be registered in the System for Award Management (SAM). Please visit [www.sam.gov](http://www.sam.gov) to register or to check your SAM registration.

**Deliverables:**

1. Construction cost estimate and recommendation on upgrades method.
2. Wetlands Delineation (if needed)
3. Complete bid package.
4. Regular status report by e-mail to owner and project administrator.
5. All necessary permits.
6. Proposed project schedule.
7. As-built record documents once project has been completed.

**Proposal to Include:**

1. Firm Qualifications Statement.
2. Proposed Project Team.
3. Familiarity with the Town of Scotia.
4. Project approach and proposed schedule.
5. List of relevant projects completed in the last five (5) years.
6. Cost of Services based on Scope of Work described above.

**Method of Award:**

Each firm that meets the minimum qualifications will be ranked according to the following criteria:

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

Proposals will be ranked and graded on what's submitted. Interviews are not anticipated. With the exception of a "0", the ranking system above will be implemented such that each firm will have a discrete and unique rank for each of the above criteria. As an example, it will not be possible for more than one firm to score a "15" under the "Project Team" criteria.

The Town of Scotia will select the highest ranked firm and begin negotiations with that firm regarding scope, schedule, and cost of services. If negotiations with the top ranked firm are unsuccessful, the Town of Scotia will discontinue the negotiations and begin negotiations with the second highest ranked firm. Questions regarding this solicitation must be submitted via email to *Michelle Knight* at [mknight@lowcountrycog.org](mailto:mknight@lowcountrycog.org) no later than **11:00AM on Thursday, December 12, 2019**. Answers to all questions will be posted on the Lowcountry Council of Governments website as an addendum to this bid.

Five (5) sealed copies of the proposals are due back to the offices of Lowcountry Council of Governments on behalf of the Town by **3:00PM on Thursday, December 19, 2019**, at which time they will be publicly opened. Proposals must not exceed 10 pages in length and must be a minimum of 11-point font. Proposals must be submitted in a sealed envelope and include the firm's name and project's name to the following address/location:

Lowcountry Council of Governments  
ATTN: Michelle Knight  
POB 98/ 634 Campground Road  
Yemassee, SC 29945

Please contact Michael Lovelace, Mayor at (803) 625-4611; [mw\\_lovelace@hotmail.com](mailto:mw_lovelace@hotmail.com) or Michelle Knight with Lowcountry Council of Governments at (843) 473-3970; [mknight@lowcountrycog.org](mailto:mknight@lowcountrycog.org) if you have any questions about this project.