



TOWN OF BLUFFTON

RFQ NO: **2017-62**
ISSUED BY: **Bill Baugher**
MS4 Program Manager
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SUBMIT QUALIFICATIONS PACKAGE PRIOR TO:
CLOSING DATE: 5-18-2017
CLOSING TIME: 3:00 p.m.

FAX / E-Mail not accepted

PROJECT TITLE & DESCRIPTION:

Continuing As Needed Stormwater Post Construction Best Management Practices Inspection Services

By my signature I certify that this response is made without prior understanding, agreement, or connection with any corporation, firm, business entity, or person submitting a response to this Request for Qualifications, for the services to be provided, and is in all respects true, accurate and without collusion or fraud.

THIS FORM MUST BE SIGNED TO BE CONSIDERED FOR AWARD

COMPANY NAME:

DATE:

MAILING ADDRESS:

PHONE:

FAX:

CITY:

STATE:

ZIP:

SSN OR FEDERAL TAX NO:

TITLE OF AUTHORIZED REPRESENTATIVE:

E-MAIL:

WEB URL:

AUTHORIZED SIGNATURE:

PRINTED NAME:

Request for Statements of Qualifications
RFQ# 2017-62
Continuing As Needed Post Construction Best Management Practices
Inspection Services

OVERVIEW

The Town of Bluffton is soliciting statements of qualifications from firms to provide Continuing As-Needed Stormwater Post Construction Best Management Practices (BMP) Consulting Services. It is the intent of the Town to possibly execute multiple Master Service Agreements with firm to provide the services desired.

The successful offeror(s) will contract with the Town using the Town of Bluffton Master Service Agreement shown as Attachment 1 to this Request for Qualifications (RFQu). This Agreement will be considered a Master Services Agreement in which individual task orders will be released for work using a Master Services Agreement Work Authorization shown as Attachment 2 to this RFQu. Work authorizations will be assigned to firms based on varying factors, including but not limited to: Scheduling, demand, workload, availability, etc. Work resulting from a Master Service agreement may be in whole or in part at the sole discretion of the Town.

Awarded Master Service agreements will be for a period of one (1) year with the option to renew for three (3) additional one (1) year periods.

BACKGROUND

The Town of Bluffton, located in Beaufort County, South Carolina, is a coastal community with strong ties to its local water body, the May River. The aesthetics and views of the May River increase the popularity of the area for residential, commercial and tourist visitation growth, tying the Town's economic conditions directly and indirectly to the river. Since its first annexation in 1987, the Town has grown from 1 square mile in area to approximately 54 square miles in size.

Throughout its rapid growth the Town has actively sought to protect the May River, as well as its other significant water bodies, the New River and the Okatie River, through a variety of means ranging from the Stormwater Design Manual to the Stormwater Management Plan (SWMP) and its six Minimum Control Measures.

The Stormwater Management Plan was developed to help manage and reduce the discharge of pollutants from the Town of Bluffton's Small Municipal Separate Storm Sewer System (SMS4) to the maximum extent practicable (MEP), to protect water quality and to satisfy the applicable requirements of the Environmental Protection Agency's (EPA) Clean Water Act.

The Town of Bluffton currently is on its second year of its 5 year permit cycle. The MS4 permit was effective December 1, 2015 and will focus heavily on data collection, organization, development of necessary programs, and initial implementation, to help address the requirements of the South Carolina Department of Health and Environmental Control's (SCDHEC) National Pollutant Discharge and Elimination System (NPDES) General Permit for Discharges from Town of Bluffton's Regulated Small MS4s, Permit No. SCR031302.

The Town has implemented a Post-Construction Stormwater Management Program in accordance with our NPDES permit under the 5th Minimum Control Measure. The Contractor will inspect site for performance standards that are addressed in the Stormwater Design Manual. Ensuring the long-term maintenance of post-construction stormwater Best Management Practices (BMP) control measures, help maintain an inventory of post-construction stormwater control measures through onsite inspection reports.

The complete text of the Stormwater Management Plan and its Appendices may be viewed at:
<http://www.townofbluffton.sc.gov/engineering-department/watershed-management/municipal-separate-storm-sewer-system-ms4-program>

The Stormwater Management Plan, Stormwater Design Manual, Unified Development Ordinance, and other related documents can also be found at this site. Town Council has adopted these guiding documents. The implementation of the Stormwater Management Plan is underway under the purview of the Watershed Management Division within the Department of Engineering & Public Works with support from other Town departments.

SCOPE OF WORK

The Watershed Management Division requires the assistance of a consultant firm to perform tasks identified in the Town of Bluffton MS4's Stormwater Management Plan for Post Construction Best Management Practice (BMP) inspection and other programmatic activities. Professional disciplines needed for the performance of the work may include, but not limited to civil engineering and landscape architect. The selected consultant(s) shall have demonstrated experience in the following types of work:

- Post Construction Best Management Practice Assessments
 - Review and creation of Post Construction BMP annual maintenance inspection and reports.
 - Requirements of inspection and reports from UDO 5.10.4.A.3
 - Review and conduct Post Construction BMP annual maintenance inspection and reports.
 - Create BMP maintenance and operation plans
 - Identification of structural BMPs not recorded. (5.10.4.A.b.i)
 - Identify BMPs without maintenance agreements
 - Compile and update current list of BMPs and create plats for recording with the BMP maintenance agreement.
 - Compile and update list of BMPs that are missing as-builts
 - Prepare cost estimates for needed repairs of the Post Construction BMPs (5.10.4.B.2.c-d)
 - Review and update the Town's BMP Inventory through the town's BMP Tracking software and any special equipment needed.
 - Identification of required easements that are not currently inventoried either public or private and easements that will need to be recorded with Beaufort County.
 - The Town will own all deliverables. (I.e. plans, reports, plats, maps, etc.)

3. SOLICITATION TERMS and CONDITIONS

Respondent's Responsibility:

While the Town has used considerable efforts to ensure an accurate representation of information in this RFQu, each prospective Respondent is urged to conduct its own investigations into the material facts and the Town shall not be held liable or accountable for any error or omission in any part of this RFQu.

Before submitting a statement of qualifications, each Respondent shall make all investigations and examinations necessary to ascertain site conditions and requirements affecting the full performance of a contract and to verify any representations made by the Town upon which the Respondent will rely. If the Respondent receives an award because of its submission, failure to have made such investigations and examinations will in no way relieve the Respondent from its obligations to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim by the Respondent for additional compensation or relief.

A Respondent, by submitting a statement of qualifications represents that the Respondent has read and understands the Request for Qualifications requirements and its response is made in accordance therewith and that the Respondent is familiar with the local conditions under which the awarded Respondent must perform.

It is incumbent upon each prospective Respondent to carefully examine these requirements, terms, and conditions. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing in accordance with procedures set forth herein. The Town will not be responsible for any oral representation given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given.

Questions and Inquiries:

Questions and inquiries must be received by 3 PM seven (7) calendar days prior to the submittal due date. Replies considered necessary or critical to the solicitation will be issued through an addendum within the Bid Opportunities section of the Town's website at www.townofbluffton.sc.gov. It is the Respondent's responsibility to check the website periodically to determine if an addendum has been issued. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect and may not be relied upon by potential firms in submitting their qualifications statement. Receipt of all addenda shall be acknowledged by the firm signing and enclosing said addendum acknowledgement with their qualifications statement.

Questions and inquiries regarding this solicitation shall be submitted to:

Bill Baugher
MS4 Program Manager
Town of Bluffton
wbaugher@townofbluffton.com

Restricted Discussions:

All prospective Respondents are hereby instructed not to contact any member of the Town of Bluffton Council, Town Manager or Town of Bluffton staff members, other than the noted contact person OR the Town's Purchasing Administrator regarding this RFQu or their response at any time during the RFQu process. Any such contact shall be cause for rejection of your submittal

Submittal of Qualifications Statements:

Sealed qualifications statements shall be received by or prior to:

2:00 p.m. on Thursday, May 18, 2017

Packages containing submittals shall be presented as such that they may be easily identified. The outside of the package shall be identified as follows:

RFQu # 2017-62
Continuing As Needed Post Construction Best Management Practices Inspection Services
Attn: Bill Baugher

Packages containing submittals shall be sent to

Town of Bluffton
20 Bridge Street
Bluffton, South Carolina 29910

Opening of Qualifications Statements:

The receipt and opening of packages containing qualifications statements shall be public, at the address, on the date and time specified above. The closing date and time shall be scrupulously observed. All qualifications packages that have been timely accepted by the Town will be formally opened and accepted for consideration. The names of the firms submitting qualifications packages will be read aloud and recorded. No other information will be provided to the public until after a final contract has been awarded.

Late Submittals:

Under no circumstances shall qualifications statements be delivered after the time specified; such submittals will be returned unopened to the submitting firm. The Town will not be responsible for late deliveries or delayed mail. It is the firm's sole responsibility to assure that his/her submittal is complete and delivered at the proper time and place of the said opening. Submittals which for any reason are not delivered will not be considered. Offers by facsimile, telegram or telephone are not acceptable.

Acceptance / Rejection:

The Town reserves the right to accept or reject any or all submittals. The Town also reserves the right to waive any irregularities, informalities, or technicalities and may at its discretion, request a new solicitation.

Receipt of a submittal does not indicate that the Town of Bluffton has pre-determined a company's qualifications to receive an award or contract. Such determination will be made after the opening and will be based on the Town's evaluation of the qualifications statements compared to the specific requirements and qualifications contained in this document.

4. SUBMITTALS and FORMAT

By submitting a statement of qualifications, the firm certifies that it has full knowledge of the scope, nature, and quality of work to be performed. Submittals should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the scope of work.

The Town reserves the right to award a contract pursuant to this RFQu without further discussion with respondents. Therefore, it is important that each submittal is complete, adheres to the format and instructions contained herein, and is submitted in the most favorable manner possible. Failure to provide the requested information will render your qualifications statement as non-responsive.

The submittal package shall consist of Three (3), one (1) signed original and two (2) complete copies of the Respondent's statements of qualifications. The submittal package along with the appropriate number of copies shall be sealed and delivered no later than date and time listed above.

The contents of the Statement of Qualifications shall include the following:

A. Signatory Sheet

Completed, signed, and certified qualifications statement (see first page of this solicitation).

B. Letter of Transmittal

Limit to one (1) or two (2) printed pages.

- Briefly state your firm's understanding of the work to be done and provide a positive commitment to perform the work.

- Give the names of the persons who will be authorized to make representations for your firm, their titles, and contact information.
- The letter must be signed by an authorized representative of the company who has the authority to commit the company to their statement as submitted.

C. Firm's Profile

- State whether your organization is national, regional or local
- State the location of the office from which your work is to be performed.
- Describe the firm, including the size, the number of clerical staff and range of services offered in house.
- Qualifications of project members, operating personnel and management who would be assigned and have direct responsibility for fulfilling the terms of the contract, particularly with similar scope and complexity.
- Reputation and professional standing in the Engineering or other professional field, honors, memberships, etc.
- What ability does the firm have to sustain the potential loss of key personnel and still adequately meet the terms of the contract?

D. Firm's Experience

- Indicate firm's experiences with projects of similar scope and complexity.
- Provide experience in meeting timelines and schedules with clearly established and proven methods for maintaining the budget.
- Explain methodology used for project information tracking and the creation of a historical archive of completed inspections and submission of reports to the Town.

E. Firm's Performance (Past and Current)

- Indicate services performed for similar projects in the past ten (10) years. Projects/programs shall include demonstrated, successful performances including, but not be limited to:
 - Quality, completeness, and timeliness;
 - Project management;
 - Quality control;
 - Responsiveness to RFIs, Change Order Requests, etc.;
 - Knowledge and compliance with state and local codes;
 - Timeliness, completing project, closeout.
- Provide at least five (5) references of clients for whom the firm has provided similar services. Give dates and other particulars of the jobs, contact persons with contact information.

5. EVALUATION, SELECTION, and NEGOTATION METHOD

State of South Carolina procurement code will be followed to secure awarded firm. The contact listed within this solicitation, in coordination with the Purchasing Administrator, will be the coordinator for the selection process and the sole point of contact for all Respondents. In addition to the materials provided in the written responses to this RFQu, the Town may utilize site visits or may request additional material, information, interviews, presentations or references from the Respondent(s) submitting qualifications packages.

A. Evaluation Criteria:

Respondents will be evaluated on the basis of the following criteria:

- a. Firm's Overall Profile
- b. Firm's Qualified Personnel
- c. Firm's Relevant Experience
- d. Firm's Performance (Past and Current)

A points system will be given to each criteria listed through the identified weighting system:

EVALUATION CRITERIA	MAX POINTS
Firms Overall Profile	35
Firms Qualified Personnel	25
Firms Relevant Experience	25
Firms Performance (Past and Current)	15
TOTAL POSSIBLE POINTS	100

B. Evaluation Method

All responsive submittals will be reviewed and evaluated by a Review and Selection Team. This three (3) to five (5) member committee approach will require selected staff to evaluate the submittals through the following processes:

- Individually provide a detailed review and thorough evaluation of each submittal;
- Individually score each submittal utilizing the scoring method given;
- Combining the scores of each individual team member to form an overall team score;
- Eventual participation in a team discussion, including in-depth evaluations and group interaction after individual review and scores are achieved.

The Town reserves the right to request additional information and/or clarification of any information submitted by any respondent at any time during the evaluation process. This includes, but is not limited to information that indicates financial resources as well as ability to provide and maintain the services as requested. The Town reserves the right to make investigations of the qualifications of the respondent as it deems appropriate, including but not limited to background investigations.

C. Selection Method:

In general, the Town of Bluffton wishes to avoid the expense (to the Town and to presenting firms) of unnecessary presentations. Therefore, the Town will make every reasonable effort to achieve the ranking using written submittals alone.

If no single top ranked firm can be clearly identified by review of the written submittals alone, then the Review and Selection Team shall request the Purchasing Administrator to schedule the top ranked firms for presentations / interviews.

The Town may choose to conduct oral interviews with, or receive oral presentations from, one or more of the Respondents. If the Town chooses to allow oral interviews and/or presentations, such interviews or oral presentations will be open to the public. The Town will not be liable for any costs incurred by a Respondent in connection with such interviews/presentations (i.e., travel, accommodations, etc.)

The Town shall rank all complete submittals received and/or formal oral presentations/interviews in order of preference and will be based on determination of which respondent meets the highest qualifications and needs of the Town as it pertains to the requirements of the scope of work.

D. Award:

The Town reserves the right to negotiate a final agreement with the top ranked respondent that meets the needs of the Town of Bluffton. The Town reserves the right to enter into negotiations with more than one respondent and enact multiple contracts if deemed in the best interest of the Town. Award will be made in accordance with the Town of Bluffton's purchasing policy and procedures.

E. Resulting Contract

A contract resulting from an award shall be the Town of Bluffton's Master Service Agreement and / or purchase order, containing the Town's terms and conditions. A sample of the contract has been attached to this solicitation for viewing. Contracts forms firms submitting a proposal will not be accepted.

F. Contract Terms

Awarded Master Service agreements will be for a period of one (1) year with the option to renew for three (3) additional one (1) year periods. Pricing established within the contract will be based on the consultant's negotiated hourly rates. The cost of each task or project, assigned during the contract, will be configured through an estimated amount of hours performed by the consultant's staff to complete the tasks and the hourly rates established within the contract. Consultant's hourly rates will remain firm for the first year of the agreement. Any price redetermination of hourly rates will be considered by the Town 90 days prior to the expiration of any given term during the life of the contract and agreed upon in writing by both parties.

APPENDIX

Exhibit A: Scope of Work

Exhibit B: Town of Bluffton Standard Master Service Agreement

Exhibit C: Master Services Agreement Work Authorization