



REQUEST FOR QUALIFICATION AND
PROPOSALS
(RFQ)
FOR
ENGINEERING SERVICES

REQUESTOR: City of Georgetown
1134 North Fraser Street
Georgetown, SC 29440
Contact: Daniella Howard, Purchasing Agent
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PROJECT: Stormwater System Improvements-Historic District

PROJECT #: 4015

US DEPARTMENT OF COMMERCE'S ECONOMIC DEVELOPMENT
ADMINISTRATION (EDA) GRANT AWARD #04-79-07494

DATE OF ISSUE: Wednesday, June 2, 2021

DUE: On or before 2:00 PM EST (local time), Thursday, July 8, 2021

Proposals must be submitted electronically through the City's website, www.georgetownsc.gov.
The City will not accept proposals by hard copy, fax, or email.

For instructions on how to submit your proposal electronically, please refer to Exhibit A, "How to register as a vendor", and Exhibit B, "How to respond to an online proposal".

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COVID-19 Coronavirus Important Notice to Bidders

Pursuant to Governor Henry McMaster’s declaration of a State of Emergency on Friday, March 13, 2020, City of Georgetown offices are closed to the public.

Until further notice, all proposals **MUST BE** submitted electronically through the City of Georgetown’s website, www.georgetownsc.gov, under “Bids”. As always, proposals received after the due date and time will not be considered for any reason.

The City **WILL NOT** accept proposals by:

- Hard copy
- Fax
- Email

Your proposal must be submitted electronically to ensure it remains sealed until it is opened at the scheduled date and time.

Background

The City of Georgetown (City) is an incorporated municipality with a population of under 10,000 residents. The City is located 60 miles north of Charleston and 36 miles south of Myrtle Beach. It is the endpoint of the area commonly known as “The Grand Strand.” The City is bordered by the Winyah Bay to the east and the Sampit River to the south. Tourism is a major economic driver in the area, as well as local industries, such as Liberty Steel, International Paper and Tideland Hospital. The City is the county seat and operates under the Mayor-Council form of government as outlined in the State of South Carolina Code Chapter II, Article I, Section 2-1. Additional information is available on our website at www.georgetownsc.gov.

EDA Grant Information

The Economic Development Administration (EDA) from the US Department of Commerce has awarded financial assistance to the City of Georgetown for the engineering and construction of the Stormwater System Improvement Project in the Historic District (the “Project”), which includes businesses and residential areas. EDA Grant #04-79-07494. The Project includes improvements to the stormwater system as well as the construction of a marine bulkhead as described in the Project Description section.

The City of Georgetown and Georgetown County are the joint applicants and recipients of this grant award for the Stormwater System Improvements for the City of Georgetown’s Historic District.

The Waccamaw Regional Council of Government (WRCOG) is the grant administrator.

The City is the lead recipient and will manage the design, bidding, construction and operation of the Project. **The City’s agents, consultants, and contractors are required to comply with all federal and state laws, EDA procurement and contracting policies, and local procurement regulations.**

Federal Participation Disclosure – “This Project will be partially funded with Federal funds from the United States Department of Commerce, Economic Development Administration and therefore is subject to the Federal laws and regulations associated with that program.”

Local Vendor Preference is not approved for this Project. Equal weight and preference must be given to all vendors regardless of their location. The RFQ process must be open to all and selection based upon qualifications without any preference to locality.

Purpose

The purpose of this RFQ is to request Statement of Qualifications (SOQs) and proposals from engineering firms specializing in stormwater systems/marine bulkhead design and construction in coastal zones. Engineering firms must be licensed to operate under all the laws and regulations of the State of South Carolina and registered to do business with the U.S. government under the System for Award Management (SAM) program.

Project Description

The Project involves the removal and/or abandonment of aged, undersized and obsolete stormwater infrastructure and installation of new and larger peak-flow capacity storm drainage infrastructure placed primarily in the public right-of-way (ROW). The new infrastructure will consist of larger size storm drains made out High-Density Polyethylene (HDPE) corrugated pipe and Reinforced Concrete Pipe (RCP), pre-cast stormwater manholes (MH), catch basins (CB) and drain inlets (DI). Installation of check valves at drain outfalls. Some special manholes may be needed to store and treat stormwater runoff as part of the Best Management Practices or BMPs. A new marine bulkhead in conjunction with the stormwater improvements is also required.

The Project will also involve the relocation of existing utilities to accommodate the larger-size storm drains. Water distribution pipes, gas lines, sewer lines, electric, fiber optic and other telecommunication conduits may need to be relocated in an effort to accommodate the larger storm drainage infrastructure in the public ROW. A great deal of utility coordination will be necessary between the consultant, the City’s utility departments and other private and public utility agencies.

The Project has an anticipated duration of three years, scheduled to start on or about September 2021 and closed out by no later than December 2024. Construction involves a new bulkhead behind Constitution Park and the parking lot behind the satellite office of Coastal Carolina University located on Front Street, new trenching for storm drain pipes, new concrete sidewalks, asphalt pavement restoration, and landscaping restoration in green areas. The abandoned boat slip behind Constitution Park will need to be infilled once the new bulkhead is in place. New check valves at storm drain outfalls. The boardwalk entrance at Constitution Park will be modified to accommodate the new bulkhead. Landscaping improvements will be necessary at Constitution Park as a result of the drainage and bulkhead construction activities. The total land disturbance will be approximately 3.4 acres. The utility work will mainly take place within the existing City or SCDOT right-of-way. Four easements will be required from private owners. Maintenance of pedestrian and vehicular traffic will be necessary. Impact to primary road traffic must be kept to a minimum.

The stormwater portion of the Project is scheduled for three separate areas within the City’s Historic District:

1) Front Street System, 2) El Cerro System, and 3) Queen Street System.

The Front Street System involves the installation of approximately 1,200 linear feet of storm drains, three tidal gate check valves, five catch basins, six stormwater manholes, and three outlet structures on Orange Street between Front and Prince Streets. This phase includes new concrete sidewalks, curb and gutter, and asphalt restoration, traffic and pedestrian control. A 25-foot drainage utility easement will be required in the Coastal Carolina University (CCU) parking lot. A new 210 linear foot bulkhead behind the CCU parking lot and Constitution Park. The board walk entrance and platform will also need modifications to allow for infill material in the area behind the new bulkhead. See Attachments 1 & 2.

El Cerro System involves the installation of approximately 3,264 linear feet of storm drains, fifteen catch basins, five stormwater manholes, and three outlet structures along Orange Street between Duke Street and Nimmer Lane. A tidal check valve. This phase includes new concrete sidewalks, curb, gutter, and asphalt restoration; traffic and pedestrian control. Three drainage easement are required at the parking lot of El Cerro restaurant, the Bethel AME Church and in the backyard of the adjacent property. See Attachment 3.

The Queen Street System involves the installation of approximately 1,282 linear feet of storm drains, eleven catch basins, seven stormwater manholes, and one outlet structure between Front Street and Highmarket Street. This phase includes new concrete sidewalks, curb, gutter, and asphalt restoration; traffic and pedestrian control. See Attachment 4.

For a complete description of the four drainage easements locations see Attachments 5. Agreements have been obtained between the City and the four property owners for access and easement acquisition.

Preliminary Site Information

The City's aging infrastructure is strained during regular storms. Heavy rains or hurricanes create backups in drain pipes throughout the City. Streets and roadways flood and prevent free vehicular traffic passage. The amount of stormwater in the sewer system increases due to infiltration in pipes and manholes. Hurricanes in the past five years have caused major disruptions to commercial shops in the area.

A Stormwater Management Plan (SWMP) was completed in July of 2019 and adopted by City Council in December 2019. The SWMP identified several areas of priority within the Historic District and West End Districts of the City. Refer to the City's website for additional information on the SWMP.

The areas located in the City's Historic District were given the highest priority based on the potential for property damage and disruption to tourists and commercial sites, including banks, restaurants, shops, clothing stores which are primarily located on Front Street and Church Street (Highway 17).

Three areas were identified as top priority:

1) Front and Orange Street intersection or Front Street System:

Frequent flooding occurs at the intersection of Front Street and Orange Street. This area includes Coastal Carolina University, Constitution Park, Augustus Carolina Furniture Store, a print shop, a barbershop, a flower shop, an advertising agency, a real estate agency, and several restaurants. This area is one of the lowest point in elevation along Front Street.

A marine bulkhead is required behind the CCU parking lot and Constitution Park. The bulkhead will prevent tidal flooding during Hurricane and king tide events. A US Army Corps of Engineers and a SCDHEC OCRM permit have already been obtained for this work.

A 25-foot drainage easement is required at the CCU parking lot.

2) Orange Street between Duke Street and Nimmer Lane or El Cerro System:

Frequent flooding occurs at the intersection of Church Street and Orange Street. This drainage basin area includes El Cerro Mexican Restaurant, Tupacz Liquor Store, a bail bonds office, Social Security Administration, Randy's Barber Shop, Bethel AME Church, a medical office, and the City of Georgetown Electric facilities building.

El Cerro Mexican restaurant has been forced to close several times and have gone through at least two rounds of renovations due to flood damage.

Church Street (Highway 17) is a primary corridor linking the City of Myrtle Beach with the City of Charleston to the south and an alternate route to the City of Conway to the west.

Drainage easements will be required at the El Cerro Restaurant parking lot (829 Church Street), Bethel AME Church parking lot (410 Broad Street), and yard at 827 Church Street.

3) Queen Street between Front Street and Highmarket Street or Queen Street System:

The intersection of Queen Street and Front Street frequently floods on significant storm events. Flooding in this street makes traffic impassable and prevents adequate access to homes.

The Harborwalk Marina, the Georgetown County Chamber of Commerce, the Georgetown Times building, O'Donnell Law firm, and The Black River United Way buildings, as well as several other business and shops, are located within close proximity of this intersection and within the stormwater drainage basin.

Queen Street features beautiful Victorian-style homes and flooding conditions on this street can potentially reduce their property market value.

The City has completed a recent drainage project by installing a 48-inch drainage line from Front Street to the Harborwalk Marina. A check valve was also installed at the 48-inch outfall pipe. New drainage infrastructure will be required from Front Street and Highmarket Street. Please note that the work scope may be modified to one block segment of Queen Street between Prince and Highmarket Streets due to anticipated emergency repairs by SCDOT.

Scope of Services

The Project will consist of design, bidding, and construction of the following drainage systems: 1) Front Street System; 2) El Cerro System; 3) Queen Street System.

The selected engineering consultant shall be responsible of the following tasks:

General Tasks:

1. Ensure compliance with all EDA grant and City's procurement standards.
2. Coordinate work with city, county, state, EDA and grant administration staff.
3. Coordinate work with utility companies (water, sewer, gas, electric, and telecommunications).
4. Maintain active involvement and provide adequate supervision during pre-design, design, engineering, construction, and closeout activities of the Project.
5. Become familiar with the City's stormwater Management Plan and conceptual drainage plans recommended for the three top-priority areas in the Historic District.
6. Perform fiduciary duties and maintain professional code of conduct as the Engineer of Record on behalf of the City.

Pre-Design Tasks:

1. Review and become familiar with the EDA Project Tool Kit upon contract award. The Tool Kit contains important documentation to manage the EDA grant. EDA Tool Kit documents related to project engineering and construction can be made available upon request.
2. Become familiar with EDA regulations and policies applicable during the design, construction, and close out phases of the Project.
3. Conduct kickoff meeting with City and Project stakeholders.
4. Site survey for four easements.
5. Complete EDA's Site Certificate Form.

Design Tasks:

1. Perform a comprehensive site survey along the proposed drainage infrastructure path. Survey shall include topographic and existing utility, provide property boundary at rights of way (ROW) lines, and establish relevant reference points.
Survey the following areas: 1) Front Street System: Orange Street from Front to Prince Streets; Front Street from King Street to Broad Street, include Constitution Park.; 2) El Cerro System: Orange Street from Highmarket to Palmetto Streets, Duke Street from Broad to Orange Street, Palmetto Street from Marshview Lane to Cypress Street, Cypress Street from Palmetto to Nimmer Streets, Nimmer Street from Marshview Lane to Cypress Street; 3) Queen Street System: Queen Street from Front Street to Highmarket Street.
2. Conduct and supervise subsurface soil investigations such as borings and soil tests along the proposed path of drainage pipes. Allow for a total of six test borings, two for each system.
3. Review and become familiar with the City's SWMP.
4. Calculate stormwater flow from the watershed to tributary collection points to verify size of drain pipes.
5. Prepare preliminary engineering plans at 30% and 60% design stage.
6. Prepare advanced detail engineering plans at 90% design stage.
7. Prepare final construction plans at 100% design stage.
8. Prepare technical specifications.
9. Design stormwater pipes and associated infrastructure, curb and gutter, concrete sidewalks, and asphalt paving in accordance with SCDOT and City standards.

10. Design 210-foot marine bulkhead. Review existing ASCE and OCRM permits related to the bulkhead.
11. Prepare traffic control plans for the contractor's use.
12. Conduct design review meetings with the City.
13. Prepare construction cost estimates based on 60% and 100% design documents.
14. File all required USACE, SCDOT, SCDHEC OCRM and other applicable federal and state permit applications on behalf of the City.
15. Prepare bid documentation package including the City's front-end documents and EDA's contractual provisions.
16. Submit progress design reports along with monthly invoice.
17. All plans and bid documents shall be signed and sealed by a Professional Engineer licensed in the State of South Carolina.
18. Review and incorporate all contract requirements in compliance with EDA's procurement and construction regulations as part of bid documents.
19. Provide AutoCAD and PDF files of all design documents.

Bidding Tasks:

1. Assist the city in the solicitation and advertisement of construction bids.
2. Conduct one (1) pre-bid meeting.
3. Respond to bidder's requests for information and write necessary Addenda.
4. Attend one (1) bid opening meeting.
5. Review bids received, prepare and certify bid tabulation sheet.
6. Review bidder's qualifications and write award recommendation letter.
7. Conduct one (1) pre-construction meeting.

Construction Administration Tasks:

1. Conduct monthly progress meetings. Allow one hundred fifty (150) workhours for progress meetings including travel time.
2. Write and distribute meeting agenda and meeting minutes.
3. Review contractor's submittals, Request for Information (RFI), and change order requests.
4. Review contractor's monthly payment application.
5. Review contractor's construction baseline schedule and schedule update to monitor progress.
6. Monitor construction to assure compliance with plans, specifications and other contract documents.
7. Submit progress reports along with monthly invoice.

Construction Inspection Tasks:

1. Conduct regular bi-weekly onsite inspections to ensure compliance with plans and specifications. Allow one thousand five hundred (1,500) workhours for onsite inspections including travel time.
2. Prepare weekly field inspection reports.
3. Conduct preliminary punch list inspections at the completion of each phase.
4. Perform onsite material testing inspections for soil compaction, concrete, and asphalt testing.

Closeout Tasks:

1. Conduct one (1) onsite general punch list inspection.
2. Distribute punch list inspection items to contractor and City.
3. Conduct one (1) final onsite punch list completion inspection.

4. Review and certify contractor's as-built plans.
5. As-built plans shall be signed and sealed by a licensed surveyor or professional engineer.
6. Assist the City with closeout documentation. Closeout documentation must comply with EDA policies.
7. Provide AutoCAD and PDF files of all Project record drawings.

The City will:

1. Ensure project completion in accordance with approved plans and specifications.
2. Monitor and report project progress.
3. Keep EDA advised on project progress.
4. Provide EDA documents for incorporation with the engineer's bid documents.
5. Pay for all applicable permit fees.
6. Pay for all engineering and construction costs incurred for the project.
7. Submit reimbursement requests to EDA and County of project expenditures.

Process of Selection

By initialing the bottom of each page of this RFQ document, firms represent that (1) their representatives have read and understood the solicitation and (2) their proposal is made in compliance with this solicitation. Firm's representatives are expected to examine this RFQ thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements. Failure to do so will be at their risk.

All ambiguities, discrepancies, errors, omissions, or conflicting statements in this RFQ shall be interpreted to require the better quality or greater quantity of work and/or materials, unless otherwise directed by addendum. Firms assume responsibility for any ambiguity in the solicitation that their representatives do not bring to the City's attention.

The City shall have the sole discretion in evaluating both the proposal and qualifications of the firms. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the Project, with fee and qualifications factors being considered.

The City will conduct the selection for the best qualified, responsive, and responsible firm experienced in the following manner:

1. This RFQ document will be made available to interested firms and accessible on the City's website at www.georgetownsc.gov under "Bids", and the South Carolina Business Opportunity (SCBO) website, <https://scbo.sc.gov/online-edition>.
2. Proposals will be opened publicly. Due to the possibility of negotiation with any firm submitting a reasonable and responsible proposal which appears to be eligible for contract award pursuant to the selection criteria set forth in this RFQ, prices will not be divulged at the time of opening.
3. Statement of Qualifications (SOQs) will be evaluated as described in this RFQ.
4. At the City of Georgetown's discretion, a short list of the most qualified proposers may be compiled and asked to make presentations (virtual) to the City of Georgetown.
5. At the conclusion of the RFQ process, qualified submittals may be presented to the Georgetown City Council for review and approval, as required.
6. A firm will be selected for contract negotiations as required.
7. The City of Georgetown will notify selected firm of intent to offer contract award.

8. The submittal listing of proposals received will be posted on the City’s website at www.georgetownsc.gov under “Bids” not earlier than 48 hours after opening.

Evaluation Criteria

The selection of the engineering consultant is based on professional qualifications and competitive fee proposals. Fee proposals may be subject to negotiation for a fair and reasonable compensation.

All proposals will be reviewed for purposes of determining professional qualifications, responsiveness and responsibility. Any proposal, which does not meet the submittal requirements found on page fifteen (15) of this RFQ document, will be subject to disqualification. For purposes of determining responsibility, all information given by the proposer concerning its availability to fulfill the contract requirements and the integrity and reliability of the proposer will be reviewed. The submission of a proposal for review does not necessarily qualify the proposer or proposal as being responsive or responsible. Failure to provide specific information, as requested, for use in the evaluation will cause your proposal to be non- responsive.

The Project Review Committee (PRC), consisting of members appointed by the City Administrator or his/her designee will review and independently score the proposals submitted by all firms. In its review, the PRC will consider all elements of the RFQ. Firms shall be ranked from the most highly qualified to least qualified on the basis of the information provided by each firm and the evaluation criteria.

Offers will be consistently evaluated using only the criteria stated below:

Item no.	Evaluation Criteria	Maximum Points
1	Experience in planning, design and construction of drainage and marine bulkhead projects in coastal zones. Prior experience with federal grant project such as EDA.	30
2	Methodology and Approach: Firm’s creativity in resolving issues and conflicts in similar projects. Meeting the standards of care and use of sound engineering judgement. Demonstrate ability to coordinate work with several state and utility agencies.	30
3	Proposed Fee	25
4	Key Staff: Technical and project managerial skills of key staff in related projects. Adequate staffing of firm, ability to provide services and respond to client’s needs. Prior experience with EDA or similar federal agencies’ grant projects.	10
5	Background information in Hiring Veteran, Women, and Minority-Owned Firms as Subcontractors and/or Vendors.	5
	TOTAL	100

The PRC will generally select no more than five (5) of the most highly qualified firms. The PRC may, if needed, interview each of the selected firms.

Following completion of its review and evaluation, the designated staff member will present the recommendation of the PRC to the City Administrator or his/her designee who will give approval for the designated staff member to proceed to the negotiation of fees. The firm shall include a separate proposal. See Exhibit D-Engineer Proposal Form. In the event that the selected firm and the City cannot agree upon the cost and basis for compensation, the City shall negotiate with the second ranked firm to do the work, and continue in this manner until an agreement is reached with a firm.

Following successful contract negotiation by the City and the selected firm, the City Administrator or his/her designee will present the recommendation to Mayor and Council for approval, as required. Once approved, a summary of the ranking of firms will be posted to the city's website for public information.

The contract between the City and the engineering consultant must be submitted and approved by the EDA regional office.

Protest Procedure

In accordance with the City's Procurement Ordinance, any protest or objection to this RFQ selection award process must be submitted in writing to the City of Georgetown, Attn: Daniella Howard, Purchasing Agent, PO Drawer 939, Georgetown, SC 29440, within ten (10) calendar days of the posting of the award notification to the City's website. The City's Procurement Ordinance to include Section 2-194, Protest Procedure, can be found in its entirety on the City's website at: <https://www.georgetownsc.gov/wpfb-file/procurement>

Non-Mandatory Pre-Proposal Conference

A Non-Mandatory Pre-Proposal Conference will be held via GOTOMEETING, Wednesday, June 23, 2021 at 10:30 am (EST). Dial 669.224.3412, and enter the access code 916-043-653. Contact Purchasing@georgetownsc.gov or 843.545.4043 **prior to 10:00 am (EST), Wednesday, June 23, 2021**, if you have any questions.

Questions

No answers will be given over the phone.

For questions regarding this City's Request for Qualifications, please contact purchasing@georgetownsc.gov, no later than 5:00 pm EST (Local Time), Friday, June 25, 2021

Please note - if you do not receive confirmation from the City that your email was received before the deadline, it is the sole responsibility of the proposer to contact the purchasing agent at 843.545.4043.

No questions will be accepted after the aforementioned deadline. All submittals shall include the following in the subject line:

Stormwater System Improvements-Historic District

Answers to questions will be posted on the City's website at www.georgetownsc.gov under "Bids" as an Addendum no later than 5:00 pm EST (local time), Thursday, July 1, 2021.

Schedule of Milestone Events

No.	MILESTONE EVENTS	DATE	LOCAL TIME
1	Issue RFQ	Wednesday, June 2, 2021	
2	Non-Mandatory Pre-Proposal Conference via Go To Meeting	Wednesday, June 23, 2021	10:30 AM
3	Deadline for questions - emailed to: purchasing@georgetownsc.gov	Friday, June 25, 2021	5:00 PM
4	Deadline for addenda to be posted to the City's website, www.georgetownsc.gov, under "Bids"	Thursday, July 1, 2021	5:00 PM
5	RFQ proposal submittals due date	Thursday, July 8, 2021	On or before 2:00 pm
6	Project Review Committee (PRC) meeting - TBD ***Date will be posted on the City's website, www.georgetownsc.gov	Week of July 12, 2021	
7	Virtual Interviews with top tier finalist firms, if required - TBD ***Will be open only to PRC members and firms being interviewed	Week of July 26, 2021	
8	Obtain EDA and City Council Approvals for Engineering Contract	September 16, 2021	
9	Award Engineering Contract	September 20, 2021	
10	Issue Engineering Notice to Proceed	October 1, 2021	
11	Survey and Secure Easements	November 30, 2021	
12	Submit Site Certificate & Title Opinion	December 15, 2021	
13	Preliminary Plans and Specifications (30%)	February 28, 2022	
14	Preliminary Plans and Specifications (60%)	March 30, 2022	
15	Advanced Detailed Plans and Specifications (90%)	April 29, 2022	
16	Obtain Construction Permits	May 30, 2022	
17	Final Plans and Specifications (100%)	May 31, 2022	
18	Advertise for Bids	June 1, 2022	
19	Open Bids	July 13, 2022	
20	Obtain EDA and City Council Approvals for Construction Contract	September 15, 2022	
21	Award Construction Contract	September 20, 2022	
22	Issue Notice to Proceed	October 3, 2022	
23	Start Construction Phase 1- Front Street System	October 5, 2022	
24	Complete Construction Phase 1- Front Street System	June 30, 2023	
25	Start Construction Phase 2- El Cerro System	July 3, 2023	
26	Complete Construction Phase 2- El Cerro System	March 29, 2024	
27	Start Construction Phase 3- Queen Street System	April 1, 2024	
28	Complete Construction Phase 3- Queen Street System	September 30, 2024	
29	Start Project Closeout	October 1, 2024	
30	Complete Project Closeout	December 20, 2024	

All dates are tentative for Items 6-30

When the Procurement Division is closed due to force majeure, proposal openings will be postponed to the same time on the next official business day. Vendor is responsible to obtain information regarding proposal submittals directly from the City's website, www.georgetownsc.gov.

Professional and Construction Service procurement procedures are subject to the City's procurement policies as outlined in Section 2-187 of the City's Municipal Code (Chapter (Administration), Article IV (Procurement)). The City's Procurement Ordinance can be found in its entirety on the City's website at: <http://www.georgetownsc.gov/find/find-ordinances/>.

The City reserves the right to change the Project schedule as it deems necessary. In the event of a major date change, the City will post to the City's website and notify known participants. The City reserves the right to issue addenda to this RFQ up to three (3) days before the RFQ due date as needed to clarify the City's desires, or to make corrections, or changes to the RFQ document, or submittal process.

The City reserves the right to request additional information at any time from any and all prospective contractors or individuals as deemed necessary by the City to evaluate the proposals. This process may not be used, however, as an opportunity to submit missing documentation, missing information, or to make substantive revisions to the original proposal.

The City reserves the right to cancel or reissue the RFQ and/or revise the Project schedule at any time.

The City also reserves the right to accept or reject any or all proposals as deemed to be in its best interest, and to accept all or part of the scope of work herein as its Project timeline and/or budget allows.

All information will be updated and posted on the City's website www.georgetownsc.gov, under "Bids". It is the proposer's responsibility to obtain the information directly from the City's website regarding this Project.

The proposer will acknowledge receipt of all issued addenda in their submittals, if applicable.

No: _____ Dated: _____

No: _____ Dated: _____

No: _____ Dated: _____

Statement of Qualifications (SOQs) Content:

Proposals must be made in the official name of the company or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. Proposals shall not exceed 25 pages, including cover page and attachments, and must include the following:

- Letter of Interest – Provide one-page letter and include contact information and signature of company owner/president/CEO/Principal.
- Experience and Availability –Provide summary of qualifications, relevant industry experience, and availability to participate in the RFQ process to provide requested services to the City. Include photos of recent projects. Mention any experience related to storm drainage projects and bulkhead designs in the last five years. Emphasize any prior experience with federal agencies and federal and state grants. Include sub-consultants information along with their staff information.
- Key Personnel – All participating staff members should be identified, include their qualifications, roles, and the name of the individual responsible for the overall project. Provide project personnel list with titles and hourly rates.
- Methodology and Approach –Summarize the method and proposed project approach in providing pre-design, design, and construction services to the City. Outline how the proposers intends to service the City to ensure quality control and selection of sustainable and cost efficient systems and materials.
- List of References – Provide at least three references from similar projects in the past five years. Include contact information such as name, agency name, address, telephone, and email address.

Submittal Instructions

Federal Participation Disclosure – “This Project will be partially funded with Federal funds from the United States Department of Commerce, Economic Development Administration and therefore is subject to the Federal laws and regulations associated with that program.”

Local Vendor Preference is not approved for this Project. Equal weight and preference must be given to all vendors regardless of their location. The RFQ process must be open to all and selection based upon qualifications without any preference to locality.

To be considered responsive, interested parties must comply with the following:

1. Submit proposals electronically through the City’s website, www.georgetownsc.gov, to include the following four separate PDF documents:
 1. Complete Initialed copy of this RFQ document (Initial each page)
 2. Statement of Qualifications (not-to-exceed 25 pages)
 3. Complete Engineer Proposal Form - Exhibit D
2. Proposal must be submitted electronically through the City’s website, www.georgetownsc.gov, no later than the aforementioned deadline. No proposal will be accepted after such time. **It is the sole responsibility of proposers to have their proposals electronically submitted to the City before the closing hour and date. The City assumes no responsibility for technological failure in submitting proposals electronically. It is the sole responsibility of the bidder to confirm that their bid was submitted on time, and that their PDF file/files are not corrupt.** It is the sole responsibility of proposers to confirm that their proposal was submitted on time. Late proposals will neither be accepted nor considered. The official clock shall be that of the City’s Purchasing Agent or designee. The City reserves the right to accept or reject any or all proposals and to waive any informalities and technicalities in the procurement process. No additional fees, costs, or any other reimbursable expenses will be allowed.
3. This solicitation does not commit the City to award a contract. The City reserves the right to waive any technicalities or informalities and to accept or reject any and/or all submissions as deemed by its sole judgment to be in its best interest. The City also reserves the right to terminate the selection process without notice, to waive any irregularities in any submittal, and to request additional information from any of the proposers submitting a proposal.
4. Proposers may withdraw their proposal by written request, at any time prior to the scheduled opening of responses.
5. SOQs must be submitted by proposer’s own format and shall address all RFQ requirements. Partial or incomplete proposals will be rejected.
6. All costs incurred in preparing the proposal or costs incurred in any other manner by the proposer in responding to this RFQ will be completely the responsibility of the proposer. All materials and documents submitted by the proposer in response to this RFQ become the property of the City and will not be returned.
7. Any proprietary information contained in the proposal should be so indicated as follows:
Vendor Disclosure
Notice of SC Freedom of Information Act

“The parties acknowledge that all material submitted may be subject to release under the South Carolina Freedom of Information Act (FOIA) and will be released to the public unless exempt from disclosure under the FOIA.”

We discourage you from including any information you consider propriety or trade secret, as this material is subject to the FOIA once it's in the City's possession. If you must include any such information in your submission, please identify it by color, labeling, and/or bold font as "PROPRIETARY INFORMATION" so that it can be readily recognized. In the event the City receives a request for this material, the City will notify those parties who have identified information they believe is proprietary or trade secret of the request. The City has a ten (10) day deadline to respond to the request. This is your window to file an action challenging the release. Please be on notice that if the City is not served with such an action, the information will be released.

8. Proposals must be made in the official name of the company or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. Proposals having any erasures or corrections must be initialed in ink by the proposer.
9. Disqualification and Rejection of Proposal – The City reserves the right to reject any proposal from a proposer who has failed to perform satisfactorily, or complete on time, or in a manner consistent with the RFQ documents, contract of similar nature, or to reject the proposal from a proposer who is not in a position to perform such a contract satisfactorily. The City expressly reserves the right to award the contract to the proposer that best meets the requirements as set forth herein.
10. Assignment of Contract – Assignment to the selected proposer of any contract to be entered into in accordance with this RFQ will not be recognized by the City unless such assignment has prior written approval of the City.
11. Insurance Provisions - The selected proposer will be required to provide and maintain proof of insurance throughout the contract term and as required at point of contract negotiation by the City's Risk Manager as follows:

Commercial General Liability:

Each Occurrence \$1,000,000

General Aggregate \$2,000,000

Automobile Liability:

Combined Single Limit \$1,000,000

Workers' Compensation:

Statutory Limits

The City is to be named as "Additional Insured" on the above insurance coverage as respect to the City's interest under the contract. Certificates showing proof of insurance shall be submitted to the City prior to commencement of services under the Agreement. Further, it shall be an affirmative obligation upon the proposer to advise the City's Risk Manager within two (2) days of the cancellation herein at one of the following options below:

- Email - cmcdaniel@georgetownsc.gov
- Mailing address - PO Box 939, Georgetown, SC 29442 or
- Physical address - 1134 N. Fraser Street, Georgetown, SC, 29440

Failure to do so shall be construed to be a breach of the agreement:

12. Indemnification - The selected proposer agrees to indemnify, defend and hold harmless the City and their authorized officers, employees, agents, and volunteers from any and all

claims, actions, losses damages, and/or liabilities arising from their acts, errors, or omissions and for any costs or expenses incurred by the City. **Under an agreement, the city cannot indemnify the contractor.**

13. Compliance With Law – The selected proposer and its agents and employees shall be bound and comply with all federal, state and local laws, ordinance rules and regulations, as well as all other governing bodies having legal jurisdiction with respect to the area where such work is performed.
14. City Business License and Permits - The selected proposer shall be required to obtain all applicable City permits and business licenses prior to work commencing. Contact Jestin Gilliard, Revenues Manager, jgiillard@georgetownsc.gov or 843.545.4041, for business license information. Contact the Planning & Community Development Department at 843.545.4017 for permitting information. These expenses shall be included in the total proposal cost.
15. Payment terms - A monthly itemized billing statement must be submitted in a form specified by the City for services performed. The City will remit full payment on all undisputed invoices within thirty (30) days from receipt of the invoice by the appropriate person(s) (to be designated at the time of contract).
16. Contract award shall be subject to the approval of the City Council and EDA.

General Contractual Requirements

1. Force Majeure - The proposer shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the proposer. Such causes may include, but are not limited to acts of God or of the public enemy, acts of Governments in either its sovereign or contractual capacity, fires, floods, pandemics, epidemics, quarantine restriction, strikes, freight embargoes, and unusually severe weather, natural or man-made disasters; but in every case the failure to perform must be beyond the control and without the fault or negligence of the proposer.
2. Governing Law - Except to the extent that this agreement may be governed by any federal law, including federal bankruptcy law, this Agreement shall be governed by, constructed and interpreted under, and enforced exclusively in accordance with the laws of the State of South Carolina, and the courts in the State of South Carolina shall have jurisdiction with respect to any dispute arising hereunder.
3. Proposer Qualifications - Proposer must, upon request of the City, furnish satisfactory evidence of its ability to furnish products and/or services in accordance with the terms and conditions of this RFQ. The City reserves the right to make the final determination as to the proposer's ability to provide the services herein.
4. Proposer Responsibility – Each proposer shall fully acquaint him/herself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this RFQ. It is expected that this will sometimes require on-site observation. The failure or omission of the proposer to acquaint him/herself with existing conditions shall in no way relieve him/her of any obligation with respect to this RFQ or to a contract.
5. Affirmative Action - The proposer will take affirmative action in complying with all federal and state requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.
6. Women and Minority Business Enterprise (WMBE) Statement - It is the policy of the City to provide minorities, and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment,

construction projects, and lease agreements consistent with the laws of the State of South Carolina. It is the policy of the City to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veteran status. It is further the policy of the City to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

7. Termination - Subject to the following provisions, any contract resulting from this request for proposals may be terminated by the City provided a thirty (30) day advance notice in writing by the City Administrator, or his designee, is given to the proposer:
 - 7.1 Non-Appropriations - Funds for this contract are payable from local appropriations. If the sufficient appropriations are not made to pay the charges under the contract it shall terminate without any obligation to the City.
 - 7.2. Convenience - In the event that a contract is terminated or canceled upon request and for the convenience of the City without the required thirty (30) day advance written notice, then the City shall negotiate reasonable termination costs, if applicable.
 - 7.3 Cause - Termination by the City for the cause, default or negligence on part of the proposer, shall be excluded from the foregoing provisions; termination costs, if any shall not apply. The thirty (30) day advance notice requirement is waived and the default provision herein shall apply.
 - 7.4 Default – In case of default by the proposer, the City reserves the right to purchase any and all items/services in default in open market, charging proposer with any excessive costs. SHOULD SUCH CHARGE BE ASSESSED, NO SUBSEQUENT PROPOSALS OF THE DEFAULTING PROPOSER WILL BE CONSIDERED UNTIL THE ASSESSED CHARGE HAS BEEN SATISFIED.
8. Prime Proposer Responsibilities - The proposer will be required to assume sole responsibility for the complete effort as required by this RFQ. The City will consider the proposer to be the sole point of contact with regard to all contractual matters.
9. Subcontracting - If any part of the work covered by this RFQ is to be subcontracted, the proposer shall identify the subcontracting organization and the contractual arrangements made therewith at the time of the offer. All subcontractors must be approved by the City. The successful proposer will also furnish the corporate or company name and the names of the officers of any subcontractors engaged by the proposer.
10. Ownership of Material – All materials and documents submitted by the proposer in response to this specification become the property of the City and will not be returned to the proposer.
11. Compliance with State and Federal Requirements – State and Federal requirements that are more restrictive than these set forth herein shall be followed by the proposer.
12. Contract Amendments - Amendments to any agreement between the City and the proposer must be reviewed and approved in writing by the City Administrator or his/her designee.
13. Assignment - No contract or its provisions may be assigned, sublet, or transferred without the written consent of the City Finance Department.
14. Records Retention and Right to Audit – The City shall have the right to audit the books and records of the proposer as they pertain to this contract. Such books and records shall be maintained for a period of three (3) years from the date of final payment under contract.
15. The City may conduct performance audits of the proposer, as determined necessary by the City. Pertaining to all audits, the proposer shall make available to the City, access to its computer files containing the history of the contract performance and all other documents

related to the audit. Additionally, any software used by the proposer shall be made available for auditing purposes at no cost to the City.

16. Independent Contractor Status - The parties hereby agree that the contractor is an independent contractor of the City and that nothing in an agreement with the City shall be deemed to place the parties in a relationship of employer/employee, partners, or joint ventures. Neither party shall have the right to obligate or bind the other in any manner. Each party agrees and acknowledges that it will not hold itself out as an authorized agent with the power to bind the other party in any manner. Each party shall only be responsible for any withholding taxes, payroll taxes, disability insurance payments, unemployment taxes, or other similar taxes or charges with respect to its activities in relation to the performance of its obligations of an agreement.
17. Representations of Proposer - Proposer represents, warrants, and covenants that:
 - (a) In providing the services proposer shall utilize the care and skill used by members of proposer's profession practicing under similar circumstances at the same time and in the same locality.
 - (b) All employees provided by the proposer to the City shall have the qualifications, skills, and experience necessary to perform his/her job in accordance with the requirements of the agreement. The City may request removal of any employee for good cause.
 - (c) Proposer is a business, validly existing and in good standing under the Laws of the State of South Carolina.

Exhibits Available

- A) How to register as a vendor
- B) How to respond to an online proposal
- C) Professional Services Agreement (blank)
- D) Engineer Proposal Form (blank)

Attachments Available

- 1) Conceptual Bulkhead Plan
- 2) Front Street System
- 3) El Cerro System
- 4) Queen Street System
- 5) Proposed Easements