



## TOWN OF BLUFFTON

RFP NO: 2019-34  
ISSUED BY: Kim Jones, Watershed Management  
Division Manager  
EMAIL: [kjones@townofbluffton.com](mailto:kjones@townofbluffton.com)

**SUBMITTAL PACKAGES DUE:**  
**CLOSING DATE:** Monday, April 1, 2019  
**CLOSING TIME:** 4:00 p.m.

**FAX / E-Mail not accepted**

**PROJECT TITLE & DESCRIPTION:**  
**May River Watershed Model**

**ACKNOWLEDGEMENT OF ADDENDA:** This bid is submitted subject to Addenda numbers \_\_\_\_ through \_\_\_\_.

**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:

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 solicitation for the services to be provided, and is in all respects true, accurate and without collusion or fraud.



# **Town of Bluffton**

## **Request for Proposals**

### **RFP # 2019-34**

### **May River Watershed Model**

#### **1. PURPOSE**

The Town of Bluffton, South Carolina (Town) is seeking proposals from interested and qualified firms with past, proven, positive experiences using XPSWMM software to guide watershed planning efforts for stormwater quality and quantity control. The Town anticipates the final model will inform the May River Watershed Action Plan (Action Plan) Update, Capital Improvement Program (CIP) water quality projects, policies, and programs to restore and protect shellfish harvesting throughout the length of the May River, Bluffton, SC.

The May River in Bluffton, SC is designated an Outstanding Resource Water by the SC Department of Health and Environmental Control (SCDHEC) for its valued natural resources, particularly for its oyster production and aesthetic views. However, following rapid development within the watershed, rising fecal coliform levels in the river's headwaters resulted in closing portions of the river to shellfish harvesting.

Based upon changing land use conditions throughout the May River watershed, state of knowledge surrounding fecal coliform latency in the environment, and quantified impact of BMPs to downstream water quality, the time has come for a May River Watershed Action Plan Update (Action Plan Update). The Action Plan must maintain consistency and alignment with other official plans and guidance documents, with the goal of protecting the May River Watershed. This RFP details the tasks required to update the Action Plan.

These tasks will be completed under a fixed price contract. The target start date for performing these services is May of 2019.

The Town intends to award one contract to the firm that presents the proposal considered to be of the best value and approach to meet the Town's needs.

At any time during the solicitation process, the Town of Bluffton reserves the right to refuse any and all sealed proposals and to waive any technicalities and formalities. The Town of Bluffton reserves the right to negotiate with all qualified Proposers. The Town may cancel this solicitation in part or in its entirety at any time during the solicitation process if it is in the Town's best interest to do so.

## **2. SOLICITATION TERMS and CONDITIONS**

### **Proposers Responsibility:**

While the Town has used considerable efforts to ensure an accurate representation of information in this RFP, each prospective Proposer 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 RFP.

Before submitting a proposal, each Proposer 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 Proposer will rely. If the Proposer receives an award because of its submission, failure to have made such investigations and examinations will in no way relieve the Proposer 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 Proposer for additional compensation or relief.

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

It is incumbent upon each prospective Proposer 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 the due date below. 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](http://www.townofbluffton.sc.gov). It is the Proposer'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 on the signatory sheet.

Questions and inquiries regarding this solicitation shall be submitted to:

**Kim Jones**  
**Watershed Management Division Manager**  
[kjones@townofbluffton.com](mailto:kjones@townofbluffton.com)

Submit question no later than:

**4:00 pm, Friday March 8, 2019**

### **Restricted Discussions:**

All prospective Proposers are hereby instructed not to contact any member of the Town of Bluffton Council, the Town Manager or Town of Bluffton staff members, other than the noted contact person OR the Town's Purchasing

Administrator regarding this RFP or their response at any time during the RFP process. Any such contact shall be cause for rejection of your submittal

**Submittal of Proposals:**

Sealed proposals shall be received by or prior to:

**4:00 pm on Monday, April 1, 2019**

The closing date and time shall be scrupulously observed. Packages containing submittals shall be presented as such that they may be easily identified. The outside of the package shall be identified as follows:

**RFP # 2019-34  
May River Watershed Model  
Town of Bluffton  
Attn: Kim Jones**

Packages containing submittals and being delivered by postal, freight carrier, courier or in person shall be sent to:

**Town of Bluffton  
20 Bridge Street  
Bluffton, South Carolina 29910**

**Public Opening of Proposals:**

The public opening will be held fifteen minutes after the deadline at the address, date, and time specified below:

**4:15 pm on Monday, April 1, 2019**

**Town Hall  
20 Bridge Street  
Bluffton, South Carolina 29910  
Town Hall Main Conference Room**

No packages will be accepted at the Public Opening. Packages must be submitted to the Town Hall location prior to the deadline to be considered.

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 prior to the deadline. 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 proposals. 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 proposal 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 proposals compared to the specific requirements and qualifications of a firm as contained and described in this document.

**Proprietary and/or Confidential Information:**

A proposal is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. A firm that cannot agree to this standard should not submit a proposal.

All information that is to be treated as confidential and/or proprietary must be CLEARLY identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as CONFIDENTIAL, in bold, in a font of at least 12-point type, in the upper right-hand corner of the page. All information not so denoted and identified may be subject to disclosure by the Town.

**Award:**

Award will be made to the Proposer who submits the overall proposal that is judged to provide the most advantageous and best value to the Town. In determining the most advantageous proposal, the Town reserves the right to consider criteria, such as, but not limited to, cost, quality, workmanship, past experience, ability, capability, reputation, and past performance. The Town may opt to establish alternate selection criteria to protect its best interest or meet performance or operational standards.

**Local Preference:**

The Local Vendor Preference program has been implemented by the Town of Bluffton under the Town of Bluffton Ordinance No. 2010-13. The ordinance allows the Town to implement more favorable evaluation criteria for vendors that are certified as local vendors. Any vendor certified as a local vendor shall be given preference in the following manner:

A. Definition of a Certified Local Vendor:

- Company maintains a local office within the legally defined boundaries of Beaufort County; has a majority of full-time employees, chief officers and managers regularly conducting work at this location; properly licensed for commercial operations; is open to the public; and is in compliance with local zoning requirements;
- Company has held a valid Town Business License for a consecutive period of at least two (2) years prior to application for certification; and
- Company has submitted a Local Preference Certification statement and is on file.

B. Evaluation Processes:

- Selection criteria shall include (as applicable) the local vendor preference program or demonstrated local content with a minimum weighting of five (5) percent

### 3. QUALIFICATIONS

At a minimum, and to be considered a responsible proposer, the individuals and/or firm must:

- A. Currently possess or be willing to obtain a Town of Bluffton Business License if contract is awarded;
- B. Have **three (3)** years of documented past, proven and positive experiences in providing the services requested;
- C. Provide at least five (5) references of clients for whom the firm has provided similar services; and
- D. Demonstrate the ability to provide the requested services. Experience using XPSWMM is required.

### 4. SCOPE OF SERVICES

This Scope of Services defines the minimal acceptable performance by the proposer in providing the defined services at all the identified locations and related areas identified below. The successful offeror will demonstrate in its proposal the ability to perform these services for the Town of Bluffton. Offerors are encouraged to propose alternate approaches and/or enhancements to the process as part of the methodology and approach of the submittal package. The target date for commencing these services is **May of 2019**.

#### **Term of Contract:**

This contract shall not exceed **one (1) year** following the date of execution.

#### **Background:**

The May River in Bluffton, SC is designated an Outstanding Resource Water by the SC Department of Health and Environmental Control (SCDHEC) for its valued natural resources, particularly for its oyster production and aesthetic views. However, following rapid development within the watershed, rising fecal coliform levels in the river's headwaters resulted in closing portions of the river to shellfish harvesting.

Through a weekly, fecal coliform "hot spot" sampling program, staff identified areas of high fecal coliform concentration that can contribute to pollutant loading within the watershed. The indications from those efforts are that increased stormwater runoff volume from development is a key contributor to pollutant loading downstream. This knowledge resulted in the Town adopting a volume-based stormwater ordinance in 2010 and the May River Watershed Action Plan (Action Plan) in 2011. The Action Plan has a parallel approach to protect and restore shellfish harvesting throughout the May River. Based on the "hot spot" water quality monitoring program, the Action Plan lists multiple strategies and project recommendations, primarily stormwater pond modifications or construction. The Executive Summary of the Action Plan is included as Attachment 4. The complete document can be found here: <https://www.townofbluffton.sc.gov/engineering-department/pdfs/may-river-watershed-action-plan.pdf>.

The Town's priority has been to implement Action Plan projects and refine our understanding of what water quality improvements can be expected following completion. Based upon the Action Plan, the Town has successfully secured two (2) EPA 319 Grant awards from SCDHEC. One award was used to construct the New Riverside Stormwater Lagoon in 20113 at one of the "hot spots." While the pond effectively reduces fecal coliform concentrations by greater

than 95% pre- versus post-treatment, there is no statistically significant decrease in fecal coliform concentrations measured 1,700 feet downstream prior to discharging into the May River.

A second 319 Grant for a stormwater volume-reduction BMP project was completed in 2016 and is currently under evaluation. This project retrofitted an existing stormwater system, permitted before the current volume-based ordinance, with volume control through stormwater reuse for irrigation. This is the most common volume reduction technique used by the development community to meet the Town's ordinance. Currently there are no design guidelines for these systems. One of the expected outcomes of this project is creating a design strategy that optimizes the amount of runoff infiltrated by the system. Flow monitoring for both pre- and post-project conditions will help determine its efficacy. In addition to the water quality benefits, valuable information will be gained from this BMP that will aid the Town in offering design guidance to the public that will maximize this particular type of BMP's volume control potential.

Both projects contribute to a better understanding of the true impact of a particular BMP to improve water quality. The Town will continue to evaluate BMP technologies upon completion. Thus, every project will help the Town refine the Action Plan to be tailored for specific needs and conditions. The Action Plan is intended to be a living document with frequent updates and modifications. It will evolve over time so that successful recommendations and projects are highlighted and expanded on, while less successful and ineffective concepts are removed.

Based upon changing land use conditions throughout the May River watershed, state of knowledge surrounding fecal coliform latency in the environment, and quantified impact of BMPs to downstream water quality, the time has come for a May River Watershed Action Plan Update (Action Plan Update). The Action Plan must maintain consistency and alignment with other official plans and guidance documents, with the goal of protecting the May River Watershed.

The Action Plan Update will consist of several simultaneous activities including:

1. Developing a regional, model Stormwater Ordinance & Design Manual;
2. Updating the Town's Stormwater Utility (SWU) Fee Rate Model to project SWU fee needs for operations, debt service for CIP projects and capital expenditures;
3. On-going fecal coliform and microbial source tracking water quality monitoring;
4. Developing a qPCR microbial source tracking hand-held system;
5. Completing long-term trend analysis and monitoring of new biological and physical indicators in the May River; and
6. Completing a water quality model for baseline (2002) and current (2018) conditions for the May River watershed using XPSWMM. The model will prioritize completion of the headwaters.

### **Scope of Work:**

TASK 1: Develop XPSWMM Water Quality Models for the May River headwaters subwatersheds of Rose Dhu Creek, Stoney Creek, Duck Pond, and Palmetto Bluff Headwaters.

The Town desires the following outcomes from a water quality model using XPSWMM software:

- a) Completion of two (2) May River watershed models, prioritizing the headwaters subwatersheds, for baseline (2002) and current (2018) land use conditions and BMP installation;
- b) Calibration of models based on field data provided by the Town to determine what is responsible for increases in fecal coliform and potential impact of future BMPs to reduce fecal coliform loadings to the May River; and

- c) Deliver the final models for staff use to evaluate future development and BMP impacts to water quality and quantity, as well as a summary report of assumptions made during model generation.

Town resources available:

- 2002 XPSWMM models for Stoney Creek, Rose Dhu Creek and Duck Pond.
- GIS data for sewer lines and force mains.
- GIS data for subwatershed basin delineations.
- Water quality data results including location, site, microbial source tracking.

TASK 2: Evaluate current Action Plan BMPs with XPSWMM model and suggest alternatives, as needed.

Based on XPSWMM model, evaluate and recommend BMP projects to include in the Action Plan Update by completing the following tasks, at a minimum:

- a) Review the 2011 May River Watershed Action Plan to evaluate the currently proposed fecal coliform reduction projects for type and place. Are they relevant based on current knowledge of BMP functions, "hot spot" data, etc.?
- b) If current BMPs and/or locations are not in alignment with the water quality model outputs, propose new projects BMPs and locations for fecal reduction;
- c) Identify data gaps that might limit the ability to complete Tasks 1 and 2;
- d) Develop cost estimates for proposed projects to inform the Town's long-term CIP funding needs;
- e) Develop priority list for project selection in terms of fecal reduction potential versus project cost; and
- f) Submit a summary report, maps and associated exhibits for Tasks 1 - 6. Action Plan BMP evaluation to the Town for staff's use to evaluate impact of future development and CIP projects

Add-alternate 1: Complete water quality model for entire May River Watershed.

Add-alternate 2: Evaluate the drainage system for potential infrastructure improvement projects for flood mitigation.

### **Insurance:**

The awarded vendor shall provide and maintain at all times during the term of the contract, without cost or expense to the Town, policies of insurance, with a company or companies authorized to do business in the State of South Carolina, and which are acceptable to the Town, insuring the vendor against any and all claims, demands or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services and/or obligations of the vendor under the terms and provisions of the contract. The vendor is responsible for a timely provision of certificate(s) of insurance to the Town at the certificate holder address evidencing conformance with the contract requirements at all times throughout the term of the contract.

An original certificate of insurance, indicating that the awarded vendor has coverage in accordance with the requirements of this section, shall be furnished by the vendor to the Town within five (5) working days of such request and must be received and accepted by the Town prior to contract execution and/or before any work begins.

Such policies of insurance, and confirming certificates of insurance, shall insure the vendor is in accordance with the following minimum limits:

**Workers Compensation** – The Selected Vendor shall agree to maintain Worker's Compensation Insurance & Employers Liability in accordance with the State of South Carolina Code.



**Business Auto Policy** – The Selected Vendor shall agree to maintain Business Automobile Liability at a limit of liability not less than \$500,000 each occurrence for all owned, non-owned and hired automobiles.

**Commercial General Liability** – Commercial General Liability for public liability during the lifetime of a contract shall have minimum limits of \$1,000,000 per claim, \$2,000,000 per occurrence for Personal Injury, Bodily Injury, and Property Damage Liability. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Complete Operations, Contractual Liability and Broad Form Property Damage Endorsements. Coverage shall not contain an exclusion or limitation endorsement for Contractual Liability or Cross Liability. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed. All insurance policies shall be issued from a company or companies duly licensed by the State of South Carolina. Specific endorsements will be requested depending upon the type and scope of work to be performed.

**Professional Liability** – The Selected Vendor shall agree to maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than \$1,000,000 Per Occurrence. When a self-insured retention (SIR) or deductible exceeds \$10,000, the Town reserves the right, but not the obligation, to review and request a copy of Vendors most recent annual report or audited financial statement.

**Additional Insured Requirements** – Except as to Workers’ Compensation and Employers’ Liability, said Certificate(s) shall clearly state that coverage required by the contract has been endorsed to include the Town of Bluffton, a municipality of the State of South Carolina, its officers, agents and employees as Additional Insured with a CG 2026-Designated Person or Organization endorsement, or similar endorsement, to its’ Commercial General Liability. The name for the Additional Insured endorsement issued by the insured shall read “Town of Bluffton”, a municipality of the State of South Carolina, its officers, employees and agents along with the contract and solicitation number. The Certificate of Insurance shall unequivocally provide thirty (30) days written notice to the Town prior to any adverse changes, cancellation, or non-renewal of coverage thereunder. Said liability insurance must be acceptable by and approved by the Town as to form and types of coverage.

**Delivery and Completion of Work:**

The Town will use the Proposer’s estimate to develop a period of performance for work to be completed. This period of performance may be adjusted at the Town’s discretion. All work shall be performed in accordance with good commercial practice. The work schedule and completion dates shall be adhered to by the Proposer(s), except in such cases where the completion date will be delayed due to acts of God, strikes, or other causes beyond the control of the vendor. In these cases, the Proposer shall notify the Town of the delays in advance of the original completion date so that a revised delivery schedule can be appropriately considered by the Town.

**Acceptance of Services:**

The services rendered as a result of an award from this solicitation shall not be deemed complete, until accepted by the Town and shall be in compliance with the terms herein, fully in accord with the specifications and of the highest quality. In the event that the service does not conform to the specifications, the Town reserves the right to terminate the contract and will not be responsible to pay for any such service.

**5. SUBMITTALS and FORMAT**

By submitting a proposal, 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 and a solution that is viable and within the Town's best interests.

The Town reserves the right to award a contract pursuant to this RFP without further discussion with proposers. 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 proposal as non-responsive.

The submittal package shall consist of **four (4)**, one (1) signed original and **three (3)** complete hard copies and one (1) electronic copy of the Respondents proposal. 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 proposal shall include the following:

***A. Signatory Sheet***

Requires acknowledgement of RFP addenda and signature of representative authorized to bind the company.

***B. Letter of Transmittal***

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

- Briefly state the firms understanding of the work to be done and the commitment to perform the work.
- Give the names of the persons who will be authorized to make representations for the 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 proposal as submitted.

***C. Copy of Town of Bluffton Business License, MBE/WBE/Local Vendor Certificate***

This section shall include a copy of the firms Town of Bluffton Business License. If the firm does not currently have a license, then a letter of commitment to obtain a Town of Bluffton Business License if contract is awarded shall be inserted. If the firm has a Minority Business Enterprise/Woman's Business Enterprise, or Local Vendor Certificate, include a copy.

***D. Firm's Profile***

- State whether the organization is national, regional or local and the location of the office from which the work is to be performed.
- Identify who the project manager will be for the duration of the project.
- Qualifications of project members who will have direct responsibility for fulfilling the terms of the contract, particularly with similar scope and complexity. Resume format is preferred.

- What ability does the firm have to sustain the potential loss of key personnel and still adequately meet the terms of the contract?

***E. Firm's Experience and Performance (Past and Current)***

- Indicate firm's proven, positive experiences with projects of similar scope and complexity using XPSWMM by providing case studies. Ensure projects cited are a similar scale, e.g. watershed as opposed to a project involving one individual body of water or one development.
- Projects cited shall have commenced recently, within the past ten years.
- 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.

***F. Firm's approach and methodology to executing solution and/or performance***

- Provide a concise description of the approach and process the firm will employ to successfully complete the work to be performed to include operational plans, work procedures, processing systems and any specific staffing or equipment resources that will be employed by the firm to support the needs and objective of the Town of Bluffton.
- Provide a statement demonstrating an understanding of the services and support required by this RFP. State how the firm will approach the project and the methodology to be used to perform the services or obtain the solution as described or outlined in the Scope of Services.
- Include a schedule using GANTT chart or similar view of major milestones, task duration and overall duration.
- Exceptions – clearly describe any exceptions the firm may have in regard to any requirements stated in the Scope of Services.

***G. Pricing Schedule***

Firms shall complete the attached pricing schedule form(s) which is based on the scope of services to be provided. The pricing schedule of this solicitation defines the requirements of the services to be purchased and must be completed and submitted with the proposal. Use of any other form(s) or alteration of the included schedule may result in rejection of the proposal.

## **6. EVALUATION, SELECTION, NEGOTIATION and AWARD**

State of South Carolina procurement code will be followed to secure the 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 RFP, the Town may utilize site visits or may request additional material, information, interviews, presentations or references from the respondent(s) submitting a proposal or offer.

***A. Evaluation Criteria:***

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

<b>EVALUATION CRITERIA</b>	<b>MAX POINTS</b>
Creativity and insight related to the project included in proposed project approach, methodology, and timeline	25
Related experience on similar projects	25
Firm's qualified personnel	20
Proposed budget	15
Firm's performance (past & current) and references	10
Local Preference or Minority & Disadvantaged Business Enterprise	5
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

**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 the 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.

Firms exhibiting the ability to provide and maintain the services requested; submits a proposal that is formatted correctly; and is inclusive of all the required forms will be considered a responsive and responsible proposer.

**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 Proposers. 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 Proposer in connection with such interviews/presentations (i.e., travel, accommodations, etc.)

The Selection and Review team will rank all complete submittals received and/or formal oral presentations/interviews in order of preference and outcomes will be based on the determination of which firm will meet the needs and provide the best overall value to the Town as it pertains to the requirements of the scope of work.

***D. Negotiations:***

The Town reserves the right to negotiate a final agreement with the top ranked proposal that meets the needs and is considered the best value to the Town of Bluffton. If a contract cannot be negotiated with the highest-ranking firm, negotiations may be conducted with the second, and then the third, and so on until a satisfactory contract can be agreed upon and executed. Additionally, should the Town choose to do so, it reserves the right to provide all responsive and responsible Proposers an opportunity to submit their best and final offers.

***E. Award and Contract***

Award will be made in accordance with the Town of Bluffton's purchasing policy and procedures. A contract resulting from an award shall be the Town of Bluffton's purchase order and/or contract, containing the Town's terms and conditions. A sample of the contract has been attached to this solicitation for viewing. Contracts from firms submitting a proposal will not be accepted.

**Attachments**






1. Signatory Sheet
2. Pricing Schedule Form
3. May River Watershed Action Plan Executive Summary
4. Sample Town of Bluffton Agreement

# RFP 2019-34






## May River Watershed Model

### BID SHEET






**Task 1 – develop water quality models**

Job Title	Hourly Rate	Level of Effort in hours	Firm fixed price
			\$ 
			\$ 
			\$ 
			\$ 
<b>TOTAL TASK 1</b>			\$ 






**Task 2 – evaluate current Action Plan BMPs and make recommendations**

Job Title	Hourly Rate	Level of Effort in hours	Firm fixed price
			\$ 
			\$ 
			\$ 
			\$ 
<b>TOTAL TASK 2</b>			\$ 

**Alt Task 1 – complete water quality model for entire May River watershed**

Job Title	Hourly Rate	Level of Effort in hours	Firm fixed price
			\$ 
			\$ 
			\$ 
			\$ 
<b>TOTAL ALT TASK 1</b>			\$ 

**Alt Task 2 – evaluate drainage system for potential infrastructure improvements**

Job Title	Hourly Rate	Level of Effort in hours	Firm fixed price
			\$ 
			\$ 
			\$ 
			\$ 
<b>TOTAL ALT TASK 2</b>			\$ 

Quoted rates shall be in effect for the duration of the contract. Bids shall be valid for 90 days from the date of proposal submittal.

CONTRACTOR: \_\_\_\_\_

Owner/Manager Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_