



## REQUEST FOR QUOTE (RFQ)

REQUESTOR: City of Georgetown  
1134 North Fraser Street  
Georgetown, SC 29440  
Contact: Daniella Howard, Purchasing Agent  
Email: [dhoward@cogsc.com](mailto:dhoward@cogsc.com)  
Phone: 843.545.4043

PROJECT: City Hall Rebuild Project #2002 – Site Survey

DATE OF ISSUE: Wednesday, September 4, 2019

DUE: **On or before 3:00 PM EST (local time) Wednesday, September 18, 2019**

Submit proposals by email only to:

Daniella Howard, Purchasing Agent – [dhoward@cogsc.com](mailto:dhoward@cogsc.com)

## **Background**

The City of Georgetown (City) is an incorporated municipality with a population of just under 10,000 residents. The City is located 60 miles north of Charleston and 36 miles south of Myrtle Beach. It is the end point 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 International Paper and Tideland Hospital. The City is the county seat and operates under the Mayor-Council form of government as set forth in the State of South Carolina Code Chapter II, Article I, Section 2-1. Additional information is available on our website at [www.cogsc.com](http://www.cogsc.com).

The City of Georgetown is seeking proposals from qualified firms authorized and licensed to perform surveying work in the state of South Carolina.

## **Scope of Services**

Perform a Class A type survey at the former City Hall site located at 120 N. Fraser Street in Georgetown, SC. The site is approximately 2.78 acres and includes a stormwater retention pond and a sewage pump station.

Survey shall include existing topography, overhead and known underground utilities, existing buildings, parking area, sidewalk, curbs, trees, poles, water valves, water meters, fire hydrants, manholes, pump station, electric generator, underground vaults, stormwater pond, catch basins, easements, property boundary lines, etc.

Identify property corners and set iron pipes, if necessary.

Survey plans shall be signed and sealed by a surveyor currently licensed in the State of South Carolina.

Surveying work shall meet or exceed the requirements of the Standards of Practice Manual for Surveying in South Carolina.

Submit survey map in three formats: Three copies of printed plans (24”x 36”), PDF and Auto CAD files.

## Schedule of Events

The following is the schedule of events listed in the order of occurrence:

<b>MILESTONE EVENT</b>	<b>DATE</b>	<b>TIME EST (LOCAL TIME)</b>
1. RFQ issued	Wednesday, September 4, 2019	
2. Deadline for questions - email to oarteaga@cogsc.com	Friday, September 13, 2019	3:00 pm
3. Deadline for answer(s) to be posted to the City's website www.cogsc.com	Monday, September 16, 2019	5:00 pm
4. Proposal due date	Wednesday, September 18, 2019	on or before 3:00 pm
5. Site surveying work (tentative)	Week of September 23, 2019	
6. Survey Submittal	Two (2) weeks after site survey	

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 firms 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 or to make substantive revisions to the original proposal.

When the Purchasing Department is closed due to force majeure, bid and proposal openings will be postponed to the same time on the next official business day.

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

The City also reserves the right to 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.cogsc.com](http://www.cogsc.com) under "Bids". It is the firm's responsibility to obtain the information directly from the City's website regarding this project.

## **Submittal Instructions**

Submit lump sum proposal by email only to [dhoward@cogsc.com](mailto:dhoward@cogsc.com).

Proposal must include cost for the following scope of work for:

1. Topographic, property boundary, and utility survey. Class A type.
2. Set iron pipes at property corners, as necessary
3. Submittal of site survey in print, PDF, and AutoCAD formats within two weeks of site visit.

## **Insurance and Business License Requirements**

The selected firm will be required to provide proof of insurance with a minimum amount of \$1,000,000 as follows:

- Comprehensive General Liability (per occurrence);
- Comprehensive Auto Liability (per occurrence); and
- Workers' Compensation Liability
- Professional Liability

The City of Georgetown is to be named as "Additional Insured" on the above insurance coverage. Certificate of insurance shall be submitted to the City prior to commencement of services.

The selected firm shall be required to retain a business license in the City of Georgetown.

## **Questions**

No answers will be given over the phone.

Questions regarding this RFQ should be submitted in writing to [oarteaga@cogsc.com](mailto:oarteaga@cogsc.com), no later than 3:00 pm EST (local time), Friday, September 13, 2019. No questions will be accepted after the aforementioned deadline. All submittals shall include the following in the subject line:

City Hall Site Survey

Answers to questions will be posted on the City's website at [www.cogsc.com](http://www.cogsc.com) under "Current Bids" as an Addendum no later than 5:00 pm EST (local time), Monday, September 16, 2019.

## **Exhibits Available**

None