



REQUEST FOR QUOTE (RFQ)
FOR
LIMITED PHASE II
ENVIRONMENTAL SITE ASSESSMENT
AT
OLD CITY HALL

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

PROJECT: City Hall Rebuild

PROJECT No.: 2001

DATE OF ISSUE: Thursday, February 14, 2019

DUE: **On or before 3:00 PM EST (local time) Thursday, February 21, 2019**

Submit proposals by email only to:

Daniella Howard, Purchasing Agent – dhoward@cogsc.com

Background

The City of Georgetown (City) is an incorporated municipality with a population of nearly 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 Tidelands 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.

The original City Hall building located at 120 N. Fraser Street, Georgetown, SC, was constructed in 1977. The building foundation became unstable during the US 17/City Hall Drainage Project in 2011, after a dewatering process took place. The existing City Hall building was deemed unsafe and uninhabitable in August 2016. The building is currently under demolition. The City intends to rebuild a new City Hall on the same site. Petroleum odors have been noticed during previous soil borings.

Scope of Services

The City of Georgetown is seeking proposals from qualified environmental consultant firms to conduct a Limited Phase II Environmental Site Assessment (ESA) at the old City Hall building site located at 120 N. Fraser Street, Georgetown, SC. The purpose of the Limited Phase II ESA is to evaluate potential soil, groundwater and soil vapor contamination associated with the site.

The assessment shall be conducted in accordance with industry approved standards and in general accordance with *ASTM E1903-11 Standard Practice for Environmental Site Assessment: Phase II Environmental Site Assessment Process* excluding monitoring wells.

The Consultant will be responsible to conduct the Limited ESA by collecting soil and groundwater samples from the old building site to determine if any form of contaminated substances are present or likely present. Three (3) representative sample locations must be selected. Samples shall be collected from separate test pit locations as identified by the City. Excavation of test pits will be performed by others. See Exhibit A-Area Map.

Samples shall be tested for PCBs, VOCs, SVOCs, and RCRA Metals and preliminary results should be submitted to the City within 7 days of testing.

Consulting firm shall report findings to the City in an expeditious manner and verify or rule out the presence of contaminants. Consultant’s report must include an interpretation of results, recommendations, conclusions, and a remedial plan of action (if applicable). Final report must be submitted to the City within 4 weeks of site sampling and collection.

Project Schedule of Events

The following is the schedule of events listed in the order of occurrence, showing the major milestones from issuance of the RFQ to the contract award:

MILESTONE EVENT	DATE	TIME EST (LOCAL TIME)
1. RFQ issued	Thursday, February 14, 2019	
2. Deadline for questions - email to oarteaga@cogsc.com	Monday, February 18, 2019	3:00 pm
3. Deadline for addenda(s) to be posted to the City's website www.cogsc.com	Wednesday, February 20, 2019	5:00 pm
4. Proposal due date	Thursday, February 21, 2019	on or before 3:00 pm
5. Environmental Site Assessment	Week of February 25, 2019	
6. Report Submittal	Four weeks after ESA	

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 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 project 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 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.

Proposal must include cost breakdown for:

1. Project management
2. Site sampling at 3 locations and lab testing
3. Report preparation

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 as respect to the City's interest under the consultant's agreement. 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 prior to work commencing. Contact Jestin Gilliard, Revenues Manager, 843.545.4041 for business license information.

Questions

No answers will be given over the phone.

Questions regarding this RFQ should be submitted in writing to oarteaga@cogsc.com, no later than 3:00 pm EST (local time), Monday, February 18, 2019. No questions will be accepted after the aforementioned deadline. All submittals shall include the following in the subject line:

City Hall Rebuild ESA

Answers to questions will be posted on the City's website at www.cogsc.com under "Current Bids" as an Addendum no later than 5:00 pm EST (local time), Wednesday, February 20, 2019.

For technical and permitting information regarding this project please contact Ricky Martin, Building and Zoning Administrator, at rmartin@cogsc.com or 843.545.4017.

Exhibits Available

Exhibit A - Area Map