

February 2, 2024
REQUEST FOR PROPOSALS
Town of Pawleys Island
Master Drainage Improvement Plan
Planning/Engineering Services
SCRIA Grant #P-24-5012
Town of Pawleys Island RFP #24-01

DUE DATE:
March 4th at 5pm

RECEIPT LOCATION:
323 Myrtle Ave. Pawleys Island, SC 29585

OFFICIAL CONTACT:
Daniel Newquist, Town Administrator, 843-237-1698 dnewquist@townofpi.com

Town of Pawleys Island reserves the right to reject any and all proposals or any parts thereof and to waive any irregularities or minor informalities in any proposal or in the proposal process and to make a contract award in the best interest of the Town of Pawleys Island.

This project is being funded in whole or in part by a state grant from the South Carolina Rural Infrastructure Authority (RIA). All RIA grant requirements will apply to the contract. More information about program requirements can be found in the RIA State Grant Project Management Procedures found at ria.sc.gov/resources/forms-documents.

1. INTRODUCTION

The Town of Pawleys Island is issuing this Request for Proposals (RFP) to identify a qualified Planning/Civil Engineering Firm to provide the services described in Section 1.3. These services will be provided under contract with the Town of Pawleys Island, with funding provided by the South Carolina Rural Infrastructure Authority (RIA) through the RIA State Grant #P-24-5012

1.1. Method of Procurement

This is a proposal-based selection. Award will be given to the highest ranked firm based on the factors outlined in Section 5, SELECTION CRITERIA. A contract will be negotiated after selection based on the proposal. The scope of work is outlined in Section 1.3.

1.2. Project Description

The SCRIA funding will be used to create a comprehensive Drainage Improvement Plan to address areas of chronic poor drainage and repetitive flooding on the island. The goal of the plan will be to develop a ten+ year list of priority projects identified by location with a detailed current cost estimate. In the engineering design of project solutions, the Drainage Improvement Plan must account for the increased frequency and magnitude of King Tide conditions that are commonly experienced on the island. The recently adopted Town of Pawleys Island Sea Level Rise Adaptation Plan projects a two-foot rise in sea level by the year 2050. Where appropriate, the Drainage Improvement Plan should consider the feasibility of both traditional gray stormwater and innovative green infrastructure techniques. Project identification in the Drainage Improvement Plan should align with the “high priority” flooding locations identified in the Town of Pawleys Island Sea Level Rise Adaptation Plan.

The application for SCRIA funding, which includes a detailed project description can be found in Appendix A and B of this RFQ.

The current drainage map(2008) for the Town of Pawleys Island can be found in Appendix C.

The Town of Pawleys Island Sea Level Rise Adaptation Plan can be found in Appendix D.

1.3. Information to be Supplied by the Town of Pawleys Island

The Town of Pawleys Island will provide the following information and resources to the selected firm for use during the project:

- Access to staff to collaborate on project evaluation, document review, and preparation of meetings.
- The Sea Level Rise Adaptation Plan, Town of Pawleys Island Comprehensive Plan, and other relevant planning related documents.
- Annual Town budget and audit to assist with developing long-term financial planning options.
- Any other available background information to make the project a success.

1.4. Scope of Work

To support this project, the Town of Pawleys Island is requesting planning and engineering services to

include the following scope of work:

- Modelling drainage patterns on the island to account for the 90th percentile King Tide condition and 100 year-storm event scenarios.
- Inventory existing storm drainage system to include location, size/capacity, and condition of each storm drain.
- Based on this assessment, list immediate maintenance recommendations to maximize the current functionality of the existing drainage system.
- Preparing technical drawings and specifications of project concepts identified in the development of this Drainage Improvement Plan.
- Identify applicable innovative nature-based solutions including creekbank elevation practices and other green infrastructure techniques.
- Outline any state or federal permitting considerations pertaining to each project concept proposed in the Drainage Improvement Plan.
- Prepare current cost estimates for the implementation of each proposed infrastructure upgrade project.
- Identify regular and long-term maintenance considerations of each proposed project.
- Conduct at least one public education workshop/presentation to present Drainage Improvement Plan findings prior to adoption.

1.5. Project Schedule

The estimated project schedule is as follows:

Commence Plan Activities	April 15, 2024
Complete Hydrologic Modelling and Existing Drainage System Assessment	September 1, 2024
Develop Project Recommendations	December 1, 2024
Conduct Public Education Session	December 2024-January 2025
Finalize Draft Drainage Improvement Plan	February-March 2025
Pawleys Island Town Council Adoption	March-April 2025
Grant close-out	May 5, 2025

Timely completion of the project is a key requirement, as delays could result in the loss of grant funding.

2. REQUEST FOR QUALIFICATIONS (RFP) PROCESS AND POLICIES

2.1. Submittal of Proposals

The Town of Pawleys Island is hereby issuing this Request for Proposals (RFP) to firms that have the

capability and interest in undertaking and performing the scope of work described in this RFP.

The OFFICIAL CONTACT for this solicitation is:

Daniel Newquist
Town Administrator
Town of Pawleys Island
843-237-1698
dnewquist@townofpi.com

Each firm responding to this solicitation is officially a RESPONDENT. Each respondent must submit a sealed package containing an original and 5 copies plus one (1) digital copy of its proposal to Daniel Newquist at the address above no later than March 4, 2024 at 5pm. Proposals may be submitted in person, by messenger, or by regular mail. All submissions will be logged in and date and time stamped. **Any proposal that is received after the date and time specified will be logged and date and time stamped as "late" and returned unopened to the respondent.**

2.2. Proposed Procurement Timeline

Release date for RFP	February 2, 2024
Final Date to Receive Written Questions/Clarifications	February 16, 2023
RFP Closing Date	March 4, 2024
Completion of Selection Committee Review and Recommendation	March 25, 2024 estimated
Execution of Contract	April 12, 2024 estimated

2.3. Labeling of Proposals

All proposals must be submitted in a sealed envelope or package plainly marked " Town of Pawleys Island–Master Drainage Improvement Plan, ATTN: Daniel Newquist" with the name and address of the respondent in the upper left-hand corner. No responsibility will attach to the Town of Pawleys Island or any official or employee thereof, for the pre-opening, post opening, or failure to open a proposal not properly addressed and identified.

2.4. Proprietary/Confidential Information

All materials and written qualifications submitted pursuant to this RFP shall become the property of the Town of Pawleys Island and will not be returned. All respondents must visibly mark as "CONFIDENTIAL" each part of their submission that they consider to contain proprietary information the release of which would constitute an unreasonable invasion of privacy. All unmarked pages will be subject to release in accordance with law. Marked pages will not be disclosed if they are deemed to meet the requirements under the South Carolina Freedom of Information Act, S.C. Code Section 30-4-

10, *et seq.* Respondents should be prepared, upon request, to provide justification of why such materials should not be disclosed in accordance with the South Carolina Freedom of Information Act.

2.5. Questions/Requests for Clarification

All questions and/or requests for clarification regarding this RFP should be provided in writing to Daniel Newquist no later than February 16 at 5pm. All questions submitted and their answers will be posted on the Town of Pawleys Island website- www.townofpawleysisland.com as an addendum to this RFP. No telephone inquiries will be accepted.

2.6. Addenda

If it becomes necessary to revise any part of this RFP, a written addendum will be issued. All addenda issued by Town of Pawleys Island will become part of the official RFP and will be posted on the Town of Pawleys Island website, www.townofpawleysisland.com. Receipt of all addenda must be acknowledged in the proposal.

2.7. Contact Policy

No direct or indirect contact regarding this solicitation may be made with any representatives of the Town of Pawleys Island other than the official contact identified in this RFP. If such contact is made, the Town of Pawleys Island reserves the right to reject a proposal submitted by that respondent. All questions and/or requests for clarification must be provided in accordance with Section 2.5 of the RFP. This contact policy applies to site visits and requests for technical information. Any technical information needed from the Town of Pawleys Island to prepare a proposal should be coordinated through the Questions/Requests for Clarification process outlined in Section 2.5.

2.8. Acceptance and Rejection of Proposals

Any proposals that do not conform to the essential requirements of the RFP shall be rejected. The Town of Pawleys Island reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. The Town of Pawleys Island also reserves the right to accept or reject any or all proposals received in response to this RFP. The Town of Pawleys Island is not obligated to enter into any contract on the basis of any submittal in response to this RFP. The Town of Pawleys Island reserves the right to request additional information from any firm submitting a proposal under this RFP if such information is necessary to clarify the proposal.

2.9. Cancellation/Rejection

The Town of Pawleys Island may cancel this RFP in whole or in part at any time if it is determined to be in the best interest of the Town of Pawleys Island. The Town of Pawleys Island may reject any or all proposals in whole or in part if it is determined to be in the best interest of the Town of Pawleys Island.

2.10. Conflict of Interest

Respondents shall promptly notify the Town of Pawleys Island in writing of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the respondent's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that such a person may undertake, and request an opinion of the Town of Pawleys Island as to whether the association, interest, or circumstance would, in the opinion of the Town of Pawleys Island, constitute a conflict of interest. By submitting this proposal, the respondent certifies that it has no conflict of interest with any employee, agent, elected official or officer of the Town of Pawleys Island or any other conflict as may be set forth herein.

2.11. Collusion

More than one proposal from an individual, firm partnership, corporation, association or related parties under the same or different names will not be considered. If the Town of Pawleys Island believes that collusion exists among respondents, all proposals from the suspected firms will be rejected. "Related parties" means respondents or the principals thereof, which have a direct or indirect ownership or profit-sharing interest in another respondent.

Respondents shall comply with all local, state, and federal directives, orders, and laws applicable to this RFP and any resulting contract.

By responding to this RFP, respondents certify that the response is made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal for the same item, and they certify the knowledge that this would constitute an illegal action.

3. PROPOSAL CONTENTS

Respondents interested in providing the services outlined in this RFP must prepare and submit a proposal. The proposal must include the following, in the order listed:

3.1. Cover Letter

The response should contain a cover letter signed by a person who is authorized to commit the respondent to perform the work included in the proposal and should identify all subcontractors, materials, and enclosures being forwarded in response to the RFP.

3.2. Firm Qualifications

Provide relevant information about the firm to include the following:

- Organization/company overview as it relates to the requirements of the RFP
- Organization/company overview of all sub-contractors as it relates to the requirements of the RFP
- Number of years the firm has been providing the requested services with a brief description of

recently performed projects that indicate the past performance and abilities of the proposed team. More detail on specific projects should be included in the Relevant Experience section.

3.3. Key Personnel

Provide a proposed project management structure that identifies the project manager and all personnel who will be assigned to work on this project, including a description of their abilities, qualifications (including education and licensure), and experience. Identify the proposed project manager who will be the sole point of contact for the Town of Pawleys Island during day-to-day operations and include their contact information. Include resumes for all key individuals (including sub-consultants) who will be completing a portion of the scope of work.

3.4. Relevant Experience

Provide descriptions of similar infrastructure projects that the organization and/or key personnel have completed, including tasks involved, timeframes, and outcomes. Include any relevant experience with federal requirements or grant-funded projects and/or experience with coastal flood mitigation/ stormwater infrastructure planning.

3.5. Project Approach

A statement of understanding of the work to be done and a detailed methodology and work plan to include a proposed list of required tasks and milestones to address the scope of work included in this RFP. Include any additional recommendations, options or alternatives that should be taken into consideration by the Town of Pawleys Island.

3.6. Project Schedule

Provide a proposed project schedule that includes the key tasks, duration, milestones and deliverables that will complete the scope of work within the timeframe outlined in this RFP.

3.7. Firm Workload

Describe the recent, current, and projected workload of the respondent and any sub-consultants, related to how it might impact the respondent's ability to meet the project's time and budget requirements.

3.8. Project Cost

Provide a fixed price, total cost proposal for completing the scope of work outlined in this RFP. The proposal should be itemized by work tasks and inclusive of all fees. Include hourly fees that would be charged if additional work is added to the contract via change order.

3.9. References

Provide three (3) client references for relevant projects within the last 5 years that indicate the past

performances and abilities of the proposed team. Include a key client contact person for each project with their current daytime phone number and email address.

4. EVALUATION AND AWARD PROCESS

4.1. Selection Committee

The Town of Pawleys Island will conduct a formal selection process to identify the proposal that is most advantageous to the Town of Pawleys Island, based on the criteria detailed in Section 5. This process will include the formation of a selection committee and the appointment of other technical advisors as needed to review all of the proposals and score them based on the established selection criteria outlined herein. The award will be made to the highest rated and ranked respondent based on the cumulative scores of the selection committee.

The Town of Pawleys Island reserves the right to contact a firm to obtain written clarification of information submitted in their proposal and to contact references to obtain information regarding performance, reliability, and integrity. After evaluating the submitted proposals, the selection committee may choose to interview a short list of at least three firms prior to ranking the respondents. If interviews will be conducted, short-listed respondents will be notified at least five (5) business days prior to the interview date.

4.2. Notice of Intent to Award

The selection committee's recommendation for award will be presented to the Town Council for consideration. If approved, a notice of "Intent to Award" will be posted on the Town of Pawleys Island website- www.townofpawleysisland.com . A notice will also be emailed to all respondents informing them of the committee's recommendation.

4.3. Protested Solicitations and Awards

Any respondent who is aggrieved in connection with the solicitation or award of a contract may protest according to the procedures in the Town of Pawleys Island's procurement policy. The protest must be made in writing via email to the Town Administrator, Daniel Newquist dnewquist@townofpi.com within 5 business days of the Notice of Intent to Award. All protests will be distributed to the Selection Committee and if deemed necessary the committee will convene to review the protest(s).

4.4. Contract Negotiations/ Award of Contract

After the close of the appeal period, if no appeals were received or successfully granted, the highest rated respondent identified in the "Intent to Award" will be invited to enter into contract negotiations with the Town of Pawleys Island to finalize the scope of work, personnel, hours, hourly rates, use of sub-consultants, and other direct costs that will be required to complete the agreement between the Town of Pawleys Island and the selected respondent. If an agreement cannot be reached with the top ranked firm, the Town of Pawleys Island will select the next highest ranked responsive and qualified firm and the negotiation phase will be repeated. This process will continue until an agreement is reached with a qualified firm that can provide the required scope of services within the project budget. Any contracts awarded as a result of this procurement process will be between the respondent and the Town of Pawleys Island.

Per RIA guidelines, any contract negotiated as a result of this procurement process will require approval from RIA prior to award/execution. Once a draft contract is negotiated, the Town of Pawleys Island will submit it to RIA for approval. Once approval is granted, the Town of Pawleys Island and the selected respondent may enter into the contract. Failure to adhere to this policy could result in disallowed grant costs and the cancellation of this solicitation.

5. SELECTION CRITERIA

The selection criteria and their relative importance in making the selection are:

5.1. Qualifications of Firm/Personnel (20%)

Technical expertise and competence, including education, licensure or professional certification, and years of experience of individuals who will be assigned to this project.

5.2. Related Experience on Similar Projects (20%)

Extent of relevant experience with projects of a similar nature, including experience with federally-funded grants and/or RIA state-funded grants.

5.3. Past Performance (15%)

Performance recommendations with regard to work quality, schedule, budget, communication and coordination of projects.

5.4. Project Approach (15%)

The soundness, suitability, comprehensiveness and creativity of the respondent's stated approach to the project.

5.5. Ability to Meet Project Schedule (10%)

The proposed project schedule as well as consideration of the workload of the firm and key personnel.

5.6. Project Cost (20%)

Points for cost will be assigned by the Town of Pawleys Island's procurement officer or designee. The lowest total cost proposal will receive the maximum points and all other respondents will be assigned points on a pro rata basis.

APPENDIX A
South Carolina Rural Infrastructure Authority- 2023 State Grant Application
Pawleys Island Submission- Application Form and Narrative

APPENDIX B

**South Carolina Rural Infrastructure Authority- 2023 State Grant Application
Pawleys Island Submission- Existing Conditions Map and Preliminary Project Concepts**

APPENDIX C: 2008 Description of the Town of Pawleys Island Storm Drainage System

APPENDIX D: Town of Pawleys Island Sea Level Rise Adaptation Plan