



REQUEST FOR PROPOSALS  
FOR ENGINEERING SERVICES

# **REQUEST FOR PROPOSALS**

**CIVIL ENGINEERING, DESIGN SERVICES, BIDDING AND CONSTRUCTION  
ADMINISTRATION**

**PHASE 2 – NORTH SIDE DRAINAGE PROJECT – UPPER MYRTLE AND MAGNOLIA  
BASIN**

**RFP # PW21-01**

**DUE DATE/TIME: Friday, October 15<sup>th</sup>, 2021 at 2:00 PM**

**POINT OF RECEIPT:** Town of Surfside Beach  
115 Hwy 17 North  
Surfside Beach, SC 29575  
Attn: Joseph Smith, Bid Coordinator

**POINT OF CONTACT:** John Adair, Director of Public Works  
843-913-6361  
[jadair@surfsidebeach.org](mailto:jadair@surfsidebeach.org)

**Requests for information regarding this Request for Proposals should be directed in writing to above POC. Deadline for questions pertaining to this RFP is 5 business days before bid opening.**

## **SCOPE OF WORK**

The Town of Surfside Beach is soliciting qualified sealed proposals from qualified civil engineering firms to perform the following services, which should include, but not be limited to:

Provide civil engineering services related to the installation of an underground drainage expansion of our stormwater system to include: **2<sup>nd</sup> Avenue North, from Poplar Drive to Myrtle Drive North, 11<sup>th</sup> Avenue North, from Cherry Drive to Cedar Drive North, Cherry Drive North, from 11<sup>th</sup> to 12<sup>th</sup> Aves., and 14<sup>th</sup> Avenue North, from Palmetto Drive to Magnolia Lake, and from Dogwood Drive North to Ocean Blvd North.**

Note: the final construction bid award will be made based on budgetary limitations

### **Civil Engineering Services:**

Surveying and Base Mapping: The selected engineering firm will survey the project area, and utilize all available data to provide an above and underground base map of existing conditions and elevations.

Soil Testing: Soil testing for areas outlined to determine perc rates, and pipe sizing.

### Preliminary Design:

The selected engineering firm will work with the Town to design an optimal underground system addition, mainly infiltration based with deep-sump catch basins, to minimize street flooding.

### Contract Documents:

The contract documents will include a bid and specification package based on the Town of Surfside Beach's specifications. The bid documents will be developed using the methodology which will allow the town to select all or selected portions of the total project to be constructed based on the town's budget. The selected firm will respond to bidder's questions, attend pre-bid conference and bid opening, and make recommendations concerning contract award.

### Permitting:

The selected firm will prepare and submit permit applications to the appropriate jurisdictional agencies in order to obtain the required permits and approvals for the entire project. This includes, but is not limited to, the SCDOT and SCDHEC OCRM. Regulatory agency documents will be incorporated into the construction documents.

### Bidding:

The selected engineering firm will assist the Town in bidding the project by preparing Addenda relative to the contract documents, attending bid opening, reviewing the bids, preparing a bid summary, and making a recommendation concerning the award of the contract.

### Construction Services:

The selected engineering firm will assist the Town with contract administration of the contract documents in the following manner: review of pay requests, shop drawing review, review of substitutions, change order review and preparation, and contract document interpretation. The selected firm will attend meetings with the Town, adjacent landowners, utility companies, and the contractor.

Additionally, the selected engineering firm will provide construction observation services, to ensure that the contractor is constructing the project to the requirements of the Town of Surfside Beach. The Town will be kept informed of the progress of the work, and its interests protected to the maximum extent possible. It is desired to bid this project just after January 2022, with a 90-day contract period.

Record Drawings:

At closeout, the selected engineering firm will provide the Town with record drawings of the completed system.

Additional Services:

Any service beyond the scope of services outlined above will be provided, as requested in writing by the Town, on an hourly basis. A copy of the engineering firm's hourly rate schedule shall be submitted as part of the proposal.

## **SUBMISSION PROCEDURES**

### **CIVIL ENGINEERING, DESIGN SERVICES, BIDDING AND CONSTRUCTION ADMINISTRATION**

#### **PHASE 2 – NORTH SIDE DRAINAGE PROJECT – UPPER MYRTLE AND MAGNOLIA BASIN**

Proposals will be received at Surfside Beach Town Hall, via mail or in person, on or before **Friday, October 15<sup>th</sup>, 2021 at 2 P.M.**, at which time only the names of the Offerors and bids amounts will be announced. Any proposal received later than the specified time /date will **not** be accepted /considered. Before the final selection is made, all evaluation factors will be taken into consideration before awarding a contract for services.

All proposals shall be sealed and marked as follows; and mailed /delivered to:

#### **Mailing Address:**

**Town of Surfside Beach  
115 Hwy 17 North  
Surfside Beach, SC 29575  
Attn: Joseph Smith, Bid Coordinator**

#### **“RFP # PW21-01- CIVIL ENGINEERING- PHASE 2 – NORTH SIDE DRAINAGE PROJECT”**

**Please submit one (1) original response and (2) copies. All bidding documents shall become part of the final performance contract.**

The proposer shall sign his proposal correctly. All offers shall be entered in ink or typewritten. Proposals may be rejected if any omissions, alteration of form, additions not called for, or any irregularities of any kind are shown. The proposer's name and solicitation number shall be included when specifications or descriptive papers are submitted with their proposal.

## **EVALUATION FACTORS**

The following criteria shall be utilized by the selection committee in determining the award. The arrangement of the criteria is not meant to imply order of importance in the selection process.

- a. Specialized experience or technical expertise of the firm, qualifications of its professional personnel and all parties proposed for the project, and proposed approach relating to the type of services to be provided and complexity of the project;
- b. Past record of related experience on similar projects/contracts with the town and other clients, including quality of work, timeliness, cost control, and financial stability;
- c. Capacity of firm to perform the work within time limitation, taking into consideration the recent current and projected workload of the firm. Bidder proposal shall include an estimated time frame for completion of the project.
- d. Familiarity of the firm with the type of problems applicable to the project.
- e. Cost

## **INSTRUCTIONS TO PROPOSERS**

- **INCURRING COSTS-** The Town shall not be liable for any cost incurred by firms prior to issuance of a contract.
- **ECONOMY OF PREPARATION-** Proposals should be prepared in a timely and economical manner, providing a straight forward, concise description of the firms' ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content. Prior to submitting a proposal, each proposed shall carefully examine the RFP documents, study and thoroughly familiarize himself/herself with the specifications/requirements thereof and notify Owner of all conflicts, errors, or discrepancies.
- **RESPONSE DATE-** To be considered, proposals must arrive at Town Hall on or before the date and time specified in the cover letter. Firms mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals. Telefacsimile submissions are not permissible.
- **BIDS TO REMAIN OPEN-**All bids are to remain in effect for sixty (60) days from the date of bid opening.
- **BOND SECURITY-** A proposal (bid) bond is not required in order to submit a proposal in response to this solicitation. A Performance Bond will be required from the successful proposer, in accordance with Town policies.
- **CHANGES TO RFP-** All changes to RFP documents shall be in the form of an addendum and furnished to all proposers via the Town of Surfside Beach's website at [www.surfsidebeach.org](http://www.surfsidebeach.org). Verbal information obtained otherwise will not be considered in the awarding of the proposal.
- **DEVIATIONS** - Any deviations from the RFP requirements indicated herein must be submitted in writing and clearly noted and explained in detail on a separate form and attached to the submitted proposal, otherwise it will be considered that items offered are in strict compliance with these requirements and successful proposer shall be held responsible therefore.

The Town of Surfside Beach reserves the right to reject any or all proposals and further reserves the right to waive technicalities and formalities in proposals as well as to accept in whole or in part such proposal or proposals where it deems it advisable in protection of the best interest of the Town. The Town shall be the sole judge as to whether proposals submitted meet all requirements contained in this solicitation.

This solicitation does not commit the Town of Surfside Beach to award a contract, to pay any costs incurred in the preparation of the proposal, or to procure or contract for goods or services listed herein.

## **Freedom of Information Statement**

Procurement information shall be public record to the extent required by Chapter 3 of Title 30 (The Freedom of Information Act), South Carolina Code of Laws, 1976, with the exception that commercial or financial information obtained in response to a "Request for Proposals" which is privileged and confidential if so designated by the proposer shall not be disclosed. Such information must be clearly marked as "**CONFIDENTIAL**" by the offeror for each section of information so affected. Privileged and confidential information in specific detail nor customarily released to the general public, the release of which might cause harm to the competitive position of the party supplying the information. Examples of this type of information would include:

- 1) Customer lists:
- 2) Design recommendations and identification of prospective problem areas under an RFP;
- 3) Design concepts, including methods and procedures:
- 4) Biographical data on key employees of the bidder/proposal.

## **Insurance Requirements**

Each firm, by the submission of an RFP, understands and agrees that the award of a contract shall be contingent upon the successful applicant providing the Town with proof of the following insurance coverage:

1. Liability insurance in the amount of \$2,000,000.00 or greater, as follows:
  - a. Comprehensive commercial general liability insurance, including personal injury liability, blanket contractual liability and broad-form property damage liability coverage. The following minimum limits are required: Aggregate - \$2,000,000.00; Products - \$2,000,000.00; Personal & Advertising Injury - \$1,000,000.00; each occurrence - \$1,000,000.00.
  - b. Commercial automobile liability insurance as a result of death or bodily injury to any persons, or destruction of or damage to any property arising out of the ownership, maintenance or use of any owned, non- owned or hired motor vehicle with limits of not less than \$1,000,000.00 per occurrence.  
All coverage shall be on an occurrence basis and not on a claim made basis.
  - c. Workers' compensation and unemployment insurance coverage as required by law with a waiver of subrogation in favor of Town including Employer's liability coverage with limits of not less than \$1,000,000.00 per occurrence.
2. Professional liability insurance, including errors and omissions, with limits of not less than \$2,000,000.00 per occurrence and \$2,000,000.00 policy aggregate.



3. The following inclusions to the engineer's certificate of insurance shall be made:
- a. Waiver of transfer of rights of recovery against others to Town.
  - b. It is agreed that this insurance is primary to and non-contributory with any insurance maintained by Town.
  - c. The General Liability Coverage and Automobile Liability shall include endorsements for additional insured, naming the "TOWN OF SURFSIDE BEACH" its elected officials, employees, agents and volunteers as an additional insured. The additional insured endorsement shall be attached to the certificate of insurance.
  - d. The additional insured shall contain a severability of interest provision in favor of the Town and a Waiver of Subrogation in favor of Town.
  - e. All required coverage shall be written with companies that have at least an A.M. Best rating of B+VII.
  - f. All insurance shall provide a 30-day notice of cancellation or material change.

## **ADDITIONAL INFORMATION REQUIRED FOR CONSIDERATION**

1. **Cover Sheet:** List project title, the name of the firm, name, address and phone number and a contact person.
2. **Required Forms:**
  - **Signed Bid Proposal (Itemized utilizing scope of work)**
  - **Bidder's Affidavit**
  - **Form of Non-Collusion**
  - **Bidder's Qualification Statement**
  - **Performance of Work by Subcontractors**
  - **Acknowledgement of Addenda (If Any)**

**BIDDER'S AFFIDAVIT**

(This Affidavit is part of the BID)

STATE OF \_\_\_\_\_ )  
 )  
COUNTY OF \_\_\_\_\_ )

Being duly sworn deposes and says that he resides at

That he is \_\_\_\_\_  
(Give Name and Title)

who signed the abode Proposal or BID, that he was duly authorized to sign and that the BID is the true offer of the BIDDER, that the seal attached is that seal of the BIDDER and that all the declarations and statements contained in the BID are true to the best of his knowledge and belief.

\_\_\_\_\_  
(Affiant)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
(Notary Public)

My Commission expires \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

**FORM OF NONCOLLUSION AFFIDAVIT**

(This Affidavit is Part of Bid)

STATE OF \_\_\_\_\_ )  
 )  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_ Being first duly sworn,

deposes and says that he is \_\_\_\_\_  
(Sole Owner, a partner, president, secretary, etc.)

of \_\_\_\_\_, the party making the foregoing Proposal or BID that such BID is genuine and not collusive or sham; that said BIDDER has not colluded, conspired, connived, or agreed, directly or indirectly, with any BIDDER or person, to put in a sham BID, or that such other person shall refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the Bid Price of Affiant or any other BIDDER, or to fix any overhead, profit or cost element of said Bid Price, or of that of any other BIDDER, or to secure any advantage against OWNER any person interested in the proposed Contract; and that all statements in said Proposal or Bid are true; and further, that such BIDDER has not, directly or indirectly submitted this BID, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

\_\_\_\_\_  
(Affiant)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Notary Public \_\_\_\_\_

My Commission expires \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

## BIDDERS QUALIFICATION STATEMENT

(This Statement is part of BID)

The BIDDER is required to offer the following information to enable the OWNER to judge his experience, skill and business standing and his ability to conduct the Work as completely and rapidly as required under the terms of the Contract. Failure to complete the following Statement will be cause for declaring the BIDDER non-responsive. (Attach additional sheets if necessary).

1. List of similar Projects completed within the last five (5) years:

Amount of Contract Award	Type of Work	Date Accepted	Final Contract Amount	Name & Address of Client
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. List of Projects BIDDER is now engaged in completing:

Amount of Contract Award	Type of Work	Probable Date of Completion	Name & Address of Client
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



**ACKNOWLEDGEMENT OF ADDENDA**

Proposer hereby acknowledges receipt of all Addenda through and including:

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.

Company \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Print Name \_\_\_\_\_