

REQUEST FOR PROPOSAL

PROJECT: TAYLOR STREET AREA DRAINAGE STUDY



City of Lancaster
P.O. Box 1149
216 S. Catawba Street (29720)
Lancaster, SC 29721

February 4, 2021

Submittal Deadline March 8, 2021 by 2:00 P.M. EST

Request for Proposal
City of Lancaster
Taylor Street Area Drainage Study

Overview

The City of Lancaster is seeking professional engineering services from qualified firms to prepare a focused drainage study and corresponding preliminary drainage solutions for the Taylor Street Area that is located within the city limits of Lancaster. It is hoped that this drainage study will lead to a CDBG funded project to implement solutions for a LMI neighborhood.

Taylor Street is in the southern section of the City and is adjacent to Market Street. The City does not know the exact size and extent of the drainage basin. This area is located in area of minimal flood hazard (Zone X), and there is no quantified data on the amount of sustained flooding or damage over the past years. However, anecdotally the residents and the local Council Member have stated since the construction of the two apartment complexes seventeen years ago the propensity toward flooding has increased dramatically. The two apartment complexes Sycamore Run is located less than 250 feet from Taylor Street and Miller Grove is located less than a quarter mile away.

The goal of the drainage study is to evaluate potential drainage modifications in order to increase safety and help prevent future flood damage caused by larger storms. With this goal in mind this project is to prepare a 100 year plus storm event drainage analysis of the area and prepare preliminary design solutions with engineer's estimates of probable construction costs to accommodate the 100 year plus storm event using the worst of the 1 hour, 3 hour, 6 hour, or 24 hour storm events.

The City will not be responsible for any costs incurred by any firm to respond to this request. Firms who wish to submit proposals must provide the information outlined in the RFP by March 8, 2021. Five copies of the response must be provided in a sealed envelope clearly marked "Response to RFP for the Taylor Street Area Drainage Study" by 2:00 p.m. on Monday, March 8, 2021. Electronic (email) or facsimile submissions will not be accepted, and late submittals will be rejected. Proposals should be submitted to:

Tracy Rabon, City Clerk
P.O. Box 1149
Lancaster, SC 29721

The tentative timeline is:

<u>Task</u>	<u>Target Date</u>
RFP release	February 4, 2021
RFP due	March 8, 2021
Review by City Administrator & staff	March 9 – March 12, 2021
Selection by City	March 15, 2021
Contract awarded	March 26, 2021

The City may conduct inquiries and request additional information from firms as the City deems necessary to assist in its evaluation.

The City reserves the right to accept or reject any and all proposals submitted and/or negotiate terms with firms who submit proposals. The City reserves the right to select the firm that best meets the needs of the City in the sole judgement of the City, and the selection will be based on experience, qualifications, and/or economic benefit to the City.

All questions must be in writing and directed to:

Tracy Rabon, City Clerk
P.O. Box 1149
Lancaster, SC 29721
(803) 289-1453
(803) 286-9690 (fax)
trabon@lancastercitysc.com

Required Qualifications:

The consultant must possess and demonstrate, as a minimum, the following qualifications:

- Previous experience in providing stormwater drainage design and developing innovative management of both natural and man-made stormwater infrastructure.
- Sufficient experience from proposed key staff in stormwater utility development, field inspections, and problem solving.
- A South Carolina licensed engineer with demonstrated experience.
- The ability to meet timeline and demands as may arise during the entirety of the project, and must be flexible and able to adjust to changing priorities or direction.

Services Requested

Services and deliverables to be submitted in performing all work associated with project development may include, but may not be limited to:

- Prepare a 100-year storm event drainage analysis of the study area using the worst of the 1 hour, 3 hour, 6 hour, or 24 hour storm events.
- Prepare preliminary design solutions with engineer's estimates of probable construction costs to accommodate the 100-year storm event. Design solutions shall be prepared as exhibits and include existing right-of-ways and utilities. Exhibits may be prepared on consultant provided aerials but should be to scale.

- When sizing proposed improvements, consultant shall ensure that a minimum of one lane of traffic can be provided for emergency vehicles during the 100-year storm event.
- Perform a hydraulic analysis of Taylor Street and Miller Street and prepare preliminary design solutions with engineer's estimate of probable construction costs to accommodate the 100-year storm event.
- Prepare a 500-year storm event drainage analysis of the area and preliminary design solutions with engineer's estimates of probable construction costs to accommodate the 500-year storm event.
- Consultant coordination will include an appropriate number of meetings with City staff.
- Furnish the City with an electronic source file of the study and deliver ten printed and bound copies.
- Present final report to the Lancaster City Council.

Submittal Information and Requirements

Five Statements of Qualification will be accepted at City of Lancaster, P.O. Box 1149, 216 S. Catawba Street (29720), Lancaster, South Carolina 29721, until 2:00 P.M., March 8, 2021. All respondents are requested to provide the information specified along with any supplemental information that provides a comprehensive view of the firm, team assigned to the project, and proposed execution plan. Information shall be provided in an organized, clear, and concise manner. The packet shall be placed in a sealed envelope marked clearly, "Response to RFP for the Taylor Street Area Drainage Study."

Electronic (email) or facsimile submissions will not be accepted.

Proposal Format

1. Coversheet / Cover Letter: List the name, address, and phone number of the consultant's contact person for the remainder of the selection process. Provide any qualifying statements of comments regarding the consultant's proposal and the information provided in the RFP.
2. Qualifications & Experience of the Firm: Brief history and organization of the firm, legal entity that will enter into the contract, location of the office where the work will be performed, and the name and title of the person that is authorized to enter into a master contract agreement. List any sub-consultant firms that will support your firm and their responsibilities.

Provide a narrative of your firm's prior experience and qualifications as it pertains to the above scope of work and provide a list of projects with similar scopes. Include firm's direct experience with stormwater management.

3. Project Team: Provide a list of the project team members (including the office location where they currently work) that you propose to use and identify the responsibility of each team member. You do not need to list all of your subconsultant employees that may be on the team, but you should list your subconsultants and the primary contact at your subconsultants. Provide a brief resume for each person listing specific similar project experience, educational experience and licensure/certifications. List any their specialty or role on the team. Provide an hourly rate summary for project team members.
4. Project Management Approach to the Project & Quality Control: Demonstrate project management approach to the project and quality control methods that will be employed by your firm.
5. Capacity and Response Capability: Provide a statement of your firm's current workload, proposed schedule of action, and capacity to meet the project schedules.
6. References: Provide the name, address and telephone number of at least three references familiar with the quality of work done by your firm of similar nature as contained in the above scope of work. By submission of the references, you are authorizing the City of Lancaster to contact these references.
7. Fees: The consultant is to submit a detailed cost proposal for all services and materials anticipated in completing the study along with applicable escalation clauses, and miscellaneous billable costs. The consultant has the right to include optional tasks that will enhance the drainage study. These optional tasks shall be prepared separately from the main cost proposal and may or may not be awarded at the City's discretion.

Evaluation Criteria

The following factors will be used in evaluating the engineering proposals and awarding a contract:

- Firm's overall experience with similar projects comparable in type, size, and complexity. (30 points)
- Qualifications of the firm's staff assigned to perform the work with the project (25 points)
- Demonstrated ability of the firm to perform high quality work, to be creative, to control costs, and to meet project schedules (15 points)
- Proposed cost and schedule (20 points)

- References (10 points)

Qualifications will be ranked and graded on what has been submitted. It is possible that the City may develop a shortlist of candidates who will present their qualifications and answer questions presented by staff.

The City of Lancaster will rank all responsive offers and select not only the highest ranked firm but also the one most advantageous to the City. If contract negotiations with the selected firm is unsuccessful, the City will discontinue the negotiations and begin negotiations with the second highest ranked firm.

RFP Revisions

Any revision(s) to this RFP will be issued and distributed as an Addendum by the City of Lancaster in writing.

Consultant Certification

The submission of proposal shall be deemed a representation and certification that the proposing consultant:

- Has carefully read and fully understands the information provided by the City in this RFP;
- Is financially solvent and has the capability to successfully undertake and complete the responsibilities and obligations of the proposal submitted;
- Represents that all of the information contained in the submitted proposal is true and correct;
- Acknowledges that the City of Lancaster has the right to make any inquiry it deems appropriate to substantiate or supplement information provided by proposing vendors and hereby grants the City of Lancaster permission to make these inquiries.

City Conditions

- No proposals will be accepted from any person or organization that is in arrears for any obligation to the City, or that otherwise may be deemed irresponsible or unresponsive by City staff.
- The City of Lancaster is not obligated to enter into any contract as a result of the RFP.
- All prices quoted must be firm for a period of ninety days following the proposal deadline.
- The City reserves the right to reject any and all proposals or any part thereof and to select the most responsive proposal that is deemed in the best interest of the City of Lancaster.
- The City reserves the right to negotiate with any, none, or all of the proposing vendors.

- All costs, including travel and expenses, incurred in the preparation of this proposal will be borne solely by the proposing company.
- The City will not return proposal materials to those submitting proposals.
- No agreements with any selected firm shall be binding until a contract is approved and signed and executed by the City Administrator and authorized representatives of the firm.
- The City requires the selected firm and any subcontractors to provide proof of insurance to include professional liability, workers compensation, employer's liability, error and omissions, general liability, and auto liability prior to commencing work.
- The selected firm and any subcontractor, upon award of the proposed contract, shall obtain a City of Lancaster Business License for the project. The business license fee is calculated on a rate base of the project's gross income. For more information on the estimated license fee please contact Karen Proctor, Business License Specialist at (803) 289-1462 or kcproctor@lancastercitysc.com.

The City of Lancaster is an Equal Opportunity employer. The City of Lancaster reserves the right to disqualify from consideration statements received after the date and time specified above. Any proposals may be withdrawn or modified by written request prior to the date and time of receipt provided above. In submitting these qualifications, it is understood by respondent that the City of Lancaster reserves the right to 1) reject any and all proposals and to be the sole judge of the value and merit of the statements offered; and 2) eliminate from consideration any statement deemed substantially or materially unresponsive to the requests provided herein.

Nota Bene: The City reserves the right to accept or reject any and all proposals submitted, and/or negotiate terms with firms who submit proposals. The City exclusively reserves the right to select the firm that best meets the needs of the City in the sole judgement of the City, and the selection will be based on experience, qualifications, and/or economic benefit to the City.