



# REQUEST FOR PROPOSAL

## Project: CDBG Water Meter Valve Vault

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

Monday July 19, 2021

**Submittal Deadline August 17, 2021 by 3:00 P.M. EST**

**Overview:**

The City of Lancaster is seeking proposals from qualified professional firms that have the capability of completing the planning, engineering design, obtaining all required permits, conducting the bidding process, and providing construction administration/observation for the City’s recently awarded Community Development Block Grant (CDBG) Water Meter Valve Vault Project.

The City of Lancaster is located in Lancaster County, South Carolina with a population of 9,134 people based on the 2016 US Census population estimate. The City’s water meter valve vault is located within the city limits and serves the entire City which is more that 51% LMI. However, the service area extends beyond the city limits and serves customers in Lancaster County. The City and County have completed and intergovernmental agreement and applied as joint applicants with the City as the lead agency.

The existing water meter valve vault has exceeded its useful life and is inadequate to meet current needs due to the considerable development that has taken place since its installation in 1994. This project will replace the water meter valve vault and associated equipment in a location adjacent or near the existing vault on the same parcel of land with an increased size and capacity. The 10” pipes and meter will be upgraded to a 16”. The 8” emergency bypass will need to be upgrade to a 12”.

The project is located adjacent to the existing water meter valve vault in a two-acre triangle of land bounded by SC Hwy 9 Bypass, the northbound off ramp from Hwy 9 Bypass to Hwy 200, and Hwy 200 in the City of Lancaster. All work needs to be carried out in a manner to minimize service interruptions. All work will occur in a developed SCDOT right of way adjacent to fully developed areas containing both commercial and residential development with minimal new ground disturbance.

This project is being partially financed with a Community Development Block Grant of \$416,940. The Grant Administrator is the Catawba Regional Council of Governments.

The City is hoping to find a firm that will assist the City through the entire process from planning to design to permitting to bidding to construction observation to operation. The winning firm will have the capability to perform the entire design and support services required to successfully implement the project, allowing the firm to have worked on multiple CDBG projects in the State of South Carolina.

The tentative timeline is:

<b><u>Task</u></b>	<b><u>Target Date</u></b>
RFP Released	July 19, 2021
RFP Due	August 17, 2021
Review by Selection Committee	August 18 – August 20, 2021
Selection by City	August 23, 2021

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

## **Required Qualifications:**

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

- Previous experience in providing design and bid services for water meter valve vaults.
- Sufficient experience of the project management team and key staff proposed.
- A South Carolina licensed engineer with demonstrated experience in the construction and installation of water meter valve vaults.
- 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.
- Successful completion of previous CDBG funded project, especially water meter valve vault projects.

## **Scope**

The selected firm will ensure that CDBG program requirements related to design, construction, and contracting will be followed.

### *Planning*

- Develop detailed plans and specifications for the project
- Prepare front-end documents including the advertisement for bids, bid form, general and supplemental conditions, contract agreement, notice of award, and notice to proceed
- Develop a detailed schedule for activities during the design and construction phase of the project
- Prepare permit applications for the City to submit to SCDHEC and SCDOT in accordance with the requirements of the regulatory agencies.

### *Design*

- Meeting with City staff to discuss and understand conditions, and perform field routing of the proposed replacement
- Finalize plan and profile sheets for the project
- Development of construction detail sheets in accordance with acceptable standards and conditions
- Prepare final quantity and construction cost opinions of probable costs
- Prepare technical specifications suitable for permitting and construction
- Prepare all necessary and construction contract documents including required Federal and State CDBG documents

### *Permitting*

- A Construction Permit and Approval to Place into Operation from SCDHEC
- A SCDOT Encroachment Permit, if not already received

### *Bidding*

- Prepare required advertisement for bids
- Provide bid packages to bidders and suppliers
- Address bidders' questions
- Prepare and issue addenda as required
- Conduct one bid opening, analyze the bids, prepare the bid tabulation, and make recommendation to City Council

*Construction Administration & Observation*

- Conduct a preconstruction meeting with selected general contractor, Catawba Council of Governments, and City staff
- Coordinate contract execution
- Provide necessary copies of construction documents to the general contractor and City
- Review and approve appropriate actions with respect to shop drawings, samples, and other data which the general contractor is required to submit
- Determine the amount owed to the general contractor based on observations and inspections, and the data comprising the application for payment
- Make recommendations to the City concerning the disapproval or rejection of the general contractor's work while it is in progress
- Clarifying and interpreting construction plans and specifications
- Recommend change orders and work change directives
- Visit the construction site once twice per month during active construction and attend monthly construction progress meetings
- Assign a representative to the project to provide construction observation services during the entire construction period
- Call to the attention of the general contractor any deficient work noted in the field
- Document construction activities and photograph critical portions of the project
- Schedule and conduct a pre-final site visit to establish initial punch list items
- Perform final inspection to assure that all punch list items have been completed per the contract documents

*Post Construction*

- Prepare as-built documents based on information received from the general contractor
- Assist in project closeout and establishment of warranties and guarantees

**Bid Preparation and Submission:**

Five (5) copies of the bid must be provided in a sealed envelope clearly marked "**Response: RFP Water Meter Valve Vault #643-07-19-08-17-21**" by 5:00 p.m. on Tuesday, August 17, 2021. **Electronic (email) or facsimile submissions will not be accepted, and late submittals will be rejected.** The City will not be responsible for any cost incurred by any firm to respond to this request.

Proposals should be submitted to:

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

**All questions must be in writing and directed to:**

**Tracy Rabon, City Clerk  
P.O. Box 1149  
Lancaster, SC 29721  
(803) 289-1453  
[trabon@lancastercitysc.com](mailto:trabon@lancastercitysc.com)**

## Proposal Format

1. Coversheet / Cover Letter: This should include the highlights of the proposal, such as an overview of the firm's organization, most relevant experience, specific staff specialty and facilities involved in servicing the City, and the name, mailing address, telephone number, and e-mail address of a contact person for questions concerning the proposal submitted (preferably who will be in responsible charge of the project).
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.

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 operational experience.

The selected firm must obtain a business license from the City of Lancaster and provide proof of professional authorization in the State of South Carolina (Certificate of Authorization) prior to the execution of the agreement.

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: This should include a proposed project schedule (project milestones including but not limited to the initial meeting/conference to kick off the project implementation, periodic progress meeting, and project completion), and detailed approach to complete this project, familiarity with this project, identification of unique issues related to the project, potential grants or financial assistance options, and the process proposed for communications with City stakeholders. Briefly describe anticipated roles and responsibilities of the City and the firm.
5. Capacity and Response Capability: Provide a statement of your firm's current workload, and capacity to meet the project schedules.
6. References: Must provide a list of projects or clients served within the last ten (10) years that demonstrate the applicants' skill and capabilities with the type of service being requested. Please include the project name, date, location, description, budget, current client contact name and telephone number. The firm's role in the project should also be described (planning, preliminary

design, construction management, prime consultant, subconsultant, etc.). For each project, indicate which proposed team member worked on the project and describe the role/work they performed and their levels of involvement. By submission of the references, you are authorizing the City of Lancaster to contact these references.

7. Fee Estimate: The proposal should include consultant's staff fee hourly rates, along with applicable escalation clauses, and miscellaneous billable costs. Furthermore, the proposal shall include a project fee.

The City reserves the right to accept or reject any proposal submitted and/or negotiate terms with firms who submit proposals. The City reserves the right to select the firm that best meets the needs for 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.

### **Evaluation Criteria**

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

- Demonstrated understanding of the project, and the 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 (25 points)
- References (5 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.

### **RFQ Revisions**

If a proposing firm finds discrepancies in or omissions from the specifications or should require additional clarification of any part, a written request for interpretations shall be submitted to Tracy Rabon, City Clerk. Any interpretation of or changes made to the RFP will be made by written addendum to each proposing firm and shall become part of the request for any contract awarded. The City will not be responsible for the accuracy of any other oral explanations, interpretations, or representations. It shall be the responsibility of each proposing organization or individual to verify that every addendum has been received prior to submitting proposals.

All addenda will be posted to the City's bids and opportunity website at:

<https://www.lancastercitysc.com/bids-rfps-and-rfqs>

## 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 90 (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](mailto: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.