



REQUEST FOR PROPOSALS
FOR ENGINEERING SERVICES

REQUEST FOR PROPOSALS

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

UNDERGROUND ECT SERVICE CONVERSIONS ON HIGHWAY 17 BUSINESS

RFP # 2017-004

DUE DATE/TIME: Friday, September 29th, 2017 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**

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.

There will be a mandatory pre-bid conference on Friday, September 1, 2017 at 10:00 AM at Surfside Beach Town Hall. All firms wishing to submit a proposal must attend the pre-bid conference to be eligible for consideration.

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 and utility coordination services as listed below to design and bid an overhead to underground Electric/Cable/Telephone (ECT) conversion project along the length (approximately 2 miles) of the Highway 17 Business right-of-way (Highway 17 Bus R/W) from Melody Lane to Highway 544. The purpose of this ECT conversion project is to install conduits and equipment in the designated areas of the project for the ECT companies' underground system up to the affected customers along the west side of the Hwy 17 Bus R/W. Respectively, the ECT conversion project will remove the overhead ECT lines crossing the Hwy 17 Bus R/W, including some service feeds to the affected customers along the west side of the Hwy 17 Bus R/W. The selected engineering firm will work closely with various ECT companies for their individual conduit requirements in the design and assist them with their easement acquisition process.

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.

Preliminary Design:

The selected engineering firm will work with the Town and the various utility companies to develop a common utility conversion master plan. This master plan will be refined through frequent review with each utility company to prepare a preliminary design for the conduit and vaults within the project area. The preliminary design, along with the base map for the area will be the basis for determining utility easement needs for each utility company.

Easement Assistance:

The selected engineering firm will assist the utility companies in creating basic easement sketches showing the location of the required easements relative to the existing boundary lines; this service does not include the creation of signed easement plats, or boundary survey information as part of this scope of services. Recordable easement plat services, if requested in writing by the Town of Surfside Beach, will be performed as an additional service at published hourly rates. The selected engineering firm is not responsible for actual easement acquisitions, which are the responsibility of each individual utility company with the assistance of the Town of Surfside Beach.

Contract Documents:

The selected firm will finalize the design based upon the easements acquired by the utility company in order to create a set of biddable contract documents for the project. These contract documents will include a bid and specification packaged based on the Town of Surfside Beach's generic specifications. The deliverable will be a biddable set of plans, ready for the City to receive bids on the project.

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. The proposal is for permitting of a single E/C/T conversion project.

Bidding:

The selected engineering firm will assist the Town in bidding the project by advertising the project, 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 utility companies. The Town will be kept informed of the progress of the work, and its interests protected to the maximum extent possible.

Record Drawings:

At closeout, the selected engineering firm will provide the Town and utility companies with record drawings of the completed underground conduit and vault 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, UTILITY COORDINATION SERVICES, DESIGN SERVICES,
BIDDING AND CONSTRUCTION ADMINISTRATION**

UNDERGROUND ECT SERVICE CONVERSIONS ON HIGHWAY 17 BUSINESS

There will be a mandatory pre-bid conference on Friday, September 1, 2017 at 10:00 AM at Surfside Beach Town Hall. All firms wishing to submit a proposal must attend the pre-bid conference to be eligible for consideration.

Proposals will be received at Surfside Beach Town Hall, via mail or in person, on or before **Friday, September 29, 2017 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 # 2017-004- CIVIL ENGINEERING- UNDERGROUND ECT SERVICE
CONVERSIONS ON HIGHWAY 17 BUSINESS”**

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 City 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 ninety (90) 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. 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 a 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 _____, 2017.

(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 _____, 2017.

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

PERFORMANCE OF WORK BY SUBCONTRACTORS

The BIDDER hereby states that he proposes, if awarded the Contract, to use the follow subcontractors on this project: List below all proposed subcontractors performing in excess of \$5,000 of work in this project. (List only one subcontractor for each item.)

Items	Subcontractors	Estimated Cost

Estimated Total Cost of Items that BIDDER states will be performed by Subcontractor:
(\$ _____).

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 _____