

Town of Kiawah Island
ENGINEERING SERVICES FOR A
GEOTECHNICAL ROADWAY
EVALUATION
REQUEST FOR PROPOSALS



2017

REQUEST FOR PROPOSAL (RFP) FOR ENGINEERING SERVICES FOR A GEOTECHNICAL ROADWAY EVALUATION FOR THE TOWN OF KIAWAH ISLAND, SOUTH CAROLINA

1. INTRODUCTION:

The intent of this REQUEST FOR PROPOSAL, hereinafter referred to as RFP, is to obtain a qualified (licensed) person, firm, or corporation, hereinafter referred to as ENGINEERING FIRM, to provide a scope of work for the evaluation of the current condition of the Kiawah Island Parkway, the drainage system of the Kiawah Island Parkway and the drainage system of Beachwalker Drive, and for such evaluation to determine the extent, if any, the amount of roadway that needs repair, the extent of such repairs and the need of repaving, and the extent, if any, that drainage systems need repair.

The ENGINEERING FIRM will be responsible for preparing an outline for the contract for professional services relative to this project for review and approval by the Town of Kiawah Island.

To be eligible for consideration, the ENGINEERING FIRM must be capable of supplying the services as noted herein, and must also meet all other criteria outlined in this proposal.

2. PROPOSAL SUBMITTAL DEADLINE:

All proposals must be delivered prior to 2:00 PM EST on December 6, 2017. Proposals must be submitted in a sealed envelope plainly marked "REQUEST FOR PROPOSAL – Roadway Evaluation for the Town of Kiawah Island," addressed to Rusty Lameo. Proposals can be mailed or hand delivered to the Town of Kiawah Island, 4475 Betsy Kerrison Pkwy., Kiawah Island, SC 29455. The proposals shall consist of one (1) printed version and one (1) electronic version on a CD or Thumb Drive.

3. MANDATORY MEETING:

A mandatory pre-bid meeting will be held in the Council Meeting Room at the Kiawah Town Hall on November 13, 2017 at 10:00 am. Additional documentation will be available at the pre-bid meeting.

4. WRITTEN QUESTIONS DEADLINE:

Any Requests for Information (RFI) must be submitted on or before November 27, 2017, and shall be submitted, via email, to Rusty Lameo. All RFIs and the Town's response shall be sent to all firms that intend to submit a proposal. Failure to attend the pre-bid meeting will disqualify the proposal. The Town of Kiawah Island shall present to the Engineering Firms all available and relevant reports, surveys and topographic information at the pre-bid meeting.

5. LATE AND ELECTRONIC PROPOSALS

Late proposals will not be accepted under any circumstances, and any proposal so received shall be returned to the proposing ENGINEERING FIRM unopened. In addition, proposals sent electronically are not acceptable and will be rejected upon receipt. Each proposing ENGINEERING FIRM will be expected to allow adequate time for delivery of proposal. Sole responsibility rests with the proposing ENGINEERING FIRM to see that their proposal is received on time.

6. CONDITIONS OF PROPOSAL SUBMITTAL

All proposing ENGINEERING FIRMS shall comply with all conditions, requirements, and specifications contained herein; any departure will constitute sufficient cause for rejection of the proposal.

A duly authorized official of the proposing ENGINEERING FIRM submitting the proposal must sign the proposal.

Only one proposal will be accepted from any firm.

All price quotes must be firm for a period of ninety (90) days following the proposal due date.

The Town of Kiawah reserves the right to reject any and all proposals or any part(s) thereof; to waive any formalities or informalities contained in any proposal; and to award the proposal to the most responsive and responsible proposing ENGINEERING FIRM as deemed in the best interest of the Town of Kiawah Island.

The Town of Kiawah Island will not return proposals or other information supplied to them by any proposing firm.

7. PROPOSAL SELECTION/EVALUATION FACTORS:

The Town of Kiawah Island's Public Works Committee and its Town Administrator will evaluate all proposals and make their recommendation to the Kiawah Island Ways and Means Committee.

The ENGINEERING FIRM selected for the award will be chosen on the basis of the apparent greatest benefit to the Town of Kiawah Island, and not necessarily on the basis of the lowest price. Following notification of the successful ENGINEERING FIRM, it is expected that a contract will be executed between the parties dependent upon and subject to the availability of specific funding for these professional services.

Proposals shall be evaluated on the basis of the following criteria:

- Responsiveness to the needs of the Town of Kiawah Island, both in cost of services and in scope of the services offered;
- Responsibility of the proposing ENGINEERING FIRM, and its experience in dealing with municipal governments, specifically on projects of similar scope and nature;
- The degree to which the proposal meets or exceeds the terms of the RFP; and
- The proposed fee structure shall be based on the services to be provided.

8. PROPOSAL ELEMENTS AND FORMAT:

Proposals submitted shall contain all information as requested herein and any additional information necessary to summarize the overall benefit of the proposal to the Town of Kiawah Island.

Proposals shall include the following:

A cover letter shall be provided stating the name, physical and email address and telephone number of the ENGINEERING FIRM’s contact person and must bear the signature of the person having the authority to issue the proposal for the ENGINEERING FIRM and bind the firm in a formal contract with the Town of Kiawah Island.

A response that defines the methods and means by which the proposing ENGINEERING FIRM will perform the services outlined in the RFP.

A project timeline outlining the dates and specific tasks to be accomplished during the course of the project.

A list of references for which services have been provided by the proposing ENGINEERING FIRM for municipal governmental agencies for projects of this or similar type. Include contact names, addresses, and telephone numbers.

The proposed not-to-exceed budget.

Evidence that the ENGINEERING FIRM has worked on similar projects.

A staffing plan for the proposed project.

A Statement of Qualifications which will include a list of those individuals who will be working on the project either as employees/principals or as employees of a subcontractor who will work on the project under the supervision of the ENGINEERING FIRM.

Any other information deemed necessary by the proposing ENGINEERING FIRM.

Please provide one (1) printed copy and one (1) electronic (CD or Thumb Drive) of the proposal.

Submittal of a proposal shall be taken as prima facie evidence that the ENGINEERING FIRM has full knowledge of the scope, nature, quality, and quantity of work to be performed, and the detailed requirements and conditions under which the work is to be performed.

9. GENERAL REQUIREMENTS OF THE SUCCESSFUL PROPOSING ENGINEERING FIRM

The successful proposing ENGINEERING FIRM, and its employees, will operate as an independent contractor and will not be considered employees of the Town of Kiawah Island.

10. INQUIRIES AND CORRECTIONS:

All inquiries relating to this request shall be addressed to:

Rusty Lameo
Town of Kiawah Island
4475 Betsy Kerrison Pkwy.
Kiawah Island, SC 29455
(843) 768-9166
rlameo@kiawahisland.org

SCOPE OF WORK

The ENGINEERING FIRM will provide, at a minimum, the following:

The ENGINEERING FIRM will develop a scope of work for the evaluation of the current condition of the Kiawah Island Parkway, its drainage system and the drainage system of Beachwalker Drive, and determine the extent of necessary repairs and upgrades, if any, required. Kiawah Island Parkway shall include the roadway from the first gate into Kiawah Island outbound including the roundabout at the intersection of Betsy Kerrison Parkway to sixty feet (60') out from the roundabout in all directions, for a total of approximately 2.4 miles. The scope of work to be developed by the ENGINEERING FIRM will at minimum include the following:

- Surveying and topographic assessment as necessary, and to the extent not currently available or outdated, taking into account all utilities and respective easements and other relevant factors.
- Core drilling to obtain subgrade soil samples from sections of the road to determine the pavement support characteristics of the soils. Core drilling will determine the conditions of the soil and laboratory testing of the samples will be performed to provide engineering characteristics of the soils for use in developing recommendations for any repairs needed and for repaving the road. Pavement analysis will be performed on the existing subgrade soils to determine the pavement support characteristics. Any needed traffic control shall be provided by the provider of services in the scope of work. The scope of this core drilling/pavement analysis will only include the Kiawah Island Parkway, including expansion joints on the Kiawah Island Parkway Bridge. The structural analysis of the Kiawah Island Parkway Bridge is not in the scope of work of this proposal.
- Drainage system evaluation and assessment of current and future drainage conditions.
- Safety and respective applicable code issues, if any.

The scope to be developed by the ENGINEERING FIRM will eventually result in a detailed written report of the results of the surface and subsurface soil investigation, laboratory testing, and pavement recommendations for repairing and resurfacing the roadway. The scope will also eventually result in a detailed written report of the results of the surveys and studies of the drainage conditions of the Kiawah Island Parkway and Beachwalker Drive, and recommendations for their repair and or upgrade. The eventual report in response to the scope developed will include recommendations for corrective action with general estimates of costs and identification of material considerations for the options identified. These detailed written reports and recommendations are not to be included in this proposal, but will be

required of the eventual successful vendor responding to the scope developed by the ENGINEERING FIRM as described in the scope above.

This proposal is not to include any designs or specifications for the actual improvements, repairs and repaving but only to develop a thorough scope to completely evaluate current conditions and to recommend repairs, improvements, and repaving options, as described in the scope above

RIGHT TO REFUSE PROPOSALS

The Town of Kiawah Island reserves the right, without prejudice, to reject any and all proposals or any part(s) of any proposal.

OFFEROR'S CHECKLIST

NOTE: These items are the criteria on which your proposal will be evaluated.

Please make sure that the following items are included with your submittal:

- Submittal Form (**Required**)
- Non-Collusion Oath (**Required**)
- Documentation of Insurance Coverage (**Required**)
- Copy of Business License (If applicable)
- Minority/Women Owned Business Certification (Preferred but not required)

NOTE: IN ADDITION TO THE ABOVE, THE FOLLOWING ITEMS MUST ALSO BE INCLUDED OR ADDRESSED IN YOUR SUBMITTAL:

- Organization Information (**Required**)
- Personnel List (i.e. names of persons to be used in this engagement) (**Required**)
- References (**Required**)
- All Inclusive Cost (**Required**)

You do not have to submit the Offeror's Checklist. This list is included for your convenience. However, all required information must be provided.

Failure to submit the required items may deem your submittal to be non-responsive.

DATE: _____, 2017

ORGANIZATIONAL INFORMATION

NAME OF OFFEROR: _____

BUSINESS ADDRESS: _____

BY SUBMITTING THIS PROPOSAL, THE UNDERSIGNED OFFEROR REPRESENTS:

1. The offeror has carefully examined specifications for the Services;
2. The offeror is familiar with all the conditions surrounding the performance of the Services;
3. If awarded the Contract, the offeror will provide all labor, material, supplies and equipment necessary to execute the Services in accordance with the Contract Documents;
4. understands the Town reserves the right to reject any or all responses which does not meet the proposal requirements, or all proposals in the event the Project is canceled, postponed, or if it is in the best interest of Town of Kiawah Island;
5. If awarded the Contract, will enter and execute a contract as required in the Invitation to Bid;
6. The Offeror is legally able to enter into and perform a contract, if awarded;
7. The Offeror is current on all taxes and fees owed to the Town;
8. The Offeror has provided proof of insurance as required by the Town.

I. PERSONNEL:

Provide a list of personnel that will be committed to this engagement and their job function.

II. EXPERIENCE:

At least three (3) references for similar work performed are required; however, you may provide as many as five (5) references.

1. COMPANY NAME: _____
Contract Title: _____
Contract Period: From _____ To _____
Geographic Area Served _____
Scope of Work: _____
Contracting Office: _____
Contact Name: _____
Title: _____
Address: _____
City: _____ State: _____
Telephone: _____
Email: _____

II. **EXPERIENCE (Continued):**

2. COMPANY NAME: _____
Contract Title: _____
Contract Period: From _____ To _____
Geographic Area Served _____
Scope of Work: _____
Contracting Office: _____
Contact Name: _____
Title: _____
Address: _____
City: _____ State: _____
Telephone: _____
Email: _____

3. COMPANY NAME: _____
Contract Title: _____
Contract Period: From _____ To _____
Geographic Area Served _____
Scope of Work: _____
Contracting Office: _____
Contact Name: _____
Title: _____
Address: _____
City: _____ State: _____
Telephone: _____
Email: _____

4. COMPANY NAME: _____
Contract Title: _____
Contract Period: From _____ To _____
Geographic Area Served _____
Scope of Work: _____
Contracting Office: _____
Contact Name: _____
Title: _____
Address: _____
City: _____ State: _____
Telephone: _____
Email: _____

5. COMPANY NAME: _____
Contract Title: _____
Contract Period: From _____ To _____
Geographic Area Served _____
Scope of Work: _____
Contracting Office: _____
Contact Name: _____
Title: _____
Address: _____
City: _____ State: _____
Telephone: _____
Email: _____

III. COST:

In compliance with Request for Proposals, the undersigned hereby proposes to provide all materials, equipment, and labor, except as otherwise provided noted, for Engineering Services for a Geotechnical Roadway Evaluation for the following cost:

All-inclusive Project Cost
\$

NAME OF COMPANY: _____

By: _____
Signature Print Name

Title: _____ (i.e., Owner, Partner, Corporate Officer, etc.)

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Business Fax Number: _____

Is your firm a _____ Corporation, _____ Sole Proprietorship, or _____ Partnership?

If incorporated, please list state of incorporation: _____

FEIN or SSN: _____

BUSINESS LICENSE:

The Offeror is not required to have valid business licenses to submit a Proposal. However, Offeror's must possess a valid Business License for business undertaken within the corporate limits of the Town of Kiawah Island.

Does your business have a valid **Town of Kiawah Island Business License**?

Yes No If yes, list the number _____

Contact (843) 768-9166 with any questions. If no, a business license must be obtained upon award of the contract.

INSURANCE:

The successful offeror, at his own expense, shall keep in force and at all times and maintain during the term of any contract resulting from this RFP the insurance requirements as outlined below.

GENERAL LIABILITY: \$1,000,000 combined single limit per occurrence for bodily injury, property damage, and personal injury with a \$2,000,000 general aggregate limit.

AUTOMOBILE LIABILITY: \$1,000,000 combined single limit per accident for bodily injury and property damage.

WORKERS' COMPENSATION: Statutory limits are required by South Carolina state law, and employer's liability limits of \$100,000 per accident.

The successful offeror shall provide acceptable Insurance Certificate(s) and Endorsement(s) to the Town no later than at the execution of any contract resulting from this RFP. The Town reserves the right to receive any additional documentation or information verifying insurance coverage as the Town deems necessary. The Town may contact the successful offeror's insurance agent(s) or carrier(s) directly concerning any insurance issues.

The Town of Kiawah Island must be advised immediately of any changes in required coverage(s).

INDEMNIFICATION

Except for expenses or liabilities arising from the negligence of the Town, the offeror hereby expressly agrees to indemnify and hold the Town of Kiawah Island harmless against any and all expenses and liabilities arising out of performance or default of any resulting contract as follows:

The offeror expressly agrees to the extent that there is a causal relationship between its negligent, reckless or intentionally wrongful action or inaction, or the negligent, reckless or intentionally wrongful action or inaction of any of its employees or any person, firm or corporation directly or indirectly employed by the offeror, and any damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage or loss) that is suffered by the Town and its employees or any member of the public, to indemnify and save the Town and its employees harmless against any and all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of the performance or default of any resulting contract from this RFP. Such costs are to include any defense, settlement, or reasonable attorneys' fees incurred by the Town or its employees. This promise to indemnify shall include bodily injuries or death occurring to offeror's employees and any person directly or indirectly employed by the offeror (including without limitation any employee of any subcontractor), the Town's employees, the employees of any other independent contractors, or occurring to any member of the public. When the Town submits notice, offeror shall promptly defend any aforementioned action. This obligation shall survive the suspension or termination of this Agreement. The limits of insurance coverage required herein shall not serve to limit this obligation to indemnify. The recovery of costs and fees shall extend to those incurred in the enforcement of this indemnity.

MINORITY/WOMEN-OWNED ENTERPRISE:

Are you a Minority or Woman-Owned business? ___ Yes ___ No

If so, are you certified? ___ Yes ___ No

If you are certified, you must furnish a copy of your certificate with your submittal.

NON-COLLUSION OATH

COUNTY OF: _____

STATE OF: _____

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared _____ and made oath that the Offeror herein, his agents, servants, and/or employees, to the best of his knowledge and belief, have not in any way colluded with anyone for and on behalf of the Offeror, or themselves, to obtain information that would give the Offeror an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Offeror, or themselves, to gain any favoritism in the award of the contract herein.

SWORN TO BEFORE ME THIS _____ DAY OF _____, 2017

Authorized Signature for Offeror

Please print Offeror's name and address:

NOTARY PUBLIC FOR THE STATE OF _____

My Commission Expires: _____

Print Name: _____