

South Carolina Office of Resilience

Request for Qualifications for

The Town of James Island Creek Basin

Drainage Master Plan

State Project # D30-N017-MJ

SECTION 1: GENERAL SCOPE

Overview:

The South Carolina Office of Resilience (SCOR) seeks a Hydrologic & Hydraulic Study for the Town of James Island in Charleston County, South Carolina. The State intends to use a U.S. Housing and Urban Development (HUD) Community Development Block Grant-Mitigation (CDBG-MIT) grant to fund a town-wide Hydrologic & Hydraulic Study to assess existing drainage conditions and identify improvements throughout the Town of James Island. Specifically, this study will assess the existing drainage system conditions, develop, assess, and prioritize projects, and establish an implementation strategy for such projects that will improve the drainage system and mitigate against future flooding throughout the Town of James Island. The result of this project will be the development of a Drainage Master Plan, including projects and programs, for the James Island Creek Basin. These activities will help alleviate the flooding within the James Island Creek Basin and protect residents and businesses throughout the system area. The CDBG-MIT funding is limited and those competing for this project must have a thorough and demonstrated understanding of the constraints and limitations associated with CDBG-MIT funding as well as with the inherent academic Social Vulnerability Index (SoVI) considerations associated with Low and - Moderate Income (LMI) communities. As such, the town-wide study will include a focus on specified areas within the town identified as LMI areas.

The purpose of this study is to identify projects that will improve the drainage system and reduce potential flood impacts throughout the Town of James Island. The study will identify and prioritize a list of projects that include traditional infrastructure projects and natural stormwater solutions that could include projects that remove existing structures from the landscape and reclaim natural areas. Each project must meet each of the following criteria:

- Meet the following definition of a Mitigation Activity: Activities that increase resilience to disasters and reduce or eliminate the long-term risk of loss of life; injury, damage to and loss of property, and suffering and hardship, by lessening the impact of future flood events.
- Meet one of two HUD national objectives:
 - ❖ LMI Benefit Area and/or
 - ❖ Mitigation Urgent Need
- Benefit Cost Analysis (BCA) of greater than 1

While the HUD CDBG-MIT grant is specific to seventeen counties which have been identified as Most Impacted and Distressed (MID) in terms of damage, this study is not restricted to solutions within those designated counties. If the root cause is in a different geographic location, the study must address the cause and location. In addition, all downstream effects of projects must be evaluated regardless of geographic location.

The final study deliverable must have the highest level of credibility based upon data-drive, expert analysis. Therefore, the State seeks an experienced firm that is familiar with these types of projects and can work within the intent of the program. The selected firm will provide comprehensive data analysis which will stand intense public scrutiny, and the final product must be easily defensible due to its intellectual rigor. The outcome of this study will allow and enable further grant allocations to execute the projects.

Background:

Since 2015, South Carolina has been impacted by three presidentially declared disasters: Hurricane Joaquin in 2015, Hurricane Matthew in 2016, and Hurricane Florence in 2018. Each disaster brought another Presidentially Declared Disaster Declaration and additional federal disaster recovery awards. The bulk of the damage from all three of these storms was not the wind and storm surge, but the eventual flooding from the rain falling over the State of South Carolina as well as runoff water from rivers, streams, and tributaries beyond for an extended period. The storms caused debilitating damage throughout South Carolina. Water and wind-damaged homes became unlivable. Those without the means to repair their homes were either forced to live in unsafe structures, relocate with relatives, or flee the disaster area. This strained the fabric of impacted communities – some of which had experienced damage from all 3 storms. The damage continued to be felt by the local economy as businesses lost customers and local government tax revenues diminished. One storm can cause all this destabilizing damage, three storms in four years have left many communities on the brink of collapse. Actions to mitigate future damages need to be made before the next storm strikes. Stability can be given to these people through mitigating future flood damage.

In 2018, HUD notified the State of South Carolina that it would receive an allocation of \$157,590,000 in CDBG-MIT funds, for the specific purpose of mitigation activities in the Most Impacted and Distressed (MID) counties from the 2015 Severe Storm disaster and the Most Impacted and Distressed counties from the 2016 Hurricane Matthew disaster.

In January 2020, HUD notified the State of South Carolina that it would receive \$4,598,000 in supplemental CDBG-MIT grant funds for the MID counties from 2018's Hurricane Florence. The supplemental allocation brought the total State of South Carolina CDBG-MIT allocation to \$162,188,000.

Most Impacted and Distressed (MID) counties include Berkeley, Calhoun, Charleston, Chesterfield, Clarendon, Darlington, Dillon, Dorchester, Florence, Georgetown, Horry, Lee, Marion, Orangeburg, Sumter, and Williamsburg.

SECTION 2: SPECIFICATIONS

Scope of Work and Deliverables:

Within 270 days of contract award, the selected firm will provide the South Carolina Office of Resilience's Mitigation Department with a Drainage Master Plan that meets or exceeds the specifications outlined. The plan will be posted on the South Carolina Office of Resilience website, where it must stand public scrutiny and be easily defensible. The selected firm will present, a formal briefing, outlining the specifics of the priorities and recommendations to successfully improve stormwater drainage systems and mitigate the flooding issues.

TASK 1: PROJECT ADMINISTRATION AND MEETINGS

- 1) Provide a brief weekly email update and a monthly in-person progress review to the South Carolina Office of Resilience's Mitigation Department for the duration of the contract.
- 2) Conduct a workshop with the Town of James Island municipal officials to identify known areas of flooding or stormwater drainage concerns. The firm will coordinate the workshop with municipal officials and staff. The firm will lead the workshop.
 - a) Workshop: SCOR personnel will attend the workshop. The firm will inform the Town of the goals of the planning project and seek information related to known flooding issues. The workshop will last approximately 2 hours, will be located in the Town of James Island, and will be "drop-in" style.
- 3) Conduct up to three public meetings to allow the town's citizens to identify areas flooding or stormwater drainage concerns. The firm will participate in a public information and involvement program to collect information from residents and business owners on the level of flooding they have experienced. This information will be used to complete mapping of the areas of flooding throughout the Town. The firm will coordinate the workshop with municipal officials and staff. The firm will lead the public meetings. SCOR personnel will attend the public meetings.
 - a) Public Meeting: The goal of the public meeting will be to provide the Town's citizens with information related to the project, seek input from them, and to provide information related to general stormwater issues. The firm will prepare hard copy maps and digital input methods so that the Town citizens can fill out questionnaires and report flooding issues. The meeting will last up to 4 hours.
 - i) Project Mailer: The mailer will be produced to introduce the project to the public and advertise the public meeting. The firm is responsible for mailing the mailer.
 - ii) Questionnaires: A questionnaire will be developed to seek input from the Town's citizens regarding their experiences with flooding within the Town and to document the location of the flooding, how often it occurs, and the extent to which it may occur.
 - iii) Project Webpage: A project webpage will be developed and hosted by the firm. The webpage will be used to post project updates, milestones, schedules, meeting information, and provide a forum for submitting questionnaires digitally. The webpage is assumed to be hosted for the life of the project, approximately 270 days
 - b) It is expected that the public meeting will identify additional areas of concern. All areas must be addressed.
 - c) A public involvement plan will be developed and implemented by the firm to guide all public engagement.

TASK 2: DATA GATHERING, ANALYSIS, AND EXISTING CONDITIONS REPORT

- 1) Conduct data gathering and analysis to include extensive research of all reports, studies, plans, land use, parcels, work orders, FEMA claims, topography, soils, GIS data, previously completed models, reported flooding, and other resources necessary to understand the existing conditions and contributing factors in the designated area. Additionally, gather information related to the South Carolina Department of Transportation (SCDOT) for the current and planned transportation improvement projects, existing hydraulics unit data within the vicinity of the Town of James Island, as well as all other potential sources of data located within the Town offices, to include, but not limited to water facilities, public works departments, and river gauges. Provide a report and formal briefing of all stormwater drainage issues and historical flood related data gathered to the South Carolina Office of Resilience's Mitigation Department. This requirement must be completed within 60 days of contract award. Only after this action is accepted can the firm submit an invoice for the first 20% of the overall contract. Should the firm fail to provide the quality or quantity of research and analysis required, or fail to execute within the established time standards, the firm will make

acceptable revisions and then will be issued a letter of concern. Any subsequent failures to meet time or quality standards will result in the termination of the contract.

- 2) Conduct a field inventory of the Town that will include surveying and documenting size, materials, conditions, and locations of existing drainage systems throughout the entire project area.
 - a) Data collection will be to survey grade accuracy and includes:
 - i) Elevations will meet the posted standards of the SC VRS network
 - ii) All survey work shall be “Class A” surveying standard and performed in compliance with the Standards of Practice for Land Surveying in South Carolina as defined for GIS surveys
 - iii) The horizontal datum is NAD 83/2011
 - iv) The coordinate system is State Plane South Carolina 3200
 - v) The vertical datum is NAVD 88
 - vi) The unit of measurement is the US International Feet
- 3) Analysis
 - a) Develop hydrologic and hydraulic models which account for:
 - i) Future land cover
 - ii) Future hydraulic setting
 - iii) Changes in rainfall patterns
 - iv) Problem area identification
 - v) Development of design criteria targets
 - vi) Prepare hydrologic and hydraulic models to determine discharge values and to model the 2-, 10-, 25-, 50-, and 100-year 24-hour storm. The hydrologic models shall include existing and future conditions, and anticipated changes in rainfall intensities. The models will be developed in ICPR Version 4 (one-dimensional-ID) due to its capability to simulate varying tidal/tailwater conditions, open channel and closed storm drain systems, and detention/infiltration. The model will be developed from readily available data and will be capable of simulating rainfall and runoff from the James Island Creek Basin. The existing conditions model (existing land uses, existing collection system, and existing outfalls) will be executed and verified based on previous studies, available data, reported flooding, and other data as appropriate. Attenuation may be considered in areas where significant storage behind a large culvert embankment is assumed.
 - vii) Provide a report and formal briefing to the South Carolina Office of Resilience’s Mitigation Department. This requirement must be completed within 120 days of contract award. Only after this action is accepted can the firm invoice for the second 20% of the overall contract for a running total of 40%.

TASK 3: ALTERNATIVES ANALYSIS

- 1) Create an alternative analysis to remedy the problem areas including best management practices.
 - a) Alternatives will include:
 - i) Alternative outfalls, capacity improvements, basin diversions, stormwater detention, etc. In addition, other best management practices may be considered for implementation including green infrastructure projects in appropriate areas. The firm will screen the alternative projects in cooperation with the Town and SCOR to arrive at a set of projects and programs that will address the goals of the Town.
 - ii) An assessment of a design that fully meets the defined design standards.
 - iii) An assessment of a design that meets some but may not meet all the current design standards but will improve the level of service of the infrastructure to address the reported or identified flooding issue.
 - iv) More alternatives may include an option to improve conditions but may not meet some or all of the design standards, including a potential buyout scenario where the flooded infrastructure is removed from the problem area.

- v) Low-impact development retrofit projects may also be identified as part of the alternative analyses. These projects are anticipated to include cistern, storage and potential reuse, structure control measures within existing impervious areas, and/or pervious pavers as options to reduce and/or treat stormwater runoff from individual sites.
 - vi) Stream and/or wetland restoration potential will also be evaluated as part of the alternatives analysis which may include properties outside of the Town limits.
- b) Create Summary Report of findings, including but not limited to:
 - i) GIS Mapping.
 - ii) Summary of the existing drainage system.
 - iii) List of priority projects (see task 9, below)
 - iv) Documentation of methods; and
 - v) Technical data and related information.
 - c) Develop a Sensitivity Analysis to study the impact of higher flood frequency events.
 - d) Provide a preliminary report and formal briefing to the South Carolina Office of Resilience's Mitigation Department. This requirement must be completed within 180 days of project award. Only after this action is accepted can the firm submit an invoice for an additional 10% of the overall contract for a running total of 50%.

TASK 4: PROJECT RECOMMENDATIONS

- 1) Project Recommendations: Develop and assess new projects that have not been previously identified or proposed. These requirements must be completed within 210 days of contract award. Only after this action is accepted can the firm submit an invoice for an additional 20% of the overall contract for a running total of 70%.
 - a) Create a ranking system to prioritize projects. The ranking system will include:
 - i) A Benefit-Cost Analysis on each of the prioritized projects. The firm will provide that dataset to the South Carolina Office of Resilience's Mitigation Department. The Benefit-Cost Ratio of recommended projects should be 1.0 or greater.
 - ii) A comprehensive assessment of the impact of the determined projects on the Low-to-Moderate Income community. Provide a report and a formal briefing to SCOR.
 - iii) Projects that may be eligible for other sources of funding for project implementation will be noted.
 - iv) A recommended phasing plan will be developed to provide the priority of project (s) and/or programs
 - b) Prepare an opinion of probable cost (OPCs) for each proposed priority project. The OPC will include:
 - i) An estimate of real estate costs for easements, if easements are required, based on parcel tax value, if available, or as directed by SCOR
 - ii) An estimate of design, permitting, and constructions costs
 - iii) The firm will prepare up to five detailed concept plans at approximately 10% level to inform the OCP

- (1) Survey of the identified project areas may be performed and may include 1' topographic data, property corners, deed research, right-of-way, utility easements, public utilities (no sue is assumed), existing structures and their finished floor elevations, trees greater than 12" dbh, and other structures within the project area. The concept plans will include a proposed plan view and an estimate of work area including an assessment of construction access. A preliminary profile will be designed to estimate grading and the limits of disturbance for the proposed project.
- c) Develop "what if" scenarios
- d) Develop a detailed scope of services, to include only preliminary design, and implementation schedule for the first phase of the project.
 - i) It is anticipated that up to three projects developed during the study will be selected for initial implementation
- e) Attendance at meetings if needed, to explain concepts and proposals. Firm must be available for call meetings and in-person meetings within 24-48 hours.

TASK 5: FINAL REPORT

- 1) Conduct the final deliverable and all-encompassing briefing within 270 days of contract award. Only after this action is accepted can the firm submit an invoice for the remainder of the contract. The final written report and in-person briefing must include:
 - a) A review and summary of the historical problems associated with systematic flooding associated disasters throughout the Town of James Island to include the impact of sustained rainfall draining through surrounding water basins
 - b) A review of the planning parameters associated with this specific assessment and its direct tie to CDBG-MIT funding for mitigation
 - c) Project goals and objectives
 - d) Design criteria
 - e) Level of service definitions
 - f) A thorough literature study of previously published infrastructure and drainage management problems in the affected areas throughout the Town of James Island to include all previous studies which directly impact the problem at hand
 - g) Coordination with all applicable agencies and organizations who are stakeholders in the study area. As a minimum, this will include the US Army Corps of Engineers, any and all watershed management agencies or civilian equivalent, the State Department of Transportation, Department of Natural Resources, Department of Health and Environmental Control, Department of Parks Recreation and Tourism, South Carolina Department of Agriculture, the US Department of Agriculture, and county and local jurisdictions affected
 - h) Alternative selection criteria
 - i) Project prioritization matrix, including scoring
 - j) A comprehensive listing of all projects considered within the parameters of the strategy as well as a thorough review and definition of each screening criteria used to arrive at the recommended projects
 - k) A prioritized list of recommended construction projects resulting from the analysis, each in terms of the highest probability of success against future disasters and their specified budget estimations. Include level of service improvements

- l) A Benefit-Cost Analysis of each project which reflects the benefit achieved by conducting the project and its direct impact upon Low- to-Moderate Income communities. The BCA assessment will occur once. Please refer to Task 4
- m) A review and assessment of the environmental concerns associated with each project and an estimated timeline for the associated environmental clearance
- n) Based upon the final prioritized list of projects, a list of homes, including addresses, inside the study area that would be impacted by any recommended infrastructure construction projects and if they are recommended for potential buyout
- o) A qualitative and quantitative impact statement upon Low-to-Moderate Income populations that each construction project will resolve concerning future disasters
- p) An analysis of each prioritized project and the benefit it provides for Low-to-Moderate Income citizens throughout the Town of James Island concerning future flood events
- q) A holistic risk assessment of each distinct proposed construction project
- r) Estimate the project delivery cost including all aspects of federal, state, and local permitting as well as all environmental considerations and concerns for each prioritized project
- s) Anticipated permitting requirements for each project
- t) Detailed concept plans (approximately 10%)
- u) A general topographic schematic of the proposed projects
- v) A general exhibit of the proposed projects
- w) Geopolitical issues associated with the projects
- x) A digital deliverable of the GIS database to SCOR

Unless otherwise directed, all briefings will be conducted at the South Carolina Office of Resilience at 632 Rosewood Drive in Columbia, South Carolina.

SECTION 3: SUBMITTAL INFORMATION

Submittal shall include, at a minimum, information required in the solicitation, responses to all selection criteria required by the SC Consolidated Procurement Code (found in Chapter 4 of the OSE Manual) and the following:

1. Firm's staffing proposal for this project to include:
 - a. Staffing diagram; and
 - b. Names and resumes of staff working on project
2. Firm's listing of completed flood mitigation studies performed within the last 5 years with Executive Summary. Include staff involved in the assessment.
3. If any responding firms include proprietary and/or trademark information, please be sure to make note of that in the submittal.

Submittal Format:

Provide one (1) electronic copy and three (3) printed copies to the South Carolina Office of Resilience's Mitigation Department.

Printed submittals must be clearly labeled on the outside of the envelope with the following wording: "RFQ PP-22-1007-01-TOP *Plans and Studies Services Submittal for Community Development Block Grant Mitigation (CDBG-MIT)*", and the State Project Name and Number. All late submittals will be rejected.

The South Carolina Office of Resilience is not responsible for late submissions caused by delays in mail delivery or a delay in any other method of delivery.

Print size shall be 12 pt. font minimum, on 8½ by 11 paper, double-sided and must include all of the information required in this RFQ and may include any additional information that the A/E deems pertinent to the understanding and evaluation of its response.

Provide a cover page that includes: Company Name, Address, Point of Contact (Email Address and Phone Number); RFQ PP-22-1007-01-TOP Plans and Studies Services for Community Development Block Grant Mitigation (CDBG-MIT); DUNS Number, Date of Submission, and include the signed certification below:

I certify that this submittal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response to this RFQ, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of the RFQ and certify that I am authorized to submit this response.

<i>Authorized Signature (Print)</i>	<i>Authorized Signature w/ Title</i>	<i>E-mail Address</i>
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Electronic submittals must be delivered on a USB flash drive along with the printed copies to South Carolina Office of Resilience, 632 Rosewood Drive, South Carolina 29201, Attention: Mitigation Department.

Submittal Deadline:

Deadline for submission: Thursday, May 19, 2022 at 3:00 PM to the South Carolina Office of Resilience Mitigation Department at 632 Rosewood Drive, Columbia, SC 29201, Attention: Mitigation Department.

Any questions regarding this project must be submitted in writing via email no later than 3:00 PM on Thursday, May 12, 2022. Questions should be emailed to DR0Mitigation@scor.sc.gov. Responses will be provided via email no later than 5:00 PM on Monday, May 16, 2022.

EXHIBIT 1

Benefit-Cost Ratio

The benefit-cost ratio is defined as the benefit divided by the estimated cost. This ratio is an expression of the money saved by implementing a project as opposed to the costs occurred by not implementing the project. A ratio less than one means the project will cost more to implement than it will save. Any ratio equal to 1 or higher justifies the project from a pure financial viewpoint.

The ratios are then sorted by quartile to award points as shown in the table below. This will weaken the cost-benefit ratio defined by a single value to account for the larger picture of the project, account for error from assumptions and methodologies and be appropriate for the stage of most projects.

<i>Benefit-Cost Ratio Quartile</i>	<i>Points</i>
0-25%	0
25-50%	7
50-75%	13
75-100%	20

Example BCA Quartile Worksheet

	Project ID	Project Name	Benefit	Cost	BCA	Score	
First	20	350	Project Example 12	\$707,152	\$3,419,000	0.2	0
	3	14	Project Example 99	\$1,279,630	\$2,554,930	0.5	0
	4	7	Project Example 52	\$4,443,738	\$7,232,993	0.6	0
	6	22	Project Example 81	\$3,419,958	\$4,411,000	0.8	0
Second	7	13	Project Example 40	1410000	1570000	0.9	0
	8	6	Project Example 89	\$1,898,125	\$1,769,133	1.1	7
	9	2	Project Example 65	\$3,288,705	\$1,984,941	1.7	7
	10	9	Project Example 10	\$8,290,905	\$4,904,555	1.7	7
	11	18	Project Example 83	\$2,142,944	\$1,266,000	1.7	7
	Third	13	5	Project Example 19	\$6,427,759	\$2,543,328	2.5
14		3	Project Example 3	\$6,030,940	\$2,095,395	2.9	13
15		17	Project Example 48	\$2,239,562	\$715,000	3.1	13
16		4	Project Example 72	\$3,562,620	\$894,070	4.0	13
Fourth	17	11	Project Example 50	12800000	3090000	4.1	20
	18	10	Project Example 12	\$6,424,352	\$1,490,188	4.3	20
	19	16	Project Example 20	\$5,704,992	\$1,004,400	5.7	20
	20	1	Project Example 7	\$408,932,721	\$14,138,490	28.9	20