

South Carolina Office of Resilience
Request for Qualifications
for
Feasibility Study
for the
Elevation of Existing Single-Family Residential Homes
in Marion County
State Project #D30-N045-PG

SECTION 1: GENERAL SCOPE

Overview:

Marion County has been awarded a Federal Emergency Management Agency (FEMA) grant to elevate existing single-family residential properties that are storm-damaged. The elevation project will be funded through the FEMA Hazard Mitigation Grant Program, administered by the South Carolina Emergency Management Department (SCEMD). The FEMA grant award requires a 25% non-federal local cost share. The non-federal/local cost-share will be funded by the U.S. Department of Housing and Urban Development (HUD) and Community Development Block Grant-Mitigation (CDBG-MIT), administered by the South Carolina Office of Resilience (SCOR).

As a precursor to the elevation project, the South Carolina Office of Resilience (SCOR) is soliciting qualifications for architects/engineers to provide professional services to determine the feasibility and economics to elevate up to fifteen (15) storm-damaged single-family homes identified by Marion County, in the City of Gresham, South Carolina.

Intent:

The selected firm will evaluate up to fifteen (15) storm-damaged, single-family residential homes to determine the feasibility and economics to elevate the residence above the Base Flood Elevation in accordance with local, State, and FEMA standards. The final decision to elevate any structure will be by the County, based on the evaluation and detailed feasibility report for each site.

The final report must have the highest level of credibility based upon data-driven, 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 evaluation and analysis which will stand intense public scrutiny, such that the final product must be easily defensible due to its intellectual rigor.

SECTION 2: SPECIFICATIONS

General

1. The firm shall provide all labor, materials, services, insurance, permits, and equipment necessary to carry out the work in accordance with all applicable Federal, State, and Local regulations and these specifications.
2. Each site (work area) is restricted to only authorized, trained, and protected personnel. These may include the firm's employees, firm's subconsultants, State and local inspectors, and any other designated individuals.
3. The firm shall visit specified sites to perform structural, geotechnical, and civil engineering assessments and other inspection-related activities.
4. The firm shall be responsible for the performance of thorough engineering assessment and inspection tasks in connection with all sites including, but not limited to the following:
 - (a) Geotechnical investigation of the site or from existing available data. Sufficient geotechnical data will be obtained to allow the firm to provide an informed decision for possible foundation options;
 - (b) Structural and Civil engineering assessments to determine the feasibility of and requirements for the elevation of each existing structure;
 - (c) Where assessment determines the structure is eligible for elevation, recommend a project scope and implementation plan based on conditions, program, schedule, and budget; and
 - (d) Where assessment determines the structure inadequate for elevation, document conditions and include any recommendations for wet and/or dry flood-proofing the property owner may install to help mitigate impacts from future flood events.
5. The firm shall provide Marion County and the SCOR with detailed weekly status reports on each task that has been assigned.
6. The firm shall meet and communicate with property owners regarding the dates for investigation of the properties identified by Marion County.
7. The firm shall submit monthly invoicing to the SCOR on the provided template. Invoices should include, but not be limited to, services rendered, itemized by tasks performed.

Scope of Work and Deliverables:

The scope of services may include, but is not limited to the following:

1. Initial Assessment and Inspection Phase: The firm will inspect, assess, document, and report the structural condition of each property identified by Marion County. Provide an initial engineering recommendations for each residence discovered to be structurally adequate for elevation. Provide an initial report detailing the determination for any residence discovered to be structurally inadequate for elevation.
2. Preliminary Report Phase: The firm will work with Marion County in evaluating the recommendations based on the Initial Assessment. As instructed by Marion County, the firm will conduct a geotechnical investigation to determine possible foundation options for residence elevation. The firm will conduct a survey of the property to confirm property boundaries, base flood elevation, existing site elevations, and zoning requirements. In accordance with the information contained in the geotechnical investigation, the survey, and the engineering assessment of each residence, the firm will prepare an opinion of probable

cost of the foundation options for the elevation of each residence. The preliminary report for each residence will include, as a minimum, the floor plan footprint, the geotechnical data, the site survey, and a description of the foundation systems, with an opinion of probable construction cost for each option. The report will be forwarded to Marion County and SCOR for review and approval.

3. Final Report and Implementation Strategy Phase: Upon favorable approval by Marion County and SCOR, the firm shall finalize the report and assist Marion County with an implementation strategy for the various recommendations to achieve overall project goals. This will include both eligible structures for elevation and structures identified as inadequate for elevation that were recommended for alternative mitigation strategies.

Key Deliverables

- A) **Initial Assessment and Inspection** – The Initial Assessment and Inspection for each property is due within ten (10) business days of the start of the assessment inspections. All inspection tasks will begin immediately after assigning a task order. The report should include, but not limited to:
 1. Address of structure;
 2. Location of structure;
 3. Date of inspection;
 4. Description of property;
 5. Type of building/structure;
 6. Key feature(s) of building structure;
 7. Detailed assessment of the structure specifying in sufficient detail the condition of structural defects and safety hazards evident and visible for each of the following areas: Foundation, Walls, Floor Joists, Subfloor, Beams, Columns, Roofs, Trusses, Rafters, Decks, Stairs, Garage, Retaining Walls, and any other element that is integral to the structural integrity of the property;
 8. Outline of all structural inadequacies that have been identified (i.e., overstressed structural members, deflection limits exceeded, foundation settlement). The Architect/Engineer must report the extent, location, and nature of the inadequacy, and provide photo documentation and recommendation to bring the structure(s) back up to code;
 9. Evaluation of whether a safe and sufficient repair and/or demolition can take place without causing any harm to the remaining structures;

- B) **Preliminary Report** – The Preliminary Report for each property is due within twenty-one (21) business days following the approval of the Initial Assessment and Inspection report. The geotechnical task should include, but not be limited to:
 1. Soil borings,
 2. Engineering analysis for possible vertical and lateral loads,
 3. Foundation options for residence elevation.

The site survey should include, but not limited to:

 1. North Arrow, metes and bounds of the property boundary, adjacent right-of-way, and graphic scale.

2. Date of drawing, signature, and seal of the surveyor preparing the document, and recorded lot number and address. Reference to the Book of Maps and page number of the recorded lot.
 3. Site Data Table: Include Property Identification Numbers (PIN) for subject property, site size, zoning, overlay districts, current use(s), existing impervious, residential infill status, allowed building height, setback requirements, and building square footage(s).
 4. Location and Dimensions of existing dwelling.
 5. Street name(s) and dimensions between buildings and property lines, and other buildings, ground-mounted equipment and property lines, and fences and/or walls and property lines.
 6. Physical marking of finish floor elevations on site in a power pole or permanent landmark (i.e., tree) close to the current house footprint (applicable to elevation designs).
 7. Existing driveways and/or areas used by vehicles.
 8. Existing lot elevations.
 9. Setback dimensions on drawing in relation to the property line(s) and/or existing buildings.
 10. Setbacks of building features, mechanical equipment, and other types of elements encroaching within the setback.
 11. Flood Zone boundary lines.
 12. All existing easements, rights-of-ways, open spaces, greenways, buffers, flood, and utilities affecting the property with corresponding dimensions, including septic system location indicating tank, drain fields, and repair areas.
 13. Finish Floor elevation calculations for elevation projects.
 14. Existing utilities and tree locations/diameters.
- C) **Final Report and Implementation Plan** – Based on the approved Initial Assessment and Inspection, and the approval of the Preliminary Report, a Final Report shall be signed and sealed by a South Carolina licensed Architect or Engineer and submitted to Marion County and SCOR within fourteen (14) business days of the approved Preliminary report. The Implementation Plan/guidance should include, but not limited to:
1. Implementation strategy narrative
 2. One planning-level cost estimate for recommendations to complete the elevation project as recommended based on structure conditions, schedule, program, and budget.
- D) Copies of associated field logs used to generate the engineering assessment report.

SECTION 3: SUBMITTAL INFORMATION AS RESPONSE TO THE RFQ

Submittal shall include, at a minimum, information required in the solicitation, responses to all selection criteria required by the SC Consolidated Procurement Code (§ 11-35-3220). Submission shall also include the following:

1. Firm's staffing proposal for this project to include:
 - a. Staffing diagram; and

- b. Names and resumes of staff working on the project.
2. Firm's listing of completed designs of residential structure elevations performed within the last 5 years with Executive Summary. Include staff involved in the design.
3. Firm's litigation history.
4. Debarment & Suspension: Certification that neither it nor any of its principals is ineligible for participation in federal or state assistance programs.

If any responding firms include proprietary and/or trademark information, please be sure to make note of that in the submittal.

Submittal Format

1. Provide one (1) electronic copy and three (3) printed copies to the South Carolina Office of Resilience-Mitigation Department by the time and date established in the published SE-210, Invitation for Professional Services.
2. Printed submittals must be clearly labeled on the outside of the envelope with the following wording: "RFQ Design Services for Federally Funded Home Elevation Project," and the State Project Name and Number. All late submittals will be rejected.
3. 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.
4. Provide a cover page that includes the Company Name, Address, Point of Contact (Email Address and Phone Number); Professional Services for the Federally Funded Home Elevation Project; Unique Entity Identifier (UEI, formerly DUNS Number), Date of Submission, and 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.

Authorized Signature (Print)

Authorized Signature w/ Title

E-mail Address

Electronic submittals must be delivered on a USB flash drive along with the printed copies to the South Carolina Office of Resilience, 632 Rosewood Drive, South Carolina 29201, Attention: Mitigation Department.

Submittal Deadline

Deadline for submission: No later than the time and date established in the published SE-210, Invitation for Professional Services, to the South Carolina Office of Resilience Mitigation Department at 632 Rosewood Drive, Columbia, SC 29201, Attention: Mitigation Department.

SECTION 4: PRE-SUBMITTAL QUESTIONS

The State will respond to questions and provide additional project information during a virtual Pre-Submittal Conference at 11:00am on *Friday, December 20, 2024* using the following Zoom link:

<https://us02web.zoom.us/j/87968376078?pwd=ce9b4brMA113Rg8RRSBmhjYrZuVwDl.1>

Any questions regarding this project must be submitted in writing via email no later than 3:00 PM on *Wednesday, December 18, 2024*. Questions should be emailed to MIT_Plans@scor.sc.gov. All submitted questions will be addressed during the Pre-Submittal Conference.