

South Carolina Office of Resilience

Request for Qualifications

Engineering Design Services for

Horry County Buyout Demolition – Phase 2

State Project # D30-N039-MJ
SCOR Project # BP-20-2600-01

SECTION 1: GENERAL SCOPE

Overview:

The South Carolina Office of Resilience (SCOR) seeks engineering services to develop a Project Manual, Project Plan Set, and a Comprehensive Stormwater Pollution Prevention Plan (C-SWPPP) in accordance with the S C Office of State Engineer's (OSE) requirements of Design-Bid-Build for Procurements Greater than \$100,000 for a demolition and site stabilization project (Project) consisting of 25 residential properties in the Rosewood Estates and Lawson's Landing neighborhoods in Horry County. The State intends to use a U.S. Housing and Urban Development (HUD) Community Development Block Grant-Mitigation (CDBG-MIT) grant to fund the acquisition and demolition of the parcels back to green space in perpetuity. The CDBG-MIT funding is limited, and those competing for this project should have a thorough and demonstrated understanding of the constraints and limitations associated with CDBG-MIT funding as well as OSE requirements.

It is the intent of this scope of work to collect information on individual parcels through on-site inspections. Using the collected information, prepare a Project Manual, Project Plan Set, and C-SWPPP. Additional requirements will be to secure environmental permits and permitting associated with the C-SWPPP, develop erosion and sediment control and stabilization cost estimate for submittal to applicable regulatory agencies for their review and approval, including but not limited to SCDHEC for Stormwater and Coastal Zone, Horry County Stormwater, OSE, and the U. S. Army Corp of Engineers (USACE). Assistance during the bidding phase and weekly erosion and sediment control inspections will be required.

SCOR has completed an Environmental Assessment including delineation of wetlands, other waters of the U.S. and additional environmental resources that will be available to utilize in the development of the plan set and C-SWPPP. In addition, all parcels have been surveyed and will be available for review.

Background:

This is a second phase of demolition for the Horry County Buyouts. This phase consists of up to 25 parcels which are single-family stick built or Manufactured Housing Units (MHU). No underground storage tanks have been identified on the parcels and no asbestos has been identified in the homes. Tree and natural landscapes are to remain onsite undisturbed where feasible.

SECTION 2: SPECIFICATIONS

Scope of Work and Deliverables:

GENERAL REQUIREMENTS

1. Project Manual must be prepared in accordance with:
 - a. SCOR's Policy and Procedure Manual and Special Provisions; and
 - b. AIA procurement documents; and
 - c. SCOSE AIA procurement documents.

DATA COLLECTION

1. Coordinate with Horry County on obtaining required GIS and/or LIDAR data that will aid in the completion of the project and/or plan set. Data to include contours, impervious surfaces, floodplain boundaries, streams, wetlands, parcel data, storm drainage systems, etc. In the event impervious surfaces GIS data is not available, firm will be required to trace footprints utilizing aerial photography and field visits.
2. Verify surveys and make site visit(s) to confirm items to be removed prior to demolition (interior and exterior). Compile site survey data into a Site Survey Form and provide to SCOR. An example Site Survey Form will be provided upon request.

CREATION OF PROJECT MANUAL, PLAN SET AND C-SWPPP

1. Develop a manual and plan set identifying work areas, phasing, location of existing above ground structures, below ground structures, existing site topography, items to be demolished, and erosion and sediment control measures. Site plans must meet the requirements and approval of SCDHEC and OSE. Due to the size of the Project, all sites are part of a larger common plan of development, the plan set should include, but not be limited to:
 - a. Existing Conditions
 - b. Demolition Plans and Project Manual
 - i. Identify all structures and impervious surfaces to the extents of the property and include the driveways within the Horry County right-of-way to roadway pavement edge, docks and boat ramps to be demolished. All impervious surfaces must be demolished, and boat ramp demolition may need to occur below the High Tide Line.
 - ii. Identify all structures not to be demolished (example: shared fencing)
 - iii. Plans must be in accordance with CDBG-Mitigation Special Provisions which will be provided upon award of contract.
 - iv. Must include construction phases as required by SCDHEC.
 - c. Proposed grading plans
 - d. Proposed method of grade and toe control, if appropriate
 - e. Erosion and sediment control plans
 - f. Construction and maintenance access points
 - g. Identification of trees and other landscape/natural areas to remain undisturbed
 - h. Potential utility conflicts and any other identified site constraints
2. Provide an estimate of demolition costs and construction cost for erosion control and site stabilization

OBTAIN REQUIRED PERMITS

1. Prepare and submit applications for required permitting

CONSTRUCTION PHASE

1. Prepare bid documents in accordance with OSE bidding procedures and SCOR CDBG-MIT Special Provisions, including Section 3 Requirements (to be provided)
2. Host documents for contractor review
3. Respond to bidder's questions and create addenda
4. Attend bid opening with SCOR
5. Review bids with SCOR

6. Prepare bid tabulation and comparison
7. Attend pre-construction and pre-disturbance meetings on site
8. Review contractor’s shop drawings
9. Aid SCOR in Contractor Pay Applications and approval for payment
10. Review and Prepare Change Orders in accordance with OSE Form SE-380
11. Complete weekly inspections of the erosion and sediment controls during the Project.
 - a. Document inspections on required forms

CLOSEOUT

1. Complete closeout inspection upon completion of demolition
2. File for the Notice of Termination

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 demolition design projects performed within the last 5 years with Executive Summary. Include staff involved in the assessment.

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: “*Engineering Development and Design Services for Horry County Buyout Demolition – Phase 2*”, along with the State Project Number D30-N039-MJ. 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 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 BP-20-2600-01 Engineering Development and Design Services for Horry County Buyout Demolition – Phase 2; Sam.gov Unique Identifier 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.

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 South Carolina Office of Resilience, 632 Rosewood Drive, South Carolina 29201, Attention: Mitigation Buyout Department.

Submittal Deadline:

Deadline for submission: Monday, April 29, 2024 at 3:00 p.m., to the South Carolina Office of Resilience Mitigation Department at 632 Rosewood Drive, Columbia, SC 29201, Attention: Mitigation Buyout Department.

Any questions regarding this project must be submitted in writing via email no later than 3:00 PM on Monday, April 15, 2024. Questions should be emailed to DROMitigation@scor.sc.gov. Responses will be provided via email no later than 5:00 PM on Thursday, April 18, 2024.