

South Carolina Office of Resilience

Request for Qualifications for

Williamsburg County Comprehensive Plan

State Project # D30-N043-MJ

SECTION 1: GENERAL SCOPE

Overview:

The South Carolina Office of Resilience (SCOR) seeks a Comprehensive Plan for Williamsburg 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 the comprehensive plan. The plan is to include all 10 required elements under the Comprehensive Plan Enabling Act and serve as a road map decision making in the county regarding growth, development and redevelopment in the county.

Williamsburg County, the 6th largest county in SC by landmass, is a rural county often faced with the impacts of natural hazards. It is located approximately 25 miles from the coast, and often subject to impacts from tropical storms and hurricanes. The county is bordered to the east by the Great Pee Dee River, the south by the Santee River, and is bisected by the Black River and Black Mingo Creek. Williamsburg County is one of the only remaining counties in the state that does not currently have zoning, and in need of updates to its land development regulations and is seeking a comprehensive plan to pursue these updates.

This plan will guide growth and development, public facility investments, regulation of land uses and economic development initiatives in the county. Because comprehensive planning and implementation involves regulating development and design, it is an excellent place to identify and prioritize strategies to mitigate the effects of environmental changes and natural hazards and encourage resilient development. The SC Local Government Planning Enabling Act was recently amended by the Disaster Relief and Resilience Act to require that plans include a resiliency element and notes that the new element be developed in coordination with all preceding elements and integrated into the goals and strategies of each of the other plan elements. The plan will identify and prioritize implementation and funding strategies for programs, policies and projects for resilient county development.

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.

SECTION 2: SPECIFICATIONS

Scope of Work and Deliverables:

1. Within 270 days of contract award, the selected firm will provide the South Carolina Office of Resilience and Williamsburg County with a Comprehensive plan that meets or exceeds the specifications outlined and required by SC Code 6-29-510. The plan will be posted on the South Carolina Office of Resilience website and the Williamsburg County website, where it must stand public scrutiny for 30 days and be easily defensible. The selected firm will present:
 - a. a formal briefing of the full comprehensive plan outlining the specifics of the recommended projects, programs and policies and a timeline for implementation; as well as
 - b. a specific briefing on how resilience was incorporated in element and across rest of elements.
2. Provide a weekly email update and a monthly in person progress review to the South Carolina Office of Resilience's Mitigation Department with a representative from Williamsburg County present for the duration of the contract.

3. Conduct a workshop with Williamsburg County officials to identify known areas of flooding or stormwater concerns. SCOR personnel will attend the workshop.
4. Conduct at least 2 public meetings to allow the County's citizens to provide input on each stage of the planning process as outlined in SC Code 6-29-510, including input on existing conditions, community needs and goals, and input on proposed implementation strategies and timeframes. SCOR personnel will attend the public meetings.
5. Conduct an analysis of the following for each of the ten required plan elements:
 - a. Conduct and document an inventory of existing conditions
 - b. Provide a statement of needs and goals
 - c. Develop and support with evidence, implementation strategies with specific time frames addressing identified needs and goals.
 - d. Include in each element, considerations of potential conflicts or integration with other plans and policies internal to the county, or with adjacent or regional jurisdictions including but not limited to the Statewide Resilience Plan, state and local hazard mitigation plans, economic development plans, capital improvement plans, and transportation plans.
6. Produce a document for each of the 10 required plan Elements: The plan must include the following elements as outlined in statute: Population, Natural Resources, Resiliency, Land Use, Economic Development, Cultural Resources, Community Facilities, Housing, Transportation, Priority Investment.
7. Conduct a comprehensive assessment of the impact of environmental change and natural hazards on all of the above elements as outlined in SC Code 6-29-510. While being included in each element, provide an overview in the resilience element on how resilience was considered in the development of each individual element. This requirement must be completed within 240 days of contract 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 70%.
8. 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 comprehensive plan and in-person briefing must include:
 - a. A review of the planning parameters associated with this specific assessment and its direct tie to CDBG-MIT funding for mitigation and resilience.
 - b. Coordination with adjacent and relevant jurisdictions and agencies. At a minimum this should include jurisdictions within the county, surrounding communities and jurisdictions as well as those communities upstream and downstream of the County's watersheds.
 - c. A comprehensive listing of all recommendations considered within the plan, to include public comment from Williamsburg County citizens, as well as a thorough review and definition of each screening criteria used to arrive at the recommended programs, policies, and projects.
 - d. A prioritized list of recommendations and their specified budget estimations and implementation strategies.
 - e. A qualitative and quantitative impact statement upon a Low-to-Moderate Income population
 - f. A holistic risk assessment of each distinct proposed project.
 - g. An analysis of each prioritized project and the benefit it provides for Low-to-Moderate Income citizens in Williamsburg County concerning future flood events.

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 comprehensive plans performed within the last 5 years with Executive Summary. Include staff involved in these projects.

Submittal Format:

Provide one (1) electronic copy and six (6) 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: “RFQ23-4500-01-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); RFQ23-4500-01-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: **Tuesday, April 30, 2024, at 3:00 PM** to the South Carolina Office of Resilience Mitigation Department at either of the following:

- 632 Rosewood Drive, Columbia, SC 29201, Attention: Mitigation Department.
- MIT_Plans@scor.sc.gov; and

SECTION 4: PRE-SUBMITTAL QUESTIONS

The State will respond to questions and provide additional project information upon request. All responses to the submitted questions will be provided by 3:00 PM on Friday, April 19, 2024.

Any questions regarding this project must be submitted in writing via email no later than 3:00 PM on Friday, April 12, 2024. Questions should be emailed to MIT_Plans@scor.sc.gov. All submitted questions will be addressed via email.