

# South Carolina Office of Resilience Request for Qualifications for Town of Pamplico- Priority Area 1 Stormwater Improvements

## D30-N056-PG

### SECTION 1: GENERAL SCOPE

#### Overview:

The South Carolina Office of Resilience (SCOR) seeks a qualified, licensed firm to provide engineering and design services related to grey infrastructure and green nature-based resilient stormwater improvements, and best management practices in the Town of Pamplico, in South Carolina. The Town of Pamplico experiences flooding during relatively minor storm events attributed to minimally sloping topography and undersized/failing infrastructure. Over the years, flooding from minor storm events, 2-year and 5-year storms, has been a challenge to many areas of the town. Rain events can flood roadways, causing them to become impassable and sometimes cause damage to homes and businesses. SCOR previously awarded a Housing and Urban Development (HUD) Community Development Block Grant (CDBG-MIT) Plans & Studies grant to the Town of Pamplico for a Hydrologic and Hydraulic (H&H) study that was completed by Kimley Horn. The completed study, available at: [https://scor.sc.gov/sites/scor/files/Documents/Pamplico%20Final%20Deliverable%20-%20Report\\_optimized%20\(5\)%20with%20Redacted%20Pages%2C%20version%202.pdf](https://scor.sc.gov/sites/scor/files/Documents/Pamplico%20Final%20Deliverable%20-%20Report_optimized%20(5)%20with%20Redacted%20Pages%2C%20version%202.pdf), identified recommended projects in priority areas to significantly improve and/or alleviate existing flooding issues.

The Town seeks to improve floodwater storage in Priority Area 1 through the implementation of grey- and green- infrastructure improvements. SCOR intends to use a CDBG-MIT Infrastructure grant to fund the design and construction of Priority Area 1, as identified in the H&H Study, which includes upsizing and replacing damaged or insufficient infrastructure to increase capacity and provide a more positive slope on ditches and swales. The proposed stormwater infrastructure improvements, at a minimum, should include:

1. A design of the stormwater system to provide the capacity for flood events through the 25-year design event, or greater
2. Benefit Cost Analysis (BCA) – revised to reflect final project scope
3. Analysis of downstream impacts of the final design - must be evaluated and well documented in the deliverables
4. HUD Environmental Assessment (EA) level environmental review per 24 CFR Part 58
5. Stormwater Pollution Prevention Plan (SWPPP) and all required permits

The final plan deliverable 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 data analysis

which will stand intense public scrutiny, and the final product must be easily defensible due to its intellectual rigor.

**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. Actions to mitigate future damages need to be made before the next storm strikes. Stability can be given to these people by 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 (SCOR) and the Town of Pamplico with final deliverables for the Town of Pamplico- Priority Area 1 Stormwater Improvements that meet or exceed the specifications outlined:

1. Conduct Field Survey to include surveying and documentation of size, materials, conditions, and locations of existing drainage systems related to the project area, if any.
2. Utility Coordination
3. Hydraulic Design
4. Preliminary Design Plans and Conceptual Cost Estimate
  - a. 30% Conceptual Design and Cost Estimate submitted to SCOR and the Town for review
  - b. 60% Design Plans and updated Cost Estimate submitted to SCOR and the Town
  - c. 90% Design Plans and updated Cost Estimate submitted to SCOR and the Town
  - d. Development of Change Order requests with SCOR and Town staff, as needed

5. Public Involvement to include
  - a. A minimum of two in-person public meetings to allow the Town of Pamplico citizens an opportunity to identify areas of concern within the project area and provide public comment on the proposed project activity. SCOR and Pamplico personnel will attend both public meetings.
  - b. Distribution of project information to citizens in/around the project area as needed to keep citizens informed on the project.
6. Conduct a Benefit Cost Analysis (BCA) using the latest FEMA BCA Toolkit on the final project design
  - a. Provide BCA calculation dataset to SCOR
7. Environmental Review
  - a. Develop an Environmental Assessment, Determinations and Compliance Findings for HUD-Assisted Projects in compliance 24 CFR Part 58 requirements
  - b. Provide a final environmental review report including documentation of agency consultations and public notification processes to SCOR and the Town
8. Analysis of downstream impacts of the project's final design
  - a. A minimum of a 10% downstream analysis of impacts should accompany Final Design Plan as a stormwater requirement
9. Final Design Plans, in accordance with SC Office of State Engineers (OSE) Manual, Chapter 5 requirements ([https://procurement.sc.gov/files/ose/Chapter%205%20-%20Design-Construction%20Document%20and%20Construction%20Standards\\_1.pdf](https://procurement.sc.gov/files/ose/Chapter%205%20-%20Design-Construction%20Document%20and%20Construction%20Standards_1.pdf)), to include:
  - a. Design Drawings, to be approved by SCOR and the Town prior to submittal to OSE
  - b. Project Manual
  - c. Final Construction Cost Estimate
  - d. Stormwater Pollution Prevention Plan (SWPPP)
  - e. Required Federal/State/Local/Utility permits
10. Assist SCOR during the bid process
  - a. Respond to questions from bidders
  - b. Attend a Pre-Bid conference
  - c. Attend the Bid Opening
  - d. Assist with bid review
11. Construction Administration
  - a. Attend a Pre-Construction conference
  - b. Attend weekly construction coordination calls
  - c. Grant Compliance - Davis Bacon and Section 3 Reporting
  - d. Review Pay Applications
  - e. Compile and Review change order requests using SE-380 forms
  - f. Construction Engineering Inspection
  - g. Final as-built plans provided to SCOR and the Town following completion of construction
  - h. Operation and Maintenance Plan provided to SCOR and the Town
12. Coordination with the South Carolina Office of Resilience's Mitigation Department for the duration of the contract to include:
  - a. Monthly coordination calls (virtual) where the firm will present a progress report to SCOR

- b. Site visits with SCOR and the Town's staff as needed

NOTE: This project will be bid using the Office of State Engineer's Manual and Forms. These can be accessed at <https://procurement.sc.gov/manual#ditem-11624>

### **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 Unique Entity Identifier (UEI) generated by SAM.gov
2. Firm's staffing proposal for this project to include:
  - a. Staffing diagram; and
  - b. Names and resumes of staff working on the project
  - c. Current workload capacity of each staff member working on the project
3. All subcontractor staffing proposal for this project
  - a. Subcontractor's UEI
  - b. Staff name(s) and resume working on the project
  - c. Current workload capacity of each staff member working on this project
4. Firm's listing of completed drainage projects performed within the last 5 years with Executive Summary. Include staff involved in the project.

#### **Submittal Format:**

Provide four (4) printed copies and one (1) electronic copy on a USB flash drive 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: "D30-N056-PG Engineering Services Submittal for SCOR's CBDG-MIT funded *Town of Pamplico – Priority Area 1 Stormwater Improvement Project*". All late submittals will be rejected. The SCOR 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 inch pages, 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); D30-N056-PG Engineering Services for CBDG-MIT funded *Town of Pamplico – Priority Area 1 Stormwater Improvement Project*, UEI, 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.**

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*Authorized Signature (Print)*

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*Authorized Signature w/ Title*

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*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 Department.

**Submittal Deadline:**

Deadline for submission: Friday, February 7, 2025, at time 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\_Infrastructure@scor.sc.gov

**SECTION 4: PRE-SUBMITTAL CONFERENCE**

The State will conduct a virtual Non-Mandatory Pre-Submittal conference via Zoom as part of this process to provide additional project information and expound upon potential questions. This conference will be held on Friday, January 24<sup>th</sup>, 2025, at 1:00 PM at <https://us02web.zoom.us/j/89807797738>. Although attendance is not mandatory, all interested firms are strongly encouraged to attend. Any questions regarding this project must be submitted in writing via email no later than 4:00 PM on Monday, January 20, 2025. Questions should be emailed to MIT\_Infrastructure@scor.sc.gov. All submitted questions will be addressed at the pre-submittal conference.