

TOWN OF ST. GEORGE  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
UPTOWN/LITTLE HARLEM - REVITALIZATION IMPROVEMENTS  
GRANT NUMBER 4-NR-19-002

REQUEST FOR PROPOSALS  
for  
ENGINEERING SERVICES

Proposal Due By:  
Friday, September 4, 2020

Berkeley Charleston Dorchester Council of Governments  
5790 Casper Padgett Way  
North Charleston, SC 29405

Issue Date:  
Monday, August 17, 2020

The Town of St. George, South Carolina is accepting PROPOSALS from qualified engineering firms to provide professional engineering services for neighborhood-level infrastructure and safety improvements as part of a Community Development Block Grant awarded from South Carolina Department of Commerce.

Proposals must be received by **2:00 PM on Friday, September 4, 2020**. Proposals should be marked to: Attn: Jason McGarry, Procurement and Contracts Administrator, Berkeley-Charleston-Dorchester Council of Governments (BCDCOG), 5790 Casper Padgett Way, North Charleston, SC 29405, Telephone 843-529-0400, in a sealed envelope clearly marked "**ST. GEORGE CDBG PROPOSALS**". PROPOSALS RECEIVED AFTER THE ABOVE NOTED TIME WILL NOT BE CONSIDERED. Submit one (1) original and three (3) copies of the Proposal Package. This Request for Proposals does not commit the Town of St. George to award a contract or pay any cost incurred in the preparation of a Proposal. Additionally, the Town of St. George reserves the right to accept or reject any or all proposals received as a result of the request, to negotiate with all qualified offerers, or to cancel in part or in its entirety, if this is in the best interest of the Town to do so.

For further information or copies of the RFP, contact Jason McGarry at the above address or telephone number.

### **PROJECT DESCRIPTION**

The project is located in the Uptown/Little Harlem neighborhood in the Town of St. George in Dorchester County, South Carolina. The proposed improvements consist of the construction of a safety guardrail along NW Railroad Avenue between the roadway and the railroad ditch, and the design and installation of drainage system infrastructure and improvements.

### **SCOPE OF SERVICES**

The selected engineering firm shall consult with the Town of St. George and the BCDCOG to provide the project construction design, opinion of probable construction costs, construction documents, bidding, construction administration, and construction inspections of the drainage and safety improvements. The selected engineer will also work with the Town to obtain any necessary state, federal and local regulatory and Norfolk Southern Railroad approvals to install the guardrail and drainage improvements. The infrastructure components to be designed and constructed include the following:

- Drainage system maintenance and improvements will be completed between Roosevelt Street and NW Railroad Avenue (in the vicinity of Milan Lane) and along NW Railroad Avenue from N. Metts Street east towards Sears Street. These activities include removing debris from the ditches to facilitate drainage and construction of new drainage features. The installation of approximately 350 linear feet of 18" reinforced concrete pipe, four (4) drop inlets and a conflict box at the drainage outfall will be installed along NW Railroad Avenue to capture surface runoff between Milan Lane and Sears Street.
- Approximately 2,250 linear feet of guardrail will be installed alongside the open drainage ditch that runs between the Norfolk Southern Railroad and NW Railroad Avenue to improve safety for residents, pedestrians and motorists from N. Metts towards Sears Street.

## SELECTION CRITERIA

All interested firms capable of providing services are invited to submit proposals. A committee will evaluate the RFPs based on several criteria. Proposals will be weighted for evaluation purposes as follows:

1. Qualifications – up to 25%
2. Experience with Similar Projects – up to 20%
3. Project Approach & Schedule – up to 20%
4. Prior CDBG Project Experience – up to 20%
5. Cost of Services – up to 15%

## TYPE OF CONTRACT

The Town intends to sign a contract with one firm for the services included in this RFP. To the extent that the firms choose to make joint proposals, one firm must be designated the lead firm to sign the contract and be the point of contact with the Town of St. George and the Berkeley Charleston Dorchester Council of Governments (BCDCOG). The Town reserves the right to reject any or all proposals or to waive minor informalities and technicalities to make a selection, if any, based solely on the best interests of the Town.

## PREPARATION OF PROPOSAL

All proposals should be complete and carefully worded and must convey all the information requested by the Town and BCDCOG.

## QUESTIONS

Every effort has been made to ensure that all information needed by the Firm is included herein. If a Firm finds that it cannot complete a Proposal without additional information, it may submit questions, in writing, to the BCDCOG Representative listed below. **All questions must be received by 2:00 p.m. on Friday, August 28, 2020.** If an addendum is necessary, it will be issued by close of business on Monday, August 31, 2020. No negotiations, decisions or actions shall be initiated by any Firm or potential firm as a result of any verbal discussion with any BCDCOG or Town of St. George representative or employee.

All questions in connection with this RFP shall be directed to the BCDCOG Representative:

Jason McGarry, Procurement/Contract Administrator  
BCD Council of Governments  
5790 Casper Padgett Way  
North Charleston, SC 29405  
Phone: (843) 529-0400, Fax: (843) 529-0305  
Email: jasonm@bcdkog.com

## PROJECT FUNDING

This project is being funded in whole or in part through a Community Development Block Grant from the SC Department of Commerce and the successful firm shall comply with all requirements of the CDBG program.

## **PROFESSIONAL LIABILITY COVERAGE**

The Firm shall submit, with its proposal, evidence that it has or can obtain professional liability coverage in an amount not less than one million dollars (\$1,000,000) and that said coverage includes, but is not limited to the scope of work.

## **TERMINATION BY THE TOWN**

Funds for this contract are payable from the Town's Community Development Block Grant (CDBG) funds. In the event no funds or insufficient funds are appropriated and made available for payments due under this contract, then the Town shall immediately notify the Firm of such occurrence, and this contract shall create no further obligation of the Town as to such current or succeeding fiscal year and shall be null and void, except as to the portions of payments herein agreed upon for funds which shall have been appropriated and budgeted. In such event, this contract shall terminate on the last day of the fiscal year for which appropriations were received without penalty or expense to the Town of any kind whatsoever. No right of action or damages shall accrue to the benefit of the firm as to that portion of this contract that may so terminate. The Town shall provide the successful firm with notice not less than ninety (90) days prior to the date of cancellation, if such time is available. Otherwise, prompt notice will suffice. In the event of occurrence of the circumstances described immediately above, the firm shall not prohibit or otherwise limit the State's right to pursue and contract for alternate solutions and remedies as deemed necessary by the Town for the conduct of its affairs. All provisions stated herein shall apply to any amendment or the execution of any option to extend the contract.

## **APPROVAL OF USE OF NAMES**

The firm shall not have the right to include the Town names in its published list of customers without prior approval. With regard to news releases, only the name of the firm type and duration of contract may be used and then only with prior approval of the Town. The firm agrees not to publish or cite in any form any comments or quotes from the Town Council members, officials or staff. The firm further agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the services provided are endorsed or preferred by the Town.

## **EMPLOYMENT OF PERSONNEL**

In all hiring or employment made possible by or resulting from the contract and in accordance with 45 CFR Parts 90 and 91 (1990), the firm agrees that:

- a) There shall be no discrimination against any employee or applicant for employment because of handicap, age, race, color, religion, sex or national origin, and
- b) Affirmative action shall be taken to insure that applicants are employed, and that
- c) Employees are treated during employment without regard to their handicap, age, race, color, religion, sex, or national origin

This requirement shall apply to, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The firm

further agrees to give public notice in conspicuous places available to employees and applicants for employment setting forth the provisions of this section. All solicitations or advertisements for employees shall state that all qualified applicants shall receive consideration for employment without regard to handicap, age, race, color, religion, sex or national origin. All inquiries made to the firm concerning employment shall be answered without regard to handicap, age, race, color, religion, sex or national origin. All responses to inquiries made to the firm concerning employment made possible as a result of the contract shall conform to Federal, State and local regulations.

#### **COMPLIANCE WITH CODES, ORDINANCES, INDUSTRY STANDARDS**

During the term of this contract, it shall be the firm's responsibility to ensure compliance with all applicable provisions of laws, codes, ordinances, rules and regulations, tariffs, and industry standards.

#### **ASSIGNMENT**

No contract or its provisions may be assigned, sublet, or transferred without the written consent of the Town.

#### **SAFETY PRECAUTIONS**

The Town assumes no responsibility with respect to accidents, illness, or claims arising out of any work undertaken with the assistance of funds paid under the contract. The firm shall take necessary steps to insure or protect itself and its personnel. The firm agrees to comply with all applicable local, state, and federal occupational and safety acts, rules and regulations. The Town will require proof of Worker's Compensation coverage.

#### **POLITICAL ACTIVITY**

The firm shall comply with all applicable provisions of the Federal "Hatch Act" as amended.

#### **RESTRICTIONS FOR LOBBYING**

In accordance with 31 U.S.C. 1352, funds received under this contract may not be expended to pay any person or influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of any agency, or an employee of a member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant loan, or cooperative agreement. This restriction is applicable to all subcontractors and must be included in all subcontracts.

#### **COMPLIANCE WITH FEDERAL REGULATIONS**

State or Federal requirements that are more restrictive shall be followed.

#### **AMERICANS WITH DISABILITIES ACT (ADA)**

The firm shall comply with the ADA as applicable.

### **DEBARMENT CERTIFICATION**

The firm agrees to comply with the applicable provisions of 45 CFR Part 76 (1990).

### **AUDITS AND REVIEWS**

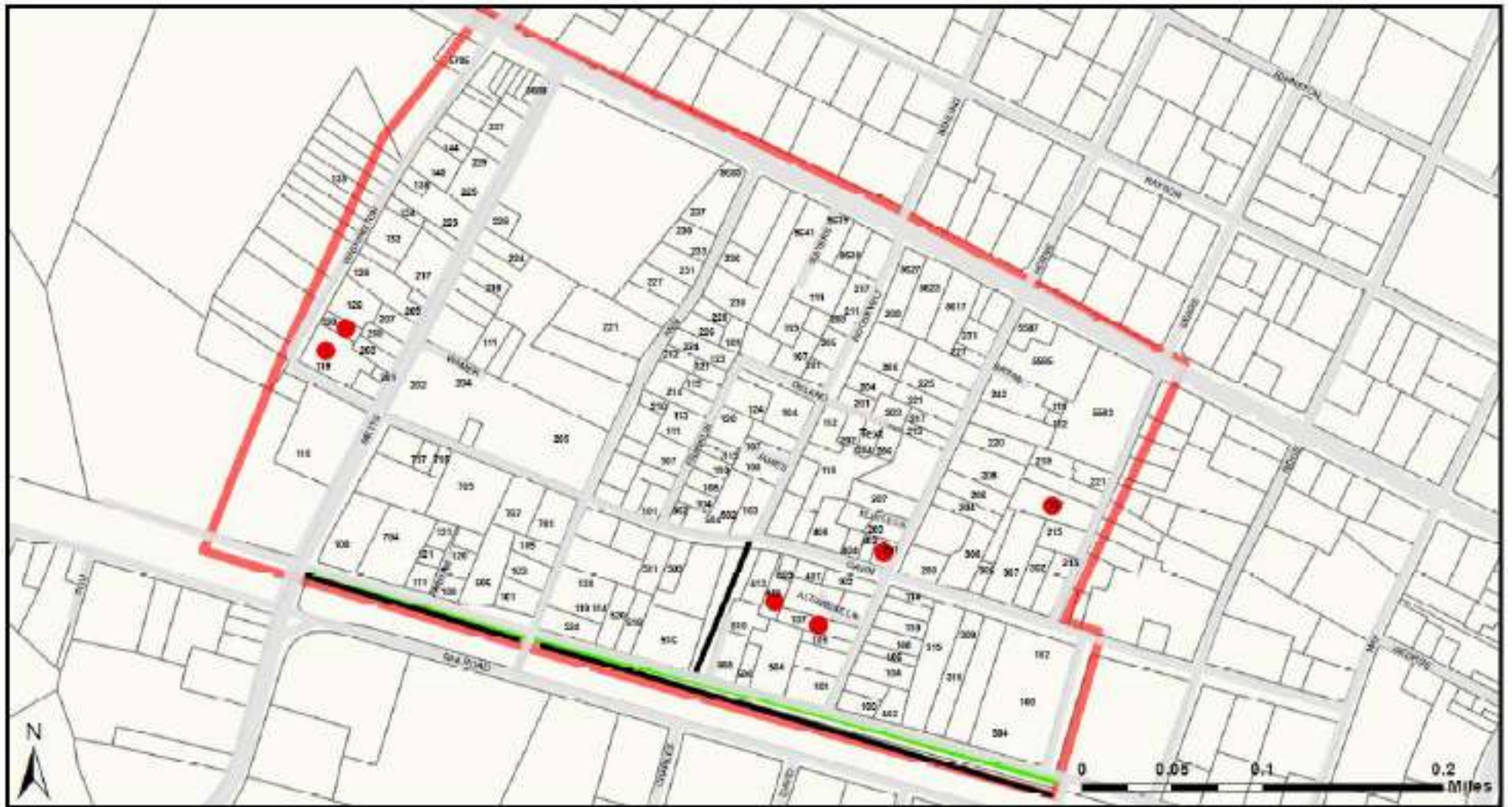
The firm shall, throughout the life of the contract, participate in State and Federal audits. The firm shall provide support to the Town during any and all audits. The support shall include, but shall not be limited to, producing documentation, gathering data, preparing reports or correspondence, and assisting the Town in responding to questions.

### **SUBCONTRACTORS**

If the firm proposes to use key professional personnel who are not employed by the firm in a full time capacity, the firm must include a resume(s) of the personnel, specifically designate what portions(s) of the project the personnel will be responsible for and what percentage, in terms of time, of the project will be performed by such personnel. The firm shall be professionally liable for the work of such personnel and shall provide assurances to the Town that such personnel will devote sufficient time, which time shall be satisfactory to the Town to the project in order to carry out properly the designated project work.

### **OTHER INFORMATION DIRECTLY RELATED TO SCOPE OF WORK**

The attached map indicates the general location of the proposed project activities.



**Legend**

- Residential Demolitions
- Drainage Improvements (approximate location)
- Proposed Guardrail (approximate location)
- Uptown/Little Harlem Area

St. George CDBG Grant 4-NR-19-002  
 Uptown/Little Harlem Neighborhood Revitalization  
 Proposed Improvements  
 Town of St. George, Dorchester County, SC

