



**THE JAMES ISLAND PUBLIC SERVICE DISTRICT**  
**REQUEST FOR PROPOSALS FOR SUBSURFACE UTILITY ENGINEERING  
SERVICES**

**DATE:** Monday, February 6, 2023

**MANDATORY SITE VISIT:** 10:00 a.m. EST on Thursday, February 23, 2023  
Beginning at the Intersection of Waites Drive and  
Harbor View Road and ending at the CWS Plum  
Island Wastewater Treatment Facility, James  
Island. Charleston, SC 29412

**SUBMISSION DEADLINE:** Noon EST on Thursday, March 9, 2023

**SUBMISSION LOCATION:** James Island Public Service District  
1739 Signal Point Road  
Charleston, SC 29412

**DIRECT ALL INQUIRES TO:** Joe Marcinkus, Director of Wastewater Services  
marcinkusj@jipsd.org

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Important Note to Respondents: The James Island Public Service District (District) reserves the right to reject any and all proposals, or parts of proposals, when it is judged to be in the best interest of the District. **Responding to the RFP acknowledges your company agrees to using the terms and conditions detailed in the Professional Services Contract (Exhibit B) detailed below as the basis to establish a contractual relationship with the District.** Responding to this RFP acknowledges that the District has the right to omit your company's proposed terms of service and/or service agreement from the response package to be replaced by the Professional Services Contract (Exhibit B). Only the company names, company representatives, the agreed upon terms of consideration for the services, and the identification of the contract documents will be modified by the District in the template Professional Services Contract (Exhibit B) to establish the contractual relationship with the District.

## TABLE OF CONTENTS

1.0	GENERAL INTENT OF THE REQUEST FOR PROPOSALS
2.0	GENERAL INFORMATION AND REQUIREMENTS
2.1	Introduction
2.2	General Description of SUE-A Services
3.0	SCOPE OF WORK
3.1	Deliverables
4.0	PROPOSAL ORGANIZATION
4.1	General Information
4.2	Understanding/Statement of Interest
4.3	Service Approach
4.4	Personnel
4.5	References
4.6	Contract Terms and Conditions
4.7	Cost Model
5.0	CONDITIONS FOR PROPOSAL SUBMITTAL
5.1	Proposal Format
5.2	Questions
5.3	Proposal Submission/Deadline
5.4	Retention of Proposals
6.0	PROPOSAL EVALUATION
6.1	Method of Award
6.2	Cancellation of Award
6.3	Evaluation Procedures
6.4	Criteria for Evaluation
6.5	Oral Presentation
6.6	Rejection of Proposals
7.0	MISCELLANEOUS PROVISIONS
7.1	Contract Provisions
7.2	Provisions of Sub-Contract
7.3	Non-Discrimination
7.4	Lobbying
7.5	Limitations

## **1.0 GENERAL INTENT OF THE REQUEST FOR PROPOSALS**

- 1.1 This request for proposal (RFP) outlines the nature and scope of required for Quality Level A (SUE-A) Subsurface Utility Engineering services for proposed Harbor View Road Force Main Capacity Upgrade Project for the James Island Public Service District (District), located in Charleston, South Carolina.
- 1.2 Vendor or Vendor with principals, spouses of principals, or any other stakeholders who are also employed by the District, shall be deemed not eligible to submit proposals on this project. The District reserves the right to disqualify any proposal that it determines does not comply with the laws of the State of South Carolina, policies of the District or creates a conflict, or the appearance of a conflict, of interest for the District.
- 1.3 For purposes of this RFP, proposers must submit copies of certificates of insurance for general liability and worker's compensation. The selected firm must have general and professional liability insurance coverage in amounts acceptable to the District. Please reference Article 5 and Exhibit B of the Professional Services Contract (PSC). Responding to the RFP acknowledges your company agrees to using the terms and conditions detailed in the Professional Services Contract detailed below as the basis to establish a contractual relationship with the District. Responding to this RFP acknowledges that the District has the right to omit your company's proposed terms of service and/or service agreement from the response package to be replaced by the Professional Services Contract (Exhibit B). Only the company names, company representatives, the agreed upon terms of consideration for the services, and the identification of the contract documents will be modified to establish the contractual relationship with the District.
- 1.4 The District has established a RFP Selection Team that will review each proposal in accordance with the weighted evaluation factors set forth in Sections 4 and 6. Below..

## **2.0 PROJECT BACKGROUND**

### **2.1 Introduction**

The Harbor View Force Main Project will include a total of 5,573 Ft. of 20" and 24" nominal diameter (ID) wastewater transmission force main extending from at existing junction assembly at Harbor View Road and Waites Drive to the CWS Plum Island Wastewater Treatment Facility (WWTF). The Project will include three (3) HDPE Horizontal Directional Drills (HDD) of 863 Ft., 1,215 Ft., a 3,309 Ft tidal march and creek crossing, 186 of open-cut 20" ID C905 PVC, diversion of Charleston Water System (CWS)-61 discharging into the District's existing 18" force main, four (4) force main junctions including two emergency flow diversion cross-connections to divert flow into either the existing 18" ID or proposed 24" ID force main, and a new Master Flow Meter. The proposed force main will parallel and cross the District's existing 18" ID circa 1996 force main, provide additional transmission capacity to meet projected 2040 demand, and provide emergency transmission redundancy for three JIPSD pump stations and one CWS Pump Station.

## **2.2 General Description of SUE-A Services**

SUE-A services required for the District's project shall be provided pursuant to all applicable requirements of ASCE C-1 38-02, latest revision, at the locations and quantities as specified below in Section 3.0 and as indicated in Exhibit C.

## **3.0 SCOPE OF WORK**

Qualified Vendors must be:

1. Insured to the District's requirements
2. Experienced and qualified as a Subsurface Utility Engineering firm.
3. Have the names of all personnel on file with a passing background check.

### **3.1 Deliverables:**

- 3.1.1 Deliverables shall be provided pursuant to Section 6.0 of ASTM C-1 38-02, Subsections 6.2 and 6.3.1 through 6.3.8, inclusive, for each location indicated in Exhibit C.
- 3.1.2 Deliverables shall include detailed, CAD formatted mapping for each location indicated in Exhibit C consistent with and including all indicated requirements of ASTM C-1 38-02, Subsection 6.4, Example Figures 6-1, 6-2, and 6-3.
- 3.1.3 Fee Proposal for JIPSD SUE-A Professional Services, Exhibit C-1

## **4.0 PROPOSAL EVALUATION STANDARDS**

The proposal should consist of the following information in the outline indicated.

### **4.1 General Business Information**

- 4.1.1 Identify the Vendor's legal status (i.e., corporation, partnership, etc.), address, name of single point of contact, single point of contact information, and name of person with binding authority to enter into contracts.

### **4.2 Understanding/Statement of Interest**

- 4.2.1 Indicate the Vendor's knowledge and understanding of the District's required SUE-A services and their capabilities to provide the scope-of-work as detailed in Exhibit C.
- 4.2.2 Describe Vendor's history, financial resources, capabilities, and stability. Provide information demonstrating Vendor's ability to fiscally manage and monitor services proposed.

### **4.3 Personnel**

- 4.4.1 Indicate the current number of employees trained and available to provide all of the required services in each of the proposed service categories.
- 4.4.2 A detailed description of the Vendor's professional services, account management, and technical services teams assigned to District. Include biographies and numbers of years working in the capacity proposed with the Vendor.
- 4.4.3 Provide a certification list for technical staff in each service category proposed.

### **4.5 References**

- 4.5.1 Identify 3 current references that the District may contract regarding experience for proposed services outlined in this RFP. Identification of each reference shall include:
  - Contact name and title
  - Contact address and telephone
  - Contact email

### **4.6 Contract Terms and Conditions**

- 4.6.1 Vendor shall submit written example of terms and conditions for the work described in their proposal. The District will review and may propose amendments to that contract or provide alternative contract language.

### **4.7 Fee Proposal**

- 4.7.1 Vendors shall submit a detailed cost break-down for each proposed deliverable. Costs must be comprehensive for the specified service required and must include the costs of implementation, migration, regulatory agency permitting, ancillary services, and appurtenances. In cost model, the following should be considered:

The costs of work and services not included in the Exhibit C-1 Bid Schedule Lump Sum Prices shall not be entertained during contract negotiations. The total cost of all labor, equipment, materials, applicable agency approvals, traffic control, clean-up, final report preparation, and ancillary appurtenances coincidental to the scope-of-services required shall be included in the Exhibit C-1 Bis Schedule Lump Sum Prices.

- 4.7.2 The Vendor's complete proposal shall be submitted in hard copy form. Three (3) hard copies shall be in a **sealed envelope** and clearly labelled with Vendor's Name on the outside of the envelope.

## **5.0 CONDITIONS FOR PROPOSAL SUBMITTAL**

### **5.1 Proposal Format**

The proposal should be submitted on 8-1/2" x 11" soft bound sheets.

## **5.2 Questions**

Vendors may submit questions related to the specific project requirements and contents of proposal by E-mail to the Project Engineer, G, Robert George & Associates, Inc. at [rgassoc@comcast.net](mailto:rgassoc@comcast.net) no later than 5:00 PM Thursday, March 2, 2023. Vendors are cautioned not to contact any District personnel directly. Evidence of such contact may be cause for rejection of the proposal,

## **5.3 Proposal Submission/Deadline**

Vendors are required to submit three (3) hard copies of their service proposal in one package/envelope. Both the proposal and the cost proposal must be submitted to the following address:

**Attention: Joe Marcinkus, Director of Wastewater Services  
James Island Public Services District  
1739 Signal Point Road  
James Island SC, 29412**

**Late proposals will not be accepted.**

Proposals must be endorsed with the signature of a responsible official having the authority to bind the offer to the execution of the proposal. The District expects each Vendor to have a legal review performed prior to proposal submission. Each proposal must be submitted in a sealed envelope prominently marked as follows:

**Proposal for Subsurface Utility Engineering Quality Level A Services  
Harbor View Road Force Main Capacity Upgrade Project**

***[VENDOR NAME]***

Failure to do so may result in a premature opening of, post-opening of, or failure to open that proposal. Facsimile, oral, telephone, or telegraphic proposals are invalid and will not receive consideration.

## **5.4 Retention of Proposals**

Upon submission, all proposals become the property of the District, which has the right to use any ideas presented in any proposal submitted in response to this RFP, whether or not the proposal is accepted.

## **6.0 PROPOSAL EVALUATION AND SELECTION**

### **6.1 Method of Award**

The District considers the subject matter of this proposal to be a professional service.

Although economic issues will be considered in the award process, emphasis will also be placed upon the quality of the service offered, experience factors, the competency of the prospective Vendor, and outside references.

An award will be made to the Vendor submitting the proposal determined to be most advantageous to the District utilizing the weighted evaluation factors summarized in Section 6.4 below and as based upon the RFP Selection Team's written evaluation and selection documentation as the basis of their recommendation of contract award.

## **6.2 Cancellation of Award**

The District reserves the right, without any liability, to cancel the award of any proposals, at any time before the execution of the agreement documents by all parties.

## **6.3 Evaluation Procedures**

It is the intent of the District's RFP Selection Team to review all proposals and judge their merit. The District will select a Vendor with which to begin negotiations to provide the District with deliverables requirements provided pursuant to Section 6.0 of ASTM C-1 38-02 as specifies in Section 3.1, Deliverables, and as indicated for the specific locations indicated on Exhibit C. The District may elect to invite final Vendors to present and/or demonstrate services during the evaluation period.

Failure of the Vendor to provide in the proposal any information requested in this RFP may result in disqualification of that proposal.

The RFP Selection Team will evaluate each proposal using only the evaluation standards established in Section 6.4, Criteria for Evaluation, in strict adherence to the weighting specified for each evaluating factor. Information submitted for evaluation factor requirements will not be disclosed to competing offers. Proprietary and/or confidential information marked as such shall not be disclosed without written authorization of the offeror. Each proposal will be ranked from the most to the least advantageous to the District. Vendors submitting unsuccessful proposals will be notified by first class mail that their proposals are no longer being considered for award.

## **6.4 Criteria for Evaluation**

The District's SRF Selection Team shall review and assign a total numerical grade to each Vendor's proposal based upon the following weighted evaluation factors generally described in Section 4.0. A total grade will be assigned to each Vendor's proposal utilizing the maximum weighted criteria indicated below.

### **6.4.1. Service Experience - 25%**

- Experience of Vendor
- Vendor Firm History
- Similar Type Services within Coastal SC
- Similar Size Services within Coastal SC

- Vendor Stability/Business Continuity
- Vendor References – Minimum of Six (6)
- In-House Project Related Equipment Inventory
- Experience of Key Project Personnel
- Work History with Roadway Right-of-Way Agencies

#### **6.4.2. Understanding/Compatibility – 25%**

- Understanding of the District's Needs based upon Information provided in Section 3.1, Deliverables and as indicated in Exhibit C
- Interest/Commitment to the Project

#### **6.4.3. Approach – 25%**

- Work Plan / Timelines
- Schedule Management
- Compliance with ASTM C-1 38-02 Specifications referenced in Sections 3.1.1 and 3.1.2
- Explanation of Quality Control and Assurances
- Vendor's ability to provide multiple services without approved subcontracting of services or rental of necessary equipment.

#### **6.4.3. Fee Proposal pursuant to Section 4.7 – 25%**

### **6.5 Oral Presentation**

Following evaluation of proposals, Vendors will be required to give an oral presentation of their proposal to the District's Project Engineer, Wastewater Department Staff, and members of the District's Leadership Team. This will provide an opportunity for the Vendor to clarify or elaborate on specifics within their proposal. Vendors will be expected to pay for any costs they incur for the oral presentation along with any costs associated with preparing and transmitting informational responses and the presentation of their proposal.

### **6.6 Rejection of Proposals**

The District reserves the right to reject any (or all) proposal(s) based on the evaluation criteria contained in this RFP. The District also reserves the right to cancel or amend this RFP at any time. Any changes in the status of the RFP will be brought to the attention of all parties that have received the same.

## **7.0 MISCELLANEOUS PROVISIONS**

### **7.1 Contract Provisions**

Proposals submitted in response to the RFP may become a part of any subsequent contract. If for any reason the selected Vendor deviates in any way from previous proposed services, the District may reject the proposal and begin negotiations with another Vendor.



## **7.2 Non-Discrimination**

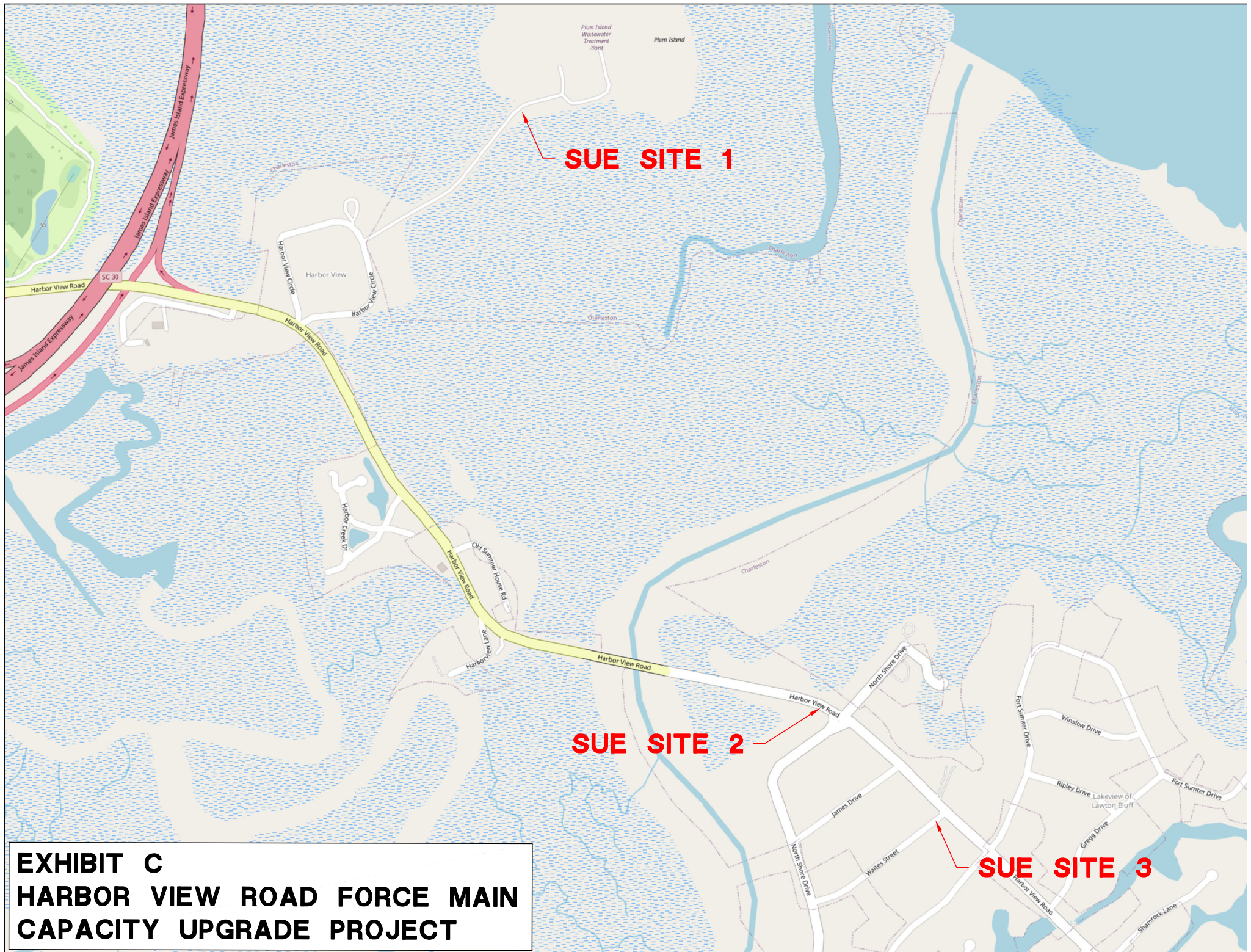
The responding Vendor must demonstrate that it has agreed not to discriminate in hiring practices on the basis of race, color, creed, religion, national origin, sex, age, marital status, public assistance status, veteran status, disability, or sexual orientation.

## **7.3 Lobbying**

Any attempt to contact members of the District's Commission, or department heads involved or affected by the project, including second party contact, will result in immediate rejection of your proposal.

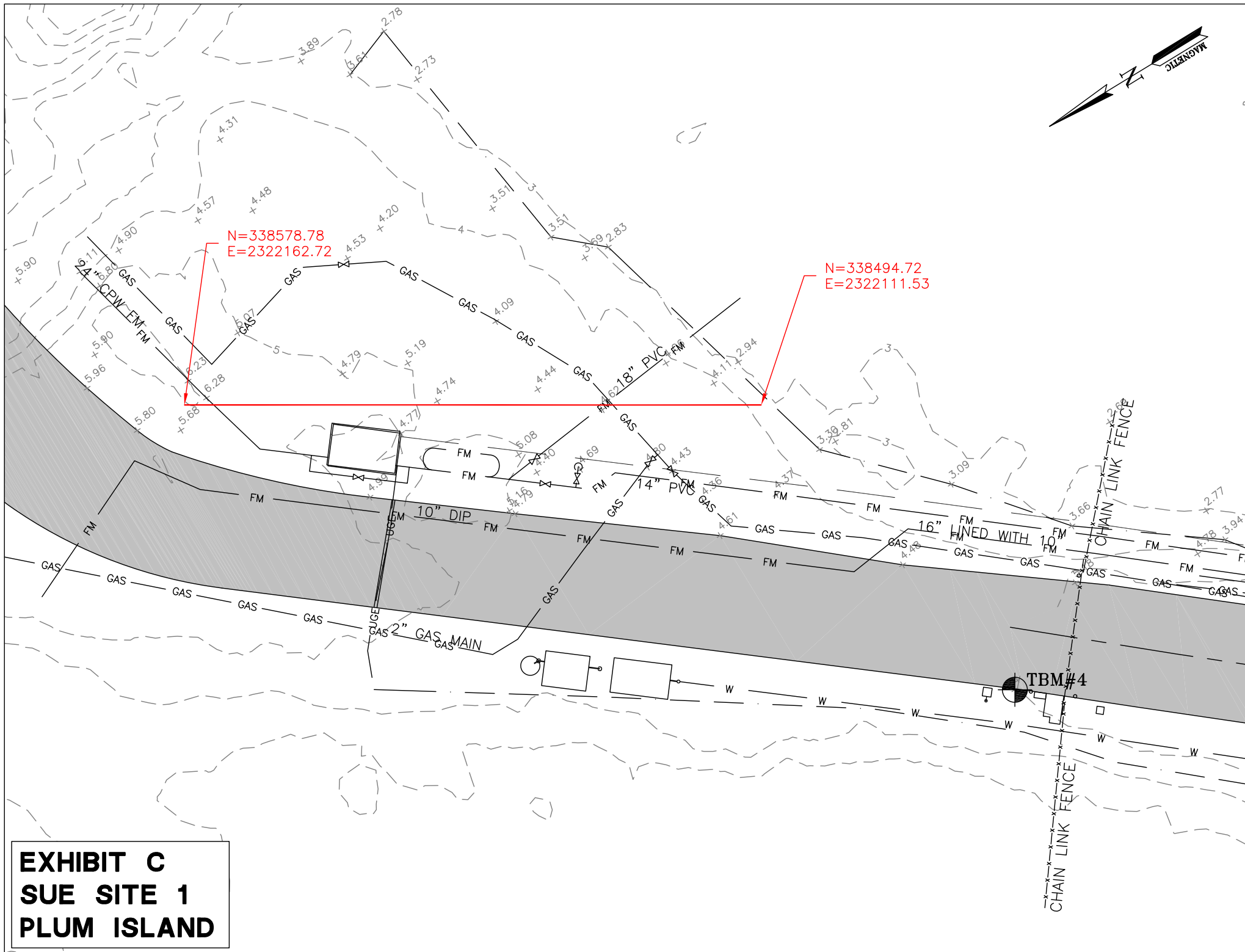
## **7.4 Limitations**

The District will not be responsible for any costs incurred by applicants in preparing proposals.



**EXHIBIT C**  
**HARBOR VIEW ROAD FORCE MAIN**  
**CAPACITY UPGRADE PROJECT**

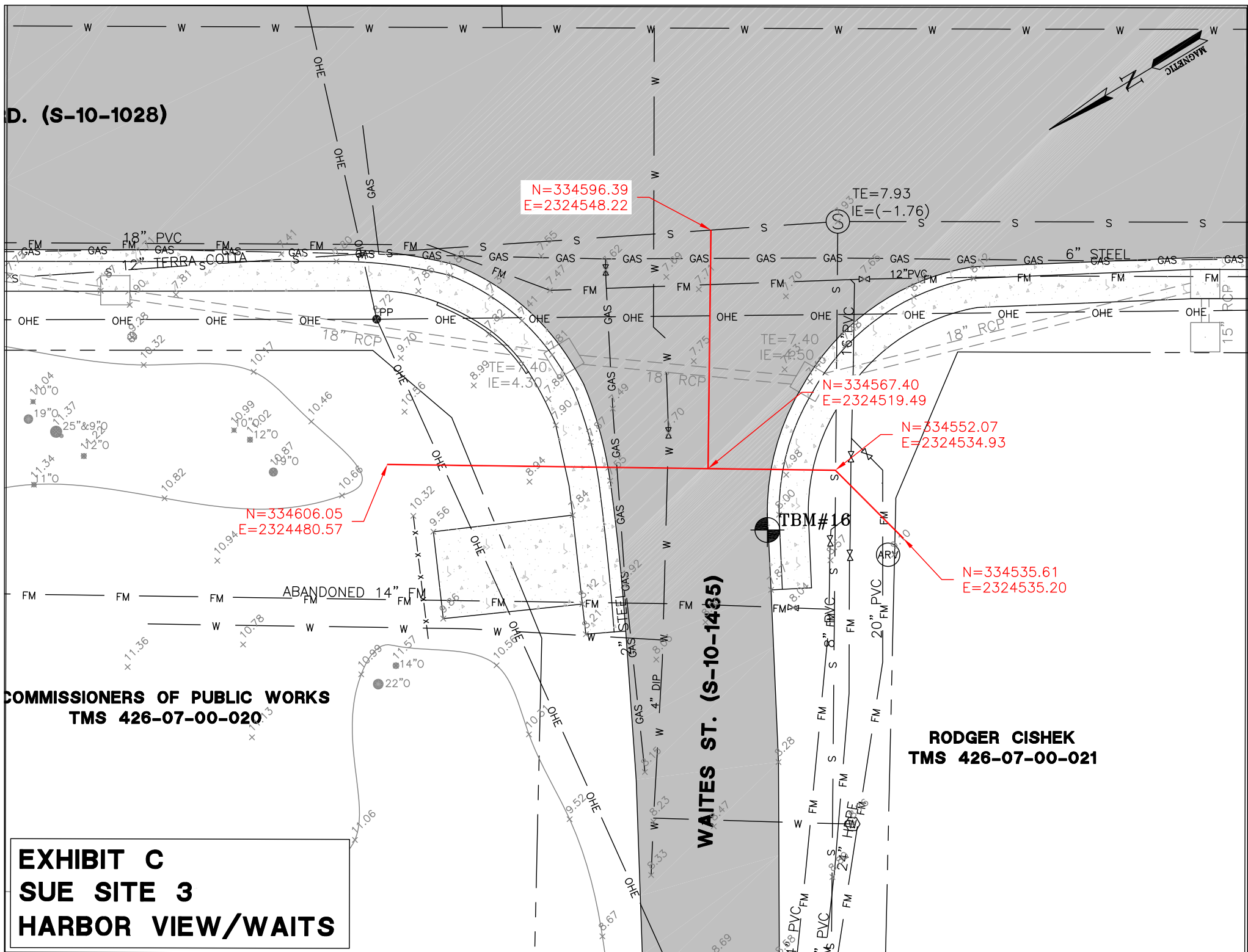




**EXHIBIT C**  
**SUE SITE 1**  
**PLUM ISLAND**



D. (S-10-1028)



COMMISSIONERS OF PUBLIC WORKS  
TMS 426-07-00-020

RODGER CISHEK  
TMS 426-07-00-021

EXHIBIT C  
SUE SITE 3  
HARBOR VIEW/WAITS

## EXHIBIT C-1

### BID SCHEDULE

#### JAMES ISLAND PUBLIC SERVICE DISTRICT

#### SUE-A WORK FOR HARBOR VIEW ROAD FORCE MAIN CAPACITY UPGRADE PROJECT

Vendor agrees to perform the WORK, inclusive of all ancillary services and required appurtenances, pursuant to the general terms and conditions and as specified in Section 3.0 and indicated on EXHIBIT C of the Request for Proposals (RFP) for the Lump Sum Prices as stated below.

#### LUMP SUM BID ITEMS:

ITEM	DESCRIPTION	UNIT	UNIT COST	QTY	ITEM COST
1	<b>SUE SITE 1</b> PLUM ISLAND	JOB	LUMP SUM	1	\$ _____
2	<b>SUE SITE 2</b> HARBOR VIEW/NORTHSHORE	JOB	LUMP SUM	1	\$ _____
3	<b>SUE SITE 3</b> HARBOR VIEW/WAITS	JOB	LUMP SUM	1	\$ _____
<b>TOTAL SUE BID</b>					\$ _____