



**Town of Hemingway, South Carolina
Request for Proposals
To Provide Professional Engineering Services**

Introduction

The Town of Hemingway is requesting proposals from qualified engineering firms to provide professional engineering services on an “as needed” basis for a two-year term. This program may include consultation, design, construction management and maintenance concerning water distribution, sewer collection, water treatment, wastewater treatment, pretreatment, and revitalization projects. The Town of Hemingway will select and negotiate with a firm whose responses meet the requirements listed below.

Background:

The Town of Hemingway is a community in South Carolina known for its BBQ. With a population of just over 500 and at a start of revitalization, the town is seeking a two-year term agreement to assist the Utilities Department and downtown revitalization with professional engineering consultation, design, construction management, and maintenance on an “as needed” basis. The Town of Hemingway has a water and sewer service area that extends beyond the Town limits into Williamsburg County. There are approximately 25 miles of gravity sewer main, 10 miles of sewer force main, 75 miles of water main and 10 pump stations within the Town of Hemingway Utilities System.

Objective:

This Request for Proposals (RFP) is for a firm or team to provide professional engineering services, as well as an implementation plan. These services and implementation plan should be adaptable and updatable to account for future development and assets and locations changing over time. The firm chosen will work with the Town on engineering contracts for \$25,000.00 and under, in accordance with the Town of Hemingway procurement policy. Projects over the \$25,000.00 cost will be given priority to the chosen firm but may need to be bid on a case-by-case basis. Emergency projects may be exempt from the procurement policy. Deliverables should include:

1. Preparation of plans and specification for construction projects varying in complexity, for a portion or the entire project. This may include but is not limited to:

- a. Cost estimates
 - b. Surveying
 - c. Field work
2. Professional engineering services, which may include, but are not limited to review and approval of submittals as well as review for permit submittals for pretreatment.
 3. Construction management, which may include, but is not limited to daily construction observation and documentation, coordinating contractor's work and enforcing schedule commitments.
 4. GIS data analysis, which may include, but is not limited to data collection and integration into the existing system.
 5. Stormwater experience relating to the development of stormwater management plans to meet National Pollution Discharge Elimination System (NPDES) requirements.
 6. Stormwater consultation, which may include, but is not limited to design, analysis, reports, studies, investigations, and preparation of documents.
 7. Preparation of permit applications for local, state and federal requirements applicable to the projects.
 8. Advice on Capital Improvement projects including consultation on development of a cost estimate and priority level.
 9. Ability to work effectively with Town staff, the public and regulatory agencies.

Submittal Requirements:

One printed and one digital copy should be submitted to the Town of Hemingway by July 20th at 2:00 p.m.

Submit proposals to:

William Freeman

108 S Main Street

Hemingway, SC 29554

admin@townofhemingway.org

Packages received after July 20th at 2:00 p.m. will not be considered. The detailed requirements set forth are mandatory. Failure to respond to a specific requirement may result in disqualification. The Town reserves the right to accept or reject any or all proposals. Proposers are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited from proposers at the discretion of the Town. Those proposals determined not to be in compliance with provisions of this RFP and the applicable law and/or regulations will not be processed. The Town of Hemingway reserves the right to enter into negotiations with a single firm OR may create a short list of firms, based upon qualifications and pricing and may conduct interviews, engage in further discussion, or negotiate pricing terms.

Responses to this RFP must include the following:

1. Cover Letter and Table of Contents

The RFP must include a cover letter giving a brief summary of the contents of the RFP and a table of contents laying out each section with corresponding page numbers.

2. Introduction and Qualifications

This section will need to contain an overview of the firm and any proposed subcontractors. The introduction shall indicate the legal name, address, website, telephone number, and local contact. The firm will provide an overview and history of the firm including identifying all firm members who will be working with the Town and their experience. The firm will also describe its history on similar water, sewer and treatment plant projects and identify other municipalities for which it has provided similar services in the past.

3. Cost Breakdown

Provide a fee schedule, including hourly rates for professional engineering services, construction management, GIS analyst, surveying services, and any necessary support staff.

4. References

Provide at least three references for which the firm has provided similar services within the last five (5) years. Provide the reference contact name, address, email address, telephone numbers, summary, and date of services provided (including specific projects related to above criteria and cost).

5. Sample Documents

Provide three (3) to five (5) examples of deliverables the firm has provided for other municipalities, within the last five (5) years.

Evaluation

A Town Staff Team will evaluate the proposals based on the factors outlined within section 4, which shall be applied to all eligible, responsive proposals in selecting the successful submitter. The Town Team reserves the right to disqualify any proposal for, but not limited to person or persons or proposals it deems as nonresponsive and/or non-responsible; a failure to respond to each section; or whose experience does not describe the competencies required. The Town Team reserves the right to make such investigations of the qualifications of the proposer as it deems appropriate. An award of any project may be made without discussion with proposers after responses are received. The Town reserves the right to cease contract negotiations if it is determined that the Proposer cannot perform services specified in their response. Proposals will be evaluated on the following factors:

1. Experience in professional engineering design and construction management

2. Experience with local governments and public works related projects
3. Past performance with The Town of Hemingway and/or other local government agencies
4. Ability to provide “real time” service to client and projects
5. Ability to meet schedule deadlines and budget constraints
6. Ability to provide working CAD data and or PDF’s
7. Ability to provide working GIS data
8. Quality of submittal
9. Familiarity with State and/or federally funded projects and requirements

Questions, Contact, Timeline

Any questions about this RFP shall be submitted via email to admin@townofhemingway.org. The Town of Hemingway will provide answers to all questions in a timely manner. The deadline for all submissions is July 20TH at 2:00 p.m. Town reserves the right to extend the term of this contract.