

**SPECIAL MEETING/WORKSHOP OF CITY COUNCIL
MAY 31, 2018 – 4:00 PM
MUNICIPAL COURTROOM
GEORGETOWN, SOUTH CAROLINA**



Notice of this meeting has been made in accordance with the
South Carolina Code of Laws as amended.

1. **CALL TO ORDER**
2. **ANNOUNCEMENT CONCERNING ELECTRONIC DEVICES**
3. **PRESENTATION - WALKER MORGAN ATTORNEYS AT LAW - OPIOID LITIGATION**
4. **ELECTRIC UTILITY DEPARTMENT**
 - A. **Motion to approve purchase and payment for 900 LED street lights to Wesco Distribution of Columbia in the amount of \$273,455.**
5. **WATER UTILITIES**
 - A. **Motion to approve purchase and payment to Rodders & Jets Supply Co. for the CCTV Truck rebuild in an amount not to exceed \$75,000.00.**
Attachments:
 - 1 GEORGETOWN_EQUIP_ONLY_CAMERA_QUOTE_2018_UPDATED_5_18_18
6. **ENGINEERING**
 - A. **Motion to engage and make payment to WK Dickson to develop a Stormwater Management Plan in an amount not to exceed \$60,000.**
Attachments:

1	Stormwater Management Plan RFQ-final	(PDF)
2	SIGN IN SHEET AND SUBMITTAL LISTING	(PDF)
3	ANALYSIS	(PDF)
4	WK DICKSON- Proposal	(PDF)
5	WOOLPERT-Proposal	(PDF)
7. **ADMINISTRATION**
 - A. **Motion to approve Amendment to Agreement with National Development Council regarding community and economic development advisement extending term to December 31, 2018.**
Attachments:

1	05-23-18 MWexler	(PDF)
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8. **DISCUSS CITY HALL REBUILDING OPTIONS**

9. ADJOURNMENT

A. Motion to adjourn the Special Meeting/Workshop of City Council.



120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

ACTION ITEM

DOC ID: 2532

Council Meeting Date:	31 May 2018
Department:	Electric
Issue Under Consideration:	Motion to approve purchase and payment for 900 LED street lights to Wesco Distribution of Columbia in the amount of \$273,455.
Amount Requested:	\$273,455.00
Is Item in Current Budget?	Yes, \$500,000 was approved in the current budget as a capital improvement plan item.
If no, please explain:	
Financial Impact:	Installation of LED street lights will save the City substantial money in energy cost. This purchase is part of a multi-year CIP project to replace all existing street lights with LED's.
Points to Consider:	700 lights were purchased earlier this year at a cost of approximately \$213,000 and our intent was to use remaining funds in this year's budget to begin the replacement of lights by contractor. We have had difficulty getting contractors to bid on labor and equipment to assist us with replacement. We are in the process of re-bidding this, but it will not be accomplished in time to get the work done prior to June 30. Therefore, we are requesting approval to purchase additional lights out of this year's budget, and contractor cost will come out of next year's budget.
Options:	Approve or deny
Staff Recommendation:	Staff recommends approval

Reviews:

Alan Loveless Completed 05/23/2018 5:46 PM

Debra Bivens Completed 05/24/2018 2:24 PM

Carey Smith Skipped 05/24/2018 2:27 PM

Absent

Ann U. Mercer Completed 05/24/2018 2:35 PM

Georgetown City Council Pending 05/31/2018 4:00 PM

Attachments:

Updated: 5/24/2018 2:35 PM by Ann U. Mercer (Page 1)



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ACTION ITEM

DOC ID: 2530

Council Meeting Date:	31 May 2018
Department:	Water Utilities
Issue Under Consideration:	Motion to approve purchase and payment to Rodders & Jets Supply Co. for the CCTV Truck rebuild in an amount not to exceed \$75,000.00.
Amount Requested:	\$75,000
Is Item in Current Budget?	Yes
If no, please explain:	
Financial Impact:	None
Points to Consider:	• The existing equipment in the truck is not operational, and we do not have capability to CCTV sewer or storm pipes. • The truck is a 2000 year model with low mileage. • We will remove the old CCTV equipment and replace with new equipment in the same truck. • Three quotes were received for three different manufacturers and this company was low bidder at \$73,658.80. • The budgeted amount was \$75,000.00.
Options:	Approve or Disapprove
Staff Recommendation:	Approve

Reviews:

Will Cook Completed 05/22/2018 10:37 AM
 Debra Bivens Completed 05/22/2018 12:38 PM
 Carey Smith Completed 05/23/2018 11:27 AM
 Ann U. Mercer Completed 05/23/2018 12:39 PM
 Georgetown City Council Pending 05/31/2018 4:00 PM

Attachments:

1. 1 GEORGETOWN_EQUIP_ONLY_CAMERA_QUOTE_2018_UPDATED_5_18_18 (PDF)



RODDERS AND JETS SUPPLY CO

PO BOX 2577

SUMTER, SC 29151

TOLL FREE: 1-800-293-2012

FAX: 803-773-3666

WEB: RODDERSANDJETS.COM

EMAIL: RODDERSANDJETSCO@AOL.COM

QUOTATION# 051418B

MAY 14, 2018

MR. WILL COOK

% CITY OF GEORGETOWN WATER UTILITIES DEPT

WE ARE PLEASED TO OFFER THE FOLLOWING FOR YOUR CONSIDERATION:

1- ARIES PATHFINDER INSPECTION SYSTEM TO BE INSTALLED IN CUSTOMERS EXISTING VEHICLE. (PER ATTACHED COMPONENT LIST)

..... **\$68,840.00**
+ SC TAX

ARIES INSPECTION EQUIPMENT TO INCLUDE:

1- Aries Pathfinder All-In-One Controller, Including:

- 8.4" color flat screen TV monitor
- Sealed connector for interconnect cable to reel

1- Camera control interface including control of:

- Zoom control
- Joystick pan/tilt control
- Lighthouse intensity adjustment
- Focus in/out
- Iris open/close
- Star-lite function
- White balance
- "home" function
- Laser on/off with indicator LED
- Diagnostic report toggle on/off
- Camera select PE36XX/PE34XX/PE35XX with indicator LED

1- Tractor Control Interface Including Control Of:

- Joystick direction control

- Speed control
- “cruise” control function with indicator LED
- Auxiliary lighthouse on/off with indicator LED
- Front/rear camera selection
- Camera power lift control up/down
- Internal diagnostic report toggle on/off
- Tractor select TR33XX/34XX with indicator LED

1- Reel Control Interface Including Control Of:

- Clutch engage/disengage
- Speed control

1- Integrated DVR With Interface Including Control Of:

- Record
- Pause
- Stop
- Back
- Menu
- OK(enter)
- Select up
- Select down
- Snap shot (still frame)
- USB output and storage
- USB keyboard interface
- BNC video output

1- Integrated Video Overlay Module With The Following Prominent Features:

- On screen display including applicable survey information (I.e.; footage, date, time, section ID...etc.)
- Ability to export serial communications to external inspection software
- Decode footage encoder data to provide accurate linear estimations
- USB keyboard interface

1- Mobile Pathfinder Cable and Reel Assembly, Including:

- Lightweight frame with casters and handles
- Drum and motor assembly with clutch and cable level wind assembly
- Sealed continuous contact collector assembly, 12 conductor rings minimum
- Distance encoder
- Emergency/manual operation hand crank
- Emergency stop button
- 1000' of lightweight low-friction multiconductor cable
- Spare termination kit
- AC power switch
- Universal power input plug with cord
- Resettable 15 amp integrated circuit breaker
- Manual clutch disengagement mechanism
- Adjustable friction brake
- Manual mechanism for level wind position adjustment
- 2 Integrated floor mounting brackets
- Removable drip pan assembly

1- Aries PE3510 Pathfinder Series Zoom Pan and Tilt Camera w/ High Intensity LED Light Ring and Integrated Self-Cleaning Lens Wiper System, Including:

- Pathfinder zoom pan and tilt camera w/ multi-axis continuous rotation
- Integrated self-cleaning lens wiper system
- 40X zoom (10X optical & 4X digital)
- Maintenance-free forward facing true color warm white directional LED lighting modules, positioned in the arms of the camera
- Maintenance-free true color warm white directional LED directional lighting system with for inspecting up to 36" pipelines
- White balance optimization with (4) selectable settings
- "Starlite" light enhancement feature with (4) user selectable enhancement steps
- "One Touch Scanning" feature with (2) user selectable continuous joint scan presets
- "Quick Look" preset view positions (6) (Up, Down, Right, Left, Lat R, Lat L)
- Fast-check pressure monitoring system
- On-screen camera diagnostics functions including:
 - Camera model, serial number, software revision
 - Camera operating hours, regulated voltage value, head temperature
 - Camera internal pressure, control error recognition, LED current value
- Camera storage and transportation case
- Camera re-pressurization kit

1- Aries TR3310 Pathfinder Steerable Self-Propelled Transporter for Relined 6" to 36" lines, Including:

- Tractor assembly with continuous duty drive motors
- Electric motorized built in camera lift
- (6) 3 $\frac{3}{8}$ " rubber wheels for relined 6" lines
- (4) 4 $\frac{3}{8}$ " rubber wheels for 8"-12" sewer lines
- (4) 5" rubber tires for 12"-18" sewer lines
- 3" Carbide Coated wheels
- 4" Carbide Coated wheels
- Fast-check pressure monitoring system
- Rear viewing camera with LED lighting
- Auxiliary high power detachable light head with integral 512Hz locating beacon
- Storage and transport case
- Set maintenance parts
- Hand-held Pathfinder series tractor controller
- Tractor power supply and control interface box to SCU
- 512 Hz locating beacon

1- Large Line Kit with 8"Diameter Inflatable Tires for 18" + Sewer Lines

1- Cable Manhole Guide System Including:

- Manhole top roller assembly
- Manhole bottom roller assembly and adapter hook
- Insertion and extractor pole assembly and tractor adapter
- (4) Extension poles, fiberglass
- Tiger tail bottom cable guide



120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

ACTION ITEM

DOC ID: 2528 B

Council Meeting Date:	31 May 2018
Department:	Engineering
Issue Under Consideration:	Motion to engage and make payment to WK Dickson to develop a Stormwater Management Plan in an amount not to exceed \$60,000.
Amount Requested:	\$60,000
Is Item in Current Budget?	Yes. This work includes the initial phase of the project. The remaining amount of \$180,000 will be requested after July 1 st once Council approves the new fiscal year's budget.
If no, please explain:	
Financial Impact:	None
Points to Consider:	Seven proposals were submitted. Proposals were evaluated by a panel of five review committee members ranking WK Dickson and Woolpert Inc. at the top of the list. Consultant will assist the City to develop a Stormwater Management Plan that complies with federal and state regulations in an effort to minimize or eliminate flooding in flood-prone areas. Consultant will be paid for work performed in accordance with Request for Qualifications (RFQ) dated 4/4/2018 and WK Dickson proposal dated 5/9/2018 for the initial Phase of the project.
Options:	Woolpert, Inc. However, their fee was way above the proposed budget.
Staff Recommendation:	Award WK Dickson contract for Stormwater Management Plan.

Reviews:

Orlando Arteaga Completed 05/22/2018 9:48 AM
 Finance Completed 05/22/2018 10:14 AM
 City Attorney Completed 05/23/2018 9:14 AM
 Carey Smith Completed 05/23/2018 10:39 AM
 Ann U. Mercer Completed 05/23/2018 12:36 PM
 Georgetown City Council Pending 05/31/2018 4:00 PM

Attachments:

1. 1 Stormwater Management Plan RFQ-final (PDF)
2. 2 SIGN IN SHEET AND SUBMITTAL LISTING (PDF)
3. 3 ANALYSIS (PDF)
4. 4 WK DICKSON- Proposal (PDF)

Updated: 5/23/2018 12:36 PM by Ann U. Mercer B (Page 1)

5. 5 WOOLPERT-Proposal (PDF)



REQUEST FOR QUALIFICATIONS (RFQ)

REQUESTOR: City of Georgetown
1134 North Fraser Street
Georgetown, SC 29440
Contact: Daniella Howard, Purchasing Agent
Email: dhoward@cogsc.com
Phone: 843.545.4043

PROJECT: Stormwater Management Plan

PROJECT #: 4012

DATE OF ISSUE: Wednesday, April 4, 2018

DUE: **On or before 3.00 pm EST (local time), Wednesday, May 2, 2018**

Mail or hand deliver only to the address listed below:

City of Georgetown
Attn: Purchasing
Stormwater Management Plan Project #4012
2377 Anthuan Maybank Drive
Georgetown, SC 29440

CONTENTS

- I. INVITATION TO SUBMIT STATEMENT OF QUALIFICATIONS
- II. BACKGROUND
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- IV. SCOPE OF WORK
- V. RESPONSIBILITIES OF THE CITY
- VI. SUBMITTAL REQUIREMENTS
- VII. PROJECT SCHEDULE
- VIII. SELECTION CRITERIA
- IX. ATTACHMENTS

I. INVITATION TO SUBMIT STATEMENT OF QUALIFICATIONS

The City of Georgetown is soliciting statements of qualifications (SOQ's) with fee proposals from experienced engineering firms to develop a stormwater management plan for the city.

SOQ's must be submitted in sealed envelopes and clearly marked as follows:

**“REQUEST FOR QUALIFICATIONS FOR
STORMWATER MANAGEMENT PLAN”**

CITY OF GEORGETOWN, SC

Mail or hand deliver only to the address listed below:

City of Georgetown
Attn: Purchasing
Stormwater Management Plan Project #4012
2377 Anthuan Maybank Drive
Georgetown, SC 29440

The deadline for submittal is no later than **3:00 pm EST (local time), Wednesday, May 2, 2018**. Submittals received after the deadline will not be accepted for any reason. The City will not accept faxed or emailed submittals. The official clock shall be that of the Purchasing Agent.

When the Purchasing Division is closed due to force majeure, bid openings will be postponed to the same time on the next official business day.

Four (4) copies of the written SOQ's of reproducible quality must be submitted. Enclose fee proposal in a separate sealed envelope.

All project updates, if any, will be posted on the City's website at www.cogsc.com under "Current Bids". It is the responsibility of the proposer to obtain this information from the City's website.

Submittal Instructions

All procurement procedures are subject to the City of Georgetown's procurement policies as outlined in Section 2-187 of the City's Municipal Code.

1. Four (4) copies of the written SOQ's of reproducible quality must be submitted. Enclose fee proposal in a separate sealed envelope. No proposal will be accepted after the aforementioned due date and time specified above. Faxed or emailed proposals will not be accepted for any reason. The City reserves the right to waive any technicalities or informalities and to accept or reject any and/or all submissions as deemed by its sole judgement to be in its best interest. The City also reserves the right to terminate the selection process without notice, to waive any irregularities in any submittal, and to request additional information from any of the firms submitting a proposal.
2. All proposals should be clearly marked on the outside, "Stormwater Management Plan".
3. It is the sole responsibility of the proposer to have their proposals delivered to the City of Georgetown before the closing hour and dated. The City assumes no responsibility for delivery of proposals that are mailed. Late, faxed, or emailed proposals will not be accepted nor considered for any reason and will remain unopened. The official clock shall be that of the City's Purchasing Agent, or designee. The City reserves the right to reject any or all bids and to waive any informalities and technicalities in the bid process.
4. Any Proposer may withdraw his qualifications either personally or by written request, at any time prior to the scheduled opening of responses. No proposer may withdraw qualifications for a period of thirty (30) days after the opening date. All Proposers shall be subject to approval of the City Council.
5. Proposals must be submitted by proposer's own format and shall address all RFQ requirements. Partial or incomplete bids may be rejected.
6. The proposer shall submit rates for all services required, in an itemized format. All costs incurred in preparing the proposal, or costs incurred in any other manner by the proposer in responding to this RFQ, will be wholly the responsibility of the proposer. All materials and documents submitted by the respondent in response to this RFQ become the property of the City of Georgetown and will not be returned.
7. Any proprietary information contained in the proposal should be so indicated as follows:
Vendor Disclosure—Notice of SC Freedom of Information Act
 "The parties acknowledge that all material submitted may be subject to release under the South Carolina Freedom of Information Act (FOIA) and will be released to the public unless exempt from disclosure under the FOIA. We discourage you from including any information you consider propriety or trade secret, as this material is subject to the FOIA once it's in the City's possession. If you must include any such information in your submission, please identify it by color, labeling, and/or bold font so that it can be readily recognized. In the event the City receives a request for this material, the City will notify those parties who have identified information they believe is proprietary or trade secret of the request. The City has a fifteen (15) day deadline to produce the material. This is your window to file an action challenging the release. Please be on notice that if the City is not served with such an action, the information will be released."
8. Proposals must be made in the official name of the company or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company or corporation

submitting the proposal. Proposals having any erasures or corrections must be initialed in ink by the vendor.

9. Letter of Interest – Must be no more than two (2) pages (one page is one side of an 8.5” x 11” paper) in length and include contact information and signature.
10. Summary of Qualifications, Experience, and Availability – Must be no more than five (5) pages. It should summarize qualifications, relevant experience, and availability to participate in the RFQ process to provide requested services to the City. Key staff members participating should be identified.
11. Proposed Process Approach – Must be no more than three (3) pages summarizing the method and approach to providing services to the City.
12. List of Professional References – Must be no more than one (1) page listing most recent professional references for similar projects and their contact information.
13. Disqualification and Rejection of Proposal – The City of Georgetown reserves the right to reject any proposal of a proposer who has failed to perform satisfactorily, or complete on time, or in a manner consistent with the RFQ documents, contract of similar nature, or to reject the proposal of a proposer who is not in a position to perform such a contract satisfactorily. The City expressly reserves the right to award the contract to the proposer that best meets the requirements as set forth herein.
14. Assignment of Contract – Assignment by the selected proposer of any contract to be entered into in accordance with this RFQ will not be recognized by the City of Georgetown unless such assignment has prior written approval of the City.
15. Insurance Provisions – (Applicable for work performed on site) - The selected proposer will be required to provide and maintain proof of insurance throughout the contract term in the amount of \$1,000,000.00 and as required at point of contract negotiation by the City’s Risk Manager as follows:
 - Comprehensive General Liability (per occurrence);
 - Comprehensive Auto Liability (per occurrence); and
 - Workers’ Compensation Liability
 - Professional Liability

The City of Georgetown is to be named as “Additional Insured” on the above insurance coverage as respect to the City’s interest under the contract. Certificates showing proof of insurance shall be submitted to the City prior to commencement of services under the Agreement. Further, it shall be an affirmative obligation upon the proposer to advise the City’s Risk Management Department at Fax No. 843.527.6173; email, lbell@cogsc.com, PO Box 939, Georgetown, SC 29442, within two (2) days of the cancellation herein, and failure to do so shall be construed to be a breach of the agreement.

16. Indemnification - The selected proposer agrees to indemnify, defend and hold harmless the City of Georgetown and their authorized officers, employees, agents, and volunteers from any and all claims, actions, losses damages, and/or liabilities arising from their acts, errors, or omissions and for any costs or expenses incurred by the City therefore under an agreement.
17. Compliance With Law – The selected proposer and its agents and employees shall be bound and comply with all federal, state and local laws, ordinance rules and regulations, as well as all other governing bodies having legal jurisdiction with respect to the area where such work is performed.
18. City Business License and Permits - (Applicable for work performed on site) - The selected proposer shall be required to obtain all applicable City of Georgetown permits and business licenses. Contact Jestin Gilliard, Revenues Manager, 843.545.4041, for business license information. Contact the Housing & Community Development

Department at 843.545.4017 for permitting information. These expenses shall be included in the total proposal cost.

QUESTIONS:

Questions regarding this Request for Qualifications (RFQ) should be submitted in writing to Orlando Arteaga, P.E., City Engineer, via email to oarteaga@cogsc.com, no later than 4:00 pm EST (local time), Friday, April 20, 2018. No questions will be accepted after the aforementioned deadline. All submittals shall include the following in the subject line:

Questions - RFQ for Stormwater Management Plan

Answers to questions will be posted on the City's website at www.cogsc.com under "Current Bids" as an Addendum no later than 4:00 pm EST (local time), Thursday, April 26, 2018.

II. BACKGROUND

Georgetown, South Carolina is an incorporated municipality with a population of approximately 9,163 residents. The City is located 60 miles north of Charleston and 36 miles south of Myrtle Beach and is the end point to the area commonly known as the "Grand Strand". Tourism is a major economic driver in the area as well as local industries including International Paper, Liberty House Steel Mill, and Tideland's Georgetown Memorial Hospital.

The City's geographical area is near Winyah Bay between three major rivers the Great Pee Dee River, Waccamaw River, and Sampit River. The City's close proximity to bodies of water create flooding conditions particularly during major storm events and high tides. There are a number of areas within the city that are vulnerable and exposed to flooding on the streets, sidewalks and private property.

The objective of this RFQ is to identify and engage a consultant that can assist the City in developing and implementing a Stormwater Management Plan that complies with federal and state regulatory requirements in an effort to minimize or eliminate flooding in flood-prone areas, protect property, the environment, and enhance water quality for the safety and welfare of the citizens of Georgetown.

III. RFQ PROCESS

The City of Georgetown will conduct the selection of engineering firms in the following manner:

The Project Review Committee will review the written Qualifications submitted by all firms. In its review, the Committee will consider all elements of the Request for Professional Qualifications. Following completion of its review, the Project Review Committee will generally select no more than five of the most qualified responding firms. The Committee may, if needed, interview each of the selected firms and select the most qualified by vote of the Committee. The department/division head will present the Committee's recommendations to the City Administrator or his designee, who will decide who may negotiate a fee for professional work to be done based on the scope of services. With City Administrator's approval, the designated staff member and/or City Administrator will proceed to the negotiation of fees. The firm's proposal shall include a task-man-hour breakdown showing hours per task, hourly rates, overhead, profit and reimbursable expenses. In the event that the selected firm and the Committee cannot agree upon the fee and basis for compensation, the Committee shall negotiate with the second rated firm to do the work.

The City of Georgetown's Local Vendor Preference Ordinance does not apply under this RFQ.

Once the engineering firm is selected and the fee disclosed, the City staff will make a recommendation to City council for final approval.

IV. SCOPE OF WORK

The purpose of this RFQ is to solicit statement of qualifications including separate sealed fee proposals from experienced engineering firms specializing in stormwater management, design, permitting, regulations and implementation.

Scope of work includes these primary activities:

- Problem Area Identification (staff interviews and review to identify flood-prone areas for further study)
- Data Collection (Review existing data, identify gaps, and perform investigations to collect needed data)
- Citizen Education and Outreach
- Conduct stormwater infrastructure inventory
- Prepare Hydrologic and Hydraulic Modeling
- Perform Watershed Analysis
- Develop Watershed Plan (based on investigations, data collection and modeling results)
- Evaluate and provide solutions for problem areas
- Develop Stormwater Master Plan
- Identify and estimate remedial stormwater projects to be part of the Capital Improvement Program
- Evaluate Stormwater Utility Rates
- Prepare Stormwater Design Standards Manual
- Review and update Stormwater Management Ordinance
- Attend meetings and public hearings as required
- Perform project management and provide documentation and reports

V. RESPONSIBILITIES OF THE CITY

- Provide pertinent information concerning the project including, existing engineering documentation, preliminary layout of the project, GIS information, existing Record Drawings that would assist with the development of the project.
- Review the submittals in a timely fashion in order to maintain the Consultant schedule. Provide comments and final approval of the drawings.
- Pay for all applicable consulting fees.

VI. SUBMITTAL REQUIREMENTS

- A. A Qualification Statement of the information contained in this RFQ.
- B. Name, address, and telephone number of the Proposer submitting a Qualification Statement pursuant to this RFQ, and the name of the key contact person.
- C. The number of years the Proposer has been in business under the present name.
- D. The number of years the Proposer has been under the current management.
- E. Any judgments within the last three (3) years in which the Proposer has been adjudicated liable for professional malpractice. If any, please explain.
- F. Whether the Proposer is now or has been involved in any bankruptcy or re-organization proceedings in the last five (5) years. If yes, please explain.

- G.** Confirmation of appropriate federal and state licenses as well as liability, worker's compensation insurance, and professional liability (Errors and Omissions) insurance required to perform the work.
- H.** Information relative to the engineering firm, including:
 - i.** Resumes of key personnel contributing to the project
 - ii.** Availability of staff resources.
 - iii.** Any proposed sub-contracts or joint arrangements with other firms if staff capability is not present and resumes of key personnel of other firms.
- I.** Methodology – a discussion of the general approach to the project(s) demonstrating a basic understanding of the assigned task.
 - iv.** A narrative statement of the Proposer's understanding of the City's needs and goals.
 - v.** A detailed description of the tasks associated with the work and a statement detailing how the Proposer may approach the project differently.
 - vi.** A preliminary assignment of key personnel and proposed completion dates of each task.
 - vii.** Proposer will provide a brief description and references for previously completed projects of similar scope.
- J.** List all family members of Principal(s) of Proposer who are City employees or elected officials of the City. For purposes of the previous statement, "family members" is defined by the Ethics, Government Accountability and Campaign Reform Act of 1991 (Act No. 248 of 1991; Section 8-13-100(15)) as an individual who is the spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grand parent, grandchild, a child residing in the household, or an individual claimed as a dependent for income tax purposes.
- K.** Proposer shall submit a lump sum proposal in a sealed #10 envelope. Provide itemized costs for work outlined in the Scope of Work. Include a total number of hours for each Scope of Work item. Hourly rates shall include overhead and profit. Identify cost of reimbursable fees such as printing and traveling.
- L.** A billing rate sheet identifying cost details including, but not limited to, the hourly rates of each of the individuals, by title, who will be performing services.
- M.** List office location(s) of the proposer and any sub-proposers and the staffing levels at each office.
- N.** All costs incurred in preparing this proposal will be the responsibility of the Proposer.
- O.** Documentation of minority/woman/veteran owned business, if applicable.

VII. PROJECT SCHEDULE

Advertisement of RFQ	Wednesday, April 4 , 2018
Deadline for submitting questions regarding this RFQ Emailed to: oarteaga@cogsc.com	No later than 4.00 pm EST (local time), Friday, April 20, 2018
Answers to all submitted questions will be posted on the City's website at www.cogsc.com under "Current Bids"	Thursday, April, 26, 2018, by 4.00 pm
RFQ Submittal Deadline	No later than 3.00 pm EST (local time), Wednesday, May 2, 2018
City Council Approval (Tentative)	May 17, 2018
Notice to Proceed (Tentative)	May 31, 2018
SWMP Completion (Tentative)	270 days after Notice to Proceed

VIII. SELECTION CRITERIA

Proposals will be evaluated and pre-selected for Council approval on the basis of the following criteria:

- A. Experience of engineering firm in preparing Stormwater Management Plans (SWMP) with other municipalities and counties along coastal South Carolina. Provide a list of clients and reference information on past projects. Engineering firm must have a minimum of five (5) years of experience in SWMP and licensed in the state of SC. (30 points)
- B. Management and technical staff qualifications. Provide firms' ownership and engineering staff assigned to this project. Technical staff must be experienced in stormwater engineering. Project manager must have minimum of ten (10) years of experience in stormwater management, flood control ordinance, NPDES, SMS4, and DHEC permitting and regulations. (25 points)
- C. Methodology. Explain your method in developing the SWMP. Highlight method of community outreach and interaction with city staff. Supply statement indicating the firm has the resources to complete the SWMP work within the specified time frame. (25 points)
- D. Technology. Explain the use of technology used for the SWMP, data analysis and interpretation, use of GIS maps, plans, and renderings. Indicate the proposed type and version of hydraulic and hydrology modeling software. (20 points)

IX. ATTACHMENTS

Attachment A- Professional Consulting Services Agreement Sample

April 26, 2018



Stormwater Management Plan Project #4012 ADDENDUM I

Please note –

The bid due date has been extended from 3:00 pm Wednesday, May 2, 2018 to the following Wednesday, May 9, 2018. The time of 3:00 pm remains the same.

and

The addendum with answers to questions will be issued and posted to our website by 5:00 pm, Monday, April 30, 2018.

April 30, 2018



Stormwater Management Plan Project #4012 ADDENDUM II Answers to Questions

1. Is it expected that we address each item listed on RFQ pages 8-9 Section VI. Submittal Requirements bullets A – O (including H.i. Resumes of key personnel) within the 5 page limit on the qualifications section and/or the 11 page limit on the entire proposal? Or, will it be permissible to submit some of these items as Appendices to the proposal, such as key staff resumes, expanded similar project descriptions, judgements or bankruptcy proceedings, etc.?

Yes, as long as the items are fully addressed, it is acceptable that you list them as Appendices.

2. Could you please provide more detail about the lump sum proposal? There are 15 items listed under the Scope of Work. A fee proposal for many of the items such as, “Develop Stormwater Master Plan” is contingent upon size and complexity. We could prepare a lump sum proposal by defining the scope, however this approach may not be what other consultants provided which would make it difficult to compare proposals.

The lump sum proposal shall be itemized into 15 main activities or tasks as indicated under Item IV. Scope of Work. Each activity or task shall have a subtotal cost with the corresponding estimated number of work-hours. Refer to items K and L on page 9 of the RFQ. Estimated consulting fees should be based on past experience dealing with a city or municipality with similar conditions and size as the City of Georgetown. Only firms experienced in this type of work should apply.

April 30, 2018

3. Is there an overall page limit to the proposal? Under “Submittal Instructions” the City has identified page limits for the following:

- Letter of Interest (2 pages)
- Summary of Qualifications, Experience, and Availability (5 pages)
- Proposed Process Approach (3 pages)
- List of Professional References (1 page)

Under “Submittal Requirements” there are additional pieces of information being requested:

- Legal Information
- Licenses and insurance
- Resumes
- Subcontractor information
- List of family members working for the City
- Office locations of proposer and subcontractors

Are these separate sections that proceed what is called out for under “Submittal Instructions”? Are there additional page limits to this information as well? Do the cover, back and table of contents also count towards any kind of overall page count?

The 11-page requirement for the Statement of Qualifications (SOQ) is to be used as a guide. However, there is no overall page limit. The cover, back, and table of contents would not count toward any kind of overall page count.

There will be no points deducted for exceeding the page limit. However, the SOQ should be concise and highlight clearly the expertise of the consultant in stormwater management projects.

The fee proposal for estimated consulting services shall be submitted in a separate sealed envelope. Submit only one (1) original document in your company’s letterhead signed in blue ink by an authorized officer of the company.

4. What type of existing data and studies have been done to date to identify flood-prone areas? Can the City make any of this information available for review?

The city has GIS maps showing the stormwater piping infrastructure. The maps were generated approximately five years ago. The city cannot warrant the accuracy of these maps. However, they are a good reference for the initial study. The GIS maps provide horizontal information only, no elevations are provided.

Yes. The flood prone areas are known to the city based on actual field observations and disruption to streets and business establishments. There are flood prone areas throughout the City of Georgetown. However, most are concentrated in the Historic District, West End, and Maryville community.

April 30, 2018

5. Does the City have any existing stormwater infrastructure inventory or any information on the quantities associated with the infrastructure?

Yes. Please refer to answer to Question no. 4.

6. The Scope of work indicated to perform a watershed analysis and develop a watershed plan to evaluate and provide solutions for problem areas. Should this effort be focused on flooding problems?

Yes.

7. Would the City like 4 copies of the SOQs or one original and three copies, since the RFQ states the proposal must be signed in ink?

Please provide one (1) original and five (5) copies of the Statement of Qualifications. Original is for purchasing agent and five copies for review committee.

8. We are aware of the sample contract, however are we to review this sample contract and provide comments or is that something that will be addressed at the time of award?

No. The sample agreement presented as Attachment A to the RFQ will be used to contract the services of the selected firm. Selected firm may comment on agreement prior to the contract award.

9. Under Submittal Instructions, 15. Insurance Provisions, it states that proof of insurance is required after the proposer is selected. However, under VI. Submittal Requirements, G., it is requesting confirmation of state licenses and insurance. Do you want a copy of our business license and copy of our insurance information included in the proposal?

No. The selected firm will be asked to submit the insurance certificates and business license documentation after the award is made.

10. Page 5 of the solicitation lists 11 pages total –

Letter of Interest 2 Pages

Qualifications, Experience, availability – 5 pages

Approach – 3 pages

References – 1

Page 8, Under VI. Submittal Requirements, you request additional information Items A-I. Is this information in addition to the 11 pages requested above? Is there a max number of pages for the information requested in VI A-I?

Please refer to question and answer number 3 above.



CITY OF GEORGETOWN



SIGN IN SHEET

PROJECT:		Stormwater Management Plan Proj 4012 -RFQ		DUE DATE:		Wednesday, May 9, 2018 3:00 pm	
FACILITATOR:		Orlando Arteaga, City Engineer Daniella Howard, Purchasing Agent		PLACE:		2377 Anthuan Maybank Drive	

Bid Opening

[illegible]



CITY OF GEORGETOWN



SUBMITTAL LISTING

PROJECT:	Stormwater Management Plan Proj 4012 -RFQ	DATE OF BID OPENING:	Wednesday, May 9, 2018 3:00 pm
		PLACE:	2377 Anthuan Maybank Drive

**NOT CERTIFIED

SIGNED:

Danella Howard

COMPANY NAME	MAILING ADDRESS		COMMENTS:
WOOLPERT INC	1671 BELLE ISLE AVENUE SUITE 125 MOUNT PLEASANT SC 29464-8338		RECEIVED ON TIME - CURRENTLY UNDER REVIEW
STANTEC	4969 CENTRE POINTE DRIVE SUITE 200 NORTH CHARLESTON SC 29418		RECEIVED ON TIME - CURRENTLY UNDER REVIEW
WOOD ENVIRONMENT & INFRASTRUCTURE SOLUTIONS	720 GRACERN ROAD SUITE 132 COLUMBIA SC 29210		RECEIVED ON TIME - CURRENTLY UNDER REVIEW
THOMAS & HUTTON	682 JOHNNIE DODDS BOULEVARD SUITE 100 MT PLEASANT SC 29464		RECEIVED ON TIME - CURRENTLY UNDER REVIEW
JMT INC	952 HOUSTON NORTHCUTT BLVD SUITE 100 MT PLEASANT SC 29464		RECEIVED ON TIME - CURRENTLY UNDER REVIEW
TETRA TECH INC	100 BULL STREET SUITE 200 SAVANNAH GA 31401		RECEIVED ON TIME - CURRENTLY UNDER REVIEW
WK DICKSON INC	162 SEVEN FARMS DRIVE SUITE 210 CHARLESTON SC 29492		RECEIVED ON TIME - CURRENTLY UNDER REVIEW

Attachment: SIGN IN SHEET AND SUBMITTAL LISTING (2528 : Approval of engineering consultant to prepare Stormwater Management Plan)

EVALUATION COMMITTEE ANALYSIS							
PROPOSALS RECEIVED 05.09.2018							
EVALUATION COMMITTEE MEMBER #	Engineering Firm						
	WOOLPERT INC	STANTEC	WOOD ENVIRONMENT & INFRASTRUCTURE SOLUTIONS	THOMAS & HUTTON	JMT INC	TETRA TECH INC	WK DICKSON INC
1	90	55	78	71	63	55	78
2	100	100	90	100	90	85	100
3	94	97	87	90	88	88	90
4	69	72	57	90	84	61	87
5	99	98	89	98	97	94	97
TOTAL RATING	452	422	401	449	422	383	452
RANKING ORDER							
1ST - TIED	WOOLPERT INC	WK DICKSON					
2ND	THOMAS & HUTTON						
3RD	STANTEC						
4TH	JMT INC						
5TH	WOOD ENVIRONMENT						
6TH	TETRA TECH						



May 9, 2018

City of Georgetown
Attn: Ms. Daniella Howard, Purchasing
2377 Anthuan Maybank Drive
Georgetown, SC 29440

RE: Fee Proposal Stormwater Management Plan - Project #4012

Dear Ms. Howard:

The table below includes our fees itemized into the various tasks as requested in the RFQ.

Task Number	Task Description	Manhours	Fee
1	Project Management	120	\$20,000
2	Work Planning and Problem Area Identification	60	\$10,000
3	Data Collection	140	\$20,000
4	Citizen Education and Involvement	60	\$10,000
5	Infrastructure Inventory	340	\$50,000
6	Hydrologic and Hydraulic Modeling	340	\$50,000
7	Watershed Plan	140	\$20,000
8	Capital Improvement Plan	100	\$15,000
9	Stormwater Master Plan	100	\$15,000
10	Evaluate Utility Rate Structure	60	\$10,000
11	Develop Stormwater Design Standards	60	\$10,000
12	Reimbursable Expenses (Estimate -This will be billed at cost)		\$10,000
Project Total		1,520	\$240,000

Based upon our past experiences with similar size communities to the City of Georgetown, we estimate a project duration of 9 to 18 months when using a "step-by-step" approach. The first phase of the project will include Task Numbers 2 and 3, plus portions of Task Number 1, 4, 5 and 12 (\$60,000). A scoping meeting will be performed with the City to develop the final scope, schedule and fee. For the purposes of this fee estimate, we estimate that a partial stormwater infrastructure inventory will be performed with a maximum of 500 structures.

We appreciate the opportunity to provide the City of Georgetown with this qualifications package and fee schedule. Should you have any questions through the evaluation process, please do not hesitate to call us.

Sincerely,
W.K. Dickson & Co., Inc.

Bill Young, PE
Vice President/Charleston Regional Manager
843.261.3811
byoung@wkdickson.com

W.K. DICKSON & CO., INC.

2018 RATE SCHEDULE

LABOR2018

Principal	\$ 210.00/hr.
Senior Project Manager	\$ 195.00/hr.
Project Manager	\$ 160.00/hr.
Senior Technical Manager	\$ 185.00/hr.
Technical Manager	\$ 160.00/hr.
Senior Project Engineer	\$ 152.00/hr.
Project Engineer	\$ 135.00/hr.
Senior Scientist	\$ 130.00/hr.
Scientist	\$ 115.00/hr.
Landscape Architect	\$ 175.00/hr.
Senior Planner	\$ 165.00/hr.
Planner	\$ 120.00/hr.
Senior Civil Designer	\$ 120.00/hr.
Civil Designer	\$ 110.00/hr.
Senior Technician	\$ 110.00/hr.
Technician	\$ 90.00/hr.
Senior GIS Analyst	\$ 130.00/hr.
GIS Analyst	\$ 110.00/hr.
GIS Technician	\$ 95.00/hr.
Field Survey Party	\$ 135.00/hr.
Professional Land Surveyor	\$ 155.00/hr.
Senior Construction Observer	\$ 125.00/hr.
Construction Observer	\$ 97.00/hr.
Project Administrator	\$ 75.00/hr.

EXPENSES

Reproductions	Cost
Mileage	IRS Rate (currently \$0.545/mile)
Telephone, Postage	Cost
Travel (Meals/Lodging)	Cost
Subconsultants	Cost + 10%

Note: The above rates are effective January 1, 2018. WK Dickson reserves the right to revise to reflect inflationary increases.

City of Georgetown Stormwater Management Plan RFO		Date: 5.6.2018												
CLIENT NAME		City of Georgetown, SC												
TASK	SCOPE OF SERVICES DESCRIPTION	FEE ESTIMATE	LABOR CLASSIFICATION											
			Project Principal \$250	Project Director \$225	Sr Project Manager \$200	Senior GIS Professional \$180	Senior Engineer \$140	Senior Modeler \$180	Junior Modeler \$125	Project Engineer \$125	Field Technician \$85	Legal Advisor \$250	Business Manager \$75	
Task 1	Data Collection													
1.1	Existing Data Review	\$14,660.00	2			4		24				80		
1.1	Desktop Analysis	\$17,560.00					16					80		
1.1	Field Inventory	\$78,560.00					16						800	
1.2	Survey - Lump Sum	\$100,000.00												
	SUB TOTAL TASK	\$205,780.00	2	0	4	32	24	0	0	160	800	0	0	
Task 2	Watershed Analysis and Problem Area Identification													
2.1	H&H Modeling	\$66,100.00												
2.2	Problem Area Identification and Report	\$26,960.00			8	24								
	SUB TOTAL TASK	\$93,060.00	0	0	8	84	0		108	380	80	0	0	
Task 3	Planning and Recommendations													
3.1	Alternatives Analysis	\$66,200.00			8	24		40		100	240		40	
3.1	Prioritization and Solution Development	\$29,000.00			16	24		40		8			80	
3.1	Stormwater and Watershed Master Plan	\$39,840.00	8	16	24	24		40		40	120		120	
	SUB TOTAL TASK	\$135,040.00	8	40	72	24		120		100	280	0	280	
Task 4	Ordinance and Design Requirements													
4.1	Stormwater Utility Rate Evaluation	\$35,400.00				40		60					16	
4.2	Stormwater Management Ordinance Revisions	\$44,560.00	24	24	24	24		24			120		80	
4.2	Design Standards Manual	\$48,800.00	4	16	40	80		80			200		60	
	SUB TOTAL TASK	\$128,760.00	28	40	104	0	164	0		0	400	0	76	
Task 5	Public Outreach													
	Citizen Outreach and Education	\$40,400.00				60								
	City Council Meetings and Workshops	\$26,700.00	8	16	40						160			
	SUB TOTAL TASK	\$67,100.00	8	16	100	0	100		0	0	220	0	0	
Task 6	Stormwater Management Plan Development													
6.1	Stormwater Management Plan	\$48,400.00	8	24	24		80		0	0	200		0	
	SUB TOTAL TASK	\$48,400.00	8	24	24	0	80		0	0	200	0	0	
Task 7	Project Management													
7.1	Project Setup	\$11,350.00	8	8	20		20						0	
7.2	Scheduling	\$10,600.00	8	8	20		20						10	
7.3	Client Correspondence	\$42,400.00		40	60		60						40	
	SUB TOTAL TASK	\$64,350.00	56	56	100	0	100		0	0		0	50	
	MANHOUR PROJECT TOTALS	\$742,430.00	102	160	312	140	488		208	660	1,120	800	76	
REIMBURSEMENT TOTALS		\$30,000.00												
PROJECT TOTALS		\$772,430.00												

Signed: H. J. Hall

Printed Name and Title: Senior Vice President

K. Funt H0LB200K





120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

ACTION ITEM

DOC ID: 2531

Council Meeting Date:	31 May 2018
Department:	Administration
Issue Under Consideration:	Motion to approve Amendment to Agreement with National Development Council regarding community and economic development advisement extending term to December 31, 2018.
Amount Requested:	NA
Is Item in Current Budget?	NA
If no, please explain:	NA
Financial Impact:	NA
Points to Consider:	Term of agreement ended January 31, 2018. All other provisions in the original agreement remain unchanged.
Options:	Approve or disapprove amendment
Staff Recommendation:	Approve Amendment to Agreement

Reviews:

Carey Smith Skipped 05/24/2018 2:47 PM
 Finance Completed 05/24/2018 4:55 PM
 City Attorney Completed 05/25/2018 10:02 AM
 Ann U. Mercer Completed 05/25/2018 10:43 AM
 Georgetown City Council Pending 05/31/2018 4:00 PM

Attachments:

1. 1 05-23-18 MWexler (PDF)

**AMENDMENT TO AGREEMENT BY AND BETWEEN
CITY OF GEORGETOWN, SOUTH CAROLINA
AND
NATIONAL DEVELOPMENT COUNCIL
REGARDING**

COMMUNITY AND ECONOMIC DEVELOPMENT ADVISEMENT

This Amendment is made and entered into this ____ day of May 2018, by and between the City of Georgetown, a municipal corporation organized and existing under the laws of the State of South Carolina whose address is 1134 North Fraser Street, Georgetown, South Carolina 29440 (the "Client") and **NATIONAL DEVELOPMENT COUNCIL** ("NDC" or the "Contractor"), a New York non-profit corporation, which is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, whose address is One Battery Park Plaza, Suite 710, New York, New York 10004.

WITNESSETH THAT:

WHEREAS, the Client desires to receive professional services from NDC to develop and assist in the implementation of the Client's community and economic development programs.

WHEREAS, NDC is willing to provide, on such terms and conditions as are hereinafter provided, technical assistance to the Client utilizing its expertise in economic and community development activities.

WHEREAS, NDC and the Client entered into an AGREEMENT REGARDING COMMUNITY AND ECONOMIC ADVISEMENT ("AGREEMENT") on November 30, 2017;

NOW THEREFORE, in consideration of the above-mentioned premises and of the mutual covenants contained herein, the parties hereto agree as follows;

I. AMENDMENT OF TERM

The term of the AGREEMENT ended January 31, 2018. All other terms being incorporated herein, the term is hereby amended to run and extend to December 31st, 2018 where all other provisions in the original AGREEMENT remain unchanged.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed as of the day and year first written above.

City of Georgetown

National Development Council:

By: _____
Carey Smith
City Administrator

By: _____
Daniel Marsh III
President

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Attachment: 05-23-18 MWexler (2531 : Amendment to Agreement with National Development Council)