



## **Engineering Request for Proposals**

### **BJWSA Project CIP #1970**

### **CP19 and CP67 Upgrades**

### **Engineering Contract**

#### **Introduction**

The Beaufort-Jasper Water & Sewer Authority (BJWSA) completed a comprehensive Water and Wastewater Master Plan Update (Master Plan Update) in 2017. The Master Plan Update evaluated the wastewater system capacity for BJWSA's Cherry Point service area through planning year 2040. Wet weather capacity issues were identified at several pump stations in the Cherry Point service area, specifically at CP19 (Rosehill) and CP67 (Bluffton Regional). Based on this analysis, BJWSA hired Black & Veatch to further evaluate wet weather capacity options at CP19 and CP67.

The purpose of this Request of Proposals (RFP) by BJWSA is to solicit Proposals from engineering consulting firms to conduct design, permitting, bidding and construction phase services for upgrades at CP19 and CP67. BJWSA will select the Design Engineer from the submitted proposals based upon selection criteria as provided herein.

#### **Project Scope**

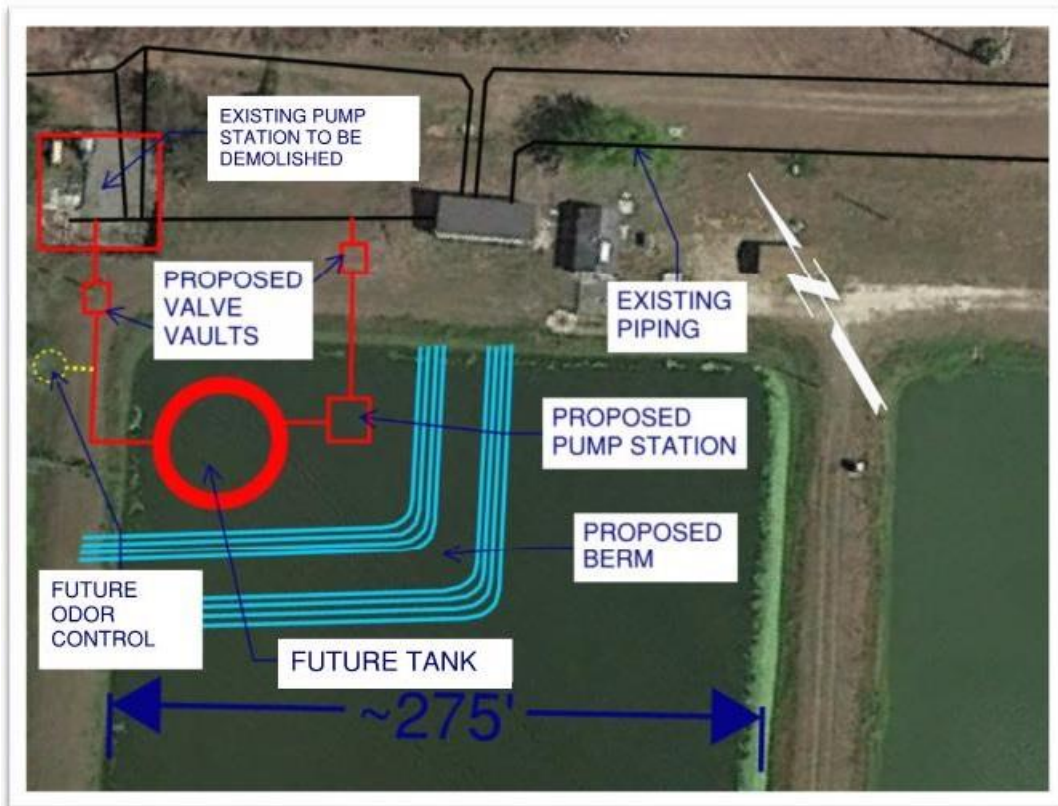
Based upon the recommendations as presented in the recent Cherry Point Wet Weather Capacity Improvements Study, the BJWSA has elected to pursue upgrades at both CP19 and CP67 that will alleviate storage and pumping restrictions through 2025.

The following is a summary of the anticipated major additions required for this project. It should be noted that this scope is provided as a minimum level of known design effort for proposal pricing purposes and this scope may increase or decrease based upon input from the selected Design Engineer and at the BJWSA's ultimate discretion. The scope will include, but not necessarily be limited to, the following:

- **CP19:**
  - Construction of one (1) new submersible pump station per BJWSA Regional Station standards located within an existing lagoon complete with all required piping, electrical, instrumentation and connection points for future construction of one (1) 150,000 gallon

storage tank.

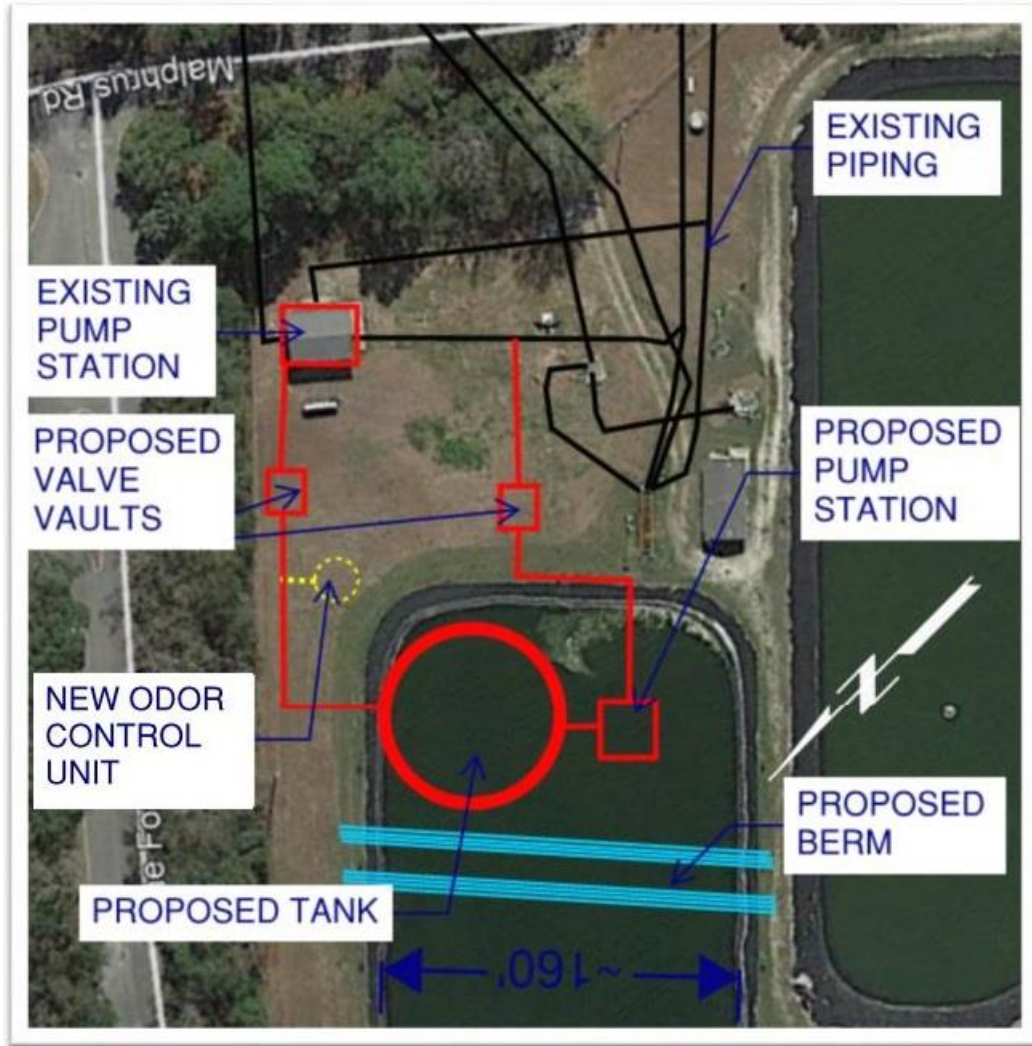
- Earthwork within the existing lagoon shall be constructed with footprint of the future storage tank, associated piping and valves, future biological odor control taken into consideration.
- The existing submersible station shall be abandoned and demolished as appropriate.
- A study level preliminary site layout is provided below as reference:



CP19 Proposed Layout

● **CP67:**

- Construction of one (1) 850,000 gallon storage tank located within an existing lagoon complete with all required piping, instrumentation and earthwork.
- Rehabilitation of one (1) existing self-priming centrifugal pump station per BJWSA Regional Station standards to include structural rehabilitation of the wetwell, replacement of pumps and controls and all other miscellaneous repairs required on the existing pump station building.
- Installation of one (1) biological odor control unit sized for both the storage tank and pump station wetwell.
- A study level preliminary site layout is provided below as reference:



CP67 Proposed Layout

It is expected that the Design Engineer’s role will be broken into several work phases, as described below.

*Phase 1 – Basis of Design and Preliminary Engineering Report*

The Design Engineer shall prepare a Preliminary Engineering Report (PER) for submittal to SCDHEC. In addition to the PER, the Design Engineer shall also provide a detailed design schedule with milestones for 30%, 60%, 90%, and 100% design document submittals and an anticipated construction schedule.

*Phase 2 – Detailed Design and Permitting*

The Design Engineer shall develop 30%, 60% and 90% design packages for Owner review. Design packages shall include drawings and project specifications as applicable to the package level of design. It is expected that 60% design documents will include most project drawings and major specifications while the 90% package should include all drawings and specifications (excluding Division 0).

90% design documents shall be suitable for application to applicable permitting agencies. As such, the Design Engineer shall prepare permitting applications for regulatory agencies when appropriate. Requisite permits are likely to include, but not be limited to, SCDHEC and OCRM.

### Phase 3 – Final Bid Documents and Bidding Assistance

The Design Engineer shall prepare final bid documents, which will represent a complete 100% design, suitable to procure a general contractor by a competitive, open-bidding method. Contract documents (Division 0 or “front ends”) will be provided by BJWSA in template form and minor editing for project specifics will be required by the Engineer. These contract documents shall be included in the project specifications for one complete set.

The Design Engineer shall assist the BJWSA in bidding the construction to interested Contractors including coordinating and conducting a pre-bid meeting and site visits, attending the bid opening, and preparing a certified bid tabulation and awards recommendation. The Design Engineer will be encouraged to directly solicit known qualified and interested local Contractors while the BJWSA will publicly advertise the project through its website.

### Phase 4 – Construction Phase and Closeout Services

The Design Engineer shall provide construction phase and closeout services to include the review of contractor submittals and shop drawings, coordination of the pre-construction meeting and construction progress meetings, review of contractor’s pay applications, review of RFIs, review of change orders and claims, development of as-built drawings per BJWSA standards, Contract closure including closeout change orders, and coordination of permitting closure. For the purposes of this Proposal, the following assumed quantities should be used as a minimum:

- 75 submittal reviews.
- 10 RFI reviews/responses.
- 12 pay application reviews and monthly progress meetings.
- 2 change order or claims reviews.

BJWSA will provide day to day onsite inspection but it is assumed the Design Engineer will make site visits during progress meetings at a minimum. All required site visits for punch list, startup and project certification shall also be included.

### **Content and Format Information of Proposals**

All Proposals shall adhere to the following format and will include, at a minimum, the following information:

- Firm Qualifications and Workload
  - Provide a project organizational chart with clearly defined roles and resumes or descriptive bios for each proposed project member.

- List of current projects and percent complete currently under contract with the firm. List of current projects will only include those projects under management by the project staff assigned for this project.
- Project Approach
  - A detailed description and discussion of how the firm would approach the work described in the Project Scope section above.
  - Examples of how the firm has provided innovative design, coordination, management, startup, scheduling, etc. at similar facilities.
  - Suggestions for additional services which may enhance the value of this project.
  - Proposed project management and communications approach for this project.
- Project Schedule
  - A proposed project time schedule from Phase 1 – Basis of Design and Preliminary Engineering Report through Phase 4 – Construction Phase Services and ultimate completion of the project. Schedule will be in Gantt-chart format produced with Microsoft Project software, and shall be of sufficient detail to reflect the firm’s Project Approach.
  - A twelve (12) month duration for Construction Phase Services should be assumed for scheduling purposes.
  - Identify float and opportunities to expedite completion.
  - The firm’s procedures and methods for assuring that the time schedule will be met.
- Cost Proposal and Supporting Level of Effort
  - A completed Cost Proposal and Signature Page, as shown in Exhibit 1 (attached) shall include Phase 1 – Basis of Design and Preliminary Engineering Report through Phase 4 – Construction Phase Services. The fee structure for this project will be based on time and expenses with a Not-to-Exceed limit.
  - The cost proposal shall be provided with a separate supporting level of effort to include estimated man-hours per person per phase and applicable subtasks.
  - No consideration will be given to separate reimbursable expenses outside of the Not-to-Exceed limits as proposed on the Cost Proposal.

Proposals must be no more than twenty-five (25) pages in total to include all informative pages and the Cost Proposal exhibit. Sections shall be indexed and tabbed for easy reference to the material contained within. Pages must be single-sided page format, minimum of 10 point font size, single spaced. Use of 11x17 page sizing shall be limited to a maximum of 3 pages. Proposal cover, back and dividing tabs will not count towards the page total limitation.

**Selection Criteria**

BJWSA will evaluate the Proposals to select the consulting firm that will provide the best value offer for this project. The evaluation criteria are listed below.

<b>SCORING CRITERIA</b>	<b>POINTS</b>
Firm Qualifications and Workload	25
Project Understanding and Project Approach	25
Cost Proposal	25
Project Schedule	25
<b>TOTAL</b>	<b>100</b>

### **Submission Information**

#### Schedule

- August 12, 2019 – Distribution of RFP
- August 23, 2019 – Deadline for questions pertaining to the RFP.
- August 28, 2019 – Addendum issued (**if required**).
- September 6, 2019 – Proposals due to BJWSA.
- September 16, 2019 – Notification of selection recommendation to proposing firms.
- September 26, 2019 – BJWSA Board approval and Notice of Award.

#### Contact Information

Direct all questions related to this RFP to Shawn Flood, via email at [Shawn.Flood@bjwsa.org](mailto:Shawn.Flood@bjwsa.org) or by phone at (843) 987-8075.

#### Instructions

Please submit one (5) hard copies and (1) electronic PDF file of the proposal on a USB drive prior to **5:00 p.m. EST on Friday, September 6, 2019** to:

*Shawn Flood  
Capital Projects Manager  
Beaufort Jasper Water and Sewer Authority  
6 Snake Road  
Okatie, SC 29909*

### **Attachments**

Exhibit 1 - Cost Proposal Signature Page

**PURRYSBURG WTP EXPANSION TO 30 MGD  
ENGINEERING CONTRACT  
COST PROPOSAL – EXHIBIT 1**

The undersigned \_\_\_\_\_ (Name of Offeror), having carefully examined the information contained in the proposal response for the **Engineering Request for Proposals – CP19 and CP67 Upgrades – Engineering Contract** dated August 1, 2019, proposes to provide professional services to Beaufort Jasper Water and Sewer Authority, as outlined in this proposal, at the prices specified below:

ITEM DESCRIPTION	AMOUNT
Phase 1 – Basis of Design and Preliminary Engineering Report	\$
Phase 2 – Detailed Design and Permitting	\$
Phase 3 – Final Bid Documents and Bidding Assistance	\$
Phase 4 – Construction Phase and Closeout Services	\$
<b>Total Not to Exceed Limit</b>	<b>\$</b>

In compliance with the RFP, and subject to all conditions thereof, the undersigned agrees:

- a) This price proposal, as stated, is open for acceptance for a period of 90 calendar days from the date of opening; and
- b) To furnish all professional services necessary and incidental for the contracted services.

This is to certify, to the best of my knowledge and belief, that the cost and pricing data summarized herein are complete, current, and accurate as of \_\_\_\_\_, 2019, and that a financial accounting capability exists to fully and accurately account for the financial transaction under this project. I further certify that I understand that the agreement price may be subject to negotiation.

This proposal is made without prior understanding, agreement, or connections with any corporation, firm, or person submitting a proposal for the same service and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.

Signature of Offeror's Representative authorized to enter into contract with Beaufort Jasper Water and Sewer Authority:

FIRM NAME: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Signature)

TYPE/PRINT: \_\_\_\_\_  
(Name) (Title)

ADDRESS: \_\_\_\_\_  
(Street Address and/or P.O. Box Number)

\_\_\_\_\_  
(City) (State) (Zip Code)

PHONE: \_\_\_\_\_  
(Area Code) Phone Number (Area Code) Phone Number

EMAIL: \_\_\_\_\_

FEDERAL ID# \_\_\_\_\_ S.C. Tax \_\_\_\_\_

IS YOUR FIRM:	1. SOLE PROPRIETORSHIP	_____ YES	_____ NO
	2. PARTNERSHIP	_____ YES	_____ NO
	3. CORPORATION	_____ YES	_____ NO
	4. OTHER (LLC, OTHER)	_____ YES	_____ NO

IF COMPANY IS A SOLE PROPRIETORSHIP, LIST THE OWNER'S FULL LEGAL NAME:

IF COMPANY IS A PARTNERSHIP, LIST THE PARTNERS' FULL LEGAL NAMES:

IF COMPANY IS A CORPORATION, LIST THE FULL LEGAL NAME, AS LISTED ON THE CORPORATE CHARTER: