



REQUEST FOR PROPOSAL

GEOTECHNICAL SERVICES

SUBSURFACE EXPLORATION

PROJECT: RFP 2022-003 ENG

**City of Seneca Light & Water
251 E. North Second Street
P.O. Box 4773
Seneca, South Carolina 29679**

DATE ISSUED: March 30, 2022

SENECA
LIGHT WATER



Project Name:	<u>Geotechnical Services - Subsurface Exploration</u>
Project Location:	<u>300 Block East North Third Street</u>
City/County/State:	<u>Seneca / Oconee / South Carolina 29678</u>
Project Number:	<u>RFP 2022-003 ENG</u>
Response Deadline:	<u>Tuesday, April 19, 2022 4:00 P.M. EST</u>

INTRODUCTION

The City of Seneca Light & Water Department (*SL&W/City*) request the submittal of RFP responses from qualified individuals, firms, or corporations (*also referenced as 'party'*) with expertise to provide geotechnical services/ subsurface exploration. Responders with relevant experience and qualifications are encouraged to submit their proposal in writing not later than 4:00 PM EST, Tuesday, April 19, 2022.

1. PURPOSE

An RFP is desired from prospective responders to provide the services described in this document. The selected Respondent will discuss and clarify with the City of Seneca the cost breakdown of the provided services, as well as other service categories, as needed.

- 1.1. The intent is to contract with a responsive, responsible, qualified, and capable RESPONDER, as deemed and defined by SL&W, to perform work for SENECA LIGHT & WATER.
- 1.2. This solicitation is not to be construed as a commitment of any kind nor does it commit SL&W to pay any costs incurred in the preparatory submission of a proposal or for any other incurred cost.
- 1.3. An 'Agreement for Geotechnical Services' resulting from this solicitation may be awarded to the responsive party whose response conforming to this solicitation appears to be the most advantageous to SL&W.
- 1.4. SL&W shall be 'held harmless' for the Responder's lack of understanding of what is required by this solicitation. Should a Responder not understand any aspect of this request or require further explanation or clarification regarding the intent or requirements, it shall be the responsibility of the Responder to seek guidance from the SL&W's designated Representative.
- 1.5. The responder shall have fully ascertained the fullness of this request. Further, each Responder is encouraged to visit the site and acquaint themselves with existing conditions prior to their submittal.

2. GOAL

The selected Responder will be required to provide a full range of services in a collaborative process working with SL&W and its overall project team for subsurface exploration.

- 2.1. Establish a scope of work resulting from this RFP to include, but not be limited to, completing a minimum of **four** subsurface explorations to determine the type and depth of soil and rock beneath the surface; and to determine the relevant engineering characteristics of the soil material. Test soil to a minimum depth of **30-feet** or more below existing ground surface.
- 2.2. Prepare typed exploration logs, and soil template log.
- 2.3. Field survey of the subsurface test locations shall include test-hole stations, offsets, GPS coordinates in horizontal state plane coordinates (northings and eastings), and ground surface elevations at each test hole location.
- 2.4. By the nature of the work to be performed, the drilling activities will result in disturbance to the site. And, since public roadways are adjacent to the property, the completed boreholes performed shall be backfilled.
- 2.5. SL&W is an Affirmative Action/Equal Opportunity Employer. Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and Labor Surplus Area firms are encouraged to submit RFPs.
- 2.6. The selected respondent will discuss and clarify with SL&W the cost breakdown of the provided service categories and other services must be identified for any contract work.

3. SUBMITTAL REQUIREMENTS

The RFP submittal should be organized to clearly address the described service criteria, which, among others, will be used in the evaluation/selection process.

- 3.1. Proposals may be submitted via mail, hand delivery, or facsimile transmission (*fax*). Proposals submitted via fax must be on company stationery; and it shall be the sender's responsibility to verify receipt of the fax transmitted.
- 3.2. All submittals shall reference SL&W Project: RFP 2022-003 ENG clearly labeled on the face of the envelope/page/fax sheet. Proposals must be complete and in U.S. dollars. See instructions and conditions enclosed herein. **NO PROPOSAL BY EMAIL.**
- 3.3. It is the Responder's sole responsibility to ensure Proposals (mailed, hand delivery, or faxed) are received by SL&W prior to the specified date and time.
- 3.4. Proposals will be evaluated based upon content of the submittal. Prices shall be of an amount sufficient to fund all labor, equipment, transportation, services, licenses, fees, material, parts, incidentals, and all appurtenances associated with the Project completion. Responders are encouraged to explicitly address specific requirements with the appropriate narrative explanation, special equipment description, pricing, warranty, and proposed services.

3.5. Questions for clarification regarding any item(s) contained or not contained in the RFP package must be submitted in print prior to 1:00 P.M. E.S.T. Thursday, April 14, 2022. Questions submitted after that date and time will not be due a reply.

3.6. Please direct all questions concerning this Request for Proposal to:

Scott McLane, Engineering Supervisor
Seneca Light & Water
Telephone: 864.885.2753
Fax Number: 864.885.6012
Email: smclane@seneca.sc.us.

3.7 Mail or deliver RFP submittal in a sealed envelope, or fax with cover sheet bearing the inscription: **RFP 2022-003 ENG**

Address: Seneca Light & Water
Scott McLane
P.O. Box 4773
251 E. North Second Street
Seneca, SC 29679-4773

Fax Number: 864.885.6012

4. GENERAL TERM AND RESERVATION OF RIGHTS

- 4.1. SL&W reserves the right, at its sole discretion, to make its selection solely on qualifications submitted and is not required to conduct a formal interview process. The panel may request an interview to clarify and/or gain additional information.
- 4.2. SL&W reserves the right, at its sole discretion as an independent review team; to reject any or all submittals; to waive any technicality, informality or irregularity not affected by law.
- 4.3. SL&W reserves the right to conduct investigations of any or all of the firms as it deems necessary or convenient, including but not limited to discussions or meetings with contact persons for firms prior or ongoing projects or with regulatory agencies.
- 4.4. Further, the City reserves the right to evaluate, in its absolute discretion, the qualification statements submitted, to make selections based solely on qualification and past experiences without an interview process, and to make rejections or awards as is deemed to be in the City's best interest.
- 4.5. Further, SL&W reserves the right to evaluate, in its absolute discretion, to make selections based solely on qualification and past experiences without an interview process, and to make rejections or awards as is deemed to be in its best interest.
- 4.6. Submittals will be received up until the time and place as stated herein; submittals received after the specified date and time will not be considered. And at the designated

time, receipt of RFPs will be closed, and the review process will begin.

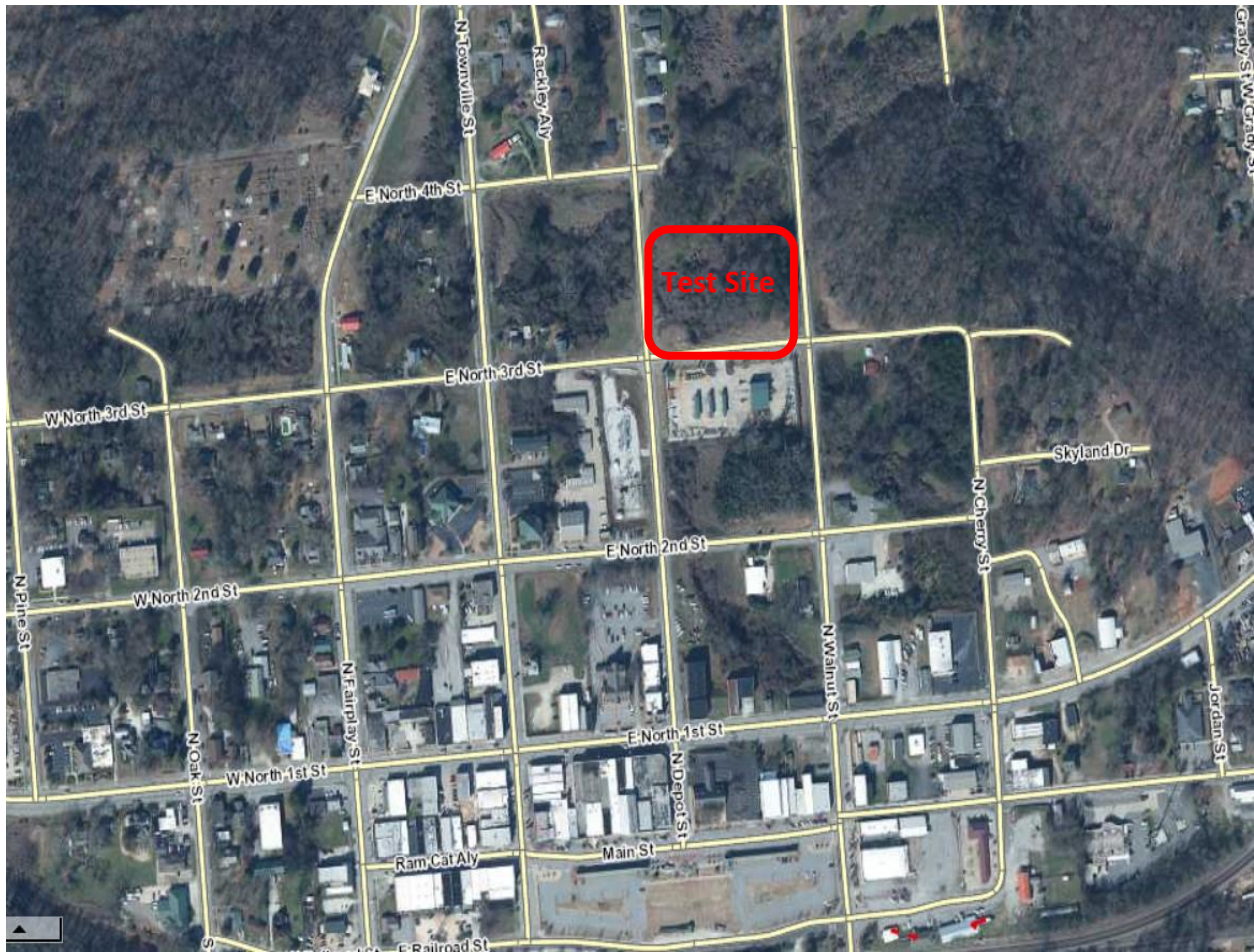
- 4.7. Each submittal is subject to the State of South Carolina's public record law unless there is a legal exception to public disclosure; RFP submittals are not subject to public inspection prior to the selection of a respondent.
- 4.8. Respondents are asked not to contact City staff or elected official in reference to this process. Information will be released at the appropriate time.
- 4.9. Written notification of the selected firm will be sent to all responding firms.
- 4.10. All reasonable care has been taken in preparation of this solicitation; information of the proposed work location, and/or other existing facilities, are from the best sources presently available. SL&W disclaims responsibility for any inaccuracies which contained herein. SL&W reserves the right to modify the document prior to the due date by issuance of an addendum.
- 4.11. SL&W reserves the right not to entertain any assertion from Responder's complaint of misunderstanding the quantities of work, or the nature of work to be completed. Each Responder shall thoroughly familiarize themselves with the detailed requirements prior to submitting a Proposal.
- 4.12. Proposals will be evaluated based upon content of the submittal. Prices shall be of an amount sufficient to fund all labor, equipment, transportation, services, licenses, fees, material, parts, incidentals, and all appurtenances associated with the Project completion. Responders are encouraged to explicitly address specific requirements with the appropriate narrative explanation, special equipment description, pricing, warranty, and proposed services.

RFP 2022-003 ENG ATTACHMENTS

ATTACHMENT - A LOCATION COORDINATES

ATTACHMENT - B TEST SITE (AREA AT HIGHEST ELEVATION)

ATTACHMENT - C SITE LOCATION UPCLOSE



Location Coordinates: 34°41'19.3"N 82°57'03.2"W



***Test Site is the immediate area at highest elevations



SITE LOCATION



BID FORMS

BID FORM - A

**CERTIFICATION REGARDING
DEBARMENT & OTHER
RESPONSIBILITY MATTERS**

BID FORM - B

RESPONDER'S QUESTIONNAIRE

BID FORM - C

PROPOSAL SUM

ALL FORMS MUST BE INCLUDED WITH RESPONSE SUBMITTAL

CERTIFICATION REGARDING DEBARMENT & OTHER RESPONSIBILITY MATTERS

Signed Copy of this sheet must be included in the Bid/Proposal package.

By submitting a proposal, the responder certifies, to the best of his/her knowledge and belief, that -

I. Responder and/or any of its principals -

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency

B) Have not, within a three-year period preceding this bid, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of bids; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission or any of the offenses enumerated in paragraph I (B) of this provision.

II. Responder has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, State, or Local) entity.

(A) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; business manager; head of a subsidiary, division, or business segment, and similar positions).

(B) Bidder will provide immediate written notice to Seneca Light & Water if, at any time prior to contract award, bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(C) If bidder is unable to certify the representations stated in paragraphs (I), bidder must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the bidder's responsibility. Failure of the bidder to furnish additional information as requested by SL&W may render the bidder non-responsible.

(D) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (A) of this provision. The knowledge and information of a bidder is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(E) The certification in paragraph I (A) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the bidder knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to Seneca Light & Water; SL&W may terminate the contract resulting from this solicitation for default.

Authorized Signature

Date

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RESPONDER'S QUESTIONNAIRE

Note: Failure to provide the information requested in this questionnaire may be cause for rejection of the solicitation on the basis of non-responsiveness.

Name of Your Business: _____

Street Address: _____

Mailing Address if Different: _____

City: _____ State: _____ Mailing Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

How many years has the business been under the above name? _____

Previous business name(s) if any: _____

Proposal Acceptance Period _____ Days. (Request no less than thirty (60) calendar days.)

Are you acting as a broker or the primary supplier in this transaction?

Primary Supplier

Broker

Business Information (Please check all that apply):

My business is Individual

My business is a Partnership

My business is a Non-Profit

My business is a Joint-Venture

My business is a corporation incorporated under the laws of the State of _____

My business is full-time

My business is part-time

The bidder shall list any variations from or exceptions to the Terms, Conditions or Specifications of the Solicitation:

Completed by: _____ Title: _____

Signature: _____ Date: _____

PROPOSAL SUM

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The Responder shall be legally qualified, on the date of the Proposal, under the provisions of the South Carolina Contractor's Licensing Law (South Carolina Code of Laws) as amended.

Proposal Sum shall include associated cost for labor, materials as required, equipment, system, fees, license, overhead, profit, insurance, and all applicable appurtenances.

Proposal Price Schedule:

1. The responder declares he understands that quantities are subject to adjustment by either increase or decrease and that should the quantities of any of the items of the work be increased, the undersigned proposes to do the additional work at a unit price referenced therein, and should the quantities be decreased, he also understands that payment will be made on actual quantities at the unit price, and will make no claim for anticipated profits of any decrease in the quantities and that actual quantities will be determined upon completion of the work, at which time adjustment will be made to the agreement amount by direct increase or decrease.
2. By submission of a proposal, each respondent certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that the proposal has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this proposal, with any other responder or with any competitor.
3. Amounts are to be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.
4. The drawings, specifications and addenda are complementary of each other. What is called for by one shall be as binding as if called for by all. If a conflict arises between the drawings, specifications, and/or addenda, the problem shall be referred to SL&W as soon as possible for resolution.

AMOUNT: _____ \$ _____

Copy availability of the Proposal Document on the above terms is solely for the purpose of obtaining proposals and does not confer a license or grant permission for any other use.

(Price must include all services as required and any associated warranty cost.)

COMPANY NAME

SIGNATURE BY AND FOR THE BIDDER

COMPANY ADDRESS

PRINTED NAME OF ABOVE BIDDER

DATE OF BID

CONTACT PHONE NUMBER

CONTACT EMAIL