

# REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES

## Town of Batesburg-Leesville GIS Development Services November 12, 2020

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### **1.0 Introduction**

#### **1.1 General**

The Town of Batesburg-Leesville (Town), South Carolina is requesting proposals from qualified consulting firms (Consultant) to assist in the development and implementation of a GIS for the Department of Utilities sanitary sewer system. The Town will accept Qualifications packages at the Town Hall, 120-A West Church Street, Batesburg-Leesville, SC 29006, until 5:00 p.m. local time Tuesday December 8, 2020. If submitted electronically submittal must be in *PDF format* and clearly labeled/ marked “**Town of Batesburg-Leesville Wastewater Collection System GIS Proposal**”. Electronic submittal shall be emailed to [jhendrix@batesburg-leesville.org](mailto:jhendrix@batesburg-leesville.org) by 5:00 p.m. local time on Tuesday, December 8, 2020.

### **2.0 SCOPE OF SERVICES**

#### **2.1 Background**

The purpose of this project is to obtain precise geographic location and condition data for the Town’s sanitary sewer system assets. The proposed project will include, but not be limited to coordinating GIS mapping, field data collection, locating and inspecting infrastructure, and assessing the condition of the existing sanitary sewer system.

In general, the system includes all those pumping facilities, manholes and pipes that are owned and operated by the Town. The system assets are located public rights of way, on Town property, or in an easement that is properly conveyed to the Town. All structures that are part of this system should be surveyed. The sanitary sewer system inventory will be used by the Town for operation, maintenance and capital project planning. This RFQ may be responded to by an individual firm or joint venture (team).

#### **2.2 Scope of Work**

The Town is requesting proposals from the Consultant to collect survey data on the sanitary sewer collection system. The Consultant must provide:

##### **Hardware and Software Procurement**

The Consultant shall provide technical support and assistance to the Town with the review of the recommendations for hardware and software procurement.

##### **Introductory and On-going GIS Training**

Based on the outcomes of the above, the Consultant shall identify training needs and provide recommendations to the Town on a training program/schedule. The recommended ESRI training courses, seminars and/or conferences to be completed/attended by Town staff.

#### ArcGIS Online Implementation

The Consultant shall assist and support the Town with the establishment of an ArcGIS Online Organization linked to the Town's newly configured Geodatabase and to develop, configure and launch web mapping services for access, querying and data collection functions.

#### Data Collection

The Consultant shall assist and support the Town in the development of datasets as required, necessary and financially feasible. The selected firm shall exhibit the capability, equipment and resources inclusive of the supervision of a registered professional engineer to assist in data collection activities. The selected firm shall also assist and support the Town in the development of the data collection processes, standards and accuracy requirements prior to the performance of data collection. Depending on the capabilities and capacity of the Town GIS Staff in place at the time of data collection, the Consultant shall assist in the necessary finalization, formatting and migration of data collected into the Town's GIS.

The survey and data collection should include as a minimum:

1. Manhole, structure and outfall identified with Town's facility ID.
2. System locations using South Carolina State Plane Coordinate system. Survey data measurements with the following horizontal accuracy of +/- 0.50 ft. and vertical accuracy of +/- 0.15 ft.
3. Primary construction material.
4. Ground elevation, top elevation, invert elevation and size of each inlet carrier pipe.
5. Identification and location of capped/inactive lines.
6. Wastewater Plant site
7. Pump Station sites
8. Water line valves and boxes
9. Elevated Tanks
10. Water plant site

During the project, if structures are not accessible due to inability to lift cover, the consultant will promptly notify the Town with the facility ID and specifics on obstruction. The Town will provide assistance to gain entry and direction on a case by case basis.

When assets are found that are not already identified by the Town, the consultant will label the asset with a unique identifier that includes the downstream facility ID (based on structure type) plus an additional letter designation (20971A, 20917B, etc.).

All collected data should be provided to the Town in an ESRI supported format (file geodatabase) and become the property of the Town. In addition, the pipe and

manhole/junction data should form a connected system network.

### **3.0 CONSULTANT PROJECT SUBMISSIONS**

#### **3.1 Submission Details**

Firms interested in providing these services must exhibit relevant experience with development and implantation of GIS type of work, as outlined below and should emphasize both the experience and capability of the personnel who will perform the work. The successful firm shall meet the following requirements:

- The firm shall have comprehensive experience and the ability to respond to requests in a timely manner. Communication is critical to any successful project, and the selected firm will be expected to communicate regularly with Town staff.
- The consultant shall be responsible for providing the necessary personnel, equipment and expertise for project management.
- Have adequate familiarity and project experience with asset inventory and assessment.
- Have enough support staff, technicians, clerks, etc., to effectively process and deliver the work product.
- Be accountable for all quality control associated with work done under the terms of the Agreement.
- Keep current all required insurance coverage to cover the projected liability of all projects assigned to the consultant. As part of the Agreement, the firm will be required to provide evidence of coverage of professional liability insurance, and that it will indemnify and hold harmless the Town of Batesburg-Leesville from any and all claims and/or liability, which may arise as a result of the engineering firm's negligence, errors, and/or omissions.

#### **3.2 Proposal Requirements**

At a minimum, submit a statement of qualifications and experience containing the following information:

- A summary brief overview, your company can provide these design services to the Town. Include an introductory statement and a summary of your company's experience with the work described above. Provide firm name, address, location of principal office where work will be performed, telephone number, email address, and name and information of the individual to be the Town's primary contact. Provide the year in which firm was established, any former names under which the firm operated and a brief history of your firm.
- Capacity to Perform Required Services and Qualifications - Provide a complete description of project staff in the form of a graphic organizational chart and a staffing summary that addresses individual roles and responsibilities. Provide a one-page resume for each of the key staff members that will be involved in the project. Identify the specific project manager, key team members, and any sub-contractors proposed for this project. The project manager should have extensive experience in related work to this project, both in scope and extent. Each team member's resume should detail relevant experience, length of service with the

firm and job duties during his/her tenure, educational background and professional background. Provide information as to your firm's ability to finish the project in a timely manner and provide support to the Town on the use and progression of the development of the Utility GIS Data base. Provide a project timeline with specific tasks and due dates for the work describe herein.

- Experience - Provide your firm's prior experience and qualifications. The narrative should highlight similar GIS projects to the Town's. List similar studies that your firm has completed or in progress for local governments in South Carolina. Provide documentation of specific similar sized projects completed within the last five (5) years. Include the following project information as a minimum:
  - Owner's name and contact information (mailing address, email addresses and phone numbers)
  - Name, location and detailed description of the project
  - Project start and completion dates
  - Project staff and their role
  - Provide contact name, job title, telephone number, email address for reference purposes.
  - Provide a work plan and process descriptions for data collection, information assessment and time management for completion of the Town's GIS project.
- The Town will accept Qualifications packages at the Town Hall, 120-A West Church Street, Batesburg-Leesville, SC 29006, until 5:00 p.m. local time Tuesday December 8, 2020. If submitted electronically submittal must be in *PDF format* and clearly labeled/ marked "**Town of Batesburg-Leesville Wastewater Collection System GIS Proposal**" and emailed to [jhendrix@batesburg-leesville.org](mailto:jhendrix@batesburg-leesville.org) by 5:00 p.m. local time on Tuesday, December 8, 2020. PDF files must contain a signature of authorization by a company official authorized to execute documents on behalf of the firm. The total length of the qualification statement, excluding any cover letter or appendices, shall be no more than thirty (30) pages. Qualification statements received after the deadline will not be considered. Any questions regarding this request should be directed to Tim Schumpert, P.E., Utility Director, Town of Batesburg-Leesville, SC at 803-920-4673 or [tschumpert@batesburg-leesville.org](mailto:tschumpert@batesburg-leesville.org). The selected firm will be notified by Tuesday, December 21, 2020.

The Town of Batesburg-Leesville reserves the right:

- to reject any and all qualification statements
- select the firm most qualified for the referenced work
- waive technical errors and informalities

- accept the qualification statement best suited to serve the interest of the Town

The Town will not incur any costs associated with the preparation or delivery of qualification statements.

The Town of Batesburg-Leesville is an Equal Opportunity Employer and promotes equal opportunities for minority owned businesses to participate in all aspects of its contracting and procurement programs with the Town.

#### **4.0 PROPOSAL EVALUATION CRITERIA**

**4.1** The Town evaluation committee will evaluate proposals based on the factors outlined below:

- Project Scope and Understanding
- Clarity and Organization of Proposal
- Quality and Staffing of Project Team
- Experience with Similar Projects
- Methods to Accomplish Scope of Work
- Local Office
- Size of Firm
- Previous Work with Batesburg-Leesville

**4.2** A project specific scope of services will be developed by the Town staff and selected firm; the selected firm will submit a cost proposal for review and acceptance by the Town. Upon acceptance of the cost proposal the Town and selected will enter into an agreement to begin work on the project.

**4.3** The Town reserves the right to disqualify any proposal and to make such investigations of the qualifications of the proposer as required.