



**JUNE 1, 2017  
REQUEST FOR PROPOSALS**

## **Lower Saluda Recreational Water Quality Monitoring**

**Due Date:**

**JUNE 7, 2017  
3:00 p.m.**

**Receipt Location:**

**Central Midland Council of Governments  
236 Stoneridge Drive  
Columbia, SC 29210**

**Official Contact:**

**Gregory Sprouse  
Director of Research, Planning, and Development  
(803)744-5158**

**[gsprouse@centralmidlands.org](mailto:gsprouse@centralmidlands.org)**

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## 1. INTRODUCTION

### 1.1. Project Summary

The Lower Saluda River through the Congaree River to Rosewood Landing is a major area of water related recreation. This stretch of river includes several NPDES dischargers. There are also several major tributaries whose watersheds include urban and residential areas. Several of these tributaries also have NPDES dischargers.

Due to the unique recreational uses of the river there is interest from stakeholders in having a more robust bacteria monitoring program during the summer months. A coalition of stakeholders (“Saluda River Coalition”) have come together to support the development of an enhanced monitoring program where the results will be provided to users and the public via a mobile data and information app.

A bacteria monitoring plan for the Lower Saluda River recreation season has been developed and Central Midlands Council of Governments (CMCOG), on behalf of the Saluda River Coalition, is issuing this Request for Proposals (RFP) to engage a firm to implement the plan.

***Please Note:** This RFP has an expedited timeframe in order to ensure the monitoring program can begin as soon as possible now that the Saluda River recreation season has begun.*

## 2. REQUEST FOR PROPOSAL (RFP) PROCESS AND POLICIES

### 2.1. Submittal of Proposals

Central Midlands Council of Governments (CMCOG) is hereby issuing this Request for Proposals (RFP) to firms that have the capability and interest in undertaking and performing the scope of work described in this RFP. The RFP will be publicly advertised and released in accordance with the CMCOG procurement policy. The official contact for this solicitation is:

Gregory Sprouse  
Director of Research, Planning, and Development  
Central Midlands Council of Governments  
236 Stoneridge Drive  
Columbia, SC 29210  
Phone: (803) 744-5158  
[gsprouse@cmcog.org](mailto:gsprouse@cmcog.org)

Each firm responding to this solicitation is officially a RESPONDENT. Each RESPONDENT must submit a sealed proposal package containing an original and six (6) copies plus one (1) digital copy of its proposal to Gregory Sprouse at the address above no later than **3:00 p.m. on June 7, 2017**. Proposals may be submitted in person, by messenger, or by regular mail. All proposals will be logged in and date and time stamped. ***Any proposal package that is***

*received after the date and time specified will be logged and date and time stamped as "late" and returned unopened to the RESPONDENT.*

## **2.2. Proposed Procurement Timeline**

Release date for RFP	June 1, 2017
Final Date to Receive Written Questions/Clarifications	June 5, 2017 at 3:00 p.m.
RFP Closing Date	June 7, 2017 at 3:00 p.m.
Evaluation Committee Review and Recommendation	June 8, 2017
Award Released	June 9, 2017

## **2.3. Labeling of Proposals**

All proposals must be submitted in a sealed envelope or package plainly marked “,” ATTN: Gregory Sprouse, and name and address of the RESPONDENT in the upper left hand corner. No responsibility will attach to CMCOG or any official or employee thereof, for the pre-opening, post-opening, or failure to open a proposal not properly addressed and identified.

## **2.4. Questions/Requests for Clarification**

All questions and/or requests for clarification regarding this RFP should be provided in writing to Gregory Sprouse no later than **June 5, 2017 at 3:00 p.m.** All questions and answers will be posted on the CMCOG website at [www.centralmidlands.org](http://www.centralmidlands.org) as an addendum to this RFP. No telephone inquiries will be accepted.

## **2.5. Addenda**

If it becomes necessary to revise any part of this RFP, a written addendum will be issued. All addenda issued by CMCOG will become part of the official RFP and will be posted on the CMCOG website.

## **2.6. Contact Policy**

No direct or indirect contact regarding this solicitation may be made with any representatives of the CMCOG Board of Directors and staff other than the OFFICIAL CONTACT identified in this RFP. If such contact is made, CMCOG reserves the right to reject a proposal submitted by that RESPONDENT. All questions and/or requests for clarification must be provided in accordance with Section 2.4 of the RFP.

## **2.7. Acceptance and Rejection of Proposals**

Any proposals that do not conform to the essential requirements of the RFP shall be rejected. CMCOG reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. CMCOG also reserves the right to accept or reject any or all proposals received in response to this RFP and to negotiate separately with competing RESPONDENTS. CMCOG is not obligated to enter into any contract on the basis of any submittal in response to this RFP. CMCOG reserves the right to request additional information from any firm submitting under this RFP if such information is necessary to further evaluate the firm's qualifications.

## **2.8. Cancellation/Rejection**

CMCOG may cancel this RFP in whole or in part at any time if it is determined to be in the best interest of CMCOG or the Saluda River Coalition. CMCOG may reject any or all proposals in whole or in part if it is determined to be in the best interest of CMCOG or the Saluda River Coalition.

## **2.9. Conflict of Interest**

RESPONDENTS shall promptly notify CMCOG in writing of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the RESPONDENT'S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that such a person may undertake, and request an opinion of CMCOG as to whether the association, interest, or circumstance would, in the opinion of CMCOG, constitute a conflict of interest. By submitting this proposal, the respondent certifies that it has no conflict of interest with any employee, agent, elected official or officer of the city or any other conflict as may be set forth herein.

## **2.10. Collusion**

More than one proposal from an individual, firm partnership, corporation, association or related parties under the same or different names will not be considered. If CMCOG believes that collusion exists among RESPONDENTS, all proposals from the suspected firms will be rejected. "Related parties" means RESPONDENTS or the principals thereof, which have a direct or indirect ownership or profit sharing interest in another RESPONDENT.

RESPONDENTS shall comply with all local, state, and federal directives, orders, and laws as applicable to this RFP and any resulting contract.

By responding to this RFP, RESPONDENTS certify that the response is made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal for the same item, and they certify the knowledge that this would constitute an illegal action.

## **2.11. Proprietary/Confidential Information**

Trade secrets or proprietary information submitted by a RESPONDENT in connection with a procurement transaction shall not be subject to public disclosure under the Freedom of Information Act; however, the RESPONDENT must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state reasons why protection is necessary. Disposition of material after award is made should be stated by the RESPONDENT. No information, materials or other documents relating to this procurement will be presented or made otherwise available to any other person, agency, or organization until after award.

All RESPONDENTS must visibly mark as "Confidential" each part of their proposal that they consider to contain proprietary information. All unmarked pages will be subject to release in accordance with the guidelines set forth under Chapter 4 of Title 30 (The Freedom of Information Act) South Carolina Code of Laws and Section 11-35-410 of the South Carolina Consolidated Procurement Code. Privileged and confidential information is defined as "information in specific detail not customarily released to the general public, the release of which might cause harm to the competitive position of the part supplying the information." The examples of such information provided in the statute includes: customer lists, design recommendations and identification of prospective problem areas under an RFP, design concepts to include methods and procedures, and biographical data on key employees of the RESPONDENT.

Evaluative documents pre-decisional in nature such as inter or intra-agency memoranda containing technical evaluations and recommendations are exempted so long as the contract award does not expressly adopt or incorporate the inter- or intra-agency memoranda reflecting the pre-decisional deliberations.

Marking the entire proposal confidential/proprietary is not in conformance with the South Carolina Freedom of Information Act.

## **2.12. Disadvantaged Business Enterprise**

It is the policy of the CMCOG to ensure nondiscrimination in the award and administration of contracts and to use Disadvantaged Business Enterprises (DBEs) in all types of contracting and procurement activities according to State and Federal laws. To that end the CMCOG has established a DBE program in accordance with regulations of the United States Department of Transportation found in 49 CFR Part 26. Each CONSULTANT is encouraged to use certified DBEs to meet the tasks and milestones of this request.

## **2.13. Competition**

CMCOG conducts all procurement transactions in a manner providing full and open competition. Nothing contained herein is intended to, nor should it be construed to, limit competition, but instead is intended to provide fair, impartial, and free competition among

all offerors. It is the intent and purpose of CMCOG that this RFP permit and encourage open competition. This RFP identifies all evaluation factors that will be used in the selection process and their relative importance. Selection of the most qualified and responsible RESPONDENT will be based on the technical merits of their proposal and their ability to perform successfully under the terms outlined in this RFP.

### **3. PROPOSAL CONTENTS**

RESPONDENTS interested in providing the services outlined in this RFP must prepare and submit a proposal that adheres to the following requirements:

#### **3.1. Cover Letter**

The response should contain a cover letter signed by a person who is authorized to commit the RESPONDENT to perform the work included in the proposal and should identify all sub-contractors, materials, and enclosures being forwarded in response to the RFP.

#### **3.2. Consultant Qualifications**

Provide relevant information about the consultant team to include the following:

- Name and contact information for the proposed project manager who will be the sole point of contact for CMCOG and the Saluda River Coalition during day to day operations
- Organization/company overview as it relates to the requirements of the RFP
- Organization/company overview of all sub-contractors as it relates to the requirements of the RFP
- Number of years the organization has been providing the requested services with a brief description of recently performed projects that indicate the past performance and abilities of the proposed team
- Copy of last lab certification report from SCDHEC for Colilert MPN (method SM 9223 B-2004)

#### **3.3. Key Personnel**

Provide a proposed project management structure that identifies the project manager and all personnel who will be assigned to work on this project, including a description of their abilities, qualifications, and experience. Include resumes and contact information for all key individuals (including sub-consultants) who will be completing a portion of the scope of work.

### **3.4. Project Proposal**

Provide a description of the project understanding and a detailed methodology and work plan to include a list of required tasks and milestones to address the provided scope of work as well as any additional recommendations, options, or alternatives that should be taken into consideration by CMCOG and the Saluda River Coalition.

### **3.5. Cost Proposal**

Provide a cost proposal in the form of a per sample cost reflective of all costs including collection, analysis, and reporting.

### **3.6. References**

Provide three (3) client references for recently performed, relevant projects within the last 5 years that indicate the past performances and abilities of the proposed team. Include a key client contact person for each project with their current daytime phone number and email address.

## **4. EVALUATION AND AWARD PROCESS**

### **4.1. Selection Committee**

CMCOG will conduct a formal selection process to determine the best qualified RESPONDENT. This process will include the formation of a selection committee and the appointment of other technical advisors as needed, to review all of the proposals and score them based on the established selection criteria outlined herein. This process will include an evaluation of the Respondent's proposal using the selection criteria outlined in Section 5 below. The selection of the RESPONDENT will be determined by the highest cumulative score assigned by the evaluation committee.

CMCOG reserves the right to contact a RESPONDENT to obtain written clarification of information submitted in their proposal and to contact references to obtain information regarding performance reliability and integrity.

### **4.2. Notice of Award**

Once the evaluation committee has made a selection, the award will be posted on the CMCOG website. A letter will also be emailed to all RESPONDENTS informing them of the success, or lack thereof, of their proposal to receive an award.

### **4.3. Appeal Policy**

This RFP has an expedited timeframe in order to ensure the monitoring program can begin as soon as possible now that the Saluda River recreation season has begun. Because of this



expedited timeframe and the urgency with which to complete the procurement process there will not be an appeal period. All decisions made by the selection committee are final.

#### **4.4. Contract Negotiations**

After an award is made the selected RESPONDENT will be invited to enter into contract negotiations with CMCOG to finalize the scope of work, timeline, and other requirements for completion of the agreement between CMCOG, the Saluda River Coalition and the selected RESPONDENT. If an agreement cannot be reached with the top ranked firm, CMCOG will select the next most responsive and qualified firm and the negotiation phase will be repeated. This process will continue until an agreement is reached with a qualified firm that can provide the required scope of services. Any contracts awarded as a result of this procurement process will be between the RESPONDENT and CMCOG, on behalf of the Saluda River Coalition.

### **5. SELECTION CRITERIA**

The selection criteria and the percentage of their importance in making the selection are:

#### **5.1. Cost Proposal (50%)**

The cost proposal shall represent a per sample cost reflective of all costs including collection, analysis, and reporting. Points for cost will be assigned by the procurement officer. The lowest cost proposal for the proposed services will receive the maximum points allowed and all other RESPONDENTS will be assigned points on a pro rata basis.

#### **5.2. Experience, Qualifications, and Staffing (50%)**

The ability of a prospective RESPONDENT will be evaluated under the terms of the RFP relative to the experience, qualifications, technical competence, and capacity to successfully complete the required work. RESPONDENTS will also be evaluated under the terms of the RFP relative to having the staffing capability with appropriate qualifications to successfully complete the scope of work. The most recent lab certification report from SCDHEC for Colilert MPN will also be evaluated as part of this criterion.

### **6. SCOPE OF SERVICES**

#### **Task 1: Project Kick Off/Quality Assurance Project Plan**

Upon notice to proceed the selected RESPONDENT will meet with representatives of the Saluda River Coalition to finalize the scope of work and develop a Quality Assurance Project Plan (QAPP). All data collection and analysis conducted as a part of this scope of work will be in conformance with the QAPP once it is approved by DHEC.

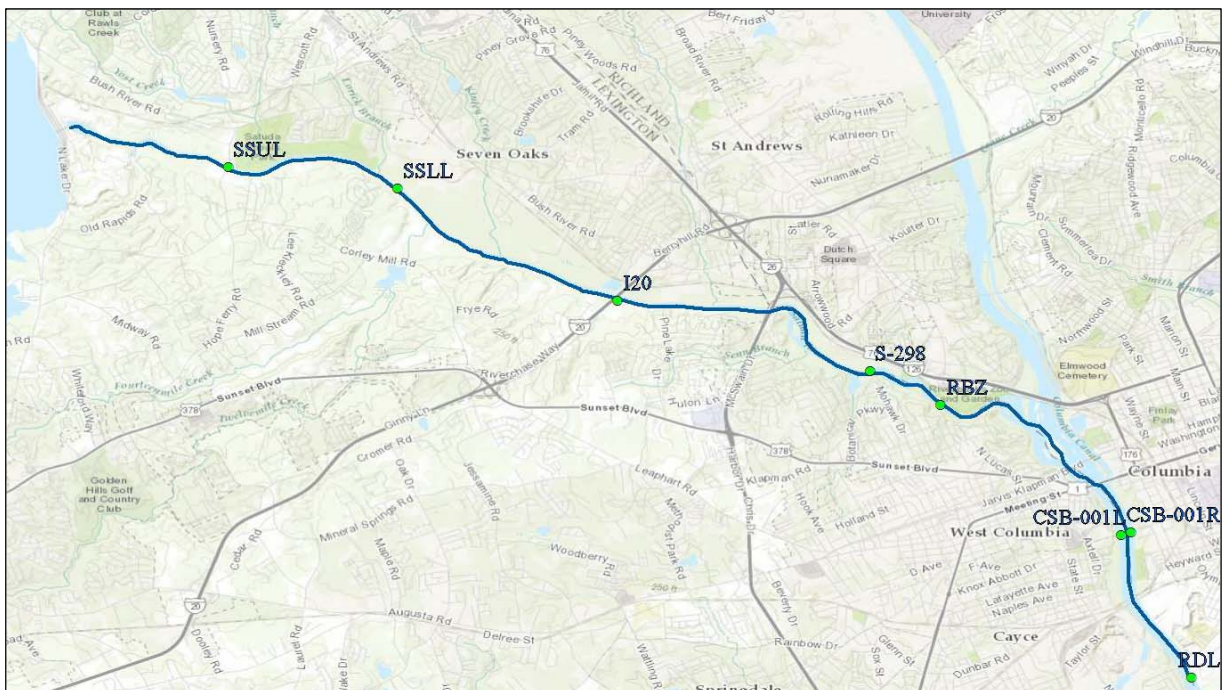
## **Task 2: Bacteria Sampling**

The target area for sampling is from the Lower Saluda River starting at the Lake Murray dam through its confluence with the Broad River, forming the Congaree River, to Rosewood Landing. This area is intended to encompass the areas of most frequent recreational use.

Sampling will be conducted at eight (8) monitoring stations, with one duplicate rotating through the eight stations. The locations of the monitoring stations are listed in the table and shown on the map provided below. All sites are accessible by land.

### **Monitoring Station Locations**

<b>Name</b>	<b>Description</b>
SSUL	Saluda Shoals Park Upper Landing
SSLL	Saluda Shoals Park Lower Landing
I20	CWS/I-20 discharge
S-298	Saluda USGS Gauge Station Above Zoo DHEC station collocated
RBZ	River Banks Zoo Bridge
CSB-001R	Congaree River at Blossom St Right Bank Facing Upstream
CSB-001L	Congaree River at Blossom St Left Bank Facing Upstream
RDL	Rosewood Drive Landing



Sampling will be conducted weekly with the first sample being taken on Wednesday. Results of this sample must be available by 12:00 p.m. on Thursday and must be provided to DHEC and the Saluda River Coalition by no later than 2:00 p.m. on Thursday. If an exceedance is found in the Wednesday sample, resampling must be conducted by the close of business (COB) on Thursday with results of the resample to be provided to DHEC and the Saluda River Coalition by no later than 4:00 p.m. on Friday.

### **Task 3: Data Delivery**

Monitoring data will be provided to DHEC and the Saluda River Coalition on the schedule described above using a provided digital template. Additional sampling specifics and data delivery procedures will be further defined in the QAPP.

## **7. TERMS AND CONDITIONS**

### **7.1. Time of Performance**

The RESPONDENT must agree to begin work upon issuance of a notice to proceed and to complete this work by September 30, 2017 or as funding allows. Periodic payments for the work shall be made in accordance with a schedule proposed by the RESPONDENT and approved by CMCOG and the Saluda River Coalition.

### **7.2. Deliverables**

The RESPONDENT shall provide all data to DHEC and the Saluda River Coalition using a provided digital template. Additional sampling specifics and data delivery procedures will be further defined in the QAPP.

### **7.3. Briefings**

A series of briefings shall be held by the RESPONDENT for CMCOG and representatives from the Saluda River Coalition. The number, timing, and type (e.g., conference call or in person) of these meetings will be defined during contract negotiations with the successful RESPONDENT. The purpose of the briefings will be to apprise CMCOG and the Saluda River Coalition of the activities of the RESPONDENT and to ensure that the project is adhering to the scope and schedule.

### **7.4. Insurance Requirements**

The RESPONDENT shall effect and maintain insurance at its own cost and expense to protect itself and CMCOG from claims under Workers' Compensation Acts; from claims for damages because of bodily injury including sickness, disease, or death of any of its employees or other parties; from claims for damages because of injury to or destruction of tangible property; and from claims arising out of the performance of professional services caused by errors, omissions, or negligent acts for which it is legally liable, each in the amount of \$1,000,000 or statutory amount as applicable.

### **7.5. Equal Opportunity/Non-Discrimination Compliance**

The successful RESPONDENT will take affirmative action in complying with all federal, state and local requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, sexual orientation, national origin or physical handicap.

### **7.6. Funding**

Funding for this project will be provided under contract with CMCOG with all financial support coming from the local participating partners in the Saluda River Coalition. CMCOG's obligation under this RFP and resulting contract is contingent upon the availability of funds from which payment for contract purposes can be made. CMCOG reserves the right to terminate this project at any time due to funding availability from the project partners.

Costs incurred prior to notice-to-proceed will be the responsibility of the RESPONDENT and will not be reimbursed.

### **7.7. CMCOG as Procurement Agent**

CMCOG as Procurement Agent: (a) Authorized Agent. The Saluda River Coalition has authorized CMCOG to serve as a procurement agent for this solicitation. Under this authorization CMCOG will assist the Saluda River Coalition in the development and solicitation of the Request for Proposals (RFP) and provide other procurement tasks as necessary. (b) Purchasing Liability. CMCOG as the authorized procurement agent is acting on behalf of the Saluda River Coalition to assist in the procurement process. CMCOG bears no liability or financial responsibilities arising out of or relating in any way to this procurement process or resulting contracts.