

8/20/2025
REQUEST FOR QUALIFICATIONS
Town of Patrick
Stormwater Study
ENGINEERING SERVICES
RIA Grant #P-25-5039
Town of Patrick RFQ #1

DUE DATE:
Tuesday, September 23rd @ 2pm

RECEIPT LOCATION:
Patrick Town Hall, 129 Turnage Street, Patrick, SC, 29584

OFFICIAL CONTACT:
Haley Poston, Grants & Planning Specialist, 843-758-9675, hposton@peedeecog.org

The Town of Patrick reserves the right to reject any and all submissions or any parts thereof and to waive any irregularities or minor informalities in any submission or in the procurement process and to make a contract award in the best interest of the Town of Patrick.

This project is being funded in whole or in part by a state grant from the South Carolina Rural Infrastructure Authority (RIA). All RIA grant requirements will apply to the contract. More information about program requirements can be found in the RIA State Grant Project Management Procedures found at ria.sc.gov/resources/forms-documents.

1. INTRODUCTION

The Town of Patrick is issuing this Request for Qualifications (RFQ) to identify a licensed engineer to provide a full range of engineering services to support the implementation of the Stormwater Study. These services will be provided under contract with the Town of Patrick, with funding provided in whole or in part by the South Carolina Rural Infrastructure Authority (RIA) under RIA State Grant #P-25-5039.

NOTE: Grant administration is being provided by Pee Dee Regional Council of Governments and is not a part of the scope of work described in this RFQ.

1.1. Method of Procurement

This is a qualifications-based selection. Award will be given to the most responsible, responsive and most highly qualified engineering firm based on the factors outlined in Section 5, SELECTION CRITERIA. Cost is NOT a factor in the ranking of firms to provide services herein. DO NOT include any reference to consultant costs in the RFQ response. Any RFQ response with any discussion of cost will be disqualified. Contract fees will be negotiated after selection based on the project scope. A general scope of work is outlined below.

Firms are advised that this evaluation and selection process is a competition and not simply a prequalification. It is the intent of the Town of Patrick to award the contract to a single Firm.

1.2. Project Description

This project will fund a comprehensive stormwater master plan to identify flooding issues, assess the existing stormwater system, develop and prioritize projects, and develop a plan to fund improvements that mitigate against future flooding related damage. The tasks required for this project will include project management and regular meetings with town stakeholders and the public; data gathering and analysis; project recommendations; and a final report.

Completion of this study will enable the town to begin addressing the recurring, worsening flooding that is experienced throughout the town and in the closely surrounding areas with the assistance of possible funding outlets that could fund stormwater improvement operations.

Relevant portions of the application for RIA funding, including a detailed project description, can be found here: <https://www.dropbox.com/scl/fo/po9vn32z73p6mcd8mlqn5/ADrkRpQ-dSQhLvTqHKUI0LI?rlkey=tkvbvanno2d72jogis93qjscz&st=9al4kj8k&dl=0>

1.3. Information to be Supplied by the Town of Patrick.

The Town of Patrick will provide the following information and resources to the selected firm for use during the project:

- Access to staff contacts and other requested information
- List & photos of stormwater infrastructure problem areas within the project area
- Access to existing stormwater infrastructure research & GIS data of current structures within the

stormwater system as they exist.

1.4. Engineering Scope of Work

To support this project, the Town of Patrick is requesting engineering services to include the following scope of work:

Task 1: Project Management and Meetings

This task includes providing the town with monthly written progress updates via email as well as monthly in person or virtual meetings to review progress. At least two public meetings will be held over the course of the project, one to solicit public input at the beginning of the process, and a final public meeting to present the final report and its recommendations.

Task 2: Data Gathering and Analysis

This task includes but is not limited to:

- Identifying and reviewing existing stormwater infrastructure.
- Preparing analysis on current health of stormwater infrastructure.

Task 3: Project Recommendations

This task includes but is not limited to:

- Making recommendations to correct deficiencies or concerns with the existing stormwater system.
- Developing a risk formula to rate existing and future stormwater infrastructure and provide interactive maps showing risk data.
- Ranking the existing system by risk and prioritizing projects by order of Town's needs.
- Including cost estimates and a 5–10 year Capital Improvement Plan in a comprehensive stormwater program that is appropriate for the size and staff capacity of the Town of Patrick.
- Conducting an analysis of current or potential revenues that could fund stormwater improvements and operations, with related recommendations.

Task 4: Final Report

The final report will be presented to the town council and will include access to all data and reports used for the formulation of the plan's recommendations.

1.5. Project Schedule

The estimated project schedule is as follows:

Completion of data collection	4/15/2026
Completion of first draft of report	6/15/2026
RIA review of the draft report	6/15/2026 – 7/15/2026
Completion of final edits to report	8/15/2026
Presentation of findings to Patrick's Town Council	9/1/2026

Grant close-out	11/18/2026
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Timely completion of the project is a key requirement, as delays could result in the loss of grant funding.

2. REQUEST FOR QUALIFICATIONS (RFQ) PROCESS AND POLICIES

2.1. Submittal of Statements of Qualifications

The Town of Patrick is hereby issuing this Request for Qualifications (RFQ) to engineering firms that have the capability and interest in undertaking and performing the scope of work described in this RFQ. The RFQ will be publicly advertised in South Carolina Business Opportunities in accordance with the RIA procurement guidelines.

The OFFICIAL CONTACT for this solicitation is:

Haley Poston
 Grants & Planning Specialist
 Pee Dee Regional Council of Governments
 843-758-9675
hposton@peedeecog.org

Each firm responding to this solicitation is officially a RESPONDENT. Each respondent must submit a sealed package containing an original and [3] copies plus one (1) digital copy of its statement of qualifications to Elizabeth Buddin at Patrick Town Hall, 129 Turnage Street, Patrick, SC 29584 no later than **September 23rd, 2025 at 2 pm**. Statements of qualifications may be submitted in person, by messenger, or by regular mail. All submissions will be logged in and date and time stamped. **Any qualifications 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

Advertisement of RFQ	8/20/2025
Final Date to Receive Written Questions/Clarifications	9/16/2025
RFQ Closing Date	9/23/2025
Completion of Selection Committee Review and Recommendation	10/6/2025
Execution of Contract	10/30/2025

2.3. Labeling of Submissions

All submissions must be submitted in a sealed envelope or package plainly marked "Town of Patrick –

Stormwater Study, ATTN: Elizabeth Buddin” with the name and address of the respondent in the upper left-hand corner. No responsibility will attach to the Town of Patrick or any official or employee thereof, for the pre-opening, post opening, or failure to open a submission not properly addressed and identified.

2.4. Proprietary/Confidential Information

All materials and written qualifications submitted pursuant to this RFQ shall become the property of the Town of Patrick and will not be returned. All respondents must visibly mark as "CONFIDENTIAL" each part of their submission that they consider containing proprietary information, the release of which would constitute an unreasonable invasion of privacy. All unmarked pages will be subject to release in accordance with law. Marked pages will not be disclosed if they are deemed to meet the requirements under the South Carolina Freedom of Information Act, S.C. Code Section 30-4-10, *et seq.* Respondents should be prepared, upon request, to provide justification of why such materials should not be disclosed in accordance with the South Carolina Freedom of Information Act.

2.5. Questions/Requests for Clarification

All questions and/or requests for clarification regarding this RFQ should be provided in writing to Haley Poston no later than Tuesday, September 16th, 2025 @ 5pm. All questions submitted and their answers will be posted on the Town of Patrick’s website as an addendum to this RFQ. No telephone inquiries will be accepted.

2.6. Addenda

If it becomes necessary to revise any part of this RFQ, a written addendum will be issued. All addenda issued by the Town of Patrick will become part of the official RFQ and will be posted on the Town of Patrick’s website, <https://www.townofpatrick.com/> . Receipt of all addenda must be acknowledged in the response to this RFQ.

2.7. Contact Policy

No direct or indirect contact regarding this solicitation may be made with any representatives of the Town of Patrick other than the official contact identified in this RFQ. If such contact is made, the Town of Patrick reserves the right to reject a submission by that respondent. All questions and/or requests for clarification must be provided in accordance with Section 2.5 of the RFQ. This contact policy applies to site visits and requests for technical information. Any technical information needed from the Town of Patrick to prepare a submission should be coordinated through the Questions/Requests for Clarification process outlined in Section 2.5.

2.8. Acceptance and Rejection of Submissions

Any submissions that do not conform to the essential requirements of the RFQ shall be rejected. The Town of Patrick reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. The Town of

Patrick also reserves the right to accept or reject any or all submissions received in response to this RFQ. The Town of Patrick is not obligated to enter into any contract on the basis of any submittal in response to this RFQ. The Town of Patrick reserves the right to request additional information from any firm submitting under this RFQ if such information is necessary to clarify the submission.

2.9. Cancellation/Rejection

The Town of Patrick may cancel this RFQ in whole or in part at any time if it is determined to be in the best interest of the Town of Patrick. The Town of Patrick may reject any or all submissions in whole or in part if it is determined to be in the best interest of the Town of Patrick.

2.10. Conflict of Interest

Respondents shall promptly notify the Town of Patrick 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 the Town of Patrick as to whether the association, interest, or circumstance would, in the opinion of the Town of Patrick, constitute a conflict of interest. By responding to this RFQ, the respondent certifies that it has no conflict of interest with any employee, agent, elected official or officer of the Town of Patrick, or any other conflict as may be set forth herein.

2.11. Collusion

More than one submission from an individual, firm partnership, corporation, association or related parties under the same or different names will not be considered. If the Town of Patrick, believes that collusion exists among respondents, all submissions 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 applicable to this RFQ and any resulting contract.

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

3. STATEMENT OF QUALIFICATIONS CONTENTS

Respondents interested in providing the services outlined in this RFQ must prepare and submit a statement of qualifications that must not be more than the equivalent of 20 single sided 8 ½ by 11-inch pages in length (not counting the front and back covers, section dividers that contain no information, and any required forms such as resumes). The submission must include the following, in the order listed:

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 described in this RFQ and should identify all subcontractors, materials, and enclosures being forwarded in response to the RFQ.

3.2. Firm Qualifications

Provide relevant information about the firm to include the following:

- Organization/company overview as it relates to the requirements of the RFQ
- Organization/company overview of all sub-contractors as it relates to the requirements of the RFQ
- Number of years the firm 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. More detail on specific projects should be included in the Relevant Experience section.

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 (including education and licensure), and experience. Identify the proposed project manager who will be the sole point of contact for the Town of Patrick during day-to-day operations and include their contact information. Include resumes for all key individuals (including sub-consultants) who will be completing a portion of the scope of work.

3.4. Relevant Experience

Provide descriptions of similar infrastructure projects that the organization and/or key personnel have completed, including tasks involved, timeframes, and outcomes. Include any relevant experience with RIA requirements or grant-funded projects. Also include any relevant work performed in a nearby jurisdiction or in the Town of Patrick's jurisdiction.

3.5. Project Approach

A statement of understanding of the work to be done and a detailed methodology and work plan to include a proposed list of required tasks and milestones to address the scope of work included in this RFQ. Include any additional recommendations, options or alternatives that should be taken into consideration by the Town of Patrick.

3.6. Firm Workload

Describe the recent, current, and projected workload of the respondent and any sub-consultants, related to how it might impact the respondent's ability to meet the project's timeline requirements as outlined in this RFQ.

3.7. References

Provide three (3) client references for 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

The Town of Patrick will conduct a formal selection process to determine the best qualified respondent based on the criteria detailed in Section 5. This process will include the formation of a selection committee and the appointment of other technical advisors as needed to review all of the submissions and score them based on the established selection criteria outlined herein. The award will be made to the highest rated and ranked respondent based on the cumulative scores of the selection committee.

The Town of Patrick reserves the right to contact a firm to obtain written clarification of information submitted and to contact references to obtain information regarding performance, reliability, and integrity. After evaluating the submitted Statements of Qualifications, the selection committee may choose to interview a short list of at least three firms prior to ranking the respondents. If interviews will be conducted, short-listed respondents will be notified at least ten (10) business days prior to the interview date.

4.2. Notice of Intent to Award

The selection committee's recommendation for award will be presented to Patrick Town Council for consideration. If approved, a notice of "Intent to Award" will be posted on the Town of Patrick's website. A notice will also be emailed to all respondents informing them of the committee's recommendation.

4.3. Protested Solicitations and Awards

Any respondent who is aggrieved in connection with the solicitation or award of a contract may protest according to the procedures in Chesterfield County's procurement policy, Section V. The Chesterfield County procurement policy, which the Town of Patrick follows for all project solicitations, can be found here: <https://www.dropbox.com/scl/fi/wpe9ymxvifb59uirarazt/Chesterfield-County-Procurement-Policy.pdf?rlkey=wulln69b0dq4qwfbjsi6ayeq7&st=9956ghlv&dl=0>

The protest must be submitted in writing to the following address:
Elizabeth Buddin, Patrick Town Hall, 129 Turnage Street, Patrick, SC, 29584

4.4. Contract Negotiations/ Award of Contract

After the close of the appeal period, if no appeals were received or successfully granted, the highest rated respondent identified in the “Intent to Award” will be invited to enter into contract negotiations with the Town of Patrick to finalize the scope of work, personnel, hours, hourly rates, use of sub-consultants, and other direct costs that will be required to complete the agreement between the Town of Patrick and the selected respondent. If an agreement cannot be reached with the highest ranked firm, the Town of Patrick will select the next highest ranked 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 within the project budget. Any contracts awarded as a result of this procurement process will be between the respondent and the Town of Patrick.

Per RIA guidelines, any contract negotiated as a result of this procurement process will require review from RIA prior to award/execution. Once a draft contract is negotiated, the Town of Patrick will submit it to RIA for review. Once the review is complete, the Town of Patrick and the selected respondent will enter into the contract. Failure to adhere to this policy could result in disallowed grant costs and the cancellation of this solicitation.

5. SELECTION CRITERIA

The selection criteria and their relative importance in making the selection are:

5.1. Qualifications of Firm/Personnel (25%)

Technical expertise and competence, including education, professional licensure or certification, and years of experience of individuals who will be assigned to this project.

5.2. Related Experience on Similar Projects and Past Performance (25%)

Extent of relevant experience with infrastructure projects of a similar nature, including experience with RIA state-funded construction or planning grants. On past projects, the respondent’s ability to deliver a quality work product on budget and on schedule as well as consistently communicate and coordinate project details and milestones with the client in a professional manner.

5.3. Project Approach (25%)

The soundness, suitability, comprehensiveness and creativity of the respondent’s stated approach to the project and the desired outcome of the project.

5.4. Recent, Current, and Projected Workload (15%)

Workload of the firm and key personnel, related to how it might impact the respondent’s ability to meet the project’s schedule requirements.

5.5. Proximity and Local Knowledge (10%)

Proximity to the project location and knowledge of the area and the infrastructure to be improved, as demonstrated through relevant experience.