

City of Isle of Palms, South Carolina
Request for Proposals (RFP) 2024 – 06
Island Wide Beach Monitoring

In compliance with the City’s Procurement Ordinance, the City of Isle of Palms is seeking proposals from qualified coastal engineers to perform annual surveys of the beach and inshore zone along the Isle of Palms.

The purpose of this Request for Proposal (RFP) is to identify a contractor who can perform two surveys of the beach and inshore zone, prepare a comprehensive monitoring report, and provide a mid-year executive summary of survey data. The contractor will be responsible for analyzing beach volume and beach changes to assist in the management and conservation of the beach ecosystem.

Scope of Work:

The contractor shall perform the following tasks:

A. Liaison

- Meet or communicate with City representatives to define project goals, develop schedules, and coordinate work around events, etc. which may be planned by the city.
- Coordinate with public safety officials regarding field work including access through beach access points and any equipment on or near the beach.
- Assist the City in preparing periodic project summaries, including graphics and web updates.

B. Annual Surveys of the Beach and Inshore Zone:

- Perform two surveys, between April and May, and August and September, of the beach and inshore zone along the entire beach at Isle of Palms.
- Surveys shall reoccupy a network of existing beach profiles previously monitored by the City.
- Collect data on beach morphology, sediment characteristics, and inshore zone conditions.
- Use appropriate surveying methods and equipment to ensure accurate and reliable data collection.
- Over-land work shall be conducted using RTK-GPS mounted to a survey rod (no ATV mounted systems) with points obtained at all breaks in elevation contours and no more than 10 ft between points.
- Each overland point must be obtained within 5 horizontal feet of the profile line. Data shall be obtained from the furthest-most accessible point seaward of structures, or at least 50 ft landward of the primary dune.
- Hydrographic data shall be obtained using RTK GPS coupled with a survey-grade fathometer and motion reference unit. Hydrographic data collection shall overlap land-based work so a complete profile can be generated. Data shall be collected at a frequency of 10 hz and smoothed to eliminate spikes. A horizontal tolerance of 25 ft from the profile line shall be maintained for hydrographic data.

- Coordinate data collection around tide and wave conditions so that data is collected over the shoals of the Dewees Inlet delta.
- Photographs shall be taken from each station looking northeast and southwest. Photos should be taken from the toe of the dune and should not include portions of vehicles, etc. Photo files shall be named to identify the station (ie100+00_North.jpg). Photos shall be provided digitally to the City for its use. In addition to ground photos, annual oblique images of the beachfront at low tide shall be obtained near the time of the survey. Photos may be taken from airplane or drones.
- Provide a summary of data collection methods and equipment, as well as quality control and assurance measures including bar checks, speed of sound calculations, etc. with each data submittal.

C. Comprehensive Monitoring Report:

- Prepare a comprehensive annual monitoring report based on the survey data collected that documents the present beach condition, changes from prior surveys, identification of potential areas of concern, or any other noteworthy finding of the monitoring effort.
- Prepare a mid-year executive summary report based on survey data collected on the two inlets, Breach Inlet and Dewees Inlet, highlighting key findings, trends observed and current conditions.
- The report shall include analysis of beach volumes and annualized change for each monitoring reach, and a discussion of beach changes within each reach shall be provided.
- The report shall include volume change tables, graphs, and photos to assist in visualizing the beach condition. The report shall include a discussion of the evolution of the deltas of Dewees Inlet and Breach Inlet, including analysis of digital elevation models and changes over time.
- Include detailed analysis and interpretation of the survey results.
- Provide recommendations for beach management and conservation based on the findings.
- The monitoring report should be well-organized, visually appealing, and accessible to both technical and non-technical stakeholders.
- Upon finalization and submission of the report, the contractor shall, at the request of the City, present the results of the monitoring effort to City Council.

Proposal Submission:

Interested contractors are requested to submit their proposals in the following format:

A. Cover Letter:

- Provide a brief introduction to your company/organization.
- Express interest in the project and confirm the understanding of the requirements.
- A statement describing why this firm is best qualified to perform this work. Demonstrate the firm's qualifications, competence and capacity.

B. Company/Organization Profile:

- Provide a detailed profile of your company/organization, including relevant experience in beach monitoring and surveying.

- Highlight any certifications or qualifications that demonstrate expertise in the field.
- Project experience with monitoring and surveying beaches in South Carolina.

C. Methodology:

- Describe the proposed methodology for conducting the surveys and data analysis.
- Explain the surveying techniques, equipment, and software to be used.
- Provide a timeline for completing the surveys, preparing the monitoring report, and delivering the mid-year executive summary.

D. Team and Staffing:

- Identify the key personnel who will be involved in the project.
- Provide their qualifications and experience in beach monitoring and surveying.
- Include any subcontractors or partners, if applicable.

E. Budget and Cost Breakdown:

- Clearly outline the proposed budget for the project, including all costs associated with surveys, data analysis, report preparation, and summary delivery.
- Provide a detailed cost breakdown, specifying the rates, quantities, and applicable taxes.

F. References:

- Provide at least three references from previous clients who can attest to your company/organization's capabilities and performance in similar projects.

G. Oath of non-collusion

- Signed by a principal of the firm or an officer authorized to bind the corporation.

H. Indicate and list any pending legal actions.

Evaluation Criteria:

The primary intent with regard to the procurement of these services is to obtain what the City would consider to be the best package of product and service. This includes overall proposal suitability, a clear and organized proposal, price competitiveness, quality and timeliness of previous work performed.

Respondents will further be evaluated on their experience, qualifications, methodology and references. The City of Isle of Palms reserves the right to reject, in whole or in part, any proposal submitted which, in the judgment of the City, would not be in its best interest. The City also reserves the right to waive minor deficiencies or reject all proposals.

Proposals will be evaluated based on the following criteria:

A. Experience and Expertise:

- Demonstrated experience in beach monitoring and surveying projects.
- Qualified staff with relevant expertise and certifications.

B. Methodology and Approach:

- Sound and appropriate methodology for surveys and data analysis.
- Clear understanding of the project requirements and objectives.

C. Timeline and Deliverables:

- Realistic timeline for completing the surveys, preparing the monitoring report, and delivering the mid-year summary.
- Ability to meet project deadlines.

D. Cost:

- Competitive and reasonable pricing for the proposed services.
- Value for money in terms of the quality and comprehensiveness of the deliverables.

E. References:

- Positive feedback and recommendations from previous clients.

Submission Deadline and Contact Information:

All proposals must be submitted. Proposals should be submitted to the following:

Desirée Fragoso
City Administrator
City of Isle of Palms
1207 Palm Boulevard
Post Office Box 508
Isle of Palms, South Carolina 29451

Deadline for Submissions: The deadline for submission is **10:00 a.m., Friday, August 9, 2024**. Proposals will be received at 1207 Palm Boulevard, Isle of Palms, South Carolina 29451 in a sealed envelope. Sealed envelopes must be clearly marked “**RFP 2024-06 - Island Wide Beach Monitoring**” and include one (1) hard copy and one (1) electronic copy saved to a USB flash drive.

It will be the responsibility of the proposers to verify receipt by the City. Proposals may be delivered by hand or by mail, but no proposal shall be considered which is not actually received by the City at the place, date and time appointed by the City and the City shall not be responsible for any failure, misdirection, delay or error resulting from the selection by any proposer of any means of delivery. All proposals submitted shall include a current e-mail address.

Proprietary and/or Confidential Information: Your proposal is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your proposal. All information that is to be treated as confidential and/or proprietary must be **CLEARLY** identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as **CONFIDENTIAL**,

in bold, in a font of at least 12-point type, in the upper right-hand corner of the page. All information not so denoted and identified will be subject to disclosure by the City.

Proposers acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the respondent or any member of the respondent's organization as a result of, or arising out of, submitting a proposal, negotiating changes, or due to the City's acceptance or non-acceptance of the proposal or the rejection of any and all proposals. Proposers are responsible for submission of accurate, adequate and clear descriptions of the information requests. Neither issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the City of Isle of Palms will commit the City to award a contract to any respondent even if all the requirements in the RFP have been met.

Proposers must have or be able to procure an Isle of Palms Business License.