

PLANNING COMMISSION  
January 9, 2019

AGENDA

The Isle of Palms Planning Commission will hold its regular meeting on Wednesday, January 9, 2019 at 4:30 p.m. in the City Hall Conference Room, second floor, 1207 Palm Boulevard.

- A. Call to order and acknowledgment that the press and the public were duly notified in accordance with state law
- B. Nomination and election of Chairman and Vice Chairman
- C. Public comments
- D. Approval of minutes: December 12, 2018
- E. New business: discuss changing scope of outfall project to include four additional outfalls to 19<sup>th</sup> Avenue
- F. Old business: discuss developing island-wide long-range drainage strategy  
  
update on outfall RFP  
  
update on sewer expansion MOU
- G. Miscellaneous business
- H. Adjourn

MINUTES OF THE ISLE OF PALMS  
PLANNING COMMISSION MEETING  
December 12, 2018

The Isle of Palms Planning Commission met in the City Hall conference room, 1207 Palm Boulevard on December 12, 2018 at 4:30 p.m. Members attending included Richard Ferencz, Vince DiGangi, Lewis Gregory, Phillip Pounds and Lisa Safford; the Director of Planning Douglas Kerr was present as well. Ron Denton and Bill Mills were absent. Mr. Ferencz acknowledged that the press had been notified of the meeting and the agenda for the meeting was posted in City Hall and the Building Department to comply with the Freedom of Information Act.

**APPROVAL OF MINUTES**

With no public comments offered, Mr. Ferencz explained that the next item on the agenda was the approval of the November 14, 2018 minutes and Mr. Pounds made a motion to approve the minutes as submitted and Ms. Safford seconded the motion. The vote was unanimous in favor of the motion.

**DISCUSS DEVELOPING AN ISLAND-WIDE LONG-RANGE DRAINAGE STRATEGY**

Mr. Kerr explained that at the last meeting the Planning Commission requested that Thomas and Hutton provide estimated ranges of cost for what it would take to develop an island-wide strategy and what it would cost to do the preliminary design for improvements within the drainage basin that will connect the outfall project that is underway.

He explained that the City had \$400,000 in the currently budget for the year and he expected that only \$200,000 of that amount would be spent on projects underway. He explained that Thomas and Hutton provided a range of cost of \$75,000 to \$100,000 for the island-wide study and a range of \$150,000-\$200,000 to develop a preliminary design to improve the drainage in the basins connecting to the outfalls.

Mr. Pounds asked if this would need to be done through a competitive process and Mr. Kerr answered yes, it would need to be done competitively.

Mr. Ferencz stated that he thought that for the City to see the full benefit of the work being done on the outfalls, it would make sense to focus on the areas that will drain through those outfalls.

Mr. Pounds asked about the timing of the projects and when we could expect this work to be done.

Mr. Kerr answered that historically it has taken the City six or seven years to assemble the funding to cover projects of about \$3,000,000. He said that if that rate of savings

did not change, he thought the City was several years away from being able to fund just the outfall project, never mind the infrastructure to connect to the outfalls.

Mr. Ferencz stated that he perceived a sense of urgency with the Council that makes him believe priorities will be shifted to fund drainage projects quicker than they have historically been funded. Mr. Ferencz stated that there was a budgeting workshop next week and that he thought it would be good for the Council to be made aware of the need for more funding, quicker.

Mr. Pounds asked if there would be significant work to get the "preliminary design" outlined in the cost estimates to "final design." Mr. Kerr answered, yes, he thought it cost significantly more to get the design all the way to final design, ready for construction.

Mr. Gregory stated that if the Commission agreed to do the preliminary design of the area of the outfalls, there would only be the area between 28<sup>th</sup> and Breach Inlet left, and he did not believe there would be a need to do an island-wide plan in addition, if the preliminary design is done. He added that he felt like the outfall work alone should provide significant improvement.

Ms. Safford explained that her area is still flooded with only a small rainstorm and she felt that focusing within the basins could provide much needed relief. She said she felt that there was a need to focus and finish one project at a time.

Mr. Kerr asked: if the outfall work fixes a large portion of the problems within the Forest Trail basins, would it be ill-advised to remain focus on only on this one area, where now other areas are now worse off? He stated that this is the type of information he felt an island-wide strategy could provide.

Mr. Ferencz stated that he did not like the idea of waiting and seeing how things function before a next project is chosen, as it could tack years onto the process.

Mr. Pounds stated that he felt that choosing the option for preliminary design of the Forest Trail basins negates the need to do an island-wide study.

Mr. Kerr stated that he agreed, and he could foresee this being the course of action if it appeared that more funding would be available quicker, but he could see it being problematic if funding stays at the same level as it has been historically.

Mr. Ferencz asked if the Commission agreed that the group should recommend additional work be done this fiscal year. The group collectively agreed that additional work should be initiated this fiscal year.

Mr. Ferencz asked which of the two options the Commission felt was the best to pursue. Mr. Gregory made a motion to move forward with preparing an RFP for the option of developing a preliminary design for the drainage infrastructure within the basins connecting to the outfalls already underway.

The motion was seconded and unanimously approved.

Mr. Kerr stated that he would work to prepare a draft and he envisioned this process working similarly to how the last RFP process went. The Commission agreed.

Mr. Ferencz asked if a cash flow plan could be developed and presented to City Council that showed how much cash was needed for each upcoming fiscal year. Mr. Kerr answered that this could be done with some assumptions about construction costs and schedules to show how much money would be necessary and in which fiscal year it would come due.

Mr. Pounds stated that he felt it would be good to illustrate that these plans and studies are costing hundreds of thousands, but collectively they lead to projects that cost tens of millions and he is not sure that everyone understands this.

Mr. Kerr answered that he knew Thomas and Hutton could do this type of work, but he did not think it could be done before Council's workshop. He said that he would work on this and report back.

#### **UPDATE ON OUTFALL RFP**

Mr. Kerr explained that Council had approved the Thomas and Hutton project. He explained that since Council approved the amount, Thomas and Hutton had indicated that some of the money from the "meetings" line should be moved into this first phase. He explained that it would be necessary to execute a change order to make this shift.

#### **UPDATE ON MOU WITH WATER AND SEWER COMMISSION**

Mr. Kerr explained that he had attended the Water and Sewer Commission meeting and Thomas and Hutton had presented an overview of the masterplan and the City staff would be meeting with Thomas and Hutton on the following day, December 13, 2018. He indicated that the Water and Sewer Commission had tasked their attorney with

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researching the issues of a bond and they continue to work with a rate consultant on creative financing options.

Mr. Kerr indicated that he was still fearful that the cost of the project and the potential requirement for tying into the system was leading the process in the same direction that it has always gone. He said that this would be a work in progress that will be coming back to the Commission soon.

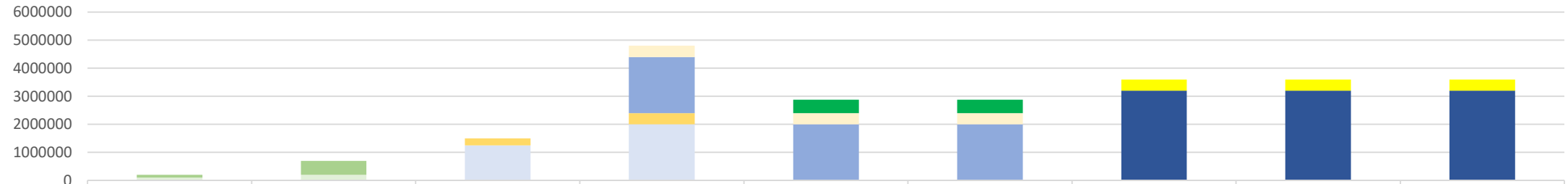
### **MISCELLANEOUS BUSINESS**

Mr. Kerr indicated that the Commission needed to set a date for a continuing education. The group collectively agreed on December 18<sup>th</sup> at 2pm.

### **ADJOURNMENT**

With there being no further business, the meeting was adjourned at 6:00 P.M.  
Respectfully submitted, Richard Ferencz, Chairman

### DRAINAGE FUNDING BY YEAR FOR PHASES 3,4&5



	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27
PH5 CONTINGENCY							400000	400000	400000
PH5 CONSTRUCTION							3200000	3200000	3200000
PH5 DESIGN					480000	480000			
PH4 CONTINGENCY				400000	400000	400000			
PH4 CONSTRUCTION				2000000	2000000	2000000			
PH4 DESIGN	100000	500000							
PH3 CONTINGENCY			250000	400000					
PH3 CONSTRUCTION			1250000	2000000					
PH3 DESIGN	100000	200000							

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	<u>PH3 DESIGN</u>	<u>PH3 CONSTRUCTION</u>	<u>PH3 CONTINGENCY</u>	<u>PH4 DESIGN</u>	<u>PH4 CONSTRUCTION</u>	<u>PH4 CONTINGENCY</u>	<u>PH5 DESIGN</u>	<u>PH5 CONSTRUCTION</u>	<u>PH5 CONTINGENCY</u>	<u>TOTAL</u>
<b>FY19</b>	100000			100000						<b>200000</b>
<b>FY20</b>	200000			500000						<b>700000</b>
<b>FY21</b>		1250000	250000							<b>1500000</b>
<b>FY22</b>		2000000	400000		2000000	400000				<b>4800000</b>
<b>FY23</b>					2000000	400000	480000			<b>2400000</b>
<b>FY24</b>					2000000	400000	480000			<b>2400000</b>
<b>FY25</b>								3200000	400000	<b>3600000</b>
<b>FY26</b>								3200000	400000	<b>3600000</b>
<b>FY27</b>								3200000	400000	<b>3600000</b>
<b>TOTAL</b>	<b>300000</b>	<b>3250000</b>	<b>650000</b>	<b>600000</b>	<b>6000000</b>	<b>1200000</b>	<b>960000</b>	<b>9600000</b>	<b>1200000</b>	<b>22800000</b>

City of Isle of Palms, South Carolina  
Request for Proposals 2019-01  
Phase 4 Drainage- Forest Trail Basin Preliminary Design and Permitting

In compliance with the City's Procurement Ordinance, the City of Isle of Palms, South Carolina is seeking proposals and probable costs for a comprehensive redesign of the drainage infrastructure that serves approximately 416 acres and will ultimately flow to the drainage outfalls at 30<sup>th</sup> Avenue, 3605 Waterway Boulevard and 41<sup>st</sup> Avenue. The request will be bid and awarded pursuant to the City's procurement ordinance. The City reserves the right to reject any and all proposals and to waive irregularities.

Proposals should be submitted to the following:

Douglas Kerr, Director of Building and Planning City of Isle of Palms  
1207 Palm Boulevard, Post Office Box 508  
Isle of Palms, South Carolina 29451

**Mandatory Meeting for Proposers:** The City will hold a mandatory meeting for all firms submitting proposals at **2:00 p.m. Eastern Time, ???? in City Hall Conference Chambers, 1207 Palm Boulevard, Isle of Palms, SC 29451.**

**Deadline for Questions:** The deadline for questions is **5:00 p.m. Eastern Time, ?????.** Proposers should send questions regarding this Request for Proposals to Douglas Kerr, Director of Building and Planning, in writing or email to [dkerr@iop.net](mailto:dkerr@iop.net). Questions received before this deadline will be answered via addendum posted on the City's website at <http://www.iop.net/requests-for-bids-proposals>. Questions received after this deadline will not be answered. If an addendum is issued, Proposers must acknowledge receipt of the addendum with their proposal.

**Deadline for Submissions:** The deadline for submission is **2:00 p.m. Eastern Time, ?????.** Submissions must be received at 1207 Palm Boulevard, Isle of Palms, South Carolina 29451 in a sealed envelope, where they will be opened and acknowledged. Sealed envelopes must be clearly marked "**RFP 2019-01 Phase 4 Drainage- Forest Trail Basin Preliminary Design and Permitting Design and Permitting**" and include one (1) hard copy and one (1) electronic copy saved to a USB flash drive. The City accepts no responsibility for electronic submissions, and 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 of bids.

All proposals submitted shall include a current e-mail address. Once selection is complete, Notice of Award shall be posted on the City's website. Notice of Award and notices of non-award, shall be sent to all Proposers via e-mail.

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 Proposer or any member of the Proposer's organization as a result of, or arising out of, submitting a proposal, negotiating changes to such proposal, 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 requested. 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 Proposer 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.

### **Background**

The drainage system within the City of Isle of Palms (City) evolved over time and was primarily installed in the 1960's by the Beach Company or the South Carolina Department of Transportation (SCDOT) as roads and neighborhoods were developed on the island. The system is compromised by a mix of open ditches and closed pipe systems and the system is owned and maintained by a mix of the City, Charleston County (County), and the SCDOT. Each entity has their own protocol for maintenance and the maintenance efforts are not always coordinated.

Additionally, portions of the island's drainage system are tidally influenced and within the permitting jurisdiction of the Ocean and Coastal Resource Management division of the South Carolina Department of Health & Environmental Control (OCRM) and historically maintenance has not been done in OCRM's jurisdiction to avoid compliance issues.

These factors have collectively led to a system that is underperforming and causing drainage and flooding issues within the neighborhoods of the island. During heavy rain events and extreme high tides, certain roads on the island are impassable, non-elevated houses are inundated, septic systems are compromised, and standing water is left in an unsanitary condition. During high tides, much of the drainage system is full and has little to no capacity to handle any rain water.

In November 2018, City Council agreed to enter into a contract with Thomas and Hutton to redesign the three outfalls that will ultimately handle the water that leaves the drainage basins being addressed in this RFP.

### **Objectives**

The City is seeking the services of a professional engineering firm to develop a preliminary design to improve and add new infrastructure where necessary within the drainage basins that



will ultimately discharge through the three outfalls currently being redesigned. The City believes that the area covered by this RFP is approximately 420 acres and is generally the area bound by 28<sup>th</sup> Avenue to the west, 42<sup>nd</sup> Avenue to the east, the Intracoastal Waterway to the north and the Atlantic Ocean to the south.

The preliminary design should provide the City with the location, size, scale and estimated cost of the improvements necessary to provide the identified drainage basins with adequate collection and conveyance of stormwater within the basins. The work within the basins should achieve the following goals:

- Be designed and sized to work with the outfall design currently being developed by Thomas and Hutton;
- Be designed to anticipate a reasonable expectation of sea level rise;
- Be designed to anticipate a reasonable expectation of increase in impervious surfacing on the island;
- Be designed to anticipate a high level of soil saturation before storms;
- The design should be to a level that would have kept flood waters associated with Hurricane Joaquin from damaging houses

### **Scope of Work**

data collection (including limited survey data), detailed study of the existing system, alternatives analysis and selection and preliminary design of recommended improvements.

1. Identify the areas where no infrastructure or minimal infrastructure is causing standing water or other drainage problems on a regular basis;
2. The chosen firm will be expected to collect and analyze whatever information or data is necessary to fully understand the quantity of stormwater each basin will handle. This will include collection and analyzing topographical data (including some limited surveying), prior construction work, prior maintenance work, anticipating future infrastructure improvements or any other information necessary to identify problem areas and the necessary improvements within these drainage basins.
3. The chosen firm will need to produce limited survey data on the depths, size and location of all ditches, underground infrastructure and drainage structures within the drainage basins.
4. Once the background data has been gathered and analyzed, the chosen firm will be expected to provide the City with several conceptual project alternatives, including cost, of different flood recurrence intervals including 10-year, 100-year storm and 500-year storm and different levels of stormwater velocity within the system. The expectation is that the chosen design would be to a level that would have kept flood waters associated with Hurricane Joaquin from damaging houses within the associated drainage basins.
5. The firm must provide a list of key performance indicators and the expected performance of the chosen design.
6. Once the City has reviewed the various concepts and identified the level of service the future work should provide, the chosen firm will be directed to develop a preliminary

engineering design to meet those objectives and provide the basis for a future final design.

7. The chosen firm will be expected to identify all of the necessary permits through all applicable agencies including OCRM, US Army Corps of Engineers, Charleston County, SCDOT, and the City.
8. The chosen firm will be expected to provide budget estimates of the chosen design to assist the City in assembling adequate funding to complete the improvement.
9. The chosen firm will be expected to advise the City on whether or not the work could be prioritized to identify immediate smaller projects that could provide stormwater relief in the near term, while the City works to assemble the funding for costlier long-term improvements.
10. The chosen firm will be expected to provide a proposed timeline for all work involved with the project.
11. The chosen firm will be expected to present findings of each stage of the project to at least three different City boards. The cost for presenting should be included in the proposal.

### **Qualifications**

The firm and their team will demonstrate a minimum of five years of experience in the following disciplines:

- Land surveying
- Regulatory Permitting
- Civil engineering and designing
- Construction cost estimating
- Hydrology

The firms must provide at least three examples of projects of similar scale and complexity along with contact information associated with each project.

Depending on the performance of the chosen firm on this project, the City may elect to extend the contract to include future tasks associated with the associated drainage systems.

### **Proposal Format:**

The proposal format requirements were developed to aid Proposers in their proposal development. These directions apply to all proposals submitted. The purpose of the proposal is to demonstrate the technical capabilities, professional proposals, past project experiences, and knowledge within this industry. Proposer's proposal must address all the points outlined herein as required, in the following order:

- A. Transmittal Letter: A transmittal letter must be submitted with a Proposer's proposal which shall include:

1. The RFP subject, RFP number, and Scope(s) of Work in which Proposer is submitting.
2. Name of the firm responding, including mailing address, e-mail address, telephone number, and name of contact person.
3. The name of the person or persons authorized to make representations on behalf of the Proposer, binding the firm to a contract.
4. Prepare an executive summary stating the Proposer's understanding of the project, familiarity of the outfall sites, design approach and opinion why the Proposer's firm should be chosen. Include any general information the Proposer wishes the City to consider about the proposal.

B. Firm's Work History and References:

Provide a brief description of any relevant large-scale drainage system redesign projects, or similar drainage projects of comparable size and complexity for which the Proposer provided services within the past five (5) years. Limit information to no more than five (5) projects. All such descriptions should include:

1. Project location
2. Redesign of existing system and/or design of new system
3. Description of original project budget versus actual cost.
4. Name and contact information for a reference with knowledge of the Proposer's work on the specified project.

C. Project Team:

1. The proposal should clearly outline the background and experience of the Project Team. The Project Team will include any of the Proposer's staff who will be assigned to the project. If possible, include a one-page summary CV of each member. Understand that once the City issues a contract, no change in personnel assigned to the project will be permitted without prior written approval from the designated City representative.
2. Provide the following information for each proposed team member where applicable:
  - i. Name
  - ii. Job title for this project
  - iii. Professional Discipline
  - iv. South Carolina license number
  - v. Specific duties assigned on this project
  - vi. Recent experience with related drainage projects

D. Sub-Consultants/Contractors:

Provide the Firm(s) and if possible the names and proposals of all subconsultants that will be part of the Proposer's Team and identify the specific work the sub-consultant will perform. Once the City issues a contract, no change in sub-consultants assigned to the project will be permitted without prior written approval from the City.

E. Price Quote for Each Scope of Work:

The proposal should include a price for each itemized project in the Scope of Work section of this request as well as the two alternates.

**Proposal Evaluation Criteria:**

The City will evaluate proposals based on the factors outlined within this RFP and the City's procurement ordinance, which shall be applied to all eligible, responsive proposals in selecting the successful firm. The City reserves the right to disqualify any proposal from a Proposer it deems as non-responsive and/or non-responsible. The City reserves the right to make such investigations of the proposals of the Proposer as it deems appropriate.

Award of any contract may be made without discussion with Proposers after proposals are received. The City reserves the right to cease contract negotiations if it is determined that the Proposer cannot perform the services specified in their response.

Recommendation of award for contract will be made based not only on price, which is an important factor, but also on quality of proposal, qualifications, experience, technical expertise, references and ability to execute the work. After careful evaluation, the Planning Commission will make a recommendation to City Council for award of a contract.