



## **Environmental Advisory Committee**

4:00 p.m., Thursday, March 9, 2023

Council Chambers

1207 Palm Boulevard, Isle of Palms, SC 29451

### **Agenda**

1. **Call to order** and acknowledgment that the press and the public have been duly notified of the meeting in accordance with the Freedom of Information Act
2. **Approval of previous meeting's minutes** – February 9, 2023
3. **Citizen's Comments**
4. **Presentation about Charleston County Greenhouse Gas Audit**  
Arielle Gerstein, Charleston County Director of Sustainability
5. **Presentation of report from IOP Cleanup Crew**  
Susan Hill Smith, Co-founder of Isle of Palms Cleanup Crew  
Linda Rowe, Conservation Programs Coordinator for South Carolina Aquarium  
Howard Hogue - "Beach Santa"
6. **Old Business**
  - i. Wildlife- update on signs regarding beach rules
  - ii. Litter- update on Fisher and Smart Recycling
  - iii. Water Quality-
    - a update on water quality testing
    - b discussion of 2023 goals of subcommittee
  - iv. Climate Action- discussion of 2023 goals of subcommittee
7. **New Business** – review of Sea Level Rise Adaptation Plan RFP
8. **Miscellaneous Business** - Next meeting date: 4:00 p.m., Thursday, April 13, 2023
9. **Adjournment**



## **ENVIRONMENTAL ADVISORY COMMITTEE**

**4:00pm, Thursday, February 9, 2023**

**1207 Palm Boulevard, Isle of Palms, SC**

**and broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

### **MINUTES**

#### **1. Call to order**

Present: Deb Faires, Linda Plunkett, Doug Hatler, Mary Pringle, Sandra Brotherton, Jonathan Knoche, Jordan Burrell, Council Member Bogosian

Absent: Belvin Olasov

Staff Present: Director Kerr, Zoning Administrator Simms

#### **2. Approval of previous meeting's minutes**

**MOTION: Dr. Plunkett made a motion to approve the minutes of the January 12, 2023 meeting, and Dr. Knoche seconded the motion.**

Ms. Pringle asked that Dr. Knoche be referred to as Dr. instead of Mr. in item 2.

Dr. Brotherton asked that the location of the food composting bin be changed to the Carmen R. Bunch Park in item 4 and that the locations of the bins be added to the motion made by Mr. Hatler.

Mr. Hatler corrected the spelling of PFAS from PFOS.

**VOTE: The amended minutes passed unanimously.**

#### **3. Citizens' Comments**

Susan Smith introduced Laura Russ of the Lowcountry Marine Mammal Network who came before the Committee to discuss the availability of two 3-sided signs that could be placed on the island to bring awareness to any number of environmentally-oriented educational issues. The signs and their installation are funded through NOAA. They are hurricane proof and six feet tall when installed. She suggested Breach Inlet and the City Marina as possible locations for the signage. She indicated that the signs have already been made but no text has been placed on them yet.

Dr. Plunkett expressed concern about too much signage. She suggested the City's Municipal parking lot near the front beach as a location for one of the signs. Dr. Knoche suggested Thompson Park on Sullivan's Island since the City already has a sign about marine mammals at Breach Inlet.

Ms. Pringle said a sign on the beach where the dolphins strand feed is a good idea and could include information about the migratory birds on the island.

Director Kerr asked Ms. Russ to speak with OCRM about whether or not they would allow signs ahead of the primary dune. He also suggested that these signs be a project of the Wildlife subcommittee. Dr. Plunkett said it would also be a good idea to speak with the City's new Public Relations person about the signs, their topics, and their placement.

#### **4. Old Business**

The presentation and discussion about the Charleston County Greenhouse Gas Audit will be held at the March meeting, and the PFAS discussion will happen in April.

Dr. Brotherton introduced the new student member of the Environmental Advisory Committee, Jordan Burrell.

#### **A. Wildlife**

Director Kerr said the remainder of the turtle signs will be up by the next meeting.

Ms. Pringle and Ms. Faires reviewed the 2023 goals of Wildlife Subcommittee:

1. Promote the use of native plants and trees on the Isle of Palms through education of residents and using them in any public green spaces that now exist or are created in the future.
2. Work with Audubon SC in their program to protect migratory sea birds.
3. Propose rodenticide ban on IOP.
4. Update IOP Coyote Management Plan to include more educational links/information; model Dewees Island's Coyote Management Plan and website; focus on benefits/necessities of top predator for balanced ecosystem; eliminate trapping/killing coyotes on IOP; increase signage at 25<sup>th</sup> and 26<sup>th</sup> avenues.

Other items for consideration by the subcommittee include increasing police enforcement of the existing lighting ordinance during sea turtle nesting season and working with Dominion Energy about their proposal to change to bright white LED streetlights and to consider turtle-friendly options.

To further the discussion about the promotion of native plants, Council Member Bogosian will include information about the use of artificial turf.

#### **B. Litter**

Director Kerr reported that the contract with Smart Recycling has been executed and will start March 1. Fisher Recycling has already moved their bins to the Carmen R. Bunch Park. Assistant Director Asero is working to build a corral around the bins as is required by City Ordinance. Signage for the corral will be considered to bring attention to the bins. He added that usage of the glass recycling bins is up, and Ms. Fisher will report to the Committee in April or May. Ms. Pringle suggested more reminders about the change in location may be necessary.

Dr. Brotherton and Dr. Plunkett reviewed the 2023 goals of the Litter Subcommittee:

1. Collaborate with the new IOP Public Relations and Tourism Coordinator to determine and implement best practices for educating and informing the public of litter prevention efforts.
2. Continue collaboration with Palmetto Pride.
3. Implement community cleanups biannually to encourage the full-time residents to clean up their neighborhoods.
4. Do an outcome assessment for litter improvements since start of the Environmental Advisory Committee
5. Initiate dialogue and collaboration with local businesses regarding efforts and ideas to reduce single-use plastics.

**C. Water Quality – update on water quality testing**

The Water Quality Subcommittee will present their goals at the next meeting.

Director Kerr reported that additional water testing has been completed on the back of the island and the results have yielded the same “off the charts” results. He has reached out to WaterKeepers for the next steps.

**D. Climate Action**

Mr. Hatler said he would discuss a report in this area with Mr. Olasov for the next meeting.

**5. New Business -- none**

**6. Miscellaneous Business**

Committee members briefly discussed their presence at this year’s Front Beach Festival for which all the vendors have been selected. Committee action for Earth Day was also discussed. Director Kerr suggested this is something the Climate Action subcommittee could work on. Dr. Plunkett suggested it is something the City’s new Public Relations person could promote.

Dr. Brotherton asked for a report at the next meeting from those who attended those who attended the Beach Advocates Conference.

In addition to that, Director Kerr will add the Charleston County Greenhouse Audit, information about an updated coyote management plan, metrics for the cigarette butt cannisters, an update on the Conservation Station at the Front Beach, and a food composting workshop discussion to next month’s meeting agenda.

The next meeting of the Environmental Advisory Committee will be Thursday, March 9, 2023 at 4pm.

7.     **Adjournment**

Dr. Knoche made a motion to adjourn, and Dr. Plunkett seconded the motion. The meeting was adjourned at 5:37pm.

Respectfully submitted,

Nicole DeNeane  
City Clerk

## Isle of Palms Cleanup Crew Report - 2022 Review

### Spike in litter count volumes

IOP Cleanup Crew's litter count increased 130% from 26,339 in 2021 (our previous high) to 60,487 in 2022. This correlates with increased litter sweeps, participation, partnerships, and coverage area.

Total 2022 litter count in South Carolina Aquarium's Litter Journal for all areas of IOP: 105,471.

- IOP Cleanup Crew litter sweeps account for 54% of 2022 data. Solo sweeps by Howard "Beach Santa" Hogue account for 36% of 2022 data. The remaining 10% comes from other "citizen scientists" and separate events sponsored by South Carolina Aquarium.
- Overall total includes 60,747 beach litter items and 44,724 litter items from roads, sidewalks and parking lots, mostly at Front Beach.
- Graphics include more detailed data.

### Expanded schedule

- IOP Cleanup Crew established the most comprehensive schedule since our 2018 start with more than 40 litter sweeps in 2022. (We will have a very similar schedule in 2023).
- A new spring cadence of six litter sweeps every other Monday featured welcome sessions with our South Carolina Aquarium partners geared toward newcomers, groups, and students. This allowed us to provide more education, handle larger numbers, and set volunteers up for continued involvement through the year.
- Monday night sweeps continued weekly from Memorial Day to Labor Day, and monthly during the fall and winter season with special holiday sweeps in December and before Valentine's.
- A new series of summer "Breakfast Club" sweeps from 7-8 a.m. Wednesdays targeted the roads, sidewalks and city parking areas around the commercial section of Front Beach.
- We partnered with Charleston County Public Library's Poe and Wando branches to hold three special welcome sessions in connection with their summer reading program, including a special visit by Angela May, who has co-authored the NY Times bestselling series for young readers "The Islanders" with Mary Alice Monroe.
- We fully joined forces with IOP Police on a July 5<sup>th</sup> morning sweep with documentation.



### Participation and increased coverage

- The number of volunteers at the Monday night sweeps averaged 45, with some larger turnouts during the busy season of 80 to 90 volunteers.
- We attracted an average of 5 participants at Breakfast Club litter sweeps. However, they yielded large litter counts. (It can be easier to find litter in the commercial areas than on the beach.)

- A band of regular volunteers from South Carolina Federal Credit Union worked from a satellite location at Breach Inlet on Monday nights for most of the summer, providing expanded coverage of the beach.
- We reached out intentionally to schools by email to promote the volunteer opportunity for groups and individual students, including those who needed volunteer hours.
- With South Carolina Aquarium, we supported a mega sweep event in August with around 200 participants from Bishop England High School that included stations at Front Beach, Charleston County Park and IOP Recreation Department at 28<sup>th</sup> Avenue.
- We supported three other specially scheduled sweeps in the fall out of the Coastal Retreat Center at 21<sup>st</sup> Center, which provided free parking for volunteers. This included All Saints Lutheran Church in Mount Pleasant; REV Federal Credit Union; and an event that brought together The Visionary Women's Exchange Club of Charleston, Hispanic Business Association, Circulos de Bienestar, Mujeres Latinas and LowCountry Local First.

#### Better branding and setup

- Ahead of 2022 and at our suggestion, the city opened up and landscaped a previously gated-off space along the 1100 Ocean Boulevard beach access. It's located between the restroom building



(with the IOP postcard mural) and the outdoor showers. This provides us with a clear location and plenty of space to check-in volunteers, provide supplies, etc.

- We now store our buckets and gloves in the city restroom building's storage area – so much easier.
- We added a No Toys Left Behind bin in the same area that helped provide a way for left behind beach toys to be collected and reused. IOP's 2022 toy litter total was 1567 (90% found on beach, 10% on roads).
- Working with the city, we facilitated the addition of a Fil-a-Bag bucket stand (concept from Florida) that realtor Natasha Viswanathan with the Pulse asked to implement – located in same spot as our check-in.
- PalmettoPride – the state's beautification agency – provided funding for reusable buckets made of recycled plastic with IOP Cleanup Crew decals for branding, as well as more clipboards and trash pickers.
- We distributed around 350 of our new, sustainably made T-shirts (each incorporates recycled plastic) which are available to anyone once they have volunteered twice.
- Partners and sponsors listed on the T-shirt include City of Isle of Palms, South Carolina Aquarium, Mic Smith Photography LLC, Isle of Palms Beach Chair Company, The Windjammer, Ben & Jerry's, Palmetto Pride, Acme Lowcountry Kitchen, Café Paname, Sea Biscuit Café, Coconut Joe's Beach Grill, Smugglers IOP, Islander 71, Island Eye News, Lawrence Seafood Company, South Carolina Federal Credit Union, The Boathouse, realtor Natasha Viswanathan with the Pulse, Island Turtle Team, Papi's, The Refuge, Isle of Palms Marina, My Favorite Things, Charleston Surfrider, Chunky's Chairs & Umbrellas, Zing Green Safety Products.
- Volunteers had a choice of restaurants to visit during the summer after the Monday night sweeps – Windjammer, Ben & Jerry's, Smugglers, Lawrence Seafood Company & Boathouse – and Wednesday morning sweeps – Sea Biscuit, Acme and Café Paname.

## IOP Cleanup Crew - Looking Ahead in 2023

We will follow a similar schedule to 2022 in terms of scheduling and events.

I expect involvement by groups from schools, businesses and other organizations to continue to increase, and when possible will try to accommodate requests for special litter sweeps if they cannot sync up with our normal schedule – probably steering most to start from 21<sup>st</sup> Avenue at the Coastal Retreat Center.

We are moving forward with plans to become an official 501c3 nonprofit organization.

As the season starts, we are requesting that the city cover the costs of replenishing our supply of IOP Cleanup Crew T-shirts and branded vehicle magnets that provide a way for volunteers to receive free parking.

I am working to implement plans to further reimagine our check-in area into an engaging outdoor educational exhibit that we've envisioned with support from South Carolina Aquarium and City of Isle of Palms. These changes should be eligible for ATAX dollars.



Thank you to Public Works for adding more cigarette butt receptacles last summer at Front Beach, especially the ones that have engaging messaging from Surfrider. Thank you also to the Environmental Advisory Committee for the new turtle signs that include litter messaging.

## Recommendations

- Enforcement (warnings) by city beach service officers during the busy season on litter-related ordinance violations – especially smoking, which is the easiest violation to spot – during busy periods on weekends and summer.
- Added personnel funding for public works to spend on routine litter cleanup.
- Adding at least 3-4 No Toys Left Behind bins and Fil-a-Bag bucket trees in 2023 & more in 2024.
  - Potential locations could include: Breach Inlet, 9<sup>th</sup>, 21<sup>st</sup>, 25<sup>th</sup>, 34<sup>th</sup>, & 42<sup>nd</sup> as well as Charleston County Park. (Wild Dunes already has a similar toy bin.)
  - A Girl Scout troop that meets at Sea Cabins wants to assist.
- Consistent inclusion of litter & no smoking messaging in beach access signs with tiles.
- Increased engagement with island retail businesses and the new chamber of commerce to promote litter messaging & best practices that will help reduce litter items and overall waste, for example, providing straws only on request.
- Increased engagement with island food & beverage businesses to raise awareness of the current litter trends regarding smoking debris and single-use plastics litter, especially items covered under existing ordinances.
- Continued use by city of welcome signs for litter messaging, keeping it simple - "Keep the coast clean" "Leave only footprints" or "No smoking, Styrofoam, straws, single-use bags on beach" - while pointing to [iop.net](http://iop.net) for complete regulations.



- Increased use of city social media, communications, PR and advertising to amplify messaging throughout Charleston area.
- Encouraging better trash collection practices by The Beach Company in the sections they are responsible for.
- Future work with short-term rentals and hotels on consistent litter messaging for their guests.
- Possible future consideration of expanded no-smoking ban if we don't see reduced smoking litter in commercial areas, where 44% of litter items are smoking related.









## IOP Cleanup Crew Litter Sweeps & Welcome Sessions

*in partnership with*



*Working together for a clean coast*

**Fantastic VOLUNTEER ACTIVITY & LEARNING OPPORTUNITY**  
*for students, teams, classes, orgs & anyone else who wants to pitch in*

**2023 SPRING** – every other Monday, *welcome sessions* are 5:30-6 p.m. followed by 6-7 p.m. litter sweep

- March 13 & 27, April 10 & 24, May 8 & 22

**2023 BEACH SEASON** – weekly litter sweeps Monday nights (6-7 p.m.) & Wed. morning (7-8 a.m.)

- Memorial Day through Labor Day

**2023-24 FALL & WINTER** – preliminary litter sweep schedule - 2nd Monday of the month, 4:30-5:30 p.m.

- Will likely do a special holiday sweep in Dec. & pre-Valentine's in February – similar to 2022-23.

**OUR SPRING WELCOME SESSIONS** are great for classes, service orgs, sports teams & businesses. Students & new volunteers can come on their own. Volunteers learn about the litter problem, its ecological impact and solutions.

### **MORE LITTER SWEEP DETAILS**

- Check in at the beach walkover in the 1100 block of Ocean Boulevard. Find us between the City of IOP facilities & outdoor showers. Look for the building with the IOP postcard mural. Smugglers & Coconut Joe's are also close by.
- We are NOT at the Isle of Palms County Park – that's 3 blocks away.
- We provide reusable buckets, bags, gloves, clipboards, pens & data collection sheets.
- IOP Cleanup Crew partners with South Carolina Aquarium. We will tell you how to record litter data for the aquarium's [Litter Journal](#). This can be done with the data collection sheets we provide or the related online app.
- We ask each volunteer to pitch in for 30 minutes but you can do more. We pack up at the sweep's listed end time.
- As volunteers finish, they can gather at a designated island business of their choice and enjoy a discount.
- Parking in the City of Isle of Palms lots costs \$2.50 an hour 4-8 p.m. from March through October. However, we offer each volunteer a FREE IOP Cleanup Crew magnet good for FREE parking in the city lots during future sweeps.
- Once you have volunteered twice with us, you are eligible for a FREE Isle of Palms Cleanup Crew T-shirt.
- **We happily sign for student volunteer hours!**

No advance registration required, but if you have a large group coming, we'd love a heads up. Please email IOP Cleanup Crew Co-founder Susan Hill Smith at [susanhillsmith@gmail.com](mailto:susanhillsmith@gmail.com) with info about your group and include a head count estimate.

*Isle of Palms Cleanup Crew uses volunteer power to keep the coast clean, protect natural ecosystems & public health, document litter data, and help solve the pollution crisis. We welcome everyone to join us and share in our work.*

*Follow us [on Facebook](#) & [Instagram](#)*

# 2022 IOP Litter Trends

## Island-wide litter data collected by all Litter Journal users

The percent of documented litter for the IOP beach and access paths that comes from smoking debris has declined from 34% (2018) to 21% (2022). Data from 2020 are not included due to the COVID pandemic. Smoking debris includes cigarette filters, cigar tips and e-cigarettes.

The Top 10 beach litter items and Top 10 litter items for road/sidewalk and parking areas – mostly in Front Beach’s commercial section – are listed separately below.

Year	% Smoking Debris (Beach & Accesses Only)
2018	34%
2019	28%
2020	
2021	21%
2022	21%

Most Littered Items on IOP Beach	2022 Totals
Cigarettes + Filters	12,037
Plastic Food Wrappers + Film	8,682
Paper + Cardboard	5,059
Plastic Caps + Lids	4,349
Plastic Fragments (rigid)	3,373
Other Plastic	3,279
Fireworks	3,261
Styrofoam	3,238
Plastic Straw Wrappers	2,466
Clothing, Shoes + Fabric	2,001

IOP Road & Parking Lot Litter	2022 Totals
Cigarettes + Filters	18,862
Paper + Cardboard	4,752
Plastic Food Wrappers + Film	2,530
Plastic Caps + Lids	2,441
Plastic Straws	2,107
Other Plastic	1,986
Other Metals	1,630
Plastic Fragments (rigid)	1,521
Glass Bottles + Fragments	1,147
Plastic Utensils, Cups, Plates, etc.	913

Data source: Litter Journal, a project of the South Carolina Aquarium’s Citizen Science app.

IOP Cleanup Crew litter sweeps account for 54% of 2022 data. Solo sweeps by Howard “Beach Santa” Hogue account for 36% of 2022 data.

### **Immediate water quality goals**

- Conduct a water quality audit of surface and well water, and intercoastal waterways
- Create an inventory of water testing partners and identify what they are testing for, where are they testing, and identify key personnel.
- Understand IOP drainage infrastructure and seek ways to improve green infrastructure efforts.
- Seeks ways to improve water conservation, quality, resiliency, sustainable infrastructure and practices in IOP ordinances and policies.

### **Overarching water quality priorities – at Isle of Palms we strive to:**

- Supply and maintain a safely managed drinking water service that is located on premises, and available when needed and free from contamination.
- Maintain the quality of water by reducing pollution, eliminating dumping, and minimizing release of hazardous chemicals and materials
- Encourage the efficient use of water including sustainable withdrawals and supply of freshwater to prevent water scarcity and substantially reduce the excessive use of drinking water for non-drinking purposes (e.g., car washing, lawn irrigation).
- Maintain, protect, and restore as needed, water-related ecosystems, including our beaches, estuaries, inlets, ocean, wetlands, streams, drainageways, and ground-water aquifers.
- Support, promote, and strengthen the participation of our residents, surrounding communities, and tourists in maintain and improving water usage and management.
- Prevent and significantly reduce marine pollution of all kinds from land-based and water-based activities, including marine debris and nutrient pollution.
- Sustainably manage and protect marine and coastal ecosystems to avoid significant adverse impacts, including by strengthening their resilience, and act for their restoration to maintain healthy and productive water bodies.
- Advocate the prevention of harvesting and overfishing, illegal, unreported, and unregulated fishing, and destructive fishing practices.
- Conserve coastal and marine areas, consistent with local, state, and national law and based on the best available scientific information.



- Balance the economic costs and benefits from the use of our water resources for recreation and tourism with the need to preserve, protect, maintain, and conserve the Island's water resources.
- Contribute to the improvement of water quality by protecting natural habitats and enhancing of biological biodiversity
- Enhance the protection, conservation, and sustainable use of our water resources by incorporating best water management practices into our policies, ordinances, codes, and standards.

City of Isle of Palms, South Carolina  
Request for Proposals 2023-01  
Sea Level Adaptation Plan

In compliance with the City's Procurement Ordinance, the City of Isle of Palms, South Carolina is seeking proposals and probable costs for a Sea Level Rise Adaptation Plan (Plan) to steer policy and funding decisions for the foreseeable future. The Plan and project will include:

- development of sea level rise projections through the year 2100 based on the best available science;
- an inventory of vulnerable public and private assets by time horizon;
- categorizing assets by their public importance, estimating the value of at-risk assets by time horizon;
- public engagement and meeting facilitation, and public hearing attendance;
- a range of potential adaptation measures with a focus on addressing critical infrastructure and other high priority assets;
- estimated costs for implementation;
- a qualitative cost-benefit analysis of identified adaptation measures; and
- a list of potential funding sources.

The public engagement process will include outreach with affected property owners and other stakeholders, including the Isle of Palms City Council, SCDNR, SCDHEC, USACE, Charleston County. This effort may include stakeholder interviews, focus groups, public workshops, and on-line questionnaires.

The request will be bid and awarded pursuant to the City's procurement ordinance. The City reserves the right to reject all proposals and to waive irregularities.

Proposals should be submitted to the following:

Douglas Kerr, Deputy City Administrator  
1207 Palm Boulevard, Post Office Box 508  
Isle of Palms, South Carolina 29451

**Deadline for Questions:** The deadline for questions is **5:00 p.m. Eastern Time, March 30<sup>th</sup>, 2023**. 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, April 11<sup>th</sup>, 2023**. 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 2023-01; Sea Level Adaptation Plan**" 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:** All submitted proposals will be public documents 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 Isle of Palms is a low-lying barrier island in Charleston County with an average grade elevation of only eight or nine feet above Mean Sea Level. The community is served by a drainage system that 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 functions marginally well but is expected to need changes to meet future needs and the City has engaged an engineering firm to develop a separate drainage masterplan that is expected to be complete in mid-2023.

Charleston County handles all aspects of the NPDES program for the City and has provided the City with an inventory of the existing stormwater infrastructure, which is attached as an exhibit to this request.

The City believes that because of its low elevation and aged infrastructure, the community is very vulnerable to the long-range effects of sea level rise. The City's Comprehensive Plan update draft includes a goal and strategy of developing a sea level rise adaptation strategy.

### **Objectives**

The City is seeking proposals for consultant services to prepare a Sea Level Adaptation Plan that aligns with regional and statewide planning efforts, as well as the City's Comprehensive Plan and the Drainage Masterplan that is underway. The chosen consultant will be expected to



produce a Plan that will include clear strategies to enable the City to identify, assess and plan for potential impacts of sea level rise within the Isle of Palms. The ideal proposal will emphasize protection and enhancement of existing assets while incorporating strategies to combat sea level rise.

## **Scope of Work**

### **Task 1. Information gathering**

1. Hold a series of internal meetings and interviews with the City staff, the Planning Commission, the Environmental Advisory Committee, utility providers, and other project staff to establish expectations, finalize timelines and to better understand what has already been done and what critical assets are viewed as vulnerable to sea level rise.
2. Develop a comprehensive and diverse contact list of potential participants for personal and small group interviews that includes public officials, representatives from special districts and regional agencies, local community groups, service organizations, businesses, neighborhood groups, developers, local colleges, and other interest groups.
3. Compile Sea Level Rise Data including Sea Level Rise Data with Groundwater Impacts and Flooding From Rainfall and Waves.
4. The City staff will assist in coordinating a series of public outreach workshops. These workshops will introduce the project to the public, define project parameters, inform the community of project opportunities and constraints and solicit opinions from the community to shape the Plan. The Consultant is expected to incorporate feedback from these workshops into the plan development.

Deliverable 1. Background report with current sea level rise and groundwater data, and findings from stakeholder interviews.

### **Task 2. Draft Plan Development**

1. Develop preliminary goals and vision for the Plan to address underlying vulnerabilities based on information gathered from Task 1.
2. Develop a draft illustrative Adaptation Map that geographically shows areas of vulnerabilities.
3. Develop draft adaptation strategies for the identified key issues.
4. Develop draft cost estimates of identified potential projects.
5. Develop a list of potential funding sources to fund potential projects.
6. Present draft findings to key stakeholders identified in Task 1 and seek their input.

Deliverable 2. Draft plan and presentations.

### **Task 3. Final Plan Development, Presentation and Adoption**

1. Refine the draft plan and deliverables based on stakeholder feedback.
2. Present the final plan to smaller stakeholders groups.
3. Present the final plan to City Council with a goal of having Council adopt the plan.

Deliverable 3. Final Plan including inventory of existing conditions, projections, vulnerabilities, visions, goals, strategies, potential projects, maps, cost estimates, potential

funding sources, and any other documentation necessary to meet the stated goals of this request.

### **Qualifications**

The Proposer shall prepare a statement of qualifications which identifies:

- The size, stability, and capacity of Proposer's organization, including, at a minimum, an identification of Proposer's: (1) total number of years in operation, (2) total current number of employees, (3) number of office locations (including the location of each office), and (4) number of employees in the office location which is intended to provide services.
- The Proposer's experience performing services for projects of a similar size, scope, and complexity as the services required by this RFP, including an identification of: (1) the number of years Proposer has been performing similar services; and (2) the most recent projects for which the Proposer has performed similar services. The list of recent projects shall include the name, contact person, address, and phone number of each party for whom the service was provided, as well as a description of the service performed, the dollar amount of the contract, and the date of performance.
- A list of the Proposer's principals, employees, agents, and sub-consultants which the Proposer intends to assign to this Project. This list shall include a summary of the qualifications (including education, training, licenses, and experience) of each individual; the approximate number of hours each will devote to the Project; and the type of work to be performed by each individual. The City will retain under its agreement with the successful Proposer the right of approval of all persons performing under the agreement.

### **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. Proposer'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 Proposer(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:**

Prior to entering into an agreement, but after the proposals are evaluated, the chosen Proposer will be requested to provide a price for each itemized project in the Scope of Work section of this request.

**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 Proposer. 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, and a series of interviews, the Planning Commission will make a recommendation to City Council for award of a contract.

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