

**Charleston Area Regional Transportation Authority
(CARTA)**



**Professional Services:
Underground Storage Tank Compliance
Request for Proposals**

Charleston, South Carolina
Date: February 24, 2020

Due Date: March 9, 2020
Time: 10:00 A.M. EST

Receipt Location:
BCD Council of Governments
Attn: Jason McGarry
5790 Casper Padgett Way
North Charleston, SC 29406

TABLE OF CONTENTS

Public Notice	3
Section 1: General Information	
1.0 Introduction	4
1.1 Proposal Schedule	4
1.2 Instructions and General Conditions	4
1.3 Reserved Right/Limitations of Funding	6
1.4 Protest Procedures	6
1.5 Cost of Proposal Preparation	6
1.6 Prohibited Interest	6
1.7 Taxes	6
1.8 Notice to Proceed	7
1.9 Labor Provisions	7
1.10 Term	7
Section 2: Scope of Work	
2.0 Scope of Work	7
2.1 General Scope of Work Provisions	7
2.2 Background	7
2.3 Current Situation	7
2.4 Tasks/Deliverables	8
2.5 Task 1 – Project Management	8
2.6 Task 2 – Site Assessment	9
2.7 Task 3 – Conduct Equipment Testing	9
2.8 Task 4 – Walkthrough Inspection	9
2.9 UST Information	9
Section 3: Selection Criteria/Scoring Process	9
Appendix A – Price File	11
Attachment A - Certificates	12

Charleston Area Regional Transportation Authority

PUBLIC NOTICE: CARTA2020-02

Charleston Area Regional Transportation Authority (CARTA) will accept proposals from respondents to perform professional engineering and project management services to attain compliance with the South Carolina Underground Storage Tank Control Regulations 61-92 Part 280 for two 2,000 gallon tanks located at the transit maintenance facility located at 3664 Leeds Ave. North Charleston, SC 29405.

The deliverables will include a site assessment, recommendations to bring equipment into compliance, and execution of the work to obtain compliance. All required documentation, engineering drawings, permit submittals, diagrams, and testing shall be included as deliverables.

The deadline for respondents to submit written questions is **3:00 PM on March 2, 2020**. All written questions shall be sent to jasonm@bcdcog.com and will be answered in a written addendum and posted on www.ridecarta.com and www.bcdcog.com

The deadline for receipt of proposals is **10:00 A.M. on March 9, 2020**.

All Proposal responses should be mailed or delivered to:

BCD Council of Government

Attn: Jason McGarry

5790 Casper Padgett Way

North Charleston, SC 29406

*Note: The deadline shown above 10:00 A.M. on **March 9, 2020** is extremely important. The completed proposal must have been physically received on or prior to that deadline. If you plan to have your proposal delivered other than by personal delivery, please remember that even though the proposal may be postmarked prior to the deadline, if it is not received by the deadline time and date, it absolutely cannot be considered. Proposals that do not include all required Addendum and any required documents absolutely cannot be considered.*

1.0 INTRODUCTION

CARTA was created in 1997 by adoption of a mutual agreement by the following jurisdictions: Charleston County, The City of Charleston, The City of Hanahan, and The City of Isle of Palms, The City of North Charleston, The Town of Kiawah Island, The Town of Mt. Pleasant, and The Town of Sullivan's Island.

CARTA provides public transportation services within the member jurisdictions, with the authority to determine scope (routes, equipment, and facilities) and standards of the service to be provided. CARTA is subject to the regulations of the US Department of Transportation (DOT), Federal Transit Authority (FTA), South Carolina Department of Transportation (SCDOT), and federal, state and local laws.

1.1 PROPOSAL SCHEDULE

Proposals shall be solicited and evaluated by the following schedule:

Publish/Release Solicitation _____	February 24, 2020
Deadline for Written Questions _____	March 2, 2020 by 3:00 PM
Deadline for Proposals _____	March 9, 2020 by 10:00 AM

A. Submission

One (1) digital, One (1) original, and three (3) copies (not in 3-ring binders) of the Proposal shall be submitted no later than 10:00 AM EST on March 9, 2020, to the following address:

BCD Council of Government
Attn: Jason McGarry, Procurement/Contracts Administrator
5790 Casper Padgett Way
North Charleston, SC 29406

Any proposals received after the scheduled deadline on the closing date will be immediately disqualified in accordance with CARTA policies.

Proposals shall be submitted in a sealed box or envelope that is labeled with the Respondents name and identified as containing a Proposal responding to RFP #CARTA2020-02

No oral, facsimile, telegraphic proposals or subsequent modifications to such proposals will be considered except as specified herein.

B. Addenda

In the event it becomes necessary to revise any part of the RFP, addenda will be provided to all respondents who received or requested the RFP document from CARTA. Any Addenda issued **MUST** be signed and included with your proposal.

C. Proposal review process

The procurement of will be in accordance with CARTA and other applicable federal, state and local laws, regulations and procedures.

Proposals shall be submitted as set forth in this RFP. The selection committee will review and evaluate Proposals in accordance with the requirements and instructions contained in this RFP.

Following evaluation of the proposals, the Selection Committee may sub-select finalist who may be invited to participate in an interview, if necessary.

1.2 INSTRUCTIONS AND GENERAL CONDITIONS

A. Respondents Responsibility

Respondent shall fully acquaint itself with the conditions relating to the scope and restrictions attending the execution of the services under the conditions of the RFP. The failure or omission of a Respondent to acquaint itself with the existing conditions shall in no way relieve it of any obligation with respect to the proposal submitted by the Respondent to any contract resulting from this RFP.

B. Duty To Inquire

Should a Respondent find discrepancies or omissions in this RFP, or should the Respondent be in doubt as to the meanings, the Respondent shall at once notify CARTA in writing prior to the last day for written questions. If additional clarification is warranted, a written addendum will be sent to all persons or respondents receiving this RFP.

C. Signature Requirements

Only authorized officers eligible to sign contract documents will be accepted. Consortiums, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity. This proposal should indicate the responsible entity. Respondents should be aware that joint responsibility and liability will attach to any resulting contract and failure of one party in a joint venture to perform will not relieve the other party or parties of total responsibility for performance.

D. Waiver

By submission of its proposal, the Respondent represents and warrants that it has sufficiently informed itself in all matters affecting the performance of the work or the furnishing of the labor, services, supplies, materials, or equipment called for in the solicitation; that it has checked the proposal for errors and omissions; that the prices and costs stated in its proposal are intended by it; and, are a complete and correct statement of its prices and costs for providing the labor, services, supplies, materials, or equipment required.

E. Confidential Information

All proposals received become the exclusive property of CARTA. At such time, as a Contract is agreed to by the contractor and the Board, all proposals submitted will become a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which constitute confidential and proprietary information or trade secrets as those terms are used in S.C. Code Ann. §§ 11-34-410 and 30-4- 40(a)(1) and which are so marked as "TRADE SECRET," "CONFIDENTIAL" or "PROPRIETARY." However, proposals which indiscriminately identify all or most of the proposal as exempt from disclosure without justification may be released pursuant to a freedom of information request. CARTA shall not in any way be liable or responsible to any Respondent or other person for any disclosure of any such records or portions thereof, whether the disclosure is deemed to be required by law, by an order of a court, or occurs through inadvertence, mistake, or negligence on the part of CARTA or its officers, agents, or employees. Any legal costs associated with determination of what is excluded or included in a public records request is at the expense of the Respondent.

Offerors should not simply mark their entire proposal as Confidential or exempt from Freedom of Information Act. Doing so will result in CARTA's making an independent determination of confidentiality or exemption. CARTA further hereby disclaims any responsibility for any information which is disclosed as a result of Offerors such independent determination of confidentiality or exemption necessitated by the Offerors failure to properly follow this section.

F. Revisions to RFP

The CARTA reserves the right, when necessary, to postpone the times in which proposals are scheduled to be received and opened, and to amend part or all of the RFP. Prompt notification of such postponement or amendment shall be given by the CARTA to all perspective Respondents who have requested or received copies of the RFP. Receipt of all addenda must be acknowledged in the proposals received by CARTA.

G. Withdrawal of Proposal

No proposal may be withdrawn after the proposals have been opened.

1.3 RESERVED RIGHTS/LIMITATIONS OF FUNDING

All Respondents are notified that the contract for this service is contingent upon Federal and State appropriations. In the event that funding is eliminated, decreased, or not granted, CARTA reserves the right to terminate any RFP accordingly. CARTA makes no representations that any contract will be awarded to any Respondent responding to this RFP.

- CARTA reserves the right to waive any minor irregularities in any or all proposals.
- CARTA reserves the right to reject all proposals and re-solicit or cancel this procurement to be in the best interest, without indicating any reason for such rejection(s).
- CARTA also reserves the right to enter into a contract with any Respondent based upon the initial proposal or on the basis of a best and final offer without conducting interviews.

1.4 PROTEST PROCEDURES

Any prospective Respondent or contractor who is aggrieved in connection with the solicitation of a contract may protest to CARTA. Any such protest must be delivered in writing within five days of the issuance of the RFP. Or within five days of the amendment there to if the amendment is the issue. A protest must set forth all specific grounds of protest in detail and explain the factual and legal basis for each issue raised.

1.5 COST OF PROPOSAL PREPERATION

CARTA shall not be responsible for any cost or expense incurred for preparation of the proposal in response to this RFP. Respondent shall not include such expenses as a part of the price proposal. CARTA shall be held harmless and free from any and all liability, claims, or expenses whatsoever, incurred by, or on behalf of any person or organization responding to this RFP.

1.6 PROHIBITED INTEREST

No member, officer, employee of CARTA, or members of their boards during his/her tenure or one year thereafter, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereafter.

1.7 TAXES

CARTA is a tax-exempt entity so they should be excluded from proposals. The Respondent should be aware that S.C. Code Ann. 12-8-550 requires withholding a percentage of payments made to certain nonresidents conducting business in South Carolina. Inquiries concerning S.C. Code 12-8-540 should be addressed to Withholding Section, South Carolina Tax Commission, PO Box 125, Columbia, SC 29214.

1.8 NOTICE TO PROCEED

The Respondent shall be issues a written Notice to Proceed. Any services provided prior to receipt of this Notice to Proceed shall be at the sole risk and expense of the Respondent.

1.9 LABOR PROVISIONS

South Carolina is a right-to-work state. The successful Respondent shall be responsible for compliance with all applicable requirements of 49 U.S.C. 5333(b)

1.10 TERMS

CARTA seeks to issue a contract for site assessment, recommendations to bring equipment into compliance, and execution of the work to obtain compliance.

2.0 SCOPE OF WORK

2.1 GENERAL SCOPE OF WORK PROVISIONS

This scope defines the requirements for delivering services to attain compliance the South Carolina Underground Storage Tank Control Regulations 61-92 Part 280. The result will be a site assessment, recommendations to bring equipment into compliance, and execution of the work to obtain compliance. All required documentation, engineering drawings, permit submittals, diagrams, and testing shall be included as deliverables.

2.2 BACKGROUND

DHEC regulates underground storage tanks (USTs) for the entire life of a tank system. This includes the planning, compliance, permitting, enforcement, and remediation efforts of underground storage tanks throughout the state. Requirements and procedures are codified as the South Carolina Underground Storage Tank Control Regulations (SCUSTCR) R.61-92, Part 280, which states that tank owners/operators are responsible for compliance. The regulation became effective on May 26, 2017 with some changes effective immediately and other changes that will become effective on May 26, 2020.

2.3 CURRENT SITUATION

The Charleston Area Regional Transportation Authority (CARTA) operates a transit vehicle maintenance facility located at 3664 Leeds Avenue, North Charleston, SC 29405. It is equipped with two underground storage tanks. These tanks each have a capacity of 2,000 gallons and are used for waste vehicle lubricants, mainly used motor oil. Based on a set of site plans stored at the maintenance facility, the tanks were originally installed by SCE&G in 1986. The first tank is located behind the building just

outside of the first vehicle bay in 'A' Shop immediate adjacent to the 'Main' Shop and the second tank is located just outside of the first vehicle bay of the 'B' Shop immediate adjacent to the 'Main' Shop. There is gravity-fed piping to the tank directly from the 'pit' where oil changes and fluid changes are performed.

The tanks are constructed of fiberglass-reinforced plastic and the piping material is steel in a polyvinyl chloride (PVC) sleeve. The current overflow protection device is a ball float vent valve. The annual inspection by DHEC was conducted on September 11, 2019 and was found to be compliant with the current requirements. The current procedure to assess leak detections is through groundwater monitoring. A monthly Drop Tube Test is performed to test for material release is performed by staff.

On a quarterly basis, the material is removed from the tanks by Safety-Kleen Systems, Inc. This process is a reoccurring, scheduled service overseen by CARTA's operating contractor, Transdev North America, Inc. The tank fill rate is variable, but fairly consistent based on preventive maintenance cycles on the fleet of vehicles. The variability arises with unscheduled maintenance that requires fluids to be drained, for example the draining of transmission fluid for a transmission repair.

Since this system connects directly to the oil change station, there is never a situation where more than 25 gallons is transferred to the tanks at one time. This is advantageous under the regulations as owners/operators are not required to use the spill and overflow prevention equipment if no more than 25 gallons is transferred at one time. Staff states the currently system works well as currently configured. It is convenient to have the gravity-fed component, although a pump-fed system would not be fundamentally change operations.

Based on a recent DHEC site inspection and review, CARTA must comply with the following elements by May 26, 2020.

2.4 TASKS/DELIVERABLES

2.5 TASK 1 – PROJECT MANAGEMENT

The successful bidder will operate as an extension of CARTA staff by providing project management, facilitating information exchange, coordinating, and the quality assurance review of deliverables. The project team will coordinate with the CARTA Project Manager to manage the successful execution of this scope of work. The successful bidder will need to monitor and coordinate work and progress within the allocated budget and timeline

Deliverables: Progress reports and invoices (monthly) and a final report, project documentation, plans, permits, engineering drawings, and all other materials produced in association with this project

2.6 TASK 2 – SITE ASSESSMENT

All facilities conducting monthly groundwater monitoring for release detection must have a valid site assessment. Complete an assessment in accordance with South Carolina Underground Storage Tank Control Regulations 61-92 Part 280.45(a). Not later than May 26, 2020, records of site assessments required under Section 280.43(e)(6) and (f)(7) must be maintained for as long as the methods are used. Records of site assessments developed after May 26, 2017 must be signed by a professional engineer or professional geologist, or equivalent licensed professional with experience in environmental

engineering, hydrogeology, or other relevant technical discipline acceptable to the South Carolina Department of Environmental Control (DHEC).

Deliverables: A site assessment document, supporting documentation, a technical memorandum summarizing all regulatory requirements and recommendations to reach attainment.

2.7 TASK 3 – CONDUCT EQUIPMENT TESTING

Perform a Tank Release Detection Operability Test in accordance with South Carolina Underground Storage Tank Control Regulations 61-92 Part 280.40 and all requirements stated therein by reference. Perform Piping Release Detection Operability Test in accordance with South Carolina Underground Storage Tank Control Regulations 61-92 Part 280.44 and all requirements stated therein by reference.

Deliverables: Documentation that the tests were completed annually recorded on the approved DHEC form, a completed DHEC-approved form, or submitted in an alternative format as approved by DHEC.

2.8 TASK 4 – CONDUCT A WALKTHROUGH INSPECTION

The successful bidder will conduct a walkthrough inspection to examine all elements in accordance with South Carolina Underground Storage Tank Control Regulations 61-92 Part 280.36 and all requirements stated therein by reference. Complete the DHEC Walkthrough Checklist Form D-3184 and train CARTA on the procedures to conduct future walkthrough inspections.

Deliverables: Documentation that the walkthrough inspection was completed, a completed DHEC Walkthrough Checklist Form D-3184 (<https://scdhec.gov/sites/default/files/Library/D-3184.pdf>), a procedure document to conduct future walkthrough inspections.

2.9 UST INFORMATION

<https://apps.dhec.sc.gov/Environment/USTRegistry/Registry/Details/09959>

3.0 SELECTION CRITERIA/SCORING PROCESS

The following criteria will be used in evaluating the proposals:

1. **Scope/Approach (30 points)** – Does the proposal demonstrate a clear understanding of the project and the needs of CARTA? Will the respondent be able to provide all the services described in the SOW. Does the approach to the project demonstrate an excellent technical understanding of the project?
2. **Previous Experience (30 points)** – Has the firm been involved in any other projects similar to this project? Are the respondent’s previous clients satisfied with the quality of the work product on similar projects?
3. **Schedule (25 points)** –Sufficient number of staff available to complete the work in a timely manner.
4. **Cost (15 points)**

PROPOSAL COVER SHEET

Legal Name of Organization _____

Authorized Signer: _____

Title: _____

Mailing Address: _____

Physical Address (If Different): _____

Telephone Number: _____

Fax Number: _____

Contact Person Name: _____

Contact Person Title: _____

Entity Type: Corporation Sole Proprietor

Partnership Other

Is Responder a HUB? Yes No

Certifying Agency: _____

APPENDIX A

Having carefully examined the Request for Proposal, attachments and related documents, the undersigned proposes and agrees to provide the specified services in accordance with the specifications described in the RFP.

CARTA will reimburse the Provider on the following basis:

_____	_____ per hour
_____	_____ per hour
_____	_____ per hour
_____	_____ per hour

Receipt of Addendum (if any)

1. _____
_____ Authorized Signature

2. _____
_____ Authorized Signature

ATTACHMENT A
CERTIFICATE REGARDING CONFLICT OF INTEREST

By signature of this Certificate, Respondent covenants and affirms that:

- 1.** No manager, employee or paid consultant of the Respondent is a member of the Policy Board, or an employee of CARTA;
- 2.** No manager or paid consultant of the Respondent is married to a member of the Policy Board, or an employee of CARTA;
- 3.** No member of the Policy Board, the President or an employee of CARTA owns or controls more than a 10 percent share in the Respondent's organization;
- 4.** No spouse of a member of the Policy Board, or employee of CARTA receives compensation from Respondent for lobbying activities.
- 5.** Respondent has disclosed within the proposal response any interest, fact or circumstance, which does or may present a potential conflict of interest;
- 6.** Should Respondent fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Respondent shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with CARTA and shall immediately refund CARTA any fees or expenses that may have been paid under the contact and shall further be liable for any others costs incurred or damages sustained by CARTA relating to that contract.

Name of Individual or Organization submitting application.

Name and Title of Authorized Signatory.

Signature

Date