

**REQUEST FOR PROPOSALS**

**TOWN OF ST. GEORGE  
WATER SYSTEM  
ASSET MANAGEMENT PROGRAM, GIS MAPPING and RATE STUDY**

**SCIIP Grant #A-23-P184**

**ISSUE DATE:  
OCTOBER 5, 2023**

**DUE DATE:  
NOVEMBER 6, 2023 at 11:00 a.m.**

**RECEIPT LOCATION:**

Town of St. George  
305 Ridge Street  
St. George, SC 29477

**OFFICIAL CONTACT:**

Samantha Martin, Town of St. George

[g\\_town@bellsouth.net](mailto:g_town@bellsouth.net)

(843) 563-3032

<https://saintgeorgesc.org/>

The Town of St. George reserves the right to reject any and all proposals or any parts thereof and to waive any irregularities or minor informalities in any proposal or in the proposal process and to make a contract award in the best interest of the Town of St. George.

This project is being funded in whole or in part by the South Carolina Infrastructure Investment Program (SCIIP), which is administered by the South Carolina Rural Infrastructure Authority (RIA) and funded by federal State and Local Fiscal Recovery Funds (SLFRF) through the American Rescue Plan Act (ARPA). All federal SLFRF requirements and SCIIP requirements will apply to the contract. All contractors and subcontractors are required to be registered in the federal System for Award Management (SAM) and may not be debarred from doing business with the federal government. Respondents on this work will be required to comply with all applicable federal regulations, including those listed in Exhibit A.

## **1. INTRODUCTION**

The Town of St. George is issuing this Request for Proposals (RFP) to identify a qualified consulting/engineering firm to provide the services described in Section 1.4. These services will be provided under contract with the Town of St. George, with funding provided by the South Carolina Rural Infrastructure Authority (RIA) through the South Carolina Infrastructure Investment Program (SCIIP) Grant #A-23-P184.

### **1.1. Method of Procurement**

This is a proposal-based selection. Award will be given to the highest ranked firm based on the factors outlined in Section 5, SELECTION CRITERIA. A contract will be negotiated after selection based on the proposal. The scope of work is outlined in Section 1.4.

### **1.2. Project Description**

The SCIIP funding will be used to develop an Asset Management Program for the Town's water supply system, GIS mapping of the system and a utility rate study.

The project is to be fully completed ahead of the grant period end date of April 30, 2025.

Relevant portions of the application for SCIIP funding, including a detailed project description, can be found in **Exhibit B**.

### **1.3. Information to be Supplied by Town of St. George**

Town of St. George will provide the following information and resources to the selected firm for use during the project:

- a. Any existing maps of the current infrastructure
- b. Existing asset management and/or capital improvement plan
- c. Utility financial records
- d. Current utility rate information
- e. Other system or project information
- f. Access to staff

#### 1.4. Scope of Work

The selected firm will be required to complete the following tasks:

1. Develop and deliver Comprehensive Asset Management Program for the Town's water supply system.
  - a. Inventory and survey current assets (including location, size, type, material, etc.);
  - b. Determine the condition of the assets;
  - c. Assess the criticality and useful life of the assets;
  - d. Develop a risk assessment;
  - e. Prioritize immediate needs, short-term and long-term goals; and
  - f. Develop an implementation/improvement plan to achieve identified goals.
2. Complete GIS Mapping of the system to include, but not be limited to the following components: source, storage tanks, wells, pumps, mains, lines, meters, valves, hydrants, etc.
3. Conduct a Utility Rate Study to address funding for operating and maintaining system assets.
4. Attend regular project progress/update meetings with the Project Team [estimate four (4) meetings: Project Kickoff Meeting, two (2) Project Update Meetings, Town Council Meeting].
5. Presentation of Asset Management Program and Utility Rate Study to Town Council.

The effort will require consultation with the Project Team: Town of St. George (the Grantee), the Berkeley Charleston Dorchester Council of Governments (BCDCOG, Grant Administrator) and staff of the Rural Infrastructure Authority (RIA, SCIIP Program Manager) on the project.

#### 1.5. Project Schedule

The estimated project schedule is as follows:

Start of Work/Initiate Data Collection and Existing Document Review	January 2024
Complete GIS Collection of Assets	June 2024
Completion of first draft of the Asset Management Plan and GIS Mapping	September 2024
Completion of final edits of the Asset Management Plan and Mapping	December 2024
Presentation of findings to Town Council	February 2025
Grant close-out	April 2025

Timely completion of the project is a key requirement, as delays could result in the loss of grant funding.

## 2. REQUEST FOR QUALIFICATIONS (RFP) PROCESS AND POLICIES

### 2.1. Submittal of Proposals

The Town of St. George is hereby issuing this Request for Proposals (RFP) to firms that have the capability and interest in undertaking and performing the scope of work described in this RFP. The RFP will be publicly advertised in accordance with the SCIP procurement guidelines.

The OFFICIAL CONTACT for this solicitation is:

**Samantha Martin**  
**Town of St. George**  
**305 Ridge Street**  
**St. George, SC 29477**  
**843-563-3032**  
**g\_town@bellsouth.net**

Each firm responding to this solicitation is officially a RESPONDENT. Each respondent must submit a sealed package containing an original and three (3) copies plus one (1) digital copy of its proposal to **Samantha Martin** at the address above no later than **November 6, 2023 at 11:00 a.m.** Proposals may be submitted in person, by messenger, or by regular mail. All submissions will be logged in and date and time stamped. **Any proposal that is received after the date and time specified will be logged and date and time stamped as "late" and returned unopened to the respondent.**

### 2.2. Proposed Procurement Timeline

Release date for RFP	October 5, 2023
Final Date to Receive Written Questions/Clarifications	October 20, 2023
RFP Closing Date	November 6, 2023
Completion of Selection Review Committee Review and Recommendation	November 15, 2023
Town Council Approval of Recommendation	January 8, 2024
Execution of Contract	January 2024

### **2.3. Labeling of Proposals**

All proposals must be submitted in a sealed envelope or package plainly marked "**Town of St. George – Asset Management Program, ATTN: Samantha Martin**" with the name and address of the respondent in the upper left-hand corner. No responsibility will attach to the Town of St. George or any official or employee thereof, for the pre-opening, post opening, or failure to open a proposal not properly addressed and identified.

### **2.4. Proprietary/Confidential Information**

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

### **2.5. Questions/Requests for Clarification**

All questions and/or requests for clarification regarding this RFP should be provided **in writing** to **Samantha Martin, Town of St. George via email at [g\\_town@bellsouth.net](mailto:g_town@bellsouth.net)**, no later than **5:00 p.m. on October 20, 2023**. All questions and requests for clarification submitted and the corresponding responses will be posted on the Town of St. George website, <https://saintgeorgesc.org/>, as an addendum to this RFP no later than October 27, 2023. No telephone inquiries will be accepted.

### **2.6. Addenda**

If it becomes necessary to revise any part of this RFP, a written addendum will be issued. All addenda issued by Town of St. George will become part of the official RFP and will be posted on the Town of St. George website, <https://saintgeorgesc.org/>. Receipt of all addenda must be acknowledged in the proposal.

### **2.7. Contact Policy**

No direct or indirect contact regarding this solicitation may be made with any representatives of the Town of St. George other than the official contact identified in this RFP. If such contact is made,

the Town of St. George reserves the right to reject a proposal submitted by that respondent. All questions and/or requests for clarification must be provided in accordance with Section 2.5 of the RFP. This contact policy applies to site visits and requests for technical information. Any technical information needed from the Town of St. George to prepare a proposal should be coordinated through the Questions/Requests for Clarification process outlined in Section 2.4.

## **2.8. Acceptance and Rejection of Proposals**

Any proposals that do not conform to the essential requirements of the RFP shall be rejected. The Town of St. George reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. The Town of St. George also reserves the right to accept or reject any or all proposals received in response to this RFP. The Town of St. George is not obligated to enter into any contract on the basis of any submittal in response to this RFP. The Town of St. George reserves the right to request additional information from any firm submitting a proposal under this RFP if such information is necessary to clarify the proposal.

## **2.9. Cancellation/Rejection**

The Town of St. George may cancel this RFP in whole or in part at any time if it is determined to be in the best interest of the Town of St. George. The Town of St. George may reject any or all proposals in whole or in part if it is determined to be in the best interest of the Town of St. George.

## **2.10. Conflict of Interest**

Respondents shall promptly notify the Town of St. George in writing of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the respondent's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that such a person may undertake, and request an opinion of the Town of St. George as to whether the association, interest, or circumstance would, in the opinion of the Town of St. George, constitute a conflict of interest. By submitting this proposal, the respondent certifies that it has no conflict of interest with any employee, agent, elected official or officer of the Town of St. George or any other conflict as may be set forth herein.

### **2.11. Collusion**

More than one proposal from an individual, firm partnership, corporation, association or related parties under the same or different names will not be considered. If the Town of St. George believes that collusion exists among respondents, all proposals from the suspected firms will be rejected. "Related parties" means respondents or the principals thereof, which have a direct or indirect ownership or profit-sharing interest in another respondent.

Respondents shall comply with all local, state, and federal directives, orders, and laws applicable to this RFP and any resulting contract.

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

### **2.12. South Carolina Infrastructure Investment Program (SCIIP) Requirements**

This project is being funded in whole or in part by the South Carolina Infrastructure Investment Program (SCIIP), which is administered by the South Carolina Rural Infrastructure Authority (RIA) and funded by federal State and Local Fiscal Recovery Funds (SLFRF) through the American Rescue Plan Act (ARPA). All federal SLFRF requirements and SCIIP requirements will apply to the contract. All contractors and subcontractors are required to be registered in the federal System for Award Management (SAM) and may not be debarred from doing business with the federal government. The successful respondent will be required to comply with all applicable federal regulations, including those outlined in Exhibit A. More information about program requirements can be found in the SCIIP Project Management Procedures found at [ria.sc.gov/resources/forms-documents](https://ria.sc.gov/resources/forms-documents).

## **3. PROPOSAL CONTENTS**

Respondents interested in providing the services outlined in this RFP must prepare and submit a proposal that must not be more than the equivalent of 50 single sided 8 ½ by 11-inch pages in length (not counting the front and back covers of the proposal, section dividers that contain no information, and any required forms). The proposal must include the following, in the order listed:

### **3.1. Cover Letter**

The response should contain a cover letter signed by a person who is authorized to commit the respondent to perform the work included in the proposal and should identify all subcontractors, materials, and enclosures being forwarded in response to the RFP.

### **3.2. Firm Qualifications**

Provide relevant information about the firm to include the following:

- a. Organization/company overview as it relates to the requirements of the RFP
- b. Organization/company overview of all sub-contractors as it relates to the requirements of the RFP
- c. Number of years the firm has been providing the requested services with a brief description of recently performed projects that indicate the past performance and abilities of the proposed team. More detail on specific projects should be included in the Relevant Experience section.

### **3.3. Key Personnel**

Provide a proposed project management structure that identifies the project manager and all personnel who will be assigned to work on this project, including a description of their abilities, qualifications (including education and licensure), and experience. Identify the proposed project manager who will be the sole point of contact for the Town of St. George during day-to-day operations and include their contact information. Include resumes for all key individuals (including sub-consultants) who will be completing a portion of the scope of work.

### **3.4. Relevant Experience**

Provide descriptions of similar projects that the organization and/or key personnel have completed, including tasks involved, timeframes, and outcomes. Include any relevant experience with federal requirements or grant-funded projects and/or experience with GIS mapping and development of utility asset management programs.

### **3.5. Project Approach**

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

### **3.6. Project Schedule**

Provide a proposed project schedule that includes the key tasks, duration, milestones and deliverables that will complete the scope of work within the timeframe outlined in this RFP.



### **3.7. Project Cost**

Provide a fixed price, total cost proposal for completing the scope of work outlined in this RFP. The proposal should be itemized by work tasks and inclusive of all fees. Include hourly fees that would be charged if additional work is added to the contract via change order.

### **3.8. References**

Provide three (3) client references for relevant projects within the last 5 years that indicate the past performances and abilities of the proposed team. Include a key client contact person for each project with their current daytime phone number and email address.

## **4. EVALUATION AND AWARD PROCESS**

### **4.1. Selection Committee**

The Town of St. George will conduct a formal selection process to identify the proposal that is most advantageous to the Town of St. George, based on the criteria detailed in Section 5. This process will include the formation of a selection committee and the appointment of other technical advisors as needed to review all of the proposals and score them based on the established selection criteria outlined herein. The award will be made to the highest rated and ranked respondent based on the cumulative scores of the selection committee.

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

### **4.2. Notice of Intent to Award**

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

### **4.3. Protested Solicitations and Awards**

Any respondent who is aggrieved in connection with the solicitation or award of a contract may protest according to the procedures outlined below.

#### **4.3.a Right to Protest**

Any actual or prospective bidder, proposer, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Town. The protest, setting forth the grievance and the grounds therefore, shall be submitted in writing within ten days after such aggrieved person knows or should have known of the facts giving rise thereto, but in no circumstance more than fifteen calendar days after notification of award of the contract.

#### **4.3.b Authority to Resolve Protests**

The Town shall have the authority to settle and resolve a protest of an aggrieved bidder, proposer, or contractor concerning the solicitation or award of a contract. If the protest is not resolved by

mutual agreement within five calendar days of the notice of protest, the parties shall submit the dispute to non-binding mediation, which shall be concluded within ten calendar days of the notice of protest.

#### **4.3.c Decision**

Should the parties fail to resolve the protest in mediation, the Town shall promptly issue a decision in writing, stating the reasons for the action taken. A decision of the Town shall be final and conclusive, and a copy of the decision shall be mailed or otherwise furnished immediately to the protestor and any other party intervening.

#### **4.4. Contract Negotiations / Award of Contract**

After the close of the appeal period, if no appeals were received or successfully granted, the highest rated respondent identified in the "Intent to Award" will be invited to enter into contract negotiations with Town of St. George to finalize the scope of work, personnel, hours, hourly rates, use of sub-consultants, and other direct costs that will be required to complete the agreement between the Town of St. George and the selected respondent. If an agreement cannot be reached with the top ranked firm, the Town of St. George will select the next highest ranked responsive and qualified firm and the negotiation phase will be repeated. This process will continue until an agreement is reached with a qualified firm that can provide the required scope of services within the project budget. Any contracts awarded as a result of this procurement process will be between the respondent and the Town of St. George.

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

### **5. SELECTION CRITERIA**

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

#### **5.1. Qualifications of Firm/Personnel (25%)**

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

### **5.2. Related Experience on Similar Projects (25%)**

Extent of relevant experience with projects of a similar nature, including experience with federally-funded grants and/or RIA state-funded grants.

### **5.3. Project Approach (20%)**

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

### **5.4. Ability to Meet Project Schedule (20%)**

The proposed project schedule as well as consideration of the workload of the firm and key personnel.

### **5.5. Project Cost (10%)**

Points for cost will be assigned by the Town of St. George's procurement officer or designee. The lowest total cost proposal will receive the maximum points and all other respondents will be assigned points on a pro rata basis.

**EXHIBIT A**  
**Terms and Conditions for SCIIP-Funded Professional Services Contracts**

The following terms and conditions will be incorporated into the contract for this work:

1. Termination for Cause and Convenience

The contract may be terminated in whole or in part as follows:

- i. By the Grantee, if a contractor fails to comply with the terms and conditions of the SCIIP award;
- ii. By the Grantee, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities;
- iii. By the Grantee with the consent of the contractor, in which case the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated;
- iv. By the Grantee upon written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if the Grantee determines in the case of partial termination that the reduced or modified portion of the contract will not accomplish the purposes for which the contract was made, the Grantee may terminate the contract in its entirety; or
- v. By the Grantee pursuant to termination provisions included in the SCIIP award.

2. Administrative, Contractual, and Legal Remedies

In addition to any of the remedies described elsewhere in the contract, if the contractor materially fails to comply with the terms and conditions of this contract, including any federal or state statutes, rules or regulations, applicable to this contract, RIA or the Grantee may take one or more of the following actions:

- i. Temporarily withhold payments pending correction of the deficiency by the contractor;
- ii. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;

- iii. Wholly or partly suspend or terminate this Contract; and
- iv. Take other remedies that may be legally available.

The remedies identified above, do not preclude the contractor from being subject to debarment and suspension under Presidential Executive Orders 12549 and 12689. The Grantee shall have the right to demand a refund, either in whole or part, of the funds provided to the contractor for noncompliance with the terms of this Contract.

### 3. Equal Opportunity Clause

During the performance of this contract, the contractor agrees as follows:

- i. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:
  - a. Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- ii. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a

formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

- iii. The contractor will send to each labor union or representative of workers with which he has a collective bargaining contract or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- iv. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- v. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- vi. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

4. Debarment and Suspension (Executive Orders 12549 and 12689)

- i. The Contractor certifies that it is not listed on the government-wide exclusions in SAM, in accordance with the OMB guidelines at 2 CFR 180 and 2 CF 1200 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension."

**EXHIBIT B**  
**SCIIP Application**





# SCIIP

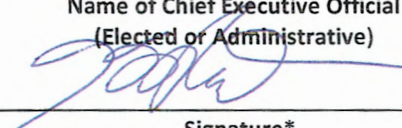
South Carolina  
Infrastructure  
Investment Program

## Grant Application

Applicant Information				
<b>Applicant Name:</b>		ST GEORGE WATER DEPARTMENT		
<b>Mailing Address:</b>		305 RIDGE STREET		
<b>City, State and Zip:</b>		ST GEORGE SC 29477	<b>County:</b>	DORCHESTER
<b>Utility Service Population:</b> <input type="radio"/> 30,000 or more <input type="radio"/> 3,301 - 10,000 <input type="radio"/> 10,001 - 29,999 <input checked="" type="radio"/> 3,300 or fewer		<input type="checkbox"/> Check here if applicant is submitting on behalf of a not-for-profit water/sewer company or other eligible entity.  Name: _____		
<b>NPDES Permit Number:</b>		<input type="checkbox"/> N/A	<b>PWS ID Number:</b>	181001 <input type="checkbox"/> N/A
<b>Regional Project Participants:</b>		<input type="checkbox"/> N/A		
Project Description:				
<b>Project Title:</b>		ASSEST MANAGEMENT PROGRAM AND GIS MAPPING		
<b>Project Summary:</b> (2-3 sentences)		The intent of this project is to establish an asset management program for the water system. One of the key components of the asset management program is to inventory the system, including GIS location of assets, and data collection such as, size, type, condition, etc.		
Grant Category:		Type of Project:		Project Benefit:
<input type="checkbox"/> Community Impact <input type="checkbox"/> Regional Solutions <input checked="" type="checkbox"/> Viability Planning		Check all that apply: <input checked="" type="checkbox"/> Water <input type="checkbox"/> Stormwater <input type="checkbox"/> Sewer <input type="checkbox"/> Planning		Number of customers/taps directly served by project:  Residential: 759    Business: 299
Funding Request & Budget Summary <i>A detailed estimate of all costs must be attached.</i>				
Source	Construction Costs*	Non-Construction Costs	Total	% of Total**
SCIIP Funds Requested:		\$ 610,000	\$ 610,000	100%
RIA State Funds Requested: <i>Service pop ≤10K or Tier III/IV</i>			Total Local Investment Dollars:  \$ 0	Total Local Investment Percentage:  0%
Other: _____				
Other: _____				
Local Funds:				
<b>Total Project Funding:</b>	\$ 0	\$ 610,000	\$ 610,000	
* Include a 25% construction contingency allowance ** SCIIP local investment requirements (the minimum percentage of project costs that must be provided by non-SCIIP funds): <b>Community Impact</b> Large Systems (≥30,000 service pop.): 25% of project costs Small Systems (<30,000 service pop.) or those in Tier III/IV Counties: 15% of project costs <b>Regional Solutions:</b> 15% <b>Viability Planning:</b> None				



## Grant Application

Project Schedule & Readiness				
Milestone	Expected/Actual Completion			
Final Design	Date: _____ <input type="checkbox"/> N/A	Permits required (list types):	N/A	
Permits Acquired	Date: _____ <input type="checkbox"/> N/A			
Acquisition	Date: _____ <input type="checkbox"/> N/A	# of easements/parcels needed:	N/A	
Advertise for Bids	Date: _____ <input type="checkbox"/> N/A	# of contracts planned:	1	
Start of Work	Date: <u>03/31/2023</u> <input type="checkbox"/> N/A	<b>Federal final expenditure deadline is December 2026</b>		
Completion of Work	Date: <u>06/30/2024</u> <input type="checkbox"/> N/A			
Contact Information				
	Name	Title	Phone	Email Address
Chief Elected or Administrative Official:	KEVIN R. HART	MAYOR	843-563-3032	mayor@townofstgeorgesc.org
Local Project Contact:	DION STRAUB	Superintendent	843-563-7112	stgeorgewaterdept@yahoo.co
Local Financial Contact:	ANNETTE MOORE	Clerk/Treasurer	843-563-3032	amoore@townofstgeorgesc.org
Engineer/Consultant:	JAMIE NOE	ENGINEER	859-948-5063	jdnoe@vaughnmelton.com
Certification				
<p>As the Chief Executive Official for the applicant, I certify that the information in this request and the attachments is complete and correct and that the applicant has authorized submission of this request for the SC Infrastructure Investment Program, which is funded through State Fiscal Recovery Funds allocated to the State of South Carolina and authorized by the American Rescue Plan Act, to assist in carrying out the project described herein. Further, I acknowledge that the herein described project will meet an eligible use of these funds as defined by U.S. Treasury's State and Local Fiscal Recovery Funds program guidelines, and that if awarded this project will comply with all applicable federal, state, and local regulations and laws.</p>				
Kevin R. Hart		Mayor		
Name of Chief Executive Official (Elected or Administrative)		Title		
		09/12/2022		
Signature*		Date		
<p>* Please save this completed form for electronic submission prior to signing. <b>Do NOT submit a scanned version.</b> The printed form with original, pen-and-ink signature must be mailed or delivered as detailed on page 6.</p>				

Please see the following pages for required attachments and application submission instructions.

**Applications must be received by 5:00 pm on September 12, 2022.**



## ATTACHMENT 1: APPLICATION NARRATIVE

### NEED

The St. George water system is owned and operated by the Town of St George. However, the system was originally constructed, owned, and operated by Peoples Water Service Company in the early 1930's. There is little documentation of the original system, the Town has no as-builts, system mapping, or equipment manuals of the original system. Over the years, the Town has made many repairs and replacements to the distribution system. In addition to the water distribution system, the Town has improved the system with the construction of the Kelly Street well (exact date unknown, believed to be prior to 1978), I-95 well, I-95 elevated storage tank and associated piping (constructed in 1978), and Quaker Road well, and Quaker Road elevated storage tank and associated piping (constructed in 2000).

Much of the original distribution is 2-inch galvanized steel, since there is no existing mapping or as-builts, the exact location of the line, tie-in points, and service locations are largely unknown. The Town currently has portions of their system GIS located, but the majority of the system remains unknown. Though repairs have been made over the years, at present there are 22 known leaks in the system. Additionally, over the past year there have been 32 repairs to the aging infrastructure.

### PROJECT DESCRIPTION

The intent of this project is to establish an asset management program for the water system. The program will inventory to current assets, determine the criticality of the assets, assess conditions, develop a risk assessment, prioritize short-term and long-term goals, establish budget, and make plan to achieve goals.

### FEASIBILITY

Much of the distribution system consists of 2-inch galvanized steel pipe, dating back prior to the early 1930's. There are currently 22 active leaks in the system, 37 leaks have been repaired in the past year. The majority of the leaks come from the 2-inch lines. The Town is trying to implement a plan for methodically replacing the 2-inch galvanized pipe with 6-inch PVC. The first step is to locate the pipe, valves, hydrants, and meters and determine their connectivity.

In order to meet the December 2026 funding deadline, the project is scheduled as follows:

Complete GIS collection of assets system wide –12/23

Develop Plan - 6/24

The intent of the Asset Management Plan is that it never be "complete". This should be an active living document to be used to help the Town develop new projects to enhance and improve the system. The Town will include in the annual budget as needed to update the plan to accommodate the changing and growing system.

#### BENEFITS/IMPACT

One of the key components of the asset management program is to inventory the system, including GIS location of assets, and data collection such as, size, type, condition, etc. This information will be used to determine a plan for current priorities and future projects to implement replacement. Additionally, the plan will be used in the development of other programs and plans such as O&M plans, valve exercise program, flushing program, rehabilitation and replacement plans, etc., all of which will be used to aid in developing budgets.

#### ATTACHMENT 2: DETAILED COST ESTIMATE

Asset Management Program  
Town of St George  
St George, South Carolina  
September 2022

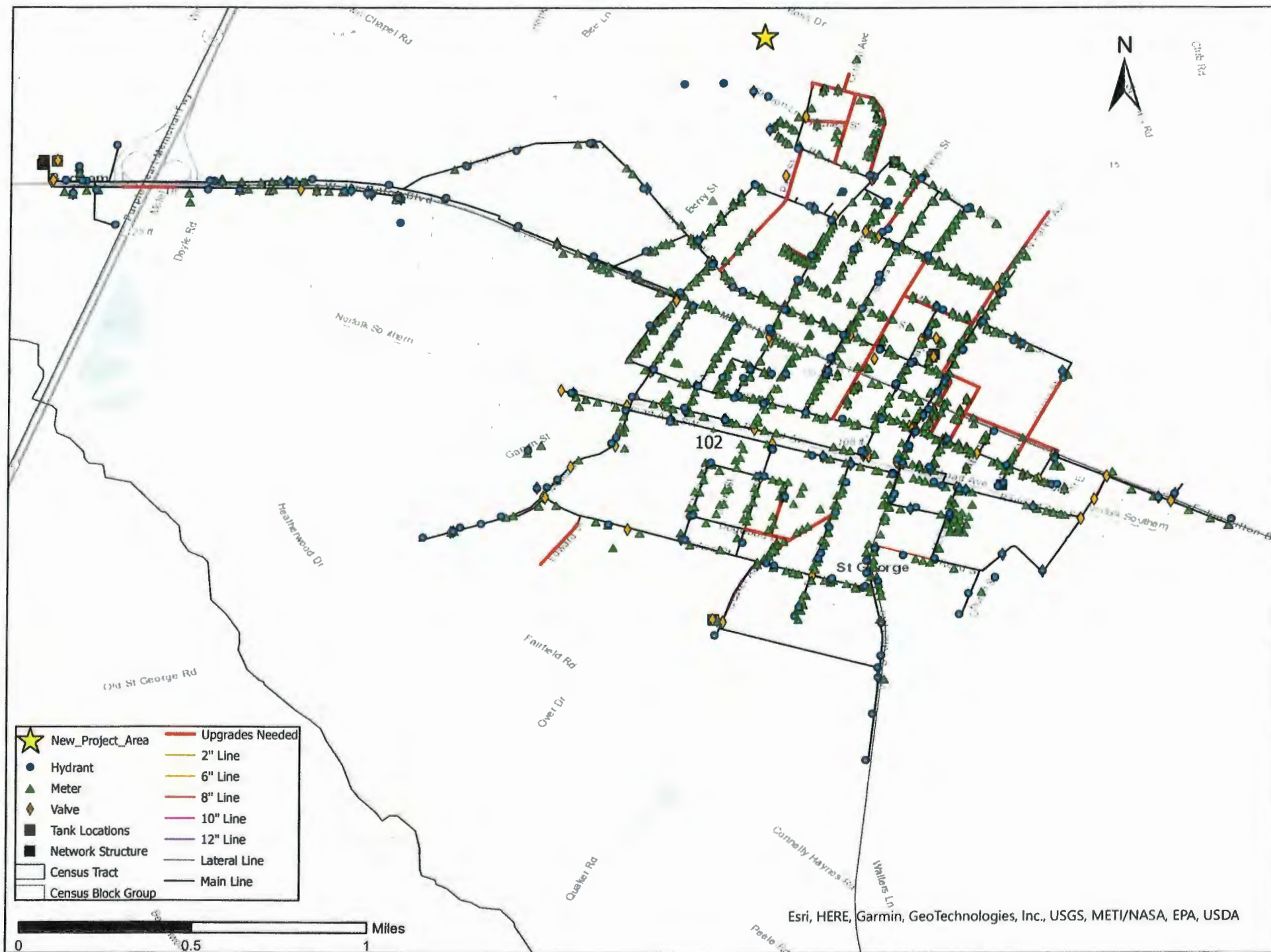
#### OPINION OF PROBABLE COSTS

Description	Quantity	Units	Unit Cost, \$	Total Cost, \$
Locate/survey waterline	74000	LF	\$ 3	\$ 222,000
pothole verify	100	EA	\$ 800	\$ 80,000
Locate/survey fire hydrants, valves, meters	1595	EA	\$ 60	\$ 95,700
GIS and mapping	1	LS	\$ 20,000	\$ 20,000
Progress Meetings/Administration	1	LS	\$ 20,000	\$ 20,000
Develop Written Asset Management Plan	1	LS	\$ 50,000	\$ 50,000
Contingency @25% of construction				\$ 121,925

<b>Total Estimated Project Cost =</b>	<b>\$ 609,625</b>
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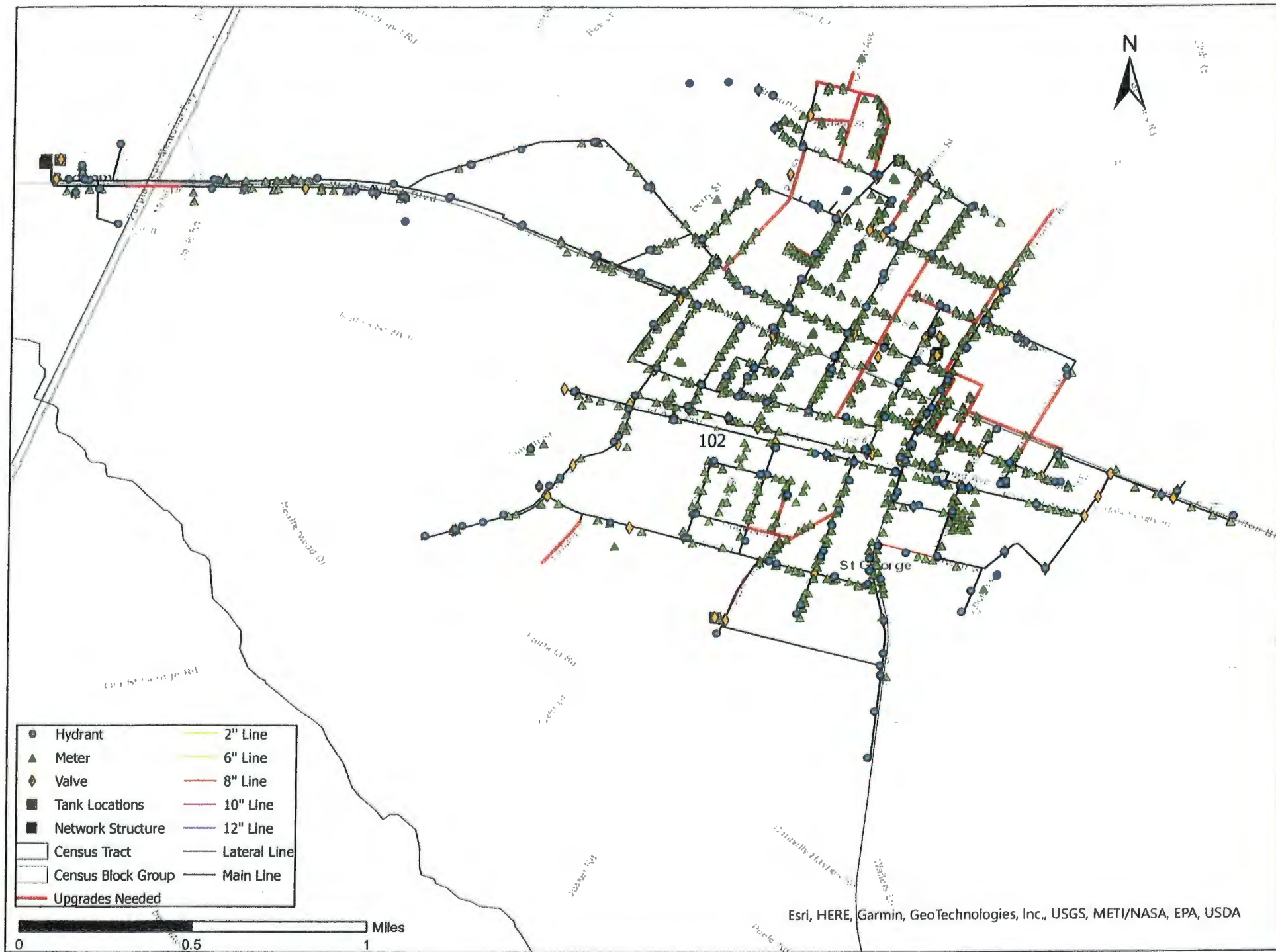
#### ATTACHMENT 3: SERVICE AREA MAPS

## TOWN OF St. George Proposed Water System





## TOWN OF St. George Proposed water System



# SC Water Utility Viability Tool Results

Date Completed: 9/12/2022

Utility Name

St. George Water Dept

Viability Score

70 of 100

	Benchmark	Response	Viability Points Earned	Maximum Potential Points
<b>Step 1. Infrastructure</b>			10	22
Primary System Service Population	> 10,000	< 3,300	0	6
Services Provided	-	Water Only	-	-
Water Service				
Age of the majority of the water distribution system: assets:	50 years 30 years	44 44	0	16
Has your water utility had any sanitary survey inspections in the past 5 years?				
Unsatisfactory sanitary survey inspections?		0		
Notices of Violation for major public health violations and/or water quality violations (not routine or M/R NOV's)	Zero	0	10	
Consent or Administrative Orders?		0		
Monthly Residential Water Service Bill	-	\$35.54		
Sewer Service				
Age of the majority of the wastewater collection system: Age of the majority of the wastewater pumping and/or treatment assets:	50 years 30 years	0 0	N/A	-
Has your wastewater utility had any compliance inspections in the past 5 years?				
Notices of Violation for major public health violations and/or major sewer overflows (not routine or M/R NOV's)	Zero	0	N/A	
Consent or Administrative Orders?		0		
Monthly Residential Sewer Service Bill	-	\$0.00		
Water & Sewer Service				
Combined Non-Compliance Issues	See above	-	N/A	N/A
System Age (Distribution, Pumping, Collection, etc.)	See above	See above	N/A	N/A
Monthly Combined Service Bill	-	\$35.54		
<b>Step 2. Managerial/Operational</b>			2	6
Do you have a current capital improvement plan?	Yes	Yes	1	1
Do you have an Asset Management Program?	Yes	No	0	1
Are your system assets mapped in a GIS System?	Yes	No	0	1
How many key staff positions within the organization are vacant and have been vacant for more than 3 months?	0	3	0	1
are vacant and have been vacant for more than three months?	0	0	1	1
Have the current members of your governing body (board or council) received training related to operation and management of a utility in the last 2 years?	0	None	0	1
<b>Step 3. Socio-Economics</b>			3	12
Primary Utility Service Area	-	St. George town		
Population Change	1.31%	-6.08%	0	3
Median Household Income	\$54,864.00	\$27,225.00	0	3
Poverty Rate	14.7%	35.9%	0	3
Unemployment Rate	6.2%	5.8%	3	3

Thank for using this self-assessment tool!

For information on viability resources, please visit [ria.sc.gov/utility-viability](http://ria.sc.gov/utility-viability)

# SC Water Utility Viability Tool Results

Date Completed: 9/12/2022

Utility Name

St. George Water Dept

Viability Score

70 of 100

	Benchmark	Response	Viability Points Earned	Maximum Potential Points
<b>Step 4. Financial</b>			55	60
<b>Step 4a. Balance Sheet</b>				
Unrestricted Cash	-	\$885,412.00	-	-
Total Outstanding Long Term Debt	-	\$0.00	-	-
Net Plant Assets	-	\$1,428,951.00	-	-
<b>Step 4b. Income Statement</b>				
Operating Revenue	-	\$680,261.00	-	-
Operating Expenses	-	\$459,906.00	-	-
Annual Depreciation Expense	-	\$87,529.00	-	-
Change in Net Assets	Greater than \$0	\$223,122.00	5	5
Annual Interest Expense	-	\$2,767.00	-	-
<b>Step 4c. Statement of Cash Flows</b>				
Annual Debt Principal Payments	-	\$0.00	-	-
<b>Step 4d. Fund Transfers</b>				
Transfers to/from General	None	No	-	-
Transfers from General	None	No	5	5
Transfers between 5% and 10% of Gross Revenues)	None	No		
Transfers Exceeding 10% of Gross Revenues	None	No		
<b>Step 4e. Calculation</b>				
Debt Service Coverage	Greater than 1.10x	111.27	10	10
Days Cash on Hand (Unrestricted)	Greater than 90 days	868	10	10
Debt to Net Plant Assets	Less than 50%	0	5	5
Asset Conditions	Greater than 25 years	16	0	5
Free Cash Flow as % of Depreciation	Greater than 50%	351.8	5	5
Annual Bill as % of MHI				
Water	2.00%	1.60%	10	10
Sewer	2.00%	0.00%		
Combined	4.00%	0.00%		
<b>State Benchmark</b>				
Water	\$41.39	Below 80th Percentile Benchmark	5	5
Sewer	\$51.08	0		
Combined	\$92.47	Below 80th Percentile Benchmark		

Thank for using this self-assessment tool!

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