



REQUEST FOR QUALIFICATIONS (RFQ)

REQUESTOR: City of Georgetown
1134 North Fraser Street
Georgetown, SC 29440
Contact: Daniella Howard, Purchasing Agent
Email: dhoward@cogsc.com
Phone: 843.545.4043

PROJECT: Sidewalk Program Project #1214

DATE OF ISSUE: Wednesday, February 14, 2018

DUE: On or before 3.00 pm EST (local time) Wednesday, February 28, 2018

Submit RFQ responses to:

City of Georgetown
Attn: Purchasing
Sidewalk Program Project #1214
2377 Anthuan Maybank Drive
Georgetown, SC 29440

CONTENTS

- I. INVITATION TO SUBMIT STATEMENT OF QUALIFICATIONS
- II. BACKGROUND
- III. RFQ PROCESS
- IV. SCOPE OF WORK
- V. RESPONSIBILITIES OF THE CITY
- VI. SUBMITTAL REQUIREMENTS
- VII. PROJECT SCHEDULE
- VIII. SELECTION CRITERIA
- IX. ATTACHMENTS

I. INVITATION TO SUBMIT STATEMENT OF QUALIFICATIONS

The City of Georgetown is soliciting statements of qualifications (SOQ's) with fee proposals from engineering firms to provide civil engineering consulting services for road and sidewalk improvements in the City's West End District.

SOQ's must be submitted in sealed envelopes and clearly marked as follows:

**“REQUEST FOR QUALIFICATIONS FOR
SIDEWALK PROGRAM PROJECT #1214”**

CITY OF GEORGETOWN, SC

Submit RFQ responses are to be mailed or hand delivered only to the address listed below:

City of Georgetown
Attn: Purchasing
Sidewalk Program Project #1214
2377 Anthuan Maybank Drive
Georgetown, SC 29440

The deadline for submittal is no later than **3:00 pm EST (local time), Wednesday, February 28, 2018**. Submittals received after the deadline will not be accepted for any reason. The City will not accept faxed or emailed submittals. The official clock shall be that of the Purchasing Agent.

When the Purchasing Division is closed due to force majeure, bid openings will be postponed to the same time on the next official business day.

Four (4) copies of the written SOQ's of reproducible quality must be submitted. Enclose fee proposal in a separate sealed envelope.

All project updates, if any, will be posted on the City's website at www.cogsc.com under "Current Bids". It is the responsibility of the proposer to obtain this information from the City's website.

Submittal Instructions

All procurement procedures are subject to the City of Georgetown's procurement policies as outlined in Section 2-187 of the City's Municipal Code.

1. Four (4) copies of the written SOQ's of reproducible quality must be submitted. Enclose fee proposal in a separate sealed envelope. No proposal will be accepted after the aforementioned due date and time specified above. Faxed or emailed proposals will not be accepted for any reason. The City reserves the right to waive any technicalities or informalities and to accept or reject any and/or all submissions as deemed by its sole judgement to be in its best interest. The City also reserves the right to terminate the selection process without notice, to waive any irregularities in any submittal, and to request additional information from any of the firms submitting a proposal.
2. All proposals should be clearly marked on the outside, "Sidewalk Program Project #1214".
3. It is the sole responsibility of the proposer to have their proposals delivered to the City of Georgetown before the closing hour and dated. The City assumes no responsibility for delivery of proposals that are mailed. Late, faxed, or emailed proposals will not be accepted nor considered for any reason and will remain unopened. The official clock shall be that of the City's Purchasing Agent, or designee. The City reserves the right to reject any or all bids and to waive any informalities and technicalities in the bid process.
4. Any Proposer may withdraw his qualifications either personally or by written request, at any time prior to the scheduled opening of responses. No proposer may withdraw qualifications for a period of thirty (30) days after the opening date. All Proposers shall be subject to approval of the City Council.
5. Proposals must be submitted by proposer's own format and shall address all RFQ requirements. Partial or incomplete bids may be rejected.
6. The proposer shall submit a rates for all services required, in an itemized format. All costs incurred in preparing the proposal, or costs incurred in any other manner by the proposer in responding to this RFQ, will be wholly the responsibility of the proposer. All materials and documents submitted by the respondent in response to this RFQ become the property of the City of Georgetown and will not be returned.
7. Any proprietary information contained in the proposal should be so indicated as follows:
Vendor Disclosure—Notice of SC Freedom of Information Act
"The parties acknowledge that all material submitted may be subject to release under the South Carolina Freedom of Information Act (FOIA) and will be released to the public unless exempt from disclosure under the FOIA. We discourage you from including any information you consider propriety or trade secret, as this material is subject to the FOIA once it's in the City's possession. If you must include any such information in your submission, please identify it by color, labeling, and/or bold font so that it can be readily recognized. In the event the City receives a request for this material, the City will notify those parties who have identified information they believe is proprietary or trade secret of the request. The City has a fifteen (15) day deadline to produce the material. This is your window to file an action challenging the release. Please be on notice that if the City is not served with such an action, the information will be released."
8. Proposals must be made in the official name of the company or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company or corporation

submitting the proposal. Proposals having any erasures or corrections must be initialed in ink by the vendor.

9. Letter of Interest – Must be no more than two (2) pages (one page is one side of an 8.5” x 11” paper) in length and include contact information and signature.
10. Summary of Qualifications, Experience, and Availability – Must be no more than five (5) pages. It should summarize qualifications, relevant experience, and availability to participate in the RFQ process to provide requested services to the City. Key staff members participating should be identified.
11. Proposed Process Approach – Must be no more than three (3) pages summarizing the method and approach to providing services to the City.
12. List of Professional References – Must be no more than one (1) page listing most recent professional references for similar projects and their contact information.
13. Disqualification and Rejection of Proposal – The City of Georgetown reserves the right to reject any proposal of a proposer who has failed to perform satisfactorily, or complete on time, or in a manner consistent with the RFQ documents, contract of similar nature, or to reject the proposal of a proposer who is not in a position to perform such a contract satisfactorily. The City expressly reserves the right to award the contract to the proposer that best meets the requirements as set forth herein.
14. Assignment of Contract – Assignment by the selected proposer of any contract to be entered into in accordance with this RFQ will not be recognized by the City of Georgetown unless such assignment has prior written approval of the City.
15. Insurance Provisions – (Applicable for work performed on site) - The selected proposer will be required to provide and maintain proof of insurance throughout the contract term in the amount of \$1,000,000.00 and as required at point of contract negotiation by the City’s Risk Manager as follows:
 - Comprehensive General Liability (per occurrence);
 - Comprehensive Auto Liability (per occurrence); and
 - Workers’ Compensation Liability
 - Professional Liability

The City of Georgetown is to be named as “Additional Insured” on the above insurance coverage as respect to the City’s interest under the contract. Certificates showing proof of insurance shall be submitted to the City prior to commencement of services under the Agreement. Further, it shall be an affirmative obligation upon the proposer to advise the City’s Risk Management Department at Fax No. 843.527.6173; email, lbell@cogsc.com, PO Box 939, Georgetown, SC 29442, within two (2) days of the cancellation herein, and failure to do so shall be construed to be a breach of the agreement.

16. Indemnification - The selected proposer agrees to indemnify, defend and hold harmless the City of Georgetown and their authorized officers, employees, agents, and volunteers from any and all claims, actions, losses damages, and/or liabilities arising from their acts, errors, or omissions and for any costs or expenses incurred by the City therefore under an agreement.
17. Compliance With Law – The selected proposer and its agents and employees shall be bound and comply with all federal, state and local laws, ordinance rules and regulations, as well as all other governing bodies having legal jurisdiction with respect to the area where such work is performed.
18. City Business License and Permits - (Applicable for work performed on site) - The selected proposer shall be required to obtain all applicable City of Georgetown permits and business licenses. Contact Jestin Gilliard, Revenues Manager, 843.545.4041, for business license information. Contact the Housing & Community Development

Department at 843.545.4017 for permitting information. These expenses shall be included in the total proposal cost.

QUESTIONS:

Questions regarding this Request for Qualifications (RFQ) should be submitted in writing to Orlando Arteaga, P.E., City Engineer, via email to uarteaga@cogsc.com, no later than 5:00 pm EST (local time), Friday, February 23, 2018. No questions will be accepted after the aforementioned deadline. All submittals shall include the following in the subject line:

Questions - RFQ for Sidewalk Program Project #1214

Answers to questions will be posted on the City's website at www.cogsc.com under "Current Bids" as an Addendum no later than 5:00 pm EST (local time), Monday, February 26, 2018.

II. BACKGROUND

Georgetown, South Carolina is an incorporated municipality with a population of approximately 9,163 residents. The City is located 60 miles north of Charleston and 36 miles south of Myrtle Beach and is the end point to the area commonly known as the "Grand Strand". Tourism is a major economic driver in the area as well as local industries including International Paper and Georgetown Memorial Hospital.

The City is soliciting proposals from qualified firms interested in providing civil engineering consulting services for municipal projects that include new sidewalk design, drainage, street lighting, and road improvements. Professional engineering services include construction management assistance to the City such as approval of submittals and pay applications, change order review, and enforcement of compliance with construction documents.

The Sidewalk Program Project consists on a multi-year project in an effort to make certain areas of the City more pedestrian friendly and to provide a safer route for local residents and students traveling on foot. An additional one year renewal may be considered at the end of the first agreement, pending satisfactory performance by the consultant and availability of funds.

The following streets in the West End District have been identified as deficient or in need of enhancement under the City of Georgetown Public Works Sidewalk Program Project. See table below:

Street Name	Approximate Length in Feet	Intersecting Streets
Front	1725	From Alex Alford To Lafayette
Prince	1700	From Lafayette To Alex Alford
Hawkins	1145	From S. Merriman to End of Street
Butts	1500	From S. Merriman to Alex Alford
Gilbert	1522	From S. Merriman to Alex Alford

The first priority will be the sidewalk improvements on Front Street from Alex Alford to Lafayette Streets.

The City anticipates to conduct the design, permitting, bidding and construction bid approval during the remaining part of the 2017-2018 fiscal year.

III. RFQ PROCESS

The City of Georgetown will conduct the selection of engineering firms in the following manner:

The Project Review Committee will review the written Qualifications submitted by all firms. In its review, the Committee will consider all elements of the Request for Professional Qualifications. Following completion of its review, the Project Review Committee will generally select no more than five of the most qualified responding firms. The Committee may, if needed, interview each of the selected firms and select the most qualified by vote of the Committee. The department/division head will present the Committee's recommendations to the City Administrator or his designee, who will decide who may negotiate a fee for professional work to be done based on the scope of services. With City Administrator's approval, the designated staff member and/or City Administrator will proceed to the negotiation of fees. The firm's proposal shall include a task-man-hour breakdown showing hours per task, hourly rates, overhead, profit and expenses. In the event that the selected firm and the Committee cannot agree upon the fee and basis for compensation, the Committee shall negotiate with the second rated firm to do the work.

The City of Georgetown's Local Vendor Preference Ordinance does not apply under this RFQ.

IV. SCOPE OF WORK

The purpose of this RFQ is to solicit statement of qualifications to include separate sealed fee proposals from experienced civil engineering firms for the production of plans and specifications for Sidewalk Program Project along Front Street between Alex Alford Street and Lafayette Street in the City of Georgetown, South Carolina and enter into a contract for Design, Permitting, Bidding and Construction Management Services. The length of the area of work on Front Street is approximately 1,725 lineal feet.

The scope of work will generally include the following:

- Prepare a utility and topographic survey
- Prepare preliminary plans at the 60% and 90% stage for City's review and approval.
- Submit permit applications to SCDHEC and SCDOT on behalf of the City
- Sidewalk design criteria must meet ADA, SCDOT, and City's standards.
- Design must include accommodation and improvement of existing drainage infrastructure.
- Some road improvements and crosswalk improvements may be necessary.
- Prepare final construction plans and specifications that meet the current engineering standard of practice and care.
- Prepare two construction cost estimates, one at the 90% stage and the other prior to construction bid release.
- Incorporate the City's front-end documents with the consultant's technical specification as part of the Project Manual.
- Prepare signed and sealed construction plans and bid documents by a Professional Engineer licensed in the State of South Carolina.
- Assist the City with the bidding and selection of a contractor for construction services.
- Conduct pre-bid meetings, bid meetings, and pre-construction meetings.
- Provide consulting services as the Engineer of Record for the project.
- Construction management services will include pre-bid, pre-construction, and progress meetings and preparation of meeting minutes, response to RFI's and review of submittals in a timely fashion, evaluation and recommendation of progress payments and change orders, monitor construction and prepare field reports on as-needed basis, perform final punch-list inspections, and prepare as-builts.
- On-site materials testing and construction inspections will be performed by the City.

V. RESPONSIBILITIES OF THE CITY

- Provide pertinent information concerning the project including, existing engineering documentation, preliminary layout of the project, GIS information, existing Record Drawings that would assist with the development of the project.
- Review the submittals in a timely fashion in order to maintain the Consultant schedule. Provide comments and final approval of the drawings.
- Provide Front-End Documents for incorporation with the bid drawings and specifications.
- Pay for all applicable permit fees.

VI. SUBMITTAL REQUIREMENTS

- A.** A Qualification Statement of the information contained in this RFQ.
- B.** Name, address, and telephone number of the Proposer submitting a Qualification Statement pursuant to this RFQ, and the name of the key contact person.
- C.** The number of years the Proposer has been in business under the present name.
- D.** The number of years the Proposer has been under the current management.
- E.** Any judgments within the last three (3) years in which the Proposer has been adjudicated liable for professional malpractice. If any, please explain.
- F.** Whether the Proposer is now or has been involved in any bankruptcy or re-organization proceedings in the last five (5) years. If yes, please explain.
- G.** Confirmation of appropriate federal and state licenses as well as liability, worker's compensation insurance, and professional liability (Errors and Omissions) insurance required to perform the work.
- H.** Information relative to the engineering firm, including:
 - i.** Resumes of key personnel contributing to the project
 - ii.** Availability of staff resources.
 - iii.** Any proposed sub-contracts or joint arrangements with other firms if staff capability is not present and resumes of key personnel of other firms.
- I.** Methodology – a discussion of the general approach to the project(s) demonstrating a basic understanding of the assigned task.
 - iv.** A narrative statement of the Proposer's understanding of the City's needs and goals.
 - v.** A detailed description of the tasks associated with the work and a statement detailing how the Proposer may approach the project differently.
 - vi.** A preliminary assignment of key personnel and proposed completion dates of each task.
 - vii.** Proposer will provide a brief description and references for previously completed projects of similar scope.
- J.** List all family members of Principal(s) of Proposer who are City employees or elected officials of the City. For purposes of the previous statement, "family members" is defined by the Ethics, Government Accountability and Campaign Reform Act of 1991 (Act No. 248 of 1991; Section 8-13-100(15)) as an individual who is the spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grand parent, grandchild, a child residing in the household, or an individual claimed as a dependent for income tax purposes.

- K.** Proposer shall submit a lump sum proposal in a sealed #10 envelope. Provide costs for all design, bidding and construction management services required in an itemized format. Include a total estimate of hours for each phase including both design and construction services with their associated hourly labor fees. Hourly rates shall include overhead and profit. Allow five (5) visits for meetings and site observations including punch list.
- L.** A billing rate sheet identifying cost details including, but not limited to, the hourly rates of each of the individuals, by title, who will be performing services.
- M.** List office location(s) of the proposer and any sub-proposers and the staffing levels at each office.
- N.** All costs incurred in preparing this proposal will be the responsibility of the Proposer.
- O.** Documentation of minority/woman/veteran owned business, if applicable.

VII. PROJECT SCHEDULE

Advertisement of RFQ	Wednesday, February 14 , 2018
Deadline for submitting questions regarding this RFQ Emailed to: oarteaga@cogsc.com	No later than 5.00 pm EST (local time), Friday, February 23, 2018
Answers to all submitted questions will be posted on the City's website at www.cogsc.com under "Current Bids"	Monday, February 26, 2018, by close of business day
RFQ Submittal Deadline	No later than 3.00 pm EST (local time), Wednesday, February 28, 2018
City Council Approval (Tentative)	March 15, 2018
Notice to Proceed (Tentative)	March 20, 2018
Design Completion (Tentative)	45 days after Notice to Proceed
Construction Start (Tentative)	July 2018
Construction Completion (Tentative)	September 2018

VIII. SELECTION CRITERIA

Proposals will be evaluated and pre-selected for Council approval on the basis of the following criteria:

- A. Experience of engineering firm in municipal type projects with CDBG, Safe Route to School, USDA or other grant related projects in Georgetown, Horry, and Charleston counties. (30 points)
- B. Management and technical staff qualifications. Provide firms' ownership and engineering staff assigned to this project. Submit evidence of your staff's ability to calculate accurate construction cost estimates. (25 points)
- C. Commitment to project schedule. Submit evidence of your firm completing design projects on time. Supply statement indicating the firms has the resources to complete the design work within this fiscal year. (25 points)
- D. Classification as a Women, Minority, Veteran Owned Business. Submit documentation. (20 points)

IX. ATTACHMENTS

Attachment A- Professional Consulting Services Agreement Sample

Attachment B- Front Street Map