

CITY OF BEAUFORT
STATE OF SOUTH CAROLINA
REQUEST FOR QUALIFICATIONS

RFQ NO. 2015-101



CITY OF BEAUFORT
BUILDING INSPECTIONS, PLAN REVIEW,
BUILDING CODES & PERMITTING, AND
FLOODPLAIN MANAGEMENT SERVICES

DUE: August 8, 2014 by 2:00 PM

CITY OF BEAUFORT, SC

REQUEST FOR QUALIFICATIONS

RFQ NO. 2015-101

SEALED QUALIFICATION STATEMENTS will be received in the Finance Department, 2nd Floor, City Hall, 1911 Boundary Street, Beaufort, South Carolina until **2:00 P.M. ET Friday, August 8, 2014**. All qualified firms are invited to submit proposals to the City of Beaufort for the following:

City of Beaufort

Building inspections, Plan Review, Building codes & permitting, and Floodplain Management Services

SUBMIT: One (1) unbound original, four (4) bound copies and (1) digital copy (on a cd or jump drive) of all requested documentation must be received on or before **2:00 P.M. ET August 8, 2014**.

ADDRESS TO: City of Beaufort, City Hall, 2nd Floor Finance Department Attention: Thomas East

MAILING ADDRESS: 1911 Boundary St., Beaufort, South Carolina 29902

OFFICE ADDRESS: 1911 Boundary St., Beaufort, South Carolina 29902

EMAIL ADDRESS: teast@cityofbeaufort.org

PHONE NUMBER: 843-525-7071

FAX NUMBER: 843-986-5606

MARK OUTSIDE ENVELOPE: "RFQ NO. 2015-101 (Building inspections, Plan Review, Building codes & permitting, and Floodplain Management Services)"

DEADLINE ENFORCED

PROPOSALS DELIVERED AFTER THE TIME AND DATE SET FOR RECEIPT OF PROPOSALS SHALL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED TO THE OFFEROR. IT IS THE OFFEROR'S RESPONSIBILITY TO ENSURE TIMELY DELIVERY OF THEIR PROPOSAL. WEATHER, FLIGHT DELAYS, CARRIER ERRORS AND OTHER ACTS OF OTHERWISE EXCUSABLE NEGLIGENCE ARE RISKS ALLOCATED TO OFFERORS AND WILL NOT BE EXEMPTED FROM DEADLINE REQUIREMENTS. E-MAIL, TELEPHONE, OR FACSIMILE PROPOSALS WILL NOT BE ACCEPTED.

Any offer submitted as a result of this RFQ shall be binding on the offeror for **NINETY (90)** calendar days following the specified opening date. Any proposal for which the offeror specifies a shorter acceptance period may be rejected.

Proprietary and/or Confidential Information

Your proposal or bid is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your bid or 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 shall be subject to disclosure by the City.*

This Request for Qualifications is being issued by the City of Beaufort Purchasing Department. Direct all questions or request for clarification of this RFQ by email, mail, or fax contact information listed above.

Offerors are specifically directed not to contact any other City personnel for meetings, conferences, or technical discussions related to this request unless otherwise stated in this RFQ. Failure to adhere to this policy may be grounds for rejection of your proposal.

Offerors ARE CAUTIONED that any statement made by City staff persons that materially change any portion of this RFQ shall not be relied upon unless they are subsequently ratified by a formal written amendment to this RFQ. Any revisions to this RFQ will be issued and distributed as an addendum. All addenda, additional communications, responses to questions, etc. pertaining to the Request for Proposals may be accessed on the City of Beaufort website under Quick Links – “Bid Opportunities” at www.cityofbeaufort.org.

All Offerors should consult this website for updates before submitting bids.

THE DEADLINE FOR QUESTIONS IS: 4:00 P.M., JULY 24, 2014. ANSWERS TO SUBMITTED QUESTIONS WILL BE POSTED ON THE CITY WEBSITE BY 5:00 PM ON JULY 25, 2014.

If the Offeror discovers any ambiguity, conflict, discrepancy, omission or other error in the RFQ, Offeror shall immediately notify the City of such error in writing and request modification or clarification of the document. The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy; omission or other error in the RFQ or it shall be deemed waived.

The City of Beaufort reserves the right to reject any or all proposals, or any parts thereof, waive informalities, negotiate terms and conditions, and to select an Offeror that best meets the needs of the City of Beaufort and its employees.

Current E-Mail Address Required

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 Offerors via e-mail. No hard copies will be sent regular mail unless specifically requested.

Compliance with the South Carolina Illegal Immigration Reform Act

Any Firm entering into a service contract with the City of Beaufort must certify to the City of Beaufort that the Firm intends to verify any new employees’ status, and require any sub-consultants performing services under the service contract to verify their new employees’ status, per the terms of the South Carolina Illegal Immigration Reform Act, and as set out in Title 41, Chapter 8 of the Code of Laws of South Carolina, 1976.

POLICY CONCERNING MINORITY AND WOMAN OWNED BUSINESS ENTERPRISES

Intent

Business vendors owned and operated by women and minority persons, in general, have been historically restricted from full participation in the nation's free enterprise system to a degree disproportionate to other businesses.

The City believes it is in the community's best interest to assist minority and woman owned businesses to develop fully, in furtherance of City's policies and programs which are designed to promote balanced economic and community growth.

The City, therefore, wishes to ensure that minority and woman owned businesses (M/WBEs) are afforded the opportunity to fully participate in the City's overall procurement process.

Goal for Participation

The City adopts the State of South Carolina's goal for participation of M/WBEs: ten percent (10%) of annual controllable procurement expenditures which are defined as agreements between the City and a Firm to provide or procure labor, materials, equipment, supplies and services to, for or on behalf of the City. However, a specific expectation has not been set for this RFQ.

Required Forms

Vendors submitting proposals are required to include completed forms that are found at the end of the General Conditions Section of this document.

Vendors should also be aware that, should a contract be awarded, the City will require reports of the utilization of any minority business enterprises to be filed along with requests for payment. The City reserves the right to audit accuracy of the utilization reports that are filed.

The City of Beaufort reserves the right to reject any or all bids; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the bids submitted; to award the contract according to the bid which best serves the interests of the City; or to not award the contract if the City determines that it is not in its best interest to do so.

Proposals that are not signed will not be accepted as complete and shall not be considered. Proposals must be signed in ink (not typed) in the appropriate space(s) by an authorized officer or employee of the offeror.

The words "Bidder", "Offeror", "Proposer", "Vendor", and "Firm" are used interchangeably throughout this RFQ, and are used in place of the person, vendor, or corporation submitting a bid.

REQUEST FOR QUALIFICATIONS
CITY OF BEAUFORT
BUILDING INSPECTIONS, PLAN REVIEW, BUILDING CODES & PERMITTING, AND FLOODPLAIN
MANAGEMENT SERVICES

I. **INTRODUCTION**

The City of Beaufort (hereinafter "City"), Beaufort County, South Carolina, a municipal corporation is soliciting competitive sealed qualification statements to contract for professional services for managing all aspects of the City's building codes function, including building inspections, plan review, building codes & permitting, and Floodplain management. The City will consider entering into a contract with a qualified and responsible firm for such services, and accordingly are furnishing herein a set of specifications by which such proposals shall be evaluated. Any firm desiring to furnish a proposal for such services shall submit a qualification statement following the instructions and format of the attached Request For Qualifications (RFQ) documents.

II. **SCOPE OF SERVICES**

The City of Beaufort, SC (City), invites proposals from interested and qualified persons and/or firms with experience and technical qualifications related to managing and administering a building codes office, building construction according to International Code requirements, building inspection, plan review, administering and enforcing floodplain management regulations, ADA (American with Disabilities Act) requirements, and other related professional and technical services to provide support services required by the City Planning Department. The ability to interpret and apply the City's code and ordinances, the International Codes, as well as applicable state and federal regulations, is critical to provision of these services. Qualified Applicants must possess all licenses, certifications and permits necessary to provide the professional services described herein.

The Planning Department coordinates all plan review and building inspection functions. Plan review includes reviewing plans for compliance with the International Codes, the City's Flood Damage Prevention Ordinance, and other applicable code provisions in addition to compliance with applicable state and federal laws.

The firm shall administer and manage all aspects of the City's building codes function except for those duties assigned to the City's Permit Technician which are accepting plans, taking in fees, and issuing permits as approved by the building official. Building inspection services includes comprehensive field inspection in accordance with adopted codes and standards for site improvements and building construction of projects from start to finish. In addition to the City Code, the City adopted the following Construction Codes with some amendments as noted in the City's Code of Ordinances:

2012 International Building Code with SC modifications;
2012 International Residential Code with SC modifications;
2012 International Fire Code with SC modifications;
2012 International Plumbing Code;
2012 International Mechanical Code;
2009 International Energy Conservation Code;

2012 International Fuel Gas Code with SC modifications;
2011 National Electrical Code;
2012 International Existing Building Code; and
2012 International Property Maintenance Code

During the five year term of the contract between the individual or firm and the City, the individual or firm will be required to keep informed of applicable local, state, and federal laws and regulations, including, but not limited to, those pertaining conflicts of interest which in any manner affect those employed by the individual or firm or in any way that affects the performance of plan review, building inspection, or other building services.

III. **QUALIFICATIONS**

The individual or firm must:

Possess the necessary licenses and certifications in the State of South Carolina to perform the required inspections and plan reviews. All personnel shall be ICC certified in the field they are inspecting, and duly licensed by the State of South Carolina. An ICC certified and South Carolina Licensed Building Official, who is also a Certified Floodplain Manager, will maintain an office at the City and will be at the disposal of the City during normal business hours Monday through Friday. Firm must obtain City Business License.

Shall provide a list of qualified staff available for the project and will provide a detailed resume for the proposed building official/project manager who will be assigned to the City.

Shall provide a liability insurance policy with a policy limit of at least \$1,000,000 per occurrence, and shall provide proof of worker's compensation insurance coverage as required by SC Labor Code and will provide the last three (3) years' Experience Modification rate report for the worker's compensation coverage.

Demonstrate experience in a wide variety of plan review and building inspections including high-end custom homes, large commercial projects, hospitals, industrial parks and manufacturing uses, parking structures, and entertainment-related development (hotels, motels, restaurants, and various entertainment venues). The firm shall also demonstrate experience applying the International Codes, including the Existing Building Code, to structures in National Register Historic Districts.

The Building Official assigned to the City will average 2-4 hours in the office per day to attend meetings, answer questions, review plans, and perform other administrative duties as needed. All normal inspections shall be completed within twenty-four (24) hours following notification of request for inspection, excluding weekends and State holidays. During Natural disasters this will extend to forty eight (48) hours.

The individual or firm in the event of a natural disaster will bring to bear additional staff to handle post disaster issues (i.e. – FEMA storm damage assessment, increased building permits, plan reviews, and inspections). The firm will coordinate all aspects of the damage assessment process including initial and longer term assessments. This will involve working with the Beaufort County Emergency

Management Division, the Beaufort County Assessor's Department, and utilizing damage assessment software that may be provided by the Beaufort County. The firm shall implement an emergency permitting process if requested by City staff. Shall provide information regarding experience with natural disaster recovery efforts in similar size communities.

The individual or firm will coordinate preparation of the City's ISO Building Codes Effectiveness Grading System Audit and the National Flood Insurance Program's Community Rating System (CRS) audit. It is the City's goal to increase its CRS classification by one class level at the City's next 5-year review.

The individual or firm shall work only on a fee percentage basis for all residential and commercial permit fees, plan reviews, and re-inspection fees collected. The City will have no fixed cost that is not part of the fee schedule.

The individual or firm will be required to attend as needed all planning, zoning, ISO, flood, FEMA, meetings including the weekly Pre-Application Conference, that are held during normal business hours on a regular basis.

The individual or firm must be knowledgeable in and be able to cogently explain verbally and in writing all applicable International Codes, local (the City Code of Ordinances), and the floodplain requirements, as well as all state and federal regulations (including ADA requirements), that are applicable to inspections, engineering design, and plan review.

The individual or firm shall provide information related to how the company will work to maintain positive relations with the building community and keep the community informed about changes in codes and pending legislation.

The individual or firm must provide qualified plan reviewers on staff who will be accessible and available to discuss and clarify plan reviews with developers, designers, architects, Firms, and City staff by phone, email, or in person, and

Not perform services for any other person or entity that would result in a conflict of interest such as performing design work for individuals or commercial enterprises within the City limits.

IV. **SUBMISSION REQUIREMENTS**

a) **RESPONSE TO THIS REQUEST FOR PROPOSALS MUST INCLUDE THE FOLLOWING:**

- i) Those firms or individuals interested in building inspection and plan review services must submit one (1) unbound Original, four (4) bound copies, and one (1) digital copy (on a cd or jump drive) and the proposal must include the items specifically enumerated in section IV, (ii). In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its proposal. This information may include documents such as a Respondent's profile or brochure.

b) **Proposal Development**

- i) **Required content of proposal:** The detailed requirements set forth in the Proposal Format are recommended. Failure by any Proposer to respond to a specific requirement may result in disqualification. The City reserves the right to accept or reject any or all proposals. Proposers are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited from proposers at the discretion of the City. Those proposals determined not to be in compliance with provisions of this RFQ and the applicable law and/or regulations will not be processed.

All costs incurred by the Proposer associated with RFQ preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of a contract, shall be the responsibility entirely and exclusively by the proposer.

- ii) **Proposal format:**

The proposal format requirements were developed to aid Proposers in their proposal development. They also provide a structured format so reviewers can systematically evaluate several proposals. These directions apply to all proposals submitted.

The purpose of the Proposal is to demonstrate the technical capabilities, professional proposals, past experiences, and knowledge within this industry. Proposer's proposal must address all the points outlined herein as required, in the following order.

In order to be considered for selection, respondent individuals or firms shall submit a proposal that addresses each of the following criteria, and shall also provide resumes and evidence of qualifications to provide the services listed in this RFQ.

- a. **Letter of Introduction:**

- (i) Provide a letter of introduction signed by a Principal or Senior Officer of the Firm.
- (ii) If submitting as a team, note which team is the prime consultant or lead joint venture partner, if applicable.
- (iii) Include the name, title and resume of the person who will be the lead/project manager and the names and titles and resumes for the individual(s) that will be providing the field inspections and/or plan reviews.

- b. **Firm Information and Qualifications**

- (i) Number of years the firm or individual has been in business.
- (ii) List the company and individual team members' experience in providing similar services, including a chart that indicates name, personnel qualifications, state registrations and/or certifications relevant to the type of plan review or other building services proposed to be provided by that individual.
- (iii) Identify any consultant/sub-consultant that you would expect to use, noting relevant disciplines. Include resumes and information regarding that firm(s) qualifications.

c. Proposer's Work History and References:

- (i) Provide a list of at least five current references. Include name of individual or organization, job title, email address, mailing address, telephone number(s). Identify the type of services provided to each individual/organization, the location where the services were provided, and the dates of service.

d. Firm's or Team's Capabilities and Abilities; Review Times

- (i) Provide a statement demonstrating your firm's or team's ability to accomplish the scope of services in a comprehensive and thorough manner to meet the needs of the City of Beaufort addressing scope of work identified above.
- (ii) Explain the firm's or team's technical capabilities in the following areas:
 1. Building Inspections
 2. Plan Reviews
 3. Floodplain Management

e. Professional Services Fees:

- (i) The City will only accept proposals from firms or individuals willing to work on a fee percentage basis. Proposer must provide a percentage reimbursement amount for how much the City will reimburse Proposer for all residential and commercial permit fees, plan reviews, and re-inspection fees collected.

f. Other Information to Provide

- (i) Explain the firm's or team's use of technology, such as whether you employ an internet tracking system that can be accessed by City staff on status of the plan reviews. Also provide what governmental software program(s) your firm is experienced in using for plan review, permitting, inspections, and tracking. (i.e. Accela, EnerGov, ViewPoint, BICE, Munis, BasicGov)
- (ii) Describe how you provide for responsiveness to phone calls or email from City staff and discuss your anticipated relationship with the City of Beaufort and your organization.
- (iii) List any lawsuits or arbitration proceedings that have been initiated by or against your firm in the past ten years. Briefly describe the nature of the action and the outcome.

g. Required Forms:

- (i) Proposals must include the required forms found at the end of the General Terms and Conditions section:
 1. Certificate of Insurance showing present coverage.
 2. Copy of the Proposer's City Business License (A Business License is not required to submit a proposal, however, if an award is made, the successful contractor will have ten (10) days to furnish a copy of the license to the Purchasing Division).

3. Ethics in Public Contracting Certification
4. Non-Collusion Affidavit
5. Small / Woman-Owned / Minority Business Enterprise Form
6. Non-Resident Taxpayer Affidavit (S.S. Department of Revenue I-312)
7. Certification of Compliance with the South Carolina Illegal Immigration Reform Act
8. RFQ Signature page (must be signed in ink)

V. **EVALUATION PROCESS AND SELECTION CRITERIA**

The City will evaluate proposals based on the factors outlined within this RFQ, which shall be applied to all eligible, responsive proposals in selecting the successful firm. The City's primary objective is to retain a consultant so that the City is best positioned to provide timely and professional plan review and inspection services in a qualified, efficient, and cost-effective manner, in combination with in-house City staff resources. The City reserves the right to disqualify any proposal for, but not limited to; person or persons it deems as non-responsive and/or non-responsible. The City reserves the right to make such investigations of the qualifications of the proposer as it deems appropriate.

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

City staff and evaluators will receive all statements of qualifications received timely. The candidate will be evaluated on the following criteria:

1. Experience in providing the same or similar services. (10 points)
2. Ability to understand and perform the plan review, floodplain management and inspection tasks efficiently and in accordance with the requirements of the City, approved documents, and State adopted codes. (15 points)
3. Demonstrated ability to make appropriate judgments about building code interpretations and alternate methods of achieving compliance with applicable codes in consultations with the City's Planning Department. (15 points)
4. Strength of personnel and team proposed to provide services. (15 points)
5. Cost to perform the required services as stated in the Scope of Work. (15 points)
6. Oral and written communication skills. (10 points)
7. References (10 points)
8. Responsiveness to Scope of Work. (10 points)

Firms submitting sealed proposals will be evaluated. After careful evaluation, the selection committee will rank the vendors and make a recommendation to the City Manager. The City hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into, pursuant to this request, minority business enterprises will be afforded full opportunity and are encouraged to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award. The City may choose to interview one or

more firms responding to this RFQ. The City reserves the right to request and obtain, from one or more firms, supplementary information as may be necessary for the City to analyze the proposal pursuant to the evaluation criteria. The City reserves the right to accept or reject any and all proposals that is in the best interest of the City.

GENERAL TERMS AND CONDITIONS

PUBLIC RECORD

After an award is made, copies of the proposals will be available for public inspection, under the supervision of the City's Purchasing Division from 8:00 a.m. to 5:00 p.m., Monday through Friday, at 1911 Boundary Street, 2nd Floor, City Hall, Beaufort, South Carolina 29902.

PROPRIETARY INFORMATION

The proposers are asked for any restriction on the use of data contained in their responses and told that proprietary information will be handled in accordance with applicable laws, regulations and policies of the City of Beaufort, South Carolina. All proprietary information shall be labeled as such in the proposal.

BACKGROUND CHECK

The City reserves the right to conduct a background inquiry of each proposer which may include the collection of appropriate criminal history information, contractual business associates and practices, employment histories and reputation in the business community. By submitting a proposal to the City, the proposer consents to such an inquiry and agrees to make available to the City such books and records as the City deems necessary to conduct the inquiry.

REQUIREMENTS

The successful vendor shall comply with all instructions and shall perform services in a manner to commensurate with the highest professional standards by qualified and experienced personnel.

JURISDICTION

This agreement shall be governed by the laws of the state of South Carolina.

ASSIGNMENT

The successful vendor shall not assign, transfer, convey, sublet, or otherwise dispose of any or all of its rights, title, or interest therein, without prior written consent of the City.

ACCEPTANCE OF PROPOSAL CONTENT

Before submitting a proposal, each proposer shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the performance of the contract and to verify any representations made by the City upon which the offer will rely. If the proposer receives an award as a result of its proposal, failure to have made such investigations and examinations will in no way relieve the proposer from its obligation to comply in every detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the proposer for additional compensation.

COMPETITIVE NEGOTIATION SOLICITATION

Negotiations shall be conducted, beginning with the proposer ranked first. If a contract satisfactory and advantageous to the City can be negotiated at a price considered fair and reasonable, the award shall be

made to that proposer. Otherwise, negotiations with the proposer ranked firsts shall be formally terminated and negotiations with the proposer ranked second shall be conducted.

FORCE MAJEURE

The successful vendor shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions, and acts of God beyond the control of the consultant, unless otherwise specified in the contract.

FAILURE TO ENFORCE

Failure by the City at any time to enforce the provisions of the contract shall not be construed as a waiver of any provisions. The failure to enforce shall not affect the validity of the contract or any part or the right of the City to enforce any provision at any time in accordance with its terms.

FAILURE TO DELIVER

In the event of failure of the successful vendor to deliver services in accordance with the contract terms and conditions, the City, after due oral or written notice, may procure the services from other sources and hold the successful vendor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the City may have.

EMPLOYMENT DISCRIMINATION

During the performance of the contract, the successful vendor agrees not to discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, or national origin; however, some conditions may be a bona fide occupational qualification reasonably necessary for the normal operations of the successful vendor. The successful vendor agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

DETERMINATION OF RESPONSIBILITY

The City may make such investigation as it deems necessary to determine the ability of a proposer to furnish the required services, and the proposer will furnish to the City requested information and data for this purpose. The City reserves the right to reject any proposer if the evidence submitted by or investigation of the proposer fails to satisfy the City that such proposer is properly qualified to carry out the obligations of a Contract, and to deliver the services contemplated herein. Proposer will fully inform themselves as to conditions, requirements, and scope and manner of services before submitting their proposal. Failure to do so will be at the proposer's own risk.

INDEMNIFICATION

The successful vendor covenants to save, defend, keep harmless, and indemnify the City and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fines, penalties, and costs, including court costs, attorney's fees, charges, liability, and exposure, however, caused, resulting from, arising out of, or in any way connected to the successful vendor's negligent performance or nonperformance of the terms of the contract.

INSURANCE

The successful vendor shall procure and maintain, during the life of the contract, insurance coverage, for not less than any limits of liability shown below and shall include contractual liability insurance as applicable to the successful vendor's obligations, with a carrier authorized to do business in the State of

South Carolina. All coverage shall be primary and shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. Original certificates, signed by a person authorized to bind coverage on its behalf, shall be furnished to the City by the successful vendor.

Certificates of insurance must be included in the proposal.

- a) Commercial General Liability: The successful vendor shall maintain insurance for protection against all claims arising from injury to person or persons not in the employ of the successful vendor and against all claims resulting from damage to any property due to any act or omission of the successful vendor, his agents, or employees in the operation of the work or the execution of this contract.

Where the work to be performed involves excavation or other underground work or construction, the property damage insurance provided shall cover all claims due to destruction of subsurface property such as wire, conduits, pipes, etc., caused by the successful vendor's operation. The minimum shall be as follows:

Bodily Injury (Injury or Accidental Death) and Property Damage..... \$1,000,000 per occurrence

- b) Comprehensive Automobile Liability: The successful vendor shall maintain Automobile Liability Insurance for protection against all claims arising from the use of vehicles, rented vehicles, or any other vehicle in the production of the work included in this contract. Such insurance shall cover the use of automobiles and trucks on and off the site of the project. The minimum amounts of Automobile Liability Insurance shall be as follows:

Bodily Injury (Injury or Accidental Death) and Property Damage..... \$1,000,000 Combined Single Limit

- c) South Carolina Workers' Compensation Insurance: The successful vendor shall maintain Workers' Compensation Insurance for all of his employees who are in any way connected with the performance under this agreement. Such insurance shall comply with all applicable state laws.

South Carolina Workers' Compensation - Statutory Limits
Employers Liability Insurance - \$500,000 - Each Accident
\$500,000 - Disease Each Employee
\$500,000 - Disease Policy Limit

- d) Professional Liability Insurance: If providing a professional service, the successful vendor shall maintain Professional Liability Insurance to cover errors, acts of omission by the vendor, its agents and representations in the performance of its obligations herein:\$1,000,000 per occurrence.

The successful vendor shall provide the City with a Certificate of Insurance showing proof of insurance acceptable to the City. Certificates containing wording that releases the insurance company from liability for non-notification of cancellation of the insurance policy are not acceptable.

The successful vendor and/or its insurers are responsible for payment of any liability arising out of Workers' Compensation, unemployment or employee benefits offered to its employees.

Insurance is to be placed with insurers with a current A.M. Best's rating of not less than A:VII, and licensed to operate in South Carolina by the South Carolina Department of Insurance, unless otherwise acceptable to the City.

Workers' Compensation policy is to be endorsed to include a waiver of subrogation in favor of the City, its officers, officials, employees, and agents.

The successful vendor shall maintain the Automobile Liability and General Liability insurance, naming the City, its officers, officials, employees and agents as Additional Insured as respects liability arising out of the activities performed in connection with this request for proposals. It shall be an affirmative obligation upon the successful vendor to advise the City at fax number 843-525-7013 or by e-mail within two days of the cancellation or substantive change of any insurance policy/coverage required above. Failure to do so shall be construed to be a breach of contract.

Should successful vendor cease to have insurance as required during any time, all work by the successful vendor pursuant to this agreement shall cease until insurance acceptable to the City is provided.

Deductibles, Co-Insurance Penalties, & Self-Insured Retention: The successful vendor shall agree to be fully and solely responsible for any costs or expenses as a result of a coverage deductible, co-insurance penalty, or self-insured retention; including any loss not covered because of the operation of such deductible, co-insurance penalty, or self-insured retention.

Sub-consultant's Insurance: The successful vendor shall agree to cause each sub-consultant employed by the successful vendor to purchase and maintain insurance of the type specified herein, unless the successful vendor's insurance provides coverage on behalf of the sub-consultant. When requested by the City, the successful vendor shall agree to obtain and furnish copies of certificates of insurance evidencing coverage for each sub-consultant.

PROFESSIONAL LICENSING

Successful vendor shall secure and pay for licenses, certifications and continuing education that may be necessary for proper execution and completion of the contract and which are legally required when proposals are received or negotiations concluded. All services shall be performed by qualified personnel under the supervision of a professional licensed or otherwise qualified by the state to practice land surveying, and the document(s) submitted shall bear the Surveyors seal and statement to that effect.

CITY BUSINESS LICENSE

The successful vendor must obtain all business license(s) required by the Beaufort City Code and ordinances. A Business License is not required to submit a statement of proposals. However, any vendor that receives an award under this RFQ shall be required to obtain a City Business License before work can begin. For further information on the provisions of The City Business License Regulations and their applicability to this contract, contact the Beaufort City Business License Department at (843) 525-7025.

TERMINATION FOR CONVENIENCE OR FOR CAUSE

The performance of work under the contract may be terminated by the City in whole or in part whenever the City determines that termination is in the City's best interest. Any such termination shall be affected by the delivery to the successful vendor of a written notice of termination at least fifteen (15) days before the date of termination, specifying the extent to which performance of the work under the contract is terminated and the date upon which such termination becomes effective.

The performance of work under the contract may be terminated by the City in whole or in part whenever the City determines, in its sole discretion that the successful vendor is not performing as set out in the contract. Any such termination shall be affected by the delivery to the successful vendor of a written notice of termination at least seven (7) days before the date of termination, specifying the extent to which performance of the work under the contract is terminated and the date upon which such termination becomes effective.

After receipt of a notice of termination, except as otherwise directed, the successful vendor shall stop work on the date of receipt of the notice of termination or other date specified in the notice; place no further order or subcontracts for materials, services, or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts; and settle all outstanding liabilities and claims.

COMPLIANCE WITH LAWS

The successful vendor shall, in the performance of work under this contract, fully comply with all applicable Federal, State, County, or City Laws, Rules, Regulations, or Ordinances and shall hold the City harmless from any liability resulting from failure of such compliance.

RIGHTS RESERVED BY CITY

The right is reserved by the City to reject any or all proposals; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the proposals submitted; and to award the contract based on the established criteria and according to the proposal which best serves the interest of the City.

NON-COLLUSION AFFIDAVIT

As part of the Respondent's proposal, the proposer shall include the attached Non-Collusion Affidavit duly signed by a principal of the vendor certifying that it is not a party to any collusive action or any action that may be in violation of the Sherman Antitrust Act. Any or all proposals shall be rejected if there is any reason for believing that collusion exists among the proposers. The City may or may not, at its discretion, accept future proposals for the same work from participants in such collusion.

ETHICS IN PUBLIC CONTRACTING

To comply with the provision of Section 8-13-100 et seq., Code of Laws of South Carolina, the proposer shall certify in writing and include with its proposal that its offer was made without fraud; that it has not offered or received any kickbacks or inducements from any other proposer, supplier, manufacturer, or sub-consultant in connection with the offer; and that it has not conferred on any public employee, public member, or public official having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money services, or anything of more than nominal value.

The proposer shall certify further that no relationship exists between itself and the City, another person, or organization that interferes with fair competition or constitutes a conflict of interest with respect to a contract with the City.

MINORITY/DISADVANTAGED SMALL BUSINESS PARTICIPATION

It is the policy of the City of Beaufort to undertake every effort to increase opportunity for utilization of small, disadvantaged, and minority businesses in all aspects of procurement to the maximum extent feasible. In connection with the performance of this contract, the successful vendor agrees to use their best effort to carry out this policy and insure that small, disadvantaged, and minority businesses shall have the maximum practicable opportunity to compete for subcontract work under this contract consistent with efficient performance of this contract. To this end, every proposer with the City is required to complete the S/WO/M BUSINESS ENTERPRISE FORM.

NON-RESIDENT TAXPAYER REGISTRATION AFFIDAVIT

Nonresident proposers receiving income from business conducted in South Carolina are required to pay taxes to the state on that income. To facilitate this requirement, a nonresident proposer must register with the South Carolina Secretary of State or the South Carolina Department of Revenue. In compliance with South Carolina Code Section 12-8-540 and 12-8-550, a proposer located outside of South Carolina that receives a contract from the City, must furnish to the City Form 1-312 (Rev.10/5/07), Nonresident Taxpayer Registration Affidavit Income Tax Withholding, properly executed and signed. The form can be found online at:

<http://www.sctax.org/NR/ronlyres/237372ED-DC22-4893-A75E-0CEDEBB8B9F6/0/I312.pdf>.

If your company is not presently registered with the appropriate state office, you may indicate the intent to do so should your company be awarded a contract. Questions concerning this form may be directed to the South Carolina Department of Revenue.

NON-APPROPRIATION

Any contract entered into by the City resulting from this RFQ shall be subject to cancellation without damages or further obligation when funds are not appropriate or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

ADDITIONAL DOCUMENTS

The following documents must be included with this Request for Proposals:

1. Certificate of Insurance showing present coverage
2. Copy of the Proposer's City Business License (A Business License is not required to submit a proposal, however, if an award is made, the successful vendor will have ten (10) days to furnish a copy of the license to the Purchasing Division).
3. Ethics in Public Contracting Certification
4. Non-Collusion Affidavit
5. Small / Woman-Owned / Minority Business Enterprise Form
6. Non-Resident Taxpayer Affidavit (S.S. Department of Revenue I-312), if applicable.
7. RFQ Signature page (must be signed in ink)

CITY OF BEAUFORT
SOUTH CAROLINA
RFQ SIGNATURE PAGE
RFQ NO. 2015-101

PROPOSER'S NAME: _____

The undersigned, having become familiar with the existing conditions and the Proposal Scope of Services hereby proposed, agrees to complete the work as described in accordance with the Request for Proposals and Contract Documents.

Proposer warrants that no gratuities, in the form of gifts, entertainment, or otherwise, were offered or given by the **Proposer**, to any officer or employee of the City with a view toward securing the contract or securing favorable treatment with respect to any determination concerning the performance of the contract.

This offer is genuine and not made in interest of or on behalf of any undisclosed person, vendor or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; **Proposer** has not directly induced or solicited any other **Proposer** to submit false or sham bid; **Proposer** has not solicited or sought by collusion to obtain for itself any advantage over any other **Proposer** or other **Owner**.

The words "Bidder", "Offeror", "Proposer", "Vendor", and "Firm" are used interchangeably throughout this solicitation, and are used in place of the person, vendor, or corporation submitting a solicitation.

Proposer has examined copies of all documents and of the following addenda (if applicable):

Addendum No.	Date
_____	_____
_____	_____
_____	_____

Address: Post Office Box: _____ Zip: _____
Street: _____ Zip: _____
City: _____ State: _____
Telephone: _____ Fax: _____
Email: _____

*Signature: _____ Title: _____

Proposal will not be accepted unless signed in ink (not typed) in the appropriate space by an authorized officer or employee of the bidder.

Printed Name: _____ Date: _____

ETHICS IN PUBLIC CONTRACTING AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____, being first duly sworn, deposes and says that:

1. He/She is _____ (title) for/of _____ (company/business), the Proposer that has submitted the attached Statement of Proposals;
2. He/She is legally qualified and capable of signing this affidavit and is authorized to do so by Proposer;
3. He/She is fully informed regarding the preparation and contents of the attached Statement of Proposal and of all pertinent circumstances respecting such Proposal;
4. Such Proposal is genuine and is made without fraud;
5. Neither the said Proposer, nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest has offered or received any kickbacks or inducements from any offeror, suppliers, manufacturer, or subFirm in connection with the offer, and they have not conferred on any public employee, public member, or public official having official responsibility for this procurement or transaction, any payment, loan, subscription, advance, deposit of money, services, or anything of value as defined in Section 8-13-100 of the South Carolina Code of Laws; and
6. Furthermore, neither the Proposer, nor any of its officers, partners, owners, agents, representatives, employees or parties in interest has any relationship with the City, another person, or organization that interferes with fair competition or that constitutes a conflict of interest with respect to a contract with the City.

DATE

COMPANY/BUSINESS

BY: _____

SIGNATURE

PRINTED NAME

SWORN to before me this _____
day of _____, 20____

ITS: _____

TITLE

Notary Public for _____(state)

My commission expires: _____

By: _____

(signature)

NONCOLLUSION AFFIDAVIT OF PRIME PROPOSER

STATE OF _____)

COUNTY OF _____)

_____, being first duly sworn, deposes and says that:

1. He/She is _____ of _____, the Proposer that has submitted the attached proposal;
2. He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
3. Such Proposal is genuine and is not a collusive or sham proposal;
4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Proposer, company or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, company or person to fix the price or prices in the attached Proposal or of any other proposer, or to secure through any other proposal, or to fix any overhead, profit or cost element of the bid price or the bid price of any other proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Beaufort, SC or any person interested in the proposed contract.

(signed)

(title)

SWORN to before me this _____
day of _____, 20____

Notary Public for _____(state)

My commission expires: _____

By: _____
(signature)

SMALL/WOMAN-OWNED/MINORITY BUSINESS ENTERPRISE FORM

YOUR COMPANY'S CURRENT STATUS	SUPPLIER BUSINESS CLASSIFICATIONS
<p>Is this a small business?</p> <p>Yes No</p>	<p>A small business is a business which is independently owned and operated, not dominant in its field of operation, and can qualify under criteria concerning number of employees, average annual receipts, or other criteria as outlined by the Small Business Administration. (See CFR Title 13, Part 121, as amended)</p>
<p>Is this a woman-owned business?</p> <p>Yes No</p>	<p>A woman-owned business is a business which is at least 51% owned by a woman or women who also control and operate the business.</p>
<p>Is this a minority-owned business?</p> <p>Yes No</p> <p>If Yes, please indicate minority group: <input type="checkbox"/> Asian American <input type="checkbox"/> Black American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Native American</p>	<p>A minority-owned business is a business which is at least 51% owned, controlled and operated by socially and economically disadvantaged individuals. The following groups are among those presumed to be socially and economically disadvantaged: Asian Americans, Black Americans, Hispanic Americans, and Native Americans.</p>
<p>Is this a disabled-owned business?</p> <p>Yes No</p>	<p>A disabled-owned business is a business which is at least 51% owned, controlled and operated by an individual or individuals who are disabled.</p>
<p>Is this a veteran-owned business?</p> <p>Yes No</p>	<p>A veteran-owned business a business which is at least 51% owned, controlled and operated by an individual or individuals who are U.S. veterans.</p>
<p>Is this a disabled veteran-owned business?</p> <p>Yes No</p>	<p>A disabled veteran-owned business is a business which is at least 51% owned, controlled and operated by an individual or individuals who are U.S. veterans and disabled.</p>
<p>Are the individuals who own, control and operate this business U.S. citizens?</p>	<p>Yes No</p>
<p>Is this business a non-profit organization?</p>	<p>Yes No</p>
<p>Is this business incorporated?</p>	<p>Yes No</p>