

CITY OF BEAUFORT
STATE OF SOUTH CAROLINA
REQUEST FOR QUALIFICATIONS
RFQ NO. 2017-IDC 01



CITY OF BEAUFORT
PROFESSIONAL CIVIL ENGINEERING AND
RELATED SERVICES
INDEFINITE DELIVERY CONTRACT
DUE: FRIDAY OCTOBER 7, 2016 by 2:00 PM

CITY OF BEAUFORT, SC
REQUEST FOR QUALIFICATIONS
RFQ NO. 2017-IDC 01

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, October 7, 2016**. All qualified contractors are invited to submit statement of qualifications to the City of Beaufort for the following:

City of Beaufort
Professional Civil Engineering and Related Services
Indefinite Delivery Contract

SUBMIT: One (1) unbound original and four (4) bound copies, and one (1) digital copy (on a cd or jump drive) of all requested documentation must be received on or before **2:00 P.M. ET October 7, 2016**.

ADDRESS TO: City of Beaufort, City Hall, 2nd Floor Finance Department, Attention: Michael Ahern

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

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

EMAIL ADDRESS: mahern@cityofbeaufort.org

PHONE NUMBER: 843-525-7071

FAX NUMBER: 843-986-5606

MARK OUTSIDE ENVELOPE: "RFQ NO. 2017-IDC 01 PROFESSIONAL CIVIL ENGINEERING AND RELATED SERVICES IDC"

A PRE-SUBMISSION MEETING WILL BE HELD AT 10:00 A.M. ET ON SEPTEMBER 28, 2016, IN THE PLANNING CONFERENCE ROOM OF CITY HALL, LOCATED AT 1911 BOUNDARY STREET, BEAUFORT, SC 29902. ALL POTENTIAL OFFERORS ARE ENCOURAGED TO ATTEND.

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 PROPOSALS. 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 package 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 qualification.

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. Direct all questions or request for clarification of this RFQ by email, mail, or fax to 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 Qualifications 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: 2:00 P.M., SEPTEMBER 21, 2016. ANSWERS TO SUBMITTED QUESTIONS WILL BE ADDRESSED AT THE PRE-SUBMISSION MEETING AT 10:00AM, SEPTEMBER 28, 2016 AND POSTED ON THE CITY WEBSITE FOLLOWING THE MEETING.

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.

Compliance with the South Carolina Illegal Immigration Reform Act

Any Contractor entering into a service contract with the City of Beaufort must certify to the City of Beaufort that the Contractor 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

Businesses 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 and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

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 Vendor 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

Contractors submitting proposals are required to include completed forms that are found at the end of the General Terms & Conditions. The City's General Terms & Conditions, a required component of all competitive procurement proposals, may be accessed on the City's website under Quick Links – Bid Opportunities – www.cityofbeaufort.org. All proposers are to certify that they have read the General Terms & Conditions and will adhere to them as a component of the contract documents.

Contractors 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", "Operator", "Contractor", and "Company" 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
PROFESSIONAL CIVIL ENGINEERING AND RELATED SERVICES IDC (RFQ NO. 2017-IDC 01)

I. INTRODUCTION

The City of Beaufort, South Carolina, is soliciting qualification statements (QS) for Professional Civil Engineering and Related Services from licensed, insured, bonded, experienced, and reputable engineering firms on an “as needed” basis, Indefinite Delivery Contract (IDC). The work shall consist of surveying, plan review, designing, preparing plans and bid documents, securing permits and managing construction.

Technical Areas of Interest:

- Roadways/Linear related engineering services.
- Drainage and Stormwater related engineering services.

Firms shall identify in their response to this Request for Qualifications the Technical Areas for which they want to be considered. During the selection process, each firm will be evaluated and ranked as to their qualifications to provide the services for each area of work they have requested to be considered.

Multiple firms may be selected and the desired contract term is for a period of one year, with an option to renew for four additional one-year terms. Firms may be chosen as specialty consultants for specific disciplines under the above general categories.

Firms interested in providing the aforementioned services must prepare and submit a statement of qualifications in accordance with the procedures in this Request for Qualifications. The City will review QS only from those firms that include all of the information required to be included as described herein (in the sole judgment of the City). The City will consider QS only from firms that have demonstrated the capability of such Engineering Services.

II. GENERAL SCOPE OF SERVICES

1. All offerors must be able to provide all supervision, manpower, materials, equipment and supplies necessary to complete any scope of work outlined. The services to be provided may include but are not limited to the following:
 - a) Surveying, geotechnical testing, and traffic studies.
 - b) Right-of-way investigation, property research, appraisal and negotiations.
 - c) Evaluations, analysis, reports, recommendations, cost and time estimates.
 - d) Design, preparation of contract and/or record documents.
 - e) All phases of permitting including but not limited to OCRM, DHEC, and encroachment permitting.
 - f) Construction administration.
 - g) Professional management throughout all phases of the project including but not limited to, periodic progress reports/meetings, proper processing of invoices for services, timely processing of project correspondence, field inspections and investigation.

- h) Other types of professional and non-professional services of a nature consistent with the intent of this RFQ as so directed by the City.
- 2. Awarded firm must be readily available within 24 hours when the City is in need of engineering services. Awarded firm must be able to meet deadlines and manage multiple tasks in a fast paced-environment.
- 3. Awarded firms may be called upon to attend public meetings and explain or present projects to various boards and commissions.
- 4. Awarded firm will coordinate landscape architectural services with our City staff when needed.

III. ADDITIONAL DOCUMENTS

Additional documents are available online under “Appendix A.” Proposers are required to review and be familiar with these documents as they are a part of the RFQ and will become part of the awarded contract. These documents also include the Price Summary Form (Attachment A). These additional documents may be accessed on the City of Beaufort website under Quick Links – “Bid Opportunities” at www.cityofbeaufort.org.

IV. SUBMISSION REQUIREMENTS

- 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. 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. 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 firm profile or brochure.

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 qualifications, past project experiences, and knowledge within this industry. Proposer’s proposal must address all the points outlined herein as required, in the following order.

- a. **Transmittal Letter:** A transmittal letter must be submitted with a Proposer’s proposal which shall include:
 - i. The RFQ subject and RFQ number.
 - ii. Name of the firm responding, including mailing address, e-mail address, telephone number, and names of contact person.

- iii. The name of the person or persons authorized to make representations on behalf of the Proposer, binding the firm to a contract.
 - iv. An affirmative statement that the proposer has read and agrees to the General Terms and Conditions and will adhere to them as a component of the contract documents.
- b. **Firm's Summary of Qualifications:** In this section, the submitter should provide a narrative designed to convince the selection committee of the submitter's qualifications, and advantages to the City in selecting them to provide the required services. At a minimum, this narrative should include:
- i. The offeror's specialized experience and technical competence of the firm and key personnel who will be directly involved in the work.
 - ii. The offeror's ability to perform the work in the given time frame considering their current and planned workload.
 - iii. A summary of the offeror's general business expertise including the financial strength of the firm.
 - iv. A summary of the offeror's recent, current and projected workload.
 - v. Prepare an executive summary stating the respondent's understanding of the scope of services and opinion as to why the respondent's firm should be chosen. Include any general information the firm wishes the City to consider about the QS.
- c. **Key Personnel:**
- i. The submission should clearly outline the background and experience of the key personnel. The key personnel consist of those members from the engineering firm who will be participating in any City engineering projects. If possible, please complete the Architect-Engineering Form SF330 found at <http://www.gsa.gov/portal/forms/download/116486> . Understand once the City issues a contract, no change in key personnel will be permitted without prior written approval from the designated City representative.
 - ii. Provide the following information for each proposed team member where applicable:
 - 1. Name
 - 2. Job title for this IDC
 - 3. Professional Discipline
 - 4. South Carolina license number
 - 5. Specific duties assigned on this IDC
 - 6. Recent experience with Engineering projects
- d. **Proposer's Work History and References:**
- i. Provide a brief description of municipal or local government engineering projects for which the Respondent provided IDC Engineering Services within the past three (3) years including those presently underway. Limit information to no more than five (5) projects.

Firms must exhibit considerable relevant experience in the Technical Area(s) they wish to be evaluated for, and should emphasize both the experience and capability of particular personnel, who will actually perform the work. All such descriptions should include:

1. Project location.
2. Project scope and description
3. Include cost estimates to actual project cost, including percentage of variation from initial estimate and percentage of Design and Engineering fees applied.
4. Name and contact information for a reference with knowledge of the responded work on the specified project.

e. Sub-Consultants/Contractors:

- i. Provide the Firm(s) and if possible the names and qualifications of all sub-consultant(s) that will be part of the Respondent's Team and identify the specific work the sub-consultant will perform. Once the City issues a contract, no change in sub-consultants will be permitted without prior written approval from the City.

f. Rates and Fees:

- i. The offeror is required to submit a fee schedule for all work categories the offeror is providing qualifications for. Please see Attachment A for example.
- ii. The offeror is required to provide a fee schedule showing the hourly rate for each staff position assigned. Due a possible increase in the cost-of-living index, please provide an hourly rate for the initial annual contract term, the second annual contract term, and the third annual contract term. A range of fees for a position is not acceptable. The fee schedule will apply to all services provided under this RFQ and will remain in effect for the duration of the contract. All other expenses such as travel shall be included as a separate amount at each rate schedule.
- iii. The City will not pay for travel time, travel expenses, and all other project-related expenses except as negotiated on a project basis.
- iv. Sub-consultant and testing services, when approved by the City's designated representative, will be negotiated as an additional service at one (1.0) times offeror's cost.
- v. Costs for printing plans and reports, copies of electronic files of record drawings and specifications, mail, telephone and fax charges, plan review fees and advertisements should not be included in the fee schedule. In the event a firm is chosen to contract with the city, these expenses will be negotiated at that time.

g. Required Forms:

- i. Proposals must include the required forms.

1. Certificates of Insurance showing present coverage as described in the “Insurance” section of the General Terms and Conditions.
2. Ethics in Public Contracting Certification
3. Non-Collusion Affidavit
4. Small / Woman-Owned / Minority Business Enterprise Form
5. Non-Resident Taxpayer Affidavit (S.S. Department of Revenue I-312)
6. RFQ Signature page (must be signed in ink)
7. Fee Schedule

h. Other Information to Provide:

- i. List any lawsuits or arbitration proceedings that have been initiated by or against your company in the past five years. Briefly describe the nature of the action and the outcome.
- ii. Proposer shall be responsible for providing a letter from the surety company that would issue Performance and Payment bonds for the Contractor included on your team, providing information on the Contractor’s bonding capacity. Performance bond is required.

V. PROPOSAL EVALUATION

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 issuance of this RFQ shall not commit the City to make any award. 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. Proposal evaluation criteria will be grouped into percentages factors as follows:

1. Nature and quality of previously completed projects. (15 points)
2. History of working with municipalities and other local government projects using a similar IDC. (15 points)
3. Understanding of the RFQ requirements and approach. (15 points)
4. Qualifications of key personnel submitted in RFQ. (15 points)
5. Availability to deliver the services required with flexibility in scheduling. (10 points)
6. History of previous project’s final costs compared to original budget. (10 points)
7. Fee schedule. (15 points)
8. Local Office. (5 points)

The firms submitting sealed qualifications responses will be evaluated based on the criteria and point scale above. The firms will be ranked by the selected evaluation committee. At that point, the top ranked firms may be asked to provide a short in-person presentation. After viewing these presentations, the selection committee will rank the presenting firms and begin negotiations with the top ranked firm. If negotiations should stall, then negotiations shall begin with the second highest firm and so on until an agreement can be made. Once terms are agreed upon, it shall be presented to City Council for approval.

CITY OF BEAUFORT
SOUTH CAROLINA
RFQ SIGNATURE PAGE
RFQ NO. 2017-IDC 01

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 Qualifications 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 "Company" 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: _____