

# REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES CONTRACT

## New Hope Church Roadway Improvements

Qualified engineering consultant firms are hereby invited to submit a proposal for design and consultation services for Roadway Improvements to a 1.7 mile section of New Hope Church Road in Union County.

### **I. PROJECT OVERVIEW**

Union County will require engineering support from a qualified engineering consultant firm (Consultants) to perform Engineering services for improving New Hope Church Road and upgrading it to meet the minimum South Carolina Department of Transportation (SCDOT) design specifications. The successful consultant firm will supply all engineering services for this project from conception of design through awarding of the construction project. Engineering services required for oversight of construction of the project will not be included in the scope of work for this contract.

The County will consider submittals from independent Consultants capable of providing all services defined in the Scope of Work as well as, Consultant teams combined from different companies who are capable of providing the necessary services.

### **II. SCOPE OF WORK**

A. Interested Consultants shall develop a team of professionals who are capable of providing all the variety of services necessary to address all facets of project. The County will not accept and will determine respondents who do not offer a comprehensive team as being non-responsive, non-responsible to the RFQ, thus, yielding a rejected submittal. The team of professionals may be from various subcontractors or from within the same company.

B. Responsibilities of the engineering firm for this proposal will include the following services for providing a completed set of construction documents ready for and including bid advertisement:

- Conceptual design along with construction drawings and specifications
- Estimating construction and right-of-way costs based on plans
- Obtaining right-of-way, including appraisals and document filing, as necessary
- Preparing final construction plans and bid packages
- Obtaining all necessary permits
- Preparing Bid Documents
- Receiving and opening bids and overseeing procurement procedures; publishing results
- Any other items as deemed necessary

C. Union County reserves the right to add or delete items and will consider the chosen consultant's ideas and suggestions that will enable the County to complete the project as described above.

### **III. QUALIFICATIONS**

The County requires submission of resumes of individuals proposed for any given assignment. The consultant shall submit information verifying the qualifications necessary to perform the work by submittal of the individual's resume. Individuals added to the assignment after the initial submittal is awarded, shall have a complete summary of qualifications submitted to the County for approval prior to commencing work. The County reserves the right to reject any individual deemed inappropriately qualified for an assignment and the Consultant may propose an alternative.

#### **IV. SUBMITTALS**

- A. No submittal preparation expense will be paid by the County in response to this solicitation.
- B. The approval or disapproval of Consultants and sub-consultants will be determined by their response to this request and past performance with Union County. The Consultant should make no assumptions as to this Committee's prior knowledge of qualifications.
- C. As a minimum, the submitted qualifications shall include the following:
  - 1 Standard Form 330, or similar format, listing only those projects similar to that described herein and the resumes of only the staff to be assigned to this contract. Clearly indicate for which staff position(s) they are being proposed. Based on their qualifications, some staff may meet the requirements for more than one employee classification. Multiple individuals may be listed under a single employee classification to assure adequate coverage of all areas of expertise. Provide a listing of relevant projects. Provide a listing of staff that worked on the project and their project assignment (i.e., design engineer, designer, etc.). Complete project description, nature of firm's responsibilities, project owners' name and reference contact with current telephone number, among other things, shall be fully described in the form. Due to space limitations in the form, separate, detailed resumes are encouraged.
  - 2 A statement by the Consultant of their ability both in experience and available manpower to meet the requirements contained herein.
  - 3 Conclusion, remarks, and/or supplemental information pertinent to this request.
- D. Any submittal may be withdrawn prior to the date and time set herein as the deadline for receipt of submittals. Any submittals not withdrawn prior to the deadline will constitute an irrevocable offer.
- E. The County will have up to ninety (90) calendar days to review all qualification submittals.
- F. Submittals received prior to the deadline may be opened but held in confidence. Submittals received after the deadline will be rejected and returned unopened.
- G. Negotiations will begin with the Consultant(s) considered most advantageous to the County. It is anticipated that the contract award will be made within ninety (90) calendar days after the receipt of submittals. Failure to meet this award schedule will in no way invalidate the submittals or any of the conditions contained in this RFQ.

#### **V. METHOD OF AWARD AND TERMINATION**

Union County intends to award a contract resulting from this RFQ to the responsive and responsible party whose submittals is determined to be the most advantageous to the County taking into consideration the evaluation factors set forth herein; however, the right is specifically reserved to reject any and all submittals. Union County shall be the sole judge of whether or not a submittal meets the requirements.

Submittals will be reviewed and evaluated by the review panel based upon the evaluation factors which are listed below in the order of their relative importance: : a.) quality of submittal; b.) Demonstrated

experience in the engineering and design of roadway construction projects from initial concept through final inspection c.) ability to meet schedule deadlines; time and budget constraints; d.) experience with county government related projects; f.) expertise, creativity, and innovation of firm; g ) location; h.) staff's technical competence; and i.) Knowledge of County, State, and Federal requirements and regulations for road construction projects.

#### **VI. CRITERIA USED TO DETERMINE QUALIFICATIONS**

The following criteria may be considered when evaluating the qualifications and experience of the Consultant's who have submitted submittals. This list is in general and not specific nor limited to these items:

- A. Quality and completeness of the submittal document submitted.
- B. Demonstrated experience and ability in roadway planning, design and construction
- C. Demonstrated ability to meet expected project schedules and completion times.
- D. Demonstrated experience in local government related projects.
- E. An evaluation of the firm's ability to perform on time and within approved budgets.
- F. Specialized expertise within the firm.
- G. Geographical relationship to Union County, SC.
- J. Qualifications and experience of the staff members proposed for this contract.
- K. Demonstrated experience with state and federally funded projects.

#### **VII. INTERPRETATIONS, DISCREPANCIES AND OMISSIONS**

Should any vendor find discrepancies in, or omissions from, the documents or be in doubt of their meaning, he should immediately request in writing an interpretation from: Rusty Snider, County Engineer at the Union County Public Works Office, 1246 S Duncan Bypass, Union, SC 29379, Telephone: 864-466-4775 (Office), fax: 864-429-1603, e-mail: rsnider@countyofunion.com. Requests received after **5:00 P.M., Friday, September 20, 2024** will not be considered.

All interested firms should submit six (6) copies of their qualifications the office of Phillip Russell, Union County Supervisor, 203 West Main Street, Union, SC 29379. Submittals must be enclosed in a sealed envelope with the "**New Hope Church Road Improvements**" clearly marked on the outside. All submittals are due no later than **3:00 P.M. (local time), Wednesday, October 2, 2024**.