

CITY OF WEST COLUMBIA, SOUTH CAROLINA #
REQUEST FOR QUALIFICATIONS #

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Requestor: City of West Columbia #
Post Office Box 4044 #
200 N. 12th Street #
West Columbia, South Carolina 29171-4044 #
Contact: Brian Carter #
bcarter@westcolumbiasc.gov #
Tel: (803) 791-1880 ext 600#

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PROJECT: City of West Columbia Brookland Development Engineering Project#

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1.1 General Introduction and Overview: #

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The City of West Columbia (hereinafter City) is requesting Statement of Qualifications from qualified civil engineering firms to provide professional construction document review, pay application review, consulting and related services to assist the City with the Brookland Development Project (hereinafter Project) located within the existing City Limits of West Columbia. #

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1.2 Project Area Description: #

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The proposed Project consists of construction review, pay application review, and consulting related to the Brookland Development Parking Garage and Public Facilities. This is a public/private partnership project funding in part by TIF Bonds. #

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1.3 Services to be provided: #

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The Engineer shall provide the following services: #

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- A. Perform construction document reviews; #
- B. Review pay applications and prepare change orders if applicable; #
- C. Provide consulting services to the City regarding the project.#

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Requirements related to the request for qualifications. #

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The following sections outline the requirements for the qualifications and the RFQ process. Engineering firms are cautioned to read this section carefully. Failure to provide all the requested information may cause RFQ to be rejected as non-responsive. #

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2.1 Type of Solicitation: #

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This is a request for qualifications (RFQ) for the services described. Each qualifications response will be evaluated in accordance with the Evaluation Criteria outlined in Section 2.5. The City will award a contract to the highest ranked, responsive and responsible Firm whose qualifications are determined to be the most advantageous to the City, and upon the successful negotiation of a satisfactory contract and fee with the highest ranked Firm. #

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2.2 Qualification submission:

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Qualifications must be received by no later than **4:00 p.m., October 24, 2016**. Qualifications delivered after the appointed time will not be accepted. It shall be the engineering firm's responsibility to ensure the timely receipt of their qualifications package. Telegraphic, telephone, email or facsimile will not be accepted. #

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Sealed RFQs must be submitted to City of West Columbia at the following address: #

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City of West Columbia – Brookland Development Engineering Project #

C/O Brian E. Carter #

Post Office Box 4044 #

200 N. 12th Street #

West Columbia, South Carolina 29171-4044 #

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Qualifications packages may also be delivered to City of West Columbia at the same address, Monday–Friday, 8:30 am-5:00 pm. #

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Engineering Firms must submit 5 (five) copies of their qualifications package. The full packages of copies must be labeled "RFQ for City of West Columbia –Brookland Development Engineering Project#

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2.3 Contact/Questions:

All questions and requests by engineering firms concerning this solicitation shall be in writing and directed to: #

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Brian Carter, AICP

City Administrator #

200 N. 12th Street #

West Columbia, South Carolina 29169 #

O: 803-791-1880 ext 600 #

Email: bcarter@westcolumbiasc.gov #

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2.4 RFQ Revisions:

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Any revision(s) to this RFQ will be issued and distributed as an addendum by the City. #

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2.5 Evaluation:

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The City will use a Selection Committee to review and evaluate all qualifications submitted in response to this RFQ. The City may require top ranked firms to interview/present in person in front of the review

panel. All firms determined to be responsive will be evaluated against established criteria. The Selection Committee may request clarifications, in writing, to any element of the engineering firm's qualifications package. The award of a contract to the selected engineering firm will be made by a vote of the City Council. #

Evaluation Criteria #

The following factors will be used in evaluating each engineering firm's qualifications and awarding a contract: #

- Ability and Willingness to meet Time and Budget Requirements – 25% #
- Key Personnel Roles, Experience on Similar Projects within the past ten (10) years, and References – 30%#
- Firm Experience and Qualifications–45% #

The City will award the contract to the firm whose qualifications would be most advantageous to the City, considering the factors identified above. #

2.6 Reserved Rights: #

The right is reserved by the City to reject any or all qualification packages; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the qualification packages to which best serves the interests of the City. #

2.7 Pre Contractual Expenses: #

Upon receipt of the qualification packages, the qualifications shall be the property of the City of West Columbia without compensation to the firm, for disposition or usage by the City at its discretion. Expenses incurred by the engineering firm in preparing and submitting the qualification in response to this RFQ; negotiating with City on any matter related to the qualification package; and any other expense incurred by the firm prior to the date of contract award shall not be the liability of the City. The City of West Columbia shall be held harmless from any liability, claims or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFQ. #

2.8 General information: #

- Company /agency name #
- Full address, email, telephone and fax numbers of firm's principal office #
- Website address #
- Name, mailing address, email, telephone number and fax number, if different from above, of the primary contact for the engineering firm with the responsibility for responding to this RFQ #
- If an addendum is issued, provide acknowledgement of each addendum to this RFQ issued by the City of West Columbia and received by the engineering firm #

2.9 Insurance #

Prior to the execution of a contract by the City, the selected company must have all insurance required under this paragraph. The City must be named as additional insured on all policies (except workers' compensation). #

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A. A Certificate of Insurance, reflecting evidence of the required insurance, shall be filed with the City Administrator prior to the commencement of the work. These certificates shall contain a provision that coverage afforded under these policies will not be canceled until at least 30 days prior written notice has been given to the City. #

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B. Insurance shall remain in force until all work required to be performed under the terms of the contract is satisfactorily completed, as evidenced by the formal acceptance by the City. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this contract, the selected company shall furnish, at least 30 days prior to the expiration of such insurance, a renewal certificate of insurance as proof that equal and like coverage for the balance of the period of the contract and extension there under is in effect. The selected company shall not continue to work pursuant to this contract unless all required insurance remains in full force and effect. #

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C. Required insurance and limits will include: #

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1. Workers' Compensation Insurance – Statutory limits #

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2. Employer's Liability Insurance – Limit of not less than \$250,000 for each accident/disease. #

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3. Automobile Liability Insurance - Combined Single limit of no less than \$1,000,000. Coverage shall include contractual liability assumed under this agreement, and shall cover all owned, hired and non-owned vehicles. #

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4. General Liability Insurance – combined single limit for personal injury and property damage no less than \$1,000,000.00 #

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5. Professional Liability Insurance \$1,000,000.00 per claim for protection against claims arising out of performance of services under the Contract #

D. The insurance policies shall have no right of recovery against the City of West Columbia for losses which arise from the work performed pursuant to this RFQ or any subsequent contract. #

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2.10 Equal Employment Opportunity #

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Engineering firm agrees that it will not discriminate in hiring, promotion, treatment, or other terms and conditions of employment based upon race, sex, national origin, age, disability, or in any way violate Title VII of 1964 Civil Rights Act and amendments or the South Carolina Human Affairs Law, except as permitted by said laws. #

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2.11 Governing Law #

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Engineering firm hereby agrees to subject itself to the jurisdiction and process of the courts and to the law of the State of South Carolina of all matters and disputes arising or to arise under this contract and the performance thereof, including all matters pertaining to the validity, construction, interpretation and effect of a resulting contract. In the event of any dispute between the parties hereunder, all such disputes shall be pursued in Circuit Court for the State of South Carolina, Lexington County. #

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