

CITY OF WEST COLUMBIA, SOUTH CAROLINA

REQUEST FOR QUALIFICATIONS

Requestor: City of West Columbia
Post Office Box 4044
200 N. 12th Street
West Columbia, South Carolina 29171-4044
Contact: Mark Waller
mwaller@westcolumbiasc.gov
Tel: (803) 957-4596

PROJECT: City of West Columbia Riverwalk Riverbank Stabilization and Repair

1.1 General Introduction and Overview:

The City of West Columbia (hereinafter City) is requesting Statement of Qualifications from qualified engineering firms to provide professional engineering, consulting and related services to assist the City with the Congaree River riverbank stabilization and repairs (hereinafter Project) located within the existing City of West Columbia Riverwalk system. The Riverwalk sustained substantial damage due to the recent October 2015, flood event. This Project will include restoring the West Columbia side of the riverbank to pre-flood conditions. Firms must have experience with riverbank stabilization projects and familiarity with the existing greenway, terrain and construction practices within the Project area.

1.2 Project Area Description:

The proposed Project consists of designing and permitting the repair, stabilization and restoration of the Congaree River riverbank within select areas of the West Columbia Riverwalk System located between the existing public Amphitheater to the beginning of the City of Cayce Riverwalk System.

1.3 Services to be provided:

The Engineer shall provide the following services:

- A. Perform geotechnical exploration and surveying as required;
- B. Assist with the acquisition of appropriate easements and/or permissions from adjacent property owners to provide access for contractors during construction;
- C. Evaluation of hydraulic conditions (velocities and flow depths) through use of HEC-RAS river modeling;
- D. Evaluation of seepage and slope stability to determine failure susceptibility of the existing conditions bank and the proposed conditions solution(s);
- E. Evaluation of permitting requirements, modification of design to meet requirements, and submittal of relevant permits (Section 404, Section 401, Section 10, Floodplain Permit)
- F. Evaluation of riprap stabilization measures on bank, and toe protection below water;
- G. Evaluation of geotextile, aggregate filter, or other bedding treatments;
- H. Evaluation and cost estimates of various alternative above-bank stabilization measures, including but not limited to, seeding, turf reinforcement matting, riprap, or bioengineering solutions, installation of gabion baskets and construction of reinforced concrete retaining walls; and
- I. Design, permitting and construction administration services required to the construct the riverbank, toe and above-bank stabilization measure selected by the City.

Requirements related to the request for qualifications.

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.

2.1 Type of Solicitation:

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.

2.2 Qualification submission:

Qualifications must be received by no later than **5:00 p.m. (EST), Monday, June 13, 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.

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

City of West Columbia - Riverwalk Riverbank Stabilization and Repair Project

C/O Brian E. Carter

Post Office Box 4044

200 N. 12th Street

West Columbia, South Carolina 29171-4044

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

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 – West Columbia Riverwalk Riverbank Stabilization and Repair"

2.3 Mandatory Pre-Proposal Conference:

A mandatory Pre-Proposal Conference will be held on June 1, 2016, at 2:30 p.m. at the City of West Columbia Riverwalk Amphitheater. Only those firms in attendance at the conference will be allowed to submit an RFQ.

2.4 Contact/Questions:

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

Mark Waller, PE

200 N. 12th Street

West Columbia, South Carolina 29169

O: 803-957-4596

F: 803-739-6231

Email: mwaller@westcolumbiasc.gov

2.5 RFQ Revisions:

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

2.6 Evaluation:

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:

- Familiarity/Experience with the City Riverwalk project area and terrain - 10%
- Ability and Willingness to meet Time and Budget Requirements – 10%
- Firm Experience and Qualifications– 40%
- Key Personnel Roles, Experience on Similar Projects within the Past 10 Years, and References – 30%

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

2.7 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.

2.8 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.

2.9 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

2.10 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).

- 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.
- 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.
- C. Required insurance and limits will include:
 1. Workers' Compensation Insurance – Statutory limits
 2. Employer's Liability Insurance – Limit of not less than \$250,000 for each accident/disease.
 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.
 4. General Liability Insurance – combined single limit for personal injury and property damage no less than \$1,000,000.00
 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.

2.11 Equal Employment Opportunity

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.

2.12 Governing Law

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.