

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: Jamie Hook
JHook@westcolumbiasc.gov
Tel: (803) 796-8006

PROJECT: City of West Columbia Riverwalk Repair and Improvements

1.1 General Introduction and Overview:

The City of West Columbia is requesting qualifications from Landscape architecture and Civil engineering firms to assist the City with Repairs and improvements to the existing City of West Columbia Riverwalk system. The Riverwalk sustained substantial damage due to the recent flooding. This project will include evaluating, planning, preparing construction documents, permitting, managing all bidding and construction services, and design of repair for existing boardwalk, trellis, and concrete sidewalk, along with erosion control and debris removal. All new greenway components shall meet ADA standards. Applicants should have familiarity/experience with the existing greenway, terrain and construction practices within the work area.

1.2 Project Area Description:

The proposed repair and improvements will take place over the entire West Columbia Riverwalk area which includes from the Moffatt Street entrance, through the amphitheatre area, and ends at the Cayce entrance. The locations of the improvements are throughout the entire section of Riverwalk.

1.3 Services to be provided:

The Landscape Architect/Engineer shall provide the following services:

- A. Review of existing damage to the existing greenway system including but not limited to sidewalk repair, erosion mediation and repair, structural review of existing boardwalks, trellis, and bridges
- B. Preparations of Plans and Specifications to include but not limited to sidewalk, boardwalk, erosion and lighting repair designs. The Landscape architect/engineer will also complete all U.S. Army Corps of Engineers' required forms and be responsible for all applicable information. The design standards will include, but not limited to the following:
 - a. Conduct all necessary field surveying.
 - b. Prepare detail sheets for typical and special structures, and prepare final quantity and construction cost estimates.
 - c. Prepare contact specifications and documents including: notice and instructions to bidders, bid form, contract agreement, general and supplemental conditions, and technical specifications.
 - d. Provide surveying and mapping services necessary for the acquisition of right of way and /or easements for the sidewalks and other project components, if necessary.
 - e. Obtain any state, federal or local permits and encroachment approvals, as needed.
 - f. Meet with City officials to review plans and cost estimates. Attend public meetings and conferences with the City of West Columbia, as required.

C. Contract Administration

The Landscape architect/engineer shall provide contract administration to include, but be limited to:

- a. Prepare all required advertisements and make available required plans and specifications for the bidding process
- b. Prepare required addenda, if necessary.
- c. Attend and conduct pre-bid meeting and bids opening. Tabulate bid qualifications, analyze and make recommendations to the City.
- d. Attend and conduct a preconstruction conference.
- e. Prepare contract documents and coordinate execution by the contractor and the city.'
- f. Check and approve necessary shop and working drawings. Review contractors' insurance coverage, schedules and other submittals.
- g. Issue Notice to Proceed.

D. Construction Management Assistance

The landscape architect/engineer will be required to provide construction observation and management assistance in conjunction with City Staff. Services to include, but not limited to:

- a. Site visits during construction to observe the progress and quality of the contractor's work.
- b. Inspect all materials and finished workmanship, check all layouts of work. Keep necessary required records of inspections and review requests for payments to contractor.
- c. Prepare and present permanent easements and construction easements, if necessary.
- d. Conduct final inspection and coordinate inspections with necessary regulatory agencies.
- e. Provide as-built drawings to the City of West Columbia for their records.

Requirements related to the request for qualifications.

The following sections outline the requirements for the qualifications and the RFQ process. Applicants 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 of West Columbia will award a contract to the highest ranked, responsive and responsible offeror whose qualifications are determined to be the most advantageous to the City.

2.2 Qualification submission:

Qualifications must be received by no later than 5:00 p.m. (EST), **Friday, May 27, 2016**. Qualifications delivered after the appointed time will not be accepted. It shall be the applicant'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 Repair and Improvement Project

C/O Jamie Hook

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.

Applicants 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 Repair and Improvement Project"

2.3 Mandatory Pre-Proposal Conference:

A mandatory Pre-Proposal Conference will be held on **May 17, 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 applicants concerning this solicitation shall be in writing and directed to:

Jamie Hook

200 N. 12th Street

West Columbia, South Carolina 29169

O: 803-739-4322

F: 803-739-6231

Email: jhook@westcolumbiasc.gov

2.5 RFQ Revisions:

Any revision(s) to this RFQ will be issued and distributed as an addendum by The City of West Columbia.

2.6 Evaluation:

The City of West Columbia 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 applicants determined to be responsive will be evaluated against established criteria. The Selection Committee may request clarifications, in writing, to any element of the applicant's qualifications package. The award of a contract to the selected provider will be made by a vote of the City Council.

Evaluation Criteria

The following factors will be used in evaluation the applicant's qualifications and awarding a contract:

- Familiarity/Experience with the Riverwalk project and terrain - 30%
- Ability and Willingness to meet Time and Budget Requirements – 20%
- Past Performance/References- 10%
- Firm Experience and Qualifications – 10%
- Technical Competency – 10%
- Related Experience on Similar Projects – 10%
- Key Personnel Roles and Performance – 10%

The City of West Columbia will award the contract to the applicant 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 of West Columbia 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 of West Columbia.

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 applicant, for disposition or usage by the City at its discretion. Expenses incurred by the applicant in preparing and submitting the qualification in response to this RFQ; negotiating with City of West Columbia on any matter related to the qualification package; and any other expense incurred by the applicant prior to the date of contract award shall not be the liability of the City of West Columbia. 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 applicants principal office
- Website address
- Name, mailing address, email, telephone number and fax number, if different from above, of the primary contact in the applicants organization with the responsibility for responding to this RFQ
- If an addendum is issued, provide acknowledgement, by number and date issued, of each addendum to this RFQ issued by the City of West Columbia and received by the applicant