

Request for Qualifications
for
Project Management Services

General Information

1. The City of West Columbia is seeking project management services to coordinate and administer the design and construction processes for a variety of city projects. Projects may include parks, water/sewer infrastructure, construction, etc. The purpose of this Request for Qualifications (RFQ) is to determine the interest of qualified firms and to provide a selection process for the City of West Columbia. Responses to the RFQ will be reviewed by a selection committee. The firm which, in the sole opinion of the committee, best meets the qualifications will be chosen. The committee reserves the right to short list firms, conduct an interview process and/or to make its selection from written responses.
2. Five (5) copies of the Response to the RFQ are due by April 12, 2019, at 2:00 p.m. in the offices of Tara Greenwood located at 200 N. 12th Street, West Columbia, SC 29169.
3. It is the intent of the selection committee to negotiate a fee with the chosen firm and to have contracts executed and the firm engaged by May 2019.

Scope of Work

The project management firm will act solely as the City of West Columbia's representative and shall not be a member of the design or construction teams. The firm shall assign a Project Manager to work with the City of West Columbia who will be the single point of contact throughout the term of the project(s). The project management firm shall have adequate in-house administrative support to carry out the firm's duties as required.

The Project Manager shall provide leadership for the Projects, beginning in the early stages of planning and continuing through team selection, design, construction, and completion of the projects. Services shall include but not be limited to the following:

- With input of the city administrator or his designee, create a project plan to include budget, schedule and approach
- Administer the selection processes for design firms, general contractors, testing services, etc.
- Prepare and negotiate contracts on behalf of the City of West Columbia
- Coordinate and monitor the design process through preparation of schematic drawings and to final construction documents
- Coordinate permitting
- Administer the construction contracts
- Provide on-site quality control inspections

- Process payment applications, submittals and other construction related documents
- Confirm completion of punch list items and transmittal of the City of West Columbia's operating manuals and as-built documents
- Conduct project closeout.

Throughout all steps outlined above, Project Manager shall represent the interest of the City of West Columbia and shall communicate and represent its objectives to the design and construction teams consistent with industry standards for project management services. Project Manager shall routinely report to the city administrator or his designee and shall be accountable to city council and appropriate city staff.

Firm Requirements

The successful Project Management firm will have a minimum of ten years of project management experience in which the firm has acted solely as the owner's representative and shall be appropriately licensed as a Construction Manager with the SC Department of Labor and Licensing. The firm shall have an existing local presence in the Columbia/West Columbia area. The firm and/or the Project Manager assigned to the project shall have experience in management of similar projects and experience in working with municipalities. The firm shall be required to show proof of liability and errors and omissions insurance coverage.

Respondents will be evaluated based on the following criteria:

- Past Experience
- Credentials of Assigned Personnel
- Demonstrated Ability to Meet Time and Budget Requirements
- Related Experience on Similar Projects

Submittal Requirements

Respondents shall submit a proposal package to include in the following order:

- One-page cover letter,
- Executive summary
- Company Information
- Statement of Qualifications (which responds to the above evaluation criteria)
- Resume for all Key Team Members
- Minimum of Five References

Related project experience shall not exceed more than five representative projects. Submittal package shall be limited to 10 pages, 8 ½ x 11. Resumes maybe included as attachments and will not be counted in the 10-page limit.

Submittals shall be delivered or mailed to arrive at the offices of Tara Greenwood as noted above. Questions shall be directed to Tara Greenwood at tgreenwood@westcolumbiasc.gov