



CITY OF SUMTER, SOUTH CAROLINA

Request for Qualifications

City of Sumter Professional Engineering Services for Booth Farm Flood Damaged Facilities

RFQ #03-16/17

September 29, 2016

Response Deadline: Thursday, October 27, 2016 at 3:00PM EST

City of Sumter
21 N. Main Street, 4th Floor
Sumter, SC 29150

Deadline to Request Additional Information and Ask Questions:

Tuesday, October 11, 2016 at 3:00PM EST

Questions Should Be Directed to:

Alice C. Bailey, Purchasing Manager

By E-mail Only to abailey@sumter-sc.com

Request for Qualifications #03 16/17 Engineering Services for Booth Farm Flood Damaged Facilities

The City of Sumter is requesting statements of qualifications from interested and qualified engineering firms to inspect and then provide engineering services to repair the City of Sumter's Booth Farm flood damaged facilities that occurred on October 4, 2015.

PURPOSE

The purpose of the Request for Qualifications is to obtain expert, professional, technical and advisory services to facilitate the repairs of:

1. Booth Pond floodgate system.
2. Booth Pond concrete spillway.
3. Booth Pond levee erosion repairs.
4. Secondary Booth Pond levee wall breaches.
 - a. Design of concrete spillway.
5. (see enclosed map)

Services for the Booth Farm pond repairs may include the following:

1. Inspection services.
2. Preparation of hydrological studies for repairs.
3. Preparation of environmental reviews for repairs.
4. Report of recommendations for repairs, including estimated costs.
5. Preparation of bid/construction plans for repairs.
6. Construction administration services.
7. Services shall include any FEMA related documentation.

AGREEMENTS

The successful engineering firm will be required to enter into an agreement with the City of Sumter that will be reviewed by the City Attorney and other City Officials for compliance to state and local regulations.

SUBMITTAL CONDITIONS

Submission Deadline Proposals must be received no later than 3:00PM EST on Thursday October 27, 2016 via electronic submission only.

Electronic Submissions Only Proposals shall be submitted electronically only. Proposers may upload proposals by visiting the following URL: <http://www.sumtersc.gov/submit-rfp.aspx> - Only files in .pdf, .xls, or .doc formats will be accepted. Printing shall be enabled on files submitted. The RFQ # and Name must be included on the web RFQ form and all attached documents at time of submittal. In the event of technical difficulties in submitting proposals, proposers should contact the City's Purchasing Manager, Alice Bailey at abailey@sumter-sc.com.

1. Number each side of a printed page consecutively.
2. The front cover must clearly identify the Project Name, Project Number, and the Date of Submission and the Name of Proposer.

PROPOSAL CONTENT AND EVALUATION

Include in your proposal the following specific items that will assist in the evaluation of all proposals:

1. Corporate Qualifications
 - a) Brief history of firm.
 - b) Previous experience with similar storm damage repair projects.
 - c) Resumes of key personnel available for this project.
 - d) Location of office to perform the work.
2. Performance on Previous Projects
 - a) On-time/in budget performance on projects.
 - b) At least three (3) references with similar size storm damage repair projects with telephone numbers must be included.
3. Sub Consultants (if used)
 - a) Provide a listing of all sub consultants that are proposed to be a part of the team.
 - b) Include responsibilities and qualifications for each sub consultant.
4. Present workload
 - a) Key staff assignments through project period.
 - b) Commitments versus resources of the office to do the work.
5. EEO policy of the firm.
6. Evidence of your E-verify compliance.
7. Evidence of appropriate insurance coverage.
8. Sample contract without pricing.
9. Supplemental information that you feel is important for City of Sumter to consider your firm. This information shall include the firm's registration certification as a licensed engineer in the State of South Carolina.
10. A rate schedule is required to be as part of your proposal. This information will not be considered for scoring purposes.

INQUIRIES

The City designates the following person as its Procurement Officer for this solicitation. Respondents shall restrict all contact with the City and direct all questions, including questions regarding terms and conditions, to this person.

Ms. Alice C. Bailey, C.P.M., CPPO
Purchasing Manager
P O Box 1449
Sumter, SC 29151
Email: abailey@sumter-sc.com

Questions that arise shall be submitted in writing to Ms. Alice C. Bailey, Purchasing Manager at the address previously listed. Questions and answers may be provided to others receiving this request. Questions shall be emailed no later than Tuesday October 11, 2016 at 3:00PM EST.

INCURRING COSTS

City of Sumter is not liable for any cost incurred by the consultant in the preparation or presentation of a response to this request.

RIGHT TO AWARD OR REJECT

It is understood that all submittals will become part of the public file on this matter without obligation to City of Sumter. All submittals are potentially subject to disclosure under the South Carolina Freedom of Information Act. Any matter considered to be confidential by the submitter may be redacted or should be clearly labeled "CONFIDENTIAL." City of Sumter reserves the right to reject all submittals.

SELECTION AND EVALUATION

The City of Sumter's administration team will evaluate the submittals received, review the submittals, evaluate required criteria, select a Consultant and enter into negotiations with the number one ranked firm, or select a short list for interviews and then complete the process.

Each of the criteria listed in this outline will be evaluated on how fully each submittal meets the requirements. Particular emphasis will be placed on the Consultant's past successful completion of similar projects shown by work summaries of the firm and individuals accomplishing the work by references.

STATEMENT OF INTEREST AND QUALIFICATIONS

Each submittal from a qualified Consultant received in response to this request will be judged as a demonstration of the Consultant's capabilities and qualifications. Only those Consultants who supply complete information as required by this request will be considered for evaluation. Factors used to determine consideration will be:

1. An understanding of the requirement of this request demonstrated by the organization, clarity, and completeness of the submittal.
2. An adequate past performance record on similar projects and qualifications of the firm and the individuals who will do the work, verifiable through references and resumes.
3. The ability of the Consultant to provide a timely response.

EVALUATION CRITERIA:

The Contract will be awarded only to a qualified consultant. Minimum standards for qualifications are:

1. Having the necessary experience, organization, technical and managerial staff, and the facilities to carry out this work. (30%)
2. Having an adequate record of performance on similar storm damage projects, verifiable through references. (25%)
3. Demonstrating familiarity with the Booth Farm Pond and the surrounding area and understanding City of Sumter's special concerns. (20%)
4. Having the financial and personnel resources for the performance of the Contract or the ability to obtain such resources. (5%)
5. Being an Equal Opportunity Employer and being otherwise qualified by law to enter into a contract such as this. (5%)
6. The Consultant's proximity to the Booth Farm Pond. (5%)
7. The results of interviews, if interviews are held. (10%)

SELECTION

The final recommendation for selection will be made following the review and ranking of the submittals and interviews, should interviews be held. After selection of a Consultant, a contract will be prepared based on a negotiated Scope of Services and final cost. Should negotiation be unsuccessful with the number one ranked firm, negotiations will cease with that firm, and negotiations will begin with the number two ranked firm. This process will continue until a satisfactory contract is obtained.

DISCUSSIONS

The City reserves the right to conduct discussions if they are deemed necessary with any firm deemed acceptable or potentially acceptable, and that have a reasonable chance of being awarded the contract. The Procurement Officer will manage any discussions on behalf of the City.

CONTRACT REQUIREMENTS

The successful Consultant will be required to complete a Service Contract, which will incorporate the submittal and work schedule as a part of the Contract. In addition, it will be necessary for the successful Consultant to be covered by Workman's Compensation and Professional Liability insurance which will extend to the work done within the State of South Carolina and City of Sumter per the City's requirements.

Booth Farm Pond Repair Sites for RFQ

