

**ENGINEERING SERVICES**  
**FOR VARIOUS STORM DRAINAGE**  
**IMPROVEMENT PROJECTS**

**REQUEST FOR QUALIFICATIONS**

October 2016

**CITY OF NORTH AUGUSTA**  
**Engineering Department**

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# **1 REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS**

## **1.1 Public Notice**

The City of North Augusta (City) plans to contract with up to three (3) firms to provide Engineering Services (Services) for Various Storm Drainage Improvement Projects (Project). The City is seeking firms whose combination of experience and expertise will provide timely, professional services to the City.

Information related to this solicitation, including any addenda, will be posted to the City's website at [www.northaugusta.net](http://www.northaugusta.net). For questions related to this RFQ, contact:

Thomas C. Zeaser, P.E.  
Director of Engineering & Public Works  
City of North Augusta  
100 Georgia Avenue, North Augusta, SC 29841  
Direct Phone: (803) 441-4220  
Email: [tzeaser@northaugusta.net](mailto:tzeaser@northaugusta.net)

## **1.2 Project Overview**

The City anticipates selecting up to three (3) firms to provide professional engineering services on a task order basis for Storm Drainage Improvement Projects. These will be drainage area-based storm drainage improvement projects that involve differing land uses within the project areas. Drainage basins may include closed and open systems. The study areas may be on a portion of the watershed or entire watershed. The selected firm will pursue stream restoration and enhancement for mitigation credit, or to self-mitigate for project impacts, in accordance with SCDNR and USACE requirements where appropriate. Work will be issued via written Task Orders, which will specify the requirements of the various projects. Multiple Task Orders may be issued for each project. The City of North Augusta reserves the right, upon successful completion of a given Task Order, to issue subsequent Task Orders to the same or a different firm.

Task orders may include any of the following:

1. Surveying
2. Existing Conditions Analysis
3. City Design Standard Alternative Analysis
4. Alternatives Analyses
5. Channel Stabilization and/or Restoration (if applicable)
6. Pond/Dam Rehabilitation (if applicable)
7. Watershed Planning
8. Feasibility Studies
9. Design of Best Management Practices and Stormwater Control Measures
10. Preliminary and Final Design
11. Easement/Plat Preparation
12. Preparation of Construction Documents (Plans, Specifications, Bid-Tabs and Cost Estimates)
13. Bid Phase Services

14. Construction Phase Services
15. Geotechnical Services
16. Public Involvement
17. Utility Coordination
18. Permitting/Encroachments including coordination of stream and wetland permitting issues with City's Environment Permitting Team
19. Railroad agency permitting/coordination
20. SCDOT Permitting and Coordination

The selected firms will use HEC-1, HEC-HMS, HEC-RAS, StormCad, SWMM, and/or a hydraulic grade line closed system computer model, or an approved alternative method.

### 1.3 **RFQ schedule and Package Submission**

Provided below is the anticipated schedule of events. The City reserves the right to adjust the schedule and to add/remove specific events to meet the unique needs of this Project.

Advertisement of RFQ:	Tuesday, October 6, 2016
Deadline for Questions:	5 pm on Friday, October 14, 2016
<b>DUE DATE &amp; TIME FOR PROPOSALS:</b>	<b>Thursday, October 20, 2016 at 5:00 PM</b>
Evaluation Meeting:	Monday, October 24, 2016 (anticipated)
Interviews:	Monday, October 31, 2016 (if necessary)
Selection Announcement:	Wednesday, November 2, 2016 (anticipated)

Proposals shall be enclosed in a sealed envelope or package, addressed to the City of North Augusta. The name and address of the prospective firm, the RFQ Title, shall be placed on the outside of the package. All items required for a responsive Proposal shall be included. It is the sole responsibility of the proposer to ensure that the proposal package is received no later than the established due date and time at the proper location. Proposals received after the due date and time will not be considered. Proposals submitted by facsimile or other electronic means will not be accepted. ***To avoid delivery-related complications, please consider submitting your Qualifications Package at least an hour prior to the deadline.***

Submit/Deliver to: City of North Augusta  
 Engineering Department  
 100 Georgia Avenue, 2<sup>nd</sup> Floor  
 North Augusta, South Carolina 29841  
 Attn: Thomas C. Zeaser, P.E.

### 1.4 **Evaluation Criteria & Process**

Firms will not be considered unless the following minimum qualifications are met:

- Firm(s) must to properly registered with the South Carolina Board of Registration for Professional Engineers and Land Surveyors; and
- Firm(s) must employ at least one (1) South Carolina Registered Professional Engineer in responsible charge of the work anticipated as a result of this solicitation.

Evaluation criteria are listed below in relative order of importance:

- Qualifications, certifications, and abilities of key staff identified in the SOQ Package, as demonstrated by performance/role in projects of a similar nature;
- Experience of firm providing similar services for similar projects and demonstrated ability to use appropriate modeling techniques;
- Familiarity with North Augusta's Stormwater Management permitting processes, ordinances, etc;
- Engineering Firm's approach to providing quality services for storm water projects;
- Depth of Team, Firm's office proximity to North Augusta, and ability to respond to routine project meeting and urgent requests;
- SOQ package responsiveness, appearance and presentation.

The City will appoint an evaluation committee whose responsibilities will include performing independent technical evaluations of each proposal and making selection recommendations based on the evaluation criteria provided above. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies and risks associated with each Proposal. Interviews with firms may be held at the discretion of the evaluation committee. The City reserves the right to obtain clarification or additional information with any firm in regards to its Proposal.

The City reserves the sole right to select the most qualified firm(s) on the basis of the best overall proposal that is most advantageous to the City.

Firms who submit proposals will be notified of the selection results. Final recommendation of any selected firm is subject to the approval of City Council or City officials.

## **1.5 Proposal Format**

Interested firms must submit at least five (5) bound original proposals, including all required forms and one (1) CD or USB-drive containing a digital copy of the complete proposal package in PDF format. Please begin the file name of your pdf copy with the Prime Firm's name.

Proposals are limited to a maximum of fifteen (15) single-sided numbered pages. Required forms, resumes, tabs/dividers, and coversheet do not count toward the page limit.

Proposals shall be printed on 8-1/2" x 11" paper; although pages containing organizational charts, matrices, or large diagrams may be printed on larger paper in order to preserve legibility. Type size shall be no smaller than 11 points for narrative sections, but may be reduced for captions, footnotes, etc. as required while maintaining legibility. Submissions that do not conform to the requirements listed herein may be removed from consideration at the sole discretion of the City of North Augusta.

Please submit packages comprised of materials that are easily recyclable or reusable.

## 1.6 Proposal Content

Proposals shall be arranged as follows:

### Coversheet: General Information

- A. Provide a description of the company that will enter into the contract(s) with the City, including origin, background, current size, financial capacity, available resources, general organization, and company headquarters. Identify the name and title of the person authorized to enter to the contract(s) with the City.
- B. Describe your interest in this Project and the unique advantage your firm and team brings.
- C. State any conflicts of interest your firm or any key team member may have with this Project.
- D. Describe any unresolved claims, disputes, and/or current litigation with the City of North Augusta or any other entity.
- E. Describe any claims, disputes, and/or litigation with the City of North Augusta or any other entity that have been resolved/settled within the past five (5) years.

### Tab 1: Qualifications, certifications, and abilities of **key staff** identified in the SOQ Package, as demonstrated by performance/role in projects of a similar nature

- A. Provide an organizational chart which clearly identifies the key members of the project team. Subconsultants should be included. **Specifically identify the individual(s) who will serve as project manager(s).** Please provide the following information for the project manager(s) and key team members:
  - Name and title;
  - Address;
  - Phone number;
  - Email;
  - Project responsibilities;
  - Role in and name of similar past projects; and
  - Name of company employing project manager for each past project listed.
- B. Describe any previous collaboration(s) between key team members, the responsibilities of each team member during these collaborations, and the project(s) outcome. Cite any significant achievements reached as a result of this collaboration. Discuss the successes of the team collaboration, any design or constructability related problems encountered, and methods used to mitigate issues.
- C. Resumes may be submitted for each proposed key team member. Resumes will not be counted towards the page limit.

**Tab 2: Experience of the firm providing similar services for similar projects.**

- A. List a maximum of five (5) relevant, similar projects, either currently in progress or having been completed ***in the past five (5) years***, including any projects with the City, containing work demonstrating the skills and abilities of the key team members and the use of the modeling techniques listed in 1.2, as follows:
- List only projects involving the key team members or subcontractors proposed for this Project.
  - List projects in date order with newest projects listed first and include the following:
    - Brief project description;
    - Owner's representative having knowledge of the firm's work, include the contact name, phone, email, address;
    - Provide the initial award of contract amount, the final contract amount (include any and all change orders) and the total time period to complete the work. Please note whether contract work was completed on time and/or within budget.
    - Name of key team member(s) involved; including any changes to the project team and/or key team member(s) after project initiation, and if the key team member(s) completed the project. Include the project's current status if it is not yet completed. If experience for a key team member is listed from a previous employer, fully disclose with what firm the work was performed.
    - Discuss stormwater modeling methodology used.
    - A list highlighting those skills demonstrated by key team member(s).
    - Discuss the methods, approach and controls used on the project in order to complete it in an effective, timely, economical and professional manner. If services included construction drawings, discuss the percentage that the engineer's construction cost estimate was within the bid award amount and final construction amount. Include an explanation for any differentials greater than 10%.
    - Whether or not the project was involved in any construction claims, how they were resolved and what the role of the key team members was for resolution.

**Tab 3: Familiarity with North Augusta, SC, its permitting processes and local ordinances**

- A. List a maximum of five (5) relevant projects, either currently in progress or having been completed ***in the past five (5) years***, where the Engineering Firm was responsible for City of North Augusta Stormwater Permitting.
- List only projects involving the key team members or subcontractors proposed for this Project.
  - List projects in date order with newest projects listed first and include the following:
    - Brief project description;
    - Owner's representative having knowledge of the firm's work, include the contact name, phone, email, address;

**Tab 4: Engineering Firm's approach to providing quality services for storm water projects**

- A. Discuss the firm's understanding of the project objectives and describe the proposed project approach to deliver the Services in an effective, timely and professional manner. Outline the project plans, structure and services to be provided and how and when these services shall be provided. This description should fully and completely demonstrate the firm's intended methods for servicing the requirements of all aspects of all types of Projects set forth herein.
- B. Describe your firm's project management and quality control procedures.
- C. Describe the teams approach to addressing constructability of and providing estimates for projects designed by the firm.
- D. Describe any support needed from City staff in order to execute the Services.

**Tab 5: Depth of Team, Firm's office proximity to North Augusta, and ability to respond to routine project meeting and urgent requests**

- A. Discuss your team's ability to handle multiple concurrent projects in terms of equipment, staff availability, and scheduling capacity.
- B. Discuss your team's ability to respond to routine project meeting and/or urgent requests and provide a physical presence at the project site within the following time intervals: 1 hour, 3 hours, and 6 hours.



## **2 REPRESENTATIONS, CONDITIONS, AND OTHER REQUIREMENTS**

### **2.1 Communications**

All communication of any nature with respect to this RFQ shall be addressed to the Contracts Administrator identified in this RFQ. With the exception of communications with the Contracts Administrator for this RFQ, prospective firms and their staffs are prohibited from communicating with elected City officials, City staff and any selection committee member regarding this RFQ or submittals from the time the RFQ was released until the selection results are publicly announced. Violation of this provision may lead to disqualification of the firm's proposal for consideration.

### **2.2 Duties and Obligations of Firms in the RFQ Process**

Interested firms are expected to fully inform themselves as to all conditions, requirements and specifications of this RFQ before submitting a proposal. Firms must perform its own evaluation and due diligence verification of all information and data provided by the City. The City makes no representations or warranties regarding any information or data provided by the City. Firms are expected to promptly notify the City in writing to report any ambiguity, inconsistency or error in this RFQ. Failure to notify the City accordingly will constitute a waiver of claim of ambiguity, inconsistency or error.

### **2.3 Addenda**

In order to clarify or modify any part of this RFQ, addenda may be issued and posted at the City's official website at [www.northaugusta.net](http://www.northaugusta.net).

Any requests for information or clarification shall be submitted in writing to the Contracts Administrator listed in this RFQ by the deadline for questions.

### **2.4 No Collusion, Bribery, Lobbying or Conflict of Interest**

By responding to this RFQ, the firm shall be deemed to have represented and warranted that the proposal is not made in connection with any competing firm submitting a separate response to this RFQ, and is in all respects fair and without collusion or fraud. Furthermore, the firm certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the foregoing has bribed or lobbied, or attempted to bribe or lobby, an officer or employee of the City in connection with this RFQ.

### **2.5 Public Records**

Upon receipt by the City, each proposal becomes the property of the City and is considered a public record except for material that qualifies as "Trade Secret" information under South Carolina Code of Laws 39-8 et seq. Proposals will be reviewed by the City's evaluation committee, as well as other City staff and members of the general public who submit public record requests after a selection result has been announced to the public. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by the firm should be submitted in a separate, sealed envelope marked "Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Proposal," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In submitting a proposal, each firm agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the evaluation process and to any outside consultant or other third parties who serve on the evaluation committee or who are hired by the City to assist in the evaluation process. Furthermore, each firm agrees to indemnify and hold harmless the City and each of its officers, employees and agents from all costs, damages and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire proposal as a trade secret may be disqualified from consideration.

**2.6 Cost of Proposal Preparation**

The City shall not be liable for any expenses incurred by any firm responding to this RFQ. Firms submitting a proposal in response to this RFQ agree that the materials and submittals are prepared at the firm's own expense with the express understanding that the firm cannot make any claims whatsoever for reimbursement from the City for the costs and expense associated with preparing and submitting a proposal. Each firm shall hold the City harmless and free from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or firm responding to this RFQ.

**2.7 Advertising**

In submitting an RFQ, proposer agrees not to use the results therefrom as part of any commercial advertising without prior written approval of the City of North Augusta.

**2.8 Vendor Registration with City of North Augusta**

The selected firm and subcontractors must be registered in the City's Vendor Registration System in order to receive payment for services and/or supplies provided under any City contract.

**2.9 Financial Capacity; Insurance Requirements**

The selected firm must have the financial capacity to undertake the work and assume associated liability. The selected firm will be required to provide certificates of insurance evidencing coverage for professional liability in the minimum amount of \$1,000,000; automobile liability in the minimum amount of \$1,000,000; commercial general liability in the minimum amount of \$1,000,000; and workers' compensation insurance as required by South Carolina statutes.

**2.10 Ownership of Work Products**

The City shall have exclusive ownership of all intellectual property rights in all designs, plans and specifications, documents and other work product prepared by, for, or under the direction of the selected firm pursuant to any contract under this RFQ (collectively, the "Intellectual Property"), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Intellectual Property for any purpose or to assign such rights to any third party. The Intellectual Property shall be prepared in the City's name and shall be the sole and exclusive property of the City, whether or not the work contemplated therein is performed. The City will grant the firm a royalty-free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to

perform the contract.

**2.11 City Rights and Reservations**

The City expects to select one or more firms, but reserves the right to request substitutions of any key team member, including staff and subcontractors. The City reserves the right to contact any firm/team for any additional information including but not limited to experience, qualifications, abilities, equipment, facilities, and financial standing. The City reserves the right to modify any part of this RFQ as issued with an addendum. The City, at its sole discretion, reserves the right to reject any or all responses to the RFQ, to cancel the RFQ, to re-advertise for new RFQ responses either with identical or revised specifications, or to accept any RFQ response, in whole or part, deemed to be in the best interest of the City. The City reserves the right to waive technicalities and informalities.

A response to this RFQ shall not be construed as a contract, nor indicate a commitment of any kind.

The City of North Augusta reserves the sole right to award a contract or contracts to the most qualified firm(s) on the basis of best overall proposal that is most advantageous to the City. The City of North Augusta also reserves the right to make multiple awards, based on experience and qualifications if it is deemed in the City's best interest.

**2.12 Contract**

The contents of this RFQ and all provisions of the successful proposal deemed responsive by the City of North Augusta may be incorporated, either in whole or in part, into a contract and become legally binding when approved and executed by both parties. Contents of the contract may contain changes from the City of North Augusta's perspective as a result of the RFQ process and proposal(s) received. The final negotiated contract may include the scope of work as outlined in this RFQ along with the successful firm's submittal and any additions or deletions made at the discretion of the City as a result of the RFQ process.

