


Proposal Submittal Form

<p>COLLETON COUNTY, SOUTH CAROLINA, a body politic and corporate and a political subdivision of the State of SC</p>	<p>MAIL TO: Finance-Purchasing ATTN: Ms. Stacy Langdale PO Box 157 Walterboro, SC 29488</p>	
<p>REQUEST FOR QUALIFICATIONS</p>	<p>HAND CARRY TO: Purchasing Office, Room 208A Harrelson Building, 31 Klein Street Walterboro, South Carolina 29488</p>	
<p>Proposals will be accepted until 2:00 PM, Tuesday, December 29, 2009</p>	<p>TELEPHONE NO. (843) 549-5716</p>	
<p>Then Publicly Opened in Room 208</p>	<p>PROPOSAL NUMBER: SW-19 Landfill Engineering</p>	

VENDOR NAME: _____

VENDOR ADDRESS: _____

CITY-STATE-ZIP: _____

MAILING ADDRESS: _____

(If different from above) _____

TELEPHONE NO.(_____) _____ FAX NO.(_____) _____

FEDERAL ID NO. _____ E-MAIL _____

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and verify that I am authorized to sign this proposal for the proposer. I further state that the company affiliated with this proposal currently complies with all applicable federal and state laws and directives relative to non-discriminatory practices in employment.

Proposer acknowledges receipt of the following addendum:

Number _____ Dated _____

Number _____ Dated _____

Number _____ Dated _____

Number _____ Dated _____

SIGNATURE

PRINTED NAME



Colleton County Purchasing
ATTN: Stacy Langdale, Purchasing Manager
Harrelson Building
31 Klein Street, Room 208
PO Box 157
Walterboro, SC 29488

ADDENDA NOTIFICATION FORM

RFP NO. SW-19

Landfill Engineering Services

The County will attempt to notify all prospective firms of addenda issued to the proposal documents. However, it shall be the responsibility of the firm, prior to submitting their proposal, to contact the Purchasing Officer to determine if addenda were issued, acknowledging and incorporating it into their proposal. If it becomes necessary to revise any part of this request for proposals, an addendum will be posted on the County's website at www.colletoncounty.org. It is the responsibility of the Vendor to check the website for addendum up to the time of the proposal closing.

As Addenda are considered binding as if contained in the original specifications, it is critical that the Consultant acknowledge receipt of same. The submittal may be considered void if receipt of an addendum is not acknowledged.

If you would like to request notification of any addenda that may be issued regarding this project, please complete the form below and return via fax to 843-549-7215, attention Stacy Langdale, Purchasing Manager. This form may also be completed, scanned and e-mailed to Stacy Langdale at slangdale@colletoncounty.org.

By completing and returning this form, you are requesting notification of addenda that may be issued regarding this specific project only.

COMPANY NAME: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

FAX NUMBER: _____

E-MAIL ADDRESS: _____



Colleton County Finance/Purchasing
ATTN: Stacy Langdale, Purchasing Manager
31 Klein Street, Room 208
Walterboro, SC 29488

STATEMENT OF NON SUBMITTAL

If you **do not** intend to submit a proposal on this service, please return this form to the above address immediately, fax to 843-549-7215, or e-mail to slangdale@colletoncounty.org . **If this statement is not completed and returned before the date of opening, your company may be deleted from the Colleton County list for this service.**

We the undersigned, have declined to submit a proposal on the requested service **RFP NO. SW-19 Landfill Engineering Services** for the following reason(s):

- Insufficient time to respond to the Request for Proposal.
- We do not offer this service.
- Our schedule would not permit us to perform.
- Unable to meet bond/insurance requirements.
- Unable to meet proposal specifications.
- Specifications are unclear (explain below).
- Remove us from your vendors' list for this service.
- Other (specify below).

Remarks: _____

Company name: _____

Signature: _____

Telephone: _____ Date: _____

Colleton County
Request for Qualifications SW-19
Engineering Services for Solid Waste Landfill

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INSTRUCTIONS TO PROPOSERS

Proposals will be considered as specified herein or attached hereto under the terms and conditions of this proposal.

1. **Submit an original, so identified, and four (4) complete duplicate copies of the Proposal including a completed W-9 form and Certificate of Insurance for your agency in a sealed opaque package with the proposal number as well as the time and date for opening prominently marked on the outside.**
2. Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
3. Proposals must be submitted to or at the time, date and exact location specified to be considered. No late proposals, telegraphic, telephonic, or electronic proposals will be accepted.
4. All information requested of the proposer must be entered in the appropriate space on the original forms as contained in this RFP package. Failure to do so may be grounds for disqualification.
5. All information must be entered in ink or typewritten. Mistakes may be crossed out and corrected prior to submission, if initialed by the person signing the proposal. Corrections and/or modifications received after the closing time specified will not be accepted.
6. Proposing Firms are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.
7. **Prohibition of Gratuities:** It shall be unethical for any person to offer, or give, or agree to give any County employee or former County employee, or for any County employee or former County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.
8. **Addendum to Proposal:** If it becomes necessary to revise any part of this request for proposals, an addendum will be provided in writing to all vendors receiving this request for proposals. All amendments issued by Colleton County must be acknowledged in writing by vendor. In addition, all addenda will be posted to the Colleton County website at www.colletoncounty.org under "Online Bids." It is the responsibility of the Vendor to check the website for addenda up to the time of the proposal closing.
9. **Proposal Closing.** At the time that proposals are opened, the only information that will be released is the names of the participating proposers. No other information will be provided before the ranking of bidders and the issuance of award.
10. Prices will be considered net if no discount is shown.
11. Colleton County reserves the right to award proposals received on the basis of individual items, groups of items, or the entire list of items; to reject any and all proposals; and to waive any technicalities.

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12. In case of tie proposals, price and quality being equal, preference shall be given to Colleton County vendors. In every case, Colleton County reserves the right to make awards deemed to be in the best interest of the County.
13. Unless otherwise indicated in the proposal notice, prices must be firm, and remain in effect for ninety (90) days. Ambiguous proposals which are uncertain as to fees, delivery, or compliance with specifications may be rejected or disregarded.
14. Samples of any articles deemed necessary shall be furnished free of any cost to Colleton County. These samples may be retained for future comparisons. Any samples not destroyed by testing or not retained for comparisons will be returned to the offerer at the offerer's expense upon request.
15. The successful offerer shall indemnify and hold harmless Colleton County, its officers, agents, and employees, from all suits or claims of any character brought by reason of infringing on any patent, trade mark, or copyright.
16. In case of default by contractor, Colleton County reserves the right to purchase any or all items in default in open market, charging the contractor with any excess costs. Periods of performance may be extended if the facts as to the cause of delay are justified in the opinion of the proper Colleton County officials.
17. Failure to Perform: If, during the term of this contract, the vendor should refuse or otherwise fail to perform any of its obligations under the contract, the County reserves the right to: 1) Obtain the goods or services from another vendor; and/or 2) Terminate the contract; and/or 3) Suspend the vendor from bidding for a period of up to 24 months. If the County exercises this right, the County shall not be responsible for any portions of this contract, nor shall the County be responsible for any pro-rata billings, partial work completed, parts ordered, supplies, or any other vendor related costs related to the cancellation of this contract.
18. Billing for all services will be charged on a per service billing for the Solid Waste Department and invoiced monthly with a thirty (30) day net payment schedule.
19. Every effort has been made to insure that all information needed by the Offering Firm is included herein. If the Offering Firm finds it cannot complete a proposal without additional information, it may submit written questions to Stacy Langdale, Purchasing Manager at the addresses listed on the Proposal Submittal Form or via e-mail at slangdale@colletoncounty.org . All questions and written replies will be distributed to all Offering Firms and will become a part of the solicitation. **Questions must be submitted in writing and received by December 18th.**

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Colleton County
Request for Qualifications SW-19
Engineering Services for Solid Waste Landfill

GENERAL PROVISIONS

1. **ORDER OF PRECEDENCE:** In the event of inconsistency between the provisions of this solicitation, the inconsistency shall be resolved by giving precedence in the following order: (A) Colleton County Ordinance Number 2000-0-21 as amended, (B) The proposal schedule and instructions to offerers, (C) General conditions, (D) General provisions, (E) Other provisions of the contract whether incorporated by reference or otherwise, and (F) the Specifications.
2. **S.C. LAW CLAUSE:** Upon award of a contract or Purchase Order under this proposal, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business in this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful offerer from requirements that it be authorized and/or licensed to do business in this state, by submission of this signed proposal, the offerer agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina, to all matters and disputes arising or to arise under the contract and performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.
3. **EXCUSABLE DELAY:** The contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by the fault of a subcontractor, and if such default arises out of control of causes beyond the control of both the contractor and subcontractor, and without the fault or negligence of either of them, the contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule.
4. **AWARD CRITERIA:** Award will not be issued based solely on price as this award is considered a professional service. Colleton County will consider the proposal to be most advantageous to its own interests. References will be contacted and considered as part of the award criteria based on information provided related to the service history and quality. No awards will be issued until after review and approval by the Colleton County Council.
5. **SPECIFICATIONS:** Any deviation from specifications in the proposal solicitation must be clearly pointed out; otherwise, it will be considered that the items offered are in strict compliance with these specifications, and the successful offerer will be held responsible therefore. Unless otherwise stated, it is understood and agreed that any item offered or shipped on this proposal shall be new and suitable for storage or shipment, and that prices include standard commercial packaging.
6. **RESPONSIBILITIES:** The offerer must assume that any purchase, responsibility, insurance, and action or activity which is necessary for the satisfactory operation of the services requested in the request for proposal, but which is not specifically designated as a Colleton County responsibility, is a responsibility of the Contractor's operation, and the offerer shall include these in the response to this request for proposal accordingly.
7. **INSURANCE:** Upon award of the contract or Purchase Order under this proposal the contractor shall maintain, throughout the performance of its obligations a policy or policies of **Worker's Compensation** insurance with such limits as may be required by law, and a policy or policies of **general liability** insurance insuring against liability for injury to, and death of, persons, and damage to, and destruction of, property arising out of, or based upon, any act or omission of the contractor or any of its subcontractors of their respective officers, directors, employees or agents. Such general liability insurance shall have limits sufficient to cover any loss or potential loss resulting from this contract. **Prior to commencing work hereunder, Offeror, at his expense, shall furnish insurance certificate showing the certificate holder as Colleton County, PO Drawer 157, Walterboro, SC 29488, Attention: County Purchasing and with a special notation naming Colleton County as an additional insured on the liability coverage.**
8. **AUDIT:** Contractor's records which pertain to this Contract shall be open for inspection and/or audit by the County upon request for a period of five years after each contract year. For audit purposes, the Contractor shall maintain actual costs related to this contract, including but not limited to, supply costs, rental costs, personnel costs, etc., for a period of five years after each contract year.
9. **TERMINATION FOR NON-APPROPRIATIONS:** Funds for this contract are payable from County appropriations. In the event no funds or insufficient funds are appropriated and budgeted, the County shall immediately notify firm of such occurrence, and the resulting contract shall create no further obligation of the County and shall be null and void, except as to the portions of the contract completed to date. No right of action or damages shall accrue to the benefit of the firm as to that portion of the resulting contract which may so terminate.

PROPOSAL PROCEDURES MUST COMPLY WITH THE PROVISIONS OF SC LAW AND REVISED
PURCHASING ORDINANCE NUMBER 2000-0-21 AS AMENDED.

SCOPE OF WORK

PURPOSE:

Colleton County, South Carolina is soliciting proposals from qualified, full service engineering firms for the annual monitoring and related engineering work with regulatory agencies on its transfer station and C&D landfill, in addition to two municipal landfills (closed “pre-Subtitle D) within a few miles of Walterboro, SC. Value added engineering capability is important. The selected firm will be expected to address the need to contain costs, comply with all state and federal laws in a timely fashion, prepare periodic reports to agencies, and assist in long term planning and design issues. Examples of some of the services to be provided include Hydro Geological services involving ground water sampling and analysis, ten wells to monitor, two surface water locations, and annual & semiannual well monitoring as needed and as required by DHEC. Additional services include plans for updating the Solid Waste Management Plan, Ground Water Detection Monitoring, and Storm Water Pollution Prevention. Surveys forecasting the end of life expectancy calculation of the construction and demolition Landfill will also be required along with assistance in the design and/or building of additional convenience centers as needed. The Colleton County’s Solid Waste facility is located at 3288 Green Pond Highway, Walterboro, SC.

MINIMUM REQUIREMENTS OF THE ARCHITECTURAL/ENGINEERING FIRM:

Firms who provide responses to the RFP must meet the following requirements, otherwise their response will not be considered by the County:

- Current registration as a Professional Engineering Firm in South Carolina
- Demonstrated expertise and experience in the areas outlined above related to Solid Waste Engineering Services
- Project Manager familiar with the local area and who is a Registered SC Professional Architect/Engineer

SUBMITTAL REQUIREMENTS:

- Cover Letter (not to exceed two pages).
- Completed Proposal Submittal Form.
- Introduction to the Firm.** The Firm should provide a brief overview of the history of the Firm and specific accomplishments and successes that the Firm wishes for Colleton County to be aware of. This introduction should include a description of the project team, years in business and financial oversight (no more than six pages)
 - Age of firm
 - Size of firm
 - Location of firm
 - Stability of firm
 - Full service capabilities
 - Firms performance on similar projects within South Carolina
 - State of SC licensing requirements

- **Qualifications of Project Team.** Resumes of principal project personnel, listing relevant experience and training (not to exceed two pages per person).
 - Professional qualifications of individuals who will actually perform the work
 - Unique project related knowledge and experience of individual team members
 - Time commitment level of project team
 - Principal level involvement in team activities
- **Similar Project History.** A description of similar projects with which the firm has been involved. Recent experience with at least five similar solid waste projects is required. Those projects that relate specifically to the area and are the most current will carry the greatest weight. Each project should include a brief description of the project need and work completed, project location, and client reference and contact information. (Project outlines should not exceed one page each)
- **Specific Qualifications.** Demonstrated history and ability to control spending and meet scheduling deadlines.
 - Knowledge of state and federal codes and laws pertaining to the project
 - Level of firm specialization in related engineering projects
 - Demonstrated design capability of firm on similar projects
 - Demonstrated ability of the firm to control project scope and meet budgetary constraints
 - Demonstrated ability of the firm to meet schedule requirements
 - Utilization of state of the art design techniques and equipment
- **Firm Cost History.** Demonstrated ability of the firm to maximize design opportunities within cost constraints with a history of stable and consistent fees.
 - Demonstrated ability of the firm to accurately forecast at the conceptual stage
 - Change order history on similar projects
 - Cost control methods utilized
 - Design simplicity
 - Ability to maximize design opportunities within cost constraints
 - History of design initiatives to maximize safety
 - History of design initiatives to maximize operational cost containment
 - Ability to maximize proven staffing conservation opportunities
 - Stable fees in line with other local firms or national averages for the area

REFERENCES:

A list of four (4) references needs to be provided including the business name, contact person, address, phone number, e-mail address and year(s) of service with that company. **References will be contacted, and the reports they provide on service history and quality will be considered as part of the award criteria.**

SELECTION CRITERIA:

Colleton will use the following criteria to evaluate and select the successful engineering firm. Colleton reserves the right to reject any or all proposals, and to award a contract that is most advantageous, and in the best interest of the County and its partners.

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- Prior experience and reputation of the proposer in completing projects of similar nature and scope, including adherence to original budget and schedule. (50 points)
- The proposer’s knowledge of solid waste practices and reporting requirements. (20 points)
- Overall engineering and project experience of Project Team. (15 points)
- The proposer’s familiarity with Colleton County’s requirements and ability to include expertise and innovative engineering concepts while meeting overall client needs. (10 points)
- The location of the office which will serve Colleton County. (5 points)

Maximum Total Points: 100

The County will negotiate a Contract with the most responsive and highest qualified Firm for engineering services, at a compensation which is considered to be fair and reasonable to the County. In making this decision, the County shall take into account the established value, the scope, the complexity, and the professional nature of the services to be rendered. Should the County be unable to negotiate a satisfactory contract with the Firm considered being most responsive and qualified, negotiations with that Firm shall be formally terminated. Negotiations will then proceed with the remaining ranked Firms in the same manner until an agreement is reached.

This solicitation does not commit the County to award a contract, to pay any costs incurred in the preparation of qualifications submitted, or to procure or contract for the services. The County reserves the right to accept or reject any, all, or any part of offers received as a result of this request, to negotiate with all qualified Firms, or to cancel in part or in its entirety this Request for Proposals if it is in the best interest of the County.

PROJECTED SCHEDULE:

The projected schedule of events for this proposal is as follows:

December 18, 2009	Deadline for Questions
December 29, 2009	Proposal Due Date
January 6, 2010	Evaluation Committee Short Lists Firms
January 19-20, 2010	Vendor Presentations
January 22, 2010	Recommendation for County Council
February 2, 2010	Approval of Contract by County Council
February 5, 2010	Notice to Proceed

CONFIDENTIALITY:

By submitting a proposal in response to this solicitation, a respondent acknowledges that Colleton County is a governmental entity subject to South Carolina Public Records Law. The respondent further acknowledges that any material or documents provided to Colleton County may be “public record” and, as such, may be subject to disclosure to, and copying by, the public unless otherwise specifically exempt by statute. Should a respondent provide Colleton County with any materials which it believes, in good faith, contain information which would be exempt from disclosure or copying under South Carolina law; the respondent shall indicate that belief by typing or printing, in bold letters, the phrase “Proprietary Information” on the face of each affected page of such material. The respondent shall submit to Colleton County both a complete copy of such material and a re-dated copy in which the exempt information on each affected page, and only such exempt information, has been rendered unreadable. In the event a respondent fails to submit both copies of such material, the copy submitted will be deemed a public record subject to disclosure and copying regardless of any annotations to the contrary on the face of such document or any page(s) thereof.

OTHER CONDITIONS OF RFP:

Anti-Collusion – Under no circumstances shall any prospective Firm, or any person or persons acting for or on behalf of any said prospective Firm, seek to influence or gain the support of any employee of Colleton County favorable to the interest of any prospective Firm or gain the support of any employee of Colleton County against the interest of any prospective Firm. Any such activities shall result in the exclusion of the prospective Firm from consideration by Colleton County.

Drug Free Work Place – The Firm must have an established drug free workplace program in place.

OSHA and other safety related requirements – Each Firm shall have an established safety policy to ensure all regulatory safety requirements are met on all field service activities. Colleton reserves the right to request a copy of such plan.

INSURANCE:

Insurance requirements – Colleton will require the following remain in force at all times through the life of the contract:

- Professional Liability Insurance – Minimum \$2,000,000.00 Proof of in force insurance must be provided in the response to the RFP
- Other insurances:
 - Workers’ Compensation - \$100,000 – each accident
 - Statutory Coverage and Employer’s - \$100,000 each employee
 - Liability - \$500,000 – policy limit
 - Comprehensive General Liability - \$1,000,000 – bodily injury each occurrence
 - \$1,000,000 – bodily injury aggregate
 - \$1,000,000 – property damage each occurrence
 - \$1,000,000 – property damage aggregate
 - Products – Completed Operations - \$1,000,000 – aggregate
 - Business Auto Liability – Same as Comprehensive General Liability
 - Excess or Umbrella Liability - \$1,000,000

Colleton County will be named as an “additional insured” party. **The response to the RFP should include documentation that these insurances will be provided throughout the life of this contract.**

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**CONSULTANT EVALUATION FORM
COLLETON COUNTY, SOUTH CAROLINA**

PROJECT DESCRIPTION Engineering Services for Solid Waste Landfill	DATE
PROPOSING FIRM	PROJECT NO: SW-19

Evaluation Criteria	Value	Assigned Value	Score
I. Prior experience in completing projects of similar nature & scope	1-50		=
II. Knowledge of solid waste transfer station practices & operations	1-20		=
III. Overall engineering & project experience of Project Team	1-15		=
IV. Familiarity with County requirements	1-10		=
V. Location of the office which will serve Colleton County.	1-5		

REMARKS: The value assigned is judged on a scale of 1 through 50, with 50 being the highest possible value.

TOTAL SCORE _____

Evaluation Committee Member Signature

VENDOR REFERENCES

The following information is required in order that your proposals may be reviewed and properly evaluated.

Firm Name: _____

Length of time firm has been in business: _____

Local Commercial and/or Governmental References that you have previously performed similar contract services for:

Company

Company

Address

Address

Telephone

Telephone

Contact Person

Contact Person

Years of Service w/ this Company

Years of Service w/ this Company

Company

Company

Address

Address

Telephone

Telephone

Contact Person

Contact Person

Years of Service w/ this Company

Years of Service w/ this Company