



**Procurement Office  
31 Klein Street, Room 208  
Walterboro, SC 29488  
Phone: (843) 782-0504**

## **RFQ: CC-07 Civil Design Services**

<b>Date:</b>	<b>July 19, 2013</b>
<b>Solicitation Number:</b>	<b>CC-07</b>
<b>Closing Date/Time:</b>	<b>Thursday, August 15, 2013 at 11:00a.m.</b>
<b>Location:</b>	<b>Council Chambers, 109 Benson Street, Walterboro, SC 29488</b>

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## I. PURPOSE OF REQUEST

The purpose of this Request for Qualifications (RFQ) is to solicit letters of interest and qualifications from firms interested in providing civil design services necessary for improvements to the proposed industrial park located within Colleton County. Colleton County will be utilizing the bid process of contracting for these projects. The proposed roadway construction is herein after referred to as the "Project". The term "PROPOSER" as used herein includes a firm or firms, consortia, partnerships, joint ventures and others with whom Colleton County will be contracting.

Colleton County will use a two-step process to select a PROPOSER with which to execute a contract for this project. This RFQ represents the first step in the process. After evaluating the submitted Qualifications, a maximum of three (3) PROPOSERS will be invited to respond to the Request for Qualifications (RFQ). Upon evaluation of the Qualifications submitted in the second step of the selection process, the selection committee will recommend to Colleton County a PROPOSER for award (by majority vote) and execution of a contract.

It is not the intention of Colleton County to receive project specific design or engineering recommendations as part of this RFQ. PROPOSERS should limit their submittals to the information required by this RFQ and other information regarding qualifications and experience.

The Construction Engineer and Inspection ("CE&I") determination and contracting will be accomplished after the award of this Project to the successful PROPOSER. If a separate procurement is necessary, no member of the successful PROPOSER's design build team, its subsidiaries and/or affiliates, (both design team and construction team) shall be selected for the CEI project. If a sub-consultant on the successful PROPOSER's design build team (both design team and construction team) is being utilized by a CEI candidate, the submitting CEI firm shall request approval from COLLETON COUNTY to replace the sub-consultant prior to CEI contracting.

## II. OVERVIEW

Colleton County intends to enter into a design construction monitoring contract. Colleton County will determine the successful proposal based on the criteria to be presented in the RFQ.

The scope of this project consists of overall civil design plans and permitting for the proposed industrial park.

The PROPOSER shall be responsible for complying with the NEPA determination and all environmental commitments. The acquisition of any necessary rights of way and/or permissions will be the responsibility of the PROPOSER. The preparation of all necessary permit applications will be the responsibility of the PROPOSER.

The selected PROPOSER will be responsible for all engineering, design, and plan preparation services, including, but not limited to, permitting, utility coordination, maintenance of traffic, environmental compliance, preparation of as-built plans, and any and all other services that may be necessary for the completion of the Project

### III. ANTICIPATED PROCUREMENT PROCESS

#### A. Selection of Short-Listed Qualified Firms

Colleton County will review all responses to the Request for Qualifications and intends to invite a maximum of three (3) teams to respond to the Request for Qualifications.

#### B. Confidential One on One Meetings

COLLETON COUNTY intends to conduct confidential one-on-one meetings with each of the short listed teams so that the teams will be able to confidentially seek clarification and discuss the project with COLLETON COUNTY personnel.

#### C. Submittal of Proposal

A proposal consisting of separate technical and cost Qualifications will be submitted after the RFQ process has been completed. Details regarding the submittal of the proposal including the scoring of the technical proposal will be included in the RFQ.

### IV. PROJECT SCOPE

The scope of work for the Project will include the complete civil design of an approximately 170 acre industrial park. The design work will include, but not be limited to, surveys, geotechnical exploration and design, hydrologic/hydraulic analysis and design, roadway design, utility coordination, and permitting services to include permit acquisition along with any other work that may be necessary to complete the Project.

Engineering will comply with the SCDOT Standard Specifications for Highway Construction, Manual of Uniform Traffic Control Devices, the SCDOT Standard Drawings for Road Construction, SCDOT Supplemental Specifications, SCDOT Supplemental Technical Specifications, and any special provisions.

Areas of work required for this project will include, but are not limited to, the following items:

1. Project Management
2. Topographical and Boundary Survey
3. Wetland Delineation & Wetland Mitigation
4. Geotechnical Exploration and Design
5. Hydrology and hydraulic design studies for roadway and entire site to include NPDES and FEMA as required
6. Utility Design & Coordination with Utility Providers
7. Grading Plan
8. Erosion & Sediment Control Design
9. Roadway Design
10. Permanent Signing and Pavement Markings Plan
11. Preliminary and Final Plat Preparation
12. Construction Details & Specifications
13. Permit preparations, submittals, and approvals including identifying and providing mitigation as required Permitting through appropriate entities, including but not limited to: ACOE, DHEC/EPA, OCRM, Colleton County, etc.
14. As-built Plan Preparation

## V. CONFLICT OF INTEREST

Such persons and entities are prohibited from participating in a PROPOSER organization relating to this Project. Section 23 CFR 636.103 defines “organizational conflict of interest” as follows:

“Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the owner, or the person’s objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.”

A person or entity will not be allowed to participate as a PROPOSER or to join a design-build team that has performed any of the following:

15. Assisted COLLETON COUNTY in the preparation of the RFQ document for this Project;

16. Contracted with COLLETON COUNTY to perform CE&I on this Project after award.

PROPOSERS who identify any person or entity who has an organizational conflict and/or performed certain preliminary engineering for this Project, and wish to participate on the design build team must:

17. Disclose all work performed in relation to the Project and describe in detail the organizational conflict on the attached form. Disclosure includes providing all relevant facts concerning any past, present or currently planned interests which may present an organizational conflict of interest. PROPOSER shall state how its interests or those of its chief executives, directors, key individuals for this Project, or any proposed consultant, contractor or subcontractor may result, or could be viewed as an organizational conflict of interest;
18. Provide all records of such work to COLLETON COUNTY so that all such information can be made available to all potential design build teams, if necessary;
19. Ensure that the person or entities contract with COLLETON COUNTY or any related entity to perform service related to this Project has expired or has been terminated;
20. In cases where the person or entity is identified as a member on more than one design-build team for this Project, PROPOSER shall describe how the person or entity will avoid conflicts in the bid phase of the Project;
21. Comply with all federal and state conflict of interest rules and regulations.

All PROPOSERS must complete the Disclosure of Potential Conflict of Interest Certification included in this RFQ and submit it as part of the RFQ submittal. COLLETON COUNTY will review the Disclosure of Potential Conflict of Interest Certification and the proposed mitigation measures to determine if the PROPOSER may submit the RFQ, RFQ, or be awarded the contract. COLLETON COUNTY will determine, in its sole discretion, if the PROPOSER has obtained an unfair competitive advantage. Disclosure of a potential conflict of interest will not necessarily disqualify a PROPOSER. This information shall be included in the appendices and will not be counted against the 20-page maximum requirement.

PROPOSER agrees that, if an organizational conflict of interest is discovered after the RFQ proposal is submitted, PROPOSER must make an immediate and full disclosure to COLLETON COUNTY that includes a description of the action that the PROPOSER has taken or proposes to

take to avoid or mitigate such conflict. If after award of the contract an organizational conflict of interest is determined to exist, COLLETON COUNTY may, at its discretion, cancel the design-build contract for the Project. If the PROPOSER was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to COLLETON COUNTY, then COLLETON COUNTY may terminate the contract for default.

## VI. PRE-QUALIFICATION REQUIREMENTS

All firms that are part of the design team shall be pre-qualified by COLLETON COUNTY for the work they are identified to perform. If the PROPOSER is a Joint Venture, or other entity organized specifically for this project, qualification documentation must be submitted for each member. These are to include (but not necessarily limited to): Licensing, Insurance (Liability/Workman's Comp/Collision), W9.

## VII. SUBMITTAL FORMAT

The RFQ response must be submitted by the date and time listed in the "Milestones" in this RFQ. The response shall contain no more than twenty-five (25) double spaced pages, typed on one side only, excluding appendices. Minimum font size shall be 12-point. Responses should address each of the following categories in the same order as listed below. The PROPOSER may wish to include additional information. If a PROPOSER does not submit responses to these items, t h e i r s u b m i t t a l may be considered non-responsive and returned without further review/evaluation. PROPOSERS are advised that COLLETON COUNTY reserves the right to conduct an independent investigation of any information, including prior experiences, identified in the responses. PROPOSERS are responsible for effecting delivery by the deadline date and time; late submissions will be rejected without opening. COLLETON COUNTY accepts no responsibility for misdirected or lost Qualifications. Five (5) printed and bound copies of the RFQ response are to be submitted to COLLETON COUNTY.

**Responses shall be explained and identified within the twenty-five (25) pages. Appendices may only be used to support or supplement the detailed answers, but cannot be used as a substitute for the required narrative response.**

### A. TEAM STRUCTURE AND APPROACH

Provide the qualifications and organizational structure of the firm or firms on the PROPOSER's team as follows:

1. Organizational Makeup and Structure:

a) *Identify the lead organization and primary members of the team. Primary members include the design team, paving contractor, earthwork contractor and bridge contractor. Name the entity with whom COLLETON COUNTY will be contracting and identify if this will be a partnership, corporation, joint venture, etc. If a joint venture, name the person who has authority to sign the contract on behalf of the joint venture. Provide contact name, mailing address, phone number, and e-mail address for contracting entity.*

b) *Provide an organizational chart of each member of the PROPOSER's team. Describe the role and responsibilities of each primary team member. The organizational charts must identify the functional structure, levels of management, and reporting relationships for primary members and major functions to be performed in managing designing, and constructing the Project. The chart must show the organizations by name. **After initial submittal, primary team members including major subcontractors and consultants cannot be changed without COLLETON COUNTY approval. Changes to the team submitted in response to this RFQ may result in a re-evaluation of the team's qualifications. COLLETON COUNTY reserves the right to reject the PROPOSER from further consideration during the two-step selection process if the new team member is not approved.***

2. Capacity and Resources of Overall Team:

a) *Identify if any of the team members have worked together in the past. Describe the types of jobs they worked on, the year(s) they worked together, the level of participation, and a reference contact name and phone number for that job.*

b) *Identify available equipment and workforces for the project and items of work that the lead organization is capable of self-performing. Describe how the identified equipment and personnel will facilitate the designs, plans, and construction in a timely manner.*

c) *Provide a notarized affidavit executed by a principal officer of PROPOSER that indicates PROPOSER has the financial capacity and the resources necessary to complete the Project as proposed in the RFQ. Provide written documentation from the PROPOSER's bonding firm confirming PROPOSER's capacity to be bonded for the Project as proposed in the RFQ. This information may be included in the appendices and will not be counted against the twenty-five (25) page limitation.*



d) *If the PROPOSER is a partnership, limited partnership, joint venture, or other association, provide a copy of the organizational document or agreement committing to form the organization. Provide a statement executed by all general partners, joint venture members, or other association members, as applicable, evidencing agreement to be fully liable for the performance under the contract. Provide documentation evidencing the person signing the contract has authority to sign the contract on behalf of the joint venture. This information may be included in the appendices and will not be counted against the twenty-five (25) page limitation.*

3. Project Approach:

a) *Discuss your understanding of the tasks involved in the Project. Identify any special issues or problems that are likely to be encountered. Demonstrate clearly and concisely your understanding of the technical and institutional elements which the PROPOSER must address.*

b) *Identify where the Project will be designed, the location of the Project Manager, and the location where the contract will be administered. Indicate the team's ability to coordinate all portions of the Project. Indicate how the geographical setup of the primary members will achieve successful delivery of the Project.*

c) *Describe the approach to environmental coordination and permitting to ensure all permits are secured and requirements will be met.*

## B. EXPERIENCE OF KEY INDIVIDUALS

Prior to contract execution, all team members shall hold or obtain licenses required for performing work on the project under state and local laws. Any design reports, plans, and foundation designs shall be signed and sealed by an unrestricted Registered Professional Engineer registered in the State of South Carolina.

The team must have the ability and experience to perform at a minimum the following in order for this Response to be deemed technically acceptable. Team members may perform multiple roles with the exception of the Project Manager and Lead Design Engineer who shall have singular responsibilities as described below:

1. Project Manager:

a) *Project Manager - The Project Manager shall be the primary person in charge of and responsible for delivery of the Project in accordance with the Contract requirements. The Project Manager shall have full authority to make the final decisions on behalf of the PROPOSER and have responsibility for communicating these decisions directly to COLLETON COUNTY. The Project Manager shall be the primary contact for communications with COLLETON COUNTY and is expected to attend all regularly scheduled meetings. The Project Manager shall be on-site for the duration of the Project. The Proposal must identify the Project Manager and the employing firm and clearly define the role and responsibility of the Project Manager relative to the member firms. The Project Manager shall be dedicated solely to project management and shall have no other assigned project responsibilities.*

b) *The PROPOSER's Project manager must have at least ten (10) years of experience managing projects of similar complexity, scope and magnitude. Describe the Project Manager's experience leading similar projects. Provide a list of the projects that the Project manager has managed in the past. For each project listed, provide:*

- (1) A brief description of each project managed, including the year(s) of construction, size and type of project, and any unusual features.
- (2) Name of owner for whom the work was performed and the name and phone numbers of the owner's representatives who can verify and discuss the Project Manager's participation in the project.

## 2. Design Engineering Team:

The PROPOSER's design engineering team shall have experience and expertise in all phases of roadway design and bridge structure design for the Project. Key individuals of the design team shall have the following minimum qualifications:

a) *Lead Design Engineer*

- (1) The Lead Design Engineer shall have a minimum of ten (10) years of experience and expertise in the design of highways and must include experience and expertise in the design of interstate and interstate interchange projects. The Lead Designer shall provide a list with a description of any and all interstate and interchange projects and shall specifically identify the level of work he/she performed on each project and year of completion. For each project listed, the Lead Design Engineer shall provide contract information, including telephone number, of the project owner and shall specify the type of work and percentage of work performed on each project.

- (2) The Lead Design Engineer shall be in charge of and responsible for all aspects of the design of the Project (road, bridge, hydraulic analysis, seismic design, and geotechnical) subject to oversight of the Project Manager. The Lead Design Engineer shall be dedicated solely to the design of the Project and shall have no other assigned project responsibilities.

*b) Roadway Engineer – The Roadway Engineer shall have a minimum of five (5) years of experience in the design of roadway facilities with particular emphasis on interstate projects.*

*c) Geotechnical Engineer - The Geotechnical Engineer shall have a minimum of five (5) years of experience and expertise in the design of bridge foundations with specific experience with ground modifications and improvements.*

*d) Project Surveyor - The project surveyor of the construction team shall be a Registered Land Surveyor (RLS) in the State of South Carolina, shall have a minimum of five (5) years of experience and shall have experience in roadway construction work.*

*e) Wetland Consultant – The Wetland Consultant shall have a minimum of five (5) years of experience in wetland determination and mitigation process. The wetland consultant should be experienced in all current regulations, specifications, and permitting concerning the impact of wetlands.*

Provide resumes of other key individuals that are considered critical to the success of this project in addition to those identified above. Resumes should include information on experience related to similar projects and previous project work. For each project listed, include: a brief description of the project, year(s) of construction, size and type of project, and any unusual features. Also, project descriptions should include the name of the project owner and contact information for the owner's representatives who can verify and discuss the individual's participation in the project. This information may be included in the appendices and will not be counted against the twenty-five (25) page limitation.

**Key individuals and primary team members are to remain for the duration of the project and changes cannot be made without COLLETON COUNTY authorization. To qualify for COLLETON COUNTY's authorization, the PROPOSER must submit a written request explaining the reason for the change and must document that the proposed removal, replacement, or addition will provide management of the Project equal to or better than that submitted with the RFQ. COLLETON COUNTY will use the criteria specified in the RFQ and the qualification submitted by the PROPOSER to evaluate all requests.**

## C. PAST PERFORMANCE OF TEAM

### 1. Quantity of Past Performance:

*a) For each primary member included in the PROPOSER's Team, provide information demonstrating the firm's qualifications for performing work included in the Proposal. The information is to include a list of project experience in the past five (5) years, including year(s) of construction. Clearly provide past project experience in the design and construction of interstate and interchange improvements, and design build experience. List all interstate projects that the team has worked on and provide date of construction and owner information.*

*b) For each project listed, provide:*

- (1) A brief description of the project.*
- (2) Name of owner for whom the work was performed.*
- (3) Name and phone numbers of owner's representatives who can verify and discuss the firm's participation in these projects.*

*c) Include SF 330 forms, in the appendix, for all engineering firms and similar profiles for construction firms.*

### 2. Quality of Past Performance:

In evaluating past performance, COLLETON COUNTY will also utilize information available on each PROPOSER through its Contractor Performance Evaluation System. Current as well as past Contractor Performance Scores (CPS) may be considered. In addition, PROPOSER's performance on current and past projects may be measured using interviews with current and past clients. PROPOSERS are required to provide brief answers and explanations to the following questions: For this section, the term "any member" shall mean the lead organization and primary members.

*a) Has any member of the PROPOSER's team been declared delinquent or placed in default on any project within the last five (5) years?*

*b) In the past five (5) years, has any member of the PROPOSER's team been suspended, debarred, disqualified from bidding, or declared ineligible for work by any entity or are any such actions pending against them?*

*c) In the past ten (10) years, has any member of the PROPOSER's team submitted a claim on a project that was not resolved without litigation and if litigated, was not resolved in favor of the member of PROPOSER's team?*

*d) Has any member of the PROPOSER's Team been assessed liquidated damages on any projects within the past five (5) years?*

*e) Does any member of the PROPOSER's team have active projects and/or have completed projects in the last five (5) years that are/were behind schedule?*

*f) In the past five (5) years, has any member of the PROPOSER's team been found in violation of local, state, or federal laws or regulations or is under investigation for possible violation of such laws or regulations? This includes, but is not limited to, the areas of safety, environmental, and sediment and erosion control.*

*g) Within the last ten (10) years, has any member of the PROPOSER's team received incentives for early project completion?*

*h) In the past five (5) years, has any member of the PROPOSER's team been involved in design or construction related litigation?*

*i) In the past five (5) years, has any member of the PROPOSER's team failed to comply with a project's DBE contract provisions?*

#### **D. QUALITY CONTROL PLAN APPROACH**

1. Design Submittal Procedures: Describe the Team's design submittal procedures. The description should include procedures to address multiple submittals, percentage completion of plans submitted for review, sequence of types of plans submitted, and SCDOT's role in the review process. Describe how the Team's design submittal procedures will benefit the project schedule and the phasing of work.

**PROPOSERS who respond to this Request for Qualifications may be asked to provide additional information.**

**(This section left blank intentionally)**

## VIII. QUALIFICATIONS EVALUATION

A selection committee has been established by COLLETON COUNTY to review the RFQ responses. The criteria shown below will be considered in determining the PROPOSER's qualification score. The maximum points for each evaluation category will be as follows:

Category	Points
<b>A. Team Structure and Approach</b>	
Organizational Makeup and Structure	5
Capacity and Resources of Overall Team	15
Project Approach	15
<b>B. Experience of Key Individuals</b>	
Project Manager	5
Design Engineering Team	10
Environmental Manager	10
<b>C. Past Performance of Team</b>	
Quantity of Past Performance	15
Quality of Past Performance	15
<b>D. Quality Control Plan</b>	
Team Approach to Quality Control	5
Design Submittal Procedures	5
<b>Maximum Score</b>	<b>100</b>

## IX. CLARIFICATIONS

COLLETON COUNTY, at its sole discretion, shall have the right to seek clarifications from any PROPOSER to fully understand information contained in their responses to the RFQ.

## X. SELECTION

Selection will be based upon the scoring of the selection committee as set forth in the **QUALIFICATIONS EVALUATION** section. Based on the scoring, the selection committee will determine a maximum of five (5) PROPOSERS to be invited to submit a response to the Request for Qualifications (RFQ) for this Project. PROPOSER is advised that this evaluation and selection process is a competition and not simply a prequalification for the RFQ stage.

## XI. GENERAL INFORMATION

COLLETON COUNTY reserves the right, at its sole discretion, to either proceed no further with the Project

RFQ process, or to re-advertise in another public solicitation.

COLLETON COUNTY reserves the right to accept or reject any and all responses and/or discontinue the selection process at any time prior to contract execution.

COLLETON COUNTY assumes no liability and will not reimburse costs incurred by firms (whether selected or not) in developing responses to this RFQ.

COLLETON COUNTY reserves the right to request or obtain additional information about any and all responses to the RFQ. COLLETON COUNTY may also issue addenda to the RFQ which will be provided to all RFQ holders.

COLLETON COUNTY reserves the right to re-evaluate the PROPOSER's team when changes to team members are made. If a new team member is added, COLLETON COUNTY reserves the right to reject the PROPOSER from further consideration during the two-step selection process.

After initial submittal, key members of the PROPOSER's team cannot be changed without COLLETON COUNTY approval.

All PROPOSERS must visibly mark as "CONFIDENTIAL" each part of their submission that they consider to contain proprietary information the release of which would constitute an unreasonable invasion of privacy. All unmarked pages will be subject to release in accordance with law. PROPOSER should be prepared, upon request, to provide justification of why such materials should not be disclosed under the South Carolina Freedom of Information Act, S.C. Code Section 30-4-10, et seq.

All questions concerning this RFQ should be addressed to the COUNTY ENGINEER, **Jared Fralix**, at [jfralix@colletoncounty.org](mailto:jfralix@colletoncounty.org) or via phone at 843-782-3104. **Deadline for questions is Friday, August 9, 2013 at 11:00am.** All answers to queries will be posted as addendums on Colleton County's Procurement website at [www.colletoncounty.org](http://www.colletoncounty.org).

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## XII. MILESTONES

Advertise Request for Qualifications (RFQ).....Friday, July 19, 2013

Deadline for Submittal of five (5) printed copies.....Thursday, August 15, 2013 at 11:00am

Submit to: Colleton County

Attn: Procurement Office

31 Klein Street, Room 208

P. O. Box 157

Walterboro, SC 29488

Deadline for PROPOSERS to submit questions.....Friday, August 9, 2013 at 11:00am

Selection of Short-listed teams..... Friday, August 30, 2013

Confidential One-on-One meetings with PROPOSERS.....September, 2013

Notification of Selection.....September, 2013

Award/Contract Execution.....October, 2013

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### XIII. DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST CERTIFICATION

PROPOSER hereby indicates that it has, to the best of its knowledge and belief has:

\_\_\_\_\_ Determined that no potential organizational conflict of interest exists.

\_\_\_\_\_ Determined a potential organizational conflict of interest as follows:

Attach additional sheets as necessary.

1. Describe nature of the potential conflict(s):

2. Describe measures proposed to mitigate the potential conflict(s):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If a potential conflict has been identified, please provide name and phone number for a contact person authorized to discuss this disclosure certification with Department of Transportation contract personnel.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

