



FAIRFIELD COUNTY
Procurement Office
350 Columbia Road, Winnsboro, SC 29180
Phone 803-635-1415 Fax 803-635-5969
www.fairfieldsc.com

***REQUEST FOR QUALIFICATIONS TO PROVIDE PROFESSIONAL
ENGINEERING SERVICES FOR FAIRFIELD COUNTY TRANSPORTATION
COMMITTEE (CTC) RELATED PROJECTS***

RFQ: **0421 CTC Engineer**

DATE: April 12, 2021

DUE DATE/TIME: **May 10, 2021 at 11:00AM EST**

RFQ SUBMISSION: **One (1) original, three (3) copies, and one (1) digital copy**
Cathy Washington
Fairfield County Administration Building,
Conference Room, 2nd Floor
350 Columbia Road, Winnsboro, SC 29180

MAILING ADDRESS: Fairfield County Procurement Office
P.O. Drawer 60
Winnsboro, SC 29180

CONTACT: Questions must be in writing and received by 2:00 P.M.,
April 30, 2021
Email Address: cathy.washington@fairfield.sc.gov

This solicitation does not commit the Fairfield County to award a contract, to pay any cost 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 qualification statements. All or any part of qualifications received as a result of this request, or to cancel in part or in its entirety this Request for Qualification if it is in the best interest of the County to do so.

I. INTRODUCTION

Fairfield County is soliciting qualifications statements for providing professional engineering services for C-fund Road Improvement Projects. The maximum fee for the IDC shall be \$300,000, with a maximum fee of \$100,000 for each delivery order for C-Funded Projects. The Engineer will serve as project manager. The project is being funded through County C-Funds, distributed by the South Carolina Department of Transportation (SCDOT); all Procurement guidelines shall apply.

A minimum of three (3) highest ranking offeror(s) will be selected for interviews; all offeror(s) will be notified in writing. The County anticipates that it will award a contract in a timely manner. This solicitation will result in an award of an Indefinite Delivery Contract (IDC) contract.

The following IDC TERMS shall apply:

- Contract will be for a **2 year term not to exceed \$300,000**
- No single Project Delivery may exceed **\$100,000**
- The form of the Contract shall be a **Fairfield County Term Contract**

SOLICITATION DOCUMENTS must be requested in writing, via fax, mail, email or obtained from County website. (preferred) TO:

Cathy Washington, cathy.washington@fairfield.sc.gov

PROCUREMENT MANAGER

FAIRFIELD COUNTY

P.O. DRAWER 60

350 COLUMBIA ROAD

WINNSBORO, SC 29180

FAX (803) 635-5969 PHONE (803) 815-4042

DEADLINE TO SUBMIT: Sealed QUALIFICATION STATEMENTS must be received by **11:00 A.M., local time, May 10, 2021** in the Fairfield County Procurement Department, 350 Columbia Road, Winnsboro, SC 29180.

SECTION 1: GENERAL INFORMATION

The purpose of this **REQUEST FOR QUALIFICATION STATEMENTS** is to seek a qualified individual or firm to provide **ENGINEERING CONSULTING SERVICES FOR ROADWAY IMPROVEMENT PROJECTS** on county maintained roads located throughout Fairfield County. Engineering consulting services will include a combination of services such as, but not limited to: roadway evaluations and preliminary design, storm water planning and design, site work design, construction inspection and final plans. Professional management throughout all phases of project.

The successful Fairfield County Engineer will serve as project manager and oversee the execution of the project. The project is being funded through County C-Funds, distributed by the South Carolina Department of Transportation (SCDOT); all County Procurement guidelines shall apply.

The purpose of the RFQ process is to identify the most qualified firms; if applicable you will receive an invitation to make an oral presentation.

THIS IS NOT A REQUEST FOR A PRICED PROPOSAL

Please note that the Procurement Department is required to verify that all taxes have been paid to the County by vendors with which they intend to do business. If you owe delinquent taxes your submittal may be disqualified from consideration. If you wish to inquire as to your tax status, you may contact the Fairfield County Delinquent Tax Office at (803)815-4022.

TENTATIVE SCHEDULE

- RFQ Issued April 12, 2021
- RFQ Question Deadline, April 30, 2021, no later than 2:00 pm (EST)
- RFQ sealed Response Due Date May 10, 2021, 11:00 am(EST)
- Notice of Intent to Award Contract June 30, 2021

QUALIFICATIONS STATEMENT CONTENT: Fairfield County intends to select and retain a consultant whose response to this “Request for Qualification Statement” best demonstrates ability to perform and comply with requirements herein. Verbal, faxed or emailed Qualification Statements will not be accepted.

All STATEMENTS must convey all of the information requested in order to be considered responsive. The basic and governing language of the contract resulting from this solicitation shall be comprised of this document, including any attachments and Addendums, and the successful offeror’s signed submittal.

QUALIFICATION STATEMENT ORDER:

Please include the following specific items which will assist in the evaluation of all statements:

1. Qualifications

- a. Brief history of firm.
- b. Previous experience of similar projects.
- c. Resumes of key personnel available for this project.
- d. Location of the 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 telephone numbers and email addresses.

3. Sub-consultants (if used)

- a. Provide a listing of all sub-consultants which are proposed to be a part of the team. Include responsibilities and qualifications for each sub-consultant.

4. Present work load

- a. Key staff assignments through project period.
- b. Commitments -vs. - resources.

5. EEO policy

6. Supplemental information which you feel is important for us to consider your firm.

SECTION II: TERMS AND CONDITIONS

ADDENDUMS: All Addenda to and interpretations of this solicitation shall be in writing from the Procurement Manager, Fairfield County. Any errors or omissions requiring correction shall be brought to the Procurement Manager's attention immediately. The Procurement Manager shall not be legally bound by any Addendum or interpretation that is not in writing. It is the offeror's sole responsibility to ensure that these documents are received by the Procurement Manager (or office) any time prior to the advertised deadline.

ASSIGNMENT: No contract or its provisions may be assigned, sublet, or transferred without the written consent of the Procurement Manager.

BANKRUPTCY: (a) Notice. In the event the Consultant enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the Consultant agrees to furnish written notification of the bankruptcy to the Using Governmental Unit. This notification shall be furnished within five (5) days of the initiation of the proceedings relating to the bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of all State contracts against which final payment has not been made. This obligation remains in effect until final payment under this Contract. (b) Termination. This contract is voidable and subject to immediate termination by the State upon the consultant's insolvency, including the filing of proceedings in bankruptcy.

CANCELLATION/REJECTION: Fairfield County reserves the right to accept or reject any, all or any part of statements received as a result of this request, to waive any informalities or to cancel in part or in its entirety this request, if it is in its best interest to do so. Fairfield County will be sole judge as to whether statements submitted meet all requirements. This solicitation does not commit Fairfield County to award a contract, to pay any cost incurred in the preparation of statements or to procure services. Fairfield County is an equal opportunity employer.

CERTIFICATE OF INSURANCE: A copy of your 'Certificate of Insurance' **must** be submitted with your Qualifications Statement. For any CONSULTANT visiting on-site in Fairfield County,

providing consulting, evaluation or other services, for the protection of Fairfield County, CONSULTANT shall maintain throughout the performance of its obligations under this Agreement 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** with limits sufficient to cover any loss or potential loss resulting from this contract 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 CONSULTANT or any of its subcontractors or their respective officers, directors, employees or agents and a policy or policies of **AUTOMOBILE LIABILITY INSURANCE** with such limits as may be required by law 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 CONSULTANT or any of its subcontractors or their respective officers, directors, employees or agents while operating their vehicle(s) on Fairfield County property. **Successful Offeror/CONSULTANT will be required to and must agree to maintain WORKER'S COMPENSATION throughout the duration of this contract.**

COMPETITION: This solicitation is intended to promote competition. If the language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested offeror to notify the Procurement Manager in writing so as to be received five (5) days prior to the date statements are due.

COMPLIANCE WITH LAWS: Consultant agrees to comply with any applicable, state and local laws and regulations.

DEFAULT: Should Consultant fail to fulfill in a timely and proper manner its obligations under this contract or if it should violate any of the terms of this contract, Fairfield County shall have the right to immediately terminate the contract. Such termination shall not relieve Consultant of any liability to Fairfield County for damages sustained by virtue of any breach by Consultant.

Termination-Funding. Should funding for this contract be discontinued, Fairfield County shall have the right to terminate the contract immediately upon written notice to Consultant.

Termination-Notice. Fairfield County may terminate this contract at any time upon written notice to Consultant.

Warranty and Responsibilities. Any failure of Consultant to provide goods or services or otherwise perform pursuant to this contract, including, without limitation, interruption or delay, that is due to failure of any services, individually or in combination, to successfully transition and/or to provide correct results as set forth in this document, shall not be *force majeure*, and shall be a breach of this contract. This applies to any failure of Consultant to perform and/or subcontractors that are due to perform any services, individually or in combination.

MINIMUM REQUIREMENTS: Fairfield County requires that all Qualification Statements provide satisfactory evidence of ability to furnish services in accordance with the terms and conditions contained herein. If your submittal fails to conform to the essential requirements of this solicitation, Fairfield County and SCDOT will be the judge as to whether that variance is significant enough to consider your statement non-responsive.

MINORITY AND WOMAN-OWNED PROJECT GOALS FOR C-FUND CONTRACTS: For contracts that involve South Carolina Department of Transportation C-Funds (such as this contract) there is a goal of 5% minority and 5% woman-owned business enterprise subcontract participation. A list of certified minority and woman-owned disadvantaged business enterprises can be found at the SCDOT Web site http://www.scdot.org/doing/dbe_listing.shtml

NON-APPROPRIATIONS: Any contract entered into by Fairfield County or its departments, institutions, agencies, political subdivisions or other entities resulting from this solicitation shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

NON-INDEMNIFICATION: Any term or condition is void to the extent it requires the County to indemnify anyone.

Qualifications Statements will be ranked using the following criteria:

1. Project Management/Past Performance/related experience on similar projects – **30 points**
2. Ability of professional personnel – **25 points**
3. Demonstrated ability to meet time and budget requirements – **20 points**
4. Location of firm – **10 points**
5. Recent, current, and project work load – **15 points**

Total possible points 100

SECTION IV: STATEMENT OF WORK/TASK LIST Fairfield County recognizes there are many activities that may be integral with transportation construction projects, such as underground utilities, landscaping, storm water management, and other civil engineering requirements. A combination of services such as, but not limited to: preliminary design, construction inspection and final plans. All work shall be coordinated with Fairfield County and in accordance with South Carolina Department of Transportation Standard Drawings for Road Construction Booklet.

Projects work will consist of pre-selected roads or road groups pre-approved by the Fairfield County and the Transportation Committee (CTC). The unpaved roads are in predominately residential areas of the County. Existing roads are currently surfaced with crusher run stone and, in most cases, have some drainage features.

The Fairfield County and the Transportation Committee (CTC) will identify and approve roads selected to be considered for construction. Funding and property acquisition may delay or dismiss a road from the list. All roadways identified will require recommended improvements to surfacing, to drainage and other required improvements as deemed appropriate.

1) Project Management

- a. Work scope and proposal development.
- b. Preparation and maintenance of the project schedule, including adding staff sub-consultants and other resources as needed to meet scheduled milestones.
- c. Conducting and/or assisting with the BID process.
- d. Monthly progress reports and analysis of cost versus progress.
- e. Scheduling and staffing project team meetings during both design and construction phases, including preparation of agendas and meeting notes.

2) Planning and Engineering

- a. Transportation system planning and analysis including modeling, alternatives analysis, and geometric evaluation.
- b. Perform traffic analyses which may include signal studies.
- c. Research “as-built” records and other historical data.
- d. Gather field information and other data, including utility information, existing conditions, traffic counts, geometry, and other salient features.
- e. Participate in preliminary design(s) preparation that may show roadway and existing utility configuration and rights-of-way location, including reports, traffic analysis, supporting data, survey information, and preliminary construction cost estimate(s). A specific project may require several design alternatives.
- f. Revise preliminary design as appropriate following County’s review, including possible downscaling to minimize need for rights-of-way acquisition.
- g. Submit preliminary engineering plans to County for final approval by the County and Transportation Committee (CTC)
- h. Participate in public meetings, to include preparation of visual aids and provide assistance in the presentation of design concepts to public officials and the general public, if necessary.

3) Final Design

- a. Prepare pertinent final engineering plans.
- b. Prepare pertinent construction specifications, including contract special provisions and supplemental standard specifications for construction contract documents.
- c. Submit pertinent final plans, traffic plans and signal design, and other documents to the County for review and approval.
- d. Prepare pertinent permit applications as appropriate for a specific project.
- e. Attend utility, pre-bid, and pre-construction meetings.

4) Construction Engineering

- a. Provide pertinent engineering support during project.
- b. Provide pertinent inspection services.
- c. Review pertinent contractor's progress payment requests, and certify that quantities claimed accurately reflect work performed and materials supplied during the payment period.
- d. Review contractor pay requests, shop drawings, change order requests and other contract submittals.
- e. Provide pertinent record drawings as necessary and a set of “As Built” drawings following completion of construction.

5) Miscellaneous Requirements per road

- a. General description of road to be paved; must provide information on size and scope of work expected and a location map.
- b. Hourly rates for engineering services cumulative of various office functions
- c. Expected costs for third party associated work, i.e., surveying, legal, testing, etc.
- d. Hourly rates for inspection and meetings
- e. Overall estimated cost of engineering and project cost

- f. Cost for plan and specification sets in hard copy and digital will be provided to the County. The County will expect no less than two sets of hard copy plans and a digital set as well as a digital and hard copy. Prospective contractors may obtain sets from the engineer at his cost. A set will be available in the Fairfield County Procurement office and supplied to the Dodge plan room.
- g. A set of Record Drawings in hard copy and digital will be supplied to the County at no additional cost.
- h. Expected cost for Engineering in total for the project.

REQUIRED FORMS

OFFEROR: _____

SUBMITTAL FORM

In compliance with the above Request for Qualifications, the undersigned hereby proposes to provide professional engineering services for Fairfield County and the County Transportation Committee (CTC) road related projects in accordance with the instructions, terms, conditions and requirements incorporated in the Request for Qualifications.

Qualifications submitted by: _____

Name of Offeror _____

Address _____

Federal Tax Identification Number _____

Principal's Name and Title (type or print) _____

Principal's Signature _____

State of Incorporation _____

Is your business delinquent in paying any taxes owed to Fairfield County?

Yes NO

Please note that the Procurement Department is required to verify that all taxes have been paid to the County by vendors with which they intend to do business. If you owe delinquent taxes your submittal may be disqualified from consideration. If you wish to inquire as to your tax status, you may contact the Fairfield County Delinquent Tax Office at (803)815-4022.

MINORITY AND WOMAN-OWNED PROJECT GOALS FOR C-FUND CONTRACTS

For contracts that involve South Carolina Department of Transportation C-Funds (such as this contract) there is a goal of 5% minority and 5% woman-owned business enterprise subcontract participation. This total of 10% DBE participation is the goal per project. A list of certified minority and woman-owned disadvantaged business enterprises can be found at the SCDOT Web site http://www.scdot.org/doing/dbe_listing.shtml.

CERTIFICATION OF COMPLIANCE WITH THE
SOUTH CAROLINA ILLEGAL IMMIGRATION REFORM ACT

I, _____ (name), hereby state and declare that I am the
_____ (title) of _____, (name
of entity) hereby certify to Fairfield County that, as to any service contract subsequently entered
into with Fairfield County, that _____ (name of entity)
intends to verify any new employees' status, and require any of my subcontractors or sub-
subcontractors performing services under any contract with Fairfield County to verify any new
employees' status, per the terms of the South Carolina Illegal Immigration Reform Act, and as
set out in Title 41, Chapter 8 of the Code of Laws of South Carolina, 1976.

Signature of Authorized Representative:

Date:

OFFEROR: _____

Non-Collusion Oath

COUNTY OF: _____

STATE OF: _____

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared _____ and made oath that the Contractor herein, his agents, servants, and/or employees, to the best of his knowledge and belief, have not in any way colluded with anyone for and on behalf of the Contractor, or themselves, to obtain information that would give the Contractor an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Contractor, or themselves, to gain any favoritism in the award of the contract herein.

SWORN TO BEFORE ME THIS _____ DAY OF _____, 20____.

Notary Public

Authorized Signature for Offeror

For the State of: _____
address:

Please print Offerors name and

My Commission Expires: _____

OFFEROR: _____

Equal Employment Opportunity Certification
(For Consultants/Vendors Other Than Individuals)

Fairfield County requires compliance with State and Federal regulations governing Equal Employment Opportunity, External Equal Opportunities (EO), External On-the-Job Training (OJT), Title VI, and the Americans with Disabilities Act (ADA) programs.

Sub-recipients of federal-aid contracts must include notifications in all solicitations for bids of work or material and agreements subject to Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities. Sub-recipients, contractors and subcontractors may not discriminate in their employment practices or in the selection and retention of any subcontractor.

By signing this document, the Contractor/Vendor hereby certifies their commitment to assure nondiscrimination in its programs and activities to the effect that no person shall on the grounds of race, color, national origin, sex, age, disability or income status be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by the sub-recipient and/or its contractors.

Project Name: Provide Professional Engineering Services for Fairfield County Transportation Committee (CTC) Related Projects

Consultant/Vendor Name:

Address: _____

Authorized Representative Name and Title:

Signature of Authorized Representative:

Witness (Print Name and Sign):
