

# REQUEST FOR QUALIFICATIONS

November 24, 2010

**Qualification Title:** Public Works Facility Site Engineering Consultant

**Qualification Number:** 2010-17

**Closing Date and Time:** December 15, 2010 at 3:00 p.m., local time

**NEWBERRY COUNTY, SOUTH CAROLINA IS SOLICITING QUALIFICATION STATEMENTS FROM QUALIFIED CIVIL ENGINEERING CONSULTING FIRMS FOR PROVIDING PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF THE NEWBERRY COUNTY PUBLIC WORKS COMPLEX.**

Interested firms are invited to submit qualification statements in accordance with the attached solicitation.

Qualification statement must be submitted to Newberry County in accordance with the date and time outlined above. Respondents to this request for qualification statements will be publicly identified at that time. Qualification statements must be submitted in a sealed envelope showing the referenced qualification title, qualification number, the qualification statement closing date and time and the submitting firm's name and address.

This request for qualifications statements does not commit Newberry County to award a contract, to pay any cost incurred in the preparation of qualification statements or to procure or contract for the goods or services. Newberry County reserves the right to accept or reject any or all qualification statements received as a result of this request, to negotiate with any or all qualified offerors, or to cancel in part or in its entirety this request if it is in the best interest of the County to do so.

Any inquiries shall be directed to:

Newberry County Office of Procurement  
ATTN: Crystal Waldrop, CPPB  
Post Office Box 156  
Newberry, SC 29108  
Telephone Number (803) 321-1420  
[cwaldrop@newberrycountv.net](mailto:cwaldrop@newberrycountv.net)

Fax Number (803) 321-2102

A. GENERAL INFORMATION:

1. Newberry County (County) is soliciting qualification statements (QS) from qualified consulting firms to provide planning and engineering services for the proposed Public Works Complex adjacent to the existing public works facilities in Newberry County.
2. The selection of the firm will be made in accordance with the Newberry County Procurement Code and Regulations.
3. QSs will not be accepted from any firm, company, individual, person or party, parent or subsidiary, against which the County has an outstanding claim, or a financial dispute relating to prior contractual performance with the County.
4. Five (5) copies of the QS must be delivered to the County by **3:00 pm local time on Wednesday, December 15, 2010**. QSs may be:

MAILED TO:

Newberry County Courthouse Annex  
ATTN: Crystal Waldrop, CPPB  
Post Office Box 156  
Newberry, SC 29108

HAND CARRIED TO:

Newberry County Courthouse Annex  
ATTN: Crystal Waldrop, CPPB  
1309 College Street  
Newberry, SC 29108

Offerors mailing a QS should allow sufficient mailing period to insure timely receipt. The County is not responsible for QSs delayed by mail and/or delivery services of any nature. QSs received after the set time for closing will be returned unopened.

5. QSs must be made in the official name of the firm or the individual under which business is conducted (showing the 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 QSs. QSs must be valid for a minimum of ninety (90) days.
6. The QS shall be submitted in a sealed envelope bearing: the RFQ number; RFQ title; the QS closing date and time, and the firm name and address.
7. QSs may be withdrawn by offeror prior to, but not after, the time set for the opening.

8. Upon receipt by the County, the QSs shall become the property of the County, without compensation to the offeror, for disposition or usage by the County at its sole discretion. The County shall have the sole discretion in evaluating both the QSs and the qualifications of the offerors. The County reserves the right to reject any and all QSs and is not bound to accept any QS if the QS is contrary to the best interest of the County. The particulars of any QS will remain confidential until a contract is signed with the successful offeror.

9. The procedure used to select the successful offeror will be a three-part process as outlined below:

STEP 1: The Evaluation Committee shall review all QSs and may determine a short list of offerors.

STEP 2: The Evaluation Committee will evaluate those short listed offerors with respect to the evaluation criteria. Newberry County may invite those short listed offerors to make a presentation.

STEP 3: The Evaluation Committee will present the top two ranked firms, to the County Council for final approval.

B. SPECIAL CONDITIONS: The successful offeror must agree to the inclusion of contractual articles provided below:

1. During the performance of this Contract, the Contractor agrees to provide equal employment opportunities. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, physical handicap, or marital status.

2. Contractor shall indemnify and hold harmless Newberry County from and against all losses and claims, demands, payments, suits, actions, recoveries and judgements of every nature and description brought or recoverable against Newberry County, by reason of any act or omission of said contractor, his agents, or employees, in the execution of the work or in consequence of any negligence in guarding the same.

C. GENERAL SCOPE OF WORK:

1. Newberry County proposes to engage the services of a site engineering consultant to provide site drawings, calculations and required permit preparation along with specifications. The intent is for the selected engineer to start from the Owner supplied boundary and topographic survey and a preliminary site plan drawing. The Owner will also provide the site geotechnical investigation report. The engineer will develop final site drawings, specifications and SCDHEC application for permit to construct. The site drawings will show building locations, layout, finish floor elevations,

parking and utility routing. The engineer will provide the Owner a complete set of documents ready for bid purposes. The qualification statement should provide the following information:

- a) Capability to undertake and complete project.
- b) Recent experience and quality of performance in similar site engineering projects.
- c) Professional background, integrity and competence of key personnel to be assigned to the projects.
- d) 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.
- e) Capability to meet schedules and budgets.
- f) List of four references, including name, address, phone number and description of projects.
- g) Company EEO Policy.

D. QUALIFICATION REQUIREMENTS:

The QS must be complete, clear and concise **{NOT TO EXCEED TWENTY (20) 8 1/2 x 11 PAGES, PRINTED ON ONE SIDE ONLY}** as to the intent of the offeror since the short list will be developed based upon the QSs alone.

In order to assist this process, the offeror shall submit the following information in the order listed below and clearly identified in separate sections of their QS.

1. BUSINESS ORGANIZATION: State the offeror's full name, address and telephone number and the branch office or subordinate element that will perform or assist in performing the services described herein. Indicate whether the offeror operates as a sole proprietorship, individual, partnership, or corporation, and the State in which your firm is incorporated or licensed to operate. Offeror must provide certification to provide services in South Carolina if based out of state.
2. RESUMES OF KEY PERSONNEL: Resumes for all key staff persons for all participants should be included in this section. All key and relevant experience should be highlighted on each resume.
3. PREVIOUS EXPERIENCE/CAPABILITY: Offerors shall provide a listing of projects and those presently underway in this section.

4. PERFORMANCE PERIOD: Contracts shall be duration of proposed project.
5. OFFEROR'S SUMMARY OF QUALIFICATIONS: In this section, the offeror should provide a narrative as to why he believes he is the best qualified to provide services for the County. At a minimum, this narrative should include:
  - a) The offeror's specialized experience and technical competence of the firm and key project team members.
  - b) Highlight of past successful projects.
  - c) The offeror's ability to perform the work in the given time frame given his current and planned work load.
  - d) A summary of the offeror's general business expertise including the financial strength of the firm.
  - e) A statement of disclosure which will allow the County to evaluate possible conflicts of interest.
  - f) A statement that the QS is valid for a period of at least ninety (90) days from closing date.
  - g) This section should include all additional information the offeror may desire to include in his QS.
6. EVALUATION CRITERIA: The selection committee shall evaluate each of the persons or firms, and they shall be evaluated in view of their:
  - a) Past Performance
  - b) Qualification and Experience of Personnel
  - c) Related Experience on Similar Projects
  - d) Willingness to Meet Time and Budget Requirements and Responsiveness to Contract Requirements.
  - e) Recent, Current and Projected Work Load of the Firm
  - f) Location of Personnel & Office