

# RFP for Professional Engineering Services

May 23, 2019

## Request for Proposals

### Professional Engineering Services

**The City of Seneca**, is requesting statement of qualification proposals from interested and experienced engineering firms licensed in the State of South Carolina to provide Professional Engineering services as-needed to include, but not limited to, design, engineering, construction plans, bid specifications, and construction oversight relating to infrastructure improvements.

#### 1.0 GENERAL INFORMATION

- 1.1 **Response due date and time:** Responses are due no later than **11:00 AM** on **Thursday, May 23, 2019** at which time all packages will be opened and only the names of the Responders announced. Any qualification proposals received after the deadline may be subject to non-consideration. Please allow sufficient delivery time to ensure timely receipt. The City of Seneca is not responsible for proposals delayed by mail or delivery services. The outside of the package must be clearly marked with C-FUND PROJECT RFP 2019-005.
- 1.2 **Selection process:** A Selection Committee will be comprised of City of Seneca staff to evaluate all responsive proposals and assign scores based on the stated evaluation criteria provided. The committee will rank the most qualified firm (firms) based upon the selection criteria. The City of Seneca reserves the right to shortlist firms based on the information submitted and conduct interviews, if needed.
- 1.3 **General:** The basic services to be provided will focus on Professional Engineering services, design, consultation, administrative, and additional services. The City of Seneca reserves the right to reject any and all submittals.
- 1.4 **Scope of Services:** Work will be comprised of reviewing current and/or preliminary plans, design upgrades that may include future capacities/locations of storm water and/or drainage enhancements, and hard surface improvements. Other services may include, but not limited to, surveying, utilities, erosion control, transportation related improvements, proposed design, contract administration, and added services related to the implementation of a future 'C-Fund Project' currently identified as South Depot Street Sidewalk Improvement (300 Block); and/or other projects of a similar nature.

The selected firm will be required to produce construction ready plans for the future 'C-Fund' project based on an approved design.

#### Specifics

- Review "as-is" site conditions.
- Design and show proposed improvements.
- Coordinate with the City of Seneca to ensure the desired design and requirements.

- Prepare the contractor bid package(s), if needed.
- Prepare submittal to SCDOT for encroachment permit, if needed.
- Prepare submittal to DHEC for a storm water and/or wetland permit, if needed.
- Develop construction cost estimate.
- Provide construction management services.

## 2.0 QUALIFICATIONS/PROPOSAL CONTENTS

2.1 Submittals of Qualification Proposals to the City of Seneca shall be at the Responder's sole expense.

Submit RFP to: Scott McLane, Engineering Supervisor  
Seneca Light & Water Department  
P.O. Box 4773  
251 E. North Second Street  
Seneca, South Carolina 29679-4773

Email: [smclane@seneca.sc.us](mailto:smclane@seneca.sc.us)

- Proposals must be submitted no later than **11:00 pm on Thursday, May 23, 2019**
- Questions relevant to this RFP should be submitted via e-mail or in writing to the above address by **1:00 PM, Monday, May 20, 2019**; a response addendum will be posted to the City of Seneca website by **Wednesday, May 22, 2019**
- Submit four (4) copies of the RFP response proposal; and if desired, one (1) electronic disk or flash drive copy
- Please label the outside of response package envelope as:

**RFP 2019-005 C-FUND PROJECT**

2.2 Qualifications and supplemental information should be limited to no more than twenty-five (25) pages of material. The cover page, letter of introduction and section tabs will not be counted against the page limit.

2.3 General information about the firm; provide the firm's name, address, telephone and fax numbers of the headquarters office and, if applicable, the branch office designated for this project.

2.4 Provide a general description of the capabilities of the firm, including information relating to its history, size, principals, professional staff and structure.

2.5 All proposing firms must have been professionally engaged in project management and engineering fields with experience in the public sector. In addition, all proposing

firms must employ/retain qualified personnel, who are licensed by the State of South Carolina and qualified in the following disciplines:

- Civil Engineering
- Environmental Engineering
- Construction Administration
- Construction Cost Estimating/Value Engineering
- Project Management
- Finance/Financial Management/Rate Setting

- 2.6 Each professional must not simply be credentialed, but shall also demonstrate they have seasoned, hands-on experience in engineering, construction, planning, and/or finance discipline.
- 2.7 Identify the person who is expected to be a primary contact. Include their experience and qualifications in similar projects, and their ability to lead and manage work teams that are multi-disciplinary and multi-functional.
- 2.8 In addition, proposing firms must be able to demonstrate they possess the ability to develop, monitor, control and manage changes in a project's scope, time, resources, cost and risk.
- 2.9 Other information that the proposing firm may wish to include.
- 2.10 Subject to exception provided by South Carolina Law, all information received in response to this RFP, including copyrighted material is public information. Any items submitted in a proposal and deemed as 'confidential' should be clearly marked on each of the part(s) considered to be proprietary information. Proposals will be made available for public viewing and copying upon request. The exception to this is (1) confidential information that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the City; (3) other constitutional protections. The City will provide a hard copy of the RFP responses for interested parties to view during regular business hours at the Lowery Building, 251 E. North Second Street, Seneca, South Carolina.

### 3.0 QUALIFICATION REQUIREMENTS

- 3.1 Qualifications will be considered based upon the documented qualifications and applicable experience of the firms and the personnel. It is anticipated that the successful firm and the City of Seneca will work together to develop a more detailed scope of work for the future project **South Depot Street Sidewalk Improvement (300 Block)** and other projects of a similar nature.

## 4.0 CERTIFICATES OF INSURANCE

- 4.1 Once selected, the firm hired to provide the services referenced in this RFP will be required to provide proof of insurance to include professional liability, workers compensation, employer's liability, general liability and auto liability on the appropriate Accord Form prior to commencing work. Minimally, the selected firm will be required to provide independent contractors insurance showing at least \$1,000,000 worth of business liability insurance, \$1,000,000 worth of auto coverage, and proof of workers compensation coverage.

## 5.0 SELECTION CRITERIA AND PROCESS

- 5.1 All responses are required to address the evaluation criteria in the order listed. Qualifications will be evaluated and reviewed by the City's selection committee. This evaluation may include discussions/interviews with all or select few of the firms providing responses. Listed below are some of the criteria that may be used in the selection process:
  - 5.1.1 The overall quality of the Statement of Qualifications; evaluation of the firm's and the assigned project personnel's ability to successfully complete all requirements as referenced in this Request for Proposals – **25%**;
  - 5.1.2 Demonstrated experience with similar projects involving the public sector (local governments) of similar size and organization – **25%**;
  - 5.1.3 Demonstrated project understanding and the ability of the firm to successfully complete the expected scope of work – **15%**;
  - 5.1.4 Examination of the firm's ability to timely pursue and initiate project objectives within an, *not-as-of-yet*, established time frame to meet 'C-Fund' requirement approval – **20%**;
  - 5.1.4 Proximity of the firm to the project location – **10%**; and
  - 5.1.5 Previous experience performing engineering and consulting services for the City of Seneca – **5%**.
- 5.2 The offer of award of an 'Agreement for Services' will be made to the firm that is deemed by the City of Seneca as most capable of providing the best overall value and service. Highest ranking firms may be asked to attend an interview or the City of Seneca may opt to open direct negotiations with the firm that presents the most qualified, highest scoring proposal.
- 5.3 If opted, negotiations will commence with the highest-ranked firm. If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked firm will be approached, and so on. Unsuccessful firms will be notified as soon as possible.
- 5.4 This solicitation is being offered in accordance with federal, state, and city statutes governing procurement of professional services. Accordingly, the City reserves the

right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

- 5.5 The RFP is for development of a proposed 'C-Fund' construction project, and no future work is implied or guaranteed. City of Seneca reserves the right to increase the scope of work with the selected firm as long as the increase is within the firm's ability. Payment, level of services, and terms will be negotiated with the selected firm.
- 5.6 In no event shall any official, officer, employee or agent of the City of Seneca be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, not for any statement, representation or warranty made therein or in any connection with the agreement.

## 6.0 RIGHT TO PROTEST:

- 6.1 While the City of Seneca has every intention to award an 'Agreement for Services' resulting from this RFP, issuance of the RFP in no way constitutes a commitment by the City to award or execute a service agreement. Upon determining such actions would be in its best interest, the City, in its sole discretion, reserves the right to:
  - 6.1.1 Cancel or terminate this RFP;
  - 6.1.2 Reject any or all proposals received in response to this RFP;
  - 6.1.3 Not award an agreement, if it is in the City's best interest not to proceed with the execution of an 'Agreement for Services'; or
  - 6.1.4 If awarded, terminate any service agreement if the City determines adequate funds are not available.
- 6.2 Any prospective offeror or responder, who is aggrieved in connection with this solicitation shall protest in writing to the City of Seneca within thirty (30) days of the date of issuance of the Requests for Proposals or other solicitation documents, whichever is applicable, or any amendment thereto, if the amendment is at issue. Any actual offeror or responder, who is aggrieved in connection with the intended award or award of a 'Agreement for Services' shall protest in writing to the City of Seneca within fifteen (15) days of the notification of intent to award or statement of award.