

CITY OF BEAUFORT
STATE OF SOUTH CAROLINA
REQUEST FOR QUALIFICATIONS
RFQ NO. 2019-104



CITY OF BEAUFORT
ENGINEERING SERVICES
DUE: FRIDAY JAN 4th, 2019

CITY OF BEAUFORT, SC
REQUEST FOR QUALIFICATIONS
RFQ NO. 2019-104

SEALED PROPOSALS will be received in the Finance Department, 2nd Floor, City Hall, 1911 Boundary Street, Beaufort, South Carolina until **2:00 P.M. ET Friday, January 4th, 2019**. All qualified contractors are invited to submit proposals to the City of Beaufort for the following:

City of Beaufort
ENGINEERING SERVICES

SUBMIT: One (1) unbound original and three (3) bound copies of all requested documentation and one (1) original Cost Proposal must be received on or before **2:00 P.M. ET January 4th, 2019**. **The Cost Proposal must be submitted in a separate sealed envelope which specifies, on its face, the name of the firm and the RFQ number.**

ADDRESS TO: City of Beaufort, City Hall, 2nd Floor Finance Department, Attention: **Paul McGee**

MAILING ADDRESS: 1911 Boundary St., Beaufort, South Carolina 29902

OFFICE ADDRESS: 1911 Boundary St., Beaufort, South Carolina 29902

EMAIL ADDRESS: pmcgee@cityofbeaufort.org

PHONE NUMBER: 843-525-7071

FAX NUMBER: 843-986-5606

MARK OUTSIDE ENVELOPE: "RFQ NO. 2019-104 ENGINEERING SERVICES"

DEADLINE ENFORCED

PROPOSALS DELIVERED AFTER THE TIME AND DATE SET FOR RECEIPT OF PROPOSALS SHALL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED TO THE OFFEROR. IT IS THE OFFEROR'S RESPONSIBILITY TO ENSURE TIMELY DELIVERY OF THEIR PROPOSALS. WEATHER, FLIGHT DELAYS, CARRIER ERRORS AND OTHER ACTS OF OTHERWISE EXCUSABLE NEGLIGENCE ARE RISKS ALLOCATED TO OFFERORS AND WILL NOT BE EXEMPTED FROM DEADLINE REQUIREMENTS. E-MAIL, TELEPHONE, OR FACSIMILE PROPOSALS WILL NOT BE ACCEPTED.

Any offer submitted as a result of this RFP shall be binding on the offeror for **NINETY (90)** calendar days following the specified opening date. Any proposal for which the offeror specifies a shorter acceptance period may be rejected.

Proprietary and/or Confidential Information

Your proposal package is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your qualification.

All information that is to be treated as confidential and/or proprietary must be **CLEARLY** identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as **CONFIDENTIAL**, in bold, in a font of at least 12-point type, in the upper right-hand corner of the page. *All information not so denoted and identified shall be subject to disclosure by the City.*

This Request for Qualification is being issued by the City of Beaufort. Direct all questions or request for clarification of this RFQ by email, mail, or fax to contact information listed above.

Offerors are specifically directed not to contact any other City personnel for meetings, conferences, or technical discussions related to this request unless otherwise stated in this RFP. Failure to adhere to this policy may be grounds for rejection of your proposal.

Offerors ARE CAUTIONED that any statement made by City staff persons that materially change any portion of this RFQ shall not be relied upon unless they are subsequently ratified by a formal written amendment to this RFQ. Any revisions to this RFQ will be issued and distributed as an addendum. All addenda, additional communications, responses to questions, etc. pertaining to the Request for Qualifications may be accessed on the City of Beaufort website under Quick Links – “Bid Opportunities” at www.cityofbeaufort.org.

All Offerors should consult this website for updates before submitting bids.

THE DEADLINE FOR QUESTIONS IS: 4:00 P.M., DEC 27th, 2018. ANSWERS TO SUBMITTED QUESTIONS WILL BE POSTED ON THE CITY WEBSITE BY 4:00 PM ON DEC 28TH, 2018.

If the Offeror discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, Offeror shall immediately notify the City of such error in writing and request modification or clarification of the document. The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy; omission or other error in the RFQ or it shall be deemed waived.

The City of Beaufort reserves the right to reject any or all proposals, or any parts thereof, waive informalities, negotiate terms and conditions, and to select an Offeror that best meets the needs of the City of Beaufort and its employees.

Compliance with the South Carolina Illegal Immigration Reform Act

Any Contractor entering into a service contract with the City of Beaufort must certify to the City of Beaufort that the Contractor intends to verify any new employees’ status, and require any sub-consultants performing services under the service contract to verify their 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.

POLICY CONCERNING MINORITY AND WOMAN OWNED BUSINESS ENTERPRISES

Intent

Businesses owned and operated by women and minority persons, in general, have been historically restricted from full participation in the nation's free enterprise system to a degree disproportionate to other businesses.

The City believes it is in the community's best interest to assist minority and woman owned businesses to develop fully, in furtherance of City's policies and programs which are designed to promote balanced economic and community growth.

The City, therefore, wishes to ensure that minority and woman owned businesses (M/WBEs) are afforded the opportunity to fully participate in the City's overall procurement process and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

Goal for Participation

The City adopts the State of South Carolina's goal for participation of M/WBEs: ten percent (10%) of annual controllable procurement expenditures which are defined as agreements between the City and a Vendor to provide or procure labor, materials, equipment, supplies and services to, for or on behalf of the City. However, a specific expectation has not been set for this RFQ.

Required Forms

Contractors submitting proposals are required to include completed forms that are found at the end of the General Terms & Conditions. The City's General Terms & Conditions, a required component of all competitive procurement proposals, may be accessed on the City's website under Quick Links – Bid Opportunities – www.cityofbeaufort.org. All proposers are to certify that they have read the General Terms & Conditions and will adhere to them as a component of the contract documents.

Contractors should also be aware that, should a contract be awarded, the City will require reports of the utilization of any minority business enterprises to be filed along with requests for payment. The City reserves the right to audit accuracy of the utilization reports that are filed.

The City of Beaufort reserves the right to reject any or all bids; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the bids submitted; to award the contract according to the bid which best serves the interests of the City; or to not award the contract if the City determines that it is not in its best interest to do so.

Proposals that are not signed will not be accepted as complete and shall not be considered. Proposals must be signed in ink (not typed) in the appropriate space(s) by an authorized officer or employee of the offeror.

The words "Bidder", "Offeror", "Proposer", "Vendor", "Operator", "Contractor", and "Company" are used interchangeably throughout this RFQ, and are used in place of the person, vendor, or corporation submitting a bid.

**REQUEST FOR QUALIFICATIONS
ENGINEERING SERVICES FOR THE REPAIRING OF PILINGS
AT WATERFRONT PARK**

1. INVITATION

The City of Beaufort is soliciting submissions of Statements of Qualifications from firms interested in providing Professional Engineering Services related to the repairing of pilings for the Waterfront Park.

2. HISTORY

Henry C. Chambers Waterfront Park is the City of Beaufort's most prominent park and is located on the Beaufort River. The park was originally constructed in 1974. The waterfront portion of the park consists of an approximately 1300 ft long concrete Relieving Platform. The Relieving Platform consists of 140 prestressed concrete pile bents (570 piles) supporting precast concrete caps and concrete deck with approximately 6 ft of earthen fill. A precast concrete fascia panel is located on the outboard portion of the platform and extends to Mean Low Water giving the appearance of continuous seawall. Due to this arrangement, access is only available to divers using surface-supplied air and penetration diving techniques.

In 2014 a comprehensive above water and underwater inspection of the seawall and Relieving Platform was conducted. At that time, deterioration or distress was observed on a multitude of piles supporting the structure. Several piles were broken or exhibited severe loss of section.

In 2016 the structure was reevaluated by conducting a Level II and III underwater investigation. During the reevaluation, several piles were cleaned of marine growth to assess the underlying condition. In addition, concrete cores were taken and analyzed for a wide array of deterioration mechanisms. This investigation revealed a high chloride ion content of the prestressed piles, exposed prestressing strands, and an increase in deterioration.

The result of these evaluations has led to the conclusion that significant repairs are necessary in order to prolong the life of the structure.

The activity that is the subject of this RFQ is financed in part with funds from the Land and Water Conservation Fund

3. SCOPE OF WORK

The primary goal of this project is to preserve the existing and remaining structural capacity of the Relieving Platform. This will be accomplished by updating the previous underwater inspection data, determining cost effective methods to prolong the life of the structure, designing and then implementing these repairs.

The scope of for the Engineering Services is as follows:

- **TASK 1 - Structural Condition Survey**

Consultant shall conduct an underwater structural investigation of all accessible structural elements of the Relieving Platform in order to update the 2014 Inspection Report. Diving operations shall be conducted by an OSHA-compliant dive team led by a South Carolina registered Professional Engineer. Diving operations shall be conducted

using surface-supplied air. The use of SCUBA shall not be permitted. A minimum of 50 percent of all diving inspections shall be conducted with the Professional Engineer of Record utilized as the primary diver. Following the structural condition survey, the consultant shall provide a report clearly quantifying and prioritizing structural components needing repair. **(Consultant should provide Rate/Lump Sum for this Task in the Cost Proposal as described in paragraph 4)**

TASK 2 - Engineering Design Development

Using the information obtained from Task 1, Consultant shall develop a repair plan that provides the most cost-effective method of preserving the structural capacity of the Relieving Platform. Repair strategies may include, but are not limited to; pile encapsulation, spall repair, and cathodic protection. Consultant shall generate repair plans and specifications for the project. Repair plans shall be signed and sealed by the Engineer of Record listed in TASK 1. **(Consultant should provide Rate/Lump Sum for this Task in the Cost Proposal as described in paragraph 4)**

TASK 3 - Bid Administration

When the City has approved the design plans and specifications, Consultant shall assist the City in bid administration. This work may include but is not limited to: assisting the City develop the bid package, attending pre-bid meetings, publishing addenda, tabulating bids, and answering Requests for Information. **(Consultant should provide Rate/Lump Sum for this Task in the Cost Proposal as described in paragraph 4)**

TASK 4 - Construction Management

Throughout the course of the project Consultant's Engineer of Record shall act as liaison between City and Contractor. Consultant shall review and approve Contractor's pay applications and schedule. Consultant shall answer RFI's, develop and approve field changes, if applicable and continually update the City on construction progress. **(Consultant should provide Rate/Lump Sum for this Task in the Cost Proposal as described in paragraph 4)**

TASK 5 - Construction Verification

Consultant shall provide underwater construction inspection and verification throughout the process in order to ensure that repairs are being performed in accordance with the plans and specifications. One site visit shall be conducted every week during construction. Diving operations shall be conducted by an OSHA-compliant dive team using surface-supplied air. SCUBA shall not be permitted. A minimum of 75 percent of construction inspections shall be conducted with the Professional Engineer of Record as identified in Tasks 1 and 2 utilized as the primary diver. Consultant shall provide the City with a construction inspection log following each site visit. Construction logs shall consist of photographic and/or video documentation of the construction progress, action items, corrective action, or other pertinent details. **(Consultant shall provide a UNIT COST PER SITE VISIT for an OSHA-compliant dive team for this Task in the Cost Proposal as described in paragraph 4)**

4. EVALUATION OF THE STATEMENTS OF QUALIFICATIONS

The evaluation of each firm's qualifications will be accomplished by an evaluation team, to be designated by the City, which will determine the firm's qualifications most beneficial to the City, taking into consideration the evaluation factors set forth in the RFQ.

The City reserves the right to reject any submittal that does not comply with all the submittal requirements based on the evaluations of the Statements of Qualifications.

The following general criteria will be used in evaluating and rating Statements of Qualifications. The entire team will be evaluated. The right is reserved hereunder to modify the criteria and to add or delete criteria. **(A Cost Proposal must be submitted in a separate sealed envelope which specifies, on its face, the name of the firm and the RFQ number. The Cost Proposal will only be used by the evaluation team if two or more proposers are equal in all facets of the Statement of Qualifications rating and evaluation.)**

A. PROJECT TEAM

The selected firm will provide documentation of the most relevant professional experience involving projects similar to the Waterfront Park Pilings project.

1. The selected firm will also provide documentation that its professional(s) has/have professional qualifications that meet or are comparable with the needs and requirements of the City.
2. Demonstrated success of comparable undertakings related to the following:
 - Overall design quality provides improvements that respect the waterfronts historic fabric and integrate sustainable design concepts.
 - Managing projects of similar scale and complexity.
3. Prior experience of design team members working in a collaborative relationship with clients.

B. PROJECT EXPERIENCE

1. Major project experience involving the repairing of:
 - a. Environmentally responsible or sustainable designed pilings.
 - b. Other projects (built or un-built) that may demonstrate design capability.

5. SUBMITTAL REQUIREMENTS

- A. COVER LETTER: An officer of the firm submitting the Statement of Qualifications and the designated project lead shall sign the cover letter. In case of joint venture, an officer of each joint venture partner shall sign the cover letter as well as the designated project lead.

B. TABLE OF CONTENTS

C. STATEMENT OF QUALIFICATIONS

1. **PROJECT TEAM:** Provide a general introduction on the makeup of the project team, including each team member's area of expertise and note any past experience of the team members working together on other projects. The project team should include the disciplines of engineering, and any other consulting disciplines deemed necessary by the Proposer by a single firm or by several firms. For each team member, include the name, address, and telephone number of the firm.
2. **PROJECT EXPERIENCE:** Relevant project experience of any project team member may be submitted. Up to four (4) examples of Engineering projects may be submitted.
 - Examples of constructed projects of related scope and complexity to community services, executed by any team member, that best reflects their overall design and technical capability.
 - Examples of projects executed by any design team member that demonstrates an innovated approach to environmentally responsible or sustainable design.

For each project, submit a one-page narrative description of the project. Color photos or graphics depicting the projects are encouraged. The narrative description shall include the Engineer of record, the member's role in the design of the project, the type of facility, location and client name, total gross square feet, total construction cost, and a brief statement indicating the relevance of this project to the Waterfront Park Pilings project.

3. **REFERENCES:** Provide at least three (3) owner/user references for the firm. For each reference, list the person's name, address and current telephone number, email address, and nature of the reference or relationship.

It is the City's intent to contract with one proposer to provide the services as detailed herein. Award of any proposal may be made without discussion with Proposers after responses are received. The Proposers submitting sealed proposals will be evaluated by an evaluation committee. The committee will evaluate each component separately. After careful evaluation, the committee will rank the Proposers and make their recommendation to the City Manager. The City reserves the right to accept or reject any and all bids that is in the best interest of the City.

The City may choose to interview one or more contractor(s) responding to this RFQ. The City reserves the right to request and obtain, from one or more contractor(s), supplementary information as may be necessary for the City to analyze the proposal pursuant to the evaluation criteria. The City reserves the right to accept or reject any and all proposals that is in the best interest of the City.

CITY OF BEAUFORT
SOUTH CAROLINA
RFQ SIGNATURE PAGE
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PROPOSER'S NAME: _____

The undersigned, having become familiar with the existing conditions and the Proposal Scope of Services hereby proposed, agrees to complete the work as described in accordance with the Request for Qualifications and Contract Documents.

Proposer warrants that no gratuities, in the form of gifts, entertainment, or otherwise, were offered or given by the **Proposer**, to any officer or employee of the City with a view toward securing the contract or securing favorable treatment with respect to any determination concerning the performance of the contract.

This offer is genuine and not made in interest of or on behalf of any undisclosed person, vendor or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; **Proposer** has not directly induced or solicited any other **Proposer** to submit false or sham bid; **Proposer** has not solicited or sought by collusion to obtain for itself any advantage over any other **Proposer** or other **Owner**.

The words "Bidder", "Offeror", "Proposer", "Vendor", and "Company" are used interchangeably throughout this solicitation, and are used in place of the person, vendor, or corporation submitting a solicitation.

Proposer has examined copies of all documents and of the following addenda (if applicable):

| Addendum No. | Date |
|--------------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Address: Post Office Box: _____ Zip: _____
Street: _____ Zip: _____
City: _____ State: _____
Telephone: _____ Fax: _____
Email: _____

*Signature: _____ Title: _____

Proposal will not be accepted unless signed in ink (not typed) in the appropriate space by an authorized officer or employee of the bidder.

Printed Name: _____ Date: _____