



CITY OF HANAHAN
REQUEST FOR QUALIFICATIONS
(RFQ)

COH-#121718
Project Engineer

FOR

Neighborhood Revitalization project
under the Community Development
Block Grant (CDBG) program

**SEALED STATEMENT OF QUALIFICATIONS SUBMISSION DEADLINE
NO LATER THAN 2:00 P.M., January 4, 2018**

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Project Engineer for
Neighborhood Revitalization project
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I. REQUEST FOR QUALIFICATIONS

A. Request

Statements of Qualifications are now being accepted by the City of Hanahan, South Carolina for a Project Engineer to provide professional engineering services. Grant amount \$500,000.00.

The proposed project will consist of the installation of two (2) five (5)-foot sidewalks (Corner Avenue and Carolyn Street), the demolition of three (3) structures and the installation of two (2) gateway signs.

Respondents shall submit to the City of Hanahan, a Statement of Qualifications, which will address the various components as set forth in this Request for Qualifications. See “**Exhibit A**” attached.

B. Obtaining a Request for Qualifications

This document is available to all qualified firms that request a copy up to the closing date/hour of submission.

Copies can be obtained from the City of Hanahan Website – Administration/Purchasing.

<https://cityofhanahan.com/government/administration/purchasing/>

II. BACKGROUND INFORMATION

Over the past several years the City of Hanahan as undertaken efforts to revitalize a section of the City providing sidewalks and adequate drainage. Planned components of the project under this Request for Qualifications may include professional engineering services associated with the work indicated. **SEE PER - Exhibit “A”** – attached. It is anticipated that the Project Engineer and the Construction Manager at Risk will be selected at the same time, through separate solicitations, to commence with the work required to plan, build and commission these local improvements.

III. SCOPE OF WORK

The City of Hanahan was awarded a **\$500,000** grant from the South Carolina Department of Commerce in late November for implementation of a Neighborhood Revitalization project under the Community Development Block Grant (CDBG) program, which is administered by the Department of Housing and Urban Development (HUD). The proposed project will consist of the installation of two (2) five (5)-foot sidewalks (Corner Avenue and Carolyn Street), the demolition of three (3) structures and the installation of two (2) gateway signs. The following below will provide details for each activity:

Installation of Sidewalks:

The Corner Avenue sidewalk will be approximately 929 linear feet and will extend from Berkeley Street to the city limits, just north of Remount Road. Additionally, this sidewalk will likely include improvements to the drainage system. The Carolyn Street sidewalk will extend from Dickson Avenue to Yeaman Hall Road for a total of approximately 925 feet.

Demolition:

Three structures have been identified for demolition. These proposed structures will need to have asbestos testing and subsequent monitoring, should the building contain asbestos. Said structures are located throughout the Charleston Farms Neighborhood.

Gateway Signage:

Two (2) “gateway” signs will be installed in the Charleston Farms Neighborhood in order to create a sense of place as well as add character to the community. These two signs will be no larger than twenty (20) square feet in area.

Time-Frame:

Work to be completed within two (2) years. Time-frame began December 3, 2018.

The Project Engineer will provide necessary studies, planning, permits, preliminary design, final sealed and signed detailed designs, coordinate project information exchange and bid packages with the Construction Manager at Risk, provide construction administration and other project related work.

STATEMENT OF WORK

A. Design phase services by the Project Engineer may include:

- coordination of the work with the Construction Manager at Risk;
- development of a joint effort scope of work and schedule, including the Construction Manager at Risk and City of Hanahan efforts;
- review existing water utility documents and the of development of the basis of design criteria;
- providing project planning and scheduling;
- preparation of design drawings and technical specifications, component bid packages;

- incorporate, as appropriate, Construction Manager at Risk and City comments;
- advising of ways to gain efficiencies in project delivery;
- providing long-lead procurement bid item requirements and specifications to the Construction Manager at Risk
- provide for completion of all necessary permits;
- preparing any required environmental or cultural resource mitigation studies which may be associated with the project;
- identification of required right-of-way acquisitions and preparation of legal descriptions;
- present opinions of costs, preliminary, for the evaluation of alternatives, final, comparison;
- protecting the owner's sensitivity to quality, safety, and environmental factors.

B. Construction Phase services by the Project Engineer may include:

- construction administration of all related project improvements;
- providing contract documents to and coordinate with the Construction Manager at Risk; and the City
- issuance of addendum and clarification;
- review and approval of submittals;
- processing applications for payments;
- evaluating and administration of change orders;
- conforming plans to construction records;
- review and acceptance of operation and maintenance manuals;
- providing Resident Engineer and inspection;
- obtaining South Carolina DHEC permits and certificates when required; and
- dealing with owner issues.

IV. DELINEATION OF RESPONSIBILITIES

A. Responsibilities of the Project Engineer

1. The Project Engineer shall be responsible for undertaking the services identified under Section III above, or if required as negotiated with the City, upon execution of the contract by both parties. Services provided will be under the direction, seal and signature of the appropriate professional engineers registered in the State of South Carolina in active standing.
2. All invoices for services shall be submitted to the City and include a brief description of services rendered. In addition, invoices must show the name of the Department, Division, or Section for which the services were performed and the City of Hanahan Purchase Order Number. The original invoice is to be presented to City of Hanahan Administrative Services, Procurement, 1255 Yeamans Hall Road, Hanahan, South Carolina 29410, Attn: Kitty Farias.
3. During the course of the project, the Project Engineer may invoice the City for

services rendered, no more than once per month.

4. The Project Engineer shall warrant and represent that all products, equipment, hardware, software, and electronic components and systems (individually and collectively referred to herein as equipment) if furnished to City hereunder or relied upon by Project Engineer in its provision of services to City hereunder will be "Year 2018 Compliant." As used herein the term "Year 2018 Compliant" shall mean that the equipment will continue to perform the same functions and provide the same level of accurate information and calculations during the year 2018, and thereafter. In that regard, Project Engineer shall warrant and represent that the functionality of the equipment and, if applicable, the provisions of services to City will not be adversely affected by the fact that such information and/or calculations may not be provided and/or made wholly within the twenty-first century.

5. **INSURANCE**

Before the commencement of any services, the Project Engineer must provide the City with certificates of insurance identifying this Agreement by number or name. All required insurance policies, except Workers' Compensation and Professional Liability must name the City, its agents and employees, as Additional Insured, and must specify that the insurance is primary insurance. Any insurance carried by the City, its agents or employees, is excess coverage, and not contributory coverage to that provided by the Project Engineer. All insurance policies are subject to approval by the City. The Project Engineer must give the City thirty days written notice before canceling any policy. The Project Engineer's failure to furnish evidence of insurance may be considered a breach. All certificates are sent to:

**Kitty Farias, Procurement
Administration
Second Floor
1255 Yeamans Hall Road
Hanahan, South Carolina 29410**

- A. The Project Engineer must carry Worker's Compensation Insurance to cover obligations imposed by federal and state statutes having jurisdiction of employees engaged in the performance of the work or services, and Employer's Liability Insurance.
- B. The Project Engineer must carry Commercial/Business Automobile Liability with a combined single limit for bodily injury and property damages for each occurrence on all vehicles the Project Engineer uses, whether owned or leased, in the performance of the work or services under this Agreement.
- C. The Project Engineer must carry Professional Liability coverage for errors and omissions arising out of the work or services performed by the Project Engineer. The insurance policy must not exclude:

1. bodily injury
2. property damage
3. claims arising from pollution caused by environmental work
4. asbestos related claims
5. laboratory analysis
6. treatment facility operations if it is required within the scope of work or services

6. Responsibilities of the City of Hanahan

1. The City shall make available to the Project Engineer all documents, studies, plans and specifications in the City's possession, which will be useful in completing the project work. However, it will remain the Project Engineer's responsibility to gather and verify necessary data.
2. The City will pay invoices submitted in conformance with the contract within thirty calendar days after submittal, but no more than once per month.

7. Selection Committee

The City will set up a selection committee to evaluate and rank the Statement of Qualifications or if determined necessary, conduct discussion in accordance with South Carolina Statutes and as specified herein.

8. Termination of Contract

The City of Hanahan reserves the right to terminate any part of or the entirety of any contract that may result from this Request for Qualifications, without cause and at any time with thirty calendar days written notice. In such case, the Project Engineer shall be paid for services rendered through the date of the termination notice, and the results of all such work (includes all documents and files) through that date shall become the property of the City of Hanahan.

V. STATEMENT OF QUALIFICATIONS FORMAT

The Statement of Qualifications shall include the following:

A. Letter of Transmittal

The letter of transmittal shall be addressed to Kitty Farias, Procurement Office, City of Hanahan, 1255 Yeamans Hall Road, South Carolina, 29410, and must, at a minimum, contain the following:

1. Identification of the Project Engineer including name, address and telephone number, and email.
2. Location of the office from which service will be provided, including hours of operation.

The Principal of the firm authorized to contract for the work shall sign the transmittal letter.

B. Addressing the Criteria for Selection

The Statement of Qualifications shall address the criteria for selection, as outlined in the items below, in relation to the project background, scope of work and information garnered at the Pre-submittal Meeting.

Statement of Qualifications shall not include any elaborate or promotional material, **EXCESSIVELY LENGTHY NARRATIVE IS DISCOURAGED.**

Preparation of the short list of firms shall be based upon the selection committee's evaluation and ranking of the written Statement of Qualifications. Criteria of Selection will be weighted as follows:

1. Project Engineer's Experience and Qualifications	25%
2. General Information	10%
3. Project Team	30%
4. Approach	35%

1. Project Engineer's Experience and Qualifications (25%)

The Statement of Qualifications must include a demonstration of the Project Engineer's knowledge and experience relative to the items identified under the Scope of Work. This will include a list of similar projects and a description of the Project Engineer's general organization and names of key personnel, indicating the depth and quality of experience.

Identify at least three comparable projects in which the firm served as Project Engineer. Describe the professional engineering services, which were provided by the firm to each project. Points under this item will be weighed based on firms which have provided Project Engineer services on similar successful projects as outlined below:

For each comparable project identified, provide:

- Description of project
- Role of the firm (list the services provided during design and construction). Also, specify if any of the services have been provided on projects utilizing the Construction Manager at Risk delivery method.
- Project's original contracted construction cost and final construction cost

- Construction dates (original anticipated and actual)
- Project Owner
- References (three minimum) shall be provided identifying each client, a contact person and the client's mailing address and telephone number for similar projects done by the personnel to be involved in these projects. One of the clients shall be a government agency.

Identify the location of the firm's principal office and percent of the work expected to be done locally.

2. General Information (10%)

List the South Carolina professional licenses held by the firm/team [if applicable] and the key personnel who will be assigned to this project. Provide the license number and explain if held by an individual or the firm. The appropriate South Carolina Registrants will be required of the Project Engineer.

Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims arising from a contract, which resulted in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.

3. Project Team (30%)

The Statement of Qualifications shall include the identification and organization of the team proposed to be assigned to this project, with individual resumes and the specific areas of responsibility of key personnel, addressing on both breadth of experience and experience on similar projects. The same information for any sub-consultants proposed to be involved in any work under this Request for Qualifications shall also be included. For each key person identified, list at least two comparable projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person. For other projects provide:

- Description of project
- Role of the person
- Project's original contracted construction cost and final construction cost
- Construction dates
- Project Owner
- Reference information (two names with telephone numbers per project)

Identify the home office location of key staff on this project, their length of time with the firm, and the percent of their work expected to be done locally.

List any proposed consultants, including key staff names and the experience and qualifications of these individuals.

4. Approach (35%)

Responding parties shall provide their proposed methods of proceeding with the project work, including, but not limited to, coordinating with the Construction Manager at Risk, directing the design scope of work to provide a substantially complete understanding of the improvements necessary to proceed with negotiation of the Guaranteed Maximum Price, and the method of keeping the City informed on the status and progress of the project.

Discuss the major issues your team has identified that are associated with this project and how you intend to address those issues.

Based upon your firm's experience with this type of engineering, understanding of the scope and issues associated with this project, and considering any relative experience utilizing the Construction Manager at Risk delivery method; describe your firm's project approach during design and construction phase services with a Gantt Chart which shows the duration and major tasks of the project.

C. Exceptions to this Request for Qualifications / Insurance Requirements

***Any changes from the provisions of this Request for Qualifications, which are desired by the Project Engineer shall **be specifically noted** in the Statement of Qualifications submitted, including all insurance requirements as specified herein.*

D. Conflict of Interest Information

Information on possible conflicts of interest should be provided in the Statement of Qualifications. Such information will be taken into account in making a decision on the selection of the Project Engineer to perform the services.

Should a conflict arise during preparations for or while undertaking these services, the Project Engineer shall immediately advise the City of such conflict.

VI. PROCESSING OF STATEMENT OF QUALIFICATIONS

A. Questions

Questions regarding this Request for Qualifications, the Scope of Work, or need for additional data or information should be submitted in writing by email to kfarias@cityofhanahan.com at least seven days prior to submission date.

B. Submission of Statement of Qualifications

To receive consideration, an original (signed in blue ink) and two (2) copies (3 total sets) of the Statement of Qualifications must be received by the City of Hanahan, at which time they will be opened and distributed to the selection committee for evaluation. The outside of the envelope shall be marked "Project Engineer, RFQ

COH#-121718". All Statement of Qualifications will be held in confidence until a contract has been executed or City Council has rejected all Statement of Qualifications. Late submittals will not be considered. They will be returned, unopened, to the sender.

C. Rejection of Statement of Qualifications

The City of Hanahan reserves the right, after opening the Statement of Qualifications, to reject any or all Statement of Qualifications, or to accept the Statement of Qualifications(s) that in its sole judgment may be in the best interest of the City.

D. Time Frame

The Project Engineer shall maintain the contracted schedules.

E. Pre-contractual Expenses

The City shall not, in any event, be liable for any pre-contractual expenses incurred in the preparation of a Project Engineer's Statement of Qualifications, prior to execution of the contract by both parties.

Pre-contractual expenses are defined as expenses incurred by the Project Engineer in:

1. Preparing and submitting Statement of Qualifications(s) to the City;
2. Negotiations with the City on any matter related to the contract terms, professional fees, and schedule;
3. Any other expenses incurred by the Project Engineer prior to reaching agreement in advance of the date of award of the proposed contract.

F. Notification of Successful Project Engineer

The highest qualified Project Engineer shall be notified as soon as possible by the City following approval by Council of the short list with which the City is to commence contract negotiation in descending order. In the event that the City is unable to negotiate a contract with the highest qualified Project Engineer, negotiations will be terminated in writing and will commence with the next most qualified Project Engineer on the list and continue downward until a contract is successfully negotiated.

G. Notification of Unsuccessful Project Engineers

The City shall notify unsuccessful potential Project Engineers as soon as possible after execution of a contract with the successful Project Engineer. It is estimated that the selection process, from date of submission to presentation to City Council, should take sixty (60) days or less in its entirety.

VII. SELECTION OF PROJECT ENGINEER

A. Qualifications

The Project Engineer may be a single firm or a joint venture and must show evidence of its technical capability in this work. The Project Engineer shall also be knowledgeable in accordance with all applicable federal, state, and local government laws and regulations. Work shall be done in conformance with current professional practices in the State of South Carolina.

B. Criteria for Selection

The selection committee will evaluate, rank and prepare a short list of three (3) firms from the written submitted Statement of Qualifications, as outlined in Section V, or if determined necessary, conduct discussions.

The highest qualified Project Engineer will be recommended for contracting for this work. However, if it is determined to be in the best interest of the City, all Statement of Qualifications may be rejected, and the City may reissue Requests for Qualifications.

C. Negotiation of Contract

After the preparation of the final short list for Project Engineer and approval by City Council to negotiate and enter into a contract, the City of Hanahan shall negotiate a contract under which the work is to be performed. All items submitted in the Statement of Qualifications shall be subject to negotiation.

If negotiations for fees and services are successful with the highest qualified Project Engineer, as determined by the City, a contract for service will be prepared. In the event that negotiations for fees or services are not successful, the City will formally terminate negotiations with that firm ranked as the most qualified in writing and begin negotiations with the next most qualified Project Engineer in sequence until an agreement is reached, or a determination is made to reject all person or firms on the short list.

The Project Engineer will not assign or transfer any or all of its rights, duties or obligations without the prior written consent of the City.

VIII. POINT OF CONTACT

Kitty Farias
City of Hanahan, Procurement Office
1255 Yeamans Hall Road
Hanahan, South Carolina 29410
kfarias@cityofhanahan.com

IX. POLICY ON NONDISCRIMINATION ON THE BASIS OF DISABILITY

In accordance with the American With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the City of Hanahan does not discriminate on the basis of disability in the admission of or access to, or treatment or employment in, its programs,

activities, or services.

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