

**Request for Qualifications
for
Professional Environmental Engineering Services**

The City of Spartanburg, South Carolina requests a letter of interest and qualifications from consulting engineering firms experienced in providing environmental engineering services on an as-needed basis. The period covered by this contract will not exceed three years but may be reduced depending on consultant performance. Four to six firms will be selected as "On-Call" Consultants. This process will streamline the consultant selection process for the City of Spartanburg environmental projects. Individual project assignments will be determined at the discretion of the City of Spartanburg. Contract costs will be on the basis of actual cost plus fixed fee, lump sum, or approved unit cost basis at the discretion of the City of Spartanburg.

The following information and materials are to be included in the proposal:

1. Contact information. Name, street and email address, and phone number of the firm.
2. Form of organization. Whether firm is a partnership, corporation, or sole proprietorship, where it is organized, and the names of principals, officers, and directors of the firm. Is the firm a certified MWBE or DBE enterprise or work with subcontractors that are certified MWBE or DBE enterprise?
3. Brief description of the firm's experience in providing environmental engineering services for public entities and/or private sector. The description of the firm's experience should include projects undertaken in the past three (3) years and name(s) and telephone number(s) of the client's project manager.
4. Resume(s) of primary contact professionals.
5. List of all lawsuits contractor has been involved in within the last 5 years related to environmental engineering services.
6. Availability. A brief statement of the availability of key personnel of the firm to undertake the proposed project.
7. Evidence that insurance policies are maintained by the firm as stated in the RFQ.
8. Fee structure of the consulting firm including well installation, environmental testing other fee or fees that may be charged including, but not limited to:
 - a. Vehicle Mileage and Expenses
 - b. Telephones Charges
 - c. Reproduction of Plans and Specifications
 - d. Blue Prints
 - e. Photocopies
 - f. Secretarial Services
 - g. Well installation and reporting
9. Please send five (5) copies of your submittal.

As part of the consultant selection process, the City of Spartanburg will consider the following: experience, qualifications and technical competence of the consultant and of the key personnel assigned to the project (25%); proposed methodology for the project development process, including any suggested innovations, past performance on similar types of projects, and quality assurance procedures (25%); ability to meet anticipated schedule and budget requirements, past performance at meeting schedules and budgets on similar projects, and availability of the key personnel assigned to the project (20%); geographic location of the key personnel assigned to the project and their familiarity with the project area (30%).

The contractor selected to perform the work described in this RFQ will be required to provide evidence of public liability and property damage insurance with limits of not less than \$1 million for injury to, or death of, one or more persons and/or property damage arising out of a single accident or occurrence insuring

against all liability of the City of Spartanburg, and its authorized representatives, arising out of, or in connection with, the performance of work under the contract with City of Spartanburg. The contractor shall also provide evidence of Worker Compensation and Automobile insurance. Said insurance shall be provided at the sole cost and expense of the firm selected, unless the requirement is modified or waived by the City of Spartanburg.

Consultants shall comply with Title VI of the Civil Rights Act of 1964. The City of Spartanburg strongly encourages the use and involvement of Disadvantaged Business Enterprises (DBE) on these projects.

Questions about the technical services required should be directed to: Jay

Squires

Streets and Storm Water Manager

Telephone 596-2089

Email jsquires@cityofspartanburg.org

Questions regarding bid procedures should be directed to Carl Wright, Procurement and Property Manager at 864-596-2790 or cwright@cityofspartanburg.org.

Request for Qualifications must be submitted to Carl F. Wright, Procurement and Property Manager, on or before **Tuesday, May 16, 2017 , 3 PM.**, City Hall, 145 West Broad Street at which time they will be publicly opened in the Training Room, same location.

Proposals can be hand delivered or mailed to the following address:

City of Spartanburg

P. O. Box 5107

145 West Broad Street

Spartanburg, S. C. 29304

Attn.: Procurement and Property Division

Also, please show the following number on the lower left corner of the outer sealed envelope: **Proposal No. 1617-05-16-01**