



Town of Bluffton
Request for Qualifications
RFQu # 2021-15
Calhoun & Boundary Street Streetscape – Engineering Services

1. PURPOSE

The Town of Bluffton is soliciting statements of qualifications from firms to provide **ENGINEERING SERVICES FOR THE CALHOUN AND BOUNDARY STREET STREETScape PROJECT IN THE BLUFFTON HISTORIC DISTRICT**. The purpose of this RFQu is to select an engineering firm to work with the Town of Bluffton in the development of final site planning, construction documents, bidding, permitting and easement acquisition assistance services. The project limits include Boundary Street between May River Road and Bridge Street and Calhoun Street between May River Road and Water Street including side streets/adjacent properties according to the attached overall Project Location Map (Exhibit A).

2. SOLICITATION TERMS and CONDITIONS

Proposers' Responsibility

While the Town has used considerable efforts to ensure an accurate representation of information in this RFQu, each prospective Proposer is urged to conduct its own investigations into the material facts and the Town shall not be held liable or accountable for any error or omission in any part of this RFQu.

Addenda

The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given. The Town will not be responsible for any oral representation given by any employee, representative or others. It is the Proposers responsibility to check the Town of Bluffton Purchasing web site for any addenda issued. Proposers must acknowledge their bid is subject to all addenda issued by entering the total number of addenda in the place so indicated on the Signatory Sheet, attached.

Questions and Inquiries

Questions and inquiries regarding this solicitation shall be submitted to the Project Manager via email or online via Vendor Registry no later than:

2:00 pm on Thursday, September 24, 2020

Patrick Rooney

prooney@townofbluffton.com

or online via Vendor Registry

Submittal of Qualification Statements

Response packages shall be received by or prior to:

2:00 pm on Thursday, October 8, 2020

The closing date and time shall be scrupulously observed. Due to the current state of pandemic emergency, packages shall be **PDF submitted electronically through the Vendor Registry portal**. Click the large red SUBMIT BID tab to upload the RFP response.

Public Opening of Packages

A public opening will be held 5 minutes following the submittal deadline via online bid opening. An addendum will be published with separate instructions for all parties who wish to witness the bid opening online.

The name of Offerors submitting responses shall be read aloud and recorded. In the case of an Invitation for Bid, the total price offered may also be announced. An Intent to Award notification shall be posted on the [Town of Bluffton's Purchasing webpage upon final determination](#).

Late Submittals

Under no circumstances shall proposals be delivered after the time specified. The Town will not be responsible for late deliveries or technical difficulties with Vendor Registry. It is the Proposer's sole responsibility to ensure that submittals are complete and delivered timely. Oral offers or offers by facsimile or email are not acceptable.

Restricted Discussions

All prospective Proposers are hereby instructed not to contact any member of the Town of Bluffton Council, the Town Manager, nor Town of Bluffton staff members other than the named point of contact contained herein or the Town Purchasing & Grants Administrator regarding this opportunity during the solicitation process. Any such contact may be cause for rejection of your submittal.

Acceptance / Rejection

The Town reserves the right to accept or reject any or all submissions. The Town also reserves the right to waive any irregularities, informalities, or technicalities and may at its discretion, request a new solicitation.

Receipt of a submission does not indicate that the Town of Bluffton has pre-determined a company's qualifications to receive an award or contract. Such determination will be made after the opening and will be based on the Town's evaluation of the proposals compared to the specific requirements and qualifications of a firm as contained and described in this document.

Proprietary and/or Confidential Information

A solicitation response is a public document under the South Carolina Freedom of Information Act (FOIA) except as to information that may be treated as commercial, financial, or privileged and confidential as defined by S.C. Code Section 11-35-410. Proposers should mark the pages containing any commercial, financial, or privileged and confidential information as "PROPRIETARY".

3. SCOPE OF SERVICES

This Scope of Services defines the minimal acceptable performance by the proposer in providing the defined services at all the identified locations and related areas identified below. The successful offeror will demonstrate in its proposal the ability to perform these services for the Town of Bluffton. Proposers are encouraged to propose alternate approaches and/or enhancements to the process as part of the methodology and approach of the submittal package.

Scope of Work

The project will include Civil Engineering Design, Permitting, Construction Document and Bidding Services for proposed streetscape improvements. Possible improvements may include but are not limited to; storm drainage,

paving and grading, on street parking, walkways, converting overhead power to underground service, signage, site furnishings and coordination of street lighting with Dominion Electric. Surveying, Landscape Architecture and Irrigation Services shall be provided by others.

This project will include civil engineering services for two separate project areas including Calhoun Street and Boundary Street. See Project Limits of Work (Exhibit B). The Town of Bluffton has also procured and obtained a Conceptual Master Plan for Calhoun Street. The Calhoun Streetscape Conceptual Master Plan is attached to this RFQu for reference and will be used as a basis for the proposed site development scope of work (Exhibit C).

The Town intends to award one contract to the most highly qualified firm to provide the following Scope of Services:

- **Project Team Meetings/Coordination:**
 - Attend monthly project team meetings and/or teleconference with Town Staff and other consultants, during the course of the project services.
 - Coordinate with other professionals involved in the Project
- **Master Plan Phase:**
 - The Town will provide the Engineering Consultant with the current Conceptual Master Plan in AutoCAD format to develop base plans for engineering design. Prior to initiation of Engineering Design Phase, the selected engineer shall review the conceptual plans for compliance to codes and permitting requirements. Engineer shall make minor modifications to the existing Conceptual Master Plan and present modified the proposed site development base plans to owner for review, adjustment and/or approval.
 - Since Boundary Street and other adjacent streets to the east were not specifically included in the Calhoun Street Conceptual Master Plan, the engineering consultant shall prepare Preliminary Master Plan to fix and illustrate the site, scope and character of the proposed Boundary Street streetscape improvements (streets, parking, walkways, drainage, utilities, etc.). This Master Plan shall be submitted to the owner for review and approval prior to commencement of Final Engineering Design Services for the Boundary Street Streetscape limit of work.
- **Stormwater Management:**
 - The engineering consultant shall prepare an overall drainage study for the entire project area evaluating predevelopment and post-development conditions. The report shall include analysis of regulatory requirements for water quality and quantity in stormwater runoff, analysis of planned improvements, supporting design data and modeling input. This study will include the size of facilities and project outfalls.
- **Survey Phase:**
 - Surveying will be provided by the Town of Bluffton through existing Master Service Agreements with local surveyors. Selected engineering consultant shall review all survey information provided and recommend whether any additional survey information is needed to complete the proposed scope of services.
 - During the Construction Document and Permitting Phase, the selected engineering consultant shall identify and document the location of any proposed permanent and temporary construction easements required from property owners and other entities. Selected engineering consultant shall prepare Easement Plats or Exhibits as needed for the Town of Bluffton's use in negotiating easements with affected property owner
- **Preliminary Design Phase:**
 - Preliminary plans are to include:
 - Existing conditions
 - Site clearing & tree preservation plans
 - Demolition plans
 - Site layouts
 - Intersection site distance plan

- Typical sections
 - Concept grading, drainage, utility, and storm water plans
 - Signing and marking plans
 - Coordination of design, relocation of services, and construction sequences including SCDOT, Town of Bluffton, utility service providers and other entities as required.
- **Preliminary Town Comment/Estimating and Plan Revisions:**
 - Based upon comments received from the Town Staff, Council and initial regulatory agency review, the Engineer will modify the plans as required to meet project objectives. Two revisions of the Preliminary Design shall be included in Basic Services.
 - Prepare a preliminary estimate of probable construction cost, including a 20% contingency, for all site improvements proposed in the preliminary site development plans.
- **Final Design Phase:**
 - Upon approval of preliminary design and budget from Town, Engineer will immediately begin preparation of the final construction drawings and documents. Separate construction drawing packages shall be prepared for Calhoun and Boundary Street Streetscape Development. The construction drawings shall also incorporate all review comments from permitting agencies, utility providers and are to include:
 - Site layout and staking plans with horizontal and vertical control.
 - Grading, drainage, utility, and storm water plans.
 - Erosion and sediment control plans.
 - Utility conduit and site lighting plans
 - Roadway cross sections.
 - Signage and marking
 - Construction details.
 - Technical specifications
 - Schedule of quantities
 - Bidding documents including bid tab
 - Update Estimate of Probable Construction Cost based on approved Site Development Plans
 - Coordination with Landscape Architectural Consultant contracted separately with the Owner
- **Permitting Phase:**
 - Consultant shall prepare submittal packages for the development permit approval. Anticipated agency submittals for this project include, but are not limited to:
 - Beaufort Jasper Water & Sewer Authority
 - Bluffton Fire District
 - SCDHEC-OCRM
 - Town of Bluffton Public Project Approval
 - Submittal fees shall be provided by Owner at the time of submittal.
- **BJWSDA Coordination:**
 - Consultant shall submit a set of plans to BJWSA for coordination of their required utility relocation at the completion of the Schematic Design Phase. Consultant shall meet with BJWSA to discuss the project and their strategy for redesign, relocation, or modification of their existing utilities in the vicinity of the project. Submittal fees shall be provided by Owner at the time of submittal.
- **Dry Utility Coordination:**
 - Consultant shall submit a set of plans to the Dry Utility companies for coordination of their required utility relocations at the completion of the Preliminary Design Phase, and the Final Design Phase. Consultant shall meet and coordinate with the dry utility companies to discuss the project and their strategy for redesign, relocation, or modification of their existing utilities in the vicinity of the project.
- **Testing:**
 - Preconstruction Inspection and testing requirements to be coordinated by the selected engineering consultant and performed by a third-party testing agency.

- **Bid Phase:**

- Consultant shall assist Owner during the Bid Phase. Services shall include preparation of and assembling bid packages, attending, or conducting pre-bid meetings, responding to contractor questions, and preparation of the Consultant's recommendation letter for award of bid. The Town of Bluffton will prepare all of the required Invitation for Bid documents and sample contracts for bidding of the project construction.

Deliverables

The successful responder shall provide, at a minimum, the following:

- Meet with Town to finalize scope of the overall project.
- Develop execution schedule for the project design and permitting phase.
- Complete set of drawings and specifications required for installation of all improvements.
- Complete set of construction bidding documents.
- List of inspection and testing requirements.
- All required permit applications and encroachments.
- Budget estimate at the end of Preliminary Design and Construction Document Phase Services.
- Identification and supporting documentation for required easements, right of way, etc.,
- Deliverables shall be in hardcopy and electronic format and shall become property of the Town of Bluffton.

The selected design team will be responsible for providing all services listed above. Upon conclusion of the Services listed above, the Consultant may be requested to provide a separate proposal for construction administration services. The Town reserves the right to amend the contract to allow for the Construction Documents phase. This phase shall consist of final drawings and specifications, sealed by Professional Engineers registered in South Carolina, setting forth in detail the requirements for bidding and construction of all elements for which they are professionally responsible.

Insurance

The awarded vendor shall provide and maintain at all times during the term of the contract, without cost or expense to the Town, policies of insurance, with a company or companies authorized to do business in the State of South Carolina, and which are acceptable to the Town, insuring the vendor against any and all claims, demands or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services and/or obligations of the vendor under the terms and provisions of the contract. The vendor is responsible for a timely provision of certificate(s) of insurance to the Town at the certificate holder address evidencing conformance with the contract requirements at all times throughout the term of the contract.

An original certificate of insurance, indicating that the awarded vendor has coverage in accordance with the requirements of this section, shall be furnished by the vendor to the Town within five (5) working days of such request and must be received and accepted by the Town prior to contract execution and/or before any work begins.

Such policies of insurance, and confirming certificates of insurance, shall insure the vendor is in accordance with the following minimum limits:

Workers Compensation – The Selected Vendor shall agree to maintain Worker's Compensation Insurance & Employers Liability in accordance with the State of South Carolina Code.

Business Auto Policy – The Selected Vendor shall agree to maintain Business Automobile Liability at a limit of liability not less than \$500,000 each occurrence for all owned, non-owned and hired automobiles.

Commercial General Liability – Commercial General Liability for public liability during the lifetime of a contract shall have minimum limits of \$1,000,000 per claim, \$2,000,000 per occurrence for Personal Injury, Bodily Injury, and Property Damage Liability. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Complete Operations, Contractual Liability and Broad Form Property Damage Endorsements. Coverage shall not contain an exclusion or limitation endorsement for

Contractual Liability or Cross Liability. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed. All insurance policies shall be issued from a company or companies duly licensed by the State of South Carolina. Specific endorsements will be requested depending upon the type and scope of work to be performed.

Professional Liability (if applicable) – The Selected Vendor shall agree to maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than \$1,000,000 Per Occurrence. When a self-insured retention (SIR) or deductible exceeds \$10,000, the Town reserves the right, but not the obligation, to review and request a copy of Vendors most recent annual report or audited financial statement.

Additional Insured Requirements – Except as to Workers' Compensation and Employers' Liability, said Certificate(s) shall clearly state that coverage required by the contract has been endorsed as follows:

Town of Bluffton, a municipality of the State of South Carolina, its officers, agents and employees as additional insured

The Certificate of Insurance shall unequivocally provide thirty (30) days written notice to the Town prior to any adverse changes, cancellation, or non-renewal of coverage thereunder. Said liability insurance must be acceptable by and approved by the Town as to form and types of coverage.

Delivery and Completion of Work

The Town will use the Proposer's estimate to develop a period of performance for work to be completed. This period of performance may be adjusted at the Town's discretion. All work shall be performed in accordance with good commercial practice. The work schedule and completion dates shall be adhered to by the Proposer(s), except in such cases where the completion date will be delayed due to acts of God, strikes, or other causes beyond the control of the vendor. In these cases, the Proposer shall notify the Town of the delays in advance of the original completion date so that a revised delivery schedule can be appropriately considered by the Town.

Contractors/Subcontractors to be Satisfactory to Town Of Bluffton

The Contract will not be awarded to any Proposers who have failed in any contractual obligations to the Town, or who has on any previous contract performed in a manner unsatisfactory to the Town, either as to the character of the work, the fulfillment of guarantees or the time consumed in its completion. Subcontractors shall also be satisfactory to the Town. Proposer shall identify intended Subcontractors; Subcontracts shall include all Federal, State, local regulatory and other Agency requirements, as well as the insurance requirements of the prime contract between Contractor and the Town.

Compliance

Proposers, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. Proposers will not participate directly or indirectly in the discrimination prohibited by Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21. This includes FHWA or FTA specific program requirement.

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities, including but not limited to:

- Title VI of the 1964 Civil Rights Act (42 U.S.C. 2§000 et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;

- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. §4601) Prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects;
- The Federal-aid Highway Act of 1973, (23 U.S.C. §324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended (42 U.S.C. §6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (42 U.S.C. §47123), as amended, (prohibits discrimination on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (P.L. 100-209), (Broadened, the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§12131-12189) as implemented by Department of Transportation regulations at 49 CFR Parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. §47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance, recipients must take reasonable steps to ensure that LEP persons have meaningful access to programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendment of 1972, as amended, which prohibits discrimination on the basis of sex in education programs or activities (20 U.S.C. 1681 et seq.).

Proposers shall at all times comply with all applicable wage and hour acts, including but not limited to the Fair Labor Standards Act (FLSA) (29 U.S.C. 201 et seq); the Davis-Bacon Act (40 U.S.C. 3141 et seq.); McNamara-O’Hara Service Contract act (41 U.S.C. 351 et seq); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701 et seq); Walsh-Healy Public Contracts Act (41 U.S.C. 35 et seq); Copeland Anti-Kickback Act (40 U.S.C 3145).

Proposers shall at all times comply with the Occupational Safety and Health Act (OSH Act)(29 U.S.C. chapter 15) and the South Carolina OSHA-approved state plan, which covers most private sector workers and all state and local government workers.

Proposers shall make best efforts to ensure that minority and disadvantaged businesses are offered a fair opportunity to fully participate in the overall procurement of subcontracted goods and services.

Acceptance of Services

The services rendered as a result of an award from this solicitation shall not be deemed complete, until accepted by the Town and shall be in compliance with the terms herein, fully in accord with the specifications and of the highest quality. In the event that the service does not conform to the specifications, the Town reserves the right to terminate the contract and will not be responsible to pay for any such service.

Local Preference

The Local Vendor Preference program has been implemented by the Town of Bluffton under the Town of Bluffton Ordinance No. 2010-13. The ordinance allows the Town to implement more favorable evaluation criteria for vendors that are certified as local vendors. Any vendor certified as a local vendor shall be given preference in the following manner:

A. Definition of a Certified Local Vendor:

- Company maintains a local office within the legally defined boundaries of Beaufort County; has a majority of full time employees, chief officers and managers regularly conducting work at this location; properly licensed for commercial operations; is open to the public; and is in compliance with local zoning requirements;
- Company has held a valid Town Business License for a consecutive period of at least two (2) years prior to application for certification; and
- Company has submitted a Local Preference Certification statement and is on file.

B. Evaluation Processes:

- Selection criteria shall include (if applicable) the local vendor preference program or demonstrated local content with a minimum weighting of five (5) percent.

4. SUBMITTALS and FORMAT

By submitting a statement of qualifications, the firm certifies that it has full knowledge of the scope, nature, and quality of work to be performed. Submittals should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the scope of work.

The Town reserves the right to award a contract pursuant to this RFQ without further discussion with proposers. Therefore, it is important that each submittal is complete, adheres to the format and instructions contained herein, and is submitted in the most favorable manner possible. Failure to provide the requested information will render your proposal as non-responsive.

Due to the current state of pandemic emergency, packages shall be **PDF submitted electronically through the Vendor Registry portal**. Click the large red SUBMIT BID tab to upload the RFP response.

The contents of the proposal shall include the following:

A. **Signatory Sheet**

Attached.

B. Letter of Transmittal

Limit to one (1) or two (2) printed pages.

- Briefly state the firm's understanding of the work to be done and the commitment to perform the work.
- Give the names of the persons who will be authorized to make representations for the firm, their titles, and contact information. Identify the person who will be the overall project manager and the Town's primary point of contact. Identify the person who will be in charge of the design and permitting phase of the project and their State of SC engineering license information.
- The letter must be signed by an authorized representative of the company who has the authority to commit the company to their proposal as submitted.

C. Firm's Profile and Qualifications

- Prospective respondent principals, partners or officers must have a minimum of ten (10) years' experience performing engineering services for similar streetscape projects and consulting services for governmental agencies or private organizations.
- Prospective respondents shall be licensed to practice engineering in South Carolina and be in good standing. A copy of South Carolina certificate of authorization must be included with the RFQu.
- Prospective respondents shall possess a Town of Bluffton business license prior to award and execution of contract.
- Provide a narrative of evidence of capabilities for cost-effective design, project scheduling and implementation, ability to make field investigations and critical decisions, ability to develop sound cost estimates, and assurance that plans, specifications, and schedules are met.

D. Firm's Past Performance

- Provide a list of litigation history of the firm for the past 5 years.
- A minimum of five references from similar projects, including each client's project manager, with telephone number and e-mail address. Include a description of the project objectives and size, scope of work, dates, contract amounts, and lessons learned. Three references must be regarding projects by the prime consultant and two references may be regarding projects by sub-consultants.

E. Project Team Profile

- Provide a resume and relevant work experience for the project team member who will be assigned to support this contract along with an organizational chart (including sub-consultants). The necessary disciplines / minimum requirements for the project team shall include a Principal in Charge, Project Manager with at least 10 years of experience on similar projects. Professional Civil Engineers responsible for site engineering, utilities design and environmental permitting must be registered in South Carolina. The following MUST be included for each team member, including sub-consultants:
 - Title
 - Roles and responsibilities on this project
 - Education / degree(s)

- Experience (include years with current firm)
 - Professional registrations and certifications, listing applicable state(s)
 - Office location
 - Role in past projects of this type
 - Hourly billing rate on this project
- Provide a description of available backup personnel and their office location as well as project specific resources your firm would employ to accomplish the given objectives of the project.

F. Project Approach

- **Work Plan:** Describe in detail the strategy your firm would employ to accomplish the given objectives of the project including the approach for working with clients to arrive at the most creative, aesthetically successful, cost effective, and structurally sound design concept while working within established Town parameters. Explain the roles of the team members, procedures and methodologies to be used and any other relevant information regarding the actual work. Address any unique challenges or opportunities this project and project site offers to meet the objectives of the project and the facilities the Town requires.
- **Schedule and Workload Projections:** Present an anticipated workload of project team (please show in tabular format with each team member’s anticipated obligations depicted over the life of the project). Although a full scope may not be defined at this point, endeavor to develop a generic, task based schedule for the work. This may be based on unit rates of anticipated progress.

5. EVALUATION, SELECTION, NEGOTIATION and AWARD

The Town of Bluffton procurement code will be followed to secure the awarded firm. The contact listed within this solicitation, in coordination with the Purchasing Administrator, will be the coordinator for the selection process and the sole point of contact for all respondents. In addition to the materials provided in the written responses to this RFQu, the Town may utilize site visits or may request additional material, information, interviews, presentations or references from the respondent(s) submitting qualification packages.

A. Evaluation Criteria

A points system will be given to each criteria listed through the identified weighting system:

EVALUATION CRITERIA	MAX POINTS
Firm’s Profile and Qualifications	35
Past Performance	25
Project Team Profile	15
Project Approach	25
TOTAL POSSIBLE POINTS	100

B. Evaluation Method

All responsive submittals will be reviewed and evaluated by a Review and Selection Team. This three (3) to five (5) member committee approach will require selected staff to evaluate the submittals through the following processes:

- Individually provide a detailed review and thorough evaluation of each submittal;
- Individually score each submittal utilizing the scoring method given;
- Combining the scores of each individual team member to form an overall team score;
- Eventual participation in a team discussion, including in-depth evaluations and group interaction after individual review and scores are achieved.

The Town reserves the right to request additional information and/or clarification of any information submitted by any respondent at any time during the evaluation process. This includes, but is not limited to information that indicates financial resources as well as the ability to provide and maintain the services as requested. The Town reserves the right to make investigations of the qualifications of the respondent as it deems appropriate, including but not limited to background investigations.

C. Selection Method

If no single top ranked firm can be clearly identified by review of the written submittals alone, then the Review and Selection Team shall request the Purchasing Administrator to schedule the top ranked firms for presentations / interviews.

The Town may choose to conduct oral interviews with, or receive oral presentations from, one or more of the Proposers. If the Town chooses to allow oral interviews and/or presentations, such interviews or oral presentations will be open to the public. The Town will not be liable for any costs incurred by a Proposer in connection with such interviews/presentations (i.e., travel, accommodations, etc.)

The Selection and Review team will rank all complete submittals received and/or formal oral presentations/interviews in order of preference and outcomes will be based on the determination of which firm will meet the highest qualifications as it pertains to the requirements of the scope of work.

D. Negotiations

The Town reserves the right to negotiate a final agreement with the top ranked proposal that meets the needs of Town of Bluffton. If a contract cannot be negotiated with the highest ranking firm, negotiations may be conducted with the second, and then the third, and so on until a satisfactory contract can be agreed upon and executed.

E. Award and Contract

Award will be made in accordance with the Town of Bluffton’s purchasing policy and procedures. A contract resulting from an award shall be the Town of Bluffton’s purchase order and/or contract, containing the Town’s terms and conditions. A sample of the contract has been attached to this solicitation for viewing. Contracts from firms submitting a proposal will not be accepted.

Attachments

1. Signatory Sheet
2. Sample Town of Bluffton Agreement
3. Project Location Map
4. Project Limits of Work
5. Calhoun Streetscape Conceptual



TOWN OF BLUFFTON

SOLICITATION NO: 2020-15
ISSUED BY: Patrick Rooney
EMAIL: prooney@townofbluffton.com

SUBMITTAL PACKAGES DUE:
CLOSING DATE: Thursday, October 8, 2020
CLOSING TIME: 2:00 p.m.

FAX / E-Mail not accepted

PROJECT TITLE & DESCRIPTION: Calhoun & Boundary Streetscape Engineering Services Request for Qualifications

ACKNOWLEDGEMENT OF ADDENDA: This bid is submitted subject to Addenda numbers ____ through ____.

THIS FORM MUST BE SIGNED TO BE CONSIDERED FOR AWARD

COMPANY NAME:

DATE:

MAILING ADDRESS:

PHONE:

FAX:

CITY:

STATE:

ZIP:

SSN OR FEDERAL TAX NO:

TITLE OF AUTHORIZED REPRESENTATIVE:

E-MAIL:

WEB URL:

AUTHORIZED SIGNATURE:

PRINTED NAME:

By my signature I certify that this response is made without prior understanding, agreement, or connection with any corporation, firm, business entity, or person submitting a response to this solicitation for the services to be provided, and is in all respects true, accurate and without collusion or fraud. I certify that pricing submitted is valid for 90 days from the date of submittal.