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Town of Summerville

Request for Qualifications

Design and Permitting Services For the Construction Sidewalk and Multi-use Path on Central Avenue

Responses are due no later than: Thursday, November 15, 2018 at 2:00 p.m. (EST)

To: Michelle Beltz
Purchasing Agent
Town of Summerville
200 South Main Street
Summerville, SC 29483

Phone: (843) 851-4201
Email: mbeltz@summervillesc.gov

Scope of Services:

The Town of Summerville is requesting qualifications from qualified engineering consulting firms to conduct Design Services for the Central Avenue Multi-use Path/Sidewalk Project representing the Town of Summerville.

Consultant will provide engineering services for developing bid documents to let this project to construction. These services include topographic surveys, plan development, geotechnical engineering, structural design, wetland permitting, tree permitting, and engineering services during construction. Details of the proposed scope are provided below.

Project Scope:

Task 1 – Concept Plan

Consultant will prepare a conceptual plan on aerial imagery that shows the horizontal Central Ave layout. Field verify the layout to estimate potential right of way, drainage, and utility impacts. Prepare the concept plan on scroll plots and submit to the Town of Summerville for review. Address any comments and finalize the concept plan. Submit the concept plans to SCDOT for early coordination.

Task 2 – Topographic Surveys

Perform field surveys that adequately describe the project area. This work will include: locating all fixed objects in the project area such as structures, roadway features, crossing or side roads, pipe sizes, material, and inverts, planted areas, hardwood trees specified and sized (minimum of 6" diameter at breast height), landscape trees (all sizes), field evident utilities, and property lines. Survey will include wetland delineations flagged under Task 4 – Wetland Permitting.

Perform topographical surveys of the project alignment by taking cross sections every 50 feet along each alignment. Surveys will include right of way and property lines for all properties within the project limits. Owner information, including deed/plat book information, will be included. Acreage for each tract will be based on the acreage listed in the deed/plat.

Full SUE surveys are not required. However, all field evident utilities will be surveyed.

Develop a survey notification letter for approval by the Town of Summerville. Survey staff will keep copies of this letter during field surveys.

Survey limits are listed below:

Surveys of each drainage system will extend beyond the defined survey limits to include the next downstream / upstream drainage structure.

All horizontal information will be tied to State Plane Coordinates. All vertical information will be based on NAVD-88 datum.

Field surveys for property closures will not be performed.

Task 3 – Jurisdictional Delineations

Delineate wetlands utilizing the three-parameter approach (hydric soils, hydrophytic vegetation and wetland hydrology) set forth in the 1987 USACOE Wetland Delineation Manual. Delineation areas will be the same as those listed previously for survey limits.

Delineate upland/wetland boundaries using sequentially numbered flags. Plot the delineations on survey data and develop wetland drawings. Submit the wetland drawings and a Wetland Determination Request to the USACE for Jurisdictional Determination (JD) approval.

Task 4 – Wetland Permitting

If the proposed improvements impact wetlands, prepare and submit the Nationwide Permit (NWP) package to USACE. The permit application package will include quantified wetland impacts, required forms, selected drawings, project description, and location narratives.

Develop and submit a mitigation strategy and submit it with the permit application.

Task 5 – Tree Permitting

Identify and assess the condition of trees greater than 6 inches that are identified in the preliminary plans to be impacted. Develop a tree report that details the condition of grand trees to be impacted.

Task 6 – Preliminary Plans (Right of Way Plans)

Using the field surveys developed in task 2, develop preliminary plans / right of way plans for the project. Plans will typically appropriately scaled and will be on 22" x 36" paper. Preliminary plans will include the following elements:

- Right of Way Title Sheet showing a map of the project location, project number, roadway name, limits of construction, and length of the project.
- Moving Items Sheet
- Typical Sections
- Right of Way Data Sheet
- Property Strip Map
- Reference Data Sheet
- Plan and profile sheets showing all existing features of the project location overlaid with proposed new construction features, construction limits and alignment survey information, existing and required rights of way.
- Traffic Control Plans
- Erosion Control Data Sheet
- Utility Plans
- Cross Sections showing final cross sections on existing survey data

Proposed right of way and permissions, if any, will be shown per SCDOT requirements.

Prepare a preliminary drainage report for submittal with the right of way plans.

Prepare a preliminary opinion of probable construction cost and submit it with the preliminary plans.

Submit plans to the Town of Summerville for review. Address comments and hold a field review submittal meeting with the Town of Summerville and SCDOT. Address review comments and submit final right of way plans.

Task 7 – Drainage Analysis and Design

Prepare a hydrology / hydraulic study that identifies the existing / proposed drainage areas and outfall volumes, analyzes pipes and longitudinal drainage systems, and evaluates potential impacts of the project on downstream properties. The study will conform to SCDOT Requirements for Hydraulic Design Studies and SCDOT Standard Drawings. Design the drainage system to avoid conflicts with known utilities. Results of the study will be summarized in a preliminary report for Town of Summerville and SCDOT review and be finalized during the final plans task.

Task 8 – Utility Coordination

Coordinate project development with all utilities that may be affected. Utility relocations will be handled in accordance with the SCDOT's "A Policy for Accommodating Utilities on Highway Rights of Way" and the Code of Federal Regulations, Title 23, Chapter 1, Subchapter G, part 645, subparts A and B.

Initiate early coordination with all utility companies that are located within the project limits. Coordination will include, but will not be limited to, contacting each utility company to advise the company of the proposed project, providing preliminary plans to the utility company, obtaining copies of as-built plans for the existing utility facilities (if available), and determining the companies' requirements for the relocation of their facilities.

Provide the utility companies with design plans as soon as the plans have reached a level of completeness adequate to allow the companies to fully understand the project impacts. Research the prior rights of each utility company's facilities.

Collect the following from each utility company that is located within the project limits:

- Relocation Sketches and letter of "no cost" where the company does not have a prior right
- Utility Agreements, including cost estimate and relocation plans where the company has a prior right
- Letters of "no conflict" where the company's facilities will not be impacted by the Project.

Review all Relocation Sketches and Utility Agreements and evaluate for potential conflicts with the proposed improvements, and with each utility company's relocation plans.

Consultant will prepare and submit to the Town of Summerville a Final Utility Report that includes a listing of all the utilities located within the project limits, an explanation of the project impacts to each of the utilities, all prior rights supporting documentation, and a description of each utility's relocation plans. As part of the report, we will assemble and submit to the Town of Summerville the Relocation Sketches, Utility Agreements, and Letters of "no conflict" for the project.

Prepare and maintain a compilation of all utility relocation plans on one set of the project plans to be used during the project development, and the final set may be included in the bid documentation for information only and will reference the actual relocation plans prepared by the utility.

Task 9 – Geotechnical Engineering

Perform geotechnical engineering for extending the existing box culvert located just east of White Gables subdivision. Perform two (2) Cone Penetration Test (CPT) soundings to the Cooper Marl Formation, or refusal. Two Hand Auger Borings (HABs) will be advanced to 4 feet adjacent to the CPT soundings. Two additional HABs with Dynamic Cone Penetration measurements will be performed in the area. Engineering analysis will include settlement and slope stability analysis for the proposed embankment and culvert improvements.

Task 10 – Structural Engineering

Design a culvert extension of the same opening size as the existing culvert. The extension will consist of an approximately 10-foot barrel extension with new wing walls and an apron. The design will comply with AASHTO Design Specifications and SCDOT standards.

Task 11 – Final Plans

Final plans will be provided in the same format as preliminary plans. Final plans will include the following elements:

- Title Sheet
- Right of Way Title Sheet
- Summary of Estimated Quantities
- Moving Items Sheet
- Typical Sections
- Right of Way Data Sheet
- Property Strip Map
- Construction Notes
- Reference Data Sheet
- Plan and profile sheets showing all existing features of the project location overlaid with proposed new construction features, construction limits and alignment survey information, existing and required rights of way.
- Traffic Control Plans
- Pavement Marking and Signing Plans
- Traffic Signal Plans (for pedestrian signal equipment)
- Erosion Control Plans
- Utility Relocation Plans
- Structural Plans for culvert extension
- Cross Sections showing final cross sections on existing survey data

Prepare a final drainage report for submittal with the final plans. The report will follow SCDOT requirements and the Town of Summerville stormwater permitting requirements.

Prepare and submit to SCDOT an encroachment permit application. Address SCDOT review comments provided during preliminary and final plan reviews.

Prepare and submit the NOI for DHEC approval and submit for Coastal Zone Consistency.

The SCDOT *Standard Specifications for Highway Construction* will apply for materials and construction of all work. Special provisions will be prepared for those items of work not covered in the Standard Specifications or existing Standard Special Provisions. Non-standard (non-SCDOT) details, specifications or special provisions will be provided by Consultant. Design plans will also reference SCDOT Standard Drawings.

Prepare a final opinion of probable construction cost and submit it with the final plans.

Submit the final plans to the Town of Summerville for review. Incorporate the Town's comments and submit final plans to SCDOT for review. Submittal to SCDOT will include documentation requirements per their encroachment permit approval process. Upon approval by the Town of Summerville and SCDOT, we will submit final stamped plans for the Town's use in bid letting.

Task 12 – Engineering Assistance During Construction

Provide the Town of Summerville with construction phase services on an "as-needed" basis.

Services may include:

- Attend the pre-bid and preconstruction conferences
- Review shop drawing submittals
- Review of miscellaneous contractor submittals
- Provide designs/plan revisions in accordance with approved requests from Contractor or change in existing field conditions
- Interpretation of plans, specifications, and contract provisions

Schedule:

The Town's tentative schedule for Request for Qualifications is:

- Advertise for Qualifications: 09/24/2018
- Deadline for Questions: 10/19/2018
- Deadline for Responses: 10/26/2018 (5:00 p.m.)
- RFQ Response Due Date: 11/15/2018 (2:00 p.m.)

The Town reserves the right to delay or modify the schedule as warranted and will notify all identified responders of changes. The Town reserves the right to reject any and or all responses and to waive defects, technicalities and/or irregularities in any responses.

Deadlines for Questions:

The town will entertain questions regarding the project up until 5:00 p.m. on 10/19/2018. Questions should be submitted via email prior to this date and time. Questions will be addressed as required and responses will be forwarded to identified responders by 5:00 p.m. on 10/26/2018. All questions regarding the RFQ must be directed to Michelle Beltz at mbeltz@summerville.sc.gov.

Deadline for Responses:

The Town will accept RFQ Responses until 2:00 p.m. on 11/15/2018 at Town Hall. Interested Firms shall submit three (3) hard copies of the RFQ Responses. Responses shall be sealed in an envelope addressed to:

Michelle Beltz
Purchasing Agent
Town of Summerville
200 South Main Street
Summerville, SC 29483
mbeltz@summerville.sc.gov

The Town is not responsible for and will not accept RFQ Responses which are received late.

RFQ Response Requirements:

The response shall contain no more than twenty-five (25) double spaced pages with normal one (1) inch margins, typed on one side only, excluding appendices. Minimum font size shall be 12-point, and the response document page size shall be standard 8.5 inches x 11 inches. True tables (not bordered text boxes) may be single spaced with a minimum font size of 10-point. Photo captions and other text that are not part of the narrative paragraphs and tables do not have font limitations. Town of Summerville intends to make its selection from among eligible firms that submit an acceptable proposal. All proposals must include the following:

Letter of Interest: LOI should include the following:

- An expression of the Prime Consultant's interest in being selected for the project.
- A statement confirming the commitment of key personnel identified in the submittal to the extent necessary to meet Town of Summerville and SCDOT's quality and schedule expectations.
- Provide the name of the Prime Consultant Principal, Officer of the Firm or Project Manager responsible for this contract and has authority to sign the contract for consultant.
- A summary of key points regarding the Prime Consultant's qualifications.

- Signing the letter of interest constitutes authorization of consultant to submit qualification for the purpose of negotiating and entering a contract with The Town of Summerville.
- Certification of authorized submitter that information contained within is correct by including: "I certify that the information included within this document, is to the best of my knowledge, correct as of the date indicated".

Project Organization Chart: - Limited to one (1) side of a sheet of paper not exceed the size of 11" x 17". This chart must include the names of the key individuals selected for this project, their roles on the project, the names of the consultant by which they are employed, and the lines of communication, to include functional structure, levels of management and reporting relationships for Key Individuals, and major functions to be performed in managing and designing the project. It shall also indicate the people who will be points of contact with the Town of Summerville Project Manager.

Qualifications for Key Individuals.

Names and qualifications for other key individuals that are considered critical to the success of this project in addition to those identified above. Qualifications should include information on experience related to similar projects and previous project work.

- The consultant must provide a chart indicating the present workload of all key personnel to include all active projects (concurrent projects with other entities such as cities, state agencies, counties, COGs MPOs, private sector) and their percentage availability for this project. Additionally, all proposals must clearly list the percentage of work for prime consultant and sub-consultant(s) that will be performing work as part of the project.

APPENDICES

- Provide a list of References who have personal knowledge of the prime consultant's and the sub-consultant's previous performance. Provide three (3) client references each for both the prime and the sub-consultant(s). The references must include verified addresses, email addresses and telephone numbers, contact persons, and a brief description of services that have been provided similar to those described by Town of Summerville for this project. References shall be shown on separate sheets (limited to one (1) single-sided sheet; one sheet for the prime and one sheet for each sub proposed).
- Size and description of firm. Identify the needed resources specific to this project and how those resources will be secured for the project.

All Qualification Statements submitted in response to the RFQ shall be reviewed in accordance with the evaluation items listed below.

Qualification Statement Review Committee

The Qualification Statement Review Committee shall be comprised of staff from Town of Summerville. The Committee shall determine the firms which meet the minimum requirements pursuant to selection criteria of the RFQ and procedures. The Committee shall select one qualified firm. The Committee may negotiate with one or more firms during the same period and may, at its discretion, terminate negotiations with any or all firms. The Committee shall make a recommendation regarding the award to the Town Administrator and Summerville Town Council who shall have final authority to award a contract to one or more of the successful firms in the best interests of the Town of Summerville.

Qualification Statement Selection Criteria

The Qualification Statement Review Committee shall assign up to the maximum number of points as stated in this section for each evaluation item to each of the proposing firms. All assignments of points shall be at the sole discretion of the Qualification Statement Review Committee. The Qualification Statements all contain the essential information in which the award decision shall be made. The information required to be submitted in response to this RFQ has been determined by the Town to be essential for use by the Committee in the evaluation and selection process. Therefore, all instructions contained in this RFQ shall be met in order to qualify as a responsive and responsible firm and participate in the Qualification Statement Review Committee's consideration for award. Offerors who do not meet or comply with the instructions of this RFQ may be considered non-conforming and deemed non-responsive and subject to disqualification at the sole discretion of the Committee.

The selection of the firm(s) will be made in accordance with the Town of Summerville Procurement Ordinance. Qualification Statements will not be accepted from any firm, company, individual, person or party, parent or subsidiary, against which the Town has an outstanding claim, or a financial dispute relating to a prior contractual performance with the Town. Qualification Statements may be withdrawn by offeror prior to, but not after, the time set for the opening. Upon receipt by the Town, the Qualification Statement shall become the property of the Town, without compensation to the offeror, for disposition or usage by the Town at its discretion. The Town shall have the sole discretion in evaluating both the Qualification Statement and the qualifications of the offerors. The Town reserves the right to reject any and all Qualification Statements and is not bound to accept any Qualification Statements, if the Qualification Statement acceptance is contrary to the best interest of the Town. The Town reserves the right to waive or modify any information, irregularity, or inconsistency in applications received, request modification to applications from any or all offerors during the review and negotiation and negotiate any aspect of the application with any firm and negotiate with more than one firm at the same time. All Qualification Statements shall be evaluated using the same criteria and scoring process. The following criteria shall be used by the Committee to evaluate Qualification Statements:

Evaluation Item Maximum Points

- 1) Experience, qualifications, and technical competence of the staff proposed for the type of work required (40 Points)
 - 2) Past performance of the firm/team on similar type projects (20 Points)
 - 3) Availability of proposed staff and ability to be responsive to Town of Summerville and SCDOT requirements (20 Points)
 - 4) Teams understanding of the specific requirements of this project (20 Points)
- TOTAL POINTS 100 Points

END OF REQUEST FOR QUALIFICATIONS