

**City of Spartanburg**  
**Procurement and Property Division**  
**Post Office Drawer 1749, SC 29304-1749**  
**Phone (864) 596-2049 - Fax (864) 596-2365**

**Legal Notice**

**REQUEST FOR QUALIFICATIONS  
FOR PROFESSIONAL ENGINEERING SERVICES FOR CONSTRUCTION  
ENGINEERING AND TESTING (CE&I)  
FOR  
MARY BLACK TRAIL EXTENSION PROJECT**

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**August 20, 2019**

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**NOTICE IS HEREBY GIVEN** – The City of Spartanburg is requesting qualification statements from professional engineering firms for construction administration, construction engineering, quality assurance and acceptance and testing as required by SCDOT guidelines. Partial funding for this project is from the Federal Highway Administration through the South Carolina Department of Transportation (SCDOT) and the project is being managed locally by the City of Spartanburg through the SCDOT as a Local Public Agency Project (LPA).

**Proposal No: 1920-10-01-01**

Consultants will be selected in accordance with the City Procurement Regulations and in accordance with all State of South Carolina and Federal requirements for qualifications based selection process. The State of South Carolina Consolidated Procurement Code (S.C. Code Section 11-35-3220) selection process will be followed.

All consultants and sub-consultants will comply with the SCDOT's Procurement Policy Memorandum (dated February 2, 2011) Implementing FHWA Order 4470.1A (Dated October 27, 2010) or supplements thereto. This memorandum and FHWA Order reference a requirement for an approved Federal Acquisition Regulation (FAR) compliant indirect cost rate to be on file with SCDOT. The consultant agreement will be in the SCDOT standard consultant agreement format.

The pre-submission meeting will be held at 10:00 AM(EST) in City Council Chamber located in City Hall, 145 Broad Street, Spartanburg, SC 29306 on September 16, 2019, followed by a site visit.

Qualification statements must be submitted in a sealed envelopes with the bidder's name, full mailing address, and General Contractor License Number shown as the return address and submitted no later than 3:00 PM, October 1, 2019 to the office of the Procurement and Property Manager located on the lower level of City Hall at the address shown below:

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

City of Spartanburg  
P.O. Box 5107 145 W. Broad Street  
Spartanburg, SC. 29304  
**Attn: Procurement and Property Division**

Five (5) hard copies and one (1) copy on CD/USB drive of the qualification statements shall be submitted. Submissions by facsimile or other electronic transmittals will not be considered. Submittals are to be in a sealed envelope or boxes marked with the caption "Qualification Statement for CE&I Services for the Mary Black Trail Extension Project".

Copies of the Request for Qualifications solicitation package may be obtained on the City of Spartanburg webpage [www.CityofSpartanburg.org](http://www.CityofSpartanburg.org), then go to Procurement and Property and then to Bid Opportunities. Carl Wright can be contacted at 864-596-2790 or by email at [cwright@cityofspartanburg.org](mailto:cwright@cityofspartanburg.org).

**SELECTION PROCESS AND EVALUATION CRITERIA:** Each submittal will be scored and ranked using the following criteria:

Staff experience and qualifications – 25%  
Firm and sub-consultant experience with similar projects – 25%  
Staff experience with SCDOT Local Public Agency Project practices and procedures -15%  
Experience administering SCDOT construction projects – 25%  
Responsiveness, staff availability and ability to meet time and budget requirements – 10%

Submittals shall be mailed to the attention of:

**Mr. Carl Wright**  
**Procurement and Property Manager**  
**City of Spartanburg**  
**P.O. Drawer 5107**  
**Spartanburg, SC 29304-5107**  
**Bid Number: 1920-10-01-01**

If using courier service or hand delivery, submittals should be sent to the attention of:

**Mr. Carl Wright**  
**Procurement and Property Manager**  
**City of Spartanburg**  
**145 West Broad Street**  
**Spartanburg, SC 29306**  
**Bid Number: 1920-10-01-01**

**City of Spartanburg LPA Project LPA-14-15**  
**Project ID P028136**  
**Mary Black Trail Extension**  
**CE&I Services**  
**Scope of Work Outline**

The services include construction administration, construction engineering, quality assurance and acceptance, periodic inspection, testing as required by SCDOT guidelines in the areas of concrete, earthwork, drainage and base, erosion control, traffic control and asphalt work to determine compliance with the contract requirements. The City of Spartanburg will provide a project manager and a full-time inspector. The consultant will provide oversight and coordinate closely with the city project manager and inspector on all aspects of the project construction and construction administration to ensure compliance with all FHWA and SCDOT CE&I requirements. The consultant will schedule, attend and document periodic construction contract meetings with the contractor, City project manager and inspector. The consultant will maintain the “record” project documentation file.

DBE requirements have not been established for this portion of the work but the consultant is encouraged to provide the maximum amount of DBE participation feasible for the work.

The CE&I firm will provide project oversight and administration staff reporting to the City of Spartanburg LPA Project Manager and will assist the City PM and SCDOT resident construction staff to ensure compliance with all FHWA and SCDOT testing, certifications, DBE, EEO and all other reporting and documentation requirements. .

**Task 1 – Project Management and Administration**

Provide a Project Manager who is a registered professional engineer with experience in administering SCDOT construction projects to assist the City Project Manager with administration of the project. The CE&I Project manager will report directly to the City Project Manager.

Provide reporting and document management for the project.

Maintain all project files and records.

**Task 2 – Contract Management/Document Control**

DBE plan and program monitoring

Safety program monitoring

FHWA contract provisions

    DBE plan and program monitoring

EEO program monitoring

    Stage-Type Inspection

    Annual PR1391 Contractor Reports

    Contractor OJT Program monitoring

Contractor Hourly Wages  
Ensure compliance with wage rate provisions and Davis Bacon Act  
Monitor and review contractor payrolls  
Conduct wage rate field interviews  
Monthly Pay Estimates  
Review DWR's  
Confirm pay item quantities  
Assist with resolution of pay discrepancies and disputes  
Change Order Analysis and generation  
Contractor Claim Review and Tracking  
Project Documentation  
SiteManager DWR  
Photo and video gallery  
Materials sampling and testing and material certifications  
Project inspection reports  
Contractor Submittals  
Coordination, review, acting on and tracking of all required contractor submittals  
As-builts  
Resource Agency coordination  
Environmental mitigation/permit compliance and monitoring  
Right of Way coordination  
Right of way provision compliance  
Relocation, demolition and clearing activities  
Hazardous materials handling activities  
Utility Coordination  
Review and tracking of utility relocation paperwork and permits  
Coordination with utility contractors and utilities, attend utility meetings  
Project closeout (complete within 180 days of project substantial completion)  
Final Inspection  
Inspection and tracking of punch list work  
Preparation and submittal of the final material certification  
DBE compliance review  
Final quantities and estimate  
Review Contractor as-built plans or preparation of as built plans

**Task 3 – Testing Services**

Conduct material testing at the frequency required by the SCDOT Construction Manual.

Consultant staff will be required to be certified in the materials and areas in which testing will be performed.

Perform concrete inspection and quality acceptance testing.  
Provide earthwork and base inspection and quality assurance.

Provide asphalt testing and monitoring of the quality assurance.  
Perform quality assurance and testing for all other construction activities associated with the project not specifically mentioned above.  
Furnish all necessary equipment to fulfill the testing, sampling and inspection work.  
Perform weekly erosion and sediment control inspections with CEPSCI certification.  
Perform weekly work zone and traffic control ((WZTC) inspections.  
Provide all necessary material certifications required.

