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Town of Summerville

Request for Qualifications

Construction Engineering and Inspection Services For the Construction of Bear Island Road

Responses are due no later than: Thursday, March 22, 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 firms to conduct Construction Engineering and Inspection (CEI) services for the Bear Island Road Project representing the Town of Summerville.

Project Scope:

SCOPE OF SERVICES

Task 1- Project Management and Administration

- Provide a Project Engineer registered in SC over the project. Town of Summerville Public Works Director (PWD) or his designee will provide daily supervision on the project and will make final decisions. The Project Engineer will report directly to (PWD) or his designee. The Project Engineer will be responsible for ensuring an appropriate level of inspection for all phases and aspects of the project.
- Provide administration staff to adequately manage documents for the project.

Task 2 – Contract Management

- Safety program monitoring
- Review of Contractor pay requests and generation of monthly pay estimates
- Dispute management

- Construction contract change order generation
- Project Documentation
 - a. Site Manager or equal work/quantity tracking program
 - b. Photo and video gallery
 - c. Materials sampling and testing
 - d. Project inspection reports
 - e. Daily work reports
- Project Schedule
 - a. Schedule approval recommendation
 - b. Progress Reports
 - c. Updates
- Contractor Submittals
 - a. Submittal review Coordination and Tracking
 - b. Independent analysis & estimate of change orders
 - c. Claims review
 - d. Weekly Wage Rate Interview Forms
- Resource Agency Coordination
 - a. Environmental mitigation/permit monitoring
 - b. Erosion control inspection and enforcement
 - c. Water quality monitoring
 - d. Permit requirement tracking
 - e. Permit modification tracking
- Right-of-Way Coordination
 - a. Special provision adherence
 - b. Relocation, demolition and clearing activities
- Utility Coordination
 - a. Utility company facilitation
 - b. Specification conformance reviews
 - c. Utility relocation diaries
- Project Closeout (completed within 180 days of project Substantial completion)
 - a. Final inspection
 - b. Completion of punch list items
 - c. Final Materials Certification preparation and submittal
 - d. Final Quantities and Final Estimate
 - e. Produce and submit As-Built Plans

Task 3 – Inspection and Testing Services

Consultant inspectors will be required to meet SCDOT certifications in the particular area in which they will be inspecting

- Concrete structure inspection and quality acceptance testing
- Earthwork and base inspection and quality acceptance
- Asphalt roadway inspection, testing and monitoring of the quality assurance program
- Perform quality acceptance inspection and testing for all other construction activities associated with the project not specifically mentioned above
- Erosion control inspections as required
- Weekly work zone and traffic control inspections

- Use AASHTO accredited laboratory for testing of all construction materials. Furnish all necessary equipment to fulfill the testing, sampling and inspection responsibilities including cell phones, computers, specialized testing equipment and vehicle.

Task 4 – Verification Survey

- Provide survey crews and equipment to independently confirm layouts and geometry at key locations
- Ensure initial project control points are correct and monitor periodically throughout the contract
- Perform verification surveys as listed in the SCDOT Construction Manual

Schedule:

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

- Advertise for Qualifications: 2/16/2018
- Deadline for Questions: 3/12/2018
- Deadline for Responses: 3/16/2018 (5:00 p.m.)
- RFQ Response Due Date: 3/22/2018 (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 3/12/2018. 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 3/16/2018. All questions regarding the RFQ must be directed to Michelle Beltz at mbeltz@summervillesc.gov.

Deadline for Responses:

The Town will accept RFQ Responses until 2:00 p.m. on 3/22/2018 at Town Hall. Interested Firms shall submit five (5) 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@summervillesc.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