



County of Georgetown

129 Screven Street, Suite 239 · Georgetown, SC 29440-3641
Post Office Box 421270, Georgetown, SC 29442-4200
(843)545-3083 · Fax (843)545-3500 · purch@gtcounty.org

REQUEST FOR QUALIFICATIONS (RFQ)

BID NUMBER: 21-003

ISSUE DATE: Wednesday, Dec. 30, 2020

OPENING DATE: Wednesday, Jan. 20, 2021 **OPENING TIME: 4:00 PM (Eastern NIST)**
Bid Opening Location: Georgetown County Courthouse, Suite 239 (Purchasing Conference Room)

Pre-Bid Site Inspection: n/a

PROCUREMENT FOR: **Environmental and Wetlands Engineering Services, IDIQ**
Commodity Code(s): 92535

IMPORTANT COVID-19 NOTICE: Until further notice all responses **MUST BE** submitted electronically through the Purchasing Department’s Vendor Registry webpage. Please click on the following link <http://www.gtcounty.org/purchasing/default.html> for instructions on how to submit bids electronically through this system. As always, emailed/faxed responses will not be accepted. **Your response must be submitted electronically through Georgetown County's Purchasing Vendor Registry page to ensure it remains sealed until the scheduled bid opening date and time.**

Any scheduled bid openings will still be opened at the designated date and time as listed in the RFP document or related addendum. However, due to the office closure to the public at the time of this RFP issuance, these openings will not be open to the public, but will be accompanied by at least one witness. As usual, after the bid opening, the tabulated results will be posted online for the public’s viewing.

MAILING ADDRESS:

County of Georgetown
Post Office Drawer 421270
Georgetown SC 29442-4200
Attn: Purchasing

STREET ADDRESS:

Historic Georgetown County Courthouse
129 Screven Street, Suite 239
Georgetown SC 29440-3641
Attn: Purchasing

Purchasing Contacts:

Nancy Silver
Phone (843)545-3076
Fax: (843)545-3500
E-mail: purch@gtcounty.org

Pamela Bassetti
(843)545-3082
(843)545-3500
pbassetti@gtcounty.org

This solicitation does not commit Georgetown County to award a contract, to pay any cost incurred in the preparation of the bid, or to procure or contract for goods or services. It is the responsibility of each bidder to see that the Georgetown County Purchasing Office receives bids on, or before, the date and time specified for the bid opening. No bid will be accepted thereafter. The County assumes no responsibility for delivery of bids that are mailed. Georgetown County reserves the right to reject any or all bids and to waive any informalities and technicalities in the bid process.



Intent to Respond

REF: RFQ #21-003, Environmental & Wetlands Engineering Services, IDIQ

If your company intends to respond to this solicitation, please complete and promptly return this form to assure that you can be included on the mailing list to receive all addenda regarding this project.

It is not necessary to return any other portion of the bid documents if you are not bidding.

Failure to return the Intent to Respond shall not be sufficient cause to rule a submittal as non-responsive; nor does the return of the form obligate an interested party to submit a response. Georgetown County's efforts to directly provide interested parties with addenda or additional information are provided as a courtesy only, and do not alleviate the respondent from their obligation to verify they have received and considered all addenda. All addenda are published and available on the county website at www.georgetowncountysc.org select "purchasing" and "current bids".

Our firm **does** intend on responding to this solicitation.

Our firm **does not** intend on responding to this solicitation.

Company Name: _____

Address: _____

Contact Person: _____

Telephone: _____

FAX: _____

E-Mail: _____

Please return this completed form to Georgetown County Purchasing Office:

- by e-mail to purch@gtcounty.org
- or by FAX to (843)545-3500.

[End of Intent to Respond]

Time Line: RFQ #21-003

Item	Date	Time	Location†
Date of Issue:	Wednesday, Dec. 30, 2020	n/a	n/a
Pre-Bid Conference:	(none)	n/a	n/a
Cut-Off Time for Questions:	Wednesday, January 13, 2021	3:00 PM ET	Suite 239
Bid Must be Received On/Before:	Wednesday, January 20, 2021	4:00 PM ET	Suite 239
Public Bid Opening & Tabulation:	Wednesday, January 20, 2021	4:00 PM ET	Suite 239

†Due to the current COVID-19 situation, County offices at the time of this bid posting remain open but access to the public may be limited to support social distancing efforts. At the time of this posting, bid openings are being performed virtually and may occur from an alternate secure and/or remote location as needed. A virtual meeting link will be posted under the bid number before the bid opening time so that members of the public may attend the meeting virtually

Environmental & Wetlands Engineering Services, IDIQ
RFQ #21-003

IMPORTANT COVID-19 NOTICE: Until further notice all bids **MUST BE** submitted electronically through the Purchasing Department’s Vendor Registry webpage. Please click on the following link <http://www.georgetowncountysc.org/purchasing/default.html> for instructions on how to submit bids electronically through this system. As always, emailed/faxed bids will not be accepted. **Your bid must be submitted electronically through Georgetown County's Purchasing Vendor Registry page to ensure it remains sealed until the scheduled bid opening date and time.**

Any scheduled bid openings will still be opened at the designated date and time as listed in the bid document or related addendum. However, at the time of this bid issuance these bid openings will be conducted virtually. As always, bid openings will be accompanied by at least one witness and bid tabulation results will be posted online for the public’s viewing after the bid opening.

The prior contract holder was The Brigman Company of Conway, SC. There is no underlying reason for the re-solicitation other than the 5-year maximum cap placed upon agreements by the County Procurement Ordinance.

Scope of Work:

- 1) The services to be provided generally consist of those common to Environmental Engineering and will likely include but not be limited to such services as Wetland Delineation and Permitting, Wetland Assessments and Evaluations, Cultural and Natural Resources Assessments and any other related Environmental services deemed necessary by the County.
- 2) The consultant(s) will have extensive experience in coordinating complex projects with state and federal regulatory agencies including but not limited to the National Environmental policy Act (NEPA), Section 404 of the Clean Water Act, Section 10 of the Rivers and Harbors Act, Section 401 of the Clean Water Act, Section 7 of the Endangered Species Act, Section 106 of the Historic Preservation Act, all pertinent South Carolina regulatory statues, policies, procedures, and others.
- 3) Project assignments may include processing of permits and documentation under the National Environmental Policy Act (NEPA). The consultant will be familiar with the preparation of alternatives analyses, impact assessments, and all forms of environmental documentation.

- 4) Services awarded the provider will be based on project specific requirements that will be negotiated on a case-by-case basis from a fee schedule to be submitted and approved by the County upon initiation of the contract. The fee schedule shall detail rates for various activities and shall remain in effect for the initial year of the contract. Project assignments will be by Task Order on an as-needed basis.
- 5) The County shall advise the provider of the need for services and shall furnish details of the project for which services are being solicited. The provider shall consult with the County on the Environmental requirements of the project and using sound engineering judgment make recommendations for a proposed scope of work. The engineer's proposed task order for each assignment shall also include a detailed fee for services using rates established in the approved fee schedule along with a schedule for completing the services.
- 6) It is the intent of the County to award an annual services contract for a period of one (1) year with an option to renew the contract on an annual basis for up to two (2) additional years as deemed in the best interest of the County. More than one (1) contract may be awarded for these services. The County reserves the right to utilize other providers for Environmental services and is not obligated to award any or all services to the annual contract provider(s). The County makes no commitment or guarantee as to the value of services to be awarded.
- 7) It is anticipated that the requested services may include, but not be limited to the following, if awarded:
 - ✓ Wetland Assessments and Evaluations
 - ✓ Wetland Mitigation
 - ✓ Site Evaluations
 - ✓ Negotiations with regulatory agencies
 - ✓ Mitigation design and specifications
 - ✓ Wetlands Identification and Classification
 - ✓ Wetlands Function Assessments
 - ✓ Joint Permit Applications
 - ✓ Preparation of site characterization reports
 - ✓ Preparation of remedial corrective action plans
 - ✓ Regulating compliance consulting
 - ✓ Regulatory Agency Negotiations
 - ✓ Cultural and Natural Resources Evaluations
 - ✓ Threatened and Endangered Species Evaluations
 - ✓ Historic and Archeological Resources Evaluations
 - ✓ Provide training to County staff of wetland laws and issues.

Selection Process and Schedule:

The selection team shall review all responses and evaluate in detail those offerors whose qualifications and services appear to best meet the requirements of the County. After the evaluation process, the selection team shall select the most responsive single offeror, and initiate negotiations.

Cost Considerations:

The County shall enter into pricing negotiations with the top ranked offeror. A separately sealed standard fee schedule shall be enclosed with the RFQ submittal, and clearly marked "Confidential Cost Proposal". Only the Cost Proposal from the top ranked firm will be opened. This will be used as the basis for beginning the negotiation of a professional services contract. All other cost proposals shall remain sealed and be returned to the submitter.

Selection Criteria:

It is the intention of the selection team to select the consultant most capable of providing the services listed in a timely and cost-effective manner. The following criteria will be used during the evaluation and selection process. The selection team reserves the right to include additional selection criteria as the need arises. Various elements may be weighted higher than others depending on how the elements impact on the total solution. These criteria are not intended to be a comprehensive list, nor are the arrangement of the criteria meant to imply order of importance in the selection process. Offers will be evaluated for general compliance with instructions issued in the RFQ. Noncompliance with significant instructions may be grounds for disqualification.

Technical Expertise:

Submittals will be evaluated on demonstrated technical suitability for performing the project services as described below:

- 1) Wetlands identification and delineation
- 2) Knowledge and expertise regarding laws and regulations concerning wetlands and other environmentally sensitive areas.
- 3) Ability to provide training to County staff of wetland laws and issues.
- 4) Reputation and rapport among regulatory agencies
- 5) Overall quality of the company, including sustained financial viability, reputation with customers, technical expertise, etc.
- 6) Quality of the offer and the degree to which it conformed to the required format.

The County has an IDIQ agreement with others for surveying. While the agreements are not necessarily exclusive, there is no requirement for surveying services under this RFQ.

Overall Qualifications of the Project Manager and Project Team:

Clear identification of the project manager and team personnel that will be assigned to the project. This shall include the demonstrated project management and quality control methods employed by the team.

Staff Qualifications:

Offers will be evaluated on the basis of the offeror's demonstrated staff qualifications. Preference shall be given to those firms and personnel with relevant experience, training, certification and laboratory certifications.

Similar Project Experience:

Offers will be evaluated on the basis of project experience that is of a similar technical nature and complexity, for clients that are similar in size, location, and type to County.

Ability to Provide Timely Service:

Permitting issues and potential violations require prompt and timely response to minimize legal problems. Offeror's will be evaluated on their ability to provide services in a very timely manner. Preference shall be given to those firms and personnel with office and laboratory locations in relation to Georgetown County, SC.

Understanding of Testing Specifications:

Demonstrate understanding of applicable testing requirements as established by the Industry Standards (AASHTO, ASTM, ACI) and state/local agencies.

RFQ Format:

- 1) All offers must follow the same format. No exceptions to this format will be accepted. To be accepted for evaluation, the RFQ format must address all required components in order.
- 2) The aim of the required format is to simplify the RFQ preparation and evaluation processes and to ensure that all offers receive the same orderly review.
- 3) All offers must include the following components:

<u>Section</u>	<u>Topic</u>
	Cover Letter
1	Company Overview
2	Technical Capabilities
3	Staff Qualifications
4	Related Experience and References
5	Additional Information
6	Mandatory Submission Forms

- 4) There is no page count limit or enforcement included in this RFQ. The County would simply encourage respondents to be concise and reasonable for the sake of the review committee. Single sided documents are requested for scanning and reproduction purposes.

RFQ Components:

Cover Letter. Provide a one-or two-page cover letter.

Section 1: Company Overview. Provide the following information about your firm:

- The firm's name, email address, business address, phone number, and fax number.
- The year the firm was established
- Former names of the firm, if applicable
- The type of ownership and parent company, if applicable
- A brief statement of the firm's background, demonstrating longevity and financial stability

Section 2: Technical Capabilities. In this section, which is intended to be the heart of the RFP, the offerors shall provide the County with information about the company, the technical capabilities of the company, and the ability to provide the requested services.

Section 3: Staff Qualifications. Include a one- or two-page resume of key firm staff members that includes a summary of relevant professional qualifications, relevant project experience, education, and professional registration.

Section 4: Related Experience and References. For up to five relevant projects (at least two must be completed), include a project description that demonstrates capabilities in the project services, experience with similar clients, and/or local project experience. Include the name of the client organization along with the name of a contact person for reference purposes.

Section 5: Additional Information. At your discretion, include additional information that supports your offer. However, choose the additional information carefully, because this section of the RFQ should not constitute the bulk of your submission.

Section 6: Mandatory Bid/Proposal Submission Forms.

- ✓ Mandatory RFQ Submittal Form
- ✓ Resident Certification for Local Preference
- ✓ Mandatory Exceptions Page
- ✓ SEPARATELY SEALED AND MARKED Nonbinding Cost Comparison Summary

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TASK ORDER PROCEDURES

RFQ #21-003

Environmental & Wetlands Engineering Services, IDIQ

- A. The Contractor shall perform work assigned under this Contract as directed in task orders issued by the COUNTY Contracting Officer in accordance with the terms and conditions of the task order or as specified elsewhere in the Contract. Task orders will be executed in writing through a bilateral agreement between the Contractor and COUNTY. Upon execution of task orders, the Contractor shall provide the personnel, facilities, equipment, and other materials and services necessary to perform the work set forth in the task order.
- B. Task orders shall be subject to the terms and conditions of this Contract. In the event of conflict between a task order and this Contract, the Contract shall control.
- C. Task Orders shall be subject to appropriation and availability of funds as described in clause no. 7, "Non-Appropriation" in the General Terms and Conditions included in the Contract. In no event, shall the Contractor be authorized to incur costs under an individual task order in excess of the total amount of funds obligated against that task order. The Contractor shall not exceed the ceiling price approved for each individual task order unless authorized by the COUNTY Contracting Officer in writing by an approved Change Order.
- D. Task orders shall be negotiated. Task orders may be issued from the effective date of this Contract through completion or termination of the Contract. Any task order issued during the effective period of this Contract and not completed within that time shall be completed by the Contractor within the time specified in the task order. The task order and the Contract shall govern the Contractor's and COUNTY's rights and obligations with respect to that task order to the same extent as if the task order were completed during the Contract's effective period.
- E. There is no limit on the number of task orders that may be issued against this Contract, if and when needed.
- F. In the event that fewer direct labor hours or estimated total costs are used by the Contractor accomplishing the prescribed work under individual task orders than were obligated by the executed task orders, the Contractor shall generate a letter addressed to the Project Manager requesting the closure of the task order. The Contracting Officer and Accounts Payable shall be copied. Unused funds shall be restored to the unassigned funds for the Contract. The parties agree that any downward price/cost adjustment shall reflect actual work performed.

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Instructions for Respondents
RFQ #21-003
Environmental & Wetlands Engineering Services, IDIQ

1) **Submission of Questions**

Questions must be submitted in writing via electronic mail, facsimile or postal mail to the Issuing Officer no later than the “Deadline for Questions” cutoff identified in the Bid Timeline on page three (3) in order to generate an official answer. All written questions will receive an official written response from the Georgetown County Purchasing Office (GCPO) and will become addenda to the solicitation.

GCPO reserves the right to reject or deny any requests made by the provider.

Impromptu, unwritten questions are permitted and verbal answers may be provided, but are only intended as general direction and will not represent the official GCPO position. The only official position of GCPO is that which is stated in writing and issued in the solicitation as addenda thereto.

No other means of communication, whether oral or written, shall be construed as a formal or official response/statement and may not be relied upon. **SEND QUESTIONS TO:**

Nancy Silver, Purchasing Officer
Post Office Box 421270, Georgetown, SC 29442-4200
Fax: (843) 545-3500
Email: purch@gtcounty.org

- 2) Written sealed responses for a Term Contract to provide **Environmental & Wetlands Engineering Services**, shall be received per the instructions herein. Bids will then be publicly and promptly opened at the designated time by the Purchasing Officer. Bids that are not in the Purchasing Officer’s possession prior to the stated opening date and time will be considered **NON RESPONSIVE** and returned unopened. An official authorized to bind the offer must sign all proposals submitted.
- 3) **IMPORTANT COVID-19 NOTICE:** Until further notice all bids **MUST BE** submitted electronically through the Purchasing Department’s Vendor Registry webpage. Please click on the following link <http://www.georgetowncountysc.org/purchasing/default.html> for instructions on how to submit bids electronically through this system. As always, emailed/faxed bids will not be accepted. **Your bid must be submitted electronically through Georgetown County's Purchasing Vendor Registry page to ensure it remains sealed until the scheduled bid opening date and time.**
- 4) **Inclement Weather/Closure of County Courthouse**
If the County Courthouse is closed for business at the time scheduled for bid opening, for whatever reason, sealed bids will be accepted and opened on the next scheduled business day, at the originally scheduled time.
- 5) This solicitation does not commit Georgetown County to award a contract, to pay any cost incurred in the preparation of the bid, or to procure or contract for goods or services. It is the responsibility of each bidder to see that the Georgetown County Purchasing Office receives bids on, or before, the date and time specified for the bid opening. No bid will be accepted thereafter. The County assumes no responsibility for delivery of bids that are mailed. Georgetown County reserves the right to reject any or all bids and to waive any informalities and technicalities in the bid process.

- 6) No Bidder may submit more than one bid. Multiple bids for different manufacturers but represented by the same firm will not be accepted. Bids offered directly from manufacturers shall indicate if a local dealer/representative will be involved.
- 7) Definitions:
- a) The terms “Proposer”, “Offeror”, “Vendor” or “Bidder” refer to those parties who are submitting sealed responses for the work set forth in this document to the OWNER, as distinct from a sub-bidder who provides a bid to the Bidder. The term “Contractor” refers to the successful Bidder.
 - b) The term “Solid Waste Collection Service” or “Service” refers to the **complete set of services** as specified in this document, in every aspect.
 - c) The terms “Owner” and “County” refer to the County of Georgetown, South Carolina.
 - d) Where the words “shall” or “must” are used, it signifies an absolute minimum function or capacity that, if not satisfied, may result in disqualification.
 - e) Where the words “should”, “may”, or “is desirable” are used, it signifies desirable, but not mandatory functions or capacities. Bidders who are able to provide these functions or capacities may be evaluated more favorably than those who cannot.
- 8) Correction or Withdrawal of Bids; Cancellation of Awards
An offeror must submit in writing a request to either correct or withdraw a bid to the Procurement Officer. Each written request must document the fact that the offeror’s mistake is clearly an error that will cause him substantial loss.
- a) Correction of awards : An offeror shall not be permitted to correct a bid mistake after bid opening that would cause such offeror to have the low bid unless the mistake in the judgment of the Procurement Officer is clearly evident from examining the bid document; for example, extension of unit prices or errors in addition.
 - b) Cancellation of awards prior to performance: When it is determined after an award has been issued but before performance has begun that Georgetown County’s requirements for the goods or services have changed or have not been met, the award or contract may be canceled and either reawarded or a new solicitation issued.
- 9) Faxed or E-mailed bids will not be accepted by Georgetown County.
- 10) If you need any reasonable accommodation for any type of disability in order to participate in this procurement, please contact the purchasing office as soon as possible.
- 11) Any deviations from the specifications or modification of this bid and any extra or incidental work or reductions in work shall be set forth in writing and signed by both parties prior to making such change. Any increase or decrease in the bid price resulting from such change shall be included in writing.
- 12) Exceptions: The bidder shall list any variations from, or exceptions to, the conditions and specifications of this bid on the sheet labeled “Exception(s) to Bid Conditions and Specifications,” attached to the bid. When Proposers find instances where they must take exception with certain requirements or

specifications of the bid, all exceptions shall be clearly identified. Written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the County of Georgetown, and a description of the advantage to be gained or disadvantages to be incurred by the County as a result of these exceptions. If none, write "NONE".

- 13) Georgetown County reserves the right to reject any or all bids, and to waive as an informality any irregularities contained in any bid as may be deemed in the best interest of the County. Georgetown County further reserves the right to reject any bid submitted, at its sole option, that the vendor may not be able to meet the service requirements of the bid.
- 14) Publicity releases: contractor agrees not to refer to award of any resulting contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the user.
- 15) Ownership of Copyright: All right, title and interest in all copyrightable materials which vendor shall create in the performance of its obligations hereunder shall be the property of the procurer. Vendor agrees to assign and hereby does assign any and all interest it has in and to such material to procurer. Vendor agrees, upon the request of procurer to execute all papers and perform all other such acts necessary to assist procurer to obtain and register copyrights on such materials. Where applicable, works of authorship created by the vendor in the performance of its obligations hereunder, shall be considered "works for hire" as defined in the U.S. Copyright Act.
- 16) Ownership of Documents: Any reports, studies, photographs, negatives or other documents prepared by vendor in the performance of its obligations shall be the exclusive property of the procurer and all such material shall be remitted to the procurer by the vendor upon completion, termination or cancellation of this order. Vendor shall not use, willingly allow or cause to have such material used for any purpose other than performance of its obligations under this order without the prior written consent of the procurer.
- 17) Affirmative Action: The contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of age, race, color, religion, sex, national origin or physical handicap. The following are incorporated herein by reference: 41 C.F.R. 60-1.4, 60-250.4 and 60-741.4.
- 18) Inclusion and participation of disadvantaged, small, and local business entities is strongly encouraged, but minimum participation standards are not in effect for this project.
- 19) Bidders must clearly mark as "confidential" each part of their bid which they consider to be proprietary information that could be exempt from disclosure under section 30-4-40, Code of Laws of South Carolina 1976, as amended (Freedom of Information Act). If any part is designated as confidential, there must be attached to that part an explanation of how this information fits within one or more categories listed in section 30-4-40. The County reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against the County or its agents for its determination in this regard.
- 20) CERTIFICATION REGARDING DRUG-FREE WORKPLACE:
The contractor certifies that the vendor(s) will provide a "drug-free workplace" as that term is defined in Section 44-107-30 of the Code of Laws of South Carolina, 1976, as amended, by the complying with the requirements set forth in title 44, Chapter 107.

21) Certification of Non-Segregated Facilities

The federally-assisted construction contractor certifies that he does not maintain or provide, for his employees, any segregated facilities at any of his establishments and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The federally-assisted construction contractor certifies that he will not maintain or provide, for his employees, segregated facilities at any of his establishments and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The federally-assisted construction contractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this Contract.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms, and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason. The federally assisted construction contractor agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause and that he will retain such certifications in his files.

22) Nothing herein is intended to exclude any responsible vendor, his product or service or in any way restrain or restrict competition. On the contrary, all responsible vendors are encouraged to bid and their bids are solicited.

23) Acknowledgement of Addenda

Each contractor is responsible to verify the number of total addenda issued prior to bid. **Failure to acknowledge all addenda may disqualify the bidder.** All addenda are posted by the County at the website located at www.gtcounty.org, select "Bid Opportunities" from the **Quick Links** box on the home page. It is each proposer's responsibility to verify that all addenda have been received and acknowledged.

24) This Invitation for Bid covers the estimated requirements to provide **Environmental and Wetlands Engineering Services, IDIQ** for the Georgetown County Public Services Department. The purpose is to establish a Term Contract with firm pricing and delivery under which the department may place orders as needed. The right is reserved to extend the use of this contract to any County Department.

25) **TERMS OF AGREEMENT / RENEWAL**

The initial term of any resulting contract shall be for a period of one (1) calendar year, effective from date of contract award. The County reserves the right to negotiate with the successful bidder, after contract award, for an additional discount should available funds permit the purchase of additional units within the fiscal year. The County reserves the right, at its sole option, to renew the contract for four (4) additional consecutive terms, contingent upon satisfactory performance in the prior period, not to exceed a maximum term of five (5) years total.

26) **PRICE ESCALATION/DE-ESCALATION:**

Prices are to remain firm for the first contract period. In subsequent terms, the contractor may request, in writing at least sixty (60) days in advance of the contract ending date, an increase/decrease. Should the County elect to exercise the option to renew the contract for additional year(s), the contract prices for the

additional years shall not exceed the percentage increase/decrease of the "Services" category of the CPI-W SECTION OF THE CONSUMER PRICE INDEX of the United States Bureau of Labor Statistics for the latest twelve month for which statistics are available. Should the price change be granted and the County elects to renew the contract, the purchase order will reflect the changes.

27) Bids must be submitted on Proposal or Bid Form furnished or will be rejected. Proposals shall be typewritten or written legibly on the form prepared by the County. The person signing the bid shall initial all corrections or erasures.

28) Insurance

The successful bidder shall procure, maintain, and provide proof of, insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the County by the bidder, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted fifteen (15) days prior to the commencement of work and such coverage shall be maintained by the bidder for the duration of the contract period; for occurrence policies.

a. General Liability

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

1. Minimum Limits

General Liability:

- \$1,000,000 General Aggregate Limit
- \$1,000,000 Products & Completed Operations
- \$1,000,000 Personal and Advertising Injury
- \$1,000,000 Each Occurrence Limit
- \$50,000 Fire Damage Limit
- \$5,000 Medical Expense Limit

b. Automobile Liability

Coverage sufficient to cover all vehicles owned, used, or hired by the bidder, his agents, representatives, employees or subcontractors.

1. Minimum Limits

Automobile Liability:

- \$1,000,000 Combined Single Limit
- \$1,000,000 Each Occurrence Limit
- \$5,000 Medical Expense Limit

c. Workers' Compensation

Limits as required by the Workers' Compensation Act of SC. Employers Liability, \$1,000,000.

d. Owners' & Contractors' Protective Liability

n/a

e. Professional Liability

Minimum limits are \$1,000,000 per occurrence.

f. Coverage Provisions

1. All deductibles or self-insured retention shall appear on the certificate(s).

2. The County of Georgetown, its officers/ officials, employees, agents and volunteers shall be added as "additional insured" as their interests may appear. This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability.
3. The offeror's insurance shall be primary over any applicable insurance or self-insurance maintained by the County.
4. Shall provide 30 days written notice to the County before any cancellation, suspension, or void of coverage in whole or part, where such provision is reasonable.
5. All coverage for subcontractors of the bidder shall be subject to all of the requirements stated herein.
6. All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, either; the insurer shall reduce or eliminate such deductible or self-insured retention; or the bidder shall be required to procure a bond guaranteeing payment of losses and related claims expenses.
7. Failure to comply with any reporting provisions of the policy(s) shall not affect coverage provided the County, its officers/officials, agents, employees and volunteers.
8. The insurer shall agree to waive all rights of subrogation against the County, its' officers/officials, agents, employees or volunteers for any act, omission or condition of premises which the parties may be held liable by reason of negligence.
9. The bidder shall furnish the County certificates of insurance including endorsements affecting coverage. The certificates are to be signed by a person authorized by the insurance company(s) to bind coverage on its' behalf, if executed by a broker, notarized copy of authorization to bind, or certify coverage must be attached.
10. All insurance shall be placed with insurers maintaining an A.M. Best rating of no less than an A:VII. If A.M. Best rating is less than A:VII, approval must be received from County's Risk Officer.

29) Workman's Compensation Coverage

Georgetown County, SC will require each contractor and service provider to maintain on file with the purchasing officer, a current Certificate of Insurance showing limits as required by the Workers' Compensation Act of SC: Employers Liability, \$1,000,000.

The law also recognizes "statutory employees." These are employees who work for a subcontractor who may be working for a business or another contractor. Employers should inquire whether or not a subcontractor working for them has workers' compensation insurance, regardless of the number of employees employed by the subcontractor. If the subcontractor does not, the subcontractor's injured employees would be covered under the employer's workers' compensation insurance. If the subcontractor does not carry workers' compensation insurance, then the owner or the principal contractor would be liable just as if the subcontractor's employee was one of their employees.

For answers to additional questions, visit the SC Worker's Compensation Commission website, at: <https://wcc.sc.gov/contact-us/faqs>

30) Hold Harmless Clause

The Contractor shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the County, its officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the contractor or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

31) Condition of Items

All items shall be new, in first class condition, including containers suitable for shipment and storage, unless otherwise indicated herein. Verbal agreements to the contrary will not be recognized.

32) Workmanship and Inspection

All work under this contract shall be performed in a skillful and workmanlike manner. The County may, in writing, require the Contractor to remove any employee from work that the County deems incompetent or careless.

Further, the County may, from time to time, make inspections of the work performed under this contract. Any inspection by the County does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements.

33) Invoicing and Payment

The firm shall submit invoices on a frequency to be determined, as agreed upon by the County, for each payment requested. Such invoice shall also include a detailed breakdown of all charges. All such invoices will be paid within thirty (30) days unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The firm shall provide complete cooperation during any such investigation. All invoices shall be forwarded to the following address:

County of Georgetown
Accounts Payable
P.O. Box 421270
Georgetown, SC 29442-4200

Individual contractors shall provide their social security numbers, and proprietorships, partnerships, and corporations shall provide their federal employer identification number on the pricing form.

34) South Carolina Sales Tax

The County of Georgetown, SC is not exempt and pays the appropriate SC sales tax on all applicable purchases.

35) Assignment of Contract

This contract may not be assigned in whole or part without the written consent of the Purchasing Officer.

36) Termination

Subject to the provisions below, the contract may be terminated by the County upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of the County until said work or services are completed and accepted.

a. Termination for Convenience

In the event that this contract is terminated or canceled upon request and for the convenience of the County, without the required thirty (30) days advance written notice, then the County shall negotiate reasonable termination costs, if applicable.

b. Termination for Cause

Termination by the County for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

c. Non-Appropriation:

It is understood and agreed by the parties that in the event funds are not appropriated in the current fiscal year or any subsequent fiscal years, this contract will become null and void and the County will only be required to pay for services completed to the satisfaction of the County.

37) Default

In case of default by the contractor, for any reason whatsoever, the County may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law

38) Severability

In the event that any provision shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

39) Applicable Laws

This Agreement shall be governed by and construed in accordance with the laws of the State of South Carolina, U.S.A.

40) Claims and Disputes:

All claims, disputes and other matters in question between parties arising out of, or relating to, this Agreement, or the breach thereof, shall be decided in the Circuit Court of the Fifteenth Judicial circuit in Georgetown County, South Carolina. By executing this Agreement, all parties specifically consent to venue and jurisdiction in Georgetown County, South Carolina and waive any right to contest jurisdiction and venue in said Court.

41) Rights of County

The County reserves the right to reject all or any part of any bid, waive informalities and award the contract to the lowest responsive and responsible bidder to best serve the interest of the County.

42) Award of Bid

In determining the lowest responsive and responsible bidder, in addition to price, there may be considered the following:

- (a) The ability, capacity and skill of the bidder to perform the contract.
- (b) Whether the bidder can perform the contract within the time specified, without delay of interference.
- (c) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- (d) The quality of performance on previous contracts.
- (e) The previous and existing compliance by the bidder with laws and ordinances relating to the contract.
- (f) The sufficiency of the financial resources to perform the contract to provide the service.

- (g) The quality, availability and adaptability of the supplies or contractual services to the particular use required.
- (h) The ability of the bidder to provide future maintenance and service.
- (i) The discount terms and conditions of the bid.
- (j) Delivery time.

43) Notice of Award

A *Notice of Intent to Award* will be mailed to all respondents.

44) Protest

Bidders may refer to Sections 2-67, 2-73, and 2-74 of Ordinance #20-032, also known as the Georgetown County, South Carolina Purchasing Policy to determine their remedies concerning this competitive process. The failure to be awarded a bid shall not be valid grounds for protest.

45) Debarment

By submitting a bid, the offeror certifies to the best of its knowledge and belief, that it and its principals, sub-contractors and assigns are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local department or agency. A copy of the County's debarment procedure in accordance with Section 2-68 of Ordinance #2008-09, also known as the Georgetown County, South Carolina Purchasing Policy is available upon request.

46) Permits

The successful Offeror must be responsible for obtaining all necessary city, county, and state permits/licenses and must comply with all local codes and ordinances. Copies of such permits/licenses shall be made available to the County upon request. Building contractors working within Georgetown County must also secure a Contractor's License from the Building Department. Work within the Georgetown City Limits may require a City Business License. For additional information, please review the "Forms and Fees" section of the Building and Planning web page at the link below:

<http://www.georgetowncountysc.org/building/default.html>

47) Environmental Management:

Vendor/Supplier/Contractor will be responsible for complying with all federal, state and local environmental regulations relating to transportation, handling, storage, spillage and any other aspect of providing the services specified herein, as applicable.

48) Bid Tabulation Results

Vendors wishing to view the bid tabulation results may visit the Georgetown County, SC web-site at: <http://www.georgetowncountysc.org>. Select "Purchasing", then "Bids Information" and double click the link under the individual bid listing.

49) The Bidder hereby certifies that he or she has carefully examined all of the Documents for the project, has carefully and thoroughly reviewed this Request for Bid/Quotation, has inspected the location of the project (if applicable), and understands the nature and scope of the work to be done; and that this Bid is based upon the terms, specifications, requirements, and conditions of the Request for Bid/ Documents. The Bidder further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.

- 50) Any attempt by the vendor to influence the opinion of County Staff or County Council by discussion, promotion, advertising, misrepresentation of the submittal or purchasing process or any procedure to promote their offer will constitute a violation of the vendor submittal conditions and will cause the vendor's submittal to be declared null and void.
- 51) Apparent omission of a detailed description concerning any point, shall be regarded as meaning the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used.
- 52) Response Clarification
Georgetown County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 53) Georgetown County, SC has a Local Vendor Preference Option by ordinance:

Sec 2-50. Local Preference Option

1. A vendor shall be deemed a Local Georgetown County vendor for the purposes of this Section if such vendor is an individual, partnership, association or corporation that is authorized to transact business within the State, maintains an office in Georgetown County, and maintains a representative inventory or commodities within the County on which the bid is submitted, and has paid all taxes duly assessed.
2. This option allows the lowest local Bidder whose bid is within five percent (5%) of the lowest non-local Bidder to match the bid submitted by the non-local Bidder and thereby be awarded the contract. This preference shall apply only when (a) the total dollar purchase is greater than \$30,000; (b) the vendor has a physical business address located and operating within the limits of Georgetown County and has been doing business in the County for a period of twelve (12) months or more; and (c) the vendor provides proof of payment of all applicable Georgetown County taxes and fees if so requested.
3. Should the lowest responsible and responsive Georgetown County bidder not exercise its right to match the bid as granted herein, the next lowest qualified Georgetown County bidder shall have that right and so on. The right to exercise the right to match the bid shall be exercised within 24 hours of notification of the right to match the non-Georgetown County bidder's bid.
4. In order to qualify for the local preference authorized by this Section, the vendor seeking same shall be required to submit with its bid a statement containing relevant information which demonstrates compliance with the provisions of this Section. This statement shall be on a form provided by the County purchasing department and shall be signed under penalty of perjury. Failure to provide such affidavit at the time the bidder submits its bid shall constitute a waiver of any claim for preference.
5. For all contracts for architecture, professional engineering, or other professional services governed by Section 2-56, Architect-Engineer and Land Surveying Services - Public Announcement and Selection Process, the county shall include the local business status of a firm among the factors considered when selecting which firms are "most highly qualified". In determining which firm is the "most qualified" for purposes of negotiating a satisfactory contract, preference shall be given to a local business where all other relevant factors are equal.

6. Local preference shall not apply to the following categories of contracts: (a) Goods or services provided under a cooperative purchasing agreement or similar "piggyback" contract; (b) Contracts for professional services except as provided for in section five (§5) above; (c) Purchases or contracts which are funded, in whole or in part, by a governmental or other funding entity, where the terms and conditions of receipt of the funds prohibit the preference; (d) Purchases or contracts made pursuant to a noncompetitive award process, unless otherwise provided by this section; or (e) Any bid announcement which specifically provides that the general local preference policies set forth in this section are suspended due to the unique nature of the goods or services sought, the existence of an emergency as found by either the county council or county administrator, or where such suspension is, in the opinion of the county attorney, required by law.

See the RESIDENCE CERTIFICATION FOR LOCAL PREFERENCE form attached for details.

54) Vendor Checklist

The items indicated below must be returned as a part of the Bid Submission package:

- Section 1, Company Overview
 - Section 2, Technical Capabilities
 - Section 3, Staff Qualifications
 - Section 4, Related Experience and References
 - Section 5, Additional Information
 - Section 6, Mandatory Forms
 - Mandatory RFQ Submittal Form, EXHIBIT A
 - Resident Certification for Local Preference, EXHIBIT B
 - Mandatory Exceptions Page, EXHIBIT C
 - Non-Collusion Oath, EXHIBIT D
- SEPARATELY SEALED AND MARKED Nonbinding Cost Comparison Summary

The successful proposer will be required to provide a Certificate of Insurance naming Georgetown County, SC as an additional insured. This must be on file prior to any final award.

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EXHIBIT A
MANDATORY RFQ SUBMITTAL FORM
Bid #21-003

Environmental and Wetlands Engineering Services, IDIQ

The undersigned, on behalf of the vendor, certifies that: (1) this RFQ is made without previous understanding, agreement or connection with any person, firm or corporation making an offer on the same project; (2) is in all respects fair and without collusion or fraud;(3) the person whose signature appears below is legally empowered to bind the firm in whose name the RFQ is entered (4) they have read the complete RFQ understand all provisions: (5) if accepted by the County, this RFQ is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted RFQ will be their offeror's responsibility.

1. Name of Company submitting RFQ _____
2. Contact Address: _____

3. Contact Person _____
4. Telephone Number _____ Fax Number _____
5. E-Mail address _____
6. Remittance Address: _____

7. Accounting Contact _____
8. Telephone Number _____ Fax Number _____
9. E-Mail address _____
10. FEIN or Social Security Number: _____

11. **Suspension and Debarment**

Federal guidelines require grant recipients to obtain sufficient assurance that vendors are not suspended or debarred from participating in federal programs when contracts exceed \$25,000. By signing below you verify that no party to this agreement is excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Nonprocurement suspension and debarment. [See <https://www.epls.gov/> for additional information.]

12. **Acceptance of Invitation for RFQ Content:** The contents of the successful RFQ are included as if fully reproduced herein. Therefore, the selected contractor must be prepared to be bound by his/her proposal as submitted.

13. RENEWAL OF CONTRACT

The County reserves the right, at its sole option, to renew this contract for up to four (4) additional terms. Pricing for additional terms shall be based on the Consumer Price Index (CPI) as published by the United States Bureau of Labor Statistics. Will you honor the CPI for future term pricing?

Yes No

The continuation of the terms, conditions, and provisions of any resulting contract beyond the fiscal year is subject to approval and ratification by the Georgetown County Council and appropriation by them of the necessary money to fund said contract for each succeeding year.

14. CERTIFICATION REGARDING DRUG-FREE WORKPLACE:

The undersigned certifies that the vendor listed below will provide a “drug-free workplace” as that term is defined in Section 44-107-30 of the Code of Laws of South Carolina, 1976, as amended, by the complying with the requirements set forth in title 44, Chapter 107.

Yes No

15. Any attempt by the vendor to influence the opinion of County Staff or County Council by discussion, promotion, advertising, misrepresentation of the submittal or purchasing process or any procedure to promote their offer will constitute a violation of the vendor submittal conditions and will cause the vendor’s submittal to be declared null and void.

16. The lowest or any proposal will not necessarily be accepted and the County reserves the right to award any portion thereof. I/We, the undersigned, hereby confirm that all the above noted documents for RFQ No. 21-003 were received.

17. **ILLEGAL IMMIGRATION: Non-Construction (NOV. 2008):** (An overview is available at www.procurement.sc.gov) By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. [07-7B097-1]

18. INFORMATION ONLY:

- Our company accepts VISA government procurement cards without penalty.
- Our company does not accept VISA government procurement cards.

Printed Name of person binding bid _____

19. Signature (X) _____

20. Date _____

NOTE: THE ENTIRE IFB PACKET NEED NOT BE RETURNED. Please be sure to provide the requested number of copies of all offeror provided attachments. Thank you.

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EXHIBIT B
RFQ 21-003, Environmental and Wetlands Engineering Services, IDIQ
RESIDENCE CERTIFICATION
FOR LOCAL PREFERENCE

MANDATORY VENDOR SUBMITTAL FORM

WHEREAS, Georgetown County Council desires to further its support of local businesses when awarding contracts for the provision of supplies and construction services to the County through its established procurement procedures.

THEREFOR pursuant to Georgetown County, SC Ordinance #20-032 as adopted, §2-50 Local Preference Option, the Georgetown County Purchasing Officer requests each offeror provide Residence Certification. The Local Preference Option provides some restrictions on the awarding of governmental contracts; provisions of which are stated below:

Georgetown County, SC has a Local Vendor Preference Option by ordinance:

Sec 2-50. Local Preference.

1. A vendor shall be deemed a Local Georgetown County vendor for the purposes of this Section if such vendor is an individual, partnership, association or corporation that is authorized to transact business within the State, maintains an office in Georgetown County, and maintains a representative inventory or commodities within the County on which the bid is submitted, and has paid all taxes duly assessed.
2. This option allows the lowest local Bidder whose bid is within five percent (5%) of the lowest non-local Bidder to match the bid submitted by the non-local Bidder and thereby be awarded the contract. This preference shall apply only when (a) the total dollar purchase is greater than \$30,000; (b) the vendor has a physical business address located and operating within the limits of Georgetown County and has been doing business in the County for a period of twelve (12) months or more; and (c) the vendor provides proof of payment of all applicable Georgetown County taxes and fees if so requested.
3. Should the lowest responsible and responsive Georgetown County bidder not exercise its right to match the bid as granted herein, the next lowest qualified Georgetown County bidder shall have that right and so on. The right to exercise the right to match the bid shall be exercised within 24 hours of notification of the right to match the non-Georgetown County bidder's bid.
4. In order to qualify for the local preference authorized by this Section, the vendor seeking same shall be required to submit with its bid a statement containing relevant information which demonstrates compliance with the provisions of this Section. This statement shall be on a form provided by the County purchasing department and shall be signed under penalty of perjury. Failure to provide such affidavit at the time the bidder submits its bid shall constitute a waiver of any claim for preference.
5. For all contracts for architecture, professional engineering, or other professional services governed by Section 2-56, Architect-Engineer and Land Surveying Services - Public Announcement and Selection Process, the county shall include the local business status of a firm among the factors considered when selecting which firms are "most highly qualified". In

determining which firm is the "most qualified" for purposes of negotiating a satisfactory contract, preference shall be given to a local business where all other relevant factors are equal.

6. Local preference shall not apply to the following categories of contracts: (a) Goods or services provided under a cooperative purchasing agreement or similar "piggyback" contract; (b) Contracts for professional services except as provided for in section five (§5) above; (c) Purchases or contracts which are funded, in whole or in part, by a governmental or other funding entity, where the terms and conditions of receipt of the funds prohibit the preference; (d) Purchases or contracts made pursuant to a noncompetitive award process, unless otherwise provided by this section; or (e) Any bid announcement which specifically provides that the general local preference policies set forth in this section are suspended due to the unique nature of the goods or services sought, the existence of an emergency as found by either the county council or county administrator, or where such suspension is, in the opinion of the county attorney, required by law.

See the RESIDENCE CERTIFICATION FOR LOCAL PREFERENCE form attached for details.

I certify that [Company Name] _____ is a

Resident Bidder of Georgetown County as defined in Ordinance #20-032, and our principal place of business is _____ [City and State].

I certify that [Company Name] _____ is a

Non-Resident Bidder of Georgetown County as defined in Ordinance #20-032, and our principal place of business is _____ [City and State].

(X) _____
Signature of Company Officer

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EXHIBIT C
RFQ #20-003, Environmental and Wetlands Engineering Services, IDIQ

EXCEPTIONS PAGE

MANDATORY BID SUBMISSION FORM

List any areas where you cannot or will not comply with the specifications or terms contained within the bid documentation. If none, write "NONE".

EXHIBIT D
RFQ #20-003, Environmental and Wetlands Engineering Services, IDIQ

NON-COLLUSION OATH)

COUNTY OF: _____)

STATE OF: _____)

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared _____ and made oath that the Offeror Herein, his agents, servants, and/or employees, to the best of his knowledge and belief have not in any way colluded with anyone for and on behalf of the Offeror, or themselves, to obtain information that would give the Offeror an unfair advantage over others, not have they colluded with anyone for and on behalf of the Offeror, or themselves, to gain any favoritism in the award of the contract herein.

SWORN TO BEFORE ME THIS

_____ DAY OF _____, 2021

Authorized Signature of Offeror

NOTARY PUBLIC FOR THE

STATE OF: _____

My Commission Expires: _____

Print Name: _____

Address: _____

Phone Number: _____

(Note: Notary seal required for out-of-state offeror)



MANDATORY RFQ SUBMITTAL FORM
Bid #21-003
Environmental and Wetlands Engineering Services, IDIQ

**Place in a separate sealed envelope, marked
 “Confidential Rate List”**

1. **CONFIDENTIAL COST SUMMARY** for Environmental Engineering Services:

Professional Discipline	Fee Schedule
<u>Professional Services</u>	
1. Staff Professional, per hour	\$
2. Project Engineer, per hour	\$
3. Project Manager, per hour	\$
4. Senior Professional, per hour	\$
5. Draftsman, per hour	\$
6. Engineering Technician, Level I, per hour	\$
7. Engineering Technician, Level II, per hour	\$

To be used as the basis for opening negotiations for Professional Services Agreement.

2. Printed Name of person binding bid _____
3. Signature (X) _____
4. Date _____

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