



City of Myrtle Beach Request for Qualifications

Professional Services

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First in

Service

Issued By:

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City of Myrtle Beach Purchasing Division
3231 Mr. Joe White Avenue



City of Myrtle Beach Public Works Department

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES – Civil Engineering Services, Electrical Engineering Services, Environmental Engineering Services, Solid Waste Management Engineering Services, Architectural Services, Landscape Architectural Services, Asset Evaluation and Management Services, and Grant Administration Services

Project Objectives and Scope of Services Background

Being one of the top tourist destinations in the southeast, the City of Myrtle Beach must adjust to seasonal fluctuations from serving our residential population to growing to serve millions of users of our public infrastructure during the busy summer season. Our Public Works and Parks, Recreation, and Sports Tourism Departments manage a variety of assets within multiple areas of service within our community – water distribution system; sanitary sewer system; stormwater management system; roadways, sidewalks, street trees, and landscaping/parks; traffic signals, street signs, and pavement markings; solid waste management; beach management; and drinking water and stormwater quality monitoring. Due to seasonal construction activity restrictions normally being in place from April – October, effective project management is vital.

The City of Myrtle Beach is requesting statements of qualifications from firms capable of providing professional services on an intermittent basis in response to consulting and infrastructure needs as they arise. The variety of professional service categories being sought include the following:

- Civil Engineering Services,
- Electrical Engineering Services,
- Environmental Engineering Services,
- Solid Waste Management Engineering Services,
- Architectural Services,
- Landscape Architectural Services,
- Asset Evaluation and Management Services, and
- Grant Administration Services.

Request for Qualifications Purpose

The purpose of the Request for Qualifications (RFQ) is to solicit engineering and architectural design/construction services and other professional services noted herein under a qualifications-based selection process, whereby contracts are negotiated on the basis of demonstrated competence and qualification for the type of professional services required at a fair and reasonable price. Under qualifications-based selection procurement procedures, price quotations are not a consideration within the selection process.

Proposers must provide sufficient information for the City of Myrtle Beach to evaluate their responses in accordance with the criteria established in this RFQ. The City of Myrtle Beach recognizes that a consultant/firm may offer professional services within more than one category represented within this RFQ, as such the consultant/firm shall submit separate sections with identifying labels within their submittal for consideration during the evaluation process.

The City of Myrtle Beach intends to select and enter into Master Agreements for Professional Services with more than one (1) consultant within the variety of professional services categories herein that will run in increments of a five (5) year period. Master Agreements may be extended at the discretion of the City of Myrtle Beach.

Once a consultant/firm is under Master Agreement, the City of Myrtle Beach may seek project-specific proposals for professional services on an as needed basis. The City of Myrtle Beach may compare and negotiate project proposals received from eligible consultants/firms represented within a professional service category. Once a project proposal is competitively selected by the City of Myrtle Beach, the consultant/firm will submit an accompanying project-based Supplemental Agreement to their Master Agreement for Professional Services.

Scope of Work

This section provides general guidance related to the broad range of projects and professional services that may be requested by the City of Myrtle Beach on an as needed basis. Responding consultant(s)/firm(s) are to provide supporting documents that demonstrate competency, qualifications and experience associated with professional services related, but not limited to, the following types of activities:

- trouble-shooting technical issues with our field operational teams
- perform route optimization studies for field crews to improve operational efficiencies
- evaluate electrical control systems and generators
- surveying services for utility easements and public rights-of-way/property
- evaluate foundations and soil conditions
- develop preliminary engineering reports (PERs) to evaluate alternatives for addressing water/sanitary sewer/stormwater system needs

- evaluate the condition of water/sanitary sewer/stormwater systems and recommendations of repair and/or rehabilitative projects
- evaluate the pavement condition of our roadway systems and recommendations of repair and/or rehabilitative projects
- evaluate condition of roadway culverts/bridges and recommendations of repair/rehabilitation
- create plans, specifications, design plans, permitting and construction administration associated with architectural and/or civil engineering services for public infrastructure and public facilities
- perform traffic impact analysis studies, multi-modal bike/pedestrian safety studies, multi-modal connectivity studies, and traffic signal timing optimization studies
- perform beautification of roadway/streetscape gateway corridor studies and beautification of parks/cemeteries
- develop wayfinding strategies from primary entry points to various destinations within the City of Myrtle Beach
- response to emergency environmental incidents (ex. emergency spill cleanup, tank overflows, large pipeline ruptures, etc.)
- environmental assessments and regulatory drinking water/stormwater testing and reporting
- grant administration assistance with a variety of local, county, state, and federal funding programs

The consultant/firm shall have staff qualified to conduct all necessary trouble-shooting activities, evaluation activities, condition assessment activities, engineering/construction services and provide associated written deliverables, including graphics and design drawings.

The various project proposals scopes of work may include other professional services to assist the City of Myrtle Beach. All work shall be in accordance with local, state and federal standards and specifications when applicable. Projects may use local, county, state or federal funding. For projects using state and federal funding, all state and federal provisions and requirements shall be followed.

All plans, specifications, designs, graphics, reports, data, or studies prepared under the terms of the agreement with the City of Myrtle Beach shall be delivered to the City of Myrtle Beach and shall become property of the City of Myrtle Beach. Other work not required by the City of Myrtle Beach, such as notes, sketches, charts, computations, and other data shall be available upon request to the City of Myrtle Beach without restrictions or limitations.

Assignment of work

The City of Myrtle Beach may assign work to any of the contracted consultants/firms as deemed necessary. All engineering/design and construction administration work shall be performed under the direction of a licensed professional engineer registered with the State of South Carolina. Other professional services rendered by a consultant/firm shall have the requisite licensure and certifications to perform the project. No subcontractors shall be utilized without prior authorization by the City of Myrtle Beach.

The consultant/firm will have a prescribed number of working days to submit responses to the requested proposals. Failure to submit the proposal by the prescribed time may cause the proposal to be rejected and another firm assigned the task.

When professional services are being requested, the City of Myrtle Beach will issue a letter requesting proposals to one or more consultant(s)/firm(s) under active master agreement. The proposal shall include project understanding, fee rates for the completion of services, proposed methods and approach, hours to be spent on services, and a project schedule including the time needed to complete the project. The City of Myrtle Beach will review responsive proposals and award the work based on qualifications for services and overall cost. Executed supplemental agreement(s) will initiate the design process, evaluation(s), or assigned task(s).

Any changes in the project schedule or change order associated with work performed must have prior authorization by the City of Myrtle Beach's Public Works Department staff. The final payment will be paid when all project components are complete and the City of Myrtle Beach has received all associated deliverable documents set forth within the agreement(s).

Request for Qualifications Format

All Statements of Qualifications submitted must follow the same format. Statement of Qualifications can address one OR more categorized professional service area highlighting expertise and skill. Each category submitted under individualized tabs. The aim of the required format is to simplify the Statement of Qualifications preparation and evaluation processes and to ensure that all Statements of Qualifications receive the same orderly review.

Proposal Submissions

Proposals should be prepared in a timely and economical manner, providing a straightforward, concise description of the firms' ability to meet each individual requirements of the RFQ. The City does not desire voluminous qualification submission therefore the submissions will be limited to twenty-five (25) double-spaced total pages, single sided. **Cover pages, required forms, and appendices will not count toward the total page count.** Information must be submitted as

requested, in the order listed below. If the Proposer fails to provide the requested information, the Proposal may be deemed non-responsive and may not be further considered.

All Statement of Qualifications must include the following components:

- 1 Cover Letter
- 2 Project Team
- 3 Professional Accomplishments, Experience and References
- 4 Technical Approaches
- 5 Submittal of Statement
- 6 Additional Information

Request for Qualifications Components

Cover Letter

Provide a one or two-page cover letter. Provide a summary of the qualifications statement and demonstrate the firm's understanding of the tasks including general approach for scope of services provided in this RFQ. Include an introduction to the firm as well as the year firm was established, former names of firm (if applicable), The type of ownership and parent company, if applicable, a contact person's name, phone number, email address, and mailing address.

Project Team

Identify key project team members and describe their role in the project and related experience. This section shall include the following information: List any individuals that will participate on this agreement, including their staff classification. Please include a brief resume of experience in similar projects for each individual and proof of various professional registration, licenses and certificates. If the Consultant(s) wishes to use sub-consultants not specified in this statement, prior written approval must be received from the City of Myrtle Beach. The City of Myrtle Beach may provide the approval after review of the proposals(s). Sub-consultants may be used for work such as traffic reports or studies, traffic signal analysis, construction staking, topographic and boundary surveying, soil testing, and landscape design, etc.

Professional Accomplishments, Experience and References

Provide a list of similar projects conducted by your firm related to the category of professional services included within the consultant/firm's RFQ submittal. For up to five relevant projects (at least two must be completed), include a project description that demonstrates the consultant/firm's capabilities in the delivery of services that are similar to the professional services that the City of Myrtle Beach is requesting. For each project provided as a reference, include the name / contact information of the client organization and client project manager.

Technical Approaches

Provide typical work plans for various services technical approach, including staff classification and estimated hours each will participate. State the interpretation of the work to be performed. State a positive commitment to perform the work in the required manner and time frame. Demonstrate an understanding of the services being requested. Provide an organizational chart of the consultant/firm's team and describe the role and responsibilities of each team member as it relates to this project, including any major subcontractors and consultants. Provide and describe location of project teams' office(s) to be utilized for this project.

Submittal of Qualifications Statement

Submit two (2) signed hard copies and one (1) electronic copy on a thumb drive of your entire statement of qualifications in a sealed envelope. Submit statement to: City of Myrtle Beach, 3231 Mr. Jo White Avenue, Myrtle Beach, SC 29578
Attention: Ruth Garigen, Buyer

Statements must be submitted prior to 4:00 PM, Friday June 11th, 2021.

Additional Information

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

Information and Inquires

Should a consultant/firm require clarifications to this RFQ, the consultant/firm shall notify the City of Myrtle Beach Purchasing staff listed below in writing or email no later than 4:00 PM on May 20th, 2021.

Should it be found that the clarification point in question is not clearly and fully set forth within the narrative of the RFQ, then the City of Myrtle Beach Purchasing staff may issue a written addendum clarifying the matter up to five (5) days prior to RFQ submission date. Substantive changes to the requirements will be made by written addendum to this RFQ. Any written addenda issue pertaining to this RFQ shall be incorporated into the terms and conditions of any resulting agreement. The City of Myrtle Beach shall not be bound to any modifications to or deviations from the requirements set forth in this RFQ as the result of oral instruction.

For further information, please contact: Ruth Garigen, Buyer; (843) 918-2173;
RGarigen@cityofmyrtlebeach.com

Evaluation / Selection Criteria

The evaluation of qualifications statement submissions will be in accordance with the City of Myrtle Beach Procurement Regulation and this Request for Qualifications. The evaluation process shall determine the qualifications, interest, and availability to provide relevant professional services as requested. City of Myrtle Beach staff will first review all written responses, which will result in a ranked list of fully qualified respondents. After ranking is completed by the staff, informal interviews and/or presentations may be conducted, at the discretion of the City of Myrtle Beach, for selected respondents determined to be the best qualified based upon the evaluation of the written responses. The determinations will be based upon the criteria below.

It is the intention of the evaluation team to select the consultant/firm most qualified to provide the services as indicated herein. The following criteria will be used to evaluate the Statements of Qualifications:

| Criteria | Weight Factor | Rating | Weighted Rating |
|---|---------------|--------|-----------------|
| A. Understanding of RFQ Request | 0.05 | | |
| B. Appropriateness and Acceptability of Approach, Work Plan, Ability to Develop Proposals and Attention to Details. | 0.10 | | |
| C. Ability to complete services in a Timely Manner | 0.10 | | |
| D. Qualifications of the Firm, Consultant, and Assigned Staff. | 0.15 | | |
| Similar Work, Technical Nature, Complexity, and Time Constrataints that are siminar in size, location and type of City. | 0.20 | | |
| F. Local Office, Experience & Knowledge | 0.25 | | |
| G. Meeting Availability | 0.15 | | |
| Total Score: | | | 0 |
| Comments: | | | |

The City reserves the right to waive technicalities or irregularities, accept the qualifications and award a contract, to postpone acceptance and award of the contract, to reject any and all qualifications received and re-advertise the project, to negotiate for a partial scope of work, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City.

The City of Myrtle Beach does not expressly state or imply any obligation to reimburse responding agents for any expenses incurred in preparing submissions in response to this request.

All documents are to be received in the Procurement Office no later than 4:00 PM local time Friday June 11, 2021.

The documents will not be opened publically. They will be reviewed by a panel and graded. A short list may be called for additional information or interviews.