

City of Spartanburg

Procurement and Property Division

Post Office Drawer 1749, SC 29304-1749 P (864)-596-2049 F (864) 596-2365

Legal Notice

Request for Qualifications

For On Call Emergency Drainage, Maintenance & Repair Services

January 20, 2023

NOTICE IS HEREBY GIVEN that the City of Spartanburg intends to establish a pre-qualified list of Contractors to provide non-exclusive repair and maintenance services on an as-needed basis in support of the Public Works Department for a period of three (3) to (5) years. This list shall include various disciplines and services as described within other sections of this solicitation. Each interested Contractor/Firm is invited to submit a Statement of Qualification (SOQ) detailing capabilities and experience in one or more of the categories listed.

The consultant can expect to provide services including, but not limited to, tasks as listed below:

- Concrete services and repair.
- Drainage inspection, installation, maintenance and repair.
- Paving repair.
- General civil construction/repairs.
- Debris removal.

For future City projects, selected firms will submit pricing proposals.

Proposal No. 2324-01-31-02

The City of Spartanburg will act affirmatively to ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to participate in this request and that it will not discriminate on the basis of gender, race, color, or national origin in consideration of a contract award.

The City of Spartanburg reserves the right to reject any or all proposals and waive any informality in the qualifications process. All proposals may be held by the City of Spartanburg for a period not to exceed sixty (60) days from the date of the opening of the proposals so that the City may fully investigate the qualifications of prospective parties, prior to awarding of the Contract. The vendor that is selected will be required to obtain a City of Spartanburg Business License.

Questions regarding bid procedures should be directed to Carl Wright, Procurement and Property Manager at 864-596-2790 or cwright@cityofspartanburg.org.

Request for Qualifications must be submitted to Carl F. Wright, Procurement and Property Manager, on or before **Tuesday, January 31st 2023, 3 PM.**, City Hall, 145 West Broad Street at which time they will be publicly opened in the Training Room, same location.

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

City of Spartanburg

P. O. Box 5107

145 West Broad Street

Spartanburg, S. C. 29304

Attn.: Procurement and Property Division

Also, please show the following number on the lower left corner of the outer sealed envelope:

Proposal No. 2324-01-31-02

**Request for Qualifications
For
On Call Emergency Drainage, Maintenance & Repair Services**

The City of Spartanburg, South Carolina requests a letter of interest and qualifications from experienced contractor firms experienced in providing general civil construction and repairs. Contracting firm will have at least five (5) years of licensed experience in a variety of contracting disciplines. The period covered by this contract will not exceed three years but may be reduced depending on contractor's performance. Six (6) firms will be selected as "On-Call" Consultants. Individual project assignments will be determined at the discretion of the City of Spartanburg. Contract costs will be on the basis of actual cost plus fixed fee, lump sum, or approved unit cost basis at the discretion of the City of Spartanburg.

Contractors selected to perform any task under this solicitation shall be required to hold valid licensing as necessary for any task for which they intend to provide service(s) and as required by Federal, State and Municipal guidelines. As these services are on an as-needed basis, no guarantee is made that ANY work will be assigned under this program. Contractors selected to perform any task under this solicitation shall be required to obtain and maintain insurance coverage's as specified by the City of Spartanburg. Contractors selected to perform any task under this solicitation shall also be required to obtain a City of Spartanburg Business License.

The following information and materials are to be included in the proposal:

1. Contact information. Name, street and email address, and phone number of the firm.
2. Form of organization. Whether firm is a partnership, corporation, or sole proprietorship, where it is organized, and the names of principals, officers, and directors of the firm.
3. Description of the firm's experience in providing construction and repair service for public entities and/or private sector. The description of the firm's experience should include projects undertaken in the past five (5) years and name(s) and telephone number(s) of the client's project manager.
4. Resume(s) of primary contact professionals.
5. List of all lawsuits contractor has been involved in within the last 5 years related to work performance. Name, address and contact information of firms Performance Bonding Company.
6. Availability. A brief statement of the availability of key personnel of the firm to undertake the proposed project.
7. Evidence that insurance & workers comp policies are maintained by the firm as stated in the RFQ.
8. Fee structure of the contracting firm any other fee or fees that may be charged.
9. Please send five (5) copies of your submittal.

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, and integrity, with respect to the general public and all City personnel and property as may be necessary while fulfilling the daily assignments.

The City reserves the right to require the Contractor to remove any employee from the work area whom the City has deemed incompetent, careless, insubordinate, or whose continued employment on the work site is deemed by the City to be contrary to the public interest.

It is the responsibility of the Contractor to maintain all work areas to provide neat, clean and safe conditions during and upon completion of the required task.

The Contractor must exercise caution at all times for the protection of persons and property. Safety provisions for all applicable laws and ordinances shall be strictly observed. The Contract Administrator or representative may require the Contractor to discontinue potentially hazardous work practices upon notice.

Work to be performed on a non-emergency basis shall be in accordance with the timeframes as negotiated and agreed to by the City, and shall be documented in work directive to be issued by the City.

The contractor shall be required to respond to emergency work within 24 hours of receiving notice to proceed from the City. Confirmation shall be provided to the City of the Contractor's intent to respond prior to mobilization of crews. Contractor will be responsible for completing the work in the agreed upon time frame any delay will result in contractor being removed from "on call" list.

As part of the consultant selection process, the City of Spartanburg will consider the following: experience, qualifications and technical competence of the consultant and of the key personnel assigned to the project (30%); proposed methodology for the project development process, including any suggested innovations, past performance on similar types of projects, and quality assurance procedures (10%); ability to meet anticipated schedule and budget requirements, past performance and budgets on similar projects, and availability of the key personnel assigned to the project (30%); geographic location of the key personnel assigned to the project and their familiarity with the project area (30%).

The contractor selected to perform the work described in this RFQ will be required to provide evidence of public liability and property damage insurance with limits of not less than \$1 million for injury to, or death of, one or more persons and/or property damage arising out of a single accident or occurrence insuring against all liability of the City of Spartanburg, and its authorized representatives, arising out of, or in connection with, the performance of work under the contract with City of Spartanburg. The contractor shall also provide evidence of Worker Compensation and Automobile insurance. Said insurance shall be provided at the sole cost and expense of the firm selected, unless the requirement is modified or waived by the City of Spartanburg.

Consultants shall comply with Title VI of the Civil Rights Act of 1964. The City of Spartanburg strongly encourages the use and involvement of Disadvantaged Business Enterprises (DBE) on these projects.

Questions about the technical services required should be directed to:

Jay Squires
Public Works Director
Telephone 596-2089 / Fax 596-2360
Email jsquires@cityofspartanburg.org

Questions regarding bid procedures should be directed to Carl Wright, Procurement and Property Manager at 864-596-2790 or cwright@cityofspartanburg.org.

Request for Qualifications must be submitted to Carl F. Wright, Procurement and Property Manager, on or before **Tuesday, January 31st 2023 , 3 PM.**, City Hall, 145 West Broad Street at which time they will be publicly opened in the Training Room, same location.

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