

## **Request for Qualifications Architectural and/or Engineering Services**

### **Introduction**

The Town of Estill is issuing a Request for Qualifications (RFQ) to identify a qualified civil engineer to provide a full range of engineering services to support the implementation of the Wastewater Improvements. These services will be provided under contract with the Town of Estill, with funding provided by the South Carolina Rural Infrastructure Authority (RIA) through the RIA State Grant # R-23-C067.

### **Engineering Scope of Work**

To support this project, the Town of Estill is requesting full engineering services to include the following scope of work:

- Preparing technical drawings and specifications
- Filing applications for permits and/or design approvals.
- Revising drawings in response to directives from governmental authorities as needed
- Preparing bidding documents and revising as needed
- Bidding the project and negotiating with contractors
- Compiling contract documents and participating in the pre-construction conference.
- Construction observation and inspection
- Preparing pay requests
- Conducting final inspection and providing a notice stating that the work is acceptable.
- Preparation and/or submittal of contractor prepared final as built drawings.

The selection criteria and their relative importance in making the selection are:

#### **1. Qualifications of Firm/Personnel (20%)**

- a. Technical expertise and competence, including education, registration, and years of experience of individuals who will be assigned to this project.

#### **2. Related Experience on Similar Projects (15%)**

- a. Extent of relevant experience with infrastructure projects of a similar nature, including experience with federally-funded grants and/or RIA state-funded grants.

#### **3. Past Performance (25%)**

- a. Performance recommendations with regard to work quality, schedule, budget, communication, and coordination of projects.

#### **4. Recent, Current, and Projected Workload (25%)**

- a. Workload of the firm and key personnel, related to how it might impact the respondent's ability to meet the project's schedule requirements.

#### **5. Proximity and Local Knowledge (15%)**

- a. Proximity to the project location and knowledge

## **Submittal Requirements**

Each firm that responds to this solicitation is officially a RESPONDENT. Each respondent must submit a sealed package containing an original and 2 copies plus one (1) digital copy of its statement of qualifications to Dr. Tiffany Cooks at the address below no later than **September 7, 2023, at 5 pm**. All submissions must be submitted in a sealed envelope or package plainly marked "Town of Estill – Wastewater, ATTN: “Dr. Tiffany Cooks” with the name and address of the respondent in the upper left-hand corner.

Submittals shall be mailed or delivered to:

Dr. Tiffany Cooks, Town Administrator  
Town of Estill  
Qualifications for Engineering Services  
Post Office Box 415  
Estill, SC 29918-0415

The Town of Estill reserves the right to reject any or all proposal submittals and to waive informality and irregularities in the proposals and to select the firm that is in the best interest of the Town of Estill and in compliance with the terms set forth herein.

Town of Estill is an Equal Opportunity Employer and invites the submission of proposals from Minority and/or Women-Owned Firms.