

CITY OF CLEMSON
REQUEST FOR QUALIFICATIONS – CIVIL ENGINEERING SERVICES

The City of Clemson is soliciting responses from qualified engineering firms licensed in South Carolina, and located within a 100 mile radius of Clemson, SC to provide Civil Engineering and related professional services. The anticipated work may include, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, and construction engineering and inspections related to city infrastructure (storm water, drinking water, sewer, pathway, roadway, and site development) projects. The city will award this contract to the most qualified firm to perform these services on an as required basis for an initial period of one year with the option to extend the contract four additional one-year terms.

Sealed responses are due no later than 2:00 PM on Thursday, October __, 2015. All submittals should be sealed in an envelope and labeled “Engineering Services.” The City of Clemson is not responsible for delays in the mail. Interested firms are required to submit five (5) copies by hand or delivered by traceable means to the following address:

City of Clemson
Attn: Andy Blondeau, Assistant City Administrator
1250 Tiger Boulevard. Suite 1.
Clemson, SC 29631

The City of Clemson, by way of the advertisement, does not commit itself to award a contract or pay any costs incurred in the preparation of a proposal. The City of Clemson further reserves the right to accept or reject any or all proposals received or to cancel the entire process.

ADDITIONAL INFORMATION

It is the intent of the city to use the selected consultant on an “as-needed” basis. The specific scope, schedule and fee for each job order will be individually negotiated. The selected consultant shall have demonstrated experience in the following types of work:

- Storm Drainage Analysis and Design
- Wastewater Treatment
- Roadway, Pathway, and Pavement Design
- Site Design (parks or other municipal facilities)
- Construction Engineering and Observation
- Construction Management
- Construction Plans, Details and Technical Specifications
- Evaluations, Reports, Recommendations
- Grading and Drainage Plans
- Permitting (SCDHEC, SCDOT, USACE and City of Clemson)
- Erosion and Sediment Control Plans
- Hydrology/Hydraulic Analysis and Design
- Culvert Analysis and Design

- Pond Routing and Outlet Design
- Water Quality Analysis
- Bank Stabilization
- Closed System Analysis and Design
- Estimates of Quantities and Costs
- All work must be certified by a Professional Engineer registered in South Carolina.
- Attend meetings with city staff as necessary to report project status, review field data and make field investigations and critical decision. Attend pre-design meetings with city staff to discuss project needs and issues.

For information concerning this request for qualifications, please contact Andy Blondeau, Assistant City Administrator at 864-653-2072 or by email at ablondeau@cityofclemson.org.

MINIMUM REQUIREMENTS FOR RESPONSES

The city desires a firm with a history of meeting or exceeding client expectations, providing effective communication between the client and the firm, a record of meeting schedules and deadlines, distinct knowledge of permitting requirements, a reputation as an effective steward of natural resources and the environment, prudent contract administration and project accounting, and a quality presentation of project deliverables.

Responses must address and meet the following minimum requirements and qualifications. Responses not meeting these requirements shall not be considered responsive to this RFQ and shall not be considered for award.

Responses should be designed in a manner to provide the city with a straightforward presentation of the firm's capabilities and qualifications. Responses should clearly outline the background and experience of the firm and key personnel that will be assigned to the city's projects and their capabilities to perform the variety of anticipated work described above.

- Project Team - Provide an organizational chart identifying those who would be assigned to this contract (including sub-consultants). The organizational chart must include the name, role/position, and office location of each team member. The project team should consist of the following, at a minimum:
 - Project Manager(s) - Professional Engineer (licensed in South Carolina) – Minimum 5 years project experience in South Carolina;
 - Project/Senior Engineer(s) – Professional Engineer (licensed in South Carolina) - Minimum 5 years project experience;
 - Staff Engineer(s) – Minimum 3 years project experience.

- Provide professional resumes of all project personnel proposed for this contract and detailed background information including:
 - Education;
 - Professional registrations and certifications, applicable to South Carolina;
 - Experience;
 - Years with firm;
 - Office location;
 - Specific role and responsibilities on past projects of this type;
 - Hourly billing rates

- Reserves: Description of available backup personnel, resources and their location.
- Provide detailed descriptions of the firm's experience on similar municipal government engineering projects and/or indefinite delivery contracts. The quantity of similar projects is important, as is the timeliness of the experience. Provide, at a minimum, 5 similar projects and/or contracts within the past 5 years. Specify the type of work performed and provide a client reference for each project/contract listed.
- References for past performance of work of a similar scope and nature, including at least three municipal or county references with current contact names and phone numbers. List your firm's project manager and the personnel that worked on those reference projects (focus on the personnel listed in this RFQ response, including sub-consultants) and their role on those reference projects.
- Provide office location and location of any sub-consultants.
- Summary of current workload and workload projections - Present an anticipated workload of project team (please show each team member's anticipated obligations depicted over the life of the contract).
- Organization of sub-consultants and personnel - The name of any firm(s) that will be providing sub-consulting services to your firm. Also include the services they will provide, their office location, and a contact name and phone number.
- Unique qualifications and methodologies;
- List of litigation history of the firm for the past 5 years;
- Additional related information.

EVALUATION FACTORS

The city will evaluate submissions based on the factors outlined within this RFQ, which shall be applied to all eligible, responsive submissions in selecting the successful firm. All qualified responses shall be reviewed and evaluated by a selection committee of city staff. The highest qualified firms, using the selection criteria reflected below, will be required to provide an oral presentation of their qualifications to the selection committee.

- Qualifications, abilities, and experience of firm and personnel - each firm will be evaluated on the experience and education of the key personnel that will be assigned to the city's projects.

- Nature, comparability, and quality of previously completed similar contracts or projects - each firm will be evaluated on its demonstrated capabilities and experience to provide general civil engineering services to the city. Past performance on similar types of work will be reviewed and judged on number of similar projects/contracts, quality of work, adherence to schedule, availability and compliance to local codes and regulations. History of working with municipalities and other local government projects using similar indefinite delivery contracts.

AWARD OF A CONTRACT

The selection committee will rank all firms utilizing the aforementioned criteria. The city will conduct interviews with those firms determined to be susceptible for award. At the conclusion of these interviews, the selection committee will forward a recommendation to the city manager requesting authorization to enter into negotiations with the most qualified respondent.

The city reserves the right to enter into contract negotiations with more than one respondent and enact multiple contracts if deemed in the best interest of the city. Therefore, this work may be awarded in whole or in part at the sole discretion of the city. The city will negotiate and execute a contract with the selected firm(s) prior to beginning actual services. Should contract negotiations fail, the city will negotiate with one of the other highly ranked firms. The contract will comply with applicable laws and standard provisions and in general contain the following terms:

- Detailed scope of services;
- Hourly rates and fee schedule, itemized by tasks;
- Job order procedures.

The city and firm(s) may mutually agree to amend the contract to include additional services, which may be required as a result of unforeseen circumstances. **The selected firm(s) will not have exclusive rights to provide services for the City of Clemson.**

GOVERNING LAW

The firm must comply with the laws of the State of South Carolina and the ordinances of the City of Clemson, a municipal corporation organized and existing under the laws of the State of South Carolina.

AFFIRMATIVE ACTION

The firm shall take affirmative action in complying with all state and federal requirements concerning fair employment, and the treatment of all employees, without regard to, or discrimination by reason of race, color, religion, sex, national origin, or physical handicap.

INSURANCE

The firm shall maintain, throughout the performance of the contract and its obligations, a policy of Worker's Compensation insurance with such limits as may be required by law. It shall also maintain a policy or policies for both general liability and professional liability (errors and omissions) insurance. The general liability policy shall insure against liability for injury and death of persons, and damage and destruction of property. Such general liability insurance shall meet or exceed minimum limits as required by city, county, state and federal standards.

BUSINESS LICENSE

The selected consultant is required to possess a current City of Clemson Business License. Each prime contractor shall file with the Business License Officer a list of subcontractors furnishing labor or materials under this contract.

INDEMNIFICATION

The city, its directors, agents, and employees shall be held harmless from liability from any claims, damages, and actions of any nature arising from the completion of the project, provided that such liability is not attributable to negligence of the part of the city.

FEES, SCHEDULES, AND PROFESSIONAL CONTACT

Upon selection of the most qualified firm(s), negotiations to develop a contract based on scope and fee shall begin.