

Request for Qualification Statements for Engineering Services

RFQ No. WWRFQ-2022-01

JAMES ISLAND PUBLIC SERVICE DISTRICT
1739 Signal Point Road
Charleston, SC 29412
Phone (843) 795-9060 / Fax (843) 762-5240

Request for Qualification

DATE: 2/9/2022

SOLICITATION NUMBER: WWRFQ-2022-01
OPENING DATE/TIME: March 10, 2022/2:00 PM
LOCATION: 1739 Signal Point Road
Charleston, SC 29412

DIRECT ALL INQUIRES TO: David J Hoffman, Jr, Director of Wastewater Services
Email: hoffmand@jipsd.org

Note(s) to Respondent:

This solicitation does not commit the James Island Public Service District (the "District") to award a contract, to pay any cost incurred in the preparation of applications submitted, or to procure or contract for the services.

All proposals must be submitted under sealed cover and *mailed or hand delivered* to:

James Island Public Service District
Attn: Edward Kilcullen
PO Box 12140 / 1739 Signal Point Road
Charleston, SC 29412

Each sealed envelope containing a proposal shall be marked on the outside with the Offeror's complete name, address, and proposal number.

If the Respondent chooses not to respond to this solicitation, you are encouraged to return the "No Bid" Response Form attached hereto.

If you plan to submit a response to this solicitation, after downloading, you must send an email to Edward Kilcullen at the email address listed above so that your company can be added to the mail-list to receive any future amendments. Include the solicitation number, company name, phone number, fax number and email address.

Proposals will not be opened in public.

(PART ONE: SCOPE OF SERVICES)

The James Island Public Service District (District) requests proposals from qualified experienced engineering consultants to provide civil engineering design. The scope of services includes preliminary analysis of the District's needs, preliminary engineering design, final engineering design, construction observation and project implementation in compliance with ARPA program requirements. Preparing the construction bid package in conformance with applicable federal requirements, supervising the bid advertising, bid tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed. Conducting final inspection and testing. The agreement will be on a lump sum, fixed price basis (or cost reimbursement "not to exceed" basis), with payment terms to be negotiated with the selected firm.

Questions will be taken up to **72 hours before the closing date and time.**

If a change or additional information is warranted, the District response will be communicated to all Respondents by means of written Addenda that will be posted on the District's website prior to the closing date and time. The District will determine, at its sole discretion, which enquiries require response.

PART TWO: REQUEST FOR QUALIFICATION STATEMENTS

The following information should be included under the title "Request for Qualification Statements for Engineering Services":

1. Name of Respondent
2. Respondent address
3. Respondent telephone number
4. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

Contents of RFQ

Respondents should letter and number responses exactly as the questions are presented herein. Interested Respondents are invited to submit RFQs that contain the following information:

1. Introduction (transmittal letter)
2. Background and Experience
3. Specialized Knowledge
4. Personnel/Professional Qualifications

1. Introduction (transmittal letter)

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFQ response should include:

- a. A brief statement of the Respondent's understanding of the scope of the work to be performed;
- b. A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of South Carolina;
- c. A confirmation that the Respondent has not had a record of substandard work within the last five years;

- d. A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
- e. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- f. Any other information that the Respondent feels appropriate;
- g. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ

2. Background and Experience

Respondents should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Respondent's firm assisted a governmental entity in dealings with the State of South Carolina, Charleston County and the James Island Public Service District. Respondent should include all examples of work on similar projects as described in Part One. Respondent should provide a list of completed projects. Preference is for the types of projects similar to those described in Part One. (For example; to provide information on how many sewer projects has performed in the last five years.) Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Respondent should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work and compliance with performance schedules Respondent cites in this section.
- c. Describe the firms workload and current capacity to accomplish the work in the required time
- d. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project(s).
- e. Describe Respondent's firm's presence in and commitment to the James Island area.
- f. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage.
- g. Provide evidence of adequate financial stability through certified financial statements

3. Specialized Knowledge

Respondents should:

- a. Describe their knowledge and experience in the particular types of projects described in Part One.
- b. Describe their knowledge and experience with the eligible project(s) described in the ARPA.
- c. Describe their knowledge of federal requirements for Grant Programs.

4. Personnel/Professional Qualifications

Respondents should:

- a. Identify staff members (as applicable), in the job classifications of (1) Principal in Charge, (2) Project Engineer, (3) Senior Engineer, (4) Mid-level Engineer, (5) Junior Engineer (6) Surveyor, (7) Engineer interns (8) Senior CAD technician, (9)CAD technician, and (10) Engineering technician; who would be assigned to act for Respondent's firm in key management and field positions

providing the services described in Part One: Scope of Services, and the functions to be performed by each.

- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the projects relevant to Part One on which they have worked.
- c. Estimate the number of persons to be assigned to this project, indicating the number working in the Charleston area and the number working elsewhere.

PART THREE: SELECTION CRITERIA

The District shall evaluate each potential Respondent in terms of its:

1. Professional qualifications necessary for satisfactory performance of required services;
2. Specialized experience and technical competence in the type of work required,
3. Capacity to accomplish the work in the required time;
4. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules;
5. Location in the general geographical area of the services to be provided and knowledge of the locality of the potential project area (costal).

Respondents will be evaluated on the basis of the written materials submitted and according to the following factors:

- | | |
|--|---------|
| 1. Experience of the firm with this particular type of services as described in Part One | 30 pts. |
| 2. Current capacity to accomplish the work in the required time. | 30 pts. |
| 3. Reference from other clients attesting to firms: | |
| a. Quality of work | 25 pts. |
| b. Compliance with performance schedules | 15 pts. |

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the District will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.