



PURCHASING DEPARTMENT
P O Box 180, 6 South Congress Street
York, South Carolina 29745-0180
(803) 684-8520
www.yorkcountygov.com

REQUEST FOR QUALIFICATIONS

Date: October 13, 2009

Proposal ID #1907/11-3-09

Sealed proposals from qualified professional firms to provide qualifications to perform Project Coordination for gravel road paving construction projects for York County Government are subject to all conditions, and provisions, etc., set forth herein and attached. Proposals in the form of qualification statements will be received in the Purchasing Office, Room 114, Agricultural Building, #6 South Congress Street, York, SC 29745 until 11:00 A.M.E.D.S.T. on Tuesday, November 3, 2009. Proposals will immediately be publicly opened and available for review in Room 136, Agricultural Building, #6 South Congress Street, York, SC 29745 by the Director of Purchasing.

COUNTY OF YORK
By [Signature]
W. F. White
Director of Purchasing

Proposal I.D. # 1907/11-3-09

Project Description:

York County is seeking one (1) or more professional firms to provide Project Coordination services on an as-needed basis for various County gravel road paving construction projects. The County is seeking firms whose combination of qualified experience and personnel will provide timely, cost-effective, and professional Project Coordination services for the County as defined herein.

Selected firms shall provide requested services on an as-needed basis until December 31, 2014 or mutually agreed on time extension or time reduction, contingent upon York County appropriating the necessary funds for the work. York County reserves the right to cancel any agreements on 30 days notice to the selected firms.

SPECIAL CONDITIONS

The above Proposal #1907 shall be shown on the front of the envelope in which this proposal is submitted. York County assumes no responsibility for unmarked envelopes being considered for award. Place all submits for the given proposal ID # in one envelope. Authorized company representative is required to sign in ink on the second page in the space provided. Proposals not signed will be automatically rejected. It is requested that completed proposals be either typewritten or handwritten in black ink only. Facsimiles are not acceptable. If County offices are closed due to inclement weather, the proposals shall be opened at the same scheduled hour on the 3rd working day (excluding County observed holidays) after the scheduled proposal opening date.

INSTRUCTIONS

1. **Submit one (1) signed original and five (5) signed copies of the proposal.**
2. Proposal amendments thereto or withdrawal requests received after the time advertised for proposal opening will be void regardless of when they were mailed.
3. If specifications or description papers are submitted with proposal, enter proposer's name thereon.
4. When required, furnish samples, free of expense, prior to the opening of proposals. Label each sample with proposer's name and item number. Should you wish sample returned at your expense, when not damaged by review, make requests for return within 10 days following opening of proposals.
5. Address and mark bids as indicated in the notice.

CONDITIONS

1. The County reserves the right to reject any and all proposals, and to waive all technicalities.
2. The right is reserved to make award as considered to be the most advantageous to the County.
3. The successful proposer shall indemnify and save harmless the County of York and all County officials, agents and employees, from all suits or claims of any character brought by reason of infringing on any patent trade mark or copyright.

PROPOSAL

DATE

FEDERAL ID #

COMPANY NAME

AUTHORIZED SIGNATURE

COMPANY ADDRESS

PRINT OR TYPE NAME ABOVE

CITY, STATE, ZIP+4

Definitions of categories as related to your firm
Please check one

COMPANY TELEPHONE NUMBER

- _____ Not Minority Owned
- _____ African American
- _____ Caucasian Female
- _____ African American Female
- _____ Alute
- _____ Eskimo
- _____ East Indian
- _____ Hispanic American
- _____ Native American
- _____ Oriental

COMPANY FAX # (IF APPLICABLE)

EMAIL ADDRESS

S. C. SALES TAX # (ONLY IF OUT OF STATE)

REQUEST FOR QUALIFICATIONS FOR PROJECT COORDINATION SERVICES ON YORK COUNTY DIRT AND GRAVEL ROAD PAVING PROJECTS

1.0 PURPOSE

1.1 The purpose of this Request for Qualifications (RFQ) is to solicit interest and credentials from qualified firms or individuals licensed in the State of SC to provide professional Project Coordination Services for York County. These services shall include surveying, permitting, design, right of way acquisition, bidding, construction testing, and all inspection work necessary for contractors selected through a sealed bid process to pave designated dirt and gravel roads listed under the York County Road Projects program.

1.2 The overall program management will be completely administered by the York County Engineering Department.

2.0 INFORMATION

2.1 York County is seeking qualifications-based submittals from professional firms with demonstrated experience in Project Coordination Services for paving dirt and gravel York County owned roads.

2.2 At this time, the County is undertaking new capital programs for road paving and will be seeking qualified firm(s) to provide Project Coordination Services for a number of paving projects on existing county owned roads.

2.3 Additional information about York County's capital programs can be found by accessing www.penniesforprogress.net and www.yorkcountygov.com.

3.0 SCOPE OF WORK

3.1 The selected firm(s) will provide Project Coordination Services for projects in the 1997, 2003, and proposed 2010 York County Capital Projects Sales and Use Tax Programs and other County road paving projects as required.

3.2 Projects may include but are not limited to the following types of construction by others:

- Clearing
- Grading
- Road base preparation
- Road paving
- Drainage pipe, bridges, and concrete box culverts
- Traffic signal systems
- Erosion control systems
- Traffic control systems
- Utility installations or relocations

3.3 All proposing firms should have extensive design and construction experience in small and

large transportation in rural and urban locations, which include the following:

- New roadway construction
- Existing dirt/gravel road widening and paving projects
- Intersection improvement projects
- Utility projects

4.0 GENERAL INFORMATION

4.1 York County intends that responses to this RFQ will be used to determine the relative qualifications of various Proposers to perform the work and tasks specified.

4.2 This RFQ is for professional design services only, the selected firm shall be excluded from bidding on construction.

4.3 Proposing firms shall submit one (1) original and five (5) copies of the qualifications package.

5.0 SELECTION

5.1 Depending on the number and quality of packages received, the County may select a single qualified firm from the information submitted or several firms may be selected to a shortlist and invited to make an oral presentation. After the selection, the County will provide the project information and negotiate the fee.

6.0 INFORMATION TO BE SUPPLIED BY YORK COUNTY

6.1 The County anticipates providing to the selected firm(s) a narrative describing each project.

6.2 All roadway projects will be constructed in general conformance with the SCDOT Standard Specifications and York County Road Construction Standards.

6.3 Information about the projects, including the narrative, will be made available to the successful firm or firms. For the purposes of this RFQ, assume there will be an immediate project for paving 8 existing County dirt/gravel roads and a future project in 1–2 years of paving another 24 similar roads, with most roads ranging in length of 1/4 to 2 miles.

7.0 TERMS AND CONDITIONS

7.1 The successful firm(s) shall not discriminate against any person in accordance with Federal, State, or local laws. York County encourages the participation of DBE's.

7.2 The County reserves the right to accept any qualification submittal, and to waive irregularities and reject any and/or all submittals, when such is deemed to be in the County's best interest by County officials.

7.3 The County reserves the right to reconsider the award of the work if there is a change in personnel or in qualifications from that shown in the proposal.

8.0 SUBMITTAL REQUIREMENTS

8.1 Proposals shall be submitted as follows:

- a. Required maximum RFQ proposal content of 15 pages including cover. Provide 1 original and 5 copies. The completed GSA-SF330 Form below is not included in the 15 pages.
- b. To facilitate recycling, no binders, dividers, tabs, etc. Submittals should be stapled in the upper left hand corner only.
- c. 8 ½" x 11" sheets, single spaced, one side.
- d. Submittals not meeting these guidelines may not be considered.
- e. In addition to the above, be sure to fill out and submit with your response a GSA-F330 Architect Engineer Qualifications Form which is available at:
- f. <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=DETAIL&formId=21DBF5BF7E860FC185256E13005C6AA6>

8.2 Provide information regarding the personnel who will be assigned to the project including:

- a. Resumes for key engineering personnel including name, role in the project and location as well as a description of the employee's experience on similar projects.
- b. A list of support staff likely to be assigned to the project and their specific role.
- c. Workload availability of the team through 12/31/2011, which is the anticipated period of the first major task, however, it should be noted that the County reserves the right to extend the work quantity and time period duration to complete any and all additional tasks.

8.3 Provide information regarding the firm's past experience on similar Project Coordination Services for dirt/gravel paving projects, for a time period from January 1, 2004 to the present, including:

- a. General background information regarding the firm.
- b. Type and size of each project.
- c. Level of design.
- d. Owner's name, address, telephone number and contact person.
- e. If available, provide a comparison of estimated cost verses actual.

8.4 Provide the following information regarding your firm's approach to the projects including:

- a. How your firm approaches rural roadway paving projects for economy and schedule.
- b. Value engineering methods used for cost savings to the owner.
- c. Innovative methods or concepts used to complete projects under budget.

9.0 EVALUATION

9.1 Listed below are some of the criteria that may be used in making a selection:

- Evaluation of the firm's ability to successfully complete all requirements on time as specified in this Request for Qualifications.
- Demonstrated experience with similar projects involving transportation.
- Demonstrated understanding of the project and abilities of the firm to successfully complete the expected scope of work on schedule and within budget.
- References and other factors determined to be relevant.

10.0 CONTACTS

10.1 Inquires of interpretation or additional information concerning the requirements and/or stipulations of this submittal must be made in writing to Jim Gaddy, Engineering Project Manager, at York County Engineering Department, PO Box 148, Room 131, 6 South Congress Street, York, SC 29745-0148; by facsimile to 803-684-8596; or via E-mail to jim.gaddy@yorkcountygov.com. The deadline for receipt of questions is 5:00 p.m. E.D.S.T., October 27, 2009. Responses to questions will be posted only on the York County website.

10.2 All procurement and procedural questions concerning this Request should be made during normal business hours, (8:00 a.m. to 5:00 p.m.), Monday-Friday, to:

W.F. White, Purchasing Director
Phone 803-684-8520
E-mail: bill.white@yorkcountygov.com

11.0 INTENT

11.1 It is the intent and purpose of the County that this Invitation request permits competition. This RFQ contains, in general terms, the overall objectives of York County in obtaining Project Coordination Services. While an attempt is made to describe the general expectations of the county and the anticipated work to perform, the county and the successful Proposer will need to define a more specific scope of work and fee schedule as part of a negotiation process. If it becomes necessary to revise any part of this RFQ, written amendments will be provided in an addendum form to all potential Proposers. This addendum information will be listed on the county's Purchasing Department web page located at: www.yorkcountygov.com.

11.2 Each Proposer providing a response for consideration by the county is responsible for obtaining information on the conditions and restrictions involved in meeting the obligations and

providing the services as set forth in this RFQ. The failure or omission of a vendor to obtain adequate information will in no way relieve the Proposer of any obligation with respect to this RFQ or to an associated contract.

It shall be the firm's responsibility to advise York County if any language, requirements, etc., or any combinations thereof, inadvertently limit the requirements stated in this request to a single source.

11.3 To ensure the integrity of the competitive process, all proposing firms should avoid contacting any public official(s) or department(s) of York County, either directly or indirectly, other than the person(s) listed above.

12.0 CERTIFICATE OF INSURANCE

12.1 Once selected, the firm hired to provide the services referenced in this Request will be required to provide proof of insurance to include professional liability, workers compensation, employer's liability, general liability and auto liability on the appropriate accord form prior to commencing work.

13.0 COMMENTS

13.1. Comments from firms related to how future quote documents, and/or specifications can be improved are welcome. Proposers requesting clarification, interpretation of, or improvements to, the general terms, conditions, and specifications can make an email request to the Purchasing Director as follows:

bill.white@yorkcountygov.com.

End of Request

PLEASE SUBMIT 5 SIGNED COPIES OF THE PROPOSAL WITH YOUR ORIGINAL

IMPORTANT

- 1. READ ALL REQUEST FOR QUALIFICATION INSTRUCTIONS!**
- 2. SIGN AND RETURN THE ORIGINAL RFQ COVER SHEET! RFQ'S NOT SIGNED WILL BE AUTOMATICALLY REJECTED.**
- 3. LATE RFQ'S WILL NOT BE ACCEPTED! RFQ'S MUST BE RECEIVED ON OR BEFORE THE DESIGNATED OPENING DATE AND TIME.**
- 4. VENDOR IS REMOVED FROM RFQ VENDOR LIST IF THERE IS NO RESPONSE AFTER THREE RFQ'S.**