

# REQUEST FOR QUALIFICATIONS

## PROJECT: RIA NORTH MARKET STREET WATERLINE REPLACEMENT



City of Lancaster  
P.O. Box 1149  
216 S. Catawba Street (29720)  
Lancaster, SC 29721

June 3, 2020

Submittal Deadline July 1, 2020 by 5:00 P.M. EST

**Request for Qualifications**  
City of Lancaster  
RIA North Market Street Waterline Replacement Project

## Overview

The City of Lancaster is seeking statements of qualifications from professional firms that has the capability to complete the planning, engineering design, obtaining all required permits, conduct the bidding process, and provide construction administration/observation for the City's RIA waterline replacement project.

This project will replace approximately 3,500 feet of 100 year old two inch galvanized steel waterlines on North Market Street, Almetta Street, and Isom Streets with new six inch waterlines; another 800 feet of two inch 100 year old two inch galvanized steel waterlines on Carnes Alley and Clyburn Street; the installation of four new fire hydrants; and valves and appurtenances (see attached map). This work will be done via open-cut construction method and all necessary surface restoration (including payment restoration) must be done. The project will serve 59 residences. The new waterlines will increase water quality and pressure on these streets and allow for enhanced fire suppression.

This project is being partially financed with a South Carolina Rural Infrastructure Authority Grant of \$363,000. The Grant Administrator is the Catawba Regional Council of Governments.

The City is hoping to find a firm that will assist the City through the entire process from planning to design to permitting to bidding to construction observation to operation. Therefore, the winning firm will have the capability to perform the entire design and support services required to successfully implement the project, as well have worked on multiple RIA projects in the State of South Carolina.

The City will not be responsible for any costs incurred by any firm to respond to this request. Firms who wish to submit proposals must provide the information outlined in the RFQ by July 1, 2020. Five copies of the response must be provided in a sealed envelope clearly marked "Response to RFQ for the Waterline Replacement Project" by 5:00 p.m. on Wednesday, July 1, 2020. Electronic (email) or facsimile submissions will not be accepted, and late submittals will be rejected. Proposals should be submitted to:

Tracy Rabon, City Clerk  
P.O. Box 1149  
Lancaster, SC 29721

The tentative timeline is:

<u>Task</u>	<u>Target Date</u>
RFQ release	June 3, 2020
RFQ due	July 1, 2020

Review by City Administrator & staff  
Selection by City

July 2 – July 6, 2020  
July 8, 2019

The City may conduct inquiries and request additional information from firms as the City deems necessary to assist in its evaluation.

The City reserves the right to accept or reject any and all proposals submitted and/or negotiate terms with firms who submit proposals. The City reserves the right to select the firm that best meets the needs of the City in the sole judgement of the City, and the selection will be based on experience, qualifications, and/or economic benefit to the City.

All questions must be in writing and directed to:

Tracy Rabon, City Clerk  
P.O. Box 1149  
Lancaster, SC 29721  
(803) 289-1453  
(803) 286-9690 (fax)  
[trabon@lancastercitysc.com](mailto:trabon@lancastercitysc.com)

**Required Qualifications:**

The consultant must possess and demonstrate, as a minimum, the following qualifications:

- Previous experience in providing design and bid services for waterline replacement.
- Sufficient experience of the project management team and key staff proposed.
- A South Carolina licensed engineer with demonstrated experience in the construction and installation of waterlines.
- The ability to meet timeline and demands as may arise during the entirety of the project, and must be flexible and able to adjust to changing priorities or direction.
- Successful completion of pervious RIA and CDBG funded project, especially waterline replacement projects.

**About the Project Area**

The City of Lancaster is located in Lancaster County, South Carolina with a population of 9,134 people based on the 2016 US Census population estimate. The North Market Street neighborhood is a low and moderate income area with the majority of the residents being renters. These waterlines have a notorious history of leaks and breaks, and the area residents have concerns of low water pressure.

## Scope

The City of Lancaster is seeking Qualification Statements from firms to provide professional engineering services for this project including, but not limited to planning, permitting, bidding, construction administration, and construction observation. The selected firm will ensure that RIA program requirements related to design, construction, and contracting will be followed.

- *Planning*
  - Develop detailed plans and specifications for the project
  - Prepare front-end documents including the advertisement for bids, bid form, general and supplemental conditions, contract agreement, notice of award, and notice to proceed
  - Develop a detailed schedule for activities during the design and construction phase of the project
  - Provide supplemental information necessary to complete the environmental review process if needed
  - Prepare permit applications for the City to submit to SCDHEC and SCDOT in accordance with the requirements of the regulatory agencies.
- *Design*
  - Meeting with City staff to discuss and understand conditions, and perform field routing of the proposed waterline alignment
  - Finalize plan and profile sheets for the project
  - Development of construction detail sheets in accordance with acceptable standards and conditions
  - Prepare final quantity and construction cost opinions of probable costs
  - Prepare technical specifications suitable for permitting and construction
  - Prepare all necessary and construction contract documents including required Federal and State CDBG documents
- *Permitting*
  - A Construction Permit and Approval to Place into Operation from SCDHEC
  - A SCDOT Encroachment Permit
- *Bidding*
  - Prepare required advertisement for bids
  - Provide bid packages to bidders and suppliers
  - Address bidders' questions
  - Prepare and issue addenda as required
  - Conduct one bid opening, analyze the bids, prepare the bid tabulation, and make recommendation to City Council
- *Construction Administration & Observation*
  - Conduct a preconstruction meeting with selected general contractor, Catawba Council of Governments, and City staff
  - Coordinate contract execution

- Provide necessary copies of construction documents to the general contractor and City
- Review and approve appropriate actions with respect to shop drawings, samples, and other data which the general contractor is required to submit
- Determine the amount owed to the general contractor based on observations and inspections, and the data comprising the application for payment
- Make recommendations to the City concerning the disapproval or rejection of the general contractor's work while it is in progress
- Clarifying and interpreting construction plans and specifications
- Recommend change orders and work change directives
- Visit the construction site once per month during active construction and attend monthly construction progress meetings
- Assign a representative to the project to provide construction observation services during the entire construction period
- Call to the attention of the general contractor any deficient work noted in the field
- Document construction activities and photograph critical portions of the project
- Schedule and conduct a pre-final site visit to establish initial punch list items
- Perform final inspection to assure that all punch list items have been completed per the contract documents
- *Post Construction*
  - Prepare as-built documents based on information received from the general contractor
  - Assist in project closeout and establishment of warranties and guarantees

### **Submittal Information and Requirements**

Five Statements of Qualification will be accepted at City of Lancaster, P.O. Box 1149, 216 S. Catawba Street (29720), Lancaster, South Carolina 29721, until 5:00 P.M., July 1, 2020. All respondents are requested to provide the information specified along with any supplemental information that provides a comprehensive view of the firm, team assigned to the project, and proposed execution plan. Information shall be provided in an organized, clear, and concise manner. The packet shall be placed in a sealed envelope marked clearly, "Response to RFQ for the Waterline Replacement Project."

Electronic (email) or facsimile submissions will not be accepted.

### **Proposal Format**

1. Coversheet / Cover Letter: List RFQ Statement, the name of your firm, and the name, address and telephone number of a contact person for questions concerning the proposal submitted.

2. Qualifications & Experience of the Firm: Brief history and organization of the firm, legal entity that will enter into the contract, location of the office where the work will be performed, and the name and title of the person that is authorized to enter into a master contract agreement. List any sub-consultant firms that will support your firm.

Provide a narrative of your firm's prior experience and qualifications as it pertains to the above scope of work and provide a list of projects with similar scopes. Include firm's direct experience with operational experience.

The selected firm must obtain a business license from the City of Lancaster and provide proof of professional authorization in the State of South Carolina (Certificate of Authorization) prior to the execution of the agreement.

3. Project Team: Provide a list of the project team members (including the office location where they currently work) that you propose to use and identify the responsibility of each team member. You do not need to list all of your subconsultant employees that may be on the team, but you should list your subconsultants and the primary contact at your subconsultants. Provide a brief resume for each person listing specific similar project experience, educational experience and licensure/certifications. List any their specialty or role on the team. Provide an hourly rate summary for project team members.
4. Project Management Approach to the Project & Quality Control: Demonstrate project management approach to the project and quality control methods that will be employed by your firm.
5. Capacity and Response Capability: Provide a statement of your firm's current workload, proposed schedule of action, and capacity to meet the project schedules.
6. References: Provide the name, address and telephone number of at least three (3) references familiar with the quality of work done by your firm of similar nature as contained in the above scope of work. By submission of the references, you are authorizing the City of Lancaster to contact these references.
7. Fees: The proposal should include consultant's staff fee hourly rates, along with applicable escalation clauses, and miscellaneous billable costs. Furthermore, the proposal shall include a project fee and timeline.

### **Evaluation Criteria**

The following factors will be used in evaluating the engineering proposals and awarding a contract:

- Firm's overall experience with similar projects comparable in type, size, and complexity. (30 points)
- Qualifications of the firm's staff assigned to perform the work with the project (25 points)
- Demonstrated ability of the firm to perform high quality work, to be creative, to control costs, and to meet project schedules (15 points)
- Proposed cost and schedule (20 points)
- References (10 points)

Qualifications will be ranked and graded on what has been submitted. It is possible that the City may develop a shortlist of candidates who will present their qualifications and answer questions presented by staff.

The City of Lancaster will rank all responsive offers and select not only the highest ranked firm but also the one most advantageous to the City. If contract negotiations with the selected firm is unsuccessful, the City will discontinue the negotiations and begin negotiations with the second highest ranked firm.

### **RFQ Revisions**

Any revision(s) to this RFQ will be issued and distributed as an Addendum by the City of Lancaster in writing.

The City of Lancaster is an Equal Opportunity employer. The City of Lancaster reserves the right to disqualify from consideration statements received after the date and time specified above. Any proposals may be withdrawn or modified by written request prior to the date and time of receipt provided above. In submitting these qualifications, it is understood by respondent that the City of Lancaster reserves the right to 1) reject any and all proposals and to be the sole judge of the value and merit of the statements offered; and 2) eliminate from consideration any statement deemed substantially or materially unresponsive to the requests provided herein.

***Nota Bene: The City reserves the right to accept or reject any and all proposals submitted, and/or negotiate terms with firms who submit proposals. The City exclusively reserves the right to select the firm that best meets the needs of the City in the sole judgement of the City, and the selection will be based on experience, qualifications, and/or economic benefit to the City.***