

REQUEST FOR PROPOSAL NO. 03 – 20/21

**ENGINEERING SERVICES
FOR CHESTERFIELD COUNTY INDUSTRIAL
ROAD**

PRE-BID MEETING (MANDATORY): THURSDAY, JULY 23, 2020 10:30 am

PROPOSALS DUE DATE: THURSDAY, AUGUST 13, 2020 1:00 pm

**REQUEST FOR PROPOSALS
INDUSTRIAL PARK ROAD ENTRANCE/ROADWAY**

Chesterfield County is accepting proposals from qualified engineering firms to provide professional services for the design and construction of the entrance and roadway (approximately 2,600 ft) and storm water drainage system for the Lynches River Industrial Park (approximately 140 acres) located off Dove Sutton Road, Pageland, South Carolina.

Also, interested firms are required to attend a **mandatory** pre-bid meeting **on site** on Thursday, July 23, 2020 at 10:30 am.

Project will be partially funded with C-Funds from the South Carolina Department of Transportation (SCDOT) when approved by the Chesterfield Transportation Committee and will incorporate all requirements pertinent to that program. Engineering services will also be funded through said funds, should it be awarded.

SCOPE OF SERVICES: The selected engineering firm shall:

- (a) Consult and coordinate with Chesterfield County throughout the design and construction process;
- (b) Prepare a proposed timetable and estimate for design, bidding and construction;
- (c) Obtain topographic survey as well as right-of-way markers if present;
- (d) Provide sketches and documents for signature to be filed with the clerk of court for roadway or drainage easements as necessary for each property and communicate with land owners to get easements signed;
- (e) Prepare plans, specifications, construction documents, and cost estimates;
- (f) Provide all required and/or requested C-Fund documentation to SCDOT (checklist attached);
- (g) Obtain all necessary permits (including, but not limited to SCDOT, United States Army Corp of Engineers (USACE), and South Carolina Department of Health and Environmental Control (SCDHEC) for whole site, as well as submitting final notices or other permit forms as required. NOTE: SCDHEC will require an overall storm water plan for the whole industrial site.
- (h) Administer the bid process and awarding of contracts in accordance with the South Carolina Procurement Code (SC Code of Laws Title 11, chapter 35) <http://www.scstatehouse.gov/code/t11c035.htm>; and
- (i) Provide construction management until project is finally accepted by County and all permitting agencies.

Please note this project will be constructed in a two-step phase.

Phase 1: Grading and paving the entrance and roadway up to the asphalt intermediate course, installing storm water structures and grading detention ponds for the site.

Phase 2: Paving the final asphalt surface course, installing pavement markings, and final-grading shoulders.

PROPOSAL CONTENTS:

- (a) Name and address of firm, a brief list of references; name and qualifications of the proposed project managers, project engineers and technical staff;
- (b) A brief explanation of how the firm intends to complete projects in a timely manner;
- (c) A brief description of the firms current and projected workload;
- (d) A listing of all similar projects completed within the past five years, particularly roadway construction projects and a list of all C-Fund projects completed in Chesterfield County or the surrounding area in the last five years; and

SELECTION CRITERIA

A committee will evaluate the proposals based on several criteria. Proposals will be weighted for evaluation purposes as follows:

Qualifications	20%
Proposal Content & Approach	20%
Experience With Like Projects	20%
Current Workload	15%
Past Performance	15%
C-Fund Program Experience	10%

Each responding firm must submit five (5) copies of their proposal. The proposals must be submitted in sealed envelopes and clearly marked as follows: **RFP 03 20/21 Proposal for Engineering Services for Lynches River Industrial Site - Chesterfield County. Proposals will be received until 1:00 pm, Thursday, August 13, 2020 in the Chesterfield County Administrative Bldg, County Council Office, 178 Mill Street, Chesterfield, South Carolina 29709. Please do not plan on hand delivering your packets, because our offices are closed to the public currently due to COVID19.**

An evaluation committee will review the proposals at a later time. The committee may call firms for interviews at time and date to be determined later. All firms will be notified once a final decision is made.

Any questions that you may have should be addressed to Michelle Stanley at Chesterfield County, (843) 623-2535, mstanley@chesterfieldcountysc.com.

Chesterfield County reserves the right to waive any informalities and/or technicalities or to reject any or all proposals that are in the best interest of the County. The selected firm will be expected to sign a "Standard Form of Agreement between Owner & Engineer for Professional Services" EJCDC E-500.

Chesterfield County is an Equal Opportunity Employer and does not discriminate on the basis of handicapped status in its programs or activities.

Documentation to be submitted to the C Program Administration Office

Project Description _____

Project Control Number (PCN) _____

Date of Submittal _____ Submitted By _____

- Procurement of Professional Consultants** – Professional service it used shall be secured utilizing the method described in sub article 5 of the SC Procurement Code (Section 11-35-3220/3230) or utilizing the method described in Article 10 (Section 11-35-3310). A copy of the selection method and supporting documentation is attached.

Not Applicable: _____

- Permits** – Applicant shall obtain all necessary permits in order to complete the project including an SCDOT encroachment permit and SCDHEC NPDES permit if applicable. The Sediment and Erosion Control Plan and National Pollution Discharge Elimination System (NPDES) permit is required if the disturbed acreage of the contract is 1.0 acre or more. The applicant will be responsible for paying all fines assessed by SCDHEC if found in non-compliance with the NPDES regulations. Regulations may be reviewed at www.scstatedhouse.net/coderegs/c063.htm. Copies of the applicable permits are attached.

Not Applicable: _____

- SCBO Advertisement** – All solicitations are at a minimum publicly advertised in South Carolina business Opportunities (SCBO) for projects greater than \$10,000.00. You may contact Mary Lynn Fowler at 803-737-0686 at SCBO or www.mmo.sc.gov for more information. A copy of the SCBO advertisement is attached.

Not Applicable: _____

- Bib Tabulations / Bid Summaries** – Projects must be awarded to the lowest responsible and responsive bidder. A copy of the bid tabulations and bid summaries are attached.

Not Applicable: _____

- Bid Bond** – A certified bid bond is secured for projects that are projected to be in excess of \$100,000.00. A copy of the bid bond is attached.

Not Applicable: _____

- Payment & Performance Bond** – All work performed under contracts must be covered by a 100% Payment and Performance bond. A copy of the payment and performance bond is attached.

Not Applicable: _____