



REQUEST FOR PROPOSAL NO. 05-24/25

**ENGINEERING SERVICES
FOR CHESTERFIELD COUNTY DIRT TO PAVEMENT PROJECT**

PROPOSALS DUE DATE: TUESDAY, MARCH 4, 2025 1:00 pm

**REQUEST FOR PROPOSALS
DIRT-TO- PAVEMENT PROJECT**

Chesterfield County is accepting proposals from qualified engineering firms to provide professional services in connection with the design of construction of paving dirt roads. The county is seeking to pave two roads on this project: Hillcrest Lane estimated .15 miles and Hillcrest Lane Loop estimated .79 miles.

Road Projects will be 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 register of deeds 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) Infrastructure projects coordinate with County Building Codes on code requirements.
- (g) Provide all required and/or requested C-Fund documentation to SCDOT on road projects (checklist attached);
- (h) Obtain all necessary permits (including, but not limited to SCDOT and South Carolina Department of Health and Environmental Control), as well as submitting final notices or other permit forms as required;
- (i) 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
- (j) Provide construction management until project is finally accepted by County and all permitting agencies.

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 any infrastructure projects.

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 six (6) copies of their proposal. The proposals must be submitted in sealed envelopes and clearly marked as follows: **RFP 05 24/25 Proposal for Engineering Services for Dirt to Pavement Project - Chesterfield County. Proposals will be received until 1:00 pm, Tuesday, March 4, 2025 in the Chesterfield County Administrative Bldg, County Council Office, 178 Mill Street, Chesterfield, South Carolina 29709. At that time the names of the responding firms will be publicly announced in Chesterfield County Council Meeting Room located at 178 Mill Street, Chesterfield.**

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 or Heather Felts, hfelts@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.

