

REQUEST FOR QUALIFICATIONS

TOWN OF JEFFERSON

INFLUENT PUMP STATION GENERATOR



223 North Main Street
Jefferson, SC 29718

July 20, 2020

Submittal Deadline: August 25, 2020 at 4:00 PM

Overview

The Town of Jefferson is seeking statements of qualifications from professional engineers that have the ability to provide planning, engineering design, permitting, bidding and award assistance, and construction administration/observation for the Town's SRF project.

The project includes the purchase and installation of a new backup generator for the Town's influent pump station at their wastewater treatment plant. An automatic transfer switch will be installed so that the generator will automatically run in the event of power supply failure.

The project is being funded by SCDHEC SRF through the Additional Supplement Appropriations for Disaster Relief Act (ASADRA).

Scope of Engineering Services

The Town of Jefferson 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 all SRF program requirements related to design, construction, and contracting will be followed.

- **Planning**
 - Develop Preliminary Engineering Report and obtain approval from SRF Staff
 - 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 in accordance with the requirements of the regulatory agencies
- **Design**
 - Meeting with Town staff to discuss and understand conditions
 - Finalize plan sheets for the project
 - Development of construction detail sheets in accordance with acceptable standards and conditions
 - Prepare final quantity and construction cost opinions of probably costs
 - Prepare technical specification suitable for permitting and construction

- Prepare all necessary and construction contract documents including required Federal and State SRF documents
- **Permitting**
 - A construction permit and approval to place into operation from SCDHEC
- **Bidding**
 - Prepare required advertisement for bids
 - Provide bid packages to bidders and suppliers
 - Address bidders' questions
 - Prepare and issue addenda as required
 - Conduct on bid opening, analyze the bids, prepare the bid tabulation, and make recommendation to Town Council
- **Construction Administration and Observation**
 - Conduct a preconstruction conference with selected general contractor and Town Staff
 - Coordinate contract execution
 - Provide necessary copies of construction documents to the general contractor and Town
 - Verify and administer all American Iron and Steel requirements set forth by SRF
 - 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 Town 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 on a regular basis during active construction
 - 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

Statements of qualifications will be accepted at 223 North Main Street, Jefferson, SC 29718 until 4 PM on August 25, 2020. All firms 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, firm experience on similar projects and a proposed execution plan. Information shall be provided in an organized, clear and concise manner. The proposal shall be placed in a sealed envelope marked clearly, "Response to RFQ for Influent Pump Station Generator Project."

This solicitation does not commit the Town of Jefferson to award a contract, to pay any cost incurred in the preparation of the bid, or to procure or contract for goods or services.

Proposal Format

1. **Qualifications and Experience of Firm:** History and organization of the firm that will enter into the contract, location of the office or offices where the work will be performed. Include the name and title of the person that is authorized to enter into a master contract agreement.

Provide a narrative of your firm's prior experience and qualification as it pertains to the project scope of work and provide a list of projects with similar scopes.

Provide an indication as to your firm's familiarity with the project location.

2. **Project Team:** Provide a list of the project team members that will be used and identify their role in the project. Provide a brief resume for each person listed on the project team.
3. **Project Management Approach:** Describe the firm's project management approach.
4. **References:** Provide the name, address and telephone number of at least three references familiar with the quality of work done by your firm of similar nature as contained in the project scope of work.

Evaluation Criteria

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

- Overall experience with similar projects (30%)
- Qualifications of the firm's staff assigned to work on this project (30%)
- Project approach (15 Points)
- Experience on SRF-funded projects (10 points)
- References (10 Points)
- Familiarity with project location (5 points)

Qualifications will be ranked on what has been submitted. The Town will rank all responsive offers and select the firm that is considered to be the most advantageous to the Town. If contract negotiations with the selected firm are unsuccessful, the Town will discontinue the negotiations and begin negotiations with the second highest ranked firm.

RFQ Revisions

Any revisions to the RFQ will be issued as an addendum by the Town of Jefferson in writing.