



REQUEST FOR QUALIFICATIONS

THE CITY OF FOUNTAIN INN

RFQ# 2018-005

SEWER MASTER PLAN

ISSUE DATE: WEDNESDAY, AUGUST 1, 2018

**CLOSING LOCATION:
FOUNTAIN INN CITY HALL
ATTN: SHAWN BELL
200 NORTH MAIN STREET
FOUNTAIN INN, SC 29644
(864) 862-4421 ext. 4422**

CLOSING DATE AND TIME: FRIDAY, AUGUST 17, 2018 AT 12:00 NOON.

SECTION I

INTRODUCTION AND BACKGROUND PURPOSE OF THE REQUEST FOR QUALIFICATIONS

The City serves a population of 8,688. The City is experiencing tremendous growth not only with infill projects, but also opportunities to expand the borders of the city limits. This growth is placing a demand on the availability and capacity of the existing sewer system.

The City of Fountain Inn wishes to retain a Consultant to develop a Sewer Master Plan and is requesting proposals from qualified Consultants with the required experience in preparing such Master Plans. The invited Consultants are hereby requested to submit a proposal based upon the requirements and conditions set in the RFQ.

SECTION II

SCOPE OF SERVICES

The tasks below describe the nature of the work to be performed.

The successful consultant shall:

(1) Project Meetings and Coordination

- Meet with the City to review and identify collection system operational goals. Review existing plans and communicate additional needs.
- Meet with the City periodically throughout the course of the project to present progress reports.
- Meet with the City upon completion of the project to present the Master Plan and cost opinions.

(2) Existing Data Review

- The City will provide all available information which includes, but is not limited to, maps, manhole inspection reports, CCTV reports, previous master plans, etc.
- The City will provide a map of the existing collection system in GIS format.

(3) Population Projections

- Analyze future development in and around Fountain Inn for a 20 year time period.

(4) Sewer Model

- The city will provide an existing, GIS sewer map as a base. The chosen consultant will review and create the model.
- The model will take into account the impact of growth inside and outside the city limits as determined by population projections.

(5) Master Planning

- Develop a prioritized list of projects identified in the model for 0-5 year, 5-10 year, 10-20 year time scales.
- Match potential funding sources for proposed capital projects.

(6) Develop Cost Opinions

- Develop Engineer's Opinion of Probable Construction Costs for each improvement identified in the short term, mid-term and long-term scenarios.

(7) Deliverables

- Prepare and deliver a final Waste Water Collection Master Plan summarizing the scope of work, findings of the modelling effort, final improvement scenarios in accordance with the recommended implementation schedule for improvements at the 0-5 year range, 5-10 year range and 10-20 year range, and cost opinions for said improvements.

(8) Project Schedule – No longer than six months duration

SECTION III

INSTRUCTIONS

- 3.1 It is the sole responsibility of the **Firms** to assure that it has received the entire Request for Qualifications.
- 3.2 Firms will be notified in writing of any change in the specifications contained in this RFQ.
- 3.3 No verbal or written information which is obtained other than through this RFQ or its agenda shall be binding on the City of Fountain Inn. No employee of the City of Fountain Inn is authorized to interpret any portion of this RFQ or give information as to the requirements of the RFQ in addition to that contained or amended to this written RFQ document.
- 3.4 **Right of Rejection and Clarification:** The City of Fountain Inn reserves the right to reject any and all qualifications and to request clarification of information from any Firm. The City of Fountain Inn is not obligated to enter into a contract based on any qualification submitted in response to this document.
- 3.5 **Request for Additional Information:** Prior to the final selection, Firms may be required to submit additional information which the City may deem necessary to further evaluate the Firm's qualifications.
- 3.6 **Denial of Reimbursement:** The City of Fountain Inn will not reimburse Firms for any costs associated with the preparation and submittal of any proposal, or for any travel and/or Diem costs that are incurred.
- 3.7 **Gratuity Prohibition:** Vendors shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the City of Fountain Inn for the purpose of influencing consideration of this qualification.
- 3.8 **Right of Negotiation:** The City of Fountain Inn reserves the right to negotiate with the selected Firm the exact terms and conditions of the contract.
- 3.9 **Right of Rejection of Lowest Fee Qualification:** The City of Fountain Inn is under no obligation to award the project to the Firm offering the lowest fee qualification. Evaluation criteria included in this document shall be used in evaluating qualifications.
- 3.10 **Exceptions to the RFQ:** Firms may find instances where they must take exception with certain requirements or specifications of the RFQ. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the City of Fountain Inn, and a description of the

advantage to be gained or disadvantages to be incurred by the City because of those exceptions.

- 3.11 **Indemnification:** Firm, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the City of Fountain Inn, its employees, and agents, from any liability of any nature or kind regarding the delivery of these services.
- 3.12 **Certificate of Insurance:** Firm will be required to provide proof of insurance, including professional liability and workers' compensation evidencing that the contractor has a workers compensation insurance policy in force.
- 3.13 **Business License:** Vendor will be required to attain a City of Fountain Inn business license each year of any contract signed as a result of this RFQ.
- 3.14 **Rights to Submitted Material:** All qualifications, responses, inquiries, or correspondence relating to or referencing this RFQ, and all reports, charts, and other documentation submitted by Firms shall become the property of the City of Fountain Inn when received.
- 3.15 **Copies:** One electronic copy must be submitted via Vendor Registry or through email. All copies submitted through email should have the subject line: RFQ 2018.005 SEALED BID.
- 3.16 **Contacts:** Firms must submit qualifications in accordance with the instructions contained in this RFQ. All requested information must be submitted with the qualification. Instructions for preparation and submission of qualifications are contained in this package. Questions regarding this request for qualification should be directed to:

Shawn M. Bell
City Administrator
864-862-4421 ext. 4422
E-mail: shawn.bell@fountaininn.org

- 3.17 **Contract:** The contract between the City of Fountain Inn and the contractor shall consist of (1) the Request for Qualifications (RFQ) and any amendments thereto, and (2) the qualification submitted by the contractor in response to the RFQ. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and/or referenced in the RFQ shall govern. However, the City of Fountain Inn reserves the right to clarify any contractual relationship in writing with the concurrence of the contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFQ or the contactors qualification. In all other matters not affected by the written clarifications, if any, the RFQ shall govern.

- 3.18 **Termination of Contract:** The City of Fountain Inn may cancel the contract at any time for breach of contractual obligations by providing the consultant with a written notice of such cancellation. Should the City of Fountain Inn exercise its right to cancel the contract for such reasons, the cancellations shall become effective on the date as specified in the notice of cancellation sent to the contractor.
- 3.19 **Notice of Award:** Notice of award will be posted on the City's website at www.fountaininn.org.
- 3.20 **Public Viewing:** RFQ is posted for public viewing at City Hall, 200 North Main Street, Fountain Inn, SC 29644, and on website at www.fountaininn.org.
- 3.21 **Requests for RFQ:** Requests for RFQ will be issued by email or download from website at www.fountaininn.org. A hard copy will be supplied upon request

SECTION IV

DETAILED RESPONSE REQUIREMENTS

EXECUTIVE SUMMARY

This section will present a high-level synopsis of the Firm's responses to the RFQ. The Executive Summary should be a brief overview of the engagement and should identify the main features and benefits of the proposed work.

SCOPE AND APPROACH

Include detailed information and technical expertise by phase. This section should include a description of each major type of work being requested of the Firm. The qualification should reflect each of the requirements listed in the Scope of Work Section of this RFQ.

DELIVERABLES

Include sample reports as attachments to the proposal to provide an example of the types of reports that will be provided for this engagement.

PROJECT MANAGEMENT APPROACH

Include the method and approach used to manage the overall project and client correspondence.

DETAILED AND ITEMIZED PRICING

Include a fee breakdown by scope of work item and any projected expenses.

APPENDIX: REFERENCES

Provide three current corporate references for which you have performed similar work. Work for municipal corporations should be identified.

APPENDIX: PROJECT TEAM STAFFING

Include biographies and relevant experience of key staff and management personnel. Describe the qualifications and relevant experience of the types of staff that would be assigned to this project by providing biographies for those staff members. Describe bonding process and coverage levels of employees. Affirm that no employees working on the engagement have ever been convicted of a felony.

APPENDIX: COMPANY OVERVIEW

Provide the following for your company:

- Official registered name (Corporate, D.B.A., Partnership, etc.), primary and secondary SIC numbers, address, main telephone number, toll-free numbers, and facsimile numbers.
- Key contact name, title, address (if different from above address), direct telephone and fax numbers.
- Person authorized to contractually bind the organization for any qualification against this RFQ.
- Brief history, including year established and number of years your company has been offering Information Security Testing.

SECTION V

EVALUATION FACTORS FOR AWARD

CRITERIA

Any award to be made pursuant to this RFQ will be based upon the qualification with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the firm's responsiveness to the RFQ and the total price quoted for all items covered by the RFQ.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Firm or Firms:

1. Completion of all required responses in the correct format.
2. The extent to which Firm's proposed solution fulfills the City of Fountain Inn's stated requirements as set out in this RFQ.
3. An assessment of the Firm's ability to deliver the indicated service in accordance with the specifications set out in this RFQ.
4. The Firm's stability, experiences, and record of past performance in delivering such services.
5. Availability of sufficient high-quality Firm personnel with the required skills and experience for the specific approach proposed.

6. Overall cost of Firm's proposal.

The City of Fountain Inn may at any time, at its discretion and without explanation to the prospective Firms, choose to discontinue this RFQ without obligation to such prospective Firms.

SECTION VII

NON-DISCRIMINATION STATEMENT

The Firm certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Fountain Inn or the performance of any contract resulting there from;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, We acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of the Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract; entitling the City of Fountain Inn to declare the contract in default. Therefore, will exercise any and all applicable rights and remedies including but not limited to: cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation/payment due on a contract.

Signature

Title

SECTION VIII

SEWER MASTER PLAN PROPOSALS

I have read and understood the requirements set forth in this **RFQ #2018.005** and agree to therewith.

SUBMITTED BY: _____

CONSULTANT: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ **ZIP** _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code