

**TOWN OF HILTON HEAD ISLAND
REQUEST FOR QUALIFICATIONS – CIVIL ENGINEERING SERVICES
(RFQ 2014-0005)**

The Town of Hilton Head Island is soliciting responses from qualified engineering firms licensed in South Carolina, and located within a 100 mile radius of Hilton Head Island, to provide Civil Engineering and related professional services. The anticipated work may include, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, and construction engineering and inspection related to Town infrastructure (storm water, pathway, roadway, and site development) projects. The Town will award a contract, or contracts, to the most qualified respondent(s) to perform these services on an as required basis for an initial period of one year with the option to extend the contract four additional one-year terms.

Sealed responses are due no later than 2:00 PM on Wednesday, May 7, 2014. One hard copy of your response along with a CD containing a digital version (PDF format) shall be hand carried or delivered by traceable means to the following address:

Town of Hilton Head Island
Attn: Bryan McIlwee, Assistant Town Engineer
Civil Engineering Services RFQ 2014-0005
1 Town Center Court
Hilton Head Island, SC 29928

ADDITIONAL INFORMATION

It is the intent of the Town to use the selected consultant on an “as-needed” basis. The specific scope, schedule and fee for each job order will be individually negotiated. The selected consultant shall have demonstrated experience in the following types of work:

- Storm Drainage Analysis and Design
- Roadway, Pathway, and Pavement Design
- Site Design (parks or other municipal facilities)
- Construction Engineering and Observation
- Construction Management
- Construction Plans, Details and Technical Specifications
- Evaluations, Reports, Recommendations
- Grading and Drainage Plans
- Permitting (SCDHEC-OCRM, SCDOT, USACE and THHI)
- Erosion and Sediment Control Plans
- Hydrology/Hydraulic Analysis and Design
- Culvert Analysis and Design
- Pond Routing and Outlet Design
- Water Quality Analysis / BMP Design
- Bank Stabilization
- Closed System Analysis and Design
- Spread Analysis and Recommendations
- Scour Analysis and Recommendations

- Estimates of Quantities and Costs
- All work must be certified by a Professional Engineer registered in South Carolina.
- Attend meetings with Town staff as necessary to report project status, review field data and make field investigations and critical decision. Attend pre-design meetings with Town Staff to discuss project needs and issues.

SUBMISSION QUALIFICATIONS

All responses shall be mailed or hand delivered in sealed envelopes, identified as “Civil Engineering Services RFQ 2014-0005” to Bryan McIlwee, Assistant Town Engineer, on or before the due date indicated above. Responses received after this time or date shall not be considered.

The Town will only accept qualifications from Prime Consultants located within a 100 mile radius of Hilton Head Island.

The Town of Hilton Head Island, by way of this RFQ, does not commit itself to award a contract or pay any costs incurred in the preparation of your response. The Town further reserves the right to accept or reject any or all responses received, to negotiate with all qualified firms, and to cancel the entire RFQ solicitation.

The responses and all information submitted shall be treated as privy information. Names of responding firms shall be released to the public on the due date.

For information concerning this request for qualifications, please contact Bryan McIlwee at (843) 341-4775 or at bryanm@hiltonheadislandsc.gov.

MINIMUM REQUIREMENTS FOR RESPONSES

The Town desires a firm with a history of meeting or exceeding client expectations, providing effective communication between the client and the firm, a record of meeting schedules and deadlines, distinct knowledge of permitting requirements, a reputation as an effective steward of natural resources and the environment, prudent contract administration and project accounting, and a quality presentation of project deliverables.

Responses must address and meet the following minimum requirements and qualifications. Responses not meeting these requirements shall not be considered responsive to this RFQ and shall not be considered for award.

Responses should be designed in a manner to provide the Town with a straightforward presentation of the firm’s capabilities and qualifications. Responses should clearly outline the background and experience of the firm and key personnel that will be assigned to the Town’s projects and their capabilities to perform the variety of anticipated work described above.

- Project Team - Provide an organizational chart identifying those who would be assigned to this contract (including sub-consultants). The organizational chart must include the name, role/position, and office location of each team member. The project team should consist of

the following, at a minimum:

- Project Manager(s) - Professional Engineer (licensed in South Carolina) – Minimum 5 years project experience in South Carolina;
- Project/Senior Engineer(s) – Professional Engineer (licensed in South Carolina) - Minimum 5 years project experience;
- Staff Engineer(s) – Minimum 3 years project experience.
- Provide professional resumes of all project personnel proposed for this contract and detailed background information including:
 - Education;
 - Professional registrations and certifications, applicable to South Carolina;
 - Experience;
 - Years with firm;
 - Office location;
 - Specific role and responsibilities on past projects of this type;
 - Hourly billing rates (in a separate sealed envelope).
- Reserves: Description of available backup personnel, resources and their location.
- Provide detailed descriptions of the firm’s experience on similar municipal government engineering projects and/or indefinite delivery contracts. The quantity of similar projects is important, as is the timeliness of the experience. Provide, at a minimum, 5 similar projects and/or contracts within the past 5 years. Highlight all coastal experience, specifically work on Hilton Head Island and Beaufort County. Specify the type of work performed, i.e., storm water retrofit, pathway design, roadway enhancement, site development, construction management. For each project listed, provide a client references – name, e-mail and phone number.
- References for past performance of work of a similar scope and nature, including at least three municipal or county references with current contact names and phone numbers. List your firm’s project manager and the personnel that worked on those reference projects (focus on the personnel listed in this RFQ response, including sub-consultants) and their role on those reference projects.
- Provide office location and location of any sub-consultants.
- Summary of current workload and workload projections - Present and anticipated workload of project team (please show in tabular format with each team member’s anticipated obligations depicted over the life of the project).
- Organization of sub-consultants and personnel - The name of any firm(s) that will be providing sub-consulting services to your firm. Also include the services they will provide, their office location, and a contact name and phone number.
- Unique qualifications and methodologies;
- List of litigation history of the firm for the past 5 years;
- Additional related information.

EVALUATION FACTORS

The Town will evaluate submissions based on the factors outlined within this RFQ, which shall be applied to all eligible, responsive submissions in selecting the successful firm. All qualified responses shall be reviewed and evaluated by a selection committee of Town Staff. The highest

qualified firms, using the selection criteria reflected below, may be required to provide an oral presentation of their qualifications to the selection committee.

- Qualifications, Abilities, and Experience of Firm and Personnel - Each firm will be evaluated on the experience and education of the key personnel that will be assigned to the Town's projects.
- Nature, Comparability, and Quality of previously completed similar contracts or projects - Each firm will be evaluated on its demonstrated capabilities and experience to provide general civil engineering services to the Town. Past performance on similar types of work will be reviewed and judged on number of similar projects/contracts, quality of work, adherence to schedule, availability and compliance to local codes and regulations. History of working with municipalities and other local government projects using a similar indefinite delivery contracts.
- Local Experience – Each firm will be evaluated on its familiarity and the quantity of past project experience in coastal areas, specifically Hilton Head Island and Beaufort County. Importance will be placed on the office location of the Project Manager, Project Engineer, and other key staff.

AWARD OF A CONTRACT

The selection committee will rank all firms utilizing the aforementioned criteria. The Town may conduct interviews with those firms determined to be susceptible for award. At the conclusion of these interviews, the selection committee will forward a recommendation to the Town Manger requesting authorization to enter into negotiations with the most qualified respondent(s). The selected firm(s) will be given written notification of being selected by the Town.

The Town reserves the right to enter into contract negotiations with more than one respondent and enact multiple contracts if deemed in the best interest of the Town. Therefore, this work may be awarded in whole or in part at the sole discretion of the Town. The Town will negotiate and execute a contract with the selected firm(s) prior to beginning actual services. Should contract negotiations fail, the Town will negotiate with one of the other highly ranked firms. The contract will comply with applicable laws and standard provisions and in general contain the following terms:

- Detailed scope of services;
- Hourly Rates and Fee schedule, itemized by tasks;
- Job Order procedures.

The Town and firm(s) may mutually agree to amend the contract to include additional services, which may be required as a result of unforeseen circumstances. The selected firm(s) will not have exclusive rights to provide services for the Town.

GOVERNING LAW

The firm must comply with the laws of the State of South Carolina and the ordinances of the Town

of Hilton Head Island, a municipal corporation organized and existing under the laws of the State of South Carolina.

AFFIRMATIVE ACTION

The firm shall take affirmative action in complying with all state and federal requirements concerning fair employment, and the treatment of all employees, without regard to, or discrimination by reason of race, color, religion, sex, national origin, or physical handicap.

INSURANCE

The firm shall maintain, throughout the performance of the contract and its obligations, a policy of Worker's Compensation insurance with such limits as may be required by law. It shall also maintain a policy or policies for both general liability and professional liability (errors and omissions) insurance. The general liability policy shall insure against liability for injury and death of persons, and damage and destruction of property. Such general liability insurance shall meet or exceed minimum limits as required by Town, County, State and Federal standards. Professional liability coverage shall be at a level set by the Town.

BUSINESS LICENSE

The Consultant is required to possess a current Town of Hilton Head Island Business License. Each prime contractor shall file with the license inspector a list of subcontractors furnishing labor or materials under this contract.

INDEMNIFICATION

The Town, its directors, agents, and employees shall be held harmless from liability from any claims, damages, and actions of any nature arising from the completion of the project, provided that such liability is not attributable to negligence of the part of the town.

FEES, SCHEDULES, AND PROFESSIONAL CONTACT

Upon selection of the most qualified firm, negotiations to develop a contract based on scope and fee shall begin.