



Request for Qualifications

*Planning Consultant
For*

Feasibility Plan and Assessment Study of Orangeburg County Edisto River



*FY17-1101
November 1, 2016*

Title and Summary.

Request for Qualification: **RFQ No: FY17-1101**

RFQ Title: *Feasibility Plan and Assessment Study of Orangeburg County Edisto River*

RFQ Publication/: **As Follows:**
*(October 16, 2016)The Times & Democrat Newspaper
(October 17, 2016), S.C. Business Opportunities
(SCBO) Ads
(October 17, 2016) <http://www.orangeburgcounty.org>*

RFQ Composition: **RFQ FY17-1101 is composed of the following;**

*Title and Summary pages.
Code Articles1-7; Code & Articles Acknowledgement
Scope of Work.
Vendor Qualifications and Information
Evaluation Criteria
Certification of No Exceptions
Certification of Preference(s)
Addendum Acknowledgement*

RFQ Amendments: **If any will be posted on the following;**

** <http://www.orangeburgcounty.org/>*

Contracting Entity: *Orangeburg County, South Carolina (Owner).
A political subdivision of the State of South Carolina.*

Procurement Coordinator: *Procurement Director, Jannella Shuler
Orangeburg County Procurement Office.
1437 Amelia St. ("Administrative Center")
Orangeburg SC 29115.
(803) 533-6121 Office phone number.
(803) 535-2307 Office fax number.
jshuler@orangeburgcounty.org*

**Pre-submission of RFQ:
Requirements:**

Not applicable to an RFQ.

Questions: Questions are to be submitted via e-mail only to jshuler@orangeburgcounty.org by or before 11:00 A.M. October 25, 2016. Responses will be posted as Addendum's on website www.orangeburgcounty.com Procurement - Solicitations

Submission composition: Each submission to be composed of the following; Please submit 1 original and 5 copies of the following. Submittals to be sealed, labeled with: FIRM's NAME, ADDRESS, RFQ TITLE, RFQ CLOSING DATE AND TIME.

- * Letter of Introduction
- * Vendor Qualifications and Information
- * Code & Articles Acknowledgement.
- * Certificate of No Exceptions.
- * Certification of Preferences
- * Addendum Acknowledgement

* **Submission Deadline:** **2:00 P.M. on November 1, 2016**
* **Submission location:** **Orangeburg County Procurement Office**
* **Opening Location** **1437 Amelia Street, Basement Floor**
Orangeburg, S. C.29115

Special Conditions:
Intent/Award/Contract

Project Leaders: Marion Lloyd, Senior Deputy
Administrator
Orangeburg County
P.O. Box 9000
Orangeburg, S. C. 29115
mlloyd@orangeburgcounty.org
(803) 533-6222

Contact: Jannella S. Shuler, Procurement Director
(803) 533-6121

Email: jshuler@orangeburgcounty.org

RFQ No: FY17-1101 is subject to the following special conditions;

Procurement Code Section 5-304 states that “the Procurement Director” shall rank responding vendors from the most qualified based to least qualified on the basis of the information provided.” For the purpose of this RFQ, the foregoing quote is modified to the following; the Project Leader, Marion Lloyd and Orangeburg County representatives shall rank responding vendors from the most qualified to the least qualified based on the vendor’s responses. Bids shall be solicited from at least the top two (2) to five (5) ranked vendors by means of an Owner issued Request for Proposals

Notice to Vendors:

The Owner reserves the right to waive any informality or to reject any or all submittals. Orangeburg County reserves the right to accept or reject any, all or any part of submittals received as a result of this request, to waive any informalities or to cancel in part or in its entirety this request, if it is in its best interest to do so. Orangeburg County will be sole judge as to whether submittals meet all requirements. All submittals shall become the property of Orangeburg County. This solicitation does not commit Orangeburg County to award a contract, to pay any cost incurred in the preparation of RFQs or to procure or contract goods or services. Orangeburg County is an Equal Opportunity Employer

General Information

Orangeburg County is situated in South Carolina between the State Capitol, Columbia, S. C. and historic Charleston South Carolina. The Edisto River is acclaimed as “one of the longest free-flowing black water rivers in North America” and “the only ‘major South Carolina river system’ that lies entirely within the state” – and these are interesting tidbits of information to ponder while crossing a highway bridge and glancing briefly at the narrow tree-lined ribbon of dark water it spans – but look more closely, and you’ll find that the Edisto River is much more than that initial glance might suggest.

The South Fork of the Edisto begins to carry that name as a small stream in Johnston, South Carolina – and then flows Southeast one hundred five miles through rural South Carolina – until, around Branchville (Orangeburg County), it meets the North Fork.

The North Fork meanders generally southeast for about sixty six miles to Orangeburg, then turns due south and continues twenty miles to join the South Fork, forming the Main Stem of the Edisto at that point.



Certification of Code and Articles

RFQ No.FY17-1101 Request for Qualifications

Incorporation by Reference.

Articles 1 through 5 and 7 of the Code are incorporated by reference as if set forth verbatim in this RFQ. As stated in the Code, by submitting a RFQ, the vendor agrees that the Code governs this procurement from solicitation through completion of the resulting contract, including disputes, if any.

*ACCESS TO CODE. On November 16, 2009, Orangeburg County Council, the governing body of Orangeburg County, repealed all aspects of its procurement policy and enacted the **Orangeburg County Procurement Code** (the "Code"). The Code may be accessed online without charge at <http://www.orangeburgcounty.org/Purchasing/code.html> In addition; a copy of the Code is available for review without charge at the Office of the Procurement Director. If neither of those options meets your needs, a hard-copy of the Code is also available for purchase at the Office of the Procurement Director.*

<http://www.orangeburgcounty.org/>_____ or

Method of Source Selection.

The source selection method applicable to this procurement is Request for Qualifications, §5-304 of the Code.

The undersigned vendor understands and agrees to be bound to the Code in all matters arising from the RFQ identified above.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

A. SCOPE OF SERVICES

The County intends to contract with a successful consultant firm experienced in comprehensive planning, special area planning and resource planning for public access, recreational opportunities, and clean-up of the Edisto River located in Orangeburg County S.C. This plan shall guide the future growth and development of the River and its environs within Orangeburg County. The selected design team will perform programming services and develop conceptual, schematic, design development, early site package and construction drawings (optional) and specifications for bidding, permitting and construction. Following approvals, the successful consultant shall be prepared to assist the County as needed in bidding and awarding of contracts and construction administration services including construction closeout.

Respondents, should identify specific activities that will be conducted or accomplished in the following but not limited to phases of the study. The elements listed under the following phases are intended as examples to indicate the kind of activities anticipated.

1. A Mobilization Phase

- a) **Conduct a “Vision Session” with Orangeburg County team to document and align the goals and objectives for the study.**
- b) **Conduct project kickoff meeting, including the appointed staff and the consultant’s team to provide opportunity for introductions, review the schedule, set protocol and procedure for communication and reporting, and establish a schedule for progress meetings.**

2. B Data Gathering Phase

- a) **Review with the Orangeburg County Leadership Team any upcoming developments proposed within the study area.**
- b) **Conduct a comprehensive inventory of existing conditions in each of the planning elements.**
- c) **Develop a citizen participation program to assess the public’s thoughts and ideas on the future of the area.**
- d) **Request information from Orangeburg County Team on their long-term goals for the waterway and their priorities for the future.**

3. C Analysis Phase

- a) **Develop planning concepts and organizing principles.**
- b) **Consider the needs of involved agencies, organizations and groups with interest in Orangeburg County and other relevant factors in the development of possible scenarios.**
- c) **Evaluate community needs.**

- d) ***Meet with Orangeburg County Leadership Team to evaluate options and develop scenarios.***

4. D Review Phase

- a) ***Present Draft Master Plan to the Orangeburg County Leadership Team***
- b) ***Assess resulting information from review sessions with the Orangeburg County Leadership Team***

5. E Final Phase

- a) ***Present and submit the final Master Plan to Orangeburg County Leadership Team.***

Vendor Qualifications and Information

RFQ No. FY17-1101

Vendor shall provide with its qualifications, the following which should be collated, fastened together and clearly labeled "Vendor's Certification of Qualifications and Information for RFQ No. FY17-1007:

1. Documentation of vendor's general comparative experience(s) to demonstrate vendor has a minimum of three (3) years' experience in planning consulting. The minimum general comparative experience for this procurement is the successful completion of three (3) years of planning consultant experience. All three (3) years do not have to be with the same project: vendor may accumulate the three (3) year minimum from vendor's service on several projects
2. Documentation of vendor's specific comparative experience(s) to demonstrate that vendor has a minimum of one successfully completed, one year period of being the exclusive vendor provider of the projects as describe in scope of work. The description of vendor's experience(s) should highlight whatever parallels vendor believes exist between the procurement described in RFQ No.FY17-1101 and vendor's actual experience(s).
3. Documentation of a contractual relationship between vendor and a client for a current or recent contract pursuant to which vendor has performed said services as stated in Scope of Work. The Minimum contractual relationship required for this procurement is one successfully completed, one year period. Please limit documentation to no more than five (5) contracts.
4. Three positive client references.
5. Documentation of the qualifications of vendor's proposed staff for each position, including, firms' project manager. Where noted, confirmation that vendor shall fill the position with a person who possesses the minimum qualifications:

Experience on similar projects (as so Stated in Scope of Work)
6. Vendor's current organizational chart and a description of the general history of the vendor.
7. Documentation of the vendor's financial stability such as a copy of its most recent annual report
8. A list of vendor's general or professional affiliations.
9. A description of any litigation within the last 10 years to which vendor has been affiliations.
10. Current workmen's compensation insurance certificate. Only applicable is consultant will be on Orangeburg County property.

The qualifications, experience, personnel and operational capabilities of the consultants are fundamental criteria the County will assess in selecting the successful Consulting Firm. The County is seeking a Consulting Firm that has been continually active in the planning field and is fully authorized to do business in the State of South Carolina. More specifically, the Consultant should have recent experience in district planning and special area planning.

Evaluation Criteria

RFQ FY17-1101

The evaluation shall be based, in part, on the County's review and/ or verification of the Vendor Qualification and Information responses. The factors to be considered in evaluating are as follows, and are listed in order of relative importance.

- 1. Related experience on similar projects*
- 2. Respective qualifications and information*
 - a. Knowledge, expertise and qualifications of the personnel to be assigned to project*
- 3. Ability to complete project within a reasonable time*
- 4. Past performance on comparable completed projects*
- 5. Description of the methodology and approach to successfully perform this task*
- 6. Proximity of the firm to Orangeburg County*
- 7. Recent, current, and projected workload*

Other factors. Note: Other factors may be identified in the qualifications and may general positive or negative points.

**Note: The method of selection, Request for Qualifications, does not require a numerical weighting for each factor. See Code 5-304.7*

Certification of No Exceptions

Request for Qualifications No. FY17-1101

The Code requires vendors to give written notice with a submission if vendor will not accept a term of the Request for Proposal and the incorporated Code as a contract term. See Code §5-304. In connection with that requirement, a vendor must complete this certification and include it in its submission.

Vendor certifies the following regarding its bid:

- 1. Vendor AGREES to all of the terms of the Invitation to Bid (including the incorporated Code terms) and takes NO EXCEPTIONS: ____ Yes ____ No*

- 2. Vendor does NOT AGREE to all of the terms of the Invitation to Bid (including the incorporated Code terms), and a COMPLETE LIST OF VENDOR'S EXCEPTIONS to same are listed and described below:
____ Yes ____ No*

Identification

Of Excepted Vendor's

Term Description of vendor's substituted term Vendor's Initials

Exception 1:

Exception 2:

Exception 3:

Exception 4:

The undersigned vendor hereby certifies that the above-listed exceptions comprise the only exceptions vendor has to the Request for Qualifications (including the incorporated Code terms). The undersigned vendor understands and agrees that if it is the successful vendor, its attempt to claim any exceptions other than those listed above, shall result in the County having the right to claim the bid security bond, retract the intent to award or award, award to another vendor, and suspends and/or debars the vendor.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Certification of Preference(s)

Request for Qualifications FY17-1101

The Code authorizes specific preferences. See Article 3. If a vendor is qualified for one or more preferences and desires to exercise the preference(s), then the vendor must complete and submit this form with its proposal. If a vendor is either (1) not qualified for any preference OR (2) is qualified, but does not desire to exercise any preference, then the vendor does not need to complete or submit this form with its proposal.

Vendor is qualified for and desires to exercise the following preference(s) as vendor has marked, below:

Preference 1. Vendor is a resident of the State of South Carolina: ___ Yes ___ No

Preference 2. Vendor is a resident of Orangeburg County, SC: ___ Yes ___ No

Preference 3. Vendor is an MBE (Minority Business Enterprise): ___ Yes ___ No

The undersigned vendor hereby certifies that vendor is qualified for the preference(s) above to which the vendor has indicated "Yes". In addition, the undersigned vendor understands and agrees that if it is not qualified for a preference, but claims to be qualified for a preference on this form, the County shall have the right to suspend and/or debar the vendor in accordance with the Code.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor's Authorized Agent

Addendum Acknowledgement

Request for Qualifications FY17-1101

Vendor acknowledges receipt of the follow Addendum to the above-described procurement, agrees that same is/are hereby incorporated and made a part of the above-described procurement as if the Addendum had been included in the original procurement documents:

<i>Addendum No.</i>	<i>Addendum Date</i>	<i>Initials of Vendor's Authorized Agent</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Vendor shall submit a completed Addendum Acknowledgement form with its submission. Vendor may be disqualified from this procurement unless vendor submits a completed Addendum Acknowledgement form referring to this Addendum with vendor's proposal.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor's Authorized Agent

End of Document