

REQUEST FOR QUALIFICATIONS

CIVIL ENGINEERING DESIGN SERVICES MASTER PLAN, SURVEY, AND SITE DESIGN FOR SCOTLAND COUNTY BUSINESS INCUBATOR BUILDING

Set forth the term “Offer” shall also mean “Bid” or “Proposal” or “Qualifications”. All sealed Offers from responding firms are subject to all conditions and provisions herein. Offers shall only be received by Scotland county Economic Development Corporation, located at 16800-A US-401, Laurinburg, NC 28352. All submitted Offers will be publicly acknowledged by the Procurement Director or an approved designee.

SCEDC

Mark Ward

President

SUBMIT QUALIFICATIONS BY: Tues NOV 3 2:00 PM

Introduction and instruction can be located at Scotlandcounty.org

1.0 INTRODUCTION.

1.1 INTENT.

- 1.1.1 The Scotland County Economic Development Corporation, hereinafter referred to as “EDC”, is publicly requesting sealed Offers from qualified firms, hereinafter referred to as “Respondent(s)”, for Civil Engineering Design Services for Master Planning, Survey, and Site Design for the Scotland County Business Incubator Building. Solicitation No. 1020. Offers shall be received only by Scotland County EDC, located at 16800-A US-401, Laurinburg, NC 28352, until 2:00 PM on Friday, November 13th, 2020 and all Respondents to this solicitation shall be publicly named by reading thereafter.
- 1.1.2 It is the intent and purpose of the EDC that this solicitation permits competition. It is the responsibility of the Respondents to advise the EDC if any language, specifications, or requirements, or any combination thereof, inadvertently limits the competition in this solicitation to a single source.
- 1.1.3 It is the intent and purpose of this solicitation to give equal consideration to all Offers. Evaluations of each submission will factor expertise, experience, capabilities, and references into any consideration of award.
- 1.1.4 Each Offer must meet all terms, conditions, and specifications of this solicitation in order to obtain contract award. By virtue of submission, the Respondent acknowledges agreement and acceptance of all provisions except as those expressly consented in this solicitation. Non-substantial deviations may be considered provided Respondent submits a full explanation and justification of proposed deviations. Whether any such proposed deviation is deemed non-substantial will be determined by Scotland County EDC in its sole discretion.

1.2 OVERVIEW.

- 1.2.1 The Scotland County EDC is accepting sealed Offers for qualified Engineering firms to complete designs for the master planning, survey, and site design of a 44.5-acre site (Tax Map #02-0306-01-001.01) located in the Scotland County Industrial Park on Heck Norton Road in Laurinburg, NC.
- 1.2.2 The subject site is currently unoccupied and heavily wooded.
- 1.2.3 Project services are to include master planning, survey, site design, permitting, and construction administration of the property;

2.0 SCOPE OF WORK.

2.1 DESCRIPTION OF SERVICES.

- 2.1.1 This solicitation has been developed to obtain the services of a qualified civil engineering firm to complete construction management for clearing, grading, and erosion control of an approximate

44.5 acre wooded lot in Scotland Industrial Park. All work performed for this task would be expected to adhere to all established procedures required for this type activity.

2.3 PROJECT SCOPE.

- 2.3.1 Scotland County owns ~44.5 acres of land (Tax Map #02-0306-01-001.01) within the Scotland Industrial Park located on Heck Norton Rd.
- 2.3.2 Civil engineering services to include the master planning for the Business Incubator Building, survey, design and permitting of the site design for this land parcel, as well as erosion and sediment control plans.
- 2.3.3 Bidding: Respondent to assist the EDC in bidding tasks by advertising, document preparation, issuing of addenda, attending any pre-bid meetings, reviewing bid documents, preparing bid tabulations, and providing project bid recommendations.
- 2.3.4 Construction Services: Respondent to assist EDC with construction administration in regards to review of pay apps, drawing/design reviews, exceptions/substitutions, change order reviews, and contract document interpretations. Construction observation services to ensure that sub-contractors fully adhere to project specifications and protect best interests of the EDC during project tasks.
- 2.3.5 A geotechnical report will be will be provided by Scotland County EDC under separate contract.
- 2.3.6 Construction Materials Testing and CEPSCI services will be provided by Scotland County EDC under separate contract.
- 2.3.7 Plans are to include existing topographic conditions, clearing, grading and erosion & sediment control.
- 2.3.8 Regulatory Compliance: The construction plans and specifications associated with the proposed project shall follow current State of North Carolina and Scotland County Regulations.

3.0 PROPOSAL SUBMITTAL.

3.1 ORGANIZATIONAL INFO—Limited to five (5) printed pages.

3.1.1 Please provide the following overview:

- Registered company name, addresses, and telephone numbers of all offices;
- Number of years in operation;
- Type of classified organization (Sole, Partnership, Corp., JV, etc.);
- Names of firm principals;
- Applicable North Carolina state engineering licenses;
- Organizational description and/or mission philosophy;
- Litigation history: state whether or not your firm has been involved in any litigation

within the past five (5) years—please provide a brief explanation.

3.2 PROPOSAL INFO—Limited to ten (10) printed pages.

3.2.1 Please provide the following:

- Previously completed projects of similar budget/scope, providing: project name, location, year completed, short description, budget, construction costs, and design costs—please cite at least three (3) examples;
- Project staffing: resumes of the primary project manager(s) and other key staffing;
- Outline of project approach;
- Professional references—please list at least three (3).

3.4 ACKNOWLEDGEMENT OF ADDENDA.

3.4.1 Bidder hereby acknowledges all addenda, including:

Addendum No. _____ through Addendum No. _____ INITIALS

3.5 SUBMITTAL INSTRUCTIONS.

3.5.1 Please submit one (1) signed, clearly identified original, and three (1) copies of submitted Offer.

3.5.2 Submissions must be delivered in sealed packaging with the Respondent’s name, solicitation title, and solicitation number along with the words, “Scotland County Incubator RFQ”, clearly marked on the outside of the packaging.

3.5.3 Late or improperly formatted submissions will not be considered.

3.5.4 The EDC accepts no responsibility for any expense incurred by Respondents to this solicitation.

3.6 OFFER SUBMISSIONS.

3.6.1 All Offers should be submitted ONLY to EDC personnel. Offers submitted to any entity will be considered as non-responsive.

3.6.2 Offers shall be delivered in person, prior to deadline, at the EDC office located at:

- 16800 A US HWY 401 Bypass,
Laurinburg, NC 28352

Or delivered by USPS or other courier prior to deadline at:

- Procurement Office [SCOTLAND BUSINESS INCUBATOR RFQ]

16800 A US HWY 401 Bypass,
Laurinburg, NC 28352

3.7 INQUIRIES.

3.7.1 All questions regarding this solicitation should be addressed to Scotland County EDC via the designated email listed on the front page of this solicitation. The deadline for inquiries will be at 5:00 PM on Monday, November 2, 2020. All inquiries are to be submitted in writing and all responses will be publicly available via the solicitation listing on the Scotland County EDC website.

3.8 RIGHT TO DECLINE.

3.8.1 Scotland County EDC reserves the right to waive any informalities or irregularities therein, or to altogether reject any or all Offers as in the best interest of Scotland County EDC. No contractual obligation or liability on the part of the EDC shall exist unless and until a contract is executed.

3.9 AWARD OF CONTRACT.

3.9.1 On the designated date and time listed on the front page of this solicitation all submitted Offers will be opened. All responsive, responsible Offers will be publicly acknowledged and recorded. The EDC shall award eventual contract in whole or in part, at the sole discretion of the EDC, to the person(s) or firm(s) whom meets all terms and conditions of the solicitation. This RFP is not a commitment of any kind towards award of contract. If this RFP results in contract award by the EDC, then the scope of work, associated fees, and other contractual matters will be determined via contract negotiation. Solicitation award, however, will be made based on the evaluations of the criteria outlined within this document.

3.10 EVALUATION CRITERIA.

3.10.1 Proposal statements will be evaluated based on the following criteria:

- Exhibited examples of capabilities to perform all aspects of solicited project scope, including: feasible designs on comparable projects, demonstrated history of successful project planning, and strong budgeting abilities with emphasis towards cost control measures on previous portfolio projects. □ 25 Possible Points
- General qualifications of firm and project team members, i.e. full-service competencies within project scope as shown by project related knowledge and experience with civil engineering design and construction project management. □ 20 Possible Points
- Construction/project administration philosophy, with clear demonstration of abilities towards controlling costs and maintaining schedules. □ 15 Possible Points
- Appropriateness of proposed project timeline. A recommended schedule of work that is consistent with deadlines for deliverables based on similar projects.

		10 Possible Points
<input type="checkbox"/>	Number of years in business.	
		10 Possible Points
<input type="checkbox"/>	Number of years in business within State of South Carolina.	
		10 Possible Points
<input type="checkbox"/>	Litigation history.	
		5 Possible Points
<input type="checkbox"/>	Professional references.	
		5 Possible Points
<input type="checkbox"/>	Responsiveness to the RFP.	
		Pass/Fail
		(TOTAL)/100 Possible Points

3.11 SELECTION PROCESS.

- 3.11.1 From a review of the Offers received, the EDC intends to evaluate responses and possibly invite one or more Respondents to make presentations before awarding final selection of person(s) or firm(s) for this project. The EDC will notify selected Respondents of potential dates and times for interview; however, the EDC does reserve the right to make selection based solely on the Offers received. The successfully selected Respondent will then enter into formal negotiations on project fees and conditions. If a reasonable agreement cannot be achieved with the Respondent of choice, negotiations shall proceed with other qualified Respondents until a mutually agreed contract for the project is reached.

5.0 SUMMARY.

5.1 RFQ SUMMARY.

- 5.1.1 This solicitation will be awarded to the person(s) or firm(s) whose Offer best meets the requirements and criteria set forth in this request, as deemed most advantageous to Scotland County EDC. Respondents shall demonstrate compliance with all requirements established in this solicitation and must be able to perform the scope of work in accordance with the standards contained herein. The awarded person(s) or firm(s) shall have the full and sole responsibility of providing all proposed services as finally agreed upon and accepted by Scotland County EDC. Please contact Scotland County EDC Procurement with any questions regarding this solicitation. Thank you for your interest.