

CALHOUN COUNTY, SC

REQUEST FOR STATEMENT OF QUALIFICATIONS

ROAD AND DRAINAGE PROJECTS

Calhoun County is accepting statement of qualifications from qualified engineering firms to provide professional services in connection with the planning, design and construction oversight of various infrastructure projects consisting of the following: paving unpaved roads, reclaiming existing pavements, resurfacing, storm water drainage improvements, as necessary, structure design and all other transportation related items. The term of the Contract is two years.

Projects will be funded with C-Funds, approved by the Calhoun County Transportation Committee (C.T.C.).

Scope of Services:

1. Consultant will coordinate with the Calhoun County C.T.C. and/or Calhoun County throughout the planning, design and construction process.
2. Prepare a proposed timetable and estimate for design, bidding and construction;
3. Obtain a topographic survey as well as right-of—way markers if present;
4. Property research and provide sketches and documents for signature to be filed with the clerk of court for roadway or drainage easements as necessary for each property.
5. Prepare Plans, Specifications, Construction Documents and cost estimates
6. Provide the required/requested C-Fund Documentation to Calhoun County C.T.C. and Calhoun County.
7. Obtain the necessary permits (including but not limited to South Carolina Department of Transportation (SCDOT) encroachment and South Carolina Department of Health and Environmental (SCDHEC) land disturbance) , as well as submitting final notices or other permit forms as required;
8. Administer the bid process and awarding of contracts in accordance with the South Carolina Procurement Code (SC Code of Laws Title 11, Chapter 35)
9. Provide Construction Administration and Observation Services.

Statement of Qualification Contents:

1. Name and address of firm, a brief list of references; name and qualifications of the proposed project managers, project engineers, and technical staff
2. A listing of all similar projects completed within the past five years
3. A brief explanation on how the firm intends to complete projects in a timely manner and budget
4. A brief description of the firms recent, current and projected workload

The responding firm's office must be within a Forty (40) mile radius of Calhoun County's

Administration Office in St. Matthews, SC.

Selection Criteria:

Qualifications of Personnel Assigned to the Project	25%
Experience with Calhoun County Roadway Projects	30%
Past Performance	20%
Statement of Qualification Content & Approach	15%
Current Workload/Stability of the Firm	10%

Each responding firm must submit **four (4)** copies of their Statement of Qualifications staple bound with a 20 page limit including cover and cover letter. The Statement of Qualifications must be submitted in sealed envelopes and clearly marked as follows: **Statement of Qualifications for Engineering Services - Road and Drainage Projects – Calhoun County. Statements of Qualifications will be received no later than Four (4) p.m. Friday, October 12th, 2018 at their office, 102 Courthouse Drive, Suite 112, St. Matthews, SC, 29135.** RFQ'S will be reviewed in a timely manner, and a short list of Firms will be generated for interviews.

All questions that you may have should be addressed to **Boyce Till, (803) 530-3991,**
BTill@calhouncounty.sc.gov.

Three firms will be selected for the short list interview. Calhoun County reserves the right to waive any informalities and/or technicalities or to reject any and all Statement of Qualifications that would be in the best interest of Calhoun County. The selected firm will be expected to sign a "Standard Form of Agreement between Owner & Engineer for Professional Services" EJCDC E-500.

Calhoun County is an Equal Opportunity Employer and does not discriminate on the basis of handicapped status in its programs or activities.