



**REQUEST FOR QUALIFICATIONS & PROPOSAL
FOR
PROFESSIONAL ENGINEERING SERVICES
FOR SCDOC CERTIFIED SITE PROGRAM**

December 2011

1. Mauldin Introduction.

The City of Mauldin is requesting proposals from consulting firms interested in providing professional engineering services for assisting the City of Mauldin with Completing Step 3 of the South Carolina Department of Commerce (SCDOC) Site Certification Program for a 40 acre Old Stage Road Industrial Site located off of Old Stage Road in Mauldin, South Carolina. One (1) consulting firm will be selected to provide engineering services and other work required by the Site Certification Program.

2. Scope of Work.

The City has already completed Steps 1 and 2 and has received an Invitation to move forward with Step 3 of Site Certification. The Step 3 Documents should be received from SCDOC in late October. The City of Mauldin will only provide Step 1 and 2 documentation to the selected consulting firm. The Community Profile information in Step 3 will be provided by the City of Maudlin and is not part of this proposal.

Deliverables include all work required to obtain South Carolina Department of Commerce (SCDOC) Site Certification as described in the Industrial Site Certification Program (Industrial Park). The property to be Certified is located off of Old Stage Road in the City of Mauldin under TMS# 0292000101200 and is approximately 40 acres.

Once Certification is completed, the package for the Site should be completed per the Step 3 Instructions for Submission, which includes providing two (2) hard and electronic copies to the SCDOC. One hard and electronic copy should be provided to the City of Mauldin.

4. **Guidelines for RFP Evaluation**

Three general principles govern any RFP review, evaluation and selection process:

- Clear, complete and accurate responses to RFP requirements
- Satisfactory responses to issues and requirements as determined by the City of Mauldin
- Competitive cost solution
- Local office

The City of Mauldin will be the final arbiter for determining firm compliance with these three general principles.

Selection, specific to this RFP, will be based on the following criteria:

- A. Based on the ability and qualifications of professional personnel as demonstrated by meeting time and budget requirements on similar past projects within the past five (5) years. (35 points)
- B. Based on knowledge of the Old Stage Road Industrial Site and surrounding areas. (25 points)
- D. Based on the estimated fee proposal for services to complete the project. (25 Points)
- E. Based on location of primary or secondary office within 50-mile radius of project location. (15 points)

5. **Submittal Information**

Submittals of proposals must be submitted no later than 3PM, January 19, 2012 to the address below. Submittals shall contain one (1) original and six (6) copies of the information requested. Submittals received after the deadline will not be accepted. Facsimile or e-mail submittals will not be accepted. All submittals and requests for any additional information should be sent to:

Mr. Trey Eubanks
City Administrator
City of Mauldin
5 East Butler Road
Mauldin, SC 29607
teubanks@mauldincitysc.com

Proposals must be submitted to the City of Mauldin in accordance with the date and time outlined above. Proposing firms should allow sufficient mailing time to ensure timely receipt. The City of Mauldin is not responsible for proposals delayed by mail and/or delivery services of any nature. Proposals received after the set time for closing will be returned unopened. Proposals must be submitted in a sealed envelope with the following information on the envelope:

Submitting firm's name and address
Engineering Services for SCDOC Certified Site Program
Deadline: 3PM January 19, 2012

Proposals must be made in the official name of the firm or the individual under which business is conducted (showing the official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. Proposal must be valid for a minimum of ninety (90) days. This request for Proposals does not commit the City of Mauldin to award a contract, to pay any cost incurred in the preparation of Proposals or to procure or contract for the articles of goods or services. The City of Mauldin reserves the right to accept or reject any or all Proposals received as a result of this request, to negotiate with any 1 or all qualified firms, or to cancel in part or in its entirety in this proposal, if it is in the best interest of the City of Mauldin to do so.

Any written questions should be directed to:

Olivia Vassey
Project Manager
City of Mauldin
5 East Butler Road
Mauldin, SC 29662
ovassey@mauldincitysc.com

6. Deadline Enforced

PROPOSALS DELIVERED AFTER THE TIME AND DATE SET FOR RECEIPT OF PROPOSALS SHALL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED TO THE FIRM. IT IS THE POTENTIAL FIRM'S RESPONSIBILITY TO ENSURE TIMELY DELIVERY OF THEIR PROPOSAL. WEATHER, FLIGHT DELAYS, CARRIER ERRORS AND OTHER ACTS OF OTHERWISE EXCUSABLE NEGLIGENCE ARE RISKS ALLOCATED TO FIRMS AND WILL NOT BE EXEMPTED FROM DEADLINE REQUIREMENTS. TELEPHONE OR FACSIMILE PROPOSALS WILL NOT BE ACCEPTED.

7. General Procurement

Firms are cautioned that any statements made by City staff or advisors that materially change any portion of this document are NOT binding on the City, and shall not be relied upon unless subsequently ratified by written amendment. All changes shall be in the form of a written amendment. Oral information obtained otherwise will NOT be considered in awarding a contract.

Your proposal or bid is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your proposal or bid.

The City accepts no responsibility for any expenses incurred by the Firm in the preparation and presentation of an offer. Such expenses shall be borne exclusively by the firm.

The City of Mauldin reserves the right to reject any or all offers; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the offers submitted; and to award the contract according to the offer which best serves the interest of the City, or to not award the contract if the City determines that it is not in its best interest to do so.

All submittals shall become the property of the City of Mauldin, and shall not be returned to the vendor, provided that all proprietary information and/or processes of the vendor contained therein, if any, shall remain the property of the vendor. All information qualifying as proprietary under the South Carolina Freedom of Information Act, and designated as such, shall be considered confidential and such information shall not be subject to review by outside individuals or organizations, except as may be compelled by judicial process and in accordance with applicable laws, regulations and City policies. All proprietary information must be clearly marked as "Proprietary".

If the Offeror discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, Offeror/Proposer shall immediately notify the City of such error in writing and request modification or clarification of the document. The Proposer is responsible for

clarifying any ambiguity, conflict, discrepancy; omission or other error in the RFP or it shall be deemed waived.

The words “Bidder”, “Firm”, “Supplier”, “Offeror”, “Contractor”, “Proposer”, “Respondent” and “Firm” are used interchangeably throughout this proposal, and are used in place of the person, firm, or corporation submitting a proposal on the scope of services or any part thereof.

8. Award of Contract

The City of Mauldin reserves the right to reject any or all proposals, to waive any informality in any proposal, to site in and act as sole judge of the merit of each response submitted, to select a firm based on the criteria stated.

9. Requirements

The successful firm shall comply with all instructions and shall perform services in a manner commensurate with the highest professional standards by qualified and experienced personnel. The successful firm must obtain all business license(s) required by the Mauldin City Code and ordinances. A business license is not required to submit a bid or proposal.