



FLORENCE COUNTY
SOUTH CAROLINA

REQUEST-FOR-PROPOSALS NO. 32-13/14

FORESTRY TIMBER MANAGEMENT SERVICES FOR TWO (2)
FLORENCE COUNTY LAND SITES

SUBMISSION DEADLINE: THURSDAY, JUNE 26 2014 AT 3:00
P.M. (ET)

REQUEST FOR PROPOSALS (RFP) 32-13/14

Florence County is accepting proposals from registered professional foresters (RPF) to provide timber management services for two (2) Florence County land sites (see site map).

The successful forester must be registered in the state of South Carolina to perform forestry services.

PROPOSAL SUBMITTALS must be received no later than 3:00 p.m. EST on Thursday, June 26 2014 to the address below in a sealed envelope. Submittals shall contain four (4) copies of the information requested. Submittals received after the deadline will not be opened. Facsimile or e-mail submittals will not be accepted. All submittals should be sent to:

MAILED TO:

Florence County Procurement
Attn: Patrick D. Fletcher
180 N. Irby Street, MSC-R
Florence, South Carolina 29501

HAND-CARRIED TO:

Florence County Procurement
Attn: Patrick D. Fletcher
180 N. Irby Street, Room B-5
Florence, South Carolina 29501

Offerors mailing a proposals should allow sufficient mailing time to ensure timely receipt. The County 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 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 proposals. Proposals must be valid for a minimum of ninety (90) days.

Upon receipt by the County, the proposal shall become the property of the County, without compensation to the offeror, for disposition or usage by the County at its discretion. The County shall have the sole discretion in evaluating both the proposals and the qualifications of the offerors. The County reserves the right to reject any and all proposals and is not bound to accept any proposals, if the proposals acceptance is contrary to the best interest of the County. The particulars of any proposals will remain confidential until a contract is signed with the successful offeror(s).

Florence County reserves the right to engage in discussions with any or all responsible responders who submit proposals for the purpose of clarification to assure full understanding of and responsiveness to this request.

This request for proposals does not commit Florence County 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. Florence County reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any or all qualified offerors, or to cancel in part or in its entirety this solicitation, if it is in the best interest of the County to do so.

Any written questions should be e-mailed to pfletcher@florenceco.org

DEADLINE FOR WRITTEN QUESTIONS IS 5:00 P.M. FRIDAY, JUNE 20, 2014.

It is the intent of Florence County to enter into a contract with the successful offeror for minimum term of one (1) year and a maximum term of five (5) years.

INSTRUCTIONS FOR OFFERORS

1. 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. Proposals must be valid for a minimum of ninety (90) days.
2. Proposals may be withdrawn by offeror prior to, but not after, the submission deadline date/time.
3. Upon receipt by the County, the proposal shall become the property of the County, without compensation to the offeror, for disposition or usage by the County at its discretion. The County shall have the sole discretion in evaluating both the proposals and the qualifications of the offerors. The County reserves the right to reject any and all proposals and is not bound to accept any proposals, if the proposal acceptance is contrary to the best interest of the County. The particulars of any proposal will remain confidential until a contract is signed with the successful offeror(s).

RPF LAND MANAGEMENT SCOPE OF SERVICES

The successful offeror will provide timber management service for two (2) Florence County land sites that will include but not be limited to:

1. Clear Cut Services: Service to include timber sale bidding in accordance with the Florence County Procurement ordinance for the site located at **7205 Don McCain Drive, Florence, SC (closest address), Map# 00368-01-001**.
2. Residential Thinning Service: Service to make the site located at **144 Persimmons Road, Johnsonville, SC (closest address), Map# 00440-05-032** more aesthetically pleasing. Note: County Acknowledges That Additional Fees May Be Necessary For This Type Of Service.

Florence County recommends that you visit both site before submitting a proposal. Please contact Carlie Gregg, Public Works Director (cgregg@florenceco.org) or call 843-665-3022 if you need to schedule a visit.

SELECTION CRITERIA AND SUBMITTAL REQUIREMENTS

Firms are requested to submit four (4) copies of the proposal. Due to time limitations of the selection committee members, proposals should be limited to no more than fifteen (15) single-sided pages. Please include tab dividers for easy access to each section of the proposal (cover page and tab dividers do not count toward the 15-page limit). Additional supplemental information may be submitted, under separate cover, in order to aid in firm selection. A description of the conceptual approach to meeting the project requirements.

All other materials submitted shall become property of Florence County.

1. Firm Experience With Similar Services. This section should identify similar projects and programs in which the company has provided similar management services within the past ten (10) years. In particular, it should identify projects and programs the firm has undertaken with other federal, state, and local government agencies. (30 evaluation points)

2. **Performance Capabilities:** This section should address in specific terms the approach that will be taken to deliver the services described in the RFP. Also state current team workloads and the ability to promptly perform said services in a timely manner with adequate staffing. (20 evaluation points)
3. **Staff Experience.** Experience of individual staff member(s) identified to be assigned to this project. (20 evaluation points).
4. **Location:** Location of company in relation to Florence County. (10 evaluation points)
5. **Fee Proposals:** Two (2) fee proposals shall be submitted with each proposal. One fee proposal will be based only on the percentage of timber sold at 7205 Don McCain Drive, Florence, SC (closest address), Map# 00368-01-001. The second fee proposal shall be based only on the Residential Thinning Service for the site located at 144 Persimmons Road, Johnsonville, SC (closest address). Map# 00440-05-032. (20 evaluation points)

TOTAL POSSIBLE POINTS OF EACH EVALUATION – 100 points

SELECTION PROCESS

The selection committee will rank each firm based on the overall evaluation point total selection criteria average.

Upon the completion of the evaluation process, the committee will recommend one (1) firm to County Council for approval.

The registered or licensed to do this type of service in South will be considered. Failure to meet this requirement will result in disqualification.

Florence County reserves the right to accept or reject any or all Proposals in whole or in part and to amend or supplement this RFP.

NOTE: By submission of your proposal in response to this solicitation, you are certifying that neither your firm nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this procurement process by any governmental department or agency. Further, if such a debarment or suspension occurs during the course of the procurement, you shall so inform Florence County.

NOTE: No proposer shall, directly or indirectly, engage in any conduct (other than the submission of a proposal or other prescribed submissions and/or presentations before the Evaluation or Selection Committees) to influence any employee or elected official of Florence County concerning award of a contract as a result of this solicitation. Violation of this prohibition may result in disqualification of the proposer from further participation in the solicitation for services or goods sought herein, or from participation in future Florence County solicitations or contracts.

PROTEST PERIOD

It is the responsibility of the prospective bidder to review the entire invitation for bids packet and to notify the Procurement Department if the specifications/scope of work are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received by the Procurement Department not less than five (5) days prior to the proposal submission deadline. These requirements also apply to specifications or instructions that are ambiguous.

PROFESSIONAL INSURANCE REQUIREMENTS AND INDEMNIFICATION

The successful firm(s) shall procure and maintain insurance for protection from claims under workers' compensations acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any and all employees or of any person other than such employees; claims for damages because of injury to or destruction of property, including loss of use resulting therefrom; claims caused by professional errors, acts, or omission; and any other insurance prescribed by law. The successful firm shall name Florence County, South Carolina, its elected and appointed officials, officers, and employees "Additional Insured" as their interests may appear but only with respect to services performed or provided by successful firm on behalf of the County under Consultant's commercial general liability insurance policy. The successful firm shall, within 10 calendar days of the full execution of any contract resulting from this RFQ, provide the County's Procurement Officer with a certificate(s) of insurance evidencing the coverage required above and containing an endorsement to the effect that any cancellation or non-renewal shall not be until 10 calendar days after the insurer or the selected firm gives written notice to the County.

Without limiting the provisions of paragraph above, the selected firm shall during the term of any contract resulting from this purchase and maintain insurance with limits not less than those set forth below:

The successful firm(s) shall take out and maintain, during the life of the contract agreement, workers' compensation and employer's liability insurance for all employees to be engaged in services on this project under this agreement in an amount not less than \$1,000,000.00, and in case any such services are sublet, the firm(s) shall require all subcontractor(s) also to provide workers' compensation and employer's liability insurance in an amount not less than \$1,000,000.00 for all of the subcontractor's employees to be engaged in such.

Employer's Liability Insurance - \$1,000,000 each accident, \$1,000,000 disease policy limit, \$1,000,000 disease each employee

Commercial General Liability Insurance - \$1,000,000 per occurrence (bodily injury and property damage) / \$1,000,000 general aggregate

Automobile Liability Insurance - \$1,000,000 combined single limit (bodily injury and property damage), each accident

Professional Liability Insurance - \$1,000,000 per claim / \$1,000,000 general aggregate

Professional Services: The selected firm(s) shall indemnify and hold Florence County, South Carolina, its elected and appointed officials, officers, and employees, harmless from and against judgments, liabilities, damages, losses, costs, and expenses (including, but not limited to, reasonable attorneys' fees and costs but only to the extent otherwise authorized by law) to the extent caused by any negligent act, error, or omission in the performance and furnishing of the selected firm's professional services under any contract resulting from this RFQ, including any negligent act, error or omission of any individual or entity directly or indirectly employed by the selected firm(s) to perform any of the work or anyone for whose acts, errors, or omissions the selected firm(s) may be liable, regardless of whether or not caused in part by a party indemnified hereunder.

Other Than Professional Services: With respect to all acts or omissions of the selected firm(s), or any individual or entity directly or indirectly employed by the selected firm(s) to perform any of the work or anyone for whose acts, errors, or omissions the selected firm(s) may be liable, which do not arise out of or result from the performance of professional services, and which may be covered by employer's liability insurance, commercial general liability insurance, automobile liability insurance, or other general liability insurance, the selected firm(s) shall indemnify and hold the Florence County, South Carolina, its elected and appointed officials, officers, and employees,, harmless from and against judgments, liabilities, damages, losses, costs, and expenses (including, but not limited to, reasonable attorneys' fees and costs but only to the

extent otherwise authorized by law) to the extent caused by or arising out of the selected firm's negligent acts of commission or omission (or those of or any individual or entity directly or indirectly employed by the selected firm to perform any of the work or anyone for whose actions or failure to act the selected firm may be liable) during the performance of this Agreement.

The selected firm shall require any subconsultants (if any) to purchase and maintain insurance with limits not less than those required above to be purchased and maintained by the selected firm. In addition, the selected firm shall require any subconsultants (if any) to assume the selected firm's indemnification obligations under any contract resulting from this RFQ to the extent they relate to the subconsultant's obligations under any contract with the selected firm.

SITE MAP OF FLORENCE COUNTY LAND LOCATIONS

