



FLORENCE COUNTY
SOUTH CAROLINA

REQUEST-FOR-QUALIFICATIONS NO. 27-15/16

PROFESSIONAL ENGINEERING SERVICES-PARKING LOT
REHABILITATION AND ENHANCEMENT TASK STUDY

SUBMISSION DEADLINE: TUESDAY, FEBRUARY 2, 2016 AT
3:00 P.M. (ET)

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR PROFESSIONAL ENGINEERING SERVICES**

Florence County is accepting proposals from qualified engineering firms to provide professional services to perform a task study to redesign the existing parking area at the County Complex at 180 N. Irby Street to enhance the parking capacity and to allow for the ingress and egress of truck deliveries. Interested firms are invited to submit proposal statements in accordance with this solicitation.

PROPOSAL SUBMITTALS must be received no later than 3:00 p.m. EST on Tuesday, February 2, 2016 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 Proposals 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 qualifications 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. WEDNESDAY, JANUARY 27, 2016 AT 3:00 P.M. (ET)

SCOPE OF SERVICE

The selected firm will provide the following services for Florence County:

PART 1 – PROJECT DESCRIPTION

- Review the existing parking lot drawings (Attachment 1) made available by the County.
- Kickoff Meeting with County officials and staff.
- Develop existing conditions plan from drawings provided by the County. These plans will be updated and revised based upon field review meeting.
- Consultant shall perform onsite field reviews to assess existing conditions, confirm measurements and compare onsite conditions with existing parking lot plans. This field assessment does not include an actual survey of existing conditions, but will provide adequate confirmation of dimensions in order to perform the task study.
- Meet with County officials and staff to review ongoing planning documents for several proposed improvements which will have impact on the existing parking lot (i.e.-new parking deck(s)-(See Attachment 2), future judicial center and redevelopment of surrounding commercial properties).
- Perform existing site lighting review for parking lot lighting levels.
- Evaluate existing site lighting, provide recommendations and cost opinions for improvements.
- Develop strategies for rehabilitation of parking areas by developing conceptual planning documents using input from meetings with County officials and staff. Include the allowance for the ingress and egress of truck deliveries. Provide two conceptual parking lot plans.
- Provide review of current conditions of accessibility codes with recommendations for improvements. Consult with County codes officials regarding need for bringing non-complying conditions into current code compliance.
- Provide cost opinions for the two conceptual options developed for improvements.
- Provide a brief task study report outlining the tasks performed, the conceptual sketches and strategies for rehabilitation and improvement of the County's parking lot, and provide a recommendation for project improvements for the County's review and approval.
- Any additional schematic design work to the parking lot as approved by Florence County officials and staff.

PART 2 – PROJECT SCHEDULE

- Completion of the Task Study no later than ninety (90) days from the issuance of the Notice to Proceed Letter to be issued by the County.

PART 3-PROCUREMENT DOCUMENTS

- Upon approval by the County, the successful firm will put together all solicitation documents to perform the parking lot redesign project.

PROPOSAL SUBMISSION REQUIREMENTS

Due to time limitations of the selection committee members, proposals should be limited to no more than twenty five (25) 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 25-page limit). Additional supplemental information may be submitted, under separate cover, in order to aid in firm selection. All proposals are to include:

- A cover letter.
- The firm's qualifications and experience with this type of work.
- A comprehensive description of the team's approach to the project.

- Detailed information regarding the team's experience with this type of work, including project descriptions and photographs.
- References for work of a similar scope.
- An estimated timeline for the time required to completion of the scope of services described above;
- A method to demonstrate the firm's ability to work within the County's proposed project budget.

SELECTION:

Respondents will be evaluated only on proposal submitted. The Selection Committee will review and rank each submittal and select a successful firm based on the evaluation criteria stated below. The County may want to select a number of firms to interview.

CRITERIA	POINT RANGE
Quality of the proposal provided to the County.	Min-Max 0 - 25
Relevant successful experiences of engineering firm, with emphasis on proven operational efficiency.	0 – 25
Evidence of relevant experience of staff to be assigned to project.	0 – 20
Feedback from users of the Firm's relevant projects now in operation.	0 – 15
Evidence of ability of design team to implement and complete project within an assigned time period.	0 – 10
Compatibility with County staff and work practices.	0 – 5
TOTAL POINTS	100

If the selection committee selects a number of firms to interview, the final selection criteria of the firms interviewed are as follows:

CRITERIA OF THE INTERVIEW	POINT RANGE
Quality of the interview with the Selection Committee.	Min-Max 0 - 100

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

Negotiation will be initiated with the top ranked evaluated firm. If an agreement cannot be made with the top ranking firm, negotiation will be initiated with the next highest ranking firm and so forth.

Only firms licensed to do business in South Carolina and are able to demonstrate professional licensing in the disciplines to be supplied will be considered. Failure to meet this requirement will result in discarding your proposal.

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 days of the full execution of any contract resulting from this RFP, 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 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

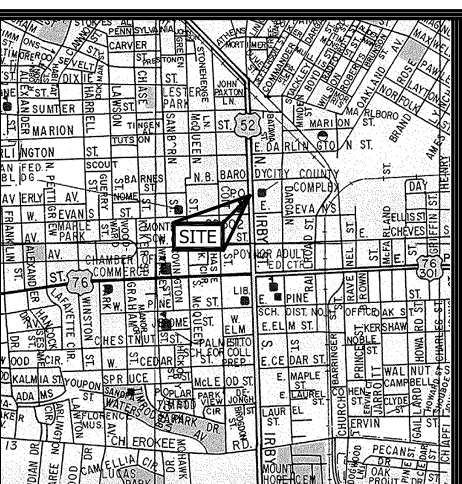
Professional Services: The selected firm(s) shall indemnify and hold Florence County, South Carolina, its elected and appointed officials, officers, and employees, harmless from and against judgments, liabilities, damages, losses, costs, and expenses (including, but not limited to, reasonable attorneys' 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 RFP, 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 RFP to the extent they relate to the subconsultant's obligations under any contract with the selected firm.

ATTACHMENT 1

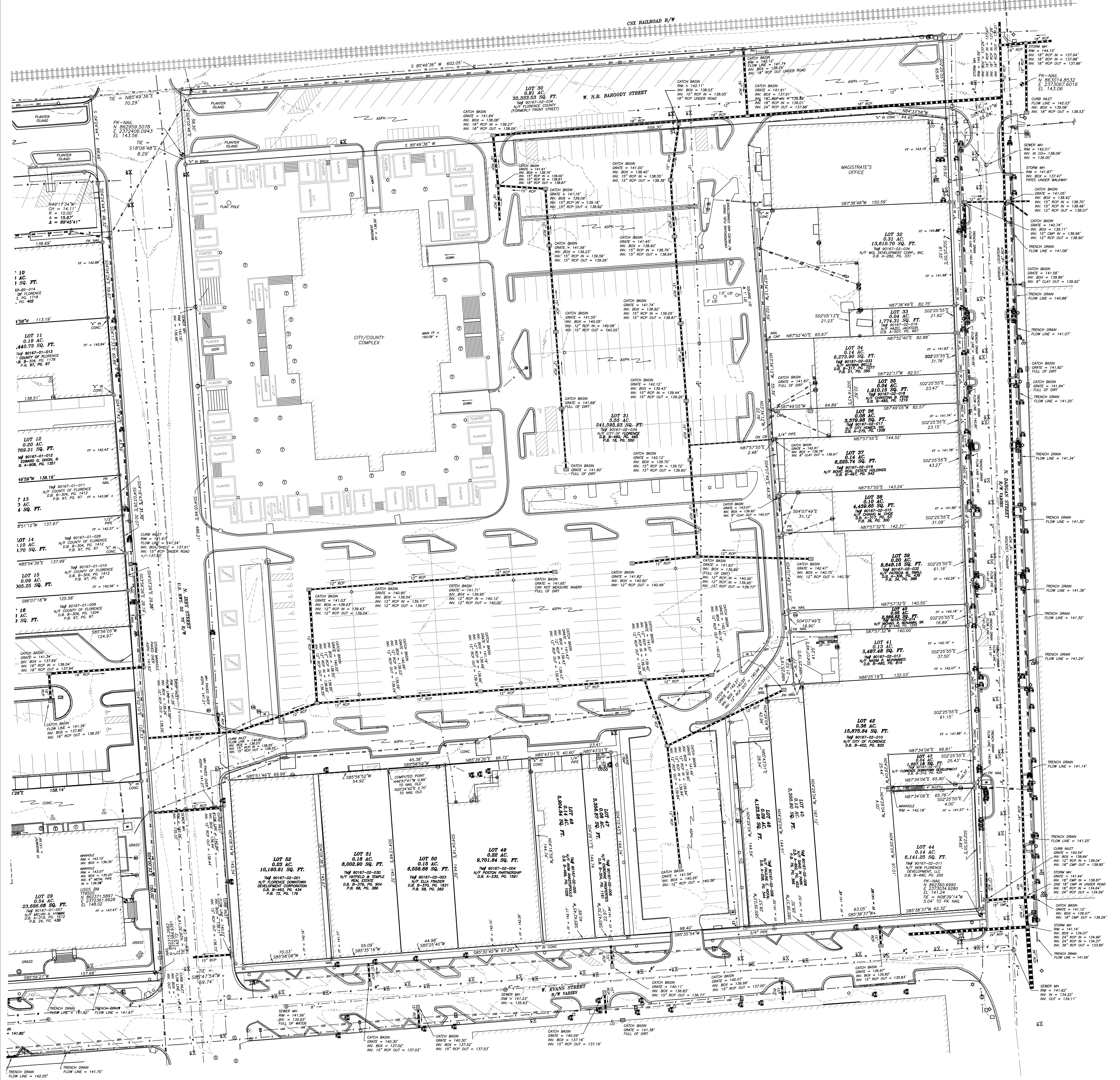
PARKING LOT DRAWINGS



- NOTES:
- CORNER MONUMENTS AS NOTED.
 - THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM THE FIELD SURVEY ON JULY 17, 2014. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE OF ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED ALL UNDERGROUND UTILITIES. CONTRACTOR TO FIELD VERIFY EXACT SIZE, LOCATION, AND INVERT ELEVATIONS OF FUTURE DESIGNED CONNECTION POINTS, WITH THE PROPER LOCAL AUTHORITIES PRIOR TO EXCAVATION OR CONSTRUCTION. SURVEYOR ASSUMES NO LIABILITY SHOULD THE CONTRACTOR FAIL TO VERIFY INVERT ELEVATIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY AND ALL DAMAGES THAT RESULT FROM FAILURE TO LOCATE AND PROTECT UNDERGROUND UTILITIES.
 - ELEVATIONS BASED ON NAVD83. CONTOUR INTERVAL = 1'. TBM AS SHOWN.
 - THIS PLAN DOES NOT WARRANT TITLE.

LEGEND

- | | | | |
|---|---|---|--------------------------|
| ⊕ | #4 REBAR FOUND (UNLESS OTHERWISE NOTED) | ⊕ | POWER POLE W/ GUY WIRE |
| ⊕ | #4 REBAR SET (UNLESS OTHERWISE NOTED) | ⊕ | ELECTRIC METER |
| ⊕ | COMPUTED POINT | ⊕ | ELECTRIC BOX |
| ⊕ | BENCHMARK | ⊕ | LIGHT POLE |
| ⊕ | FIRE HYDRANT | ⊕ | CAMERA POLE |
| ⊕ | WATER VALVE | ⊕ | SIGNAL POLE |
| ⊕ | WATER METER | ⊕ | MONITOR WELL |
| ⊕ | SIAMSESE FIRE CONNECTION | ⊕ | GAS METER |
| ⊕ | CATCH BASIN/CURB INLET | ⊕ | GAS VALVE |
| ⊕ | STORM MANHOLE | ⊕ | GAS TEST VALVE |
| ⊕ | 8" YARD DRAIN | ⊕ | GAS CONNECTION |
| ⊕ | 2" TRENCH DRAIN | ⊕ | GAS PUMP |
| ⊕ | SEWER MANHOLE | ⊕ | FUEL OIL CAP |
| ⊕ | CLEANOUT | ⊕ | WATER LINE |
| ⊕ | MANHOLE UNKNOWN | ⊕ | SEWER LINE |
| ⊕ | TELEPHONE MANHOLE | ⊕ | STORM LINE |
| ⊕ | TELEPHONE PEDESTAL | ⊕ | GAS LINE |
| ⊕ | TELEPHONE BOX | ⊕ | UNDERGROUND ELECTRIC |
| | | ⊕ | OVERHEAD ELECTRIC |
| | | ⊕ | UNDERGROUND TELEPHONE |
| | | ⊕ | UNDERGROUND FIBER OPTICS |



FLORENCE, S.C.
FLORENCE COUNTY
SOUTH CAROLINA

BOUNDARY & TOPOGRAPHIC SURVEY
OF TWO BLOCKS OF LAND LOCATED WITHIN THE FLORENCE CITY LIMITS, FLORENCE COUNTY, SOUTH CAROLINA, BEING THE PROPERTIES LOCATED NORTH OF EAST EVANS STREET, EAST OF NORTH COIT STREET, SOUTH OF THE CSX RAILROAD, AND WEST OF NORTH DARGAN STREET. SURVEYED FOR:

CITY OF FLORENCE & FLORENCE COUNTY

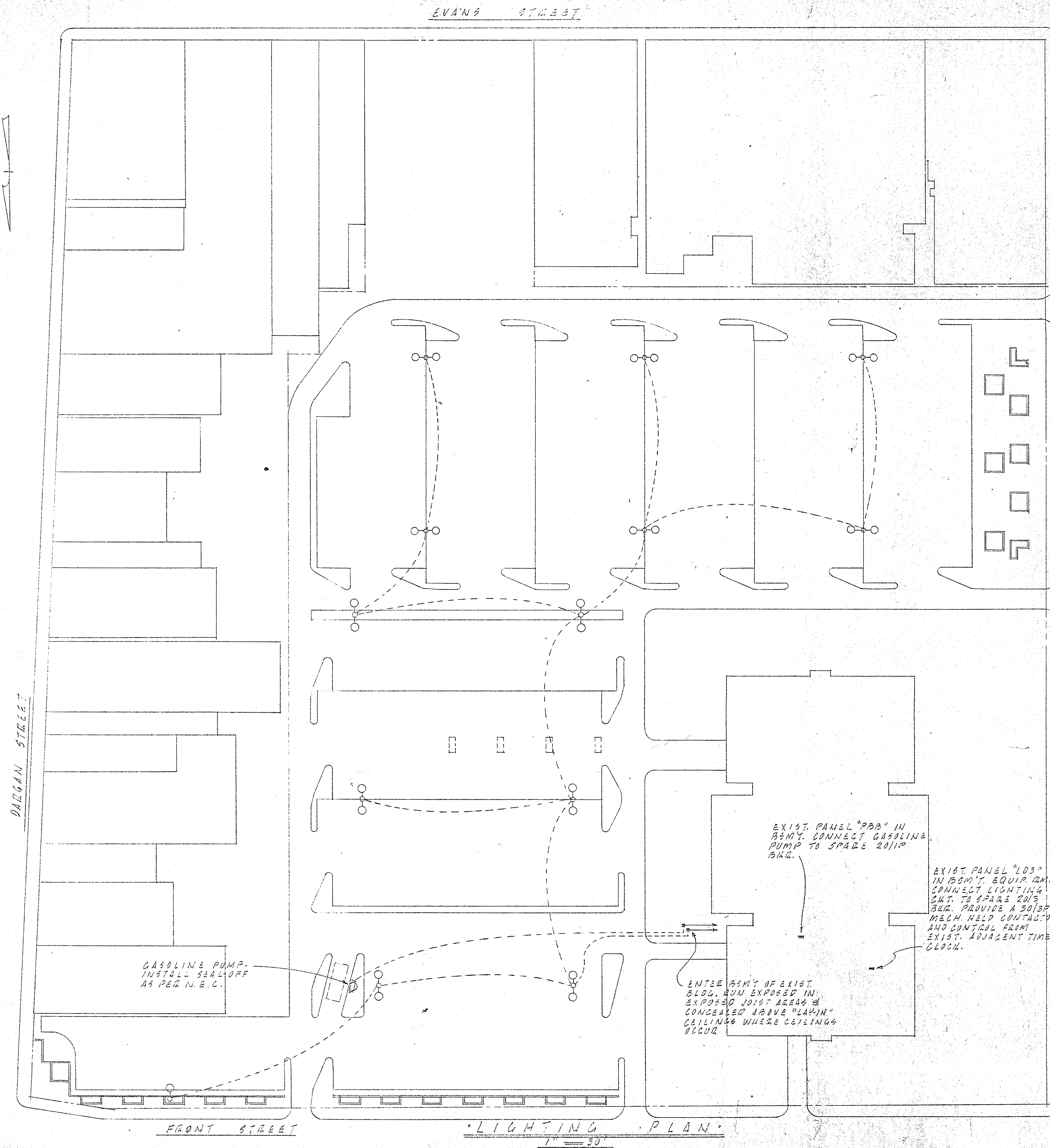
I HEREBY STATE TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREON WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE STANDARDS OF PRACTICE MANUAL FOR SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN. ALSO THERE ARE NO ENCUMBRANCES, PROJECTIONS, OR SETBACKS AFFECTING THE PROPERTY OTHER THAN THOSE SHOWN. ALSO I HAVE CONSULTED THE FEDERAL INSURANCE ADMINISTRATION FLOOD HAZARD MAP (FEMA FIRM NO. 16-0084-0001, EFFECTIVE DATE DECEMBER 16, 2008) AND FOUND THAT THE SUBJECT PROPERTY DOES NOT LIE WITHIN A SPECIAL FLOOD ZONE. NOTE: THIS PROPERTY IS SUBJECT OF ANY AND ALL RIGHTS-OF-WAY, EASEMENTS, COVENANTS AND RESTRICTIONS, RECORDED OR UNRECORDED, THAT MAY APPLY. UNLESS NOTED HEREON THIS MAP DOES NOT ADDRESS ENVIRONMENTAL CONCERNS OR SUBSURFACE INVESTIGATION.

NESBITT SURVEYING CO., INC.
4340 ALLIGATOR ROAD
U.S. HIGHWAY 78 & ALLIGATOR ROAD
TIMMONSVILLE, S.C. 29161
PHONE (843) 346-3302
FAX (843) 346-5002
EMAIL: jon@nesbittsurveying.com

JONATHAN W. NESBITT
PLS NO 24770

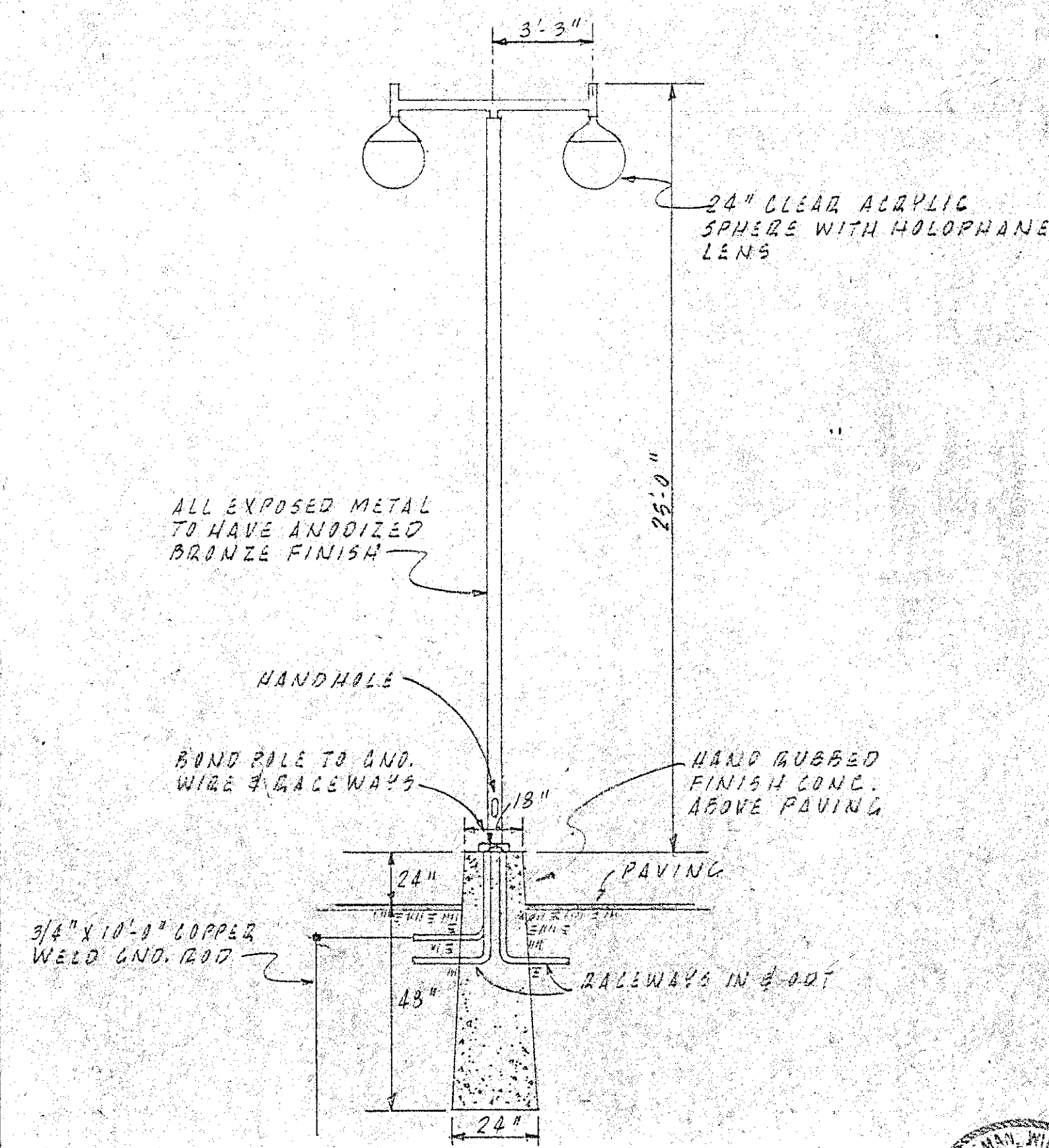
DATE: JULY 17, 2014
JOB NO: 14244
DWG NO: 14244-SP
SHEET: 2 OF 2
REF JOB'S: 08848, 08870, 10278, 80112, 11149
TAX MAP #: AS SHOWN

SCALE 1" = 30 FT
GRAPHIC SCALE



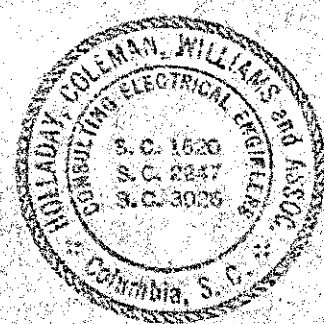
- LEGEND
- POLE AND SINGLE LUMINAIRE.
 - POLE AND TWIN LUMINAIRES
 - GAS PUMP
 - UNDERGROUND WIRING

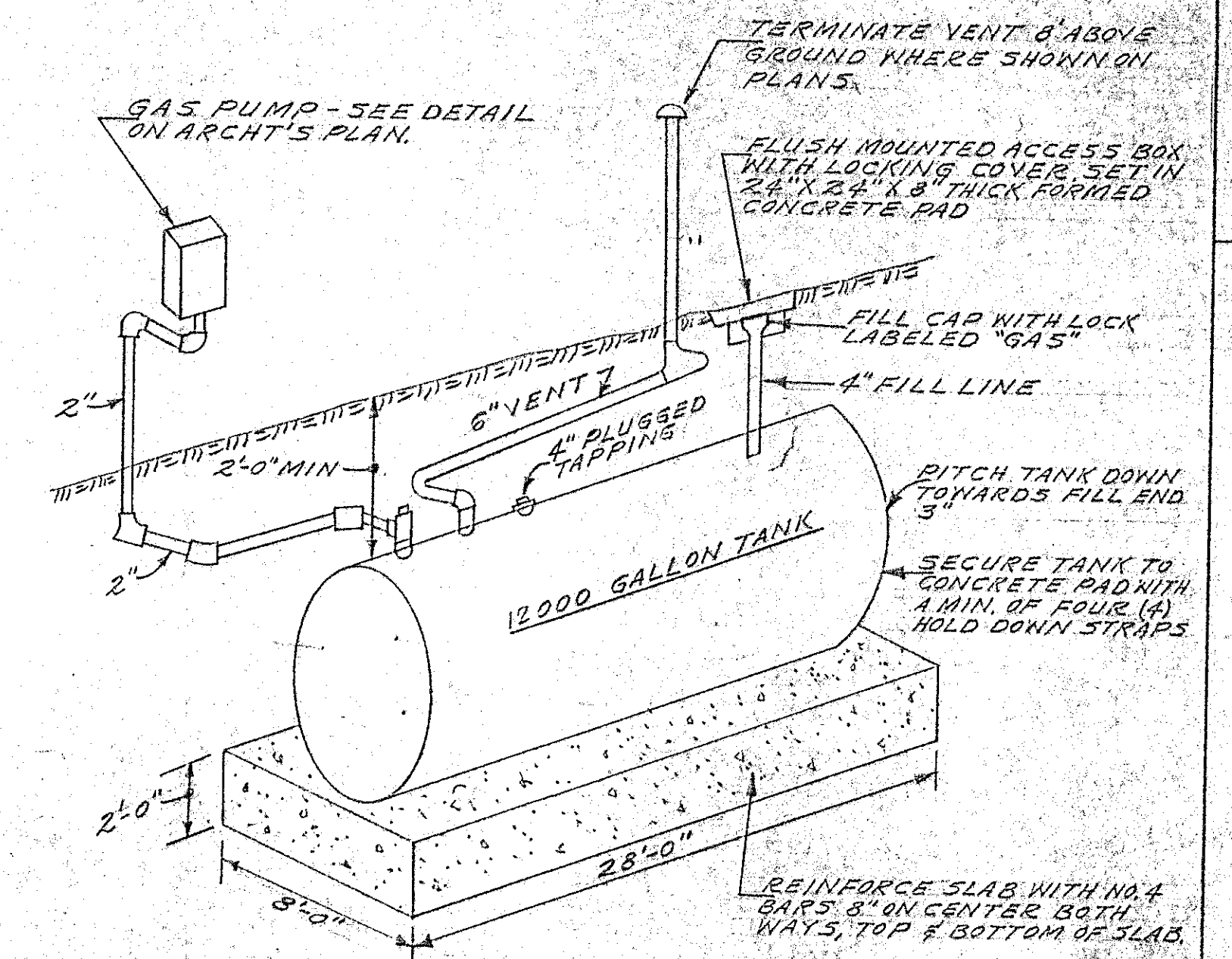
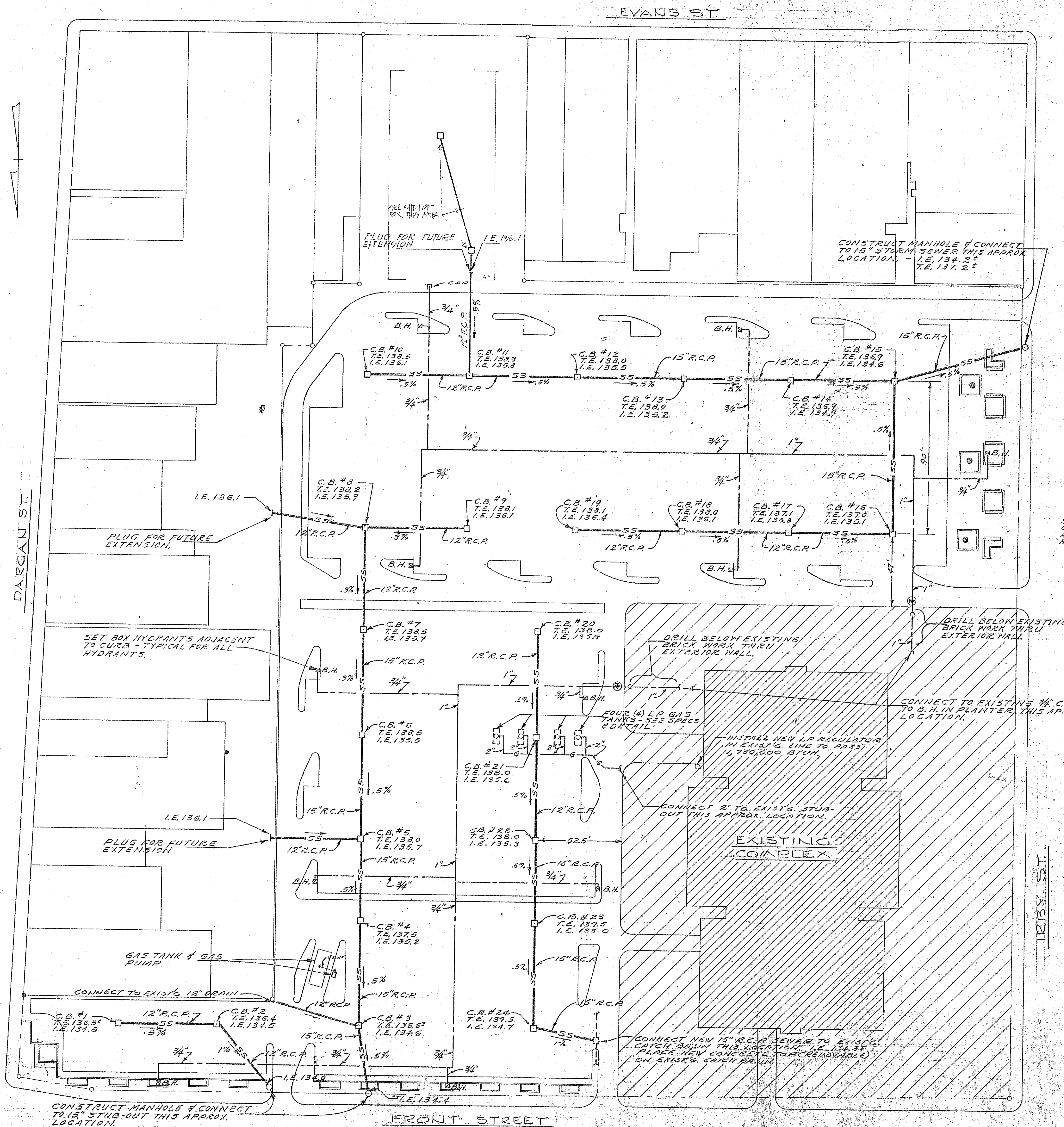
- NOTES
- ALL WIRING TO BE IN ACCORDANCE WITH NEC AND LOCAL CODES. APPLY AND PAY FOR ALL PERMITS.
 - WIRING TO BE #10 COPPER, TYPE XHHW, INSTALLED IN RIGID CONDUIT 24" BELOW GRADE.
 - CIRCUIT TO LIGHTS TO BE 3#10 PHASE CONDUCTORS AND 1#10 GREEN GROUND IN 1" CONDUIT.
 - CIRCUIT TO GAS PUMP TO BE 2#10 PHASE AND NEUTRAL AND 1#10 GREEN GROUND IN 3/4" CONDUIT.
 - INSTALL IN BASE OF THE POLES A BUSSIN LINE FUSE HOLDER WITH 3 AMP FUSE IN TAP UP TO BALLASTS.
 - POLE AND SINGLE LIGHT TO BE ARCHITECTURAL AREA LIGHTING ALB352/L5 WITH ANODIZED BRONZE FINISH. 400 WATT MERCURY VAPOR, COLOR IMPROVED LAMP. LUMINAIRE TO HAVE 24" CLEAR ACRYLIC SPHERE WITH HOLOPHANE TYPE IV LENS. SUBMIT SHOP DRAWINGS FOR APPROVAL.
 - POLE AND TWIN LUMINAIRES TO BE ARCHITECTURAL AREA LIGHTING ALB357/L5 WITH SAME FINISH, SPHERES AND LENS AS ABOVE. TWO 400 WATT M.V. COLOR IMPROVED LAMPS. SUBMIT SHOP DRAWINGS FOR APPROVAL.



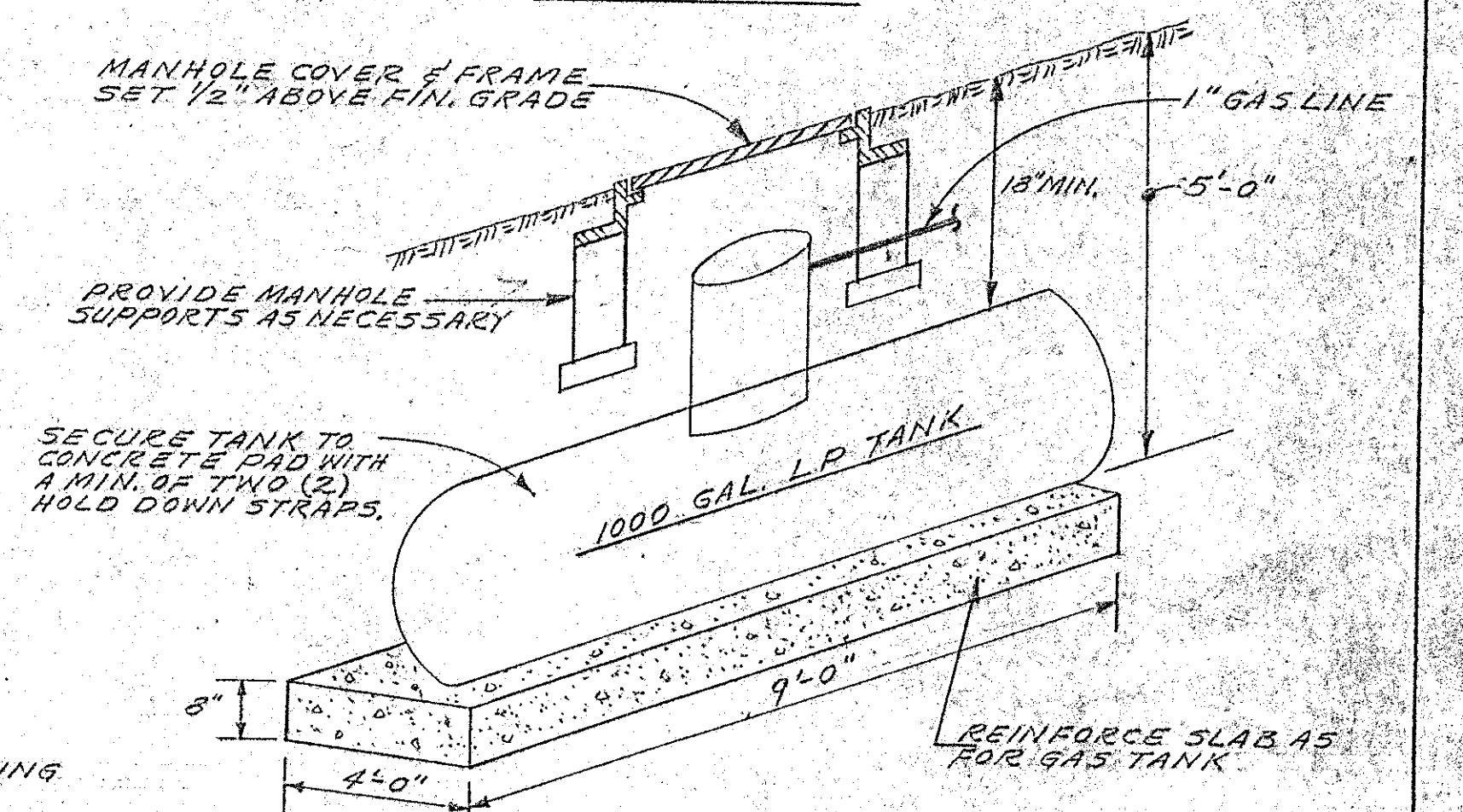
PARKING LIGHT & FOUNDATION

NO SCALE





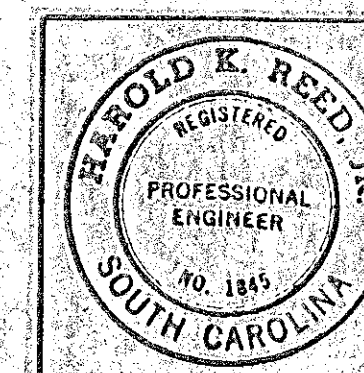
GAS TANK INSTALLATION DETAIL
NO SCALE



TYPICAL OF FOUR
L.P. GAS TANK INSTALLATION DETAIL
NO SCALE

SYMBOLS	
SS	STORM SEWER PIPE
---	COLD WATER PIPE
-G-	GAS PIPE
B.H.	BOX HYDRANT
SD	STOP & DRAIN VALVE IN C.I. BOX
C.B.	CATCH BASIN
T.E.	TOP ELEVATION
I.E.	INVERT ELEVATION

NOTES	
1.	DO NOT SCALE DRAWINGS. ROUGH FROM ARCHITECTURAL DRAWINGS.
2.	COORDINATE ALL WORK WITH OTHER TRADES TO AVOID CONFLICTS.
3.	CONFIRM ALL GRADE & INVERT ELEVATIONS PRIOR TO INSTALLATION OF ANY PIPE.
4.	REFER TO DETAIL SHEET FOR CATCH BASINS & MANHOLE DETAILS. CATCH BASINS TO BE TYPE III.



Reed, Shady & Associates
ENGINEERS-PLANNERS
COLUMBIA, SOUTH CAROLINA

JOB NO. _____ REG. NO. 521225
DESIGNED R.S. SHEET NO. 2-1051
APPROVED H.K.R. DATE AUG 73

PARKING LOT
FOR CITY-COUNTY COMPLEX, FLORENCE, S.C.

ARCHITECTS
GILL, WILKINS & WOOD
FLORENCE AND
MYRTLE BEACH
SOUTH CAROLINA

COMM. NO. 490
DATE AUG 1973

SHEET
10
OF 1

ATTACHMENT 2

PROPOSED PARKING DECK DRAWING

