



**REQUEST FOR QUALIFICATION STATEMENTS (RFQ)
GEOTECHNICAL AND CONSTRUCTION MATERIALS TESTING SERVICES
NEW CITY OF ROCK HILL OPERATIONS CENTER
CITY OF ROCK HILL, SOUTH CAROLINA**

The City of Rock Hill is requesting Statements of Qualifications from interested and qualified professional consulting firms to provide geotechnical and construction materials testing services for the proposed new operations center for the City of Rock Hill. The geotechnical and construction material testing services can include, but not be limited to, inspection and testing of earthwork operations (cut/fill), subgrade preparation, stone preparation, asphalt/concrete paving, backfill of trenches and/or wall systems and specified soil media preparation (test for percolation). The project generally consists of a 32-acre greenfield development site, with 29 acres of land disturbance proposed, that will accommodate the City's Public Utilities, Public Works and Purchasing Departments.

PURPOSE

The purpose of this Request for Qualifications is to obtain information about professional consulting firms interested in providing technical and advisory geotechnical and construction materials testing services during the development (construction) of the new operations center. The information obtained will be utilized by the City of Rock Hill to evaluate each interested firm or team by utilizing the criteria outlined in this Request for Qualifications (RFQ).

SCOPE OF WORK

To be considered for selection, the Professional Consulting Firm shall be qualified and capable to deliver the following services:

1. Observance and testing of earthwork/grading operations. This shall include verification that cut/fill areas are suitable to support the intended construction.
2. Observance and testing of subgrade preparation under parking lots, inventory yards, driveways and roadways.
3. Observance and testing of stone preparation of parking lots, inventory yards, driveways and roadways.

4. Observance and testing of concrete/asphalt pavement, including concrete used for curbs, gutters and other uses.
5. Observance and testing of backfill operations for utility trenches (when located under structurally imposed areas) and retaining walls.
6. Observance and testing of prepared soil media for use in bio-retention areas (rain gardens). May include testing of soil media to establish percolation rates and other properties deemed necessary by the City of Rock Hill.
7. Observance and guidance of geotextile/geomembrane installation by the Contractor.
8. Observance and special testing of building materials including steel, concrete, masonry and sprayed on fire resistant materials. Soils testing for foundations may be included.
9. Coordination of schedules/work with the Contractor, Construction Manager at Risk, Engineer, Architect and the City of Rock Hill.
10. Provide updates and reports as determined by the City of Rock Hill.
11. Provide technical assistance and advice during the construction of the project.

While this RFQ is for the general development of the site to finished grade/surfaces, the City of Rock Hill, at its sole discretion, may amend the contract of the selected professional consulting firm to include Special Inspections and Materials Testing for the construction of the site buildings, in addition to the scope of services previously outlined.

PROPOSAL FORMAT

To facilitate review of your Statement of Qualifications by the City of Rock Hill, it is requested that your submission conform to the following format:

1. **Coversheet:** List RFQ Statement and the name of your firm.
2. **Qualifications of the Firm:** History and organization of the firm, legal entity that contract will be entered into, primary contact, contact information, location of the office that the work will be performed, and the name and title of the person that is authorized to enter into a contract agreement (must be an officer, partner or member of the firm).

The selected firm must obtain a business license from the City of Rock Hill and provide proof of professional authorization in the State of South Carolina (Certificate of Authorization) prior to the execution of the consultation agreement.

3. **Project Team:** List any sub-consultants and their office location. Provide a list of all team members, including brief resumes and licensure/certifications held by each team member. The resumes should clearly state the role of each team member, work experience, educational experience and number of years with the firm.
4. **Project Management & Quality Control:** Demonstrate project management and quality control methods that will be employed by your firm. This section shall also

include an organizational chart identifying each team member (including sub-consultants) and list their roles/responsibilities.

5. **Laboratory Services:** List the types of laboratory services that your firm or team can provide and demonstrate knowledge and understanding of the testing/certification requirements established by AASHTO, ASTM, ACI and the State of South Carolina. Other regulatory agencies not specified may be applicable.

The location of all laboratory facilities shall be identified and note general turn-around times for lab results.

6. **Similar Projects/Relevant Experience:** Submit examples of similar projects that your firm or the team has provided geotechnical, construction materials and special testing services. Services for example projects shall have been completed within the past five (5) years. Include the project name, size of the project (acreage), type of facility (residential, commercial, hospital, industrial, etc...), location and scope of services performed.
7. **References:** Provide the name, address and telephone number of no more than five (5) references that you have completed services for within the past five (5) years. By submission of the references, you are authorizing the City of Rock Hill to contact these references.
8. **Legal Actions Against Firm:** Provide a list of any legal judgments against your firm or any member of the team within the past five (5) years associated with project performance or professional liability. Upon request by the City of Rock Hill, the firm shall provide clarification of the judgment including reason/circumstance that resulted in the legal judgment and the judgment results.
9. **Other Supporting Data:** Include any other information that you feel is relevant to the selection of your firm or team.

The Statement of Qualifications shall not exceed twenty (20) pages, including the cover, back page, letters of introduction and table of contents. Clear, external binder pages shall not be included in the page count. Font size shall be no smaller than ten (10).

Statement of Qualifications exceeding the twenty (20) page count may be returned and not considered, at the sole discretion of the City of Rock Hill.

CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS

Criteria to be used in screening and ranking of the Statement of Qualifications and selection of the successful firm or team are as follows:

1. **Insurance Capacity:** The submitting firm (lead firm if submitting as a team) shall be able to post the minimum, specified insurance requirements for this project as follows:

Professional Liability - \$2,000,000.00 per claim (\$4,000,000.00 aggregate).

Worker's Compensation - \$500,000.00.
Automobile Liability - \$1,000,000.00
Comprehensive/General Liability - \$1,000,000.00 per claim (\$5,000,000.00 aggregate*).

* Umbrella policy for aggregate coverage may be considered by the City of Rock Hill so long as the base aggregate coverage for Comprehensive/General Liability is equal to or greater than \$2,000,000.00.

The successful firm shall add the City of Rock Hill as an additional insured on their policy and must execute the "Certificate of Insurance to City of Rock Hill, South Carolina" insurance certificate form.

2. **Qualifications of the Firm and Firm Personnel:** Preference shall be given to those firms and personnel with relevant experience, training, certification, laboratory certifications, office and laboratory locations in relation to the site (proximity to the site).
3. **Overall Qualifications of the Project Manager and Project Team:** Clear identification of the project manager and team personnel that will be assigned to the project. This shall include the demonstrated project management and quality control methods employed by the team.
4. **Understanding of Testing Specifications:** Demonstrate understanding of applicable testing requirements as established by the Industry Standards (AASHTO, ASTM, ACI) and state/local agencies.
5. **Similar Projects:** Demonstrate experience with similar type projects and ability to provide the specified services on equal or similar size projects.
6. **Response Capability/Project Understanding:** Preference shall be afforded to those firms that in the opinion of the City of Rock Hill, will be able to adequately respond to requests for consultation meetings or project administration requirements, and firms that have a detailed understanding of the project requirements, testing procedures and the local community environment.

SELECTION OF THE CONSULTANT

Firms shall have no contact related to this project with the City of Rock Hill, the project Architect or the Construction Manager at Risk during this RFQ process. Any such contact may subject the firm to immediate disqualification for consideration for this project.

All questions regarding this RFQ must be directed in writing or vial e-mail to: Brandon Pridemore, R. Joe Harris & Associates, LLC, at the address below no later than one week prior to the due date of the RFQ submittal. Questions later than one week prior to submittal of the RFQ will not be considered.

It is the intent of the City of Rock Hill to appoint a project committee to review the submitted Statements of Qualifications. This committee will review each compliant submittal and rank the submittal based on the criteria requirements specified within this RFQ. The City of Rock Hill may invite up to three (3) firms for interviews, but is not a required step in the selection process.

At the conclusion of the interviews (if held), the project committee will rank the firms based on the selection criteria and the interviews. The City will provide written notification of their intent to pursue contract negotiations with the highest ranking firm.

CONTRACT

A detailed scope of work will be developed with the selected firm and fees shall be established based upon the agreed upon scope of work by and between the selected firm and the City of Rock Hill. This detailed scope of work and the associated fees will be incorporated as part of the contract.

In the event the selected firm and the City of Rock Hill are unable to agree upon the terms, conditions and fees for the work, then the City of Rock Hill reserves the right to begin negotiations with the next ranking firm.

TERMS AND CONDITIONS

The City of Rock Hill reserves the right to reject any and all submissions to this RFQ if it is deemed in the best interest of the City. The City assumes no responsibility for costs incurred in responding to this RFQ.

The RFQ process shall not be considered final until a contract for services has been successfully executed with the selected firm.

SUBMISSION OF QUALIFICATIONS STATEMENT AND CONTACT PERSON

Statement of Qualifications is to be submitted in 8.5” x 11” format. Facsimile or emailed copies will not be accepted. Three hard copies and one digital copy (PDF) shall be submitted no later than 5:00 PM on November 10, 2009 to:

Name: Brandon Pridemore
R. Joe Harris & Associates, LLC

Address: 1698 West Highway 160
Suite 130
Fort Mill, South Carolina 29708

Tel: 803-802-1799
Fax: 803-802-0886
E-Mail: bpridemore@rjoeharris.com

All questions shall be directed, in writing, to the person specified above. Any addendums or clarifications to this RFQ will be posted on the City of Rock Hill’s website at www.cityofrockhill.com.