



REQUEST FOR QUALIFICATIONS (RFQ)

Request for Statements of Interest and Qualifications of Design Professionals for City of Conway Parks Master Plan

RFQ DUE DATE/TIME: **May 28, 2024**
2:00 p.m., local time

POINT OF RECEIPT: **City of Conway**
c/o Amanda Hooper
PO Drawer 1075
Conway, South Carolina 29528

Physical Address:
City of Conway - City Shop
2940 Jerry Barnhill Blvd.
Conway, South Carolina 29527

CITY OF CONWAY

It is the City's intent to have the selected Firm create a master plan for the City's Parks, Recreation facilities, and their usage. The objectives of the Master Plan process include:

- Needs assessment and park inventory of all existing facilities (an assessment was done in 2017 that can be used as a starting point)
- Defining the mission, vision, values, goals and objectives for Parks, Recreation facilities, and their usage.
- Providing short, intermediate, and long-range management and development plans for recreation, park and facility planning.
- Establishing priorities and recommendations for existing and future park and facility development, including types of parks, size of parks, timing of development, and developer-led allocation of park lands
- Developing a systematic plan that maximizes the park, recreation, and natural open space opportunities for Conway residents.
- Identify appropriate staffing needs to support park maintenance operations based on the Master Plan.
- Identify appropriate staffing needs to support recreation operations based on the Master Plan.
- All work to be completed in accordance with local, state, and federal regulations.
- Knowledge of current and future trends recommended.
- Coordination with existing Conway plans, including the Pathway & Trails Plan, and the Riverfront & Downtown Master Plan
 - <https://cms1files.revize.com/conway/Conway%20Pathways%20and%20Trails%20Plan.pdf>
 - https://cms1files.revize.com/conway/FINAL%20Master%20Plan%20Report_09.27.2022.pdf
- Providing recommendations for physical improvements to existing and future recreation and park facilities to create a uniform and cohesive look and feel that is distinctly Conway, including branding and signage

A portion of this Master plan is funded by a grant awarded from the SC Department of Parks, Recreation & Tourism Park and Recreation Development Fund (PARD).

All bidders must hold Proper License for this work at the time of the bid. All work must be completed and turned in to the City in a reasonable time frame.

All Statements of Qualifications **MUST** be received at the City of Conway Procurement Office at 2940 Jerry Barnhill Blvd, Conway, South Carolina 29527 no later than **2:00 p.m., local time, on May 28, 2024, at which time only the names of the Offerors will be announced**. Any submission received later than the specified time/date will **NOT** be accepted/considered. Hand-delivered submissions should be delivered to the same above referenced address. No facsimile, email, or telephone proposals will be accepted. Statements of Qualifications **MUST** be enclosed in a sealed envelope, clearly marked **“RFQ**

Statements of Interest and Qualifications of Professionals for City of Conway’s Parks Master Plan” on the outside of the envelope. Before the final selection is made, all evaluation factors will be taken into consideration before awarding a contract for services. City reserves the right to accept or reject any or all bids.

To mail, please send to:

**City of Conway
c/o Amanda Hooper
PO Drawer 1075
Conway, SC 29528-1075**

Physical Address:

**City of Conway
c/o Amanda Hooper
2940 Jerry Barnhill Blvd.
Conway SC 29527**

I. INSTRUCTIONS TO OFFERORS

General

This solicitation will be conducted in accordance with City of Conway Procurement Code and Regulation.

City of Conway hereby notifies all those responding to this RFQ that, in accordance with the provisions of the Civil Rights Act of 1964 (Chapter 21, Title 42, of the U.S. Code) and Regulations promulgated in connection therewith, that it will affirmatively ensure that any contract entered into pursuant to this RFQ, disadvantaged business enterprises will be afforded full and fair opportunity to make submittals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Submitting a Statement of Qualifications

Statements of Qualifications must be received by the City of Conway Office of Procurement at 2940 Jerry Barnhill Blvd, Conway, South Carolina 29527, no later than 2:00 p.m., local time on **May 28, 2024**. Any Statements of Qualifications received later than the specified time and date will be considered a “Late Proposal” and will not be accepted or considered. No facsimile, email, or telephone proposals will be accepted. Submissions shall contain all information requested and shall be submitted in the format shown within this solicitation document. Submissions must be sealed and

clearly identify the name and number of the RFQ on the outside of the envelope/package, as well as the Submitter's business name, address, and license number (if applicable). No other information shall be included or written on the outside of the proposal envelope/package. City of Conway shall not be responsible for unidentified proposals.

Examination of RFQ Document

Prior to submitting qualifications, each offeror shall carefully examine the RFQ document, study and thoroughly familiarize himself/herself with the requirements thereof and notify Owner of all conflicts, errors, or discrepancies.

By submission of a Statement of Qualifications, the proposer guarantees that all services offered meet the requirements of the solicitation.

Questions / Addendum

Submit written questions to Ms. Amanda Hooper via email at procurement@conwaysc.gov. All questions related to this Request for Qualifications must clearly identify the name of the RFQ. The deadline for questions is 2:00 p.m., local time, on **May 10, 2024**.

Questions will be answered and the responses to inquiries shall be in the form of an Addendum. If it becomes necessary to revise any part of this RFQ, revisions will be made in writing, in the form of an addendum. All addenda will be posted on the City of Conway website. All addenda issued by City of Conway must be acknowledged in writing by the Proposer. It shall be the Proposer's responsibility to ensure they have all addenda which have been issued, by visiting the City's website at <http://www.cityofconway.com/departments/procurement/index.php>. Verbal information obtained otherwise will not be considered in the awarding of the RFQ.

Licenses

All Proposers must be properly licensed to do business in the State of South Carolina and must comply with the Code of Laws of South Carolina. The Proposer's company does not need to be based in South Carolina, but should be licensed to do business in South Carolina, and specifically City of Conway, if awarded a contract. **The successful offeror must have all appropriate business license(s) prior to contract execution.** Proposers that fail to comply with this requirement, may subject their Statement of Qualifications to being rejected as non-responsive.

Independent Contractor Status

The contractor shall not, by entering into a contract become a servant, agent, or employee of City of Conway, but shall remain at all times an independent contractor to the City. The contract resulting from this RFQ shall not be deemed to create any joint venture, partnership, or common enterprise between the Contractor and City of Conway, and the rights and obligations of the parties shall not be other than as expressly set forth.

Insurance Requirements

The successful proposers shall provide proof of all required insurance(s), including worker's compensation, auto and general liability. Worker's compensation shall include a minimum limit of \$100,000 and commercial general liability coverage shall provide minimum limits of liability of \$1,000,000 per occurrence Combined Single Limit for Bodily Injury and Property Damage. This shall include coverage for premises/operations, products/completed operations, contractual liability,

independent contractors, and vehicles used in premises/operations, and errors and omissions. Errors & omission coverage shall include a minimum limit of \$1,000,000 per occurrence. Insurance shall indemnify City against any and all claims arising under or as a result of the performance of the resulting contract. The City of Conway shall be named as an additional insured on all liability policies and expressed on the Certificate of Liability Insurance. Insurance shall indemnify City against any and all claims arising under or as a result of the performance of the contract resulting from this solicitation. The City of Conway must be provided notice prior to cancellation, modification or reduction in limits of any stipulated insurance. It is the responsibility of the vendor/contractor to ensure that all subcontractors / subconsultants comply with all insurance requirements of this solicitation and the resulting contract.

Tax Information

City of Conway Government is required to pay sales tax. The tax rate in City of Conway is (8%) eight percent.

Evaluation

City of Conway reserves the right to reject any or all offers and further reserves the right to waive technicalities and informalities in proposals as well as to accept in whole or in part such proposal or proposals where it deems it advisable in protection of the best interest of the City. The City shall be the sole judge as to whether proposals submitted meet all requirements contained in this procurement.

Acceptance of Proposal Content

The contents of the qualifications submission of the successful proposer may become part of the contractual obligations, if a contract ensues. Failure of a successful proposer to accept these obligations may result in non-award.

Contract Award

This procurement does not commit the City of Conway to award a contract, to pay any costs incurred in the preparation of the proposal, or to procure or contract for goods of services listed herein. Costs associated with proposal preparation, oral interviews, or presentations shall be the sole responsibility of the proposer.

Only those interested parties who respond to the RFQ, may be considered for contract- award. City of Conway prefers to award only one (1) contract from this RFQ, but reserves the right to make multiple awards if determined most advantageous to the City.

Grievance

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the bid solicitation or award of this contract may protest to Adam Emrick, City Administrator. The protest must be submitted in writing no later than fourteen (14) days after the acceptance of the bid. The City Administrator will attempt to resolve the issue. If the protest is not resolved by mutual agreement, a decision will be issued in writing within ten (10) days after the last meeting to reach an agreement. If

all attempts have failed to resolve the disagreement, the protestor has the right to bring the issue to City Council.

Freedom of Information Statement

Procurement information shall be a public record to the extent required by Chapter 4 of Title 30, Code of Laws of South Carolina (1976, as amended The Freedom of Information Act), with the exception that commercial or financial information obtained in response to a "Request for Qualifications" which is privileged and confidential if so designated by the proposer shall be protected from disclosure. Such information must be clearly marked as "CONFIDENTIAL" by those submitting responses for each section of information so affected. Privileged and confidential information is information in specific detail not customarily released to the general public, the release of which might cause harm to the competitive position of the party supplying the information.

Legal Statement

Responders to this RFQ must disclose involvement in any litigation within the last five (5) years in which a claim has been made against any team member (individual or company) asserting a cause of action other than Employment issues or Contracts not related to your professional work. Explain the issues in these cases (or the fact there are none) as part of your submittal.

RFQ submittals should include one unbound (1) original and four (4) copies.

II. REQUEST FOR QUALIFICATIONS

RFQ FORMAT

All Statements of Qualifications submitted must follow the same format. No exceptions to this format will be accepted. To be accepted for evaluation, the Statement of Qualifications format must address all required components in order. The aim of the required format is to simplify the Statement of Qualifications preparation and evaluation processes and to ensure that all Statements of Qualifications receive the same orderly review.

PROPOSAL SUBMISSIONS

Proposals should be prepared in a timely and economical manner, providing a straight forward, concise description of the firms' ability to meet the requirements of the RFQ. Emphasis should be on completeness and clarity of content. The City does not desire voluminous qualifications submissions therefore the submission will be limited to twenty-five (25) double-spaced total pages, single sided. **Covers and tabs, required forms, and appendices will not count towards the total page count.** Information should be submitted as requested, in the order listed below. If the Proposer fails to provide the requested information, the Proposal may be deemed non-responsive and may not be further considered. By submitting a proposal, the firm agrees to the terms and conditions, including all

federal grant requirements, stated herein unless explicitly stated otherwise in your response to this RFQ.

All Statements of Qualifications must include the following components:

<u>Section</u>	<u>Topic</u>
	Cover Letter
1	Company Overview
2	Project Team
3	Professional Accomplishments, Experience, and References
4	Project Approach
5	Additional Information and Required Forms

RFQ COMPONENTS Cover Letter

Provide a one or two-page cover letter.

Section 1 – Company Overview

Provide the following information about your firm:

- a. The firm’s name, email address, business address, phone number, fax number, and Principals of the firm.
- b. The year the firm was established.
- c. Former names of the firm, if applicable.
- d. The type of ownership and parent company, if applicable.
- e. List of grant experience with projects.
- f. A brief statement of the firm’s background, demonstrating longevity and financial stability. Include the years of the experience the firm has related to this type of Services.

Section 2 – Project Team

Identify key project team members and describe their role in the project and related experience. This section shall include the following information:

- a. Identify the members of the Proposer’s team, their functions and qualifications specifying experience and understanding of the functions of the City Department’s listed in the project. Include detailed resumes and licenses and certifications of all key personnel (note that the resumes of key personnel may be included in the appendices and shall not be counted against the 25-page maximum requirement). Resumes for each

individual should include a summary of relevant professional qualifications, relevant project experience, education, training and professional registrations. The project team must have individuals that currently hold or are able to obtain professional licenses as required under state and local laws for the performance of work for this project.

- b. Provide an organizational chart of the Proposer's team and describe the role and responsibilities of each team member as it relates to this project, including any major subcontractors and consultants.
- c. Provide and describe location of project teams' office(s) to be utilized for this project.

Section 3 – Professional Accomplishments, Experience, and References

Provide a list of similar design service projects conducted by your firm. For up to five relevant projects (at least two must be completed), include a project description that demonstrates the firm's capabilities in the delivery of services that are similar to the Engineer Design Services that City of Conway is requesting. For each project provided as a reference, include the name / contact information of the client organization and client project manager.

Section 4 – Project Approach

In this section, which is intended to be the heart of the RFQ submittal, the respondents shall provide the City with information about how the company plans to approach and complete the Project. This should include specific details on technical approach and management, methodology, schedule, deliverables, quality assurance and control, and will explain how the respondent will attain successful completion of the project. This section should be structured as the scope of work for the services needed to complete this project.

Section 5 – Additional Information and Required Forms

At your discretion, include additional information that supports your RFQ. However, choose the additional information carefully, because this section of the RFQ should not constitute the bulk of your submission.

III. EVALUATION/SELECTION CRITERIA

The evaluation of qualifications submissions will be in accordance with the City of Conway Procurement Regulation, and this Request for Qualifications. The evaluation process shall determine the qualifications, interest, and availability to provide relevant services as requested. Staff will first review all written responses, which will result in a ranked list of fully qualified respondents. After ranking is completed by staff, informal interviews and/or presentations may be conducted, at the discretion of the City, for selected respondents determined to be the best qualified based upon the evaluation of the written responses. The determinations will be based upon the criteria below.

It is the intention of the evaluation team to select the vendor most qualified to provide the services as indicated herein. The following criteria will be used to evaluate Statements of Qualifications:

Firms' Professional Qualifications and Project Team.

The Statement of Qualifications will be evaluated based on:

- the firm's qualifications and project team submitted. (Maximum 20 Points)
- applicant's previous experience with grant-funded projects (Maximum 10 Points)
- Demonstrated ability to meet project deadlines. Proposed work schedule. Timeframe for delivery of service. (Maximum 15 Points)
- Demonstrated ability of key personnel and/or construction management experience. (Max. 15 Points)
- Similar projects completed within past three (3) years (Maximum 15 Points)
- References of past clients (Maximum 15 points)
- Financial responsibility and stability (Max. 10 Points)

IV. REQUIRED FORMS



INDEMNIFICATION

(This form is Part of the Response)

The Offeror/Contractor will indemnify and hold harmless the **OWNER**, the **City of Conway** and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from the performance of the **WORK** provided that any such claims, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, injury to or destruction of tangible property, including the loss of use resulting there from, and is caused by any negligent or willful act or omission or the Offeror/Contractor, and anyone directly or indirectly employed by him or anyone for whose acts any of them may be liable.

In any and all claims against the **OWNER**, the **City of Conway** or any of their agents or employees by an employee of the Offeror/Contractor, and anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way to the amount or type of damages, compensation or benefits payable by or for the Offeror/Contractor under the workman's compensation acts, disability benefit acts, or other employee benefit acts.

The obligation of the Offeror/Contractor under this paragraph shall not extend to the liability of the City of Conway or its agents or employees arising out of the reports, survey, **CHANGE ORDERS**, designs, or **SPECIFICATIONS**.

OFFEROR/CONTRACTOR: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

TELEPHONE: _____ FAX: _____



NON-COLLUSION AFFIDAVIT FORM

(This form is Part of the Response)

STATE OF _____)

COUNTY OF _____)

CITY OF CONWAY

Being duly sworn, disposes and say that he/she is

(Sole Owner, a Partner, President, Secretary, etc.)

of _____

the party making the foregoing Proposal that such proposal is genuine and not collusive or sham; that said proposer has not colluded, conspired, connived, or agreed, directly or indirectly with any PROPOSER or person , to put in a sham proposal, or that such other person shall refrain from proposing and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person to sought by agreement or collusion, or communication or conference, with any person to fix the proposal of affiant or any other PROPOSER or to fix any overhead, profit or cost element of said Proposal or of that of any other PROPOSER or to secure any advantage against OWNER any person interested in the proposed contract; and that all statements in said Proposal are true ; and further, that such PROPOSER has not , directly or indirectly submitted this Proposal, or the contents thereof , or the contents thereof, or divulged information or date relative thereto any association or to any member or agent thereof.

Proposer

Sworn to and subscribed before this _____ day of _____, [2024]

Notary Public for South Carolina

My Commission Expires _____



REFERENCES

Please list a minimum of three (3) references for jobs performed in the past five (5) years that are similar in size and scope to this project, including related experience in navigable waters, with contact names and telephone numbers. Attach additional sheets if necessary.

Reference: _____ Contact: _____
Address: _____ Phone: _____
Fax: _____
Description and date(s) of project and service provided: _____

Reference: _____ Contact: _____
Address: _____ Phone: _____
Fax: _____
Description and date(s) of project and service provided: _____

Reference: _____ Contact: _____
Address: _____ Phone: _____
Fax: _____
Description and date(s) of project and service provided: _____



ACKNOWLEDGEMENT OF ADDENDA
CITY OF CONWAY PARKS MASTER PLAN

Proposer hereby acknowledges receipt of all Addenda through and including:

Addendum No. _____ dated _____.

Addendum No. _____, dated _____.

Addendum No. _____, dated _____.

Addendum No. _____, dated _____.

Company _____

Authorized Signature _____

Print Name _____