

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

Florence County is accepting letters of interest and statements of qualifications from qualified engineering firms to provide professional services on an "as needed" basis in connection with various future county projects. Interested firms are invited to submit qualification statements in accordance with this solicitation.

**SUBMITTALS OF QUALIFICATIONS** must be submitted no later than 11:00 a.m. EST on Friday, June 19, 2009 to the address below. Submittals shall contain one (1) original and five (5) 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:

Florence County Procurement  
City-County Complex, MSC-R  
180 N. Irby Street, Room B-5  
Florence, South Carolina 29501  
(843) 665-3018

Qualification statements must be submitted to Florence County Procurement in accordance with the date and time outlined above. Respondents to this request for qualification statements will be publicly identified at that time. Qualification statements must be submitted in a sealed envelope with the following information on the envelope:

Submitting firm's name and address  
RFQ title  
RFQ Closing date and time

This request for qualification statements does not commit Florence County to award a contract, to pay any cost incurred in the preparation of qualification statements or to procure or contract for the articles of goods or services. Florence County reserves the right to accept or reject any or all qualification statements 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 proposal, if it is in the best interest of the County to do so.

**Any written questions should be directed to:**

Mazie Abraham, Interim Procurement Director  
Florence County Procurement  
180 N. Irby Street Room B-5  
Florence, South Carolina 29501  
843-665-3018  
mabraham@florenceco.org

**DEADLINE FOR WRITTEN QUESTIONS IS JUNE 5, 2009.**

**GENERAL INFORMATION**

1. Florence County is soliciting qualification statements from firms to provide Professional Engineering Services on an "as-needed" basis. Examples of projects may include, but are not limited to:
  - County roadway design experience

- Roadway rehabilitation and/or resurfacing experience
  - Traffic engineering design assistance
  - Assistance with economic development projects
  - Drainage improvement experience
  - Storm water planning
  - Site improvements
2. The selection of the firm(s) will be made in accordance with the Florence County Procurement Codes and Regulations.
  3. Qualification statements will not be accepted from any firm, company, individual, person or party, parent or subsidiary, against which the County has an outstanding claim, or a financial dispute relating to a prior contractual performance with the County.
  4. Six (6) copies of the qualification statement must be delivered to the County no later than 11:00 am on June 19, 2009. The qualification statement may be:

**MAILED TO:**

Florence County Procurement  
 Attn: Mazie Abraham  
 180 N. Irby Street, MSC-R  
 Florence, South Carolina 29501

**HAND-CARRIED TO:**

Florence County Procurement  
 Attn: Mazie Abraham  
 180 N. Irby Street, Room B-5  
 Florence, South Carolina 29501

Offerors mailing a qualification statement should allow sufficient mailing time to ensure timely receipt. The County is not responsible for qualification statements delayed by mail and/or delivery services of any nature. Qualification statements received after the set time for closing will be returned unopened.

5. Qualification statements 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 qualification statement. Qualification statements must be valid for a minimum of ninety (90) days.
6. Qualification statements may be withdrawn by offeror prior to, but not after, the time set for the opening.
7. Upon receipt by the County, the qualification statement 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 qualification statement and the qualifications of the offerors. The County reserves the right to reject any and all qualification statements and is not bound to accept any qualification statements, if the qualification statement acceptance is contrary to the best interest of the County. The particulars of any qualification statement will remain confidential until a contract is signed with the successful offeror(s).

**INFORMATION REQUESTED:**

Florence County intends to make its selection from among eligible firms that submit updated Standard Forms 254 and 255 along with a letter of interest. Firms wishing to be considered must submit a brief letter of interest, not to exceed three (3) typewritten pages, describing why the firm is particularly well qualified to perform these services at the time. This letter of interest, a list of no more than five (5) relevant projects being completed in the past ten (10) years, a Standard Form 255, and a Standard Form 254 shall comprise the qualifications package. Six (6) copies of the package shall be submitted. Special binders and covers are not encouraged, and are typically discarded prior to review of the package.

1. Name, address, phone number, e-mail, fax number, type of ownership, number of years in business and principals, including names, titles, education, experience and technical competence, as evidenced by resumes and experience records.
  - Type of entity
  - Brief history
  - Location
  - Number of Employees
  - Area of expertise
  - Staff members anticipated to actively work on projectResumes of individuals who will be assigned to provide services to Florence County and who have the experience and level of expertise needed to perform the services required for these type projects must be included. Limit resume to a single sheet (1 page). At a minimum, provide name, title, project assignment, education, current license(s) and any other experience and qualifications relevant to this project assignment. Individual(s) should have experience with the engineering of five (5) relevant projects within the last ten (10) years. Failure to comply with this section can result in a response being designated noncompliant.
2. The firm's capabilities, specialized experience, and technical competence in the engineering services of similar facilities. Provide previous similar project descriptions performed demonstrating the experience and level of expertise applicable to this project. Provide project name and location, project description, date of services and services provided.
3. Provide references of clients where similar engineering services were provided in the past ten (10) years relative to the project described herein including contact name, job title, and telephone number, and start and completion dates.
4. Past experience and satisfactory performance on contracts with Florence County and/or public agencies.
5. Has respondent ever failed to complete an engagement for engineering services or defaulted on a contract to provide engineering services? If so, please describe the circumstances.
6. Signed statement attesting that the qualifications submitted are statements of fact including name, title, signature and date.

**SELECTION:**

The following is a list of criteria that will be used in evaluating qualifications. Respondents will be evaluated on the Statement of Qualifications submitted. Florence County shall be the sole judge of the relative weight of the evaluation criteria. The order of this list does not represent which criteria are most important. Submittals will be evaluated in accordance with criteria specified.

1. Relevant successful experiences of engineering firm, with emphasis on proven operational efficiency.
2. Evidence of relevant experience of staff to be assigned to project.
3. Feedback from users of the Firm's relevant projects now in operation.
4. Financial stability.
5. Compatibility with County staff and work practices.

Negotiations will be initiated with the top ranked firm(s).

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 disqualification.

Florence County reserves the right to accept or reject any or all Statements of Qualifications in whole or in part and to amend or supplement this RFQ. Florence County is under no obligation to use a firm for a particular project in the future and may select other firm(s) to do future work.

NOTE: By submission of your letter of interest and qualification statements in response to this announcement, you are certifying that neither your firm nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded for 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 contacts.

Mazie P. Abraham, Interim Procurement  
Florence County Procurement  
City-County Complex, MSC-R  
180 N. Irby Street  
Florence, South Carolina 29501  
843-665-3018

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