**May 8th, 2025**

**REQUEST FOR QUALIFICATIONS**

**City of Mullins**

**Mullins Housing Authority Flooding Alleviation**

**ENGINEERING SERVICES**

**RIA Grant #R-25-1395**

**DUE DATE:**

**June 9th, 2025 @ 2 PM**

**RECEIPT LOCATION:**

Attn: Felicia Sawyer-Norton

151 East Front Street

Mullins, SC 29574

The City of Mullins reserves the right to reject any and all submissions or any parts thereof and to waive any irregularities or minor informalities in any submission or in the procurement process and to make a contract award inthe best interest of the City of Mullins.

1. **INTRODUCTION**

The City of Mullins is issuing this Request for Qualifications (RFQ) to identify a qualified civil engineer to provide a full range of engineering services to support the implementation of the Mullins Housing Authority Flooding Alleviation RIA project. These services will be provided under contract with the City of Mullins, with funding for project construction provided by the South Carolina Rural Infrastructure Authority (RIA) under RIA State Grant **#R-25-1395.**

* 1. **Method of Procurement**

This is a qualifications-based selection. The award will be given to the most responsible, responsive and most highly qualified engineering firm based on various factors listed in Section 3. A general scope of work is outlined below.

Firms are advised that this evaluation and selection process is a competition and not simply a prequalification. It is the intent of the City of Mullins to award the contract to a single Firm.

* 1. **Project Description**

The purpose of this project is to create a stormwater park/detention facility to alleviate flooding near the Blanton Court Mullins Housing Authority. The stormwater facility will act as a temporary storage to detain and release runoff in a controlled manner.

* 1. **Engineering Scope of Work**

To support this project, the City of Mullins is requesting full engineering services to include the following scope of work:

* + - Preparing technical drawings and specifications
    - Filing applications for permits and/or design approvals
    - Revising drawings in response to directives from governmental authorities as needed
    - Preparing bidding documents and revising as needed
    - Bidding the project and negotiating with contractors
    - Compiling contract documents and participating in the pre-construction conference
    - Construction observation and inspection
    - Preparing pay requests
    - Conducting final inspection and providing a notice stating that the work is acceptable
    - Preparation and/or submittal of contractor prepared final as built drawings
  1. **Project Schedule**

The estimated project schedule is as follows:

|  |  |
| --- | --- |
| Completion of final design | 08/01/2025 |
| Acquisition of all permits | 10/15/2025 |
| Advertise for bids | 11/01/2025 |
| Construction notice to proceed date | 01/01/2025 |
| Completion of construction | 08/01/2026 |
| Grant close-out | 12/01/2026 |

The timely completion of the project is a key requirement, as delays could result in the loss of grant funding.

1. **REQUEST FOR QUALIFICATIONS (RFQ) PROCESS AND POLICIES**
   1. **Submittal of Statements of Qualifications**

The City of Mullins is hereby issuing this Request for Qualifications (RFQ) to engineering firms that have the capability and interest in undertaking and performing the scope of work described in this RFQ.

The OFFICIAL CONTACT for this solicitation is:

Haley Poston

Grants & Planning Specialist

Pee Dee Regional Council of Governments

(843) 758-9675

[hposton@peedeecog.org](mailto:tgilchrist@mullinssc.us)

Each firm responding to this solicitation is officially a RESPONDENT. Each respondent must submit a sealed package containing an original and 2 copies plus one (1) digital copy of its statement of qualifications to Felicia Sawyer-Norton, Purchasing Agent, at the address above no later than **June 9th, 2025, at 2pm.** Statements of qualifications may be submitted in person, by messenger, or by regular mail. All submissions will be logged in and date and time stamped. ***Any qualifications package that is received after the date and time specified will be logged and date and time stamped as "late" and returned unopened* to *the respondent.***

* 1. **Proposed Procurement Timeline**

|  |  |
| --- | --- |
| Release date for RFQ | 05/08/2025 |
| Final Date to Receive Written Questions/Clarifications | 06/02/2025 @ 5pm |
| RFQ Closing Date | 06/09/2025 @ 2pm |
| Completion of Selection Committee Review and Recommendation | 06/14/2025 |
| Execution of Contract | 06/21/2025 |

* 1. **Labeling of Submissions**

All submissions must be submitted in a sealed envelope or package plainly marked The City of Mullins – Mullins Housing Authority Flooding Alleviation, ATTN: Felicia Sawyer-Norton” with the name and address of the respondent in the upper left-hand corner. No responsibility will attach to the City of Mullins or any official or employee thereof, for the pre-opening, post opening, or failure to open a submission not properly addressed and identified.

* 1. **Proprietary/Confidential Information**

All materials and written qualifications submitted pursuant to this RFQ shall become the property of the City of Mullins and will not be returned. All respondents must visibly mark as "CONFIDENTIAL" each part of their submission that they consider to contain proprietary information the release of which would constitute an unreasonable invasion of privacy. All unmarked pages will be subject to release in accordance with law. Marked pages will not be disclosed if they are deemed to meet the requirements under the South Carolina Freedom of Information Act, S.C. Code Section 30-4-10, *et seq*. Respondents should be prepared, upon request, to provide justification of why such materials should not be disclosed in accordance with the South Carolina Freedom of Information Act.

* 1. **Questions/Requests for Clarification**

All questions and/or requests for clarification regarding this RFQ should be provided in writing to Haley Poston by no later than June 2nd, 2025 at 5pm. All questions submitted, and their answers will be posted on the City of Mullins website as an addendum to this RFQ. No telephone inquiries will be accepted.

* 1. **Addenda**

If it becomes necessary to revise any part of this RFQ, a written addendum will be issued. All addenda issued by the City of Mullins will become part of the official RFQ and will be posted on the City of Mullins website, https://www.mullinssc.us/invitations-bid. Receipt of all addenda must be acknowledged in the response to this RFQ.

* 1. **Contact Policy**

No direct or indirect contact regarding this solicitation may be made with any representatives of the City of Mullins other than the official contact identified in this RFQ. If such contact is made, the City of Mullins reserves the right to reject a submission by that respondent. All questions and/or requests for clarification must be provided in accordance with Section 2.5 of the RFQ. This contact policy applies to site visits and requests for technical information. Any technical information needed from the City of Mullins to prepare a submission should be coordinated through the Questions/Requests for Clarification process outlined in Section 2.4.

* 1. **Acceptance and Rejection of Submissions**

Any submissions that do not conform to the essential requirements of the RFQ shall be rejected. The City of Mullins reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. The City of Mullins also reserves the right to accept or reject any or all submissions received in response to this RFQ. The City of Mullins is not obligated to enter into any contract on the basis of any submittal in response to this RFQ. The City of Mullins reserves the right to request additional information from any firm submitting under this RFQ if such information is necessary to clarify the submission.

* 1. **Cancellation/Rejection**

The City of Mullins may cancel this RFQ in whole or in part at any time if it is determined to be in the best interest of the City of Mullins. The City of Mullins may reject any or all submissions in whole or in part if it is determined to be in the best interest of the City of Mullins.

* 1. **Conflict of Interest**

Respondents shall promptly notify the City of Mullins in writing of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the respondent's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that such a person may undertake, and request an opinion of the City of Mullins as to whether the association, interest, or circumstance would, in the opinion of the City of Mullins, constitute a conflict of interest. By responding to this solicitation, the respondent certifies that it has no conflict of interest with any employee, agent, elected official or officer of the City of Mullins, or any other conflict as may be set forth herein.

* 1. **Collusion**

More than one submission from an individual, firm partnership, corporation, association or related parties under the same or different names will not be considered. If the City of Mullins believes that collusion exists among respondents, all submissions from the suspected firms will be rejected. "Related parties" means respondents or the principals thereof, which have a direct or indirect ownership or profit-sharing interest in another respondent.

Respondents shall comply with all local, state, and federal directives, orders, and laws applicable to this RFQ and any resulting contract.

By responding to this RFQ, respondents certify that the response is made without previous understanding, agreement, or connection with any person, firm or corporation making a submission for the same item, and they certify the knowledge that this would constitute an illegal action.

1. **STATEMENT OF QUALIFICATIONS CONTENTS**

Respondents interested in providing the services outlined in this RFQ must prepare and submit a statement of qualifications that must not be more than the equivalent of 15 single sided 8 ½ by 11-inch pages in length (not counting the front and back covers, section dividers that contain no information, and any required forms). The submission must include the following sections listed below. These will be the criteria by which the applications are evaluated. Weight of each category is shown.

* 1. **Cover Letter**

The response should contain a cover letter signed by a person who is authorized to commit the respondent to perform the work described in this RFQ and should identify all subcontractors, materials, and enclosures being forwarded in response to the RFQ.

* 1. **Firm Qualifications (20%)**

Provide relevant information about the firm to include the following:

* + - Organization/company overview as it relates to the requirements of the RFQ
    - Organization/company overview of all sub-contractors as it relates to the requirements of the RFQ
    - Number of years the firm has been providing the requested services with a brief description of recently performed projects that indicate the past performance and abilities of the proposed team. More details on specific projects should be included in the Relevant Experience section.
  1. **Key Personnel (20%)**

Provide a proposed project management structure that identifies the project manager and all personnel who will be assigned to work on this project, including a description of their abilities, qualifications (including education and licensure), and experience. Identify the proposed project manager who will be the sole point of contact for the City of Mullins, during day-to-day operations and include their contact information. Include resumes for all key individuals (including sub-consultants) who will be completing a portion of the scope of work.

* 1. **Relevant Experience (20%)**

Provide descriptions of similar infrastructure projects that the organization and/or key personnel have completed, including tasks involved, timeframes, and outcomes. Include any relevant experience with federal requirements or grant-funded projects and/or experience with the *stormwater* infrastructure to be improved. Also include any relevant work performed in a nearby jurisdiction or in the City of Mullin’s jurisdiction.

* 1. **Firm Workload (20%)**

Describe the recent, current, and projected workload of the respondent and any sub-consultants, related to how it might impact the respondent’s ability to meet the project’s schedule requirements.

* 1. **References (10%)**

Provide three (3) client references for relevant projects within the last 5 years that indicate the past performance and abilities of the proposed team. Include a key client contact person for each project with their current daytime phone number and email address.

**3.7 Cost (10%)**

Include a fee schedule and an estimate to complete the entire project.

1. **EVALUATION AND AWARD PROCESS**
   1. **Selection Committee**

The City of Mullins will conduct a formal selection process to determine the best qualified respondent. This process will include the formation of a selection committee, and the appointment of other technical advisors as needed to review all of the submissions and score them based on the established selection criteria outlined herein. The award will be made to the highest rated and ranked respondent based on the cumulative scores of the selection committee.

The City of Mullins reserves the right to contact a firm to obtain written clarification of information submitted and to contact references to obtain information regarding performance, reliability, and integrity. After evaluating the submitted Statements of Qualifications, the selection committee may choose to interview a short list of at least three firms prior to ranking the respondents. If interviews will be conducted, short-listed respondents will be notified at least ten (10) business days prior to the interview date.

* 1. **Notice of Intent to Award**

The selection committee’s recommendation for award will be presented to the City of Mullins Council for consideration. If approved, a notice of “Intent to Award” will be posted on the City of Mullins website. A notice will also be emailed to all respondents informing them of the committee’s recommendation.

* 1. **Protested Solicitations and Awards**

Any respondent who is aggrieved in connection with the solicitation or award of a contract may protest according to the procedures in the City of Mullins’s procurement policy.

* 1. **Contract Negotiations/ Award of Contract**

After the close of the appeal period, if no appeals were received or successfully granted, the highest rated respondent identified in the “Intent to Award” will be invited to enter into contract negotiations with the City of Mullins to finalize the scope of work, personnel, hours, hourly rates, use of sub-consultants, and other direct costs that will be required to complete the agreement between the City of Mullins and the selected respondent. If an agreement cannot be reached with the top ranked firm, the City of Mullins will select the next highest ranked responsive and qualified firm and the negotiation phase will be repeated. This process will continue until an agreement is reached with a qualified firm that can provide the required scope of services within the project budget. Any contracts awarded as a result of this procurement process will be between the respondent and the City of Mullins.