### REQUEST FOR QUALIFICATIONS RFQ #2025–14

### Engineering Services 2025 CTC Paving and 2025/2026 Parking Lot Repair



Advertised: October 22, 2025

RFQ Due: November 20, 2025

### I. GENERAL INFORMATION

Jasper County ("the County") is soliciting Requests for Qualifications ("RFQ") from qualified engineering firms ("Proposers") licensed in South Carolina to provide Civil Engineering related professional services as further described herein.

### **IMPORTANT DUE DATES**

Deadline for Inquiries November 12, 2025, at 1:00 pm

Response to Inquiries November 14, 2025

Deadline for Submitting Proposal November 20, 2025, at 3:00 pm

### THE RFQ MUST BE PHYSICALLY RECEIVED BY 3:00 pm on November 20, 2025.

### **II. INSTRUCTIONS TO BIDDERS**

### 1. Pre-Submittal

Questions regarding this project must be emailed to <a href="mailto:jiwanicki@jaspercountysc.gov">jiwanicki@jaspercountysc.gov</a> or submitted via vendor registry no later than 1:00 pm on November 12, 2025. All submitted questions will be addressed and posted on Jasper County's Bids and Solicitations Vendor Registry website located at <a href="https://www.jaspercountysc.gov/services/bids-and-solicitations">https://www.jaspercountysc.gov/services/bids-and-solicitations</a> by November 14, 2025.

### 2. Proposal Opening Location

The Proposals will be publicly opened on **November 20, 2025, at 3:00 pm** in the Jasper County Council Chamber located at the Clementa Pinckney Government Building, 358 Third Avenue, Third Floor, Ridgeland, SC 29936. *Only the names of the Proposers will be provided at the opening. No other information will be shared at that time.* All Proposers or their representatives are invited to attend the Proposal opening.

### 3. Submittals

Jasper County is hereby issuing this RFQ to Proposers that have the capability and interest in undertaking and performing the Scope of Services described in this RFQ. The RFQ is being publicly advertised in accordance with Jasper County procurement guidelines.

Print size shall be 12 pt. font minimum, on 8½" by 11" paper, and must include all the information required in this RFQ. Charts, graphs, headers,

OCTOBER 22, 2025

footers, and photo descriptions may use smaller fonts. Provide a cover page that includes Company Name, Address, Point of Contact Email Address and Phone Number, and Date of Submission.

Each Proposer must submit a sealed package containing an original and five (5) copies of the RFQ. The outside of the package should be clearly labeled: **JASPER COUNTY RFQ #2025-14 November 20, 2025, RFQ DOCUMENTS** 

A separate sealed package should contain an original and two (2) copies of the Fee Schedule. The outside of the package should be clearly labeled: **JASPER COUNTY RFQ #2025-14 November 20, 2025, FEE SCHEDULE** 

**All late submittals will be rejected.** Jasper County, South Carolina is not responsible for late submissions caused by delays in mail delivery or a delay in any other method of delivery.

RFQs SHALL NOT EXCEED A TOTAL OF 50 PAGES. A page is considered to be one side of a sheet of paper printed. EXCEEDING THE PAGE LIMIT IS GROUNDS FOR REJECTION OF THE SUBMITTAL. The following WILL NOT be counted as pages:

- a. Front and/or back cover pages of your Qualifications document
- b. Table of Contents for your Qualifications document
- c. Section Dividers for your Qualifications document
- d. AFFIDAVIT OF COMPLIANCE document
- e. Fee Schedule

If you have any questions regarding the page limit information, email <a href="mailto:iiwanicki@jaspercountysc.gov">iiwanicki@jaspercountysc.gov</a>.

### 4. Proposed Procurement Timeline

Release date for RFQ October 22, 2025

Final Date to Receive Written Questions November 12, 2025

Addenda to Answer Questions November 14, 2025

Deadline for Submitting Proposal November 20, 2025

Completion of Selection Committee Review December 4, 2025

Recommendation Jasper County Council December 15, 2025

Execution of Contract January 5, 2026

### 5. Delivery of Proposal

Proposals will **NOT** be accepted by email. The sealed and labeled Proposal and Fee Schedule must be mailed or hand delivered to:

Kimberly Burgess
Procurement Officer
Director of Administrative Services
Jasper County
358 Third Avenue, Suite 304
P.O. Box 1149
Ridgeland, SC 29936

It is the Proposer's sole responsibility to mail or hand deliver the Proposal to the Jasper County Administrative Services Office for receipt **prior to the due date and time**. Proposals delivered late due to the mail delivery being delayed shall not be considered and shall be rejected.

All submissions will be logged in and date and time stamped. Any Qualifications received after the date and time specified will be date and time stamped as "late" and will remain unopened.

### 6. Legal Name and Signature

Proposals shall clearly indicate the legal name, address, and telephone number of the Proposer. The Affidavit of Compliance page shall be manually signed above the printed name and title of the person with authority to submit the Proposal on behalf of the Proposer. An improperly signed Proposal shall invalidate the Proposal, and it be rejected.

### 7. Clarification and Addenda

Each Proposer shall examine the RFQ documents. All inquiries or suggestions, concerning interpretation, clarification, or additional information pertaining to the Scope of Services shall be made in writing or through email to:

Jim Iwanicki
Engineering Services Director
Jasper County
623 Live Oak Drive
P.O. Box 1244
Ridgeland, SC 29936
jiwanicki@jaspercountysc.gov

Any inquiries or suggestions concerning clarification of the RFQ (excluding Scope of Services) shall be made through the Procurement Officer in writing or through email to:

Kimberly Burgess
Procurement Officer
Director of Administrative Services
Jasper County
358 Third Avenue, Suite 304
P.O. Box 1149
Ridgeland, SC 29936
kburgess@jaspercountysc.gov

### 8. Responsive Proposals

To be responsive, the Proposal shall conform in all material respects to the requirements set forth in the RFQ.

### 9. Reserved Right

Jasper County reserves the right to make such inquiries as it is deemed necessary to make the determination of the Proposer's responsiveness and responsibility.

### 10. Applicable Law

All applicable laws and regulations of the United States of America, the State of South Carolina and Jasper County will apply to any resulting agreement, contract, or purchase.

### 11. Right to Protest

Appeals and remedies are provided for in the Jasper County Purchasing and

Contracting Ordinance, Article V, Jasper County Code of Ordinances.

### 12. Contract Forms

Any agreement, contract, or purchase order resulting from the acceptance of a Proposal shall be on a form either supplied by or approved by the Jasper County Procurement Officer.

### 13. Forms, Alternates, Variances

Proposals submitted must include the **AFFIDAVIT OF COMPLIANCE** form. The Proposer must indicate any variance from the requested Scope of Services and/or terms and conditions, on the RFQ Affidavit of Compliance. Otherwise, Proposers must fully comply with the requested Scope of Services, and terms and conditions. Alternate Proposals may or may not be considered at the sole discretion of the County.

### 14. Proposal Prices

In the separate fee schedule, provide an Hourly Rate Schedule for each billable title within the firm, mark-up costs for subconsultants, vendors, and suppliers, etc., and a schedule of reimbursable costs and rates. Each item must be proposed separately, and no attempt is to be made to tie any item in with any other item or items.

### 15. Descriptive Information

All equipment, materials, and articles incorporated in the product/work covered by this RFQ are to be new and of suitable grade for the purpose intended.

### 16. Deviations to Scope of Services and Requirements

Any deviation from the Scope of Services as written and accepted by Jasper County may be grounds for termination of the Contract.

### Quality

If any work product delivered does not meet applicable Scope of Services, or if the work product does not meet industry standard performance and professionalism, the Contractor shall redo the work at no expense to Jasper County. The Proposer shall refund to the County any money which has been paid to the Proposer for any work not redone to meet industry standards and

professionalism. The Proposer shall be responsible for attorney fees in the event the Proposer defaults and court action is required.

The County reserves the right to reject any or all materials or equipment if, in its judgement, the item reflects unsatisfactory workmanship, manufacturing, or shipping damages.

### 17. Regulations

It shall be the responsibility of the Proposer to ensure compliance with Federal, State of South Carolina, and County laws, rules, regulations, or other requirements, as may apply.

### 18. Termination of Award

Failure of the Proposer to satisfy the requirements of Jasper County shall be reason for termination of the award. Any Proposal may be rejected in whole or in part for good cause when in the best interest of the County.

### 19. Royalties and Patents

The successful Proposer shall pay all royalties and license fees for equipment or process in conjunction with the equipment being furnished. Proposer shall defend all suits or claims for infringement of any patent right and shall hold the County harmless from loss on account or cost and attorney's fees incurred.

### 20. Inspection and Acceptance

No item(s) received by the County pursuant to this contract shall be deemed accepted until the County has had reasonable opportunity to inspect the item(s). Any item(s) discovered defective, or which do not conform to any warranty of the seller upon inspection may be returned at the seller's expense for full credit or replacement.

If later, defects are discovered which were not ascertainable upon the initial inspection, the item(s) may also be returned at the Seller's expense for full credit or replacement. The County's return of defective items shall not exclude any other legal, equitable or contractual remedies the County may have.

### III. GENERAL TERMS AND CONDITIONS

### 1. Exceptions to Specification

Proposers taking exception to any part or section of the specifications shall indicate such exceptions on the Affidavit of Compliance Form and continuation page(s), if necessary. Failure to indicate exceptions shall be interpreted as the Proposer's intent to fully comply with the specifications as written.

### 2. Evaluation of Proposals

Any Purchase Order or Purchase Sales Agreement resulting from this RFQ shall be awarded to the Proposer providing the best Proposal as determined by Jasper County, South Carolina.

### **AWARD WILL NOT BE MADE ON THE BASIS OF PRICE.**

The committee will have representatives from the Engineering Services Division, and the Financial & Administrative Services Division.

Responses will be evaluated using the following criteria:

- A. Qualifications, Abilities, and Experience of Key Personnel (40%) Each Proposer will be evaluated on the experience and qualifications of the key personnel that will be assigned to the Program Management Team.
- B. Experience of the Proposer and References (40%) Each Proposer shall be evaluated on its experience and demonstrated capability to provide the desired services. Review will include, but not be limited to, past performance on similar types of work, quality of work, and adherence to schedules and other related factors. History of work with municipalities and other local governments will also be considered. Evaluation will also include the review of any subcontractors specified in the Proposer's submittal.
- C. **Proposal Quality (20%)** Each Proposer will be evaluated on how well the RFQ was organized and the readability of the document.

After initial scoring of the above criteria, the County reserves the right to select a short list of finalists for presentation or interview. Results from the presentation or interview shall factor in the final scoring for contract award.

### 3. Award

### REQUEST FOR QUALIFICATIONS RFQ #2025-14

### 2025 CTC PAVING AND 2025/2026 PARKING LOT REPAIR JASPER COUNTY OCTOBER 22, 2025

Each factor of the evaluation will be considered relative to obtaining the most effective plan consistent with the needs of the County.

### 4. Product Liability Insurance

The successful Proposal will supply proof of professional liability insurance and workers' compensation.

### **IV. SCOPE OF SERVICES**

### 1. 2025 County Transportation Committee (CTC) Paving Projects:

### a. Overview

Jasper County has received CTC funding to address the following:

- i) Resurfacing of Volunteer Park Drive
- ii) Resurfacing of Polaris Road (Old Hospital Road)
- iii) Robertville Convenience Site 7755 Cotton Hill Road
- iv) Grays Convenience Site 4055 Heritage Road
- v) Coosawhatchie 90 Step School Road

### b. Design

- i) The intent is to mill & fill or overlay
- ii) Topo survey as needed
- iii) Coordinate with stakeholders
- iv) Utility coordination
- v) Develop a project log set of plans and specifications
  - Project log/schematic plan
  - Develop typical cross section
  - Develop traffic control plans (Signing and Striping)
  - Develop any construction staging and sequencing
  - Develop construction notes
- vi) Develop quantities
- vii) Develop bid documents
- viii) Develop engineer's estimates

### c. Construction Engineering

- i) Provide part-time construction engineering services.
  - Coordinate contractor's construction activities and prepare written public information notices to the public and stakeholders
  - Keep Jasper County staff, stakeholders and public informed

### REQUEST FOR QUALIFICATIONS RFQ #2025-14

### 2025 CTC PAVING AND 2025/2026 PARKING LOT REPAIR JASPER COUNTY OCTOBER 22, 2025

- Respond to contractor's questions
- Provide enough onsite construction engineering to ensure contractors are following specifications and are following generally accepted construction standards
- Confirm constructed quantities and provide written recommendations for contractors pay estimates

### 2. 2025/2026 Parking Lot Repair

### a. Overview

Jasper County has a need to address parking lot conditions at the following locations:

- i) Detention Center Parking Lot 12008 N. Jacob Smart Blvd Ridgeland
- ii) Levy Limehouse Parking Lot 470 Mitchells Court Hardeeville
- iii) Juvenile Justice Dept Parking Lot 1504 Gray's Highway Ridgeland
- iv) Coroners Parking Lot 1504 Grays Highway Ridgeland
- v) IT Department Parking Lot 198 Second Ave Ridgeland
- vi) Government Building Parking Lot 320 Third Ave Ridgeland
- vii) Government Building Overflow Parking Lot 320 Third Ave Ridgeland
- viii) Jasper Street Overflow Parking Lot 210 Jasper Street Ridgeland
- ix) Beck's Ferry Landing Parking Lot 2217 Becks Ferry Road Hardeeville
- x) Third Avenue Ridgeland Parrell Handicapped Parking 262 to 306 Third Ave Ridgeland

### b. Design

- i) The intent is to address water problems and to mill & fill or overlay
- ii) Topo survey as needed
- iii) Coordinate with stakeholders
- iv) Utility coordination
- v) Develop a project log set of plans and specifications
  - Project log/schematic plan
  - Develop typical cross section
  - Develop traffic control plans
  - Develop any construction staging and sequencing
  - Develop construction notes
- vi) Develop quantities
- vii) Develop bid documents
- viii) Develop engineer's estimates
- ix) Obtain SCDOT Encroachment Permit for item 2.a.x.

### c. Construction Engineering

- i) Provide part-time construction engineering services
  - Coordinate contractor's construction activities and prepare written public information notices to the public and stakeholders
  - Keep Jasper County staff, stakeholders and public informed
  - Respond to contractor's questions
  - Provide enough onsite construction engineering to ensure contractors are following specifications and are following generally accepted construction standards
  - Confirm constructed quantities and provide written recommendations for contractors pay estimates

### V. PROPOSAL REQUIREMENTS AND FORMATTING

Proposers are REQUIRED to submit all requested information and/or documentation outlined in this section of the solicitation. Any Proposer failing to do so may have their response rejected as being non-responsive and making them ineligible for contract award. Proposers shall submit their responses in a format and sequence that follows the section numbering and layout provided in this solicitation to assist the County in its evaluation of responses.

Proposers shall submit written qualifications which clearly demonstrate their ability to provide quality services in an effective manner.

The County desires a Proposer with a history of meeting or exceeding client expectations, providing effective communication between the client and the Proposer, a record of meeting schedules and deadlines, distinct knowledge of local sales tax programs, permitting requirements, a reputation as an effective steward of natural resources and the environment, prudent contract administration and project accounting, and a quality presentation of project deliverables.

Proposals shall include the following information, and should be arranged in labeled sections as follows:

### **QUALIFICATIONS:** <u>Section A: Personnel Technical Competence/Qualifications</u>

1. Project Team Organizational Chart:

### REQUEST FOR QUALIFICATIONS RFQ #2025-14

### 2025 CTC PAVING AND 2025/2026 PARKING LOT REPAIR JASPER COUNTY OCTOBER 22, 2025

Provide an organizational chart identifying team members who would be assigned to this contract (including subconsultants). The organizational chart must include the name, role/position, and office location of each team member and subconsultant. A project team member may be responsible for more than one area. The Proposer shall identify the following, at a minimum:

- Overall Project Manager(s)
- Key Financial Management Team Members
- Communication/Public Engagement Team Members
- Civil Engineering Team Members
- Construction Administration Team Members
- Surveying Team Members
- 2. Professional Resumes: Provide professional resumes of key project personnel proposed for this contract and detailed background information including:
  - Education;
  - Professional registrations and certifications, applicable to South Carolina;
  - Experience;
  - Years with firm;
  - Office location;
  - Specific role and responsibilities on past projects of this type;
  - Hourly billing rates (in a separate sealed envelope).
- 3. Proposer's Reserves: Description of available backup personnel, resources and their location.
- 4. Primary Point of Contact: Identify the Proposer's Primary Point of Contact.
- 5. Organization of subconsultants and personnel: Provide the name of any firm(s) and their personnel that will be providing subconsultant services to your firm. Also include the services they will provide, their office location, and a contact name and phone number.

### Section B: Background, Capabilities, and Experience

- 1. Range of Services: Provide a description of the full range of services the Proposer provides. Provide the number of years in business and the location of the main office that will service the County's account including the location of any subconsultants.
- 2. Capabilities: Discuss the Proposer's unique qualifications, capabilities and methodologies that will be used for the 2025 CTC Paving and 2025/2026 Parking Lot Repair programs.
- 3. Prior Experience: Provide a list with detailed descriptions including dollar value and time frame of the Proposer's experience on similar programs within the past 3 years. Specify the type of work performed, the Proposer's Project Manager and personnel that worked on the referenced projects including their role. Include project photos, budget and schedule. Identify if the project was completed on time and on budget.
- 4. Project References: Provide at least three (3) references from Item 3 above. The references shall include current e-mail and current phone number.
- 5. Workload: Provide a summary of current workload and workload projections. Present and anticipated workload of project team (please show in tabular format with each team member's anticipated obligations depicted over the life of the project).
- 6. List of litigation history of the Proposer and all subconsultants for the past 5 years.

### Section C: Scope of Services Work Approach

Discuss and provide insight into the Proposers approach to accomplish the Scope of Services. Please make sure to identify what would set the Proposers approach apart from others in the industry.

### **Section D: Forms and Information**

AFFIDAVIT OF COMPLIANCE must be submitted.

### **Section E: Fees Schedule**

### THIS SHALL BE SUBMITTED AS A SEPARATE DOCUMENT AND NOT INCLUDED WITH THE RFQ.

Hourly rates will not be used in the evaluation of Proposals but instead will form the basis for contract negotiations with the selected Proposer.

- 1. The Proposer shall submit a Billable Costs Document for their firm and all other firms listed in the RFQ. At a minimum the document shall have the following:
  - a. An Hourly Rate Schedule for each billable title within the firm.
  - b. Mark Up Costs for subconsultants, vendors, and suppliers, etc.
  - c. A schedule of reimbursable costs and rates. (i.e. travel, copies, mailing, etc.)
- 2. Once an initial hourly rate schedule is agreed upon, rates shall remain fixed for the first year of the resulting contract. After the first year, the Proposer may request one (1) annual adjustment to the hourly rates to be effective on each anniversary of the contract, but such increase shall not exceed the most recently published Consumer Price Index for All Urban Consumers (CPI-U), before seasonal adjustment as of sixty (60) days prior to the contract anniversary date. Any rate increase shall require a written contract amendment signed by both parties to become effective. If Contractor's request for an increase is made after the applicable contract anniversary date, such increase shall not be retroactive to the anniversary date and instead shall be effective as of the date of the signed contract amendment. Mark up cost and reimbursable cost once established shall not be changed for the life of the contract.

### **AFFIDAVIT OF COMPLIANCE**

To be submitted with vendor's Proposal

To be submitted with vehicle 3 (10 post)
We Do Not take exception to the RFQ Documents/Requirements.
We take exception to the RFQ Documents/Requirements as follows:
Specific exceptions are as follows:
I have carefully examined the REQUEST FOR QUALIFICATIONS and agree to abide by all submitted pricing, delivery, terms and conditions of this Proposal unless otherwise stipulated herein.
Company Name
By
(Authorized Signature)
(Print Name and Title)
Company Address

### **AFFIDAVIT OF COMPLIANCE (continued)**

Telephone Number		
Email		
Federal Tax ID No		
DBE Vendor (Yes/No)		
Minority Owned:		
Women Owned:		
Veteran Owned:		
Date		
ADDENDA		
Proposer acknowledges receipt of the following addendum:		
Addendum No		

**RETURN THIS PAGE** 

### STATEMENT OF "NO PROPOSAL"

Return this page only if your company provides the products/services being requested and DECLINES to do so.

	lersigned, have declined to respond to the above REQUEST FOR ONS for Program Manager - Sales Tax Program for the following reasons:
	Specifications too "Narrow", geared to one brand or manufacturer (Please explain below). Insufficient Time to Respond to REQUEST FOR QUALIFICATIONS
	Unable to Meet Specifications
	Specifications Unclear (Please explain below)
	Other (Please explain below)
Remarks:	
Company Na	ame
Address	
Name and T	itle
	lumber
Email Addre	

### VI. <u>CONTRACT AWARD</u>

Contract award, as well as contract continuation of the contract in subsequent fiscal periods, is subject to availability of County funds. In the event that contract negotiations with the highest rated Proposer are unsuccessful, the County reserves the right to begin contract negotiations with the next highest rated Proposer.

If a contract is awarded as a result of this solicitation, such award shall be made to the most qualified respondent(s). In the event that contract negotiations with the most qualified respondent(s) are unsuccessful, the County reserves the right to begin contract negotiations with the next most qualified respondent(s).

### VII. STANDARD CONTRACT TERMS AND CONDITIONS

Proposer acknowledges that a contract will need to be executed with terms and conditions acceptable to the County and the Proposer.

The Proposer agrees that terms and conditions provided in this RFQ, and in their response to the RFQ either in their entirety or relevant portions thereof, shall be included and become part of any resulting contract.

Please note that if the County determines that key team members identified in this RFQ are no longer available and/or not being used on this project the County reserves the right to terminate the contract.

### APPENDIX 1 - Maps

1.a.i - Resurfacing of Volunteer Park Drive



1.a.ii Polaris Road (Old Hospital Road)



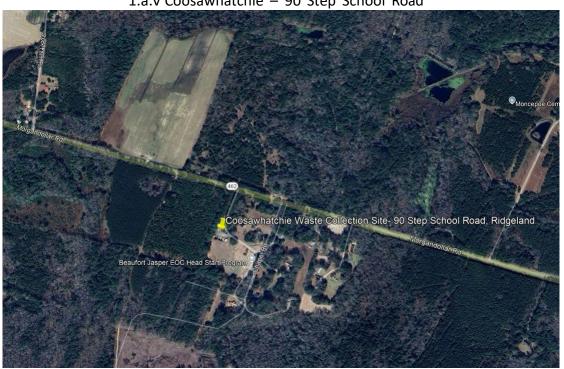
1.a.iii Robertville Convenience Site – 7755 Cotton Hill Road



1.a.iv Grays Convenience Site – 4055 Heritage Road



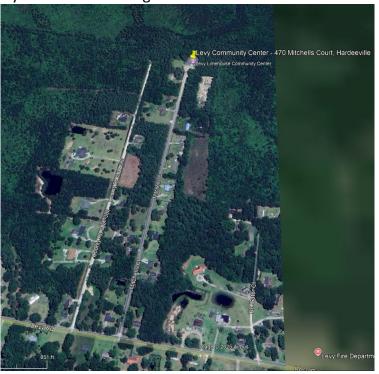
1.a.v Coosawhatchie - 90 Step School Road



1.b.i Detention Center Parking Lot – 12008 N. Jacob Smart Blvd – Ridgeland



1.b.ii Levy Limehouse Parking Lot – 470 Mitchells Court – Hardeeville



1.b.iii Juvenile Justice Dept Parking Lot – 1504 Gray's Highway – Ridgeland and 1.b.iv Coroners Parking Lot – 1504 Grays Highway – Ridgeland



1.b.v IT Department Parking Lot – 198 2 ond Ave – Ridgeland



1.b.vi Government Building Parking Lot – 320 3<sup>rd</sup> Ave – Ridgeland And 1.b.vii Government Building Overflow Parking Lot – 320 3<sup>rd</sup> Ave – Ridgeland



1.b.viii Jasper Street Overflow Parking Lot – 210 Jasper Street – Ridgeland



1.b.ix Beck's Ferry Landing Parking Lot - 2217 Becks Ferry Road - Hardyville



1.b.x  $3^{rd}$  Avenue Ridgeland Parrell Handicapped Parking – 262 to 306  $3^{rd}$  Ave -Ridgeland

