

**Request for Qualifications  
# COG2017-01**

**Berkeley-Charleston-Dorchester Council of Governments  
BCD Regional On-Going Engineering Services**

The Berkeley-Charleston-Dorchester Council of Governments (BCDCOG) is soliciting qualifications from qualified consultants to assist with various planning efforts in the Berkeley-Charleston-Dorchester Region. The services shall include, but not limited to, transportation and land use.

The preparation of this document will allow for collaborative involvement with federal, state and local officials. All federal and state guidelines applicable to an effort of this nature will be followed. The selected firm must be experienced in various planning and engineering areas and have sufficient qualifications and expertise to perform the required tasks in a timely manner.

**Background**

The BCDCOG is the designated regional planning agency. The COG is responsible for several areas of regional planning including, but not limited to, transportation and land use.

**Project Schedule**

The project will be on an “as needed” basis. The BCDCOG periodically requires assistants from outside consultants to meet goals and objectives. This contract will be for three years with the option to renew each year for an additional two years. The length of this contract shall not exceed five years.

**Project Description**

As individual projects and/or tasks are assigned, the successful consultant will be asked to prepare a timeline and cost associated with performing the required project/task. The consultant will be required to perform under Federal, State and Local rules and regulations associated with individual projects.

**Scope of Services Requested**

The consultant may be required to perform duties associated with a variety of activities, such as: preparation of plans and studies at the regional and/or local level, preliminary engineering reports/plans, project design review and analysis, and project management.

**Qualifications**

The consultant must demonstrate qualifications in the area of planning and engineering, including, but not limited to, transportation and land use.:

The staff assigned to the project must have extensive experience in planning and engineering. The proposal should give specifics of the experience of the staff assigned to the project, including level of involvement in previous projects and names of contact persons for similar projects.

### **Selection Criteria/Selection Process**

The following criteria will be weighed in evaluating the qualifications for each consultant:

1. Experience, qualifications, and technical competence in the types of work required (30%)
2. Past performance on projects of a comparable nature (20%)
3. Relevant experience and qualifications of personnel to be assigned to the project (20%)
4. Demonstration of consultant's approach to performing the work, including an indication of the degree of availability the consultant anticipates in scheduling staff to meet project needs (20%)
5. Familiarity with Berkeley Charleston Dorchester region (5%)
6. Disadvantaged Business Enterprise designation (5%)

A committee of BCDCOG staff will review each proposal. The Selection Committee may chose to interview the top three consultants. The Selection Committee will make a recommendation to the BCDCOG Executive Committee. The Executive Committee will approve or disapprove the recommendation. The selected consultants will be contacted for additional information concerning the proposal and contractual information. Upon agreement of the terms, the contract will be taken to the BCDCOG Executive Committee for approval.

### **Signature Requirements**

Proposals must be signed by a duly authorized official of the responder. Consortia, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

### **Requested Proposal Format**

Each proposal should contain the following elements:

1. Letter of interest, including name of organization, and project contact information.
2. Current resume of qualifications
3. Direct response to each of the selection criteria defined above
4. Any other pertinent information that will assist the BCDCOG in its decision.

At a minimum, the response should include the following information:

1. The understanding of and approach to the project
2. Qualifications of the consultant and experience in this type of work including a list of at least four (4) different projects completed by the consultant involving water quality planning and engineering with the names and phone numbers of contact persons for those projects.
3. The key staff persons who will be assigned to this project together with their experience and qualifications
4. SF 330 form for primes and subs

### **Additional Information**

BCDCOG retains the right to reject all proposals and to re-solicit if deemed to be in their best interests. Selection is also dependent on the negotiation of a mutually acceptable contract with the successful responder.

Each proposal shall state it is valid for a period of not less than ninety (90) days from the date of receipt.

All plans, calculations, maps, digital files, reports, correspondence, minutes of meetings, and related data generated for this project will be included in the final documents submitted to BCDCOG.

The successful consultant shall comply with requirements of Title 49 CFR Part 21 and Title VI of the Civil Rights Act of 1964. The successful consultant shall provide services in compliance with the Americans with Disabilities Act of 1990. BCDCOG strongly encourages the use and involvement of Disadvantaged Business Enterprises (DBE) on this project.

### **Proposal Submission**

All proposals shall be submitted in a sealed envelope. The outside of the package shall be marked “**Request for Qualifications On-Going Engineering Services**”. Proposals will be received no later than **3:00 pm on October 5, 2017**. Please mail 1 original & two copies to:

Jason McGarry, Procurement/Contracts Administrator  
BCD Council of Governments  
1362 McMillan Ave., Suite 100  
N. Charleston, SC 29405

Please direct questions to Jason McGarry at 843-529-0400 or [JasonM@bcdcog.com](mailto:JasonM@bcdcog.com).