



March 28, 2023

County of Newberry

Purchasing Department
Request for Proposals # 2023-8

Geotechnical Testing and Consulting Services (on-call)

Proposals are due April 25, 2023, no later than 3:00 PM, Local Time

**PLEASE NOTE THAT THE VENDOR IS ULTIMATELY RESPONSIBLE FOR VERIFYING
RECEIPT OF ANY/ALL ADDENDA PRIOR TO THE PROPOSAL OPENING.**

Proposal Title: Geotechnical Testing and Consulting for On-call Services

Proposal Number: 2023-8

Closing Date and Time: April 25, 2023 @ 3:00 p.m.

Sealed submittals shall be delivered to:

Crystal Waldrop, CPPB
Purchasing Director

US Postal Service:

Post Office Box 156
Newberry County, SC 29108

Hand Delivered:

Newberry County Courthouse Annex Conference Room
1309 College Street
Newberry SC 29108

The County will not accept faxed or emailed proposals. One (1) original and two (2) copies of all requested documentation must be received on or before 3:00 p.m. local time, April 25, 2023.

The deadline for questions will be close of business at 5:00 p.m., April 18, 2023.

All inquiries shall be made to Crystal Waldrop at cwaldrop@newberrycounty.net or 803-321-1420.

Introduction: Newberry County is soliciting proposals from qualified firms to provide geotechnical testing & consulting services on an on-call, as-needed basis.

The County intends to contract with two firms for a period of three (3) years, with the option to renew two consecutive, one- year terms. The County will accept cost proposals from each firm as the need arises for specific projects, or may contract with the firm who is most available at the time of need.

No contractor shall be promised or guaranteed any work hereunder.

Scope of Services: The exact services requested will vary from project to project, but generally will include testing and/or sampling of materials, testing of soils, geotechnical consultation and the preparation of soils and geotechnical reports for the County capital improvement and rehabilitation projects. The chosen firm(s) will have the ability to conduct Phase I and Phase II site assessments as well as comprehensive asbestos & lead base paint surveys.

The successful Consultant will be provided with detailed specific information about each project and will then be expected to provide a specific Scope of Services for the individual project establishing a timeline, deliverables and cost basis (whether lump sum or based on services provided).

The County will utilize one of the two firms, going forward, for the projects listed on the 2022 Referendum for the CPST funding, as well as those that require such services for Newberry County funded projects.

It is required that the consultant have all of the necessary certifications for personnel and laboratories to perform the work being requested without the use of a sub-consultant.

Minimum Requirements/Qualifications:

- The firm shall have a sufficient number of staff members to provide services on at least two separate sites (jobs) simultaneously if given at least two-business day notice.
- The firm shall have the technical knowledge, ability, expertise and equipment to perform the tests listed in the Scope of Services without the use of a subcontractor.
- All work shall be performed under the direct supervision of a Professional Engineer licensed in the state of South Carolina.
- Firms shall not sub-contract any of the requested work.

Firm's Proposal

Proposal Format

The proposal format requirements were developed to aid Offerors in their proposal development. They also provide a structured format so reviewers can systematically evaluate several proposals. These directions apply to all proposals submitted.

The purpose of the Proposal is to demonstrate the technical capabilities, professional qualifications, past project experience and knowledge within this industry. Offeror's proposal shall address all the points outlined herein as required.

- A. **Transmittal Letter:** A transmittal letter must be submitted with an Offeror's proposal which shall include:
 - 1. The RFP subject and RFP number;
 - 2. Name of the firm responding, including mailing address, e-mail address, telephone number and contact person;
 - 3. A statement of the firm's interest in the procurement and why it feels the company is best qualified to be selected, and;
 - 4. The name of the person or persons authorized to make representations on behalf of the Offeror, binding the firm to a contract.
- B. **References:** A minimum of three (3) separate references from past/similar projects shall be provided. Provide contact information including name of the client, address, telephone number and name of representative.
- C. **Technical Capabilities and Specialized Knowledge:**
 - 1. A list and description of similar types of projects successfully completed by the firm.
 - 2. Describe the firm's specialized experience and technical competence as it relates to the scope of services defined herein.
- D. **Qualifications:**
 - 1. A brief description of the firm, organization structure, location of principle offices, number of professional personnel.
 - 2. A qualification summary containing a description of the firm's qualifications and the resumes' of all key personnel and including their longevity with the firm.
 - 3. Explain the available capacity and capability of the firm to perform the tasks specified in the scope of services.

- E. **Cost:** The firm's standard unit rate fee schedule for providing Geotechnical Engineering services – For the purposes of this RFP, all firms shall submit a fee schedule containing personnel (paid per hour), laboratory & field tests (paid "each"), and equipment (paid per day). Firms are instructed to include all personnel, tests, and equipment that is applicable to perform all of the tasks listed in the Scope of Services. Should there be a need for personnel, tests, equipment not listed in the Firm's fee schedule, both parties shall negotiate and agree to a unit cost prior to performing the work.

Selection of Firm

A selection committee will evaluate proposals based on the factors outlined below which shall be applied to all eligible, responsive proposals in selecting the successful Offeror(s). The county reserves the right to disqualify any proposal for, but not limited to, person or persons it deems as non responsive and/or non responsible, a failure to respond to each section, or whose experience does not describe the competencies required. The County reserves the right to make such investigations of the qualifications of the proposer as it deems appropriate.

Award of such a contract may be made without discussion with proposers after responses are received. Proposals should, therefore, be submitted on the most favorable terms. The County reserves the right to void the contract if the successful proposer cannot perform services specified by the proposer's response. Proposal evaluation criteria will be grouped into percentage factors as follows:

1. Conformance to the requirements of this solicitation. (5 points)
2. Technical knowledge, ability, expertise and depth of the firm. (30 points)
3. Proposed fees. (35 points)
4. Related experience on similar projects. (10 points)
5. Knowledge of the Geotechnical Engineering properties and practices. (20 points)

Selection Process

The County reserves the right, at its sole discretion, to reject any or all proposals. The contract will be awarded to the most responsive and responsible firm meeting the specifications desired by the County. Although cost will be a consideration, the award will be based on cost consistent with the desired quality of service needed for effective use.

