

REQUEST FOR QUALIFICATIONS (RFQ)

FOREST PARK DRIVE

SPW 2026-02

FOR

ENGINEERING SERVICES

PUBLICATION DATE

AUGUST 21,2026

PROPOSAL DUE DATE

SEPTEMBER 18, 2026

By 2:00 PM

SIMPSONVILLE CITY HALL

425 E. CURTIS STREET

SIMPSONVILLE, SC 29681

Attention: RUSSELL ORR

Email: rorr@simpsonville.com

POINT OF CONTACT: Terry A. Bragg, PE

Email:tbragg@simpsonville.com

Phone: (864) 483-4370

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SECTION 1: GENERAL INFORMATION AND INSTRUCTIONS

The City of Simpsonville is requesting qualified professional firms and individuals for Engineering Services. The standard of care for professional engineering and related services performed or furnished by the Engineering Firm or individual under this Agreement will be the care and skill ordinarily used by members of the Engineering profession practicing under similar circumstances at the same time and same locality.

SECTION 2: SCOPE OF WORK

CAPITAL IMPROVEMENT PROJECT # 1 – FOREST PARK DRIVE

The following project scope of work is included as a guide for the Proposer. It is designed to identify the minimum service level expected from the successful firm and, as such, should be modified and augmented based upon the experience of the firm as necessary to complete the project.

The selected firm shall provide the City with professional services and dedicated personnel to perform the following tasks:

CONSULTANT

- Perform required field data collection needed for the development of the construction drawings for the Project.
- Verify the drainage structure required to carry the 100-year rainfall event of the Project drainage area.
- Provide Project construction drawings meeting SCDOT Guidelines.
- Obtain all necessary Permits required for construction (SCDES Erosion Control, FEMA/USACOE Permits, Wetland Mitigation, etc.).
- Comply with all State, Federal and Local Government requirements.
- Prepare Project Bid Proposal and attend the Bid Letting.
- Perform the required SCDES Stormwater Management inspections and reporting per SCDES Guidelines.
- Propose access options for the residents whose access is severed due to the construction (mandatory to provide access).
- Provide Quality Control/ Quality Assurance per SCDOT QC/QA Guidelines.

CITY OF SIMPSONVILLE

- The City of Simpsonville will release any available information in its possession that may assist the Consultant in performance of their duties.
- The City of Simpsonville will review all plan submittals for completeness and constructability. Discrepancies will be red-lined and returned for corrections.
- The City will advertise and receive Project Bids.

SECTION 3: PROPOSAL REQUIREMENTS AND FORMAT

3.1 PROPOSAL REQUIREMENTS

The City will accept Proposals in the following formats:

1. Physical/Hard Copy: Three (3) copies of the Proposal shall be submitted to:
City of Simpsonville City Hall
425 East Curtis Street
Simpsonville, SC 29681
Attention: Russell Orr
2. Electronic Copy
A copy of the full Proposal shall be submitted via email to: ROrr@simpsonville.com

To be considered, Proposals must be received at the address listed above no later than Friday, September 18, 2026, by 2:00 PM. Any proposals submitted after this time will not be considered.

3.2 FORMAT

The proposal should be concise, well-organized, and demonstrate the Proposer's qualifications and experience as applicable to this Project. The proposal shall not include any unnecessary promotional material.

The proposal should include the following items and shall be organized as follows:

1. Letter of Transmittal Describe your firm or team's interest and commitment in providing consulting services for the City of Simpsonville. The correspondence shall include the name, title, address, and telephone number of the individual authorized to sign the Contract.
2. Table of Contents Each proposal shall include an index to the major topics contained in the proposal and all pages shall be numbered.
3. Work Plan and Approach Discuss your firm's understanding of the Scope of Services to be performed. Describe the method for management of overall project costs, schedule, quality assurance/quality control, and other issues critical to this project.
4. Key Personnel Background Name, position, summary of qualifications, resumes, related experience, and proposed responsibilities of project manager and key personnel.
5. Team Experience Listing of similar projects performed within the past five (5) years. Please include the following information: (A) Client's name, point of contact, addresses, and telephone numbers (B) Description of study and year of completion (C) Key personnel involved
6. References Provide at least three (3) references, listing the references' name, company title, address, e-mail, and phone number.
7. Schedule Include a schedule for the scope of work.

SECTION 4: SELECTION

4.1 SELECTION PROCESS

The City will establish a ranking based on how each proposal meets the qualifications of the Scope of Services and the requirements of the RFQ. The proposal shall conform to the Proposal Requirements as listed in Section 3. It is important that all listed items be included in the proposals. Proposals which do not comply with all the requirements will not be considered.

At the conclusion of the evaluation, the City will enter into contract negotiations with the top-ranked firm. If negotiations with the top-ranked firm are unsuccessful, negotiations will terminate, and the City will undertake negotiations with the second-ranked firm.

The selection process will be completed when a contract is executed. The City reserves the right to reject any or all proposals, and to waive any and all irregularities to choose the firm which, in the City's opinion, best serves the City's interests.

Proposals will be evaluated by a committee of City employees. Points will be assigned based on the Proposer's effectiveness and efficiency in supporting each item being rated.

4.2 SELECTION CRITERIA

The selection criteria for rating submitted proposals shall be as tabulated in the table below:

CRITERIA	WEIGHT
Proposal Quality	5%
Firm's Qualifications/Delivery of Similar Projects	30%
Proposed Scope of Work	50%
Client References	10%
Schedule/Manpower Allocation	5%

4.3 SELECTION SCHEDULE

The City reserves the right to evaluate proposals for a period of ten (10) business days before deciding which proposal, if any, to accept.

SECTION 5: QUESTIONS

Questions regarding the information in the RFQ package will be accepted **only** by email. Questions shall be submitted to:

Terry A. Bragg, PE
Email: tbragg@simpsonville.com

All questions must be received by 5:00 PM on Friday, September 11, 2026. Questions will be responded to in writing. Written summaries of all questions and answers will be distributed to each Consultant. Anonymity of the source of specific written questions will be maintained in the written responses. If necessary, a clarification addendum will be issued. Verbal inquiries, however, are discouraged and calling parties may be requested to submit written questions in lieu of receiving a verbal response.

If any changes or updates to the RFQ are made, a copy of the current RFQ will be posted on the City of Simpsonville's website under Request for Proposals (RFPs) at <https://www.simpsonville.com/public-notices>.

SECTION 6: DISCLAIMERS

This Request for Proposal does not commit the City to award a contract or to pay any costs incurred in the preparation of a proposal in response to this Request.

The City reserves the right to accept or reject any or all proposals received, to negotiate with qualified proposers, or to cancel the Request. The City may require the proposer to submit additional data or information the City deems necessary to substantiate the costs presented by the proposer.

The City may also require the proposer to revise one or more elements of its proposal in accordance with contract negotiations.

SECTION 7: SELECTION AND AWARD

Should the City of Simpsonville deem that a Consultant's Proposal satisfactorily meets the General Scope of Work defined within the RFQ, a Notice of Award, contingent on a successful negotiation of pricing, will be sent to the selected Consultant.

SECTION 8: CONTRACT NEGOTIATIONS

In addition to Section 2 (General Scope of Work), a more precise Scope of Work may be added during Contract Negotiations. Once the final Scope of Work is agreed upon by both parties, the Consultant shall prepare a COMPENSATION SCHEDULE for approval by the City of Simpsonville. The Compensation Schedule shall include all individual Major Items of work necessary to meet the requirement of the RFQ (see SAMPLE COMPENSATION SCHEDULE Attachment A). The City of Simpsonville will only be responsible for payment to the Consultant for those items of work included in the Compensation Schedule.

SECTION 9: NOTICE TO PROCEED

Upon approval of the Consultants Compensation Schedule, the City of Simpsonville and the selected Consultant will execute a **“PROFESSIONAL SERVICES AGREEMENT” for this project**, outlining the responsibilities of each party. Once the Professional Service Agreement has been implemented, the Notice to Proceed will be issued within 10 days and the Consultant may begin work on the Project.

SECTION 10: ADDITIONAL SERVICES

When Additional Services for unforeseen additional Items of Work or Scope Changes become necessary to complete the Project, then:

- 1) Additional Services shall be provided only when authorized by an amendment to this Agreement and approved by the City Administrator, or his or her designee.
- 2) If Additional Compensation is requested by the Consultant, the City of Simpsonville may approve or deny the request for additional compensation.
- 3) If Additional Services are requested by the City of Simpsonville, the Consultant shall prepare an Addendum to the Compensation Schedule for review and approval prior to execution of additional services. Once approved, the Additional Work shall be considered a part of the original contract work.

END OF DOCUMENT

ATTACHMENT “A”
SAMPLE COMPENSATION SCHEDULE

1.Topographic Survey	\$ 10,000
2.Subsurface Geotechnical Exploration	\$ 12,500
3.Jurisdictional Wetlands Delineation and USACE Verification	\$ 7,500
4.Permitting Services: (SCDES, NATIONWIDE 404/401, ETC.) (may be priced individually)	\$15,000
5. Engineering Design and Construction Drawings (may be priced individually - Preliminary, Right-of-way, Construction)	\$ 32,500
6.Construction Engineering and Inspection (CEI)	\$40,000
7.Quality Control/ Quality Assurance (QC/QA)	\$25,000

NOTE: INCLUDE AS MANY INDIVIDUAL ITEMS AS NECESSARY