

REQUEST FOR PROPOSALS
FOR ENGINEERING SERVICES
Town of Ravenel Pedestrian Walkway Project

Introduction

The Town of Ravenel, SC, is accepting proposals for professional engineering design services for pedestrian improvements within the town limits. The proposed sidewalk project will extend from the west property line of an existing mobile home park at 5360 Savannah Highway to the new E. B. Ellington Elementary School at 5600 Old Jacksonboro Road. When complete, the walkway will be approximately 2200 linear feet (with no curb and gutter) and will provide safe pedestrian access from the mobile home parks and nearby residential area to the school.

Enclosed is a location map showing the approximate location of the walkway. An easement agreement for the location of the sidewalk over privately-owned property has been obtained by the town for the tract between the school and the mobile home park, and the Charleston County School District has been notified of the proposed walkway across School District property. The selected design team will meet with the Charleston County Schools Capital Programs Officer to apprise him of the proposed location of the project.

Scope of Work

Scope of Work should include, at a minimum, the following professional services that will see the project through to its successful completion. Please include a "Not to Exceed" cost budget for design and construction based on the items listed below:

Design

1. Project preparation
2. Project design
3. Prepare detailed plans for pedestrian walkway construction to be presented to contractors and for required permitting

Bid Phase

1. Prepare bid documents
2. Advertise project
3. Conduct bid opening
4. Review bids, evaluate contractors, and prepare recommendations for Council's approval

Construction Phase

1. Permitting as may be necessary
2. Conduct pre-construction meeting
3. Construction administration and observation
Construction observation, based on 60 days at 15 hours per week

Minimum Qualifications

To be considered for this project, the qualifying firm that would engage in a contract with the Town of Ravenel must meet the following criteria:

1. Licensed in the State of South Carolina
2. Appropriate insurance for this type of work in South Carolina
3. Demonstrated experience in the provision of services included in Scope
4. Familiarity in working with federally funded (CDBG) projects

Deliverables

1. Construction cost estimate
2. Complete bid package
3. Proposed project schedule
4. All necessary permits
5. Regular status report by email to project administrator
6. As-built record documents (electronic and paper) once project has been completed

Proposal to Include

1. Firm Qualifications Statement
2. Proposed Project Team
3. Familiarity with the Town of Ravenel
4. Project approach and proposed schedule
5. List of relevant projects completed in the last five (5) years
6. Cost of Services based on the Scope of Work as described above

Method of Award

Evaluation of firms will be based on the information provided for the following criteria and will be ranked accordingly:

1. Overall experience of the engineering firm:	0-20
2. Familiarity with the Town of Ravenel:	0-20
3. Project Team:	0-15
4. Project Approach and Schedule:	0-15
5. Qualifications demonstrated by past projects:	0-20
6. Cost of Services (Fee Proposal):	0-10

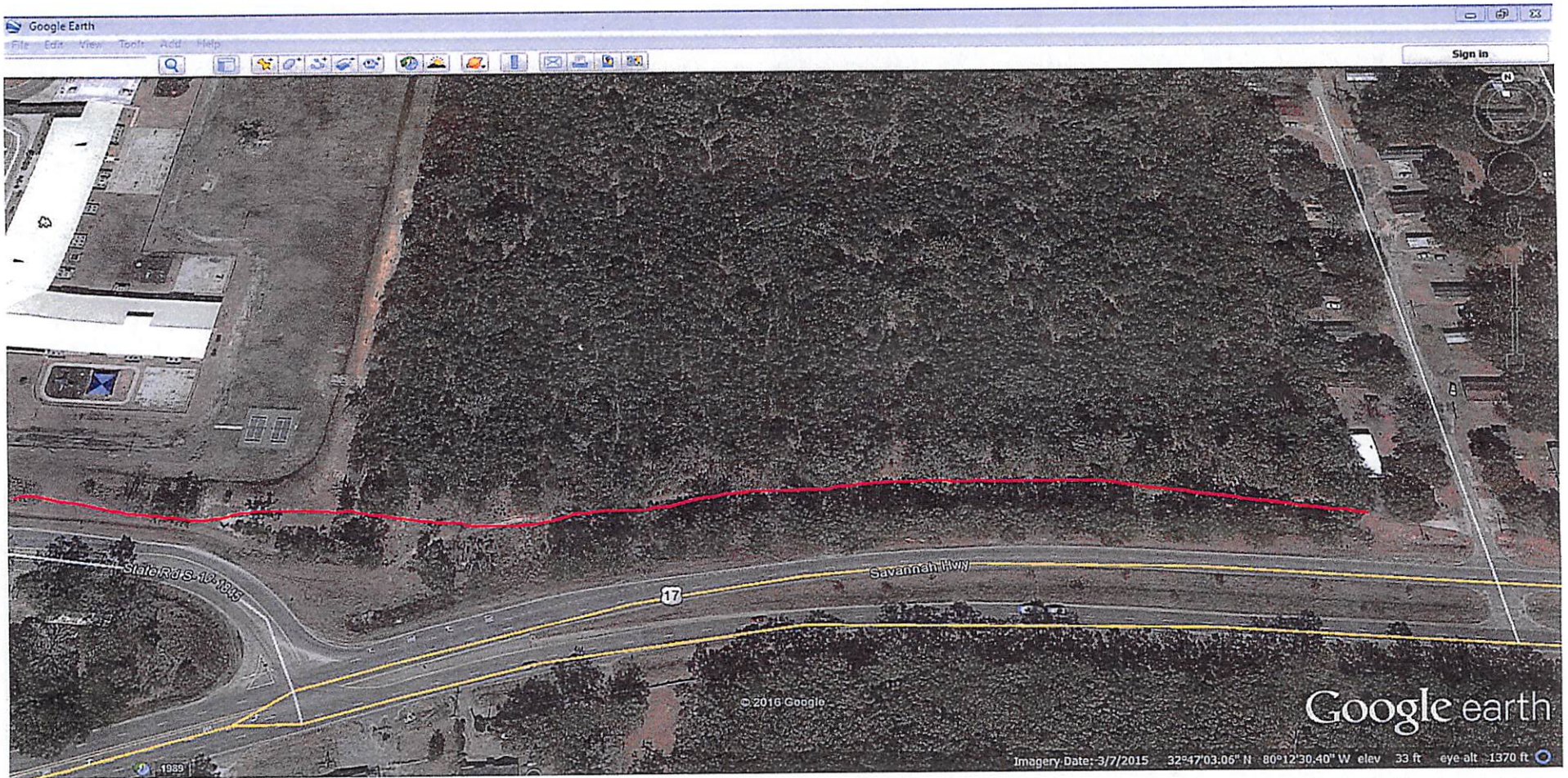
The Town of Ravenel will select the highest ranking firm and begin negotiations with that firm regarding scope, schedule and cost of services. If negotiations with the top ranked firm are unsuccessful, the Town will discontinue the negotiations and begin negotiations with the second highest ranking firm.

Five (5) sealed copies of the proposals are due back to the Town of Ravenel by 2:00PM on Tuesday, September 27, 2016 at which time they will be publicly opened. The proposals should not exceed 10 pages in length, in a minimum of 11 point font format and submitted to the town in a sealed envelope with firm's name and project name to the following address/location:

Town of Ravenel
5962 Highway 165, Suite 100
Ravenel, SC 29470

Any questions regarding the Scope of this project should be submitted to Sonya Gentry at ssgentry@comcast.net or to Mark Bloomer at markbloomer@comcast.net.

This project is being funded all or in part with a grant through the Charleston County, Community Development Block Grant program. The design engineer selection and contracting process is subject to applicable provisions of Federal, State, and local laws and ordinances. The selected firm will be required to comply with all applicable Equal Employment Opportunity (EEO) laws and regulations, including assurance of nondiscrimination under Title VI of the Civil Rights Act. The Town reserves the right to award a contract that is most advantageous and in the best interest of the Town of Ravenel.



Construct Five Foot
(5 ft.) Wide Sidewalk
@ Existing Ground
Grade within
Existing Easement

