

REQUEST FOR QUALIFICATIONS

**Sidewalk Improvements
City of Walhalla**

RFQ# 2024-01

February 15, 2024



**CITY OF WALHALLA
WALHALLA, SC**

1.0 OVERVIEW

The City of Walhalla is soliciting proposals for sidewalk improvement projects. We are seeking qualified firms and independent contractors to provide professional services for managing and overseeing sidewalk enhancement initiatives. The selected firm or individual will be responsible for ensuring compliance with all relevant regulations and standards pertaining to sidewalk construction and improvement projects.

Key responsibilities for the chosen candidate or entity will include conducting thorough sidewalk inspections, reviewing project plans to ensure adherence to applicable codes and ordinances, and enforcing the sidewalk improvement code. The appointed personnel will have the authority to interpret the sidewalk improvement code and represent the City in matters related to sidewalk construction and code compliance.

We invite proposals from qualified firms or contractors who possess expertise and technical qualifications in administering sidewalk improvement regulations, implementing sidewalk construction in accordance with the International Code Council requirements, conducting thorough sidewalk inspections, and reviewing project plans. Additionally, experience in enforcing nuisance regulations, adhering to Americans with Disabilities Act (ADA) design standards, and providing other related professional and technical services to benefit the City of Walhalla and its residents is essential.

The ability to interpret and apply the City's sidewalk improvement code, along with relevant state and federal regulations, is paramount in delivering these services. All qualified firms or contractors must hold the necessary licenses, certifications, and permits required to provide the specified professional services.

2.0 BACKGROUND

The City of Walhalla (City) is centrally located in Oconee County, serving as the County seat. The City encompasses approximately 4 square miles and has a population of over 4,100. Walhalla is a charming southern town with historical homes and business blending with new residential and commercial growth.

3.0 EXPERIENCE

The City is looking for firms or individuals with experience in the following categories:

- 1.) Three (3) years' experience in managing and executing sidewalk improvement projects, with a proven track record of successful completion.
- 2.) Technical Expertise: A strong understanding of the relevant construction techniques, materials, and best practices for sidewalk improvements, including compliance with local, state, and federal regulations.
- 3.) Code Compliance: Proficiency in interpreting and enforcing sidewalk construction codes and ordinances, including adherence to Americans with Disabilities Act (ADA) design standards.

- 4.) Inspection and Quality Assurance: Capabilities in conducting thorough sidewalk inspections, ensuring the quality and safety of completed projects.
- 5.) Project Management: Demonstrated ability to efficiently manage sidewalk improvement initiatives, including project planning, scheduling, and budgeting.
- 6.) Licenses and Certifications: Possession of all necessary licenses, certifications, and permits required to perform sidewalk improvement work in compliance with local regulations.

4.0 SCOPE OF SERVICES

The contractor shall furnish all labor, equipment, tools, fuels, materials, and supervision necessary for the performance of all operations for construction of new and replacement sidewalks for the City of Walhalla. The scope of services includes, but is not to be limited to, the following:

- a. Installation of 5-foot-wide concrete sidewalks as indicated in the table below and on the attached Sidewalk Map for the City of Walhalla included in Attachment A.

MAIN ST SOUTHSIDE	Length	Width	Yards
S Laurel To Cedar 433x5	433	5	43.30
Cedar To Poplar 430x5	430	5	43.00
Poplar To Chestnut 435x5m	435	5	43.50
Chestnut To Pine 430x5	430	5	43.00
Pine To Oak 435x5	435	5	43.50
Oak To Church 440x5	440	5	44.00
Church To Tugaloo 450x12	450	12	108.00
Ann To John 332x6	332	6	39.84
John To Johnson 447x6	447	6	53.64
MAIN ST NORTHSIDE			
N Tugaloo To N Church 441x5	441	5	44.10
N Church To N Oak 438x5	438	5	43.80
N Oak To N Pine 435x5	435	5	43.50
N Pine To N Chestnut 431x5	431	5	43.10
N Chestnut To N Poplar 435x5	435	5	43.50
N Popular To N Cedar 431x5	431	5	43.10
N Cedar To Smith 440x5	440	5	44.00

- b. Removal and replacement of existing damaged or raised sidewalks were indicated on Attachment A.
- c. All work will be performed in accordance with the specifications outlined in Attachment B.
- d. Removal and disposal for excess materials.
- e. All traffic and pedestrian access controls as may be necessary to provide a safe work area for workers, pedestrians, vehicles and private property.

5.0 PREPARATION OF RESPONSE AND DEADLINES

a.) If there is any question whatsoever regarding any portion of the instructions or specifications, it shall be the submitting company or individual's responsibility to seek clarification from the City of Walhalla Administration Department by **March 25, 2024**.

Celia Myers, City Administrator
206 North Church Street
PO Box 1099
Walhalla, SC 29691
cmyers@cityofwalhalla.com
864-638-4343 (phone)

b.) All responses must be submitted to the City of Walhalla before **5:00 PM, Friday, March 29, 2024**.

c.) The City reserves the right to accept or reject any and all responses and to waive technicalities, as deemed to be in the best interest of the City. The City reserves the right to request additional information from a respondent(s) as deemed necessary to analyze responses.

d.) Any variation from the specifications must be clearly stated by the submitting company in writing and submitted with the qualification.

6.0 INSTRUCTIONS TO SUBMIT A RESPONSE

Submit one (1) signed original and three (3) copies of the RFQ response along with the Bid Submission Forms, completed W-9 form, proof of liability insurance and other supporting documents in person at City Hall (206 N Church Street, Walhalla) or by mail (PO Box 1099, Walhalla, SC 29691). Submissions must be received by **March 29, 2024, 5:00 PM**. Documents shall be submitted in sealed envelope or package containing the RFQ number on the outside of the envelope/package. Responses must include the following:

- a.) **Cover Letter** (not to exceed one page)
- b.) **Company Profile or Introduction of the Individual:** Provide a brief history of the firm or individual providing services requested in this RFQ and describe your firm or individual experience, and capabilities as it relates to sections 3.0 Experience and 4.0 Scope of Work of this RFQ.
- c.) **Experience and Specific Qualifications:** Provide names of key staff members who will be assigned to the City and include their relevant resume information, including the specific tasks or services for which they will be responsible. This information should include a description of each individual's relevant professional experience, years and type of experience and number of years with the firm. All relevant resume information and copies of certifications should be included for individual applicants as well.

- d.) **Fee Structure:** Provide a list or table detailing the cost
- e.) **Insurance:** Provide proof of insurance coverage applicable to the professional services described. Such coverage must include professional liability insurance (minimum \$1,000,000), workers compensation, employer's liability, comprehensive general liability, automobile liability and umbrella liability. The City of Walhalla will be named as an "additional insured" party. Certificates must include summary of such coverage.
- f.) **References:** List of two (2) municipalities or other government agencies for whom you have provided ongoing sidewalk improvements/plan review professional services in the past five (5) years. Provide contact names, email address, and telephone numbers along with a description and time period of services provided.
- g.) **Other Supporting Documentation:** Provide any other supporting documents relevant to this RFQ.

7.0 EVALUATION CRITERIA

The selection committee will use the following criteria to evaluate and select the successful firm or individual. The City reserves the right to reject any or all RFQ's and to award a contract that is in the best interest of the City of Walhalla.

- a.) **Overall Experience:** The firm or individual documented experience in successfully completing professional services similar in scope to this RFQ.
- b.) **Ability to Provide Services Requested:** Recent, current and projected workload of the firm or individual.
- c.) **Project Team:** Overall experience and knowledge of plan reviewer and building inspectors to will be assigned to the City for services.
- d.) **Location of the Firm or Individual:** Nearest location to the City of Walhalla.
- e.) **Cost:** Base and hourly fees for each service provided.
- f.) **References:** Relevance and quality of references.

City staff may conduct in-person interviews and site visits, as part of the final selection process.

8.0 ACCEPTANCE AND PAYMENT

- a.) Upon acceptance of the contractor's proposal, by the City, a Notice to Proceed will be issued. Once the Notice to Proceed is issued the contractor can began performing services. Once a month, services will be evaluated in accordance to the terms and conditions of the contract. Upon satisfactory completion of work, the

contractor shall invoice the City. All invoices must display purchase order number when submitting for payment. Payment will be made via a city issued check.

- b.) The city administrator or other city designee will be designated from the City at the time of Award to administer the contract and approve pay requests. Changes to the terms of the contract will require approval from the city clerk and city council. All questions shall be directed to the city administrator or its designee. The vendor shall designate a person to act as a contact for the project.

9.0 PROPONENT DECLARATION

- a.) By submittal of a bid the Responder declares to be fully informed and satisfied that the Scope- of-Work is a bases used to obtain submitted price quote; therefore, it is understood that actual quantities may be subject to adjustment by either increase or decrease, as deemed necessary, per conditions encountered during project construction and agreed by both the firm or contractor and the City (its representative). And should the quantities of work items be decreased or increased; the actual work quantity shall be completed at the unit prices stated therein.
- b.) The City shall be 'held harmless' for the Responder's lack of understanding of what is required by this solicitation. Should a Responder not understand any aspect of this request or require further explanation or clarification regarding the intent or requirements, it shall be the responsibility of the Responder to seek guidance from the City's designated Representative.

**BID SUBMISSION FORM
CITY OF WALHALLA
RFQ 2024-01
SIDEWALK IMPROVEMENTS
TOTAL BID AMOUNT**

By submission of this bid, the respondent certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, that this bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid, with any other bidder or with any competitor. The bid listed below must include all applicable cost relevant to the provision of sidewalk improvements. Please include detailed costs (per square foot and total) on a separate table/spreadsheet.

	Length	Width	Yards
MAIN ST SOUTHSIDE			
S Laurel To Cedar 433x5	433	5	43.30
Cedar To Poplar 430x5	430	5	43.00
Poplar To Chestnut 435x5m	435	5	43.50
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N Popular To N Cedar 431x5	431	5	43.10
N Cedar To Smith 440x5	440	5	44.00

Total Bid Amount _____

COMPANY NAME

SIGNATURE BY AND FOR THE BIDDER

COMPANY ADDRESS

PRINTED NAME OF ABOVE BIDDER

DATE OF QUOTE

CONTACT PHONE NUMBER

CONTACT EMAIL

City of Walhalla reserves the right to reject any or all bids and to waive any irregularities, as deemed necessary and in its best interest.

**ATTACHMENT "B" SCOPE OF WORK
REQUEST FOR PROPOSALS (RFP)
SIDEWALK IMPROVEMENTS
CITY OF WALHALLA, SC
SPECIFICATIONS FOR CONCRETE SIDEWALK MATERIALS AND PLACEMENT**

PART 1 – GENERAL

1.01 REFERENCES

A. The following is a list of standards which apply to this section:

1. American Concrete Institute (ACI): 304R, Guide for Measuring, Mixing, Transporting, and Placing Concrete.
- ASTM International (ASTM):
- a. C94, Standard Specification for Ready-Mixed Concrete. C309, Standard Specification for Liquid Membrane-Forming Compounds for Curing Concrete.
 - b. D994, Standard Specification for Preformed Expansion Joint Filler for Concrete (Bituminous Type).

1.02 SUBMITTALS

A. Complete data on concrete mix, including aggregate gradations and admixtures in accordance with requirements of ASTM C94

B. ADA Truncated Dome Mats

C. Expansion Joint Materials

1.03 ADA TRUNCATED DOME MAT

A. At each intersection crosswalk, 24 inch by 36 inch truncated dome mats shall be placed on both sides of the crosswalk. Location and placement will be determined during the onsite meeting with the City's representative prior to excavation or grading of any sidewalk section.

B. Mats shall be yellow, 3/8 inch thick urethane with anchors and adhesive

1.04 CONCRETE

A. 4000 psi fiberglass reinforced concrete with aggregate and admixtures in accordance with ASTM C94 and submitted per Section 1.02 above PRIOR to placement of any concrete.

1.05 REMOVAL AND REPLACEMENT OF EXISTING DAMAGED SIDEWALKS

A. Areas indicated on Attachment A as damaged sidewalks are to be removed and replaced as follows:

1. Existing damaged or raised sidewalks will be removed and materials properly disposed of.
2. The cause of the damage (mainly tree roots) will be removed to a point 12 inches beyond each side of the existing sidewalk.
3. Cut root ends will be immediately sealed with a pruning sealer.
4. Areas will be re-graded as necessary.
5. New sidewalks will be placed per these specifications.

1.06 PLACING CONCRETE

A. Prior to placing concrete, remove water from excavation and debris and foreign material from forms.

B. Place concrete as soon as possible, and within 1-1/2 hours after adding cement to mix without segregation or loss of ingredients, and without splashing.

C. Place, process, finish, and cure concrete in accordance with applicable requirements of ACI 304

1.07 SIDEWALK CONSTRUCTION

A. Width shall be 5 feet

Thickness

1. 4 inches in walk areas.
2. 6 inches in driveway areas

B. Expansion Joints

1. Place expansion joints in areas adjacent to curbs, where sidewalk ends at curb, and around posts, poles, or other objects penetrating sidewalk as needed. Install expansion joint filler at each joint.
2. Place an expansion joint, with joint filler, transversely every 50 feet of sidewalk
3. Expansion joint material will be 1/2 inch thick by 4 inch for sidewalks and 1/2 inch by 6 inch thick at driveways.

C. Contraction Joints:

1. Provide transversely to sidewalk
2. Provide a contraction joint transversely every 5 feet
3. Construct straight line contraction joints as needed at intersection transitions and at right angles to surface of walk.

D. Finish:

1. Tool all edges, joints and areas that penetrate the sidewalk with a round over edge
2. Apply a light broom surface finish with fine-hair broom at right angles to length of walk and tool at edges, joints, and markings.
3. Apply curing compound to exposed surfaces upon completion of finishing.
4. Protect sidewalk from damage and allow to cure for at least 7 days

1.08 REMOVAL OF EXCESS MATERIALS AND WASTE

A. All excess concrete and other debris will be removed from the site and properly disposed of by the Contractor.

BID SUBMISSION FORM | BID FORM – A

CITY OF WALHALLA RFQ 2024-01 PROFESSIONAL CONTRACTOR SERVICES SIDEWALK IMPROVEMENTS

CERTIFICATION REGARDING DEBARMENT & OTHER RESPONSIBILITY MATTERS

Signed copies of the Certification Regarding Debarment and Other Responsibility Matters must be included in the bid package.

By submitting a bid, the Responder certifies, to the best of his/her knowledge and belief, that:

I. Responder and/or any of its Principals:

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency.

(B) Have not, within a three-year period preceding this bid, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of quotes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission or any of the offenses enumerated in paragraph I (B) of this provision.

II. Responder has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

(A) The word "Principals," for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; business manager; head of a subsidiary, division, or business segment, and similar positions).

(B) Responder will provide immediate written notice to the Owner if, at any time prior to contract award, Responder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(C) If the Responder is unable to certify the representations stated in paragraphs (I), Responder must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Responder's responsibility. Failure of the Responder to furnish additional information as requested by the Owner may render the bid as non-responsive.

(D) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (A) of this provision. The knowledge and information of a Responder is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(E) The certification in paragraph I (A) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Responder knowingly or in bad faith rendered an erroneous certification, the Owner may terminate, for default, any Contract resulting from this solicitation, and in addition to other remedies available to the City of Walhalla.

By signing, I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same project, materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the responder.

Authorized Representative and Title (Print): _____

Authorized Signature: _____ **Date:** _____

SAM's No.: _____

Cage Code: _____

DUN's No.: _____

BID SUBMISSION FORM | BID FORM - B

**CITY OF WALHALLA
RFQ 2024-01
PROFESSIONAL CONTRACTOR SERVICES
SIDEWALK IMPROVEMENTS**

Note: Failure to provide the information requested in this questionnaire may be cause for rejection of the solicitation on the basis of non-responsiveness.

Name of Your Business: _____

Street Address: _____

Mailing Address if Different: _____

City: _____ State: _____ Mailing Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

How many years has the business been under the above name? _____

Previous business name(s) if any: _____

My Bid Acceptance Period is _____ Days.

(Quotes providing less than thirty (30) calendar days for acceptance may be considered non-responsive and may be rejected.)

Are you acting as a broker or the primary supplier in this transaction?

Primary Supplier Broker

Business Information (Please check all that apply):

- My business is Individual My business is a Partnership
- My business is a Non-Profit My business is a Joint-Venture
- My business is Full-Time My business is Part-Time
- My business is Minority Owned My business is Woman Owned
- My business is a corporation under the laws of the State of _____

Completed by: _____ Title: _____

Signature: _____ Date: _____