



Becky Dawes
Procurement Director

Request for Qualifications Civil Engineering Services, 16-06-P

Aiken County Government is soliciting qualifications from engineering firms interested in providing professional services for the Aiken County Department of Engineering. The work shall consist of surveying, designing, preparing plans and bid documents, and securing permits relating to building modifications and roadways, drainage improvements and special projects. All drafting and design work for these projects shall be done utilizing AutoCAD Civil 3D 2015 (or earlier compatible version) software. Up to twenty (20) vendors may be selected based on projected work load. All selected vendors must submit an up to date Certificate of Liability Insurance and must include Workers Compensation. The contract will begin January 1, 2016.

Firms will be evaluated based on the following criteria:

1. Possession of high ethical and professional standing with the SC Licensing Board
2. Recent experience in designing types of projects mentioned above
3. Qualifications of personnel (Resumes must be available upon request)
4. Ability to complete projects on time and within budget
5. Knowledge of the design criteria (SCDOT policies and procedures, AASHTO guidelines, Aiken County Construction Specifications and Commercial Building Codes, etc.)
6. Ability to produce deliverables in an electronic format

In order for a firm to be considered, a member of the design team must be a Professional Engineer (specializing as appropriate to the scope of work) in their state of residence **and** in the state of South Carolina. The surveying work for the project shall be supervised by a Registered Professional Land Surveyor, and shall conform to the Minimum Standards Manual for the Practice of Land Surveying in South Carolina.

Submittals of firm information and qualifications should be no more than ten (10) pages in length (exclusive of cover and index sheets) and should include the following information:

1. Firm's name, address, telephone number, former firm names (if applicable), official South Carolina address (if applicable). If the firm has branch offices, state which office will be performing the majority of the work.
2. Number of permanent employees.
3. Names of principles and key personnel who will perform the work. Designate the name of the lead Professional Engineer.
4. Brief description of selected building modification, roadway, drainage, and design projects.
5. Brief description of any projects undertaken for Aiken County Department of Engineering.

This solicitation does not imply or guarantee that any work will be given to the firms that respond or are listed.

Once a list of qualified firms has been selected and projects will be assigned to the listed firms on a rotating basis. Contracts for individual projects will be negotiated on a “Lump Sum Fee” basis including all reimbursables.