

NOTICE OF EXTENSION OF TIME TO SUBMIT WRITTEN QUESTIONS & QUALIFICATIONS

REQUEST FOR QUALIFICATION FOR GENERAL CONSULTING SERVICES RFQ #2024-01 GCS

**PLEASE BE ADVISED THAT THE DEADLINE FOR SUBMISSION
OF *WRITTEN QUESTIONS* ABOUT
RFQ #2024-01 GCS HAS BEEN *EXTENDED TO*
*2:00PM EST ON JUNE 24TH, 2024.***

**THE DEADLINE FOR *SUBMISSION OF QUALIFICATIONS* IN
RESPONSE TO RFQ #2024-01 GCS
HAS BEEN *EXTENDED TO*
*2:00PM EST ON JULY 9TH, 2024.***

**REQUEST FOR
QUALIFICATIONS
#2024-01 GCS**



GENERAL CONSULTING SERVICES

AMENDED*

RFQ DUE DATE:

July 1, 2024

2:00PM EST

**EXTENDED - NEW DUE DATE IS
JULY 9TH, 2024 AT 2:00PM EST**

***This RFQ is amended to reflect extended deadline for submission of written questions and due date for qualification proposals.**



RFQ 2024-01
General Consulting Services
June 3, 2024

Respondents:

Sealed Qualifications will be received in the offices of the Greenville Housing Authority (TGHA) at 122 Edinburgh Dr, Greenville, S. C. 29607, **EXTENDED TO 2:00pm (EST) on July 9, 2024** from qualified individuals and firms interested in providing professional services related to **General Consulting Services** for the Greenville Housing Authority.

TGHA reserves the right to accept or reject any and all proposals.

Please submit a letter of interest with a Statement of Qualifications Package for the General Consulting Services requesting consideration.

A separate, sealed, Fee Proposal shall also be included for General Consulting Services.

RFQ submittal packages, if shipped should be clearly marked on the front **"Request for Qualifications, General Consulting Services"**.

TGHA

**Request for Qualifications
For
General Consulting Services**

RFQ #2024-01 GCS

Due Date: **EXTENDED TO July 9, 2024**

INTRODUCTION:

TGHA is soliciting Qualifications from qualified firms to provide General Consulting Services. TGHA, through this one document, will select qualified consultants for each of the professional service areas as listed below for a period of three (3) years.

Qualified Consultants may submit qualifications for one or more professional services listed below as long as the disciplines are clearly stated in the cover letter or letter of transmittal of the Consultant's response.

- Strategic Planning
- Civil Site Engineering
- Land Surveying
- Structural Engineering
- Environmental Site Evaluation (including Phase 1 and Part 58)
- Environmental Site Assessment
- Permitting
- Geotechnical Services and Materials Testing
- Construction Management
- Roof Design & Management Services
- Mechanical, Electrical & Plumbing Engineering
- Architectural Services
- Appraisal
- Residential Management
- Employment Recruitment
- Tax Credit Consultant
- Grant Writer
- Program policy, procedure development
- Information technology
- Quality control
- Staff training
- Public Relations
- Marketing
- Data Analysis

Interested consultants shall register at procurement@tgha.com to be considered for selection.

All updates or addenda to this RFQ will be issued to all registered firms and posted online to the TGHA Webpage at the following link, <https://tgha.net/businesses/procurement/>

The assignments will be task order related including work in all areas. Services provided by the consultant will be procured through specific Task Orders for each individual project in which the consultant will provide TGHA with a detailed scope proposal. Being selected does not guarantee that a Consultant will be requested to submit on any task order or that the Consultant will receive any assignments. Consultants should note that future work assignments will be based on the quality of work product produced. TGHA reserves the right to seek alternative consultants should work performance prove to be unsatisfactory.

SCHEDULE:

A tentative selection schedule is as follows:

Written Questions - EXTENDED TO	June 24, 2024
Receive Qualifications from Consultants - EXTENDED TO	July 09, 2024
Recommendation of Selection Review Committee	July 15, 2024
Execute Contract	July 31, 2024

*Contracts anticipated to begin August 1, 2024

TGHA reserves the right for the above schedule being subject to change depending on the best interest of TGHA. It is the intent of TGHA to set the duration of the Contract for **three (3) years** beginning on August 1, 2024 through July 31, 2027. TGHA may exercise the option of renewing the contract for one (1) additional year term.

RFQ INQUIRIES:

Inquiries on the contents and requirements of the RFQ will be accepted in written form only. Inquires can be emailed to procurement@tgha.net .

The deadline for inquiries is **EXTENDED TO 2:00 PM on June 24, 2024**. All registered firms will receive via email any addendum or response to inquiries and posted online to the TGHA Webpage at <https://tgha.net/businesses/procurement/>

SCOPE OF PROFESSIONAL SERVICES: For scopes not specifically listed below, respondent shall submit detailed information outlining the area of specialty which they Civil Site Engineering - Design, Bid Ready Plans and Specifications, Bid assistance or any combination of the above. This may include:

- Storm drain infrastructure analysis and design including hydrology and hydraulic analysis
- Stormwater Best Management Practice (BMP) analysis and design
- Sanitary sewer design, plan and profile, replacement and rehabilitation of existing sanitary sewers and pump stations
- Water distribution mains and fixtures.
- Grading design, sediment, and erosion control.
- Road reconstruction/rehab, sidewalks/crosswalks, and ADA upgrades
- Bidding and specifications using City of Lewiston format

Landscape Architecture

Hardscape and Streetscape Planning and Design, Parks, and Recreation Master Planning

Survey

Street right of way determination and utility easement determination/preparation, SCOOT right-of-way plans in MicroStation (or conversion to MicroStation) complying with SCOOT CADD requirements., site, boundary surveys and descriptions, topographic survey, GIS integration, Base Maps in AutoCAD. Surveys shall be on TGHA horizontal and vertical datum's to integrate with GIS mapping.

Transportation Engineering

Peer Review of Traffic Permits, Traffic Studies, Traffic Signal Design,

- Geometric Design, Striping Plans, intersection analysis and design
- Construction Management for Traffic Signal Designs,
- Support for in-house designs involving specific transportation issues.
- Traffic Signal Analysis and/or Traffic Studies for TGHA projects

Structural Engineering

Structural evaluation and design of buildings, bridges, parking garages, retaining walls, canal system components (weirs, gates, stone walls, penstocks, stone tailraces) and other miscellaneous structural needs, Construction Management, and special inspections for Structural Designs.

Environmental Site Evaluation and Permitting

Wetland permitting, environmental Site Assessment, Phase 1 and Phase 2 Environmental Site Assessments, Environmental permitting, wetland delineation and mitigation, function and values assessment, ACE permitting and NRPA permitting.

Geotechnical Services

Soil exploration and analysis for strength, and bearing capacity,

- foundation design and soil stability,
- construction material testing services including grain size analyses and proctor tests,
- moisture content, and gravel and HMA density testing,
- Hot Mix Asphalt QA/QC, and
- Concrete QA/QC.
- Special Inspections

Construction Management

Shop drawings, RFIs, review pay requisitions, drawdowns, construction inspection, specification certification, special inspections for construction, Certified payroll, quantity verification and record keeping.

- Consultants may provide evidence of verification of a minority, female or veteran owned business.
- Subconsultant Qualifications (if applicable)
- Consultants:
 - a. Are not debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
 - b. Have not within three (3) years of submitting the Response to for this contract been convicted of or had a civil judgment rendered against them for:
 - i. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
 - ii. violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - iii. are not indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
 - iv. have not within a three (3) year period preceding this RFQ had one or more federal, state or local government transactions terminated for cause or default.

Roof Design & Management Services

Implement a proactive management program to ensure that the roof systems are properly maintained and managed so as to increase asset life and thereby decrease capital costs, prevent leaks and interruption to daily operations. This may include:

- Professional engineering services for new roofing projects, modifications and repairs.
- Roof surveys and assessments of all roof functions.
- Create CAD roof plans locating all penetrations and other significant roof features.
- Take roofing core cuts, make repairs, record location, and analyze core materials.
- Create specifications as required for bidding related roof work.
- Compile all related roof data into non-proprietary software, designed to assist with project and life cycle planning (to be the property of TGHA).

Mechanical, Electrical & Plumbing Engineering

Engineering - Design, Bid Ready Plans (CAD/Revit compatible) and Specifications, Bid assistance or any combination of the above. This may include:

- Facility life cycle cost analysis on existing equipment.
- Best Management Practice (BMP) analysis and design.
- Replacement and rehabilitation of existing MEP systems within city facilities
- Implementation of new and upgrades to existing MEP controls systems.

Architectural Services

Design, Bid Ready Plans (CAD/Revit compatible) and Specifications, Bid assistance or any combination of the above. This may include:

- Facility life cycle cost analysis.
- Best Management Practice (BMP) analysis and design.
- Conceptual building design and planning services.
- Historic preservation design, documentation and presentation.

SUBMISSION REQUIREMENTS

Each respondent must submit:

- **One (1) electronic copy** in Microsoft Word, or pdf format (either CD, DVD, flash drive), Letter of interest with a Statement of Qualifications Package for the General Consulting Services requesting consideration for and;
- **Three (3) hard copies** of the above proposal content

The cover of the proposal shall clearly indicate the stated discipline(s) that the Consultant(s) request consideration for General Consulting Services. Consultants submitting more than one discipline shall submit each separately.

- **A separate Fee Schedule of the Consultants fees and rates** for the applicable disciplines in a sealed envelope.

Qualification Responses that exclude fees or any reference to fees shall be disqualified.

In order to establish a uniform review process, responses shall be organized in the following manner:

1. Title Page
 - a. Show response subject, name of firm(s) represented in the proposal, local business address, telephone number, name of primary contact person, and date
2. Table of Contents
 - a. Include a clear identification of materials by section and page number
3. Cover letter or letter of transmittal.
 - a. Limit to two (2) pages.
This letter should briefly state Respondent's understanding of the scope and describe in general terms the anticipated approach.
 - b. Specify which professional service(s) the Respondent is proposing to provide to TGHA.
4. A brief summary of the firm's experience with respect to providing the professional services indicated in the cover letter and as it relates to the Scope of Service in this RFQ.
 - a. Limit to ten (10) pages for each specified professional service identified in RFQ.

This section shall also include a listing of recent projects that are relevant to the professional services proposed within the past five (5) years with municipal and private clients.

5. A capabilities statement and qualifications that includes core services the Respondent can provide for a municipality aspect and from other client types.
 - a. Limit to ten (10) pages for each specified professional service identified in RFQ.

Topics should be specific and related to the Respondents proposed professional services. Discussion should include the Respondent's approach in providing the necessary deliverables associated with the applicable professional service. Describe how Quality Assurance (QA) and Quality Control (QC) will be provided for each project delivered under Task Order assignment. Include the capabilities and qualifications of sub-consultants.

6. Names and qualifications of Key personnel who will be responsible for conducting the professional services in the Respondents proposal.
 - a. Limit resumes and qualifications to two pages per individual.

Key professionals shall be licensed in the State of SC under the appropriate authority. Prior municipal experience is desired.

7. List five (5) references of past clients including primary contact's name, title, address, phone number, email address and last project name and date that the Respondent worked on for the reference contact.
8. A statement confirming that the Respondent can accommodate the anticipated variable workload, which will be an "on call:" basis
9. Insurance documentation
10. **A Fee Proposal shall be submitted in a single separate sealed envelope. Any response to Request for Qualifications not complying with this requirement will be disqualified.**
 - a. Fee Proposals are to include a schedule of hourly rates for all personnel/positions that may be assigned.
 - b. Rates for travel time and mileage.
 - c. Include any other miscellaneous fees or charges, such as postage, printing, etc.
 - d. The Fee Proposal shall indicate markup for subcontractor services.
 - e. Overtime rates **will not** be allowed.
 - f. An annual adjustment of hourly rates shall be allowed.

REQUEST FOR QUALIFICATIONS GENERAL CONSULTING SERVICES

and addressed to: **The Greenville Housing Authority, Attn: Sharron Champion, Procurement, 122 Edinburgh Court, Greenville, SC, 29607**. If the Proposal is forwarded by mail, the sealed package containing the Response and marked as above must be enclosed in a second package which shall be addressed to: **The Greenville Housing Authority, Attn: Sharron Champion, Procurement, 122 Edinburgh Court, Greenville, SC, 29607**. All mailed Proposals should be sent by registered mail to ensure delivery.

All costs incurred in the preparation and submission of letters of interest and statements of qualifications will be borne by the Proposer.

Proposals are considered public documents and maybe reviewed by others, including competitors.

EVALUATION CRITERIA:

TGHA's evaluation and selection process is based upon a Qualifications Based Selection for professional services. TGHA will form a Selection Review Committee that will evaluate and rank the responses submitted. Each response will be evaluated for each professional service offered according to the evaluation criteria.

	Max Points
Overall Firm Qualifications to provide the professional services <ul style="list-style-type: none">• Demonstrated capability on similar or related projects• Approach to maintaining quality of work and cost control• Commitment to availability of personnel over contract term	35
Qualification of key individuals <ul style="list-style-type: none">• Qualifications and relevant experience of Consultant(s) and Subs• Quality of the proposal	30
Firms Approach in Providing Professional Services	15
Relevant Past Experience in Municipal Services	15
Response Properly Formatted to this RFQ	5

- The TGHA reserves the right to follow-up with firms on their proposal content
- The TGHA reserves the right to verify references on an as needed basis
- The TGHA reserves the right to solicit information about the consultant from all sources available to TGHA
- The TGHA may select firms for interviews (Virtual)

Upon completion of the above ranking and vetting process, the Selection Review Committee will adjust rankings as deemed necessary to select the top ranked firm recommend a consultant for each category of professional services in this RFQ again listed below.

- Civil Site Engineering
- Land Surveying
- Structural Engineering
- Environmental Site Evaluation (including Phase 1 and Part 58)
- Environmental Site Assessment
- Permitting
- Geotechnical Services and Materials Testing
- Construction Management
- Roof Design & Management Services
- Mechanical, Electrical & Plumbing Engineering
- Architectural Services
- Appraisal
- Residential Management
- Employment Recruitment
- Tax Credit Consultant
- Grant Writer
- Program policy, procedure development
- Information Technology
- Quality Control (HCV and Property Management Files)

- Mechanical, Electrical & Plumbing Engineering
- Architectural Services
- Data Analysis

The Fee Proposal will be opened after the most qualified consultant is selected in each area of professional service. TGHA reserves the right to negotiate these fees. If satisfactory negotiation is not obtained, then TGHA may move to the next most qualified consultant and negotiate the fee proposal.

The Fee Schedule for the top ranked firm for each professional service category after negotiation will be recommended to TGHA Committee who are tasked with making the official award to provide the services requested in the RFQ.

The Selection Committee, upon recommendation of the Director or designee, shall have the authority to reject any and all RFQs when they are deemed non-responsive, token, collusive or otherwise non-acceptable, and such action is in the best interest of TGHA.

A Master Service Agreement contract will be executed between each successful Firm and TGHA (see Appendix A example).

INSURANCE CERTIFICATES:

Insurance Certificates (Accord Form) must show proof of the following minimum coverages:

- Professional Liability or Negligent Acts, Errors and Omissions Policy - \$1,000,000 per claim and annual aggregate
- Commercial General Liability, listing TGHA, SC as additional insured -\$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- Automobile Liability - \$1,000,000 per occurrence
- Worker's Compensation - in accordance with the laws of the State of SC.
- Excess/Umbrella Liability (as applicable).

PAYMENT:

The consultant shall be paid based on hourly rates agreed to, with a "Not to Exceed" amount negotiated for each task based on the negotiated fee schedule as determined at the time of the task assignment.

FREEDOM OF ACCESS ACT - CONFIDENTIALITY:

Add SC FOIA statement

Women. Veteran. Minority Businesses

Certified Women Owned, Veteran or Minority Business consultants are encouraged to apply as the prime Consultant for this work.

CONCLUSION:

Qualification Packages will be received at 122 Edinburgh Court, Greenville, SC, 29607 consultants shall submit **four (4) copies** (and 1 electronic PDF) of the Qualification Packages, clearly marked on the front **Request for Qualifications, General Consulting Services**. Packages will not be opened until after the submittal deadline.

TGHA is not responsible for any and all costs incurred by the Respondents for preparation and submission of their response to this RFQ.

If you have questions, you may contact Sharron Champion at procurement@tgha.net.