

Stormwater Management Master Plan

REQUEST FOR QUALIFICATIONS

RFQ #2025 – 01



Advertised: January 15, 2025

RFQ Due: February 19, 2025

JASPER COUNTY
REQUEST FOR QUALIFICATIONS #2025 – 01
January 15, 2025

RFQ MUST BE PHYSICALLY RECEIVED, AS INDICATED BELOW, BY 3:00PM ON Wednesday, February 19, 2025.

Issue Request for Qualifications (RFQ)	January 15, 2025
Deadline for Inquiries	January 29, 2025
Response to Inquiries	February 4, 2025
Pre-Submittal Conference	February 6, 2025
Deadline for Submitting Proposal	February 19, 2025

I. PURPOSE

Jasper County is issuing this Request for Qualifications (RFQ) to identify a qualified engineering or consulting firm regarding scoping, study and development of comprehensive Stormwater Management Masterplan as described in Project Description (Section II), Scope of Work and Deliverables (Section IV), Specifications (Section V), and Project Schedule (Section VI). These services will be provided under contract with Jasper County, with funding provided in whole or in part by the Federal Emergency Management Agency (FEMA) under the Building Resilient Infrastructure and Communities (BRIC) 2022 grant program, administered through the South Carolina Emergency Management Division (SCEMD). All federal FEMA requirements will apply to the contract. All contractors and subcontractors are required to be registered in the federal System for Award Management (SAM) and may not be debarred from doing business with the federal government. This project is in reference to FEMA Grant #BRIC-EMA-2022-BR-012-0007, Jasper County - Stormwater Drainage Study.

II. PROJECT DESCRIPTION

The FEMA funding will be used to scope, study, and develop a comprehensive stormwater management masterplan. The goals of this project are to build a foundation for:

1. Developing a comprehensive understanding of water traversing all of our watersheds within the county holistically.
2. Determining the health of our current stormwater management plan and rehabilitation of this plan.
3. Creating/adopting ordinance(s) prudent and necessary for stormwater management and enforcement of the comprehensive “living” stormwater management plan.
4. Identifying a plan to develop stormwater maintenance division.

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5. Identifying and prioritizing of mitigation strategies/projects to improve stormwater management and reduction of potential cross contamination of stormwater as a result of current and future growth and development; acute or chronic occurrence of flooding within the geopolitical boundaries of Jasper County, South Carolina.
6. Utilize green space/nature driven management practices for stormwater.
7. Identify and prioritize stormwater management projects with estimated cost.

III. BACKGROUND

Since 2015, South Carolina has been impacted by numerous presidentially declared disasters: Hurricane Joaquin in 2015, Hurricane Matthew in 2016, Hurricane Florence in 2018 and Tropical Cyclone Debby in 2024 to name but a few. Each disaster brought another Presidentially Declared Disaster Declaration and additional federal disaster recovery awards. The bulk of the damage from these storms was not the wind and storm surge, but the eventual flooding from the rain and runoff water from rivers, streams, and tributaries over an extended period of time.

The storms caused debilitating damage throughout South Carolina. Those without the means to repair their homes were either forced to live in unsafe structures, relocate with relatives, or flee the disaster area. This strained the fabric of impacted communities – some of which had experienced damage from multiple storms. The damage continued to be felt by the local economy as businesses lost customers and local government tax revenues diminished. One storm can cause all this destabilizing damage, repetitive storms have left many communities on the brink of collapse. Actions to mitigate future damages need to be made before the next storm strikes. Stability can be given to these people through mitigating future flood damage. The counties identified Most Impacted and Distressed (MID) include Berkeley, Calhoun, Charleston, Chesterfield, Clarendon, Darlington, Dillon, Dorchester, Florence, Georgetown, Horry, Lee, Jasper, Orangeburg, Sumter, and Williamsburg.

South Carolina is the fastest growing state in the nation; experiencing a growth rate that is assessed at 1.7% annually and 1.66% for CY 2023 (US Census data). Jasper County, specifically, is experiencing a growth exceeding that of our state. This has been a steady and consistent growth for the past six years. Since, 2010 our County has grown aggregately by 24%. This growth rate is impacting and rapidly changing the landscape of our County with less green space and more people. The need for review of our current watersheds, the impacts resulting from explosive growth; evaluation of our current stormwater infrastructure; and implementation of a comprehensive Stormwater Management Master Plan is paramount for the safety and security of our residents, visitors, commerce, and industry, as equitably as our environment.

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IV. SCOPE OF WORK AND DELIVERABLES

Jasper County, South Carolina seeks a Comprehensive Stormwater Management Master Plan for Jasper County, South Carolina. The County intends to use the Federal Emergency Management Agency’s Building Resilient Infrastructure and Communities (BRIC) grant to fund a county-wide Comprehensive Stormwater Management Master Plan to identify flooding issues throughout the county, conduct an assessment of the existing watersheds, stormwater system, develop, assess, and prioritize projects, and establish an implementation strategy for projects to mitigate against future flooding throughout Jasper County. BRIC funding is limited and those competing for this project must have a thorough and demonstrated understanding of the constraints and limitations associated with BRIC funding as well as with the inherent academic Social Vulnerability Index (SoVI) considerations associated with Low and Moderate Income (LMI) communities. The purpose of this project is to develop a plan that identifies follow-on projects that reduce potential flood impacts throughout Jasper County. This Master Plan will identify and prioritize a list of projects that focus on nature-based solutions regarding stormwater as well as some inclusion of traditional infrastructure project(s). Each project must meet the following criteria:

1. Meet the following definition of a Mitigation Activity: Activities that increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, by lessening the impact of future flood events.
2. Align with BRIC guiding principles:
 - a. Incorporation of Nature Based solutions.
 - b. Natural Hazard risk reduction to mitigate risk of public infrastructure.
3. Benefit Cost Analysis (BCA) of greater than one (1).
4. All downstream effects of projects must be evaluated regardless of geographic location.

The Master Plan deliverables must have the highest level of credibility based upon data-driven, expert analysis. Therefore, the County seeks an experienced firm that is familiar with these types of projects and can work within the intent of the BRIC program. The selected firm will provide a comprehensive data analysis in a Master Plan that will qualify and enable further grant allocations to execute the recommended follow-on projects.

Within 350 days of contract award, the selected firm will provide Jasper County Emergency Services and the County’s Development Services Director an assessment of the existing watersheds and stormwater infrastructure within the County. Using this data, coupled with current and/or near-future planned development(s) along with the projected growth of Jasper County, the selected firm will provide a Stormwater Management Master Plan that meets or exceeds the specifications outlined.

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The selected firm will deliver:

1. A formal presentation and briefing of the Stormwater Management Master Plan,
2. The data collected throughout the project execution, and
3. Recommendations regarding known flooding issues and identify projects to mitigate known or potential issues associated to the explosive growth within Jasper County.

The Master Plan will be posted on the Jasper County, South Carolina website, where it must stand public scrutiny and be easily defensible.

V. SPECIFICATIONS

1. Provide a weekly email update and a monthly in-person progress review to Jasper County Emergency Services (JCES) and other Departments as necessary for the duration of the contract.
2. Conduct a workshop with Jasper County Government officials to identify known areas of flooding or stormwater concerns. JCES, State and Local partner personnel may also attend the workshop.
3. Conduct public meetings to allow Jasper County citizens to identify areas of concern, known flooding or stormwater concerns. JCES personnel, State and Local partner personnel may attend the public meeting.
4. Conduct extensive research of all reports, studies, plans, land use, and other resources necessary to understand the existing conditions in the designated area. Provide a report and formal briefing of all historical flood related data gathered to JCES and other departments as deemed prudent and necessary.
 - 4.1. This requirement must be completed within 100 days of the contract's award. Only after this action is accepted can the firm submit an invoice for the first 20% of the overall contract.
 - 4.2. Should the firm fail to provide the quality or quantity of research and analysis required, or fail to execute within the established time standards, the firm will make acceptable revisions and then will be issued a letter of concern.
 - 4.3. Any subsequent failures to meet time or quality standards may result in the termination of the contract at the discretion of JCES.
5. Conduct a field inventory that will include surveying and documenting size, materials, conditions, and locations of existing drainage systems.
6. Analysis:

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- 6.1. Develop current hydrologic and hydraulic models, including but not limited to:
 - 6.1.1. Rainfall – runoff; and
 - 6.1.2. Overland and pipe network flow.
 - 6.2. Develop future conditions hydrologic and hydraulic models, which account for:
 - 6.2.1. Future land cover.
 - 6.2.2. Future hydraulic setting.
 - 6.2.3. Changes in rainfall patterns.
 - 6.2.4. Problem area identification
 - 6.2.5. Development of design criteria targets.
 - 6.3. Provide a report and formal briefing to JCES. This requirement must be completed within 200 days of contract award. Only after this action is accepted can the firm invoice for the second 20% of the overall contract for a running total of 40%.
7. Alternative Analysis and Findings:
- 7.1. Create an alternative analysis to remedy the problem areas.
 - 7.2. Create Summary Report of findings, including but not limited to:
 - 7.2.1. GIS Mapping.
 - 7.2.2. Summary of the existing drainage system.
 - 7.2.3. List of priority projects
 - 7.2.4. Documentation of methods
 - 7.2.5. Technical data and related information.
 - 7.3. Develop a Sensitivity Analysis to study the impact of higher flood frequency events.
 - 7.4. Provide a preliminary report and formal briefing to the JCES. This requirement must be completed within 220 days of project award. Only after this action is accepted can the firm submit an invoice for an additional 10% of the overall contract for a running total of 50%.
8. Project Recommendations:
- 8.1. Develop and assess new projects that have not been previously identified or proposed. These requirements must be completed within 250 days of contract award. Only after this action is accepted can the firm submit an invoice for an additional 10% of the overall contract for

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- a running total of 60%.
- 8.2. Prepare cost estimates for recommended improvements.
 - 8.3. Conduct a Benefit-Cost Analysis on each of the prioritized projects and provide that dataset to the JCES. The Benefit-Cost Ratio of recommended projects should be 1.0 or greater.
 - 8.4. Create a ranking system to prioritize projects.
 - 8.5. Develop “what if” scenarios.
 - 8.6. Attendance at meetings if needed, to explain concepts and Qualifications. Firm must be available for call meetings and in- person meetings within 24-48 hours.
9. Conduct a comprehensive assessment of the impact of the determined projects on the Low-to-Moderate Income community. Provide a report and a formal briefing to JCES. This requirement must be completed within 275 days of contract award. Only after this action is accepted can the firm submit an invoice for an additional 10% of the overall contract for a running total of 70%.
10. Conduct the final deliverable and all-encompassing briefing within 310 days of contract award. Only after this action is accepted can the firm submit an invoice for an additional 10% of the overall contract for a running total of 80% .
- 10.1. The final written report and in-person briefing must include: A review of the historical problems associated with systematic flooding associated disasters throughout Jasper County to include the impact of sustained rainfall draining through surrounding water basins.
 - 10.2. A review of the planning parameters associated with this specific assessment and its direct tie to BRIC funding for mitigation.
 - 10.3. A thorough literature study of previously published infrastructure and drainage management problems in the affected areas throughout Jasper County to include all previous studies which directly impact the problem at hand.
 - 10.4. Coordination with all applicable agencies and organizations who are stakeholders in the plan area. At a minimum, this will include the US Army Corps of Engineers, any and all watershed management agencies or civilian equivalent, the State Department of Transportation, Department of Natural Resources, Department of Environmental Services, Department of Parks Recreation and Tourism, South Carolina Department of Agriculture, the US Department of Agriculture, and county and local jurisdictions affected.
 - 10.5. A comprehensive listing of all projects considered within the parameters of the strategy as well as a thorough review and definition of each screening criteria used to arrive at the recommended projects.
 - 10.6. A prioritized list of recommended construction projects resulting from

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the analysis, each in terms of the highest probability of success against future disasters and their specified budget estimations.

- 10.7. A Benefit-Cost Analysis of each project which reflects the benefit achieved by conducting the project and its direct impact upon Low- to-Moderate Income communities.
- 10.8. A review and assessment of the environmental concerns associated with each project and an estimated timeline for the associated environmental clearance.
- 10.9. Based upon the final prioritized list of projects, a list of homes, including addresses, inside the plan area that would be impacted by any recommended infrastructure construction projects and if they are recommended for potential buyout.
- 10.10. A qualitative and quantitative impact statement upon a Low-to-Moderate Income population that each construction project will resolve concerning future disasters.
- 10.11. A holistic risk assessment of each distinct proposed construction project.
- 10.12. Estimate the project delivery cost including all aspects of federal, state, and local permitting as well as all environmental considerations and concerns for each prioritized project.
- 10.13. An analysis of each prioritized project and the benefit it provides for Low-to-Moderate Income citizens throughout Jasper County concerning future flood events.
- 10.14. A general topographic schematic of the proposed projects.
- 10.15. Geopolitical issues associated with the projects. Unless otherwise directed, all briefings will be conducted at the Jasper County Emergency Operations Center located at 1509 Grays Hwy. Ridgeland, SC 29936.

VI. PROJECT SCHEDULE

The estimated project schedule is as follows:

Award RFQ #2025-01	Estimated to begin March 25, 2025
Conduct workshops, public meetings, research to provide a report and formal briefing	100 days 20% payment
Conduct field inventory and analysis to provide formal report and formal briefing	200 days 20% payment
Conduct alternative analysis and findings to provide formal report and formal briefing	220 days 10% payment
Make project recommendations to provide formal report and formal briefing	250 days 10% payment

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Conduct comprehensive assessment of LMI community to provide formal report and formal briefing	275 days 10% payment
Conduct the final deliverable and all-encompassing briefing	310 days 10% payment
Stormwater Management Master Plan; Presentation of findings to Jasper County Council; Grant close-out	350 days 20% payment (Final)

Timely completion of the project is a key requirement, as delays could result in the loss of grant funding.

VII. INSTRUCTIONS TO PROPOSERS

1. Pre-Submittal Conference

The County will conduct a virtual Non-Mandatory Pre-Submittal conference as part of this process to provide additional project information and expound upon potential questions. This conference will be held on Thursday, February 6, 2025 at 10:00 AM in Jasper County Council Chambers, 358 Third Avenue, Ridgeland, SC. Although attendance is not mandatory, all interested firms are strongly encouraged to attend. Any questions regarding this project must be submitted in writing via email no later than Wednesday, January 29, 2025 by 3:00 PM. Questions should be emailed to emergencymanagement@jaspercountysc.gov. All submitted questions will be addressed at the pre-submittal conference.

2. Proposal Opening Location

The Proposals will be publicly opened at the Jasper County, Clementa Pinckney Government Building, County Council Chambers, Third Floor, 358 Third Avenue, Ridgeland, SC 29936. **Proposals will be opened on the due date, Wednesday, February 19, 2025 at 3:00 pm.** All Proposers or their representatives are invited to attend the proposal opening.

3. Submittals

Jasper County is hereby issuing this Request for Qualifications (RFQ) to firms that have the capability and interest in undertaking and performing the scope of work described in this RFQ. The RFQ is being publicly advertised in accordance with the FEMA procurement guidelines. Each firm responding to this solicitation is officially a RESPONDENT. Each respondent must submit a sealed package containing an original and six (6) copies plus two (2) digital copies. All submissions will be logged in and date and time stamped. Printed submittals must be clearly labeled on the outside of the envelope with the

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following wording: **“BRIC-2022-0007 Plans and Studies Services Submittal for FEMA Building Resilient Infrastructure and Communities Grant (BRIC)”**. All late submittals will be rejected. Jasper County, South Carolina is not responsible for late submissions caused by delays in mail delivery or a delay in any other method of delivery. Print size shall be 12 pt. font minimum, on 8½ by 11 paper, double-sided and must include all of the information required in this RFQ. Provide a cover page that includes: Company Name, Address, Point of Contact (Email Address and Phone Number; **“BRIC-2022-00007 Plans and Studies Services Submittal for FEMA Building Resilient Infrastructure and Communities Grant (BRIC)”**); UEI Number, DUNS Number, and Date of Submission.

4. Proposed Procurement Timeline

Release date for RFQ	January 15, 2025
Final Date to Receive Written Questions	January 29, 2025
Addenda to Answer Questions	February 4, 2025
Pre-Submittal Conference	February 6, 2025
RFQ Closing Date	February 19, 2025
Completion of Selection Committee Review and Recommendation	March 6, 2025
Jasper County Council	March 17, 2025
Execution of Contract	March 25, 2025

5. Sealed and Marked

If sent by mail, or hand-delivered, original signed Proposals shall be submitted in a sealed package, clearly marked on the outside of the package with **RFP #2025 – 01 - STORMWATER MANAGEMENT MASTERPLAN** and addressed to:

Kimberly Burgess, Procurement Officer
Director, Administrative Services Jasper County
358 Third Avenue, Suite 304
P.O. Box 1149
Ridgeland, SC 29936

It is the proposer’s sole responsibility to deliver proposal to the Jasper County Administrative Services Division Procurement Office for receipt on or before the

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due date and time indicated. If a Proposal is delivered by U.S. Mail, the Proposer shall be responsible for its timely delivery to the Procurement Office. Proposals delayed by mail shall not be considered and shall be rejected. Proposals may be mailed to the Procurement Office and accepted if the signed Proposal forms and required submittals are mailed and received prior to the due date and time. Proposals submitted via email will not be accepted. All submissions will be logged in and date and time stamped. **Any Qualifications received after the date and time specified will be logged and date and time stamped as "late" and returned unopened to the respondent.**

6. Legal Name and Signature

Proposals shall clearly indicate the legal name, address, and telephone number of the Proposer. Proposals shall be manually signed above the printed name and title of signer on the Affidavit of Compliance page. The signer shall have the authority to submit Proposals on behalf of the Proposer. Failure to properly sign the Proposals form shall invalidate the Proposals and it shall not be considered for award.

7. Clarification and Addenda

Each Proposer shall examine REQUEST FOR QUALIFICATIONS documents. The Administrative Services Division, Procurement Officer shall not be responsible for interpretations or clarifications of Equipment Specifications.

All inquiries or suggestions, concerning interpretation, clarification, or additional information pertaining to the **project specifications** shall be made in writing or through email to:

Russell Wells, Emergency Services Director
Jasper County
1509 Grays Highway
Ridgeland, SC 29936
rwells@jaspercountysc.gov

Kimberly Varn, C&ED Deputy Director
Lowcountry Council of Governments
PO Box 98
Yemassee, SC 29936
kvarn@lowcountrycog.org

Any inquiries or suggestions, concerning clarification of the REQUEST FOR QUALIFICATIONS (**excluding project specifications**) shall be made through the Procurement Officer in writing or through email to:

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Kimberly Burgess, Procurement Officer
Director, Administrative Services Jasper County
358 Third Avenue, Suite 304
P.O. Box 1149
Ridgeland, SC 29936
kburgess@jaspercountysc.gov

8. Responsive and Responsible Proposals

To be responsive, a proposal shall conform in all material respects to the requirements set forth in the REQUEST FOR QUALIFICATIONS. To be responsible, the proposal shall perform fully the requirements, experience, reliability, capacity, and equipment that will ensure good faith performance.

9. Reserved Rights

Jasper County reserves the right to make such investigations it deems necessary to make the determination of the proposer's responsiveness and responsibility.

10. Applicable Law

All applicable laws and regulations of the State of South Carolina and Jasper County will apply to any resulting agreement, contract, or purchase.

11. Right to Protest

Appeals and remedies are provided for in the Jasper County procurement regulations.

12. Contract Forms

Any agreement, contract, or purchase order resulting from the acceptance of a Proposal shall be on forms either supplied by or approved by the Jasper County Procurement Officer.

13. Forms, Alternates, Variances

Proposals must be submitted on the attached REQUEST FOR QUALIFICATIONS forms, although additional information may be attached. Proposers must indicate any variance from the requested equipment specifications and/or terms and conditions, on the RFP Affidavit of Compliance. Otherwise, proposers must fully comply with the requested equipment specifications, terms and conditions. Alternate Proposals may or may not be considered at the sole discretion of Jasper County.

13. Proposal Prices

Provide both unit price and extended total. Price must be stated in units of quantity specified in the equipment specifications. In case of discrepancy in

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computing the amount of the Proposal, the unit price of the Proposal shall govern. All prices shall be Freight On Board (F.O.B.) Destination. Each item must be proposed separately, and no attempt is to be made to tie any item(s) in with any other item or items.

14. Descriptive Information

All equipment, materials, and articles incorporated in the product/work covered by this REQUEST FOR QUALIFICATIONS are to be new and of suitable grade for the purpose intended. Brand or trade names referenced in specifications are for comparison purposes only. Proposers may not submit Proposals on items manufactured by other than the manufacturer specified except when an “or equal” is stated.

15. Deviations to Specifications and Requirements

Any deviation from the specifications as written and accepted by the County may be grounds for rejection of the material/equipment when delivered.

16. Quality

If any equipment delivered does not meet applicable specifications, or if the equipment will not produce the performance that the Consultant represents to the County, the Consultant shall retrieve the equipment from Jasper County at no expense. Also, the Consultant shall refund to the County any money which has been paid for same. The Consultant shall be responsible for attorney fees in the event the Consultant defaults and court action is required.

The County reserves the right to reject any or all materials/equipment if, in its judgement, the item reflects unsatisfactory workmanship, manufacturing, or shipping damages.

17. Regulations

It shall be the responsibility of the Consultant to ensure compliance with Federal, State of South Carolina, and County laws, rules, regulations, or other requirements, as may apply.

18. Termination of Award

Failure of the Consultant to satisfy the requirements of Jasper County shall be reason for termination of the award. Any Proposal may be rejected in whole or in part for good cause when in the best interest of the County.

19. Royalties and Patents

The successful Consultant shall pay all royalties and license fees for equipment or process in conjunction with the equipment being furnished. Consultant shall

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defend all suits or claims for infringement of any patent right and shall hold the County harmless from loss on account or cost and attorney's fees incurred.

20. Inspection and Acceptance

No item(s) received by the County pursuant to this contract shall be deemed accepted until the County has had reasonable opportunity to inspect the item(s). Any item(s) discovered defective, or which do not conform to any warranty of the seller upon inspection may be returned at the seller's expense for full credit or replacement.

If later, defects are discovered which were not ascertainable upon the initial inspection, the item(s) may also be returned at the Seller's expense for full credit or replacement. The County's return of defective items shall not exclude any other legal, equitable or contractual remedies the County may have.

VIII. GENERAL TERMS AND CONDITIONS

1. Exceptions to Specification

Proposers taking exception to any part or section of the specifications shall indicate such exceptions on the Affidavit of Compliance Form and continuation page(s), if necessary. Failure to indicate exceptions shall be interpreted as the Proposer's intent to fully comply with the specifications as written.

2. Evaluation of Proposals

Any Purchase Order or Purchase Sales Agreement resulting from this REQUEST FOR QUALIFICATIONS shall be awarded to the PROPOSER providing the best proposal as determined by Jasper County, South Carolina.

AWARD WILL NOT BE MADE ON THE BASIS OF PRICE ALONE.

The County Administrator, Director of Emergency Services, and Director of Administrative Services (evaluation committee) will evaluate the submittals received by the aforementioned deadline.

Each Proposal will be evaluated based on, but not limited to the following criteria:

Qualifications of Firm/Personnel	(30%)
Related Experience on Similar Projects	(25%)
Project Approach	(25%)
Ability to Meet Project Schedule	(10%)
Project Cost	(10%)

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3. Award

Each factor of the evaluation will be considered relative to obtaining the most (cost) effective plan consistent with the needs of the County.

4. Product Liability Insurance

The successful proposal will supply proof of product liability insurance and workers compensation.

5. References

Prospective Consultant must submit three (3) client references for relevant projects within the last 5 years that indicate the past performances and abilities of the proposed team. Include a key contact person for each project with their current daytime phone number and email address.

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AFFIDAVIT OF COMPLIANCE (continued)

Telephone Number _____

Email _____

Federal Tax ID No. _____

DBE Vendor (Yes/No) Minority Owned: _____

 Women Owned: _____

 Veteran Owned: _____

Date _____

ADDENDA

Proposer acknowledges receipt of the following addendum:

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

RETURN THIS PAGE

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STATEMENT OF “NO PROPOSAL”

Return this page only if your company provides the products/services being requested and DECLINES to do so.

We, the undersigned, have declined to respond to the above REQUEST FOR QUALIFICATIONS for **Stormwater Management Masterplan** for the following reasons:

- _____ Specifications too “Narrow”, geared to one brand or manufacturer (Please explain below).
- _____ Insufficient Time to Respond to REQUEST FOR QUALIFICATIONS
- _____ Unable to Meet Specifications
- _____ Specifications Unclear (Please explain below)
- _____ Other (Please explain below)

Remarks _____

Company Name _____

Address _____

Signature and Title _____

Telephone Number _____

Date _____