



7 Plantersville Road | P.O. Box 700
Georgetown, South Carolina 29442
Phone: 843-240-0534

REQUEST FOR QUALIFICATIONS (RFQ)

RFQ #26-02

Civil Engineering & Landscape Architectural Services

Upland and Wetland Development

Plantersville Cultural Complex (PCC)

Timeline: RFQ# 2026-02

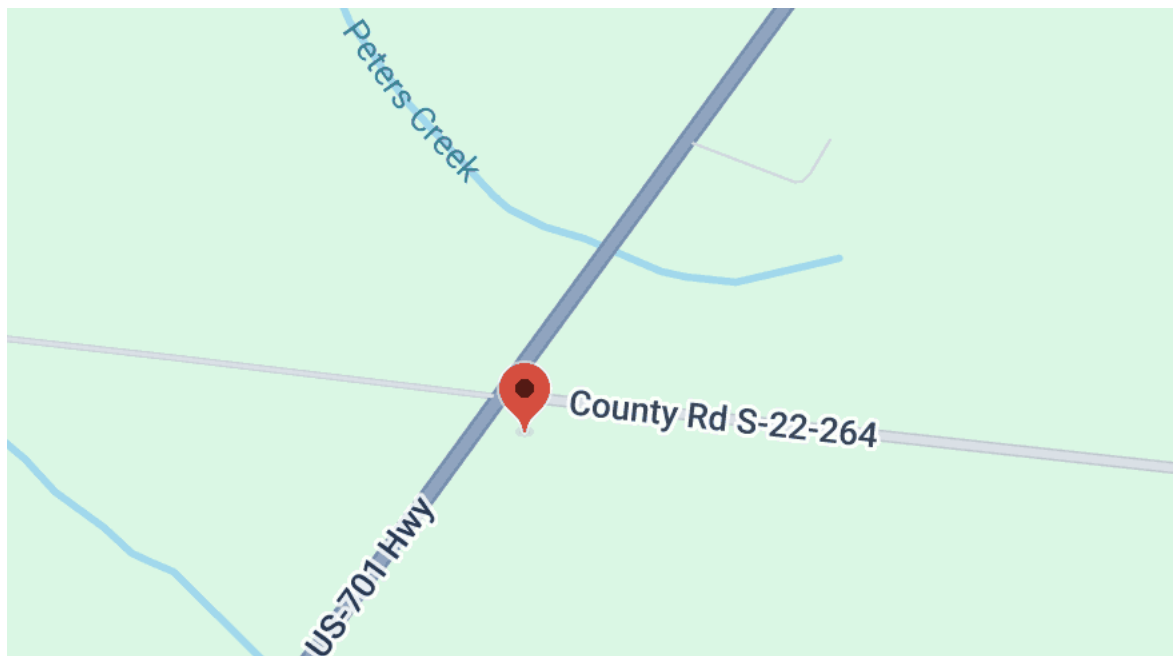
Item	Date	Time	Location
Advertised Date of Issue	Wednesday, March 11, 2026	NA	na
Deadline for Questions	Wednesday, March 25, 2026	3:00pm	Electronic
Bids Must be Received on/or Before	Wednesday, April 15, 2026	3:00pm	WRCOG
Public Bid Opening	Wednesday, April 15, 2026	3:00pm	WRCOG

Submission Location:
Waccamaw Regional Council of Governments (WRCOG)
Attn: RFQ #26-02 – PCC Engineering Services
1230 Highmarket Street
Georgetown, SC 29440

Point of Contact:
Marsha Smith
Grant Services Director
Phone: 843-436-6141
Email: msmith@wrcog.org

1. INTRODUCTION

The Village Group (TVG) invites qualified professional firms to submit Statements of Qualifications (SOQs) to provide Civil Engineering and Wetland-Focused Landscape Architectural Services for the Plantersville Cultural Complex (PCC), a 10-acre cultural, educational, and ecological development project located in Georgetown County, South Carolina, TMS # 03-0472-001-02-00.



The project consists of approximately 5.5 acres of upland development and 4.5 acres of jurisdictional wetlands requiring environmentally sensitive design and regulatory coordination.

This solicitation is issued in accordance with Qualifications-Based Selection (QBS) principles. Selection will be based solely on demonstrated competence, experience, and technical qualifications. No cost or fee information shall be submitted with the SOQ. Fee negotiations will occur only after the most qualified firm has been identified. If an agreement cannot be reached, negotiations may be terminated and initiated with the next most qualified firm.

This project is funded in whole or in part by the Southeast Crescent Regional Commission (SCRC) under the State Economic and Infrastructure Development (SEID) Program. All procurement and contractual activities shall comply with applicable federal regulations, including 2 CFR Part 200. The selected firm is required to be registered in the federal System for Award Management (www.sam.gov) prior to award of the contract and must maintain active registration throughout the contract.

2. PROJECT BACKGROUND

The Plantersville Cultural Complex (PCC) is envisioned as a transformative, place-based community asset integrating:

- Cultural heritage preservation
- Ecological restoration and environmental stewardship
- Educational programming
- Passive recreational access

The site includes a 4.5-acre wetland system that will be enhanced through sensitive restoration and low-impact public access strategies supporting habitat preservation and environmental education.

The following materials will be provided electronically to the selected firm:

- Architectural conceptual site plan
- Boundary and topographic survey
- Wetland delineation and mapping
- Geotechnical engineering report

All services will be assigned through written task orders under an Indefinite Delivery, Indefinite Quantity (IDIQ) contract structure.

3. SCOPE OF SERVICES

A. Civil Engineering Services

The selected firm shall provide comprehensive civil engineering services including, but not limited to:

1. Site Grading and Earthwork

- Detailed grading plans
- Cut-and-fill analysis
- Erosion and sediment control plans
- Drainage design integrated with upland and wetland objectives
- Stormwater management systems are compliant with federal, state, and local regulations

2. Infrastructure Planning and Design

- Utility coordination (water, sewer, electrical, communications)
- Internal access drives and circulation
- Parking areas
- ADA-compliant pedestrian connectivity
- Resilient infrastructure design

3. Regulatory Coordination and Permitting

- Coordination with federal, state, and local agencies
- NEPA documentation support
- Stormwater permitting
- Environmental compliance documentation
- Support for SCRC and federal funding compliance

4. Construction Documentation

Preparation of complete engineering drawings and specifications suitable for permitting and bidding, including:

- Notice to Bidders
- Instructions to Bidders
- Bid Forms
- Contract Agreement
- General and Supplemental Conditions
- Technical Specifications
- Grant-required forms

Specifications shall incorporate Build America, Buy America (BABA) requirements.

5. Cost Estimating

- Final quantity takeoffs
- Opinion of Probable Construction Cost
- BABA compliance considerations

6. Engineer of Record

Serve as Engineer of Record as required by task order.

B. Landscape Architectural Services (Wetland-Focused)

The selected firm shall provide wetland-sensitive landscape architectural services including:

1. Wetland Restoration Strategy

- Native plant restoration plans
- Habitat enhancement strategies
- Hydrologic function support
- Long-term stewardship planning

2. Low-Impact Public Access Design

- Elevated boardwalk systems
- Nature trails
- Viewing platforms
- Interpretive signage and educational elements

Design solutions must balance ecological protection, public access, regulatory compliance, and educational value.

3. Integrated Coordination

- Close coordination with civil engineering
- Alignment with stormwater and grading design
- Regulatory agency interface
- Integration with architectural and environmental consultants

C. Construction Phase Services

The selected firm shall provide construction administration support including:

- Review of contractor submittals and shop drawings
- Review of material certifications (including BABA)
- Response to RFIs
- Review of change orders and pay apps
- Periodic site visits and construction observation
- Participation in progress meetings
- Documentation of field observations, including but not limited to reports, photos & videos
- Punch list preparation
- Review of as-built drawings
- Support for substantial completion certification
- Grant compliance documentation
- Coordinate two (2) sets of as-built drawings shall be provided to The Village Group

4. TASK ORDER STRUCTURE (IDIQ)

This contract will be structured as an Indefinite Delivery, Indefinite Quantity (IDIQ) agreement.

- Work will be assigned by written task order executed through bilateral agreement.
- No work may begin without a fully executed task order.
- Task orders are subject to funding availability.
- The contractor shall not exceed authorized funding without written approval.
- There is no guaranteed minimum quantity of work.

In the event of conflict between the base contract and a task order, the base contract shall control.

5. DELIVERABLES

Deliverables may include:

- 30%, 60%, and 90% design submissions
- Final stamped construction documents
- Permit application packages
- Regulatory correspondence
- Phasing and implementation plans
- Engineer of Record certification
- Construction administration documentation

6. SUBMISSION REQUIREMENTS

SOQs shall not exceed thirty (30) pages (8.5" x 11"), excluding mandatory forms.

Submission shall include:

1. Firm profile and organizational structure
2. Relevant experience with similar projects
3. Identification and qualifications of key personnel
4. Project understanding and technical approach
5. Regulatory and federal grant experience
6. Minimum three (3) comparable project references

Required format:

- One (1) signed original
- Four (4) hard copies
- One (1) electronic PDF on USB

Cost proposals, fee schedules, or pricing information shall NOT be included.

7. EVALUATION CRITERIA (100 Points Total)

Criteria	Points
Relevant Experience	30
Project Team Qualifications & Availability	25
Technical Approach & Methodology	25
Regulatory & Environmental Understanding	15
References / Past Performance	5
Total	100

8. QUESTIONS AND ADDENDA

All questions must be submitted in writing by the published deadline to the point of contact.

Responses will be issued via written addenda and posted at:
<https://thevillagegroup.org/rfq-cultural-complex/>

No verbal interpretations shall be considered binding.

9. SELECTION PROCESS

Firms will be ranked based on qualifications. TVG will initiate scope clarification and fee negotiations with the highest-ranked firm.

If negotiations are unsuccessful, TVG reserves the right to terminate negotiations and proceed to the next-ranked firm.

10. GENERAL CONDITIONS

The Village Group reserves the right to:

- Reject any or all submissions
- Waive informalities
- Request clarifications
- Cancel or reissue the RFQ

Submission of an SOQ constitutes acceptance of all terms and conditions of this RFQ.

Upon receipt of a SOQ, the proposal shall be the property of The Village Group without compensation to the offeror for disposition or usage by The Village Group at its discretion.

Expenses incurred by offerors in preparing and submitting the SOQ in response to this RFQ, negotiating with The Village Group on any matter related to the proposal, and any other expense incurred by the offeror prior to the date of contract award shall not be the liability of The Village Group.

The Village Group shall be held harmless from any liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

Insurance Requirements

The selected firm shall maintain, at minimum:

Commercial General Liability
\$1,000,000 per occurrence / \$2,000,000 aggregate

Professional Liability (Errors and Omissions)
\$1,000,000 per claim / \$1,000,000 aggregate

Workers' Compensation
As required by South Carolina law

Employer's Liability
Minimum \$500,000

Automobile Liability
\$1,000,000 combined single limit

Certificates must be provided prior to contract execution. The Village Group shall be named as Additional Insured where applicable. Professional liability coverage shall remain in effect for two (2) years after project completion.

Failure to maintain insurance may result in termination.

11. FEDERAL COMPLIANCE REQUIREMENTS

This project is funded in whole or in part with federal funds administered through the Southeast Crescent Regional Commission (SCRC) under the State Economic and Infrastructure Development (SEID) Program. As such, the selected firm shall comply with all applicable federal statutes, regulations, executive orders, and grant conditions.

The selected firm shall acknowledge and agree that federal compliance requirements are material terms of any resulting contract.

A. Uniform Guidance Compliance – 2 CFR Part 200

The selected firm shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), including but not limited to:

1. Procurement Standards (2 CFR §§200.317–200.327)

The contractor shall:

- Comply with all applicable federal procurement standards.
- Avoid conflicts of interest and maintain written standards of conduct.
- Provide full and open competition in a manner consistent with federal requirements.
- Refrain from the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except where expressly permitted by federal statute.
- Ensure all subcontractors meet federal eligibility and responsibility standards.
- Maintain documentation sufficient to detail the history of procurement actions.

Any subcontracts issued under this agreement shall contain all applicable federal provisions required by 2 CFR Part 200.

2. Record Retention and Access (2 CFR §§200.333–200.337)

The contractor shall:

- Maintain all financial records, supporting documents, statistical records, and all other records pertinent to the federal award for a minimum of three (3) years from the date of submission of the final expenditure report, unless a longer retention period is required by law or grant conditions.
- Provide full access to records to The Village Group, SCRC, the U.S. Government, the Comptroller General of the United States, and their authorized representatives for purposes of examination, audit, monitoring, or compliance review.
- Comply with requirements governing public access, confidentiality, and protection of sensitive information.
- Cooperate fully with any monitoring visit, desk review, investigation, or audit.

Failure to comply with record retention and access requirements may result in remedies available under federal regulations, including suspension, termination, or recovery of funds.

B. Required Federal Contract Provisions

The resulting contract shall incorporate all applicable federal contract provisions required by Appendix II to 2 CFR Part 200, including but not limited to:

- Equal Employment Opportunity (41 CFR Part 60)
- Davis-Bacon Act (if applicable to construction)
- Contract Work Hours and Safety Standards Act
- Clean Air Act and Federal Water Pollution Control Act
- Debarment and Suspension (2 CFR Part 180)
- Byrd Anti-Lobbying Amendment
- Procurement of Recovered Materials
- Build America, Buy America Act (BABA)
- Termination for Cause and Convenience
- Administrative, contractual, and legal remedies provisions

The selected firm shall ensure all required flow-down provisions are included in any subcontract agreements.

C. Single Audit Act & Audit Cooperation

If federal expenditures related to this project contribute to the contractor meeting or exceeding the federal Single Audit threshold under 2 CFR Part 200 Subpart F (currently \$750,000 in federal expenditures in a fiscal year), the contractor shall:

- Comply with all Single Audit Act requirements.

- Provide a copy of the completed Single Audit reporting package to The Village Group upon request.
- Promptly notify The Village Group of any audit findings, questioned costs, or compliance deficiencies related to this project.
- Take timely corrective action to address any audit findings.

The contractor shall fully cooperate with any audit, review, investigation, or monitoring conducted by federal agencies, SCRC, or authorized oversight entities.

D. Suspension and Debarment

The selected firm must not be suspended or debarred from participation in federal programs and must maintain active registration in the System for Award Management (SAM.gov) for the duration of the contract.

E. Civil Rights & Non-Discrimination

The contractor shall comply with:

- Title VI of the Civil Rights Act of 1964
- Civil Rights Restoration Act of 1987
- Executive Order 12898 (Environmental Justice)
- Americans with Disabilities Act (ADA)
- Section 504 of the Rehabilitation Act

No person shall be excluded from participation in, denied the benefits of, or subjected to discrimination under this federally funded project.

F. Drug-Free Workplace & Affirmative Action

The contractor shall comply with:

- Drug-Free Workplace Act
- Federal affirmative action requirements
- All applicable federal and state employment regulations

G. Remedies for Non-Compliance

Failure to comply with federal requirements may result in:

- Withholding of payments
- Suspension of work
- Termination for cause
- Recovery of funds
- Referral to federal oversight authorities

Federal compliance obligations survive contract termination.



ATTACHMENT – Mandatory Forms and Certifications

A1. Mandatory Qualification Submittal Form

Firm Name: _____

Address: _____

Federal Tax ID: _____

UEI (if applicable): _____

Authorized Representative: _____

Signature: _____

Date: _____

A2. Non-Collusion Affidavit

State of _____
County of _____

I certify that this submission was developed independently and without collusion.

Firm Name: _____

Authorized Signature: _____

Date: _____

Subscribed and sworn before me:

Notary Public: _____

My Commission Expires: _____

A3. Debarment and Suspension Certification

The firm certifies that it is not debarred or suspended from federal contracting.

Signature: _____

Date: _____

A4. Byrd Anti-Lobbying Certification

The firm certifies that no federal funds were used for lobbying activities.

Signature: _____

Date: _____

A5. E-Verify Certification

The firm certifies compliance with federal and South Carolina immigration laws.

Signature: _____

Date: _____

A6. Conflict of Interest Disclosure

- No conflict exists
- Conflict exists (attach explanation)

Signature: _____

Date: _____

A7. Acknowledgment of Addenda

Addendum No. _____ Date _____

Signature: _____

Date: _____

A.8 Client Reference Form (Minimum Three Required)

(Repeat form for three projects)

Project Name: _____

Location: _____

Owner/Client: _____

Contact Person: _____

Title: _____

Phone: _____

Email: _____

Project Description:

Construction Value: _____

Firm's Role: _____

Year Completed: _____

The Village Group reserves the right to contact references.