The following document is provided to SCIIP grantees as an example of an acceptable Request for Proposals (RFP) that may be used to solicit professional services that are NOT engineering or architectural that will be funded in whole or in part by SCIIP funds or RIA state matching grant funds. Grant-funded engineering or architectural services must be procured using a request for *qualifications* (RFQ).

Grantees are not required to use this template and all procurement documents are subject to RIA review prior to execution of a grant-funded contract.

If this document is used as a template, the grantee should carefully review and customize each section. In particular, please note the following:

* [Black, bracketed text highlighted in grey] should be replaced with appropriate information
* *Red, italicized text highlighted in grey* is informational and should be deleted

Graphical user interface, text

Description automatically generated with medium confidence

**[DATE]**

**REQUEST FOR PROPOSALS**

**[OWNER]**

**[PROJECT TITLE]**

**[TYPE OF SERVICES]**

**SCIIP Grant** **#[x-xx-xxxx]**

**[Owner] RFP #[xxx]**

**DUE DATE:**

**[DATE AND TIME]**

**RECEIPT LOCATION:**

[Physical and Mailing Address]

**OFFICIAL CONTACT:**

[Name, Title, Phone #, Email Address]

[Owner] reserves the right to reject any and all proposals or any parts thereof and to waive any irregularities or minor informalities in any proposal or in the proposal process and to make a contract award inthe best interest of the [Owner].

This project is being funded in whole or in part by the South Carolina Infrastructure Investment Program (SCIIP), which is administered by the South Carolina Rural Infrastructure Authority (RIA) and funded by federal State and Local Fiscal Recovery Funds (SLFRF) through the American Rescue Plan Act (ARPA). All federal SLFRF requirements and SCIIP 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. Respondents on this work will be required to comply with all applicable federal regulations, including those listed in Exhibit A.

1. **INTRODUCTION**

[Owner] is issuing this Request for Proposals (RFP) to identify a qualified [type of firm or professional sought] to provide the services described in Section 1.3. These services will be provided under contract with the [Owner], with funding provided by the South Carolina Rural Infrastructure Authority (RIA) through the South Carolina Infrastructure Investment Program (SCIIP) under SCIIP Grant #[x-xx-xxxx] and RIA State Grant #[x-xx-xxxx] *(if applicable)*.

* 1. **Method of Procurement**

This is a proposal-based selection. Award will be given to the highest ranked firm based on the factors outlined in Section 5, SELECTION CRITERIA. A contract will be negotiated after selection based on the proposal. The scope of work is outlined in Section 1.3.

* 1. **Project Description**

The SCIIP funding will be used to [brief description of SCIIP project, 1-2 paragraphs, to include major project goals].

Relevant portions of the application for SCIIP funding, including a detailed project description, can be found here. *(provide link or include as an Exhibit; any additional relevant information should be included as well)*

* 1. **Information to be Supplied by [Owner]**

[Owner] will provide the following information and resources to the selected firm for use during the project:

*(Insert types of information that will be provided. Examples include:*

* *Maps*
* *Existing asset management and/or capital improvement plan*
* *Financial records*
* *Other system or project information*
* *Access to staff*
* *Staff time for specific work, e.g., assisting with assessments of existing infrastructure)*
  1. **Scope of Work**

The selected firm will be required to complete the following tasks:

*(Insert a specific scope of work for this contract that is consistent with the scope described in the approved SCIIP grant application. The scope should list all required tasks and include specific milestones and deliverables. Examples of items that may be included in the scope:*

* *Types of data to be gathered and sources, if known*
* *Types of data analysis to be done*
* *Any recommendations that should be made to the Owner or others*
* *Meetings or presentations for which the firm will be responsible*
* *Entities with which the firm will be expected to coordinate*
* *Deliverables such as reports and maps*
* *Milestones such as delivery of draft report and completion of final edits)*
  1. **Project Schedule**

The estimated project schedule is as follows: *(Edit milestones as appropriate for the type of project)*

|  |  |
| --- | --- |
| Completion of data acquisition | [Date] |
| Completion of first draft of report | [Date] |
| Completion of final edits of report | [Date] |
| Presentation of findings to [Owner’s governing board] | [Date] |
| Grant close-out *(choose relevant date)* | April 30, 2025 *(for planning grants)*  June 1, 2026 *(for capital improvement grants)* |

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

1. **REQUEST FOR QUALIFICATIONS (RFP) PROCESS AND POLICIES**
   1. **Submittal of Proposals**

The [Owner] is hereby issuing this Request for Proposals (RFP) to firms that have the capability and interest in undertaking and performing the scope of work described in this RFP. The RFP will be publicly advertised in accordance with the SCIIP procurement guidelines.

The OFFICIAL CONTACT for this solicitation is:

[Name]

[Title]

[Owner]

[Phone]

[[Email]](mailto:cwaldrop@newberrvcounty.net)

Each firm responding to this solicitation is officially a RESPONDENT. Each respondent must submit a sealed package containing an original and [x] copies plus one (1) digital copy of its proposal to [Name] at the address above no later than **[due date and time].** Proposals may be submitted in person, by messenger, or by regular mail. All submissions will be logged in and date and time stamped. ***Any proposal that is received after the date and time specified will be logged and date and time stamped as "late" and returned unopened* to *the respondent.***

* 1. **Proposed Procurement Timeline**

|  |  |
| --- | --- |
| Release date for RFP | [Date] |
| Final Date to Receive Written Questions/Clarifications | [Date and Time] |
| RFP Closing Date | [Date and Time] |
| Completion of Selection Committee Review and Recommendation  *(allow time for council/board approval of the recommendation, if required)* | [Date], estimated |
| Execution of Contract *(allow time for contract negotiation and RIA review prior to this step)* | [Date], estimated |

* 1. **Labeling of Proposals**

All proposals must be submitted in a sealed envelope or package plainly marked "[Owner] – [Project Title], ATTN: [Official Contact Name]” with the name and address of the respondent in the upper left-hand corner. No responsibility will attach to the [Owner] or any official or employee thereof, for the pre-opening, post opening, or failure to open a proposal not properly addressed and identified.

* 1. **Proprietary/Confidential Information**

All materials and written qualifications submitted pursuant to this RFP shall become the property of the [Owner] and will not be returned. All respondents must visibly mark as "CONFIDENTIAL" each part of their submission that they consider to contain proprietary information the release of which would constitute an unreasonable invasion of privacy. All unmarked pages will be subject to release in accordance with law. Marked pages will not be disclosed if they are deemed to meet the requirements under the South Carolina Freedom of Information Act, S.C. Code Section 30-4-10, *et seq*. Respondents should be prepared, upon request, to provide justification of why such materials should not be disclosed in accordance with the South Carolina Freedom of Information Act.

* 1. **Questions/Requests for Clarification**

All questions and/or requests for clarification regarding this RFP should be provided in writing to [Official Contact Name] no later than [date and time]. All questions submitted and their answers will be posted on the [Owner] website as an addendum to this RFP. No telephone inquiries will be accepted.

* 1. **Addenda**

If it becomes necessary to revise any part of this RFP, a written addendum will be issued. All addenda issued by [Owner] will become part of the official RFP and will be posted on the [Owner] website, [description of location on the site and/or direct url]. Receipt of all addenda must be acknowledged in the proposal.

* 1. **Contact Policy**

No direct or indirect contact regarding this solicitation may be made with any representatives of the [Owner] other than the official contact identified in this RFP. If such contact is made, the [Owner] reserves the right to reject a proposal submitted by that respondent. All questions and/or requests for clarification must be provided in accordance with Section 2.5 of the RFP. This contact policy applies to site visits and requests for technical information. Any technical information needed from the [Owner] to prepare a proposal should be coordinated through the Questions/Requests for Clarification process outlined in Section 2.4.

* 1. **Acceptance and Rejection of Proposals**

Any proposals that do not conform to the essential requirements of the RFP shall be rejected. The [Owner] reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. The [Owner] also reserves the right to accept or reject any or all proposals received in response to this RFP. The [Owner] is not obligated to enter into any contract on the basis of any submittal in response to this RFP. The [Owner] reserves the right to request additional information from any firm submitting a proposal under this RFP if such information is necessary to clarify the proposal.

* 1. **Cancellation/Rejection**

The [Owner] may cancel this RFP in whole or in part at any time if it is determined to be in the best interest of the [Owner]. The [Owner] may reject any or all proposals in whole or in part if it is determined to be in the best interest of the [Owner].

* 1. **Conflict of Interest**

Respondents shall promptly notify the [Owner] in writing of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the respondent's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that such a person may undertake, and request an opinion of the [Owner] as to whether the association, interest, or circumstance would, in the opinion of the [Owner], constitute a conflict of interest. By submitting this proposal, the respondent certifies that it has no conflict of interest with any employee, agent, elected official or officer of the [Owner] or any other conflict as may be set forth herein.

* 1. **Collusion**

More than one proposal from an individual, firm partnership, corporation, association or related parties under the same or different names will not be considered. If the [Owner] believes that collusion exists among respondents, all proposals from the suspected firms will be rejected. "Related parties" means respondents or the principals thereof, which have a direct or indirect ownership or profit-sharing interest in another respondent.

Respondents shall comply with all local, state, and federal directives, orders, and laws applicable to this RFP and any resulting contract.

By responding to this RFP, respondents certify that the response is made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal for the same item, and they certify the knowledge that this would constitute an illegal action.

* 1. **South Carolina Infrastructure Investment Program (SCIIP) Requirements**

This project is being funded in whole or in part by the South Carolina Infrastructure Investment Program (SCIIP), which is administered by the South Carolina Rural Infrastructure Authority (RIA) and funded by federal State and Local Fiscal Recovery Funds (SLFRF) through the American Rescue Plan Act (ARPA). All federal SLFRF requirements and SCIIP 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. The successful respondent will be required to comply with all applicable federal regulations, including those outlined in Exhibit A. More information about program requirements can be found in the SCIIP Project Management Procedures found at [ria.sc.gov/resources/forms-documents](https://ria.sc.gov/resources/forms-documents/).

1. **PROPOSAL CONTENTS**

Respondents interested in providing the services outlined in this RFP must prepare and submit a proposal that must not be more than the equivalent of [xx] single sided 8 ½ by 11-inch pages in length (not counting the front and back covers of the proposal, section dividers that contain no information, and any required forms). The proposal must include the following, in the order listed:

* 1. **Cover Letter**

The response should contain a cover letter signed by a person who is authorized to commit the respondent to perform the work included in the proposal and should identify all subcontractors, materials, and enclosures being forwarded in response to the RFP.

* 1. **Firm Qualifications**

Provide relevant information about the firm to include the following:

* + - Organization/company overview as it relates to the requirements of the RFP
    - Organization/company overview of all sub-contractors as it relates to the requirements of the RFP
    - Number of years the firm has been providing the requested services with a brief description of recently performed projects that indicate the past performance and abilities of the proposed team. More detail on specific projects should be included in the Relevant Experience section.
  1. **Key Personnel**

Provide a proposed project management structure that identifies the project manager and all personnel who will be assigned to work on this project, including a description of their abilities, qualifications (including education and licensure), and experience. Identify the proposed project manager who will be the sole point of contact for the [Owner] during day-to-day operations and include their contact information. Include resumes for all key individuals (including sub-consultants) who will be completing a portion of the scope of work.

* 1. **Relevant Experience**

Provide descriptions of similar infrastructure projects that the organization and/or key personnel have completed, including tasks involved, timeframes, and outcomes. Include any relevant experience with federal requirements or grant-funded projects and/or experience with [type of work to be performed].

* 1. **Project Approach**

A statement of understanding of the work to be done and a detailed methodology and work plan to include a proposed list of required tasks and milestones to address the scope of work included in this RFP. Include any additional recommendations, options or alternatives that should be taken into consideration by the [Owner].

* 1. **Project Schedule**

Provide a proposed project schedule that includes the key tasks, duration, milestones and deliverables that will complete the scope of work within the timeframe outlined in this RFP.

* 1. **Firm Workload**

Describe the recent, current, and projected workload of the respondent and any sub-consultants, related to how it might impact the respondent’s ability to meet the project’s time and budget requirements.

* 1. **Project Cost**

Provide a fixed price, total cost proposal for completing the scope of work outlined in this RFP. The proposal should be itemized by work tasks and inclusive of all fees. Include hourly fees that would be charged if additional work is added to the contract via change order.

* 1. **References**

Provide 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 client contact person for each project with their current daytime phone number and email address.

1. **EVALUATION AND AWARD PROCESS**
   1. **Selection Committee**

The [Owner] will conduct a formal selection process to identify the proposal that is most advantageous to the [Owner], based on the criteria detailed in Section 5. This process will include the formation of a selection committee and the appointment of other technical advisors as needed to review all of the proposals and score them based on the established selection criteria outlined herein. The award will be made to the highest rated and ranked respondent based on the cumulative scores of the selection committee.

The [Owner] reserves the right to contact a firm to obtain written clarification of information submitted in their proposal and to contact references to obtain information regarding performance, reliability, and integrity. After evaluating the submitted proposals, the selection committee may choose to interview a short list of at least three firms prior to ranking the respondents. If interviews will be conducted, short-listed respondents will be notified at least ten (10) business days prior to the interview date.

* 1. **Notice of Intent to Award**

The selection committee’s recommendation for award will be presented to the [Owner’s governing board or council] for consideration. If approved, a notice of “Intent to Award” will be posted on the [Owner] website. A notice will also be emailed to all respondents informing them of the committee’s recommendation.

* 1. **Protested Solicitations and Awards**

Any respondent who is aggrieved in connection with the solicitation or award of a contract may protest according to the procedures in the [Owner]’s procurement policy. *(Include additional instructions on how a respondent may make a formal protest.)*

* 1. **Contract Negotiations/ Award of Contract**

After the close of the appeal period, if no appeals were received or successfully granted, the highest rated respondent identified in the “Intent to Award” will be invited to enter into contract negotiations with [Owner] to finalize the scope of work, personnel, hours, hourly rates, use of sub-consultants, and other direct costs that will be required to complete the agreement between the [Owner] and the selected respondent. If an agreement cannot be reached with the top ranked firm, the [Owner] will select the next highest ranked responsive and qualified firm and the negotiation phase will be repeated. This process will continue until an agreement is reached with a qualified firm that can provide the required scope of services within the project budget. Any contracts awarded as a result of this procurement process will be between the respondent and the [Owner].

**Per RIA SCIIP guidelines, any contract negotiated as a result of this procurement process will require approval from RIA prior to award/execution.** Once a draft contract is negotiated, the [Owner] will submit it to RIA for approval. Once approval is granted, the [Owner] and the selected respondent may enter into the contract. Failure to adhere to this policy could result in disallowed grant costs and the cancellation of this solicitation.

1. **SELECTION CRITERIA**

The selection criteria and their relative importance in making the selection are: *(These are example criteria that should be edited as appropriate.)*

* 1. **Qualifications of Firm/Personnel ([xx]%)**

Technical expertise and competence, including education, licensure or professional certification, and years of experience of individuals who will be assigned to this project.

* 1. **Related Experience on Similar Projects ([xx]%)**

Extent of relevant experience with projects of a similar nature, including experience with federally-funded grants and/or RIA state-funded grants.

* 1. **Past Performance ([xx]%)**

Performance recommendations with regard to work quality, schedule, budget, communication and coordination of projects.

* 1. **Project Approach ([xx]%)**

The soundness, suitability, comprehensiveness and creativity of the respondent’s stated approach to the project.

* 1. **Ability to Meet Project Schedule ([xx]%)**

The proposed project schedule as well as consideration of the workload of the firm and key personnel.

* 1. **Project Cost ([xx]%)**

Points for cost will be assigned by the [Owner]’s procurement officer or designee. The lowest total cost proposal will receive the maximum points and all other respondents will be assigned points on a pro rata basis.

**EXHIBIT A**

**Terms and Conditions for SCIIP-Funded Professional Services Contracts**

The following terms and conditions will be incorporated into the contract for this work:

1. Termination for Cause and Convenience

The contract may be terminated in whole or in part as follows:

* 1. By the Grantee, if a contractor fails to comply with the terms and conditions of the SCIIP award;
  2. By the Grantee, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities;
  3. By the Grantee with the consent of the contractor, in which case the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated;
  4. By the Grantee upon written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if the Grantee determines in the case of partial termination that the reduced or modified portion of the contract will not accomplish the purposes for which the contract was made, the Grantee may terminate the contract in its entirety; or
  5. By the Grantee pursuant to termination provisions included in the SCIIP award.

1. Administrative, Contractual, and Legal Remedies[[1]](#footnote-1)

In addition to any of the remedies described elsewhere in the contract, if the contractor materially fails to comply with the terms and conditions of this contract, including any federal or state statutes, rules or regulations, applicable to this contract, RIA or the Grantee may take one or more of the following actions:

* 1. Temporarily withhold payments pending correction of the deficiency by the contractor;
  2. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
  3. Wholly or partly suspend or terminate this Contract; and
  4. Take other remedies that may be legally available.

The remedies identified above, do not preclude the contractor from being subject to debarment and suspension under Presidential Executive Orders 12549 and 12689. The Grantee shall have the right to demand a refund, either in whole or part, of the funds provided to the contractor for noncompliance with the terms of this Contract.

1. Equal Opportunity Clause

During the performance of this contract, the contractor agrees as follows:

* 1. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:
     1. Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
  2. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor’s legal duty to furnish information.
  3. The contractor will send to each labor union or representative of workers with which he has a collective bargaining contract or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor’s commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
  4. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
  5. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
  6. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

1. Debarment and Suspension (Executive Orders 12549 and 12689)
   1. The Contractor certifies that it is not listed on the government-wide exclusions in SAM, in accordance with the OMB guidelines at 2 CFR 180 and 2 CF 1200 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.”

1. This provision is required only for contracts in excess of $150,000. [↑](#footnote-ref-1)