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# REQUEST FOR QUOTES

BASIC AGENCY CONSTRUCTION MANAGEMENT/ADMINISTRATION SERVICES

Southeast Crescent Regional Commission  
1901 Assembly Street | Suite 370  
Columbia, SC 29201  
[www.scrs.gov](http://www.scrs.gov)

## **About the Southeast Crescent Regional Commission**

The Southeast Crescent Regional Commission (SCRC) is a federal-state entity tasked with promoting economic development and growth in distressed areas across the southeastern United States. Established in 2008 under the Farm Bill, the SCRC focuses on addressing the unique challenges faced by rural communities in Alabama, Georgia, Mississippi, South Carolina, North Carolina, and Virginia. Through strategic investments and partnerships, the Commission aims to stimulate job creation, infrastructure development, and sustainable economic opportunities in the region.

Comprised of a Federal Co-Chair and Member-States, the SCRC collaborates with local communities, stakeholders, businesses, and organizations to identify and support projects that align with its mission. By leveraging federal resources and coordinating with state governments, the Commission plays a vital role in revitalizing underserved communities and fostering long-term prosperity throughout the Southeast Crescent region.

Additional information about SCRC is available at [www.scrc.gov](http://www.scrc.gov).

## **Description of Services**

SCRC requests quotations for basic agency construction management/administration services across Alabama, Georgia, Mississippi, South Carolina, North Carolina, and Virginia. It is crucial for us to collaborate with dependable and proficient partners to guarantee the efficient provision of vital services throughout our seven-state region. Our aim is to establish a comprehensive network of support via a single firm, ensuring seamless operations and optimal outcomes for the communities we serve. Therefore, we are seeking quotes from reputable firms that can demonstrate a track record of excellence in delivering construction management/administration services. Firm will oversee the following components: environmental review records, preparation of basic agency letters, reviewing plans and specifications, issuance of the notice to bid, review and recommend for approval of requests for payment, monitoring of project files and process, assistance with project files and close-out, assistance with application review, ensuring project compliance with federal and state rules and regulations, and offering technical assistance through the life of the project. Specific ideas regarding how a contractor could assist with the grant administration are requested. Please note that construction projects can be open for 2-5 years, and we estimate there will be approximately 25-30 construction projects.

SCRC is seeking to establish a contract with a single firm that can provide basic agency construction management/administration services in the oversight of construction projects across the aforementioned states.

**NOTE:** Firm must be a registered vendor with the Secretary of State within Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, and Virginia.

### **General requirements and Scope**

1. The Contractor will provide project management services for approximately 25-30 new projects.
2. The Contractor must have extensive experience in managing federally funded construction projects.
3. The Contractor must be knowledgeable in federally funded construction project guidelines to include:
  - a. Application review
  - b. Environmental requirements
  - c. Review of plans and specifications
  - d. Bid requirements
  - e. Labor requirements
  - f. Financial requirements
  - g. Requests for reimbursements
  - h. Monitoring of project files and progress
  - i. Preparing and submitting progress reports
  - j. Providing technical assistance
  - k. Close-out procedures
  - l. Ensuring compliance with all applicable federal and state rules and regulations

### **Geographic Coverage**

1. Alabama
2. Florida
3. Georgia
4. Mississippi
5. North Carolina
6. South Carolina
7. Virginia.

### **Timeline**

1. Project start date: On/about May 1, 2024
2. Anticipated contract start date: Approximately mid to late April.
3. Critical milestones or deadlines: The announcement of the inaugural grant awardees is expected in mid-May, necessitating tight collaboration between the chosen firm and SCRC. The firm should be ready to possibly begin active engagement with the grantees as soon as May 15, 2024.

## **Evaluation Criteria**

Quotes will be evaluated based on:

Quotes that meet the Crescent Request for Quotes (RFQ) requirements will undergo evaluation by a Scoring Committee utilizing the following Evaluation Criteria. The order does not indicate importance.

1. Overall organization and quality of the quote, including coherence, conciseness, and clarity of response.
2. Quality and depth of the firm's expertise, with emphasis on prior work in the areas specified in the Scope of Services section. Consideration will also be given to individuals or firms with previous involvement with SCRC, assessing the quality of their work on those transactions.
3. Experience in collaborating with public entities and in particular regional commissions.
4. Ability to promptly address time-sensitive matters that necessitate quick action.
5. Demonstrated proficiency in conducting stakeholder outreach across the Southeast Crescent region, as described in the Scope of Services.
6. Commitment of time and resources to the project, including willingness to collaborate with SCRC Corporate Communications staff and other personnel in various capacities.
7. Anticipated cost of services and willingness to collaborate with SCRC to minimize expenses.
8. Certification as an SBA disadvantaged business, women-owned business, service-disabled veteran-owned business and/or HUBZone business, if applicable.
9. Feedback and information provided by client references.

## **Quote Format**

1. Cover Letter

Proposers shall provide a cover letter introducing the Quote as to its content and purpose. The cover letter should identify the individual within the proposer's organization who will respond to questions which SCRC may ask regarding the Quote, and should include the individual's title, phone number, e-mail address, and mailing address where he/she can be contacted. The cover letter must be on letterhead.

2. Quote

- a. Company Overview – This section shall include the following information about the proposer's organization and include the same information about any proposed subcontractor, including a brief statement as to the subcontractor's role.

- b. Describe the proposer's form of business (i.e., individual, sole proprietor, corporation, non-profit corporation, partnership, limited liability company) and detail the name, mailing address, telephone number, and e-mail address of the person the State should contact regarding the Quote.
- c. Provide a statement of whether there is any pending litigation against the proposer; and if such litigation exists, an attached opinion of counsel as to whether the pending litigation will impair the proposers' performance in a contract if a contract is awarded.
- d. Provide a statement of whether, in the last ten years, the proposer has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, and if so, an explanation providing relevant details.

### 3. Qualifications and Experience

This section shall include a description of the experience that exhibits the proposer's organizational capabilities in the areas required to complete the scope of work. The proposer should be specific in describing each.

- a. Provide a brief, descriptive statement indicating the proposer's credentials to deliver the services sought under this request for quotes (RFQ).
- b. Briefly describe how long the proposer has been performing the services required by this RFQ and include the number of years in business.
- c. Describe the proposer organization's number of employees, client base, and location of offices.
- d. Provide a narrative description of the proposed project team, its members, and organizational structure.
- e. Provide a personnel roster and resumes of key people who shall be assigned by the proposer to perform duties or services under the contract (include estimated number of hours to be worked on the contract for each person, and the resumes shall detail each individual's title, education, current position with the proposer, and employment history) as well as an organizational chart highlighting the key people who shall be assigned to accomplish the work required by this RFP and illustrating the lines of authority and designate the individual responsible for the completion of each service component and deliverable of the RFP.
- f. Provide a statement of whether the proposer intends to use subcontractors, and if so, the names and mailing addresses of the committed subcontractors and a description of the scope and portions of the work the subcontractors will perform.
- g. Provide documentation of the organization's licensing and certifications.

4. Technical Approach – This section is intended to be the heart of the quote and shall include a narrative of the proposer’s knowledge and experience necessary to complete the scope of work. This section shall demonstrate that the proposer understands the specifications.
  - a. Provide a narrative that illustrates the proposer’s understanding of each state’s requirements.
  - b. Provide a narrative that illustrates how the proposer will manage the projects, complete the work described, and accomplish required objectives.
5. Cost of Quote – This section shall include a description of the cost in terms of all pricing information relative to performing the services described in this RFQ and shall include the following.
  - a. Provide a total all-inclusive maximum quote price to contain all direct and indirect costs, including all out-of-pocket expenses. SCRC will not be responsible for any expenses incurred in preparing this Quote, and such costs should not be included.
  - b. Provide a page entitled “ALL INCLUSIVE MAXIMUM PRICE” detailing all professional fees and associated expenses presented in a format that supports the total all- inclusive maximum Quote that is being put forward to SCRC.
  - c. Provide the proposed manner of payment and/or payment terms.
6. References

Provide a list of current and past references who may be contacted.

### **Submission Guidelines**

1. To submit quotes for consideration, please ensure that all documents are compiled into a single signed PDF file.
2. The deadline for submission is **April 4, 2024, at 5:00 PM EST**.
  - a. Late submissions **will not** be accepted.
3. Please send your quotes, along with any supporting documentation, to Christopher McKinney (cmckinney@scrc.gov) and Tasha Derrick ([tderrick@scrc.gov](mailto:tderrick@scrc.gov)).