



**REQUEST FOR QUALIFICATIONS  
FOR INDEPENDENT COST ESTIMATOR FOR RESIDENTIAL DEMOLITIONS TO BE  
PERFORMED UNDER THE NEIGHBORHOOD INITIATIVE PROGRAM**

**\*\*NOTE: Your firm may submit a Request For Qualification (RFQ) for the Asbestos Professional Services and the Demolition Estimator. However, your firm cannot be selected for both services. Please indicate your preference if your firm does decide to submit an RFQ for both services. \*\***

**Purpose of Request for Qualifications**

The Catawba Regional Council of Governments (CRCOG) has received \$5.6 million of competitive funding from the South Carolina Housing Finance and Development Authority's "Neighborhood Initiative Program" (NIP). Funds will be used to acquire, demolish, and green approximately 160 blighted residential properties in Chester, Lancaster, Union and York counties in South Carolina between June 1, 2015 and July 31, 2017. An independent, third party estimator will be needed to complete a cost analysis that is required for each residential property identified for demolition.

The Catawba Regional Development Corporation (CRDC), a non-profit affiliate of the Council of Governments, will acquire and manage targeted properties through the demolition and greening process. Catawba Regional Development Corporation is seeking to engage qualified firms to provide an estimate of the costs associated with asbestos testing and abatement, demolition of the structure, site grading, etc. This solicitation is designed to provide the CRDC with a single firm or multiple firms best suited to provide these services throughout the Catawba Region. Please indicate in your proposal which county or counties your firm prefers to conduct work in.

Selection will be made by CRCOG and CRDC staff. Catawba Regional COG and Development Corporation reserve the right to reject any or all submittals not deemed complete. Selection will be primarily based upon the qualifications of the firm to perform the services outlined within this RFQ as well as upon the fees provided in the response.

**Minimum Qualifications of Independent Cost Estimator**

Responding firms must possess the following minimum qualifications. Responders who do not meet these qualifications will not be considered:

1. Not be debarred from conducting business within the state of South Carolina
2. Possess current business license where required by local law
3. Have appropriate professional liability, general liability, and workers compensation insurance in force
4. Experience in housing demolition projects that involved asbestos testing, asbestos abatement, demolition of structures, and grading
5. Ability to estimate the costs associated with a housing demolition project listed below:
  - a. Demolition of structure
  - b. Landfill fees
  - c. Removal/Capping of Wells/Septic
  - d. Environmental Testing

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- e. Asbestos Abatement
- f. Permit/Fees
- g. Dumpster Rental
- h. Equipment Rental
- i. Capping Utilities
- j. Grading
- k. Seeding/Erosion Control

### **Role of Independent Cost Estimator**

Responsibilities include, but are not limited to:

1. Calculate the square footage of the structure
2. Complete the Neighborhood Initiative Program's Independent Cost Analysis Form for each house that will be demolished with the program (**A copy of the form is enclosed as Attachment A**)
3. Submit the Independent Cost Analysis Forms in a timely manner once an estimate has been requested by CRCOG and CRDC staff

### **Response Date**

One original copy of the submittal must be received no later than 5:00 p.m., Wednesday, July 1, 2015. Submittals will be accepted via the following methods:

Mail: Catawba Regional COG  
PO Box 450  
Rock Hill, SC 29731-6450

Overnight: Catawba Regional COG  
215 Hampton St.  
Suite 200  
Rock Hill, SC 29730-4887

In addition, an electronic copy of the submittal must be sent to [jvance@catawbacog.org](mailto:jvance@catawbacog.org)

### **Administrative Guidance**

This RFQ is intended to provide interested respondents with the basic information needed to submit a response that will meet the minimum requirements and is not intended to limit a response's content or exclude any relevant or essential information. Respondents are therefore encouraged to expand upon the minimum requirements outlined within this RFQ. CRCOG nor CRDC shall be responsible for any costs associated with the preparation of responses to this RFQ. If you have any questions about the Request For Qualifications, please contact Jason Vance at (803) 327-9041 or via email at [jvance@catawbacog.org](mailto:jvance@catawbacog.org)

### **Required Submittals**

A complete submittal must contain the following items:

1. A cover letter summarizing the services and rates being proposed and the firm's commitment to the program and time schedule
2. Name and contact information to include the primary contact and email address of the submitting organization
3. Specific details of proposed services, to include:

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- a. Evidence of qualifications listed under *Minimum Qualifications of Independent Cost Estimator*, including but not limited to copies of licenses and certificates of insurance.
  - b. A description of the company including numbers of professionals and support staff
  - c. The geographic scope in which the submitting company would be willing to perform services outlined within the RFQ (i.e. – the entire four county region of Chester, Lancaster, Union, and York, SC or limited to specific counties within the region)
  - d. A detailed description of experience with state and/or federal housing programs
  - e. A detailed description of experience with housing demolitions
  - f. A detailed description of experience with asbestos abatement
  - g. Three references with contact information
  - h. Proposed turnaround time for completion of the inspections and testing once instructed to perform on a structure
  - i. Cost for completing one (1) Cost Analysis Form (**NOTE: Respondents should base their costs on doing five (5) cost analyses at a time.**)
  - j. Detailed description of any and all additional associated potential costs
4. Disclosure of any business or familial relationships with the Catawba Regional Council of Governments or Catawba Regional Development Corporation.
  5. Any additional information the respondent feels will strengthen their submittal

### **Evaluation Criteria**

Each respondent should follow the above required format. All submittals will be carefully considered by CRCOG and CRDC staff for inclusion in the NIP approved pool of contractors. CRCOG and CRDC reserve the right to reject any or all responses.

### **Timeline**

Deadline for submittals: Wednesday, July 1, 2015 by 5:00 p.m.

Questions may be submitted by 1:00 p.m., June 26, 2015 to [jvance@catawbacog.org](mailto:jvance@catawbacog.org)

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215 Hampton Street • P.O. Box 450 • Rock Hill, SC 29731  
803.327.9041 • 803.327.1912 (fax) • [crcog@catawbacog.org](mailto:crcog@catawbacog.org)