



REQUEST FOR QUALIFICATIONS FOR CONSULTANT

Background/Purpose of RFQ

The Catawba Regional Council of Governments (CRCOG) CRCOG is a 501 (c) (3) organization that was formed in 1967 under the provision of Article 2, Act 487 of the South Carolina General Assembly, as amended in 1971. CRCOG is governed by a Board of Directors comprised of elected officials and private sector representatives from the counties of Chester, Lancaster, Union and York. CRCOG is a state and federally recognized regional entity for providing a variety of planning and development services for its member counties and the state. CRCOG is involved in local and regional planning efforts which include: workforce development, transportation, information and referral, technical assistance, mapping and zoning, business loans, community development block grants, environmental initiatives, recreation, and other contract and grant services to enhance local government efforts. CRCOG is seeking a consultant to assist with information technology issues, mapping and zoning, demography and statistical analysis, economic development studies and reports, and grants management.

The Catawba Regional Development Corporation (CRDC), a non-profit affiliate of the Council of Governments. The Catawba Regional Development Corporation (the Corporation) was incorporated under the laws of the State of South Carolina on April 14, 1982, to further the community and economic development of the Catawba Region and to promote and assist in the growth and development of small business concerns in the region. One member of the Council's Board also serves on the Corporation Board. The Corporation contracts with the Council to use the Council's staff and office facilities for its daily operations. The Corporation is seeking a consultant to assist with real estate contracts and project management.

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 consultant to perform the services outlined within this RFQ as well as upon estimated fees provided in the response.

Minimum Qualifications of Consultant to be included in Proposal

Responding consultants must include the following in their proposal:

1. Professional References
2. Minimum of ten years' experience and resume
3. Professional liability insurance

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Role of Consultant

Tasks/projects shall include, but are not limited to:

1. Geographic Information Systems (GIS)/ESRI
2. Land Use Scenario Planning and Return on Investment
3. Demography and Statistical Analysis
4. Economic Development Studies, Planning Studies, and Statistical Reports
5. Real Estate Contracts, Land Maintenance, and Contractor Administration
6. Philanthropic and Governmental Grant Writing/Administration

Response Date

One original copy of the submittal must be received no later than 5:00PM, Wednesday, December 27, 2019. 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 achitwood@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 Amy Chitwood at (803) 327-9041 or via email at achitwood@catawbacog.org

Required Submittals

A complete submittal must contain the following items:

1. A cover letter summarizing the services and rates being proposed
2. Name and contact information to include the primary contact and email address of the submitting organization
3. A detailed description of experience in contract preparation and execution of sale/purchase of residential property
4. Three references with contact information
5. Detailed description of any and all additional associated potential costs
6. Disclosure of any business or familial relationships with the Catawba Regional Council of Governments or Catawba Regional Development Corporation.
7. Any additional information the respondent feels will strengthen their submittal

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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 CRCOG's and CRCD's approved pool of contractors. CRCOG and CRDC reserve the right to reject any or all responses.

Timeline

Deadline for submittals: Friday, December 27, 2019 by 5:00 p.m.

Questions may be submitted in writing by 1:00 p.m., December 18, 2019 to achitwood@catawbacog.org.

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