



CITY ADMINISTRATOR  
WILLIAM C. SIMON, JR.

# *City of Bennettville, SC*

OFFICE OF THE CITY ADMINISTRATOR  
P.O. Box 1036  
Bennettville, South Carolina 29512



**September 25, 2025**

**REQUEST FOR QUALIFICATIONS  
City of Bennettville, SC  
Crooked Creek Cleanup Project  
ENVIRONMENTAL SERVICES  
City of Bennettville, SC RFQ #25-10-002**

**DUE DATE:  
October 25, 2025**

**RECEIPT LOCATION:**  
501 East Main Street  
P.O. Box 1036  
Bennettville, SC 29512

**OFFICIAL CONTACT:**  
Tasha Townsend, Procurement Director, (843) 479-9001 Ext. 331,  
[tasha.townsend@bennettvillesc.com](mailto:tasha.townsend@bennettvillesc.com)

The City of Bennettville reserves the right to reject any and all submissions or any parts thereof and to waive any irregularities or minor informalities in any submission or in the procurement process and to make a contract award in the best interest of The City of Bennettville.



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## **1. INTRODUCTION**

The City of Bennettsville is seeking qualifications from experienced and licensed contractors to perform cleanup work along Crooked Creek. The scope of work includes removing large trees and brush from the creek banks, as well as removing fallen trees and other debris from the creek bed. The successful firm will be responsible for obtaining all necessary permits and coordinating with regulatory agencies. The project will be conducted in multiple phases.

### **1.1. Method of Procurement**

This is a qualifications-based selection. Award of the contract will be given to the most responsible, responsive, and most highly qualified company based on the factors outlined in Section 5, SELECTION CRITERIA. Cost is NOT a factor in the ranking of firms to provide services herein. DO NOT include any reference to consultant costs in the RFQ response. Any RFQ response with any discussion of cost will be disqualified. Contract fees will be negotiated after selection based on the project scope. The general scope of the work is outlined below.

Companies are advised that this evaluation and selection process is a competition and not simply a prequalification. It is the intent of the City of Bennettsville to award the contract to a single company but reserves the right to require collaboration with other companies.

### **1.2. Project Description**

The City of Bennettsville seeks a qualified contractor to assist with the cleanup and stabilization of Crooked Creek, a natural waterway that flows through residential and public areas of the city. Over time, the creek has accumulated large fallen trees, brush, and other debris that restrict water flow, contribute to localized flooding, and create safety and environmental concerns for nearby residents.

The project will consist of:

**Bank Clearing:** Removing large trees, brush, and overgrowth from designated sections of the creek bank to improve access, visibility, and long-term maintenance.

**In-Stream Debris Removal:** Safely removing fallen trees, logjams, and debris within the creek bed to restore flow capacity and reduce obstructions.



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**Phased Implementation:** The cleanup will be conducted in phases based on priority areas identified by the City of Bennettville. Work areas may include residential neighborhoods, rights-of-way, and other sensitive locations along Crooked Creek.

**Permitting & Compliance:** The selected contractor will be responsible for identifying, obtaining, and complying with all required permits from local, state, and federal agencies, including but not limited to the South Carolina Department of Health and Environmental Control (SCDHEC) and the U.S. Army Corps of Engineers, if applicable

**Environmental Protection:** All work must be completed in a manner that minimizes environmental impact, maintains natural stream stability, and follows best management practices for erosion and sediment control.

The overall goal of the project is to improve waterway function, reduce hazards, and enhance the appearance of Crooked Creek as a community resource.

### **1.3. Information to be Supplied by The City of Bennettville**

The City of Bennettville will provide the following information and resources to the selected firm for use during the project:

- Priority areas with a suggested phasing plan.
- Crooked Creek Study Results
- Map of entire area of project.

### **1.4. Scope of Work**

To support this project, the City of Bennettville is requesting maintenance services to include the following scope of work:

- Remove large trees, brush, and overgrowth from designated creek banks.
- Remove fallen trees, limbs, and debris from the creek bed to improve flow and reduce blockages.
- Conduct work in a manner that minimizes disturbance to surrounding property and natural habitats.
- Secure and comply with all required permits (local, state, and federal, as applicable).



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- Implement erosion and sediment control best practices throughout the project.
- Complete work in phases as directed by the City of Bennettville.

### Deliverables

- Copies of all required permits and approvals obtained from regulatory agencies (e.g., SCDHEC, U.S. Army Corps of Engineers, etc.)
- A detailed plan outlining the approach to bank clearing, debris removal, and phased implementation.
- Written reports submitted at the conclusion of each phase documenting areas cleared and cleaned, volume/quantity of trees and debris removed, and any issues encountered and how they were resolved.
- Documentation of erosion and sediment control practices used during the project.

### **1.5. Project Schedule**

The estimated project schedule is as follows:

Evaluate Current Conditions	October 29-31, 2025
Pre-Construction Meeting	November 3, 2025
Start of Work	November 5, 2025

## **2. REQUEST FOR QUALIFICATIONS (RFQ) PROCESS AND POLICIES**

### **2.1. Submittal of Statements of Qualifications**

The City of Bennettville is hereby issuing this Request for Qualifications (RFQ) to companies that have the capability and interest in undertaking and performing the scope of work described in this RFQ.

The OFFICIAL CONTACT for this solicitation is:

Tasha Townsend  
Director of Procurement  
The City of Bennettville



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(843) 479-9001 Ext. 331

[tasha.townsend@bennettvillesc.com](mailto:tasha.townsend@bennettvillesc.com)

Each firm responding to this solicitation is officially a RESPONDENT. Each respondent must submit a sealed package containing an original and five copies plus one (1) digital copy of its statement of qualifications to Tasha Townsend at the address above no later than **October 25, 2025**. Statements of qualifications may be submitted in person, by messenger, or by regular mail. All submissions will be logged in and date and time stamped. **Any qualifications package 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.**

### 2.2. Procurement Timeline

Release date for RFQ	September 25, 2025
Final Date to Receive Written Questions/Clarifications	October 15, 2024
RFQ Closing Date	October 24, 2025
Completion of Selection Committee Review and Recommendation and Notice of Award	October 27, 2025
Execution of Contract	October 28, 2025

### 2.3. Questions/Requests for Clarification

All questions and/or requests for clarification regarding this RFQ should be provided in writing to Tasha Townsend no later than October 15, 2025, at 5:00 pm. All questions submitted and their answers will be posted on the City of Bennettville website as an addendum to this RFQ prior to the RFQ deadline. No telephone inquiries will be accepted.

### 2.4. Addenda

If it becomes necessary to revise any part of this RFQ, a written addendum will be issued. All addenda issued by The City of Bennettville will become part of the official RFQ and will be posted on the City of Bennettville website, [www.bennettvillesc.com](http://www.bennettvillesc.com). Receipt of all addenda must be acknowledged in the response to this RFQ.



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### **2.5. Contact Policy**

No direct or indirect contact regarding this solicitation may be made with any representatives of the City of Bennettville other than the official contact identified in this RFQ. If such contact is made, the City of Bennettville reserves the right to reject a submission by that respondent. All questions and/or requests for clarification must be provided in accordance with Section 2.5 of the RFQ. This contact policy applies to site visits and requests for technical information. Any technical information needed from the City of Bennettville to prepare a submission should be coordinated through the Questions/Requests for Clarification process outlined in Section 2.3.

### **2.6. Acceptance and Rejection of Submissions**

Any submissions that do not conform to the essential requirements of the RFQ shall be rejected. The City of Bennettville 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 City of Bennettville also reserves the right to accept or reject any or all submissions received in response to this RFQ. The City of Bennettville is not obligated to enter into any contract on the basis of any submittal in response to this RFQ. The City of Bennettville reserves the right to request additional information from any firm submitting under this RFQ if such information is necessary to clarify the submission.

### **2.7. Cancellation/Rejection**

The City of Bennettville may cancel this RFQ in whole or in part at any time if it is determined to be in the best interest of the City of Bennettville. The City of Bennettville may reject any or all submissions in whole or in part if it is determined to be in the best interest of the City of Bennettville.

### **2.8. Conflict of Interest**

Respondents shall promptly notify the City of Bennettville 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 City of Bennettville as to whether the association, interest, or circumstance would, in the opinion of the City of Bennettville, constitute a conflict of interest.



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By responding to this RFQ, the respondent certifies that there is no conflict of interest with any employee, agent, elected official or officer of the City of Bennettsville or any other conflict as may be set forth herein.

### **2.9. Collusion**

More than one submission from an individual, firm partnership, corporation, association, or related parties under the same or different names will not be considered. If the City of Bennettsville believes that collusion exists among respondents, all submissions 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 RFQ and any resulting contract.

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

### **3. STATEMENT OF QUALIFICATIONS CONTENTS**

The submission must include the following, in the order listed:

#### **3.1. Cover Letter**

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

#### **3.2. Firm Qualifications**

Provide relevant information about the firm to include the following:

- Organization/company overview as it relates to the requirements of the RFQ.
- Organization/company overview of all subcontractors as it relates to the requirements of the RFQ.



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- Number of years the firm has been providing the requested services with a brief description of recently performed projects that indicates the past performance and abilities of the proposed team. More details on specific projects should be included in the Relevant Experience section.

### **3.3. 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 City of Bennettsville 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.

### **3.4. Relevant Experience**

Provide descriptions of similar infrastructure projects that the organization and/or key personnel have completed, including tasks involved, timeframes, and outcomes. Also include any relevant work performed in a nearby jurisdiction or in the City of Bennettsville's jurisdiction.

### **3.5. 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 RFQ. Include any additional recommendations, options or alternatives that should be taken into consideration by the City of Bennettsville.

### **3.6. 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 timeline requirements as outlined in this RFQ.

### **3.7. References**

Provide three (3) client references for relevant projects within the last 5 years that indicate the past performance and abilities of the proposed team. Include a key client contact person for each project with their current daytime phone number and email address.





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#### **4. EVALUATION AND AWARD PROCESS**

##### **4.1. Selection Committee**

The City of Bennettville will conduct a formal selection process to determine the best qualified respondent 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 the submissions 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 City of Bennettville reserves the right to contact a company to obtain written clarification of information submitted and to contact references to obtain information regarding performance, reliability, and integrity. After evaluating the submitted Statements of Qualifications, 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.

##### **4.2. Notice of Intent to Award**

The selection committee's recommendation for award will be presented to the City Council for consideration. If approved, a notice of "Intent to Award" will be posted on the City of Bennettville website. A notice will also be emailed to all respondents informing them of the committee's recommendation.

##### **4.3. 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 [South Carolina Consolidated Procurement Code, S.C. Code Section 11-35-4210](#).

##### **4.4. 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 The City of Bennettville 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 City of Bennettville and the selected respondent. If an agreement cannot be reached with the highest-ranked firm, the City of Bennettville will select the next highest ranked responsive and qualified firm, and the negotiation phase will be repeated. This



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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 contract awarded as a result of this procurement process will be between the respondent and the City of Bennettville.

### **5. SELECTION CRITERIA**

The selection criteria and their relative importance in making the selection are:

#### **5.1. Qualifications of Firm/Personnel (35%)**

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

#### **5.2. Related Experience on Similar Projects (20%)**

Extent of relevant experience with infrastructure projects of a similar nature, including experience with RIA state-funded grants.

#### **5.3. Past Performance (15%)**

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

#### **5.4. Project Approach (10%)**

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

#### **5.5. Recent, Current, and Projected Workload (15%)**

Workload of the firm and key personnel, related to how it might impact the respondent's ability to meet the project's schedule requirements.

#### **5.6. Proximity and Local Knowledge (5%)**

Proximity to the project location and knowledge of the area and the infrastructure to be improved, as demonstrated through relevant experience.