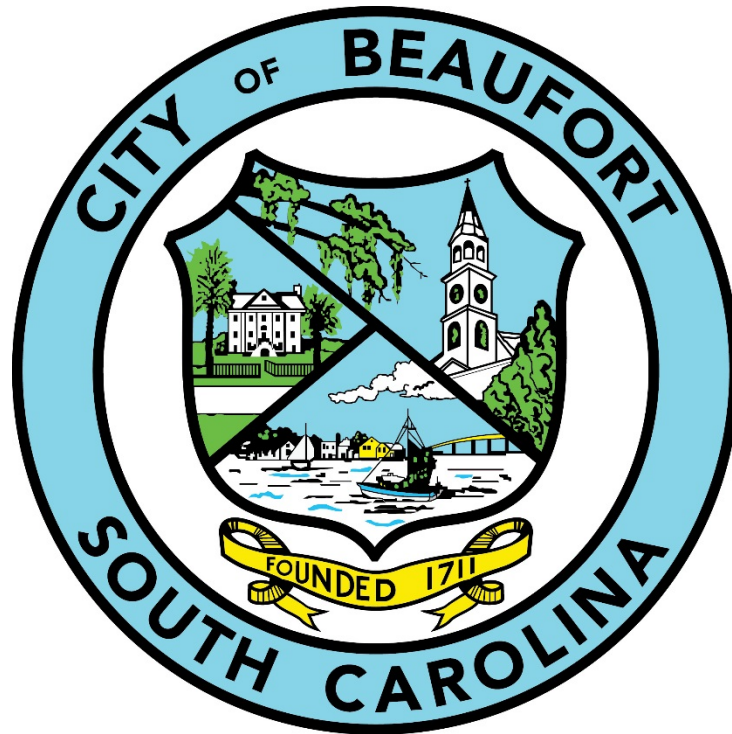


CITY OF BEAUFORT
STATE OF SOUTH CAROLINA



REQUEST FOR QUALIFICATION 2022-109
ARCHITECTURAL SERVICES
DUE: APRIL 14, 2022

CITY OF BEAUFORT, SC
REQUEST FOR QUALIFICATIONS
RFQ NO. 2022-109

SEALED QUALIFICATIONS must be received in the Finance Department, 2nd Floor, City Hall, 1911 Boundary Street, Beaufort, South Carolina until **2:00 P.M. ET Thursday, April 14, 2022**. All qualified contractors are invited to submit proposals to the City of Beaufort for the following:

CITY OF BEAUFORT
ARCHITECTURAL SERVICES

SUBMIT: One (1) portable document format (pdf) format file as an email attachment on or before 2:00 P.M. ET Thursday, April 14, 2022.

Depending upon file size limitations, a file sharing platform (i.e., Dropbox) may need to be used. After sending the qualification by email, applicants must send a separate email without an attachment to advise that a submission has been made. The Procurement Administrator will follow up to confirm receipt or to advise accordingly if a Dropbox submission is necessary.

OR SUBMIT: One (1) unbound original and three (3) bound copies of all requested documentation must be received on or before 2:00 P.M. ET Thursday, April 14, 2022.

E-MAIL: procurement@cityofbeaufort.org

MAIL or COURIER

MARK OUTSIDE ENVELOPE: "ARCHITECTURAL SERVICES - RFQ 2022- 109"

ADDRESS TO: City of Beaufort, City Hall, 2nd Floor Finance Department, Attention: John Robinson

MAILING ADDRESS: 1911 Boundary St., Beaufort, South Carolina 29902

PROCUREMENT AGENT: John Robinson

OFFICE ADDRESS: 1911 Boundary St., Beaufort, South Carolina 29902

PHONE NUMBER: 843-525-7035 - **FAX:** 843-525-7031

EMAIL ADDRESS: jrobinson@cityofbeaufort.org

A PUBLIC BID OPENING MEETING WILL BE HELD AT 2:01 P.M. ET Thursday, April 14, 2022. ALL POTENTIAL OFFERORS ARE ENCOURAGED TO ATTEND.

THE BID OPENING MEETING WILL BE CONDUCTED VIA ZOOM VIDEO CONFERENCING.

<https://us02web.zoom.us/j/86519393561?pwd=Wnl5WlBjaXFmb2RqYjNieFB4d2NKUT09>

Topic: Bid Opening RFQ 2022-109 Architectural Services

Time: Apr 14, 2022, 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86519393561?pwd=Wnl5SWlBjaXFMb2RqYjNieFB4d2NKUT09>

Meeting ID: 865 1939 3561

Passcode: 175767

One tap mobile

+13126266799, 86519393561#, *175767# US (Chicago)

+19292056099, 86519393561#, *175767# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 865 1939 3561

Passcode: 175767

Find your local number: <https://us02web.zoom.us/j/kcGdeOqGIW>

DEADLINE ENFORCED

QUALIFICATIONS DELIVERED AFTER THE TIME AND DATE SET FOR RECEIPT OF QUALIFICATIONS SHALL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED TO THE OFFEROR. IT IS THE OFFEROR'S RESPONSIBILITY TO ENSURE TIMELY DELIVERY OF THEIR QUALIFICATION. WEATHER, FLIGHT DELAYS, CARRIER ERRORS AND OTHER ACTS OF OTHERWISE EXCUSABLE NEGLIGENCE ARE RISKS ALLOCATED TO OFFERORS AND WILL NOT BE EXEMPTED FROM DEADLINE REQUIREMENTS. E-MAIL, TELEPHONE, OR FACSIMILE PACKAGES WILL NOT BE ACCEPTED. RECEIPT OF PDF SUBMISSIONS MUST BE CONFIRMED. THE PROCURMENT ADMINISTRATOR WILL REPLY TO RECEIPT OF SUBMISSIONS AS THEY ARRIVE. THE CITY OF BEAUFORT NOR PROCUREMENT AGENTS ARE LIABLE FOR COMPLICATIONS WITH ELECTRONIC RECEIPTS. PDF SUBMISSIONS SHOULD BE SENT WITH AMPLE TIME TO SOLVE PROBLEMS AND AVOID SUBMISSION REJECTION.

Any offer submitted as a result of this RFQ shall be binding on the offeror for **NINETY (90)** calendar days following the specified opening date. Any submission for which the offeror specifies a shorter acceptance period may be rejected.

Proprietary and/or Confidential Information

Submitted documents are considered public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit a package.

All information that is to be treated as confidential and/or proprietary must be **CLEARLY** identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as **CONFIDENTIAL**, in bold, in a font of at least 12-point type, in the upper right-hand corner of the page. *All information not so denoted and identified shall be subject to disclosure by the City.*

This Request for Qualification is being issued by the City of Beaufort. Direct all questions or request for clarification of this RFQ by email, mail, or fax to contact information listed above.

Offerors are specifically directed not to contact any other City personnel for meetings, conferences, or technical discussions related to this request unless otherwise stated in this RFQ. Failure to adhere to this policy may be grounds for rejection of your submission.

Offerors ARE CAUTIONED that any statement made by City staff persons that materially changes any portion of this RFQ shall not be relied upon unless they are subsequently ratified by a formal written amendment to this RFQ. Any revisions to this RFQ will be issued and distributed as an addendum. All addenda, additional communications, responses to questions, etc. pertaining to the Request for QUALIFICATIONS may be accessed on the City of Beaufort website under Quick Links – “Bid Opportunities” at www.cityofbeaufort.org.

All Offerors should consult this website for updates before submitting bids.

THE DEADLINE FOR QUESTIONS IS: 5:00 P.M., MARCH 31, 2022. ANSWERS TO SUBMITTED QUESTIONS WILL BE POSTED ON THE CITY WEBSITE BY 5:00 PM ON APRIL 5, 2022.

If the Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFQ, Offeror shall immediately notify the City of such error in writing and request modification or clarification of the document. The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy; omission or other error in the RFQ or it shall be deemed waived.

The City of Beaufort reserves the right to reject any or all submissions, or any parts thereof, waive informalities, negotiate terms and conditions, and to select an Offeror that best meets the needs of the City of Beaufort and its employees.

Compliance with the South Carolina Illegal Immigration Reform Act

Any Contractor entering into a service contract with the City of Beaufort must certify to the City of Beaufort that the Contractor intends to verify any new employees' status and require any sub-consultants performing services under the service contract to verify their new employees' status, per the terms of the South Carolina Illegal Immigration Reform Act, and as set out in Title 41, Chapter 8 of the Code of Laws of South Carolina, 1976.

POLICY CONCERNING MINORITY AND WOMAN OWNED BUSINESS ENTERPRISES

Intent

Businesses owned and operated by women and minority persons, in general, have been historically restricted from full participation in the nation's free enterprise system to a degree disproportionate to other businesses.

The City believes it is in the community's best interest to assist minority and woman owned businesses to develop fully, in furtherance of City's policies and programs which are designed to promote balanced economic and community growth.

The city, therefore, wishes to ensure that minority and woman owned businesses (M/WBEs) are afforded the opportunity to fully participate in the City's overall procurement process and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

Goal for Participation

The City adopts the State of South Carolina's goal for participation of M/WBEs: ten percent (10%) of annual controllable procurement expenditures which are defined as agreements between the City and a Vendor to provide or procure labor, materials, equipment, supplies and services to, for or on behalf of the City. However, a specific expectation has not been set for this RFQ.

Required Forms

Contractors submitting qualifications are required to include completed forms that are found at the end of the General Terms & Conditions. The City's General Terms & Conditions, a required component of all competitive procurement submissions, may be accessed on the City's website under Quick Links – Bid Opportunities – www.cityofbeaufort.org. All applicants are to certify that they have read the General Terms & Conditions and will adhere to them as a component of the contract documents.

Contractors should also be aware that, should a contract be awarded, the City will require reports of the utilization of any minority business enterprises to be filed along with requests for payment. The City reserves the right to audit accuracy of the utilization reports that are filed.

The City of Beaufort reserves the right to reject any or all bids; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the bids submitted; to award the contract according to the bid which best serves the interests of the City; or to not award the contract if the City determines that it is not in its best interest to do so.

Submittal documents which are not signed will not be accepted as complete and shall not be considered. Documents must be signed in ink in the appropriate space(s) by an authorized officer or employee of the offeror.

The words "Bidder," "Offeror," "Proposer," "Vendor," "Operator," "Contractor," and "Company" are used interchangeably throughout this RFQ, and are used in place of the person, vendor, or corporation submitting a bid.

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES**

I. INVITATION

The City of Beaufort is soliciting submissions of Statements of Qualifications from architects, architecture firms, or team of firms interested in providing Professional Preservation Architectural services related to conducting a building assessment at the City's historic Carnegie Library Building. This project is intended to develop a plan for preservation of the building. Firms with preservation and conservation experience, experience working on similar historic structures containing wood windows and/or experience with historic structures are encouraged to submit.

II. HISTORY

The Carnegie Library Building in the City of Beaufort is an iconic landmark in Beaufort's downtown historic district. The building was constructed in 1917. It is one of the nearly 1,700 libraries in the United States constructed between 1893 and 1919 with money donated by the Scottish American businessman and philanthropist Andrew Carnegie. It has been maintained by the City of Beaufort and has benefitted from several specific preservation projects, however, there is evidence that systemic issues which continue to exist and must be addressed.

This project is funded with matching funds from the Federal Historic Preservation Grant awarded by the South Carolina Department of Archives and History (SCDAH). This project must be approved by the authorization SCDAH prior to work commencing.

III. SCOPE OF WORK

The project scope of services includes, but is not limited to, the following:

A. Document Review

Review existing previous documents and investigative reports associated with the building including recorded documents, construction specifications and submittals, and service history records.

B. Interior and Exterior Assessment

1) Using elevation drawing and plans, map the location and condition of:

- i. Exterior wall
- ii. Exterior openings, windows, and doors
- iii. Roof and gutter system (roof to ground)
- iv. All penetrations and attachments
- v. Exterior landscaping and grading issues

2) Conduct and Infrared assessment of the exterior and main building to assess current water infiltration issues.

C. Conduct selective demolition or drill borescope pilot holes to access concealed spaces for proper conditions assessment. Damage or holes created to assess concealed spaces must be sealed after assessment.

- D.** Structural Evaluation should be conducted to include:
 - 1) Exterior wall systems
 - 2) Exterior Closure Systems
 - 3) Roof Framing

- E.** Conduct mechanical, electrical, and plumbing Evaluation to include:
 - 1) Evaluate existing mechanical and plumbing design
 - 2) Investigate the installation and operation of building systems
 - 3) Investigate natural gas distribution system
 - 4) Evaluate air handling equipment, security systems, fire alarms and suppression systems

- F.** Comprehensive asbestos and lead based paint survey

- G.** Project Deliverables to include:
 - 1) Develop a formal report documenting observations, findings, and recommendations, including photographs and notation of conditions.
 - 2) Present a prioritized list of recommendations for repair and subsequent construction budget associated with each item.
 - 3) Conduct meetings with staff as necessary to review interim results and a final meeting to review the final report and recommendations. Provide all documents in an electronic format as well as one (1) bound copy of completed report and recommendations.

IV. STATEMENT OF QUALIFICATIONS

Interested professionals or design teams shall provide the following information:

- A.** Include a brief statement of professional history including number of years of experience with projects related to historic building assessment, historic building preservation, and or historic building restoration.

- B.** Provide documentation of the most relevant professional experience related to historic building assessment, historic building preservation, and or historic building restoration involving structures similar to the Carnegie Library.

- C. The selected firm or design team will also provide documentation that its design professional(s) has/have professional qualifications that meet, or are comparable with, the Secretary of the Interiors Standards for Historic Architecture (as published in Code of Federal Regulations, 36 CFR 61). These standards require:

A professional degree in architecture, or a state license to practice architecture, plus one of the following:

- 1) At least one year of graduate study in architectural preservation, American architectural history, preservation planning or closely related field; or
- 2) At least one year of full-time professional experience on historic preservation projects.
- 3) Provide resumes of key personnel.

D. PROJECT EXPERIENCE

- 1) Describe three (3) examples of similar project experience involving:
 - i. Rehabilitation of historic properties
 - ii. Environmentally responsible or sustainable design
 - iii. Other projects (built or un-built) that may demonstrate capability.

- E. Statement of compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, prohibiting discrimination on the basis of race, color, national origin, disability, or age in federally assisted programs.

- F. Statement of compliance with the Debarment Certification, 43 CFR, Part 12, Section 12.510, and state that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

V. EVALUATION OF THE STATEMENT OF QUALIFICATIONS

The evaluation of each firm's qualifications will be accomplished by an evaluation team, to be designated by the City, which will determine the firm's qualifications most beneficial to the City, taking into consideration the evaluation factors set forth in the RFQ. Each firm's qualifications will be reviewed based on the criteria stated above including:

- Experience with similar projects (35%)
- Firm and individual qualifications (30%)
- Ability to perform work (20%)
- References (15%)

The City reserves the right to reject any submittal that does not comply with all the submittal requirements. Based on the evaluations of the Statements of Qualifications. This RFQ is not an offer by the City to enter into a contract. The City will determine in its sole and absolute discretion whether to hire or not hire a firm to execute this RFQ, or any other course of action. The City shall have no duty with respect to any respondent to this RFQ. The selected firm and the City will have no duty to one another until the mutual execution of a definitive contract between the firm and the city.

The following general criteria will be used in evaluating and rating Statements of Qualifications. The entire team will be evaluated. The right is reserved hereunder to modify the criteria and to add or delete criteria.

VI. SUBMITTAL REQUIREMENTS

A. COVER LETTER: An officer of the firm submitting the Statement of Qualifications and the designated lead design architect shall sign the cover letter. In case of joint venture, an officer of each joint venture partner shall sign the cover letter as well as the designated lead design architect.

B. TABLE OF CONTENTS

C. STATEMENT OF QUALIFICATIONS

1. **PROJECT TEAM:** Provide a general introduction on the makeup of the project team, including each team member's area of expertise and note any experience of the team members working together on other projects. The project team should include the disciplines of architecture, engineering, and any other consulting disciplines deemed necessary by the Proposer by a single firm or multiple firms. For each team member, include the name, address, and telephone number of the firm.
2. **PROJECT EXPERIENCE:** Relevant project experience of any project team member may be submitted. Up to three (3) examples of design and or rehabilitation projects may be submitted.
 - I. Examples of constructed projects of related scope and complexity to community services buildings, executed by any team member, that best reflects their overall design and technical capability.
 - II. Examples of projects executed by any design team member that demonstrates an innovated approach to environmentally responsible or sustainable design.
 - III. Examples of constructed projects by any design team member that demonstrates a sound technical and sensitive historic rehabilitation or adaptive reuse.

- IV. Examples of projects of related scope and complexity to historic properties, executed by any design team member, that best reflects their overall design capability.

For each project, submit a one-page narrative description of the project. Color photos or graphics depicting the projects are encouraged. The narrative description shall include the architect of record, design member's role in the design of the project, the type of facility, location and client name, total gross square feet, total construction cost, and a brief statement indicating the relevance of this project.

3. REFERENCES: Provide at least three (3) owner/user references for the firm. For each reference, list the person's name, address and current telephone number, email address, and nature of the reference or relationship.

It is the City's intent to contract with one proposer to provide the services as detailed herein. Award of any qualification may be made without discussion with Proposers after responses are received. The Proposers submitting sealed qualifications will be evaluated by an evaluation committee. The committee will evaluate each component separately. After careful evaluation, the committee will rank the Proposers and make a recommendation to the City Manager of the lowest responsible bidder. The City reserves the right to accept or reject any and all bids that is in the best interest of the City.

The City may choose to interview one or more contractor(s) responding to this RFQ. The City reserves the right to request and obtain, from one or more contractor(s), supplementary information as may be necessary for the City to analyze the qualification pursuant to the evaluation criteria. The City reserves the right to accept or reject any and all qualifications that is in the best interest of the City.

A. VI. Rates and Fees

- 1) Proposers must submit rate schedules and project budgets in **separate sealed envelopes or independent PDF** (portable document format). File name for independent PDF documents must clearly identify the content of the document and the proposer. Independent PDF documents offered will be secured by the Procurement administration and only released after Technical Factors evaluation process is complete.

(Depending upon file size limitations, a file sharing platform (i.e., Dropbox) may be needed. After sending the qualification by email, proposers must send a separate email without an attachment to advise that a submission has been sent. The Procurement Administrator will follow up to confirm receipt or to advise accordingly if a Dropbox submission is necessary.)

- 2) The city will not pay for travel time, travel expenses, and all other project-related expenses except as negotiated on a project basis.
- 3) Costs for Sub-consultants and testing services should be including in the project cost.
- 4) Costs for printing plans and reports, copies of electronic files of record drawings and specifications, mail, telephone and fax charges, plan review fees and advertisements should be including in the total project cost.
- 5) Cost of equipment, tools, and other devices or specialized services should be included in the project cost.

SELECTION PROCESS

A selection committee will evaluate and score each submission according to the criteria set forth in the evaluation criteria. The committee may invite the top two (2) to five (5) submitters for the interview/presentation phase of the selection process. The City reserves the right to select a firm based on the evaluation of the submittals alone and not proceed to interviews.

Contract negotiations will include consideration of compensation, at which time the separate sealed envelope will be opened for the top selected firm to begin negotiations. If the City is unsuccessful in negotiation a contract with the best qualified firm, the City may then negotiate with the next qualified firm until a contract is executed. This process will continue until a successful negotiation is completed and a contract executed.

It is the City's intent to contract with one proposer to provide the services as detailed herein. Award of any qualification may be made without discussion with Proposers after responses are received. The Proposers submitting sealed qualifications will be considered by an evaluation committee. The committee will evaluate each component separately. After careful evaluation, the committee will rank the Proposers and make a recommendation to the City Manager. The City reserves the right to accept or reject any and all bids that is in the best interest of the City.

VII. ADDITIONAL DOCUMENTS

Additional documents are available online. Proposers are required to review and be familiar with any documents as they are a part of the RFQ and will become part of the awarded contract. These additional documents may be accessed on the City of Beaufort website at www.cityofbeaufort.org under QUICK LINKS, PROCUREMENT GENERAL TERMS & CONDITIONS.

CITY OF BEAUFORT
SOUTH CAROLINA
RFQ SIGNATURE PAGE
RFQ 2022 – 109

SUBMITTOR’S NAME: _____

I the undersigned, having become familiar with the existing conditions and the Scope of Work hereby documented, agree to complete the work as described in accordance with the Request for Qualifications and City of Beaufort’s General Terms and Conditions.

Submitter warrants that no gratuities, in the form of gifts, entertainment, or otherwise, were offered or given by the Submitter, to any officer or employee of the City with a view toward securing the contract or securing favorable treatment with respect to any determination concerning the performance of the contract.

This offer is genuine and not made in interest of or on behalf of any undisclosed person, vendor or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; Submitter has not directly induced or solicited any other person or entity to submit false or sham bid; Submitter has not solicited or sought by collusion to obtain for itself any advantage over any other person, entity, or other Owner.

The words “Bidder,” “Offeror,” “Proposer,” “Vendor,” Submitter, and “Company” are used interchangeably throughout this solicitation, and are used in place of the person, vendor, or corporation submitting a response to a solicitation.

Proposer has examined copies of all documents and of the following addenda (if applicable):

Addendum No.	Date
_____	_____
_____	_____
_____	_____

Address: Post Office Box: _____ Zip: _____
 Street: _____ Zip: _____
 City: _____ State: _____
 Telephone: _____ Fax: _____
 Email: _____

*Signature: _____ Title: _____

Submissions will not be accepted unless signed in ink (not typed) in the appropriate space by an authorized officer or employee of the bidder.

Printed Name: _____ Date: _____