



**CITY OF HANAHAN  
REQUEST FOR  
QUALIFICATIONS**

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Solicitation Number: \_\_\_\_\_  
Solicitation Date: \_\_\_\_\_  
Proposal Submission Deadline: \_\_\_\_\_ - \_\_\_\_\_  
Proposed Award Date: \_\_\_\_\_

*City of Hanahan  
Procurement  
1255 Yeamans Hall Road  
Hanahan, South Carolina 29410  
(843) 576-5254*



**REQUEST FOR QUALIFICATIONS (RFQ)**

**Tanner Recreation Complex**

**City of Hanahan**

**SUBMIT QUALIFICATIONS TO:**

**City of Hanahan Purchasing Department**

**Kitty Farias, Purchasing Agent**

**1255 Yeamans Hall Road**

**Hanahan, S.C. 29410**

**RFQ - #31218**

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## **REQUEST FOR QUALIFICATIONS**

The City of Hanahan is currently soliciting proposals from qualified architectural firms to design and manage construction of an active and passive recreational complex as per guidelines set forth by the City of Hanahan. Site and information are available from the City.

Respondents shall have a proven record of planning and designing recreation projects in a collaborative manner with existing property owners, business, community and regulatory governing bodies.

Respondents should submit their qualifications including experience with city and park master planning and descriptions of similar projects they have completed. References should also be included.

**\*\*A submittal of qualifications does not guarantee that the firm will be contracted to perform any services.**

### **STATEMENT OF WORK:**

This proposal shall include architectural and engineering services. Design shall meet or exceed currently adopted codes of the City of Hanahan and all state and federal code laws and regulations including engaging a professional in ADA Standards for Accessible Design to ensure compliance with all applicable accessible laws.

Design and construction management of a fifty-three (53) acre park including athletic fields, walking trails and site amenities. This project has a federal requirement for work commencement - Phase 1 will begin within 1 year and the project may be phased.

## **QUALIFICATIONS:**

**Description of Firm:** Describe your firm's legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office and the office that will manage the project.

**Experience:** Briefly describe other projects executed by your firm that demonstrate relevant experience; however, extensive descriptions of vaguely related projects are discouraged. Also, list all public-sector clients for whom you have performed similar work in the past five (5) years. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture partnership, include the name of the lead firm.

**Personnel:** Provide a brief professional resume for each of the key people proposed to be assigned to the project (including any important sub-consultants) and describe relevant related experience. Describe key personnel's roles and responsibilities on this project. Submittals must identify a proposed project manager, who would be responsible for the day to day management of project tasks and would be the primary point of contact with your firm. You may submit an organizational chart, but it is not required.

**SUBCONTRACTORS:** If the Firm proposes to use key professional personnel who are not employed by the Firm in a full-time capacity, the Firm must include a resume(s) of the personnel, specifically designate what portions(s) of the project the personnel will be responsible for and what percentage, in terms of time, of the project will be performed by such personnel. The Firm shall be professionally liable for the work of such personnel and shall provide assurances to the Town that such personnel will devote sufficient time to properly carry out the designated project work.

**PROJECT APPROACH:** Describe the tasks that must be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks. If applicable discuss any unique aspects of the project, alternative approaches, the City of Hanahan might wish to consider or special considerations related to programmatic/funding requirements. Your firm should

rely on its expertise and experience with similar projects to demonstrate how it will effectively complete the project.

**PROJECT SCHEDULE:** Provide a schedule of general project activities indicating the duration of each activity and the total project. The schedule should reflect realistic activity durations and show estimated costs. Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the proposal.

### **MINIMUM QUALIFICATIONS:**

To be considered for this project, the prime firm that would engage in a contract with the City of Hanahan must meet the following criteria:

1. Licensed to practice architecture or engineering in South Carolina. (Please submit all licenses).
2. Licensed (or propose a sub-contractor who is) to practice surveying in South Carolina.
3. Demonstratively active in the provision of park design and architectural or engineering services to municipal/government clients for the ten (10) years.
4. Familiarity in working with state and federally funded projects i.e. [National Park Service].

### **Deliverables:**

1. Construction cost estimates and recommendations on construction methods.
2. Complete bid packages.
3. Regular status reports by e-mail to owner and project administrator.
4. All necessary permits.
5. Proposed project schedules.
6. General Liability Insurance Certificate(s)
7. Federal Tax ID# on IRS Form W9

**Method of Award:** Proposal submissions will be ranked based on qualifications and the City of Hanahan may choose to interview several of the top ranked firms. However, at its discretion, the City of Hanahan may dispense with interviews and select a firm to perform the work. Firms will be evaluated based on the following factors:

- Firm history and capability to perform the project;
- Relevant project experience;
- Qualifications of project team;
- Familiarity with area and project; and
- Project approach.

**Selected references will be contacted.**

A selection committee appointed by the City of Hanahan will assist the firm evaluations and make recommendations to the Hanahan City Council who will make the final selection. The City of Hanahan will seek to negotiate a contract, a detailed scope of work, fee, schedule, etc. with the preferred firm. If unable to reach an agreement, the City of Hanahan will terminate negotiations and commence negotiations with the second-ranked firm, and so forth.

The City expects to evaluate proposals and provide written notifications of the short-listed firm(s) within thirty (30) days of receipt of proposals. If interviews are held, they will be scheduled within ten (days) of short-list notification.

Women and minority owned firms are encouraged to submit qualifications.

Any questions about the RFQ should be submitted in writing to Kitty Farias, Purchasing Agent at [kfarias@cityofhanahan.com](mailto:kfarias@cityofhanahan.com). Additional questions regarding the project itself can be directed to Randy Moneymaker at 1255 Yeamans Hall Road, Hanahan, South Carolina [rmoneymaker@cityofhanahan.com](mailto:rmoneymaker@cityofhanahan.com). **All questions regarding the RFQ must be submitted by Wednesday, March 28th, 2018 at 12:00 p.m. (EST).**

**Qualification** submittals must be submitted by **Wednesday, April 4th, 2018 at 2:00 p.m. (EST)** at the City of Hanahan Municipal Complex, 1255 Yeamans Hall Road, Hanahan, South Carolina 29410. Attention should be directed to Kitty Farias, Purchasing Agent.

Submittals received after 2 p.m. on Wednesday, April 4, 2018 will be rejected. All submittals received by deadline will be considered without regard to age, race, creed, color, gender, disability, or national origin. All costs associated with the preparation of the submittal will be the responsibility of the prospective firm/developer and will not be reimbursed.

**EQUAL EMPLOYMENT OPPORTUNITY:**

In carrying out the scope of work outlined in this solicitation, the Firm shall not discriminate against any employee or applicant for employment based on race, color, religion, age, sex, familial status, disability or national origin.

The Firm certifies that it will comply with all requirements of Title I of the Americans with Disabilities Act of 1990, as applicable.

_____	_____
Printed Name	Title
_____	_____
Signature	Date



## EXHIBIT "A"

### Property Description:

A parcel of land in the City of Hanahan, District of Berkeley County, South Carolina, more particularly described as follows:

Commence at a point which is the intersection of the west right-of-way of the S.C.L. Railroad and the north right-of-way line of highway S-8-29; thence  $S7^{\circ}57'56''E$  for 8002.41 feet; thence  $S80^{\circ}15'17''W$  for 200.21 feet to the point of beginning of parcel 10; thence  $N5^{\circ}59'W$ , 663.50 feet along the west right-of-way of State Highway Number 136 to a point, which is the beginning of a curve; thence in a northerly direction along the west right-of-way of state highway traverse along a curve having a central angle of  $25^{\circ}53'$ , a radius of 2,851.9 feet, 1,294.2 feet to a point; thence  $N31^{\circ}52'W$ , 1,580.9 feet along the west right-of-way of state highway number 136 to the northern most point of the parcel; thence  $S8^{\circ}41'35''E$ , 1,423.04 feet; thence  $S25^{\circ}42'36''E$ , 415.72 feet to the southwest property corner; thence  $N80^{\circ}15'17''E$ , 910.01 feet to the point of beginning, containing 53.37 acres, more or less.

