

# City of Myrtle Beach Request for Qualifications

## RFQ 24-R0001

### Alterations/Additions/New Facilities for Fire Station #3

**Issue Date: July 18, 2023**



The City of Myrtle Beach will not be responsible for any errors, omissions, or misrepresentations regarding any plans or solicitation documents that are obtained from any source other than the City of Myrtle Beach. It is the Contractor's sole responsibility to verify the authenticity of all documents associated with this project. The Contractor will be liable for any losses, damages, costs, and/or expenses incurred by operating from plans or documents that are not obtained directly from the City of Myrtle Beach.

[www.cityofmyrtlebeach.com/services/bids\\_and\\_purchasing/index.php](http://www.cityofmyrtlebeach.com/services/bids_and_purchasing/index.php)



## **INTRODUCTION**

The City of Myrtle Beach seeks to obtain qualifications of professional contractors for the construction services of the Myrtle Beach Fire Station #3 Complex, including additions and alterations to existing buildings, along with the construction of a new fire station located nearby. The project is located on the owner's existing property at 2108 South Kings Highway, Myrtle Beach, SC 29577.

## **SCOPE OF WORK**

The following is intended to provide an overview of the work to be performed.

- The New Fire Station #3 will be roughly 11,000 square feet.
- The New Fire Station #3 will be designed to withstand 180 mph wind speeds.
- The Existing Fire Station #3 is roughly 10,700 square feet and is to be renovated into a new training center.
- The Existing Fire Station #3 will have roughly 6,300 square feet of Administration office area added.
- The New Fire Station #3 Complex will require new parking lot, drainage, utilities, and landscaping.
- All new work will be slab on grade, concrete spread footing foundation with load bearing masonry walls, brick veneer exterior with smooth face CMU accent bands with aluminum roof structure entry features.
- All structures (existing and new) will receive new aluminum curtain wall fenestration as well as a modified bitumen membrane roof, plumbing, fire protection, HVAC, electrical and telecommunications.
- Interior finishes will include porcelain tile, luxury vinyl tile, acoustic ceiling tiles, and other finishes. The New Fire Station will also utilize bi-fold and overhead bay doors.
- Anticipated contract will be cost of the work, plus a fee with a guaranteed maximum price.
- Construction budget (materials and labor) is estimated at: \$8,200,000.00

Design documents are available at

<https://www.dropbox.com/scl/fo/684nbi08kt4305ul3cswc/h?rlkey=0f5hvtfsw6a2m8n5ff5o8mfe6&dl=0>

Additional schematic drawings are attached to this RFQ as Exhibit 2.

## **SUBMISSION REQUIREMENTS**

Qualifications packets are to be organized in four (4) sections as described below:

### **Section 1 – Contractor Overview (50 points)**

- Provide company's experience with renovation projects and jurisdictional experience
- Demonstrate company's ability to meet schedule and budget constraints, including a high-level analysis of this project's schedule and budget. Offer an opinion regarding the project budget using a cost per square foot analysis breakdown on the renovations, additions, and new facility.



### **Section 2 – Related Experience (25 points)**

- Provide three (3) examples of similar projects, including services provided, start/completion dates, construction costs, etc.

### **Section 3 – Project Team (10 points)**

- Submit resumes for the proposed preconstruction lead, project manager, project superintendent, and any other proposed project personnel that you feel are key to the project
- Include a high-level staffing plan identifying the time each individual will be dedicated to the project during construction.

### **Section 4 – References (15 points)**

- Provide at least three (3) client references with name, title, company, current phone number, active e-mail address
- For each project listed in Section 2, provide architect name, current phone number, and active e-mail
- Provide summary details of any current or pending litigation related to any recent project
- The City reserves the right to contact other references in addition to those provided.



Qualifications packet shall be no more than twenty (20) 8-1/2" x 11" double-sided pages (not including cover, index tabs.) Additional information may be submitted as an appendix to the qualifications packet, but do not submit extraneous or promotional materials. The City of Myrtle Beach does not expressly state or imply any obligation to reimburse responding contractors in preparing submissions in response to this request.

## SUBMISSION DEADLINE

Interested contractors should submit five (5) hard copies and one (1) electronic copy on a thumb drive in a sealed envelope. Submit qualifications to:

City of Myrtle Beach Procurement Division  
3231 Mr. Joe White Avenue  
Myrtle Beach, SC 29577  
Attention: Ann Sowers, Procurement Manager

Qualifications packet must be submitted by 2:00PM (local time) on Wednesday, August 30, 2023. No e-mail submissions will be accepted. The City is not responsible for late or misdirected mail. Request for Qualifications is not subject to public opening. However, all information submitted in response to this RFQ will be subject to the Freedom of Information Act (FOIA) and will be made available for public review upon request.

## QUESTIONS

All communications concerning this RFQ shall be directed via e-mail to Ann Sowers, Procurement Manager. Respondents shall not contact any other staff at the City of Myrtle Beach or Pike-McFarland-Hall Associates (related parties.) Any communication to any related party may be just cause for disqualification.

Questions regarding this RFQ must be submitted in writing via e-mail to [asowers@cityofmyrtlebeach.com](mailto:asowers@cityofmyrtlebeach.com) Official time of receipt of questions will be marked by the time the e-mail is received, and not by the time that it is sent. E-mail messages can take up to ten (10) minutes or more to be delivered to the intended recipient. All questions received by the deadline of 10:00AM (local time) on Monday, August 7, 2023 will be answered via addendum.

## EVALUATION CRITERIA

The City will identify a team of individuals to independently review and evaluate the qualifications received. After independent review, the team will work together to arrive at a final ranking of all submittals. The City will select no more than three (3) qualified contractors. Exhibit 1 shows the rubric that will be used to evaluate and compare all qualifications.

Short-listed contractors should be prepared to receive Invitation for Bid (IFB) documents for construction during the week of September 25, 2023.

The City reserves the right to waive technicalities or irregularities, accept the qualifications or reject any and all qualifications received, re-advertise the project, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City.

## PROPOSED SCHEDULE

<b>RFQ Release</b>	Tuesday, July 18, 2023
<b>Questions Due at 10:00AM (local time) to:</b> <a href="mailto:asowers@cityofmyrtlebeach.com">asowers@cityofmyrtlebeach.com</a>	Monday, August 7, 2023
<b>Questions Answered</b>	Monday, August 14, 2023 by COB
<b>Responses Due</b>	Wednesday, August 30, 2023 by 2:00PM (local time)
<b>Evaluation of Qualifications</b>	August 30, 2023 – September 8, 2023
<b>Anticipated Short-List</b>	September 8, 2023
<b>Anticipated IFB Release</b>	Week of September 25, 2023

The City reserves the right to adjust dates as necessary.

### Exhibit 1 – Evaluation Rubric

Evaluator's Name: \_\_\_\_\_

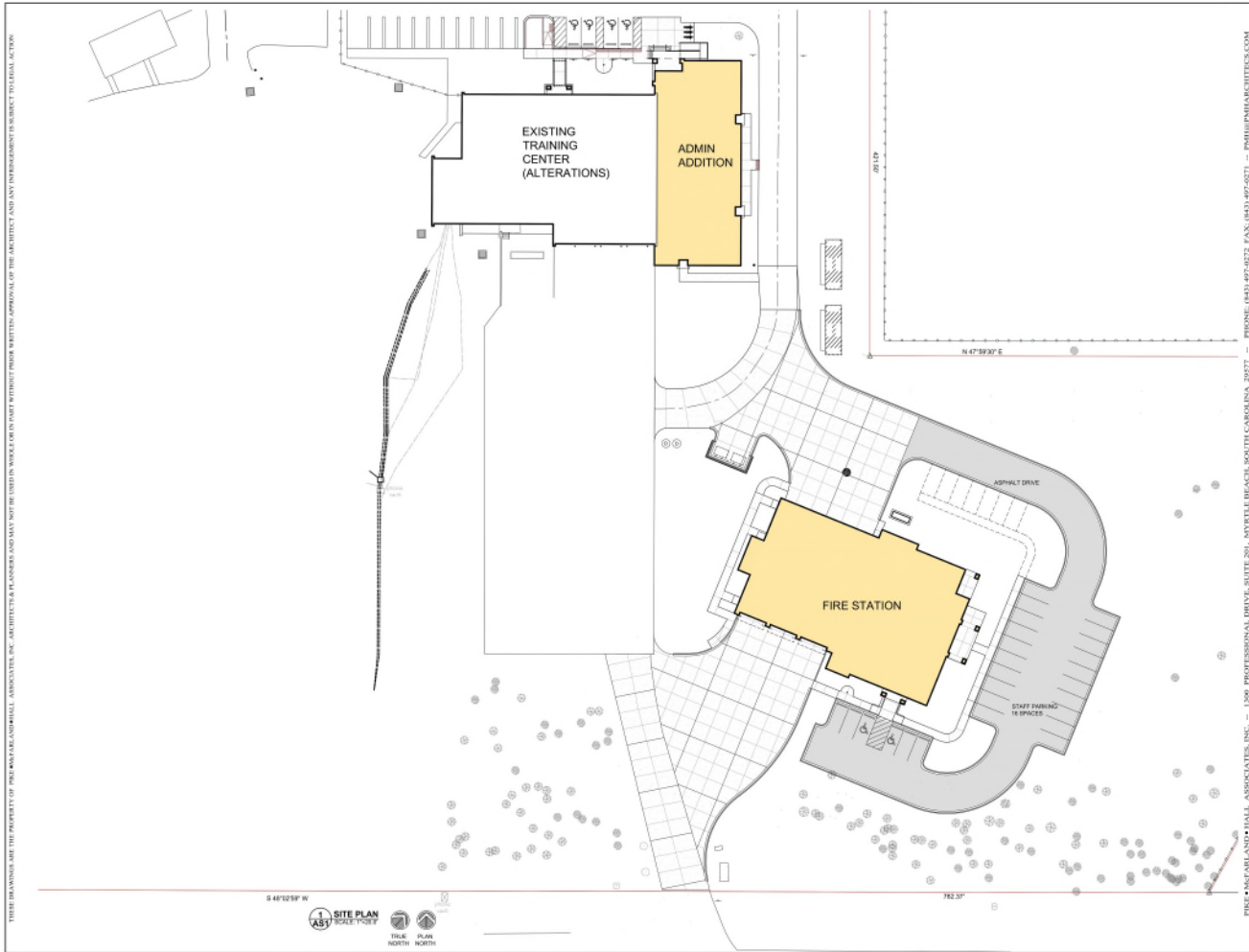
Date of Evaluation: \_\_\_\_\_

Offeror's Name: \_\_\_\_\_

<b>Category</b>	<b>Maximum Score</b>	<b>Assigned Score</b>
<u>Contractor Overview</u> <ul style="list-style-type: none"><li>• Experience</li><li>• Schedule and Budget</li></ul>	50 points	
<u>Related Experience</u> <ul style="list-style-type: none"><li>• Similar Projects</li></ul>	25 points	
<u>Project Team</u> <ul style="list-style-type: none"><li>• Resumes</li><li>• Staffing Plan</li></ul>	10 points	
<u>References</u> <ul style="list-style-type: none"><li>• Project References</li><li>• Architect References</li></ul>	15 points	
<b>Totals</b>	<b>100 points</b>	

**Comments:**

# Exhibit 2 – Schematic Drawings



THESE DRAWINGS ARE THE PROPERTY OF PMH AND/OR AS1. ASSOCIATES, INC. ARCHITECTS & PLANNERS AND MAY NOT BE USED IN WHOLE OR IN PART WITHOUT PRIOR WRITTEN APPROVAL OF THE ARCHITECT AND ANY INFRINGEMENT IS SUBJECT TO LITIGIAL ACTION.

PMH  
PRE-RETIRED AS1  
ASSOCIATES, INC.  
ARCHITECTS & PLANNERS

OWNER  
Municipality of Myrtle Beach

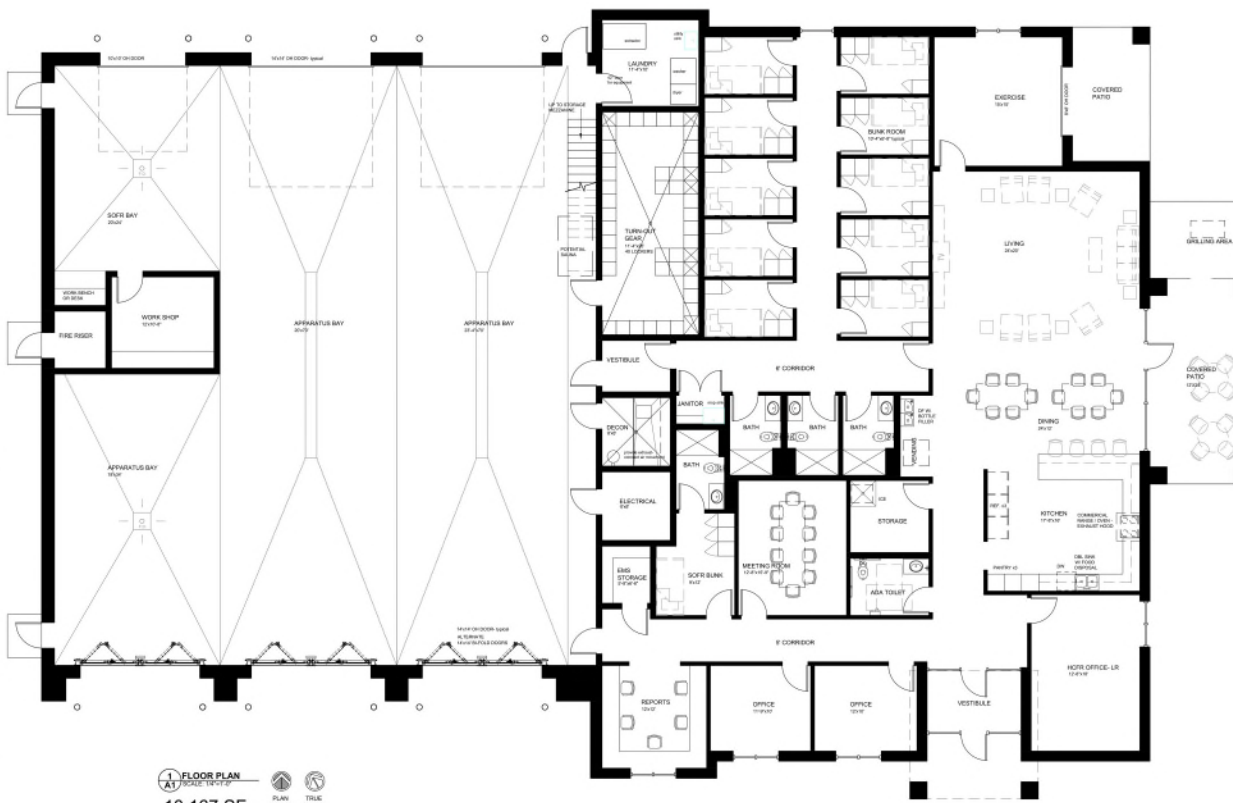
PROJECT  
FIRE STATION NO. 3 COMPLEX  
MYRTLE BEACH, SOUTH CAROLINA

ALTERATIONS, ADDITIONS & NEW FACILITIES FOR:  
FIRE STATION NO. 3  
COMPLEX SITE PLAN  
CHECKED BY:  
DATE: 6-21-13  
REV: 1

1500 PROFESSIONAL DRIVE, SUITE 203, MYRTLE BEACH, SOUTH CAROLINA 29577  
PHONE: (843) 497-4972 FAX: (843) 497-4971  
PMH@PMHARCHITECTS.COM

AS1  
09-1

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**1 FLOOR PLAN**  
**A1**  
 10,167 SF  
 PLAN NORTH  
 TITLE NORTH

**PMH**  
 PMS & ASSOCIATES, INC.  
 ARCHITECTS & PLANNERS

OWNER:  
 CITY OF MYRTLE BEACH

PROJECT:  
**FIRE STATION NO. 3**  
 SOUTH CAROLINA  
 MYRTLE BEACH

A NEW FACILITY FOR:  
 1300 PROFESSIONAL DRIVE, SUITE 201, MYRTLE BEACH, SOUTH CAROLINA, 29577  
 PHONE: (843) 697-0072 FAX: (843) 697-0071  
 WWW.PMSARCHITECTS.COM

CHECKED BY:  
 DATE: 7-11-22

SHEET  
**A1**  
 OF 1



**1**  
**A2** **PROPOSED FLOOR PLAN**  
SCALE: 1/8"=1'-0"



**SQUARE FOOTAGE SUMMARY**

EXISTING TO REMAIN	6,715
EXISTING RENOVATED	4,000
NEW HEATED	6,318
<b>TOTAL</b>	<b>17,033 SF</b>

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PERI • MARSH • WEL ASSOCIATES, INC. 1200 PROFESSIONAL DRIVE, SUITE 205, MYRTLE BEACH, SOUTH CAROLINA 29577