



## TOWN OF BLUFFTON

RFQu NO: 2018-13  
ISSUED BY: **Steve Anthony**  
EMAIL: [santhony@townofbluffton.com](mailto:santhony@townofbluffton.com)

**SUBMIT QUALIFICATIONS PACKAGE PRIOR TO:**  
**CLOSING DATE:** Thursday, September 7, 2017  
**CLOSING TIME:** 2:00 p.m.

**FAX / E-Mail not accepted**

**PROJECT TITLE & DESCRIPTION:**

### DESIGN-BUILD SERVICES FOR THE CALHOUN STREET DOCK PROJECT

By my signature I certify that this response is made without prior understanding, agreement, or connection with any corporation, team, joint venture, business entity, or person submitting a response to this Request for Qualifications, for the services to be provided, and is in all respects true, accurate and without collusion or fraud.

**THIS FORM MUST BE SIGNED TO BE CONSIDERED FOR AWARD**

COMPANY NAME:

DATE:

MAILING ADDRESS:

PHONE:

FAX:

CITY:

STATE:

ZIP:

SSN OR FEDERAL TAX NO:

TITLE OF AUTHORIZED REPRESENTATIVE:

E-MAIL:

WEB URL:

AUTHORIZED SIGNATURE:

PRINTED NAME:

# **Request for Statements of Qualifications**

## **RFQu# 2018-13**

### **DESIGN-BUILD SERVICES FOR THE CALHOUN STREET DOCK PROJECT**

#### **1. PURPOSE**

The Town of Bluffton, South Carolina (Town) is seeking qualifications statements from interested and qualified Architectural/Engineering firms and General Contractors with past, proven, positive experiences in providing “Design-Build” services for the Town of Bluffton’s Calhoun Street Dock project.

It is the intention of the Town of Bluffton to award one contract to a single firm, team or joint venture that demonstrates the highest qualifications and experience using the evaluation criteria stated herein, to provide expertise to the Town for design-build services in association with the Town of Bluffton’s Calhoun Street Dock project located in the regional vicinity of 113 Calhoun Street, Bluffton, SC 29910.

The Town will consider qualifications statements from individual firms, teams or joint ventures. The Town encourages both Architectural/Engineering firms and General Contractors to partner in this endeavor and submit one qualifications statement as a joint effort. The Town envisions that the one final contract will be awarded to a team that exemplifies the highest qualifications and standards in both the design and construction methods within their respective disciplines.

This work shall be performed pursuant to an AIA form contract as modified by the Town. The form of the AIA-141-2014 as modified (incorporating the general terms and conditions) shall be negotiated.

#### **2. BACKGROUND**

There has been a public boat dock located on the May River at the south end of Calhoun Street since the early 1800’s. The existing dock was constructed by Beaufort County in the early 70’s and is 60 LF and accommodates about 4 small boats.

The Town desires to lengthen the dock to accommodate additional dock space. This project proposes the construction of a 12’ x 125’ dock to accommodate up to 10 boats.

The goals of this project include:

- Provide a more functional dock to accommodate regional marine transportation between Bluffton and surrounding communities.
- Accommodate more dockage capacity to promote additional visitor traffic to local shops, restaurants, businesses.
- Promote connectivity and neighborhood interaction with the May River through improved access and providing a covered pavilion at the pier head.
- Improve mobility to the dock through a more gradual grade transition from Calhoun Street to the boardwalk and pier head.
- Improve dock appearance through design and details that are more consistent with Historic District guidelines.
- Stabilize bluff and improve erosion control/stormwater management with the installation of a bulkhead and new drainage structures.

### 3. MINIMUM QUALIFICATIONS

At a minimum, and to be considered as qualified for this project, the responding firms/teams must:

- A. Currently possess or be willing to obtain a Town of Bluffton Business License if a contract is awarded;
- B. Architect/Engineer must be currently licensed in the State of South Carolina;
- C. Provide a General Contractor who currently possesses a General Contractors license in the State of South Carolina with a Marine (MR) and building classification of BD3 or higher in accordance with the following link;
  - <http://www.llr.state.sc.us/POL/Contractors/PDFFiles/CLBClassificationAbbreviations.pdf>;
- D. Have ten (10) years of documented past, proven and positive experiences in providing the services requested;

### 4. SOLICITATION TERMS and CONDITIONS

#### **Respondent's Responsibility:**

While the Town has used considerable efforts to ensure an accurate representation of information in this RFQu, each prospective Respondent is urged to conduct its own investigations into the material facts and the Town shall not be held liable or accountable for any error or omission in any part of this RFQu.

Before submitting a statement of qualifications, each Respondent shall make all investigations and examinations necessary to ascertain site conditions and requirements affecting the full performance of a contract and to verify any representations made by the Town upon which the Respondent will rely. If the Respondent receives an award because of its submission, failure to have made such investigations and examinations will in no way relieve the Respondent from its obligations to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim by the Respondent for additional compensation or relief.

A Respondent, by submitting a statement of qualifications represents that the Respondent has read and understands the Request for Qualifications requirements and its response is made in accordance therewith and that the Respondent is familiar with the local conditions under which the awarded Respondent must perform.

It is incumbent upon each prospective Respondent to carefully examine these requirements, terms, and conditions. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing in accordance with procedures set forth herein. The Town will not be responsible for any oral representation given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given.

#### **Questions and Inquiries:**

Questions and inquiries must be received seven (7) calendar days prior to the submittal due date. Replies considered necessary or critical to the solicitation will be issued through an addendum within the Vendor Registry portal located in the Bid Opportunities section of the Town's website at [www.townofbluffton.com](http://www.townofbluffton.com). It is the Respondent's responsibility to check the website periodically to determine if an addendum has been issued.

Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect and may not be relied upon by potential Teams in submitting their qualifications statement. Receipt of all addenda shall be acknowledged by the Team signing and enclosing said addendum acknowledgement with their qualifications statement.

Questions and inquiries regarding this solicitation shall be submitted to:

**Steve Anthony**  
**Project Manager**  
**Town of Bluffton**  
**santhony@townofbluffton.com**

**Restricted Discussions:**

All prospective Respondents are hereby instructed not to contact any member of the Town of Bluffton Council, Town Manager or Town of Bluffton staff members, other than the noted contact person OR the Town's Purchasing Administrator regarding this RFQu or their response at any time during the RFQu process. Any such contact shall be cause for rejection of your submittal

**Submittal of Qualifications Statements:**

Sealed qualifications statements shall be received by or prior to:

**2:00 p.m. on Thursday, September 7, 2017**

Packages containing submittals shall be presented as such that they may be easily identified. The outside of the package shall be identified as follows:

**RFQu # 2018-13**  
**Design-Build Services for the Calhoun Street Dock Project**  
**Town of Bluffton**  
**Attn: Steve Anthony**

Packages containing submittals shall be sent to

**Town of Bluffton**  
**20 Bridge Street**  
**Bluffton, South Carolina 29910**

**Opening of Qualifications Statements:**

The receipt and opening of packages containing qualifications statements shall be public, at the address, on the date and time specified above. The closing date and time shall be scrupulously observed. All qualifications packages that have been timely accepted by the Town will be formally opened and accepted for consideration. The names of the Teams submitting qualifications packages will be read aloud and recorded. No other information will be provided to the public until after a final contract has been awarded.

**Late Submittals:**

Under no circumstances shall qualifications statements be delivered after the time specified; such submittals will be returned unopened to the submitting Team. The Town will not be responsible for late deliveries or delayed mail. It is the Team's sole responsibility to assure that his/her submittal is complete and delivered at the proper time and place of the said opening. Submittals which for any reason are not delivered will not be considered. Offers by facsimile, telegram or telephone are not acceptable.

**Acceptance / Rejection:**

The Town reserves the right to accept or reject any or all submittals. The Town also reserves the right to waive any irregularities, informalities, or technicalities and may at its discretion, request a new solicitation.

Receipt of a submittal does not indicate that the Town of Bluffton has pre-determined a company's qualifications to receive an award or contract. Such determination will be made after the opening and will be based on the Town's evaluation of the qualifications statements compared to the specific requirements and qualifications contained in this document.

**Local Preference:**

The Local Vendor Preference program has been implemented by the Town of Bluffton under the Town of Bluffton Ordinance No. 2010-13. The ordinance allows the Town to implement more favorable evaluation criteria for vendors that are certified as local vendors. Any vendor certified as a local vendor shall be given preference in the following manner:

A. Definition of a Certified Local Vendor:

- Company maintains a local office within the legally defined boundaries of Beaufort County; has a majority of full time employees, chief officers and managers regularly conducting work at this location; properly licensed for commercial operations; is open to the public; and is in compliance with local zoning requirements;
- Company has held a valid Town Business License for a consecutive period of at least two (2) years prior to application for certification; and
- Company has submitted a Local Preference Certification statement and is on file.

B. Evaluation Processes:

- Selection criteria shall include (as applicable) the local vendor preference program or demonstrated local content with a minimum weighting of ten (10) points

**5. SUBMITTALS and FORMAT**

By submitting a statement of qualifications, the Team certifies that it has full knowledge of the scope, nature, and quality of work to be performed. Submittals should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the scope of work.

The Town reserves the right to award a contract pursuant to this RFQ without further discussion with respondents. Therefore, it is important that each submittal is complete, adheres to the format and instructions contained herein, and is submitted in the most favorable manner possible. Failure to provide the requested information will render your qualifications statement as non-responsive.

The submittal package shall consist of four (4), one (1) signed original and three (3) complete copies of the Respondents statements of qualifications. The submittal package along with the appropriate number of copies shall be sealed and delivered no later than date and time listed above.

The contents of the Statement of Qualifications shall include the following:

**A. Signatory Sheet**

Completed, signed and certified qualifications statement (see first page of this solicitation).

**B. Letter of Transmittal**

Limit to one (1) or two (2) printed pages.

- Briefly state your teams understanding of the work to be done and provide a positive commitment to perform the work.
- Give the names of the persons who will be authorized to make representations for your team, their titles, and contact information.
- The letter must be signed by an authorized representative of the team who has the authority to commit the company to their statement as submitted.
  - Statements submitted by firms under a "joint venture" arrangement or other multi-party agreements must submit a power of attorney delegating authority to one principal with authority to negotiate and execute any/all contract documents resulting from negotiations/award of this solicitation.

**C. Team's Profile and Qualifications**

- State the size of the firm, the location of the office from which the work on this project is to be performed, the number and nature of the professional staff to be employed in this project on a full-time basis and the number and nature of the staff to be employed on a part-time basis.
- If a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal should be noted, if applicable.
- Provide copies of current licenses for both the Architect/Engineer and General Contractor.
  - Architect / Engineer – Current State of South Carolina license
  - General Contractor – Current State of South Carolina license - Marine (MR) and building classification of BD3 or higher
- Identify the principal supervisory and management staff, including partners, managers, other supervisors and specialists, who would be assigned to the project.
- Indicate whether each such person is registered or licensed to practice in South Carolina. Provide information on the experience of each person and longevity with firm, including membership in professional organizations relevant to the performance of this project.
- Provide information on any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

- Qualifications of project members, operating personnel and management who would be assigned and have direct responsibility for fulfilling the terms of the contract, particularly with similar scope and complexity.

**D. Team's Experience (past and current)**

- Indicate Team's experiences with design-build projects of similar scope and complexity. List the most significant projects (maximum of 5) performed in the last five (5) years that are similar to the engagement described in this Request for Qualifications. Indicate the scope of work, date, engagement partners, original budget, final contract amount, and time allowed versus time to completion, and the name, e-mail address and telephone number of the principal client contact. Projects shall include demonstrated, successful performances including, but not be limited to:
  - Quality, completeness, and timeliness;
  - Project management;
  - Quality control;
  - Responsiveness to RFIs, Change Order Requests, etc.;
  - Value engineering;
  - Knowledge and compliance with state and local codes;
  - Quality of project monitoring and contract administration;
  - Ability to work in a team environment to effectively motivate contractor to successfully meet project requirements for quality, schedule, and budget; and
  - Timeliness, completing project, closeout.
- List separately, projects completed within the last five (5) years for State, Municipalities or Local Governments by type of project (i.e., construction project, study, other). Indicate the scope of work, original project budget, bid amount, final contract amount, date, partners assigned, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

**E. Team's Performance**

- Provide Teams performance and methodology in various design-build construction delivery methods.
- Provide examples of unique approaches, creativity, site adaptation, and integration of the newest technologies.
- Identify Team's demonstrated sensitivity to flexible and economical designs without sacrificing quality, aesthetics or functionality.
- Provide experience in meeting design timelines and construction schedules with clearly established and proven methods for maintaining the budget.
- Identify Team's demonstrated ability of the Principal and project team members to successfully represent the owner without the involvement of a construction management Team during design and/or construction.
- Explain methodology used for project information tracking and the creating of a historical archive at project completion.

## 6. EVALUATION, SELECTION and NEGOTIATION METHOD

State of South Carolina procurement code will be followed to secure awarded Team. The contact listed within this solicitation, in coordination with the Purchasing Administrator, will be the coordinator for the selection process and the sole point of contact for all Respondents. In addition to the materials provided in the written responses to this RFQu, the Town may utilize site visits or may request additional material, information, interviews, presentations or references from the Respondent(s) submitting qualifications packages.

### A. Evaluation Criteria:

Respondents will be evaluated on the basis of the following criteria:

- a. Teams Overall Profile
- b. Teams Qualified Personnel
- c. Teams Relevant Experience (Past and Current)
- d. Teams Performance
- e. Teams Local Presence

A points system will be given to each criteria listed through the identified weighting system:

<b>EVALUATION CRITERIA</b>	<b>MAX POINTS</b>
Teams Overall Profile	<b>20</b>
Teams Qualified Personnel	<b>25</b>
Teams Relevant Experience (Past and Current)	<b>25</b>
Teams Performance	<b>20</b>
Teams Local Presence	<b>10</b>
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

### B. Evaluation Method

All responsive submittals will be reviewed and evaluated by a Review and Selection Committee. This three (3) to five (5) member committee approach will require selected staff to evaluate the submittals through the following processes:

- Individually provide a detailed review and thorough evaluation of each submittal;
- Individually score each submittal utilizing the scoring method given;
- Combining the scores of each individual team member to form an overall team score;
- Eventual participation in a team discussion, including in-depth evaluations and group interaction after individual review and scores are achieved.

The Town reserves the right to request additional information and/or clarification of any information submitted by any respondent at any time during the evaluation process. This includes, but is not limited to information that indicates financial resources as well as ability to provide and maintain the services as requested. The Town reserves the right to make investigations of the qualifications of the respondent as it deems appropriate, including but not limited to background investigations.



**C. Selection Method:**

In general, the Town of Bluffton wishes to avoid the expense (to the Town and to presenting Teams) of unnecessary presentations. Therefore, the Town will make every reasonable effort to achieve the ranking using written submittals alone.

If no single top ranked Team can be clearly identified by review of the written submittals alone, then the Review and Selection Team shall request the Purchasing Administrator to schedule the top ranked Teams for presentations / interviews.

The Town may choose to conduct oral interviews with, or receive oral presentations from, one or more of the Respondents. If the Town chooses to allow oral interviews and/or presentations, such interviews or oral presentations will be open to the public. The Town will not be liable for any costs incurred by a Respondent in connection with such interviews/presentations (i.e., travel, accommodations, etc.)

The Town shall rank all complete submittals received and/or formal oral presentations/interviews in order of preference and will be based on determination of which two respondents meet the highest qualifications and needs of the Town as it pertains to the requirements of the scope of work.

**D. Request for Proposals**

After a final consensus by the Committee has been made, the two top ranking teams will be required to submit proposals to the Town based on a generalized scope of work and a site visit to the location, which shall also include an opportunity for detailed questions to be submitted regarding the project. Proposals shall include, but not be limited to:

- Methodology and approach (including schedule)
- Preliminary Conceptual Design of Dock
- Proposed Design and Pre-Construction Costs
- Proposed Targeted Construction Costs (Considered Cost-Plus w/ an established Guaranteed Maximum Price to be negotiated in a future amendment to the contract)

**E. Award:**

Award will be made to the responsive and responsible Proposer who submits the overall proposal that is judged to provide the most advantageous and best value to the Town. In determining the most advantageous proposal, the Town reserves the right to consider criteria, such as, but not limited to methodology and approach, preliminary design conception, cost, quality, workmanship, past experience, ability, capability, reputation, and past performance. The Town may opt to establish alternate selection criteria to protect its best interest or meet performance or operational standards.