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Town of Summerville

Request for Qualifications

Design-Build Services

For Renovation for Reuse of the Summerville National Guard Armory

Responses are due no later than: Monday, October 16, 2017 at 5:00 p.m. (EST)

To: Doyle Best
Parks & Recreation Manager
Town of Summerville
200 South Main Street
Summerville, SC 29485

Phone: (843) 851-5211
Email: dbest@summervillesc.gov

Scope of Services:

The Town of Summerville is requesting qualifications from experienced General Contractors to participate in a Design-Build project for the renovation of the Summerville National Guard Armory located on 301 North Hickory Street, Summerville, SC 29483. The selected General Contractor will work with the Architect to complete the preconstruction services, design and construction for the project.

Project Scope:

The scope of the work is the refurbishment of the approximate 14,800 SF building to serve as a multi-purpose recreation and event space for the Town of Summerville. The building shell will be upgraded to include structural revisions as required, new plumbing, new HVAC, new electrical systems and new sprinklers and life safety provisions. New interior finishes and systems will be installed. Site improvements include the addition of new parking and vehicular access, storm water measures, and new active and passive outdoor spaces that can be used individually or in conjunction with the building interior spaces.

The Town will evaluate the submitted responses and will establish a short list of qualified firms who will be invited to make a presentation to the Selection Committee. The Town will rank the invited firms and will initiate negotiations with the top ranked firm for a contract for the project. The Town reserves the discretion to determine the number of firms that will be shortlisted.

Schedule:

The Town's tentative schedule for Request for Qualifications is:

- Advertise for Qualifications: September 29, 2017
- Mandatory Pre-Response Conference: October 9, 2017 (2:00 p.m.)
- Deadline for Questions: October 11, 2017
- Deadline for Responses: October 16, 2017 (5:00 p.m.)
- Contractor Shortlist: October 18, 2017

The Town reserves the right to delay or modify the schedule as warranted and will notify all identified responders of changes. The Town reserves the right to reject any and or all responses and to waive defects, technicalities and/or irregularities in any responses.

Mandatory Pre-Response Conference:

The Town will host a mandatory Pre-Response Conference on October 9, 2017 at 2:00 p.m. at the site to review the specifics of this solicitation and to review the project scope. Only Firms in attendance at the Mandatory Pre-Response Conference will be eligible to submit a response.

Deadlines for Questions:

The town will entertain questions regarding the project up until 5:00 p.m. on October 11, 2017. Questions should be submitted via email prior to this date and time. Questions will be addressed as required and responses will be forwarded to identified responders by October 13, 2017. All questions regarding the RFQ must be directed to Doyle Best (dbest@summerville.sc.gov).

Deadline for Responses:

The Town will accept responses until 5:00 p.m. on October 16, 2017 at Town Hall. Interested Firms shall submit five (5) hard copies of the RFQ Responses and an electronic copy (Microsoft Word and/or Adobe PDF) on a thumb drive. Responses shall be sealed in an envelope addressed to:

Doyle Best
Parks & Recreation Manager
Town of Summerville
200 South Main Street
Summerville, SC 29485
dbest@summerville.sc.gov

The Town is not responsible for and will not accept RFQ Responses which are received late.

RFQ Response Requirements:

The RFQ Response must include the following information in the following order:

1. Legal Name and structure of the Firm
2. Firm Address
3. Number of years the Firm has been in business.
4. Copy of necessary licenses to perform the Scope of Work.
5. Contact Person within the Firm to receive all RFQ communications
6. Name of Person in the Firm authorized to obligate the Firm.

7. Organization chart of the Firm and related companies and sub-contractors composing the team to perform the services:
 - a. Prime Firm (directing all activities)
 - b. Contractors, Sub-Contractors, Specialty Contractors and related design consultants selected for the team.
8. Organization chart for Prime Firm's key staff and members assigned to the project with a description of responsibilities to be performed by each team member and resumes.
9. Narrative outlining the qualifications of the Firm and experience with similar projects completed within the last five years (to include name of project, owner, architect, scope of work, contract amount, completion date and current contact information).
10. Listing of references with direct knowledge and experience with the Firm and team members with contact information and relationship.
11. Narrative outlining the qualifications of sub-contractors, years in business and past experience with the responding Firm on similar projects.
12. Narrative outlining the Firm's understanding and approach to the project and process to include: methods and tools for execution, communication, scheduling, permitting, competitive pricing, establishment of the Guaranteed Maximum Price, construction supervision and coordination, safety and quality controls, project completion and closeout and warranty management.
13. Narrative outlining the Firm's capacity and workload (i.e. commitments of team members) and their ability to execute the work on schedule and in budget.
14. Indication of ability to Bond the project in the amount of \$5,000,000 and the name of the bonding company and rating.
15. Proof of required insurance to perform the project.
16. A Conflict of Interest Statement that the Firm, its sub-contractors and consultants have no conflicts of interest with the Town of Summerville and its employees and that no member of the proposed team has a family member employed, elected or appointed to any public position with the Town who may have influence over the project or would benefit financially by award of the project to the team.
17. A statement outlining if the Firm or any team member has ever failed to complete any work awarded or if there has been any judgements, claims, arbitration proceedings or suits pending or outstanding against the Firm or its team members.

RFQ Response Format:

Interested Firms responses shall be in an 8 ½"X 11" format, neatly typed, page numbered and indexed to RFQ Requirements. At its sole discretion, the Town shall determine if any and/or all responses are compliant. Proposers will not be compensated for the preparation of RFQ responses. All responses will become the property of the Town and subject to public record law.

Presentation:

At its sole discretion, the Town of Summerville may request one or more identified firms to participate in an oral presentation for the project. Selected Firms will be provided with the interview format and items to be addressed in the interview. Potential presentation items may include a project approach, a project schedule, preconstruction process and fees, General Conditions, Overhead & Profit and a Budget Cost Model. The Town will evaluate the presentations and rank the firms in descending order of recommendation. The Town will then negotiate with the top ranked firm to establish a Guaranteed Maximum Price Contract for the project.

RFQ Response Evaluation Criteria:

The Town will evaluate the RFQ Responses based on the following criteria:

1. The Firm's legal authorization and licensure to execute the work. (Questions 1-6)
2. The firm's key personnel assigned and depth of personnel (capacity) to accomplish this project; including concise resumes inclusive of educational background and prior work experience, and roles and responsibilities. (Questions 7-8)
3. The firm's experience on similar projects utilizing Design Build delivery method including specific details on the extent to which preconstruction and construction phase services were provided; references; previous successful and timely completion of comparable projects. (Questions 9-11)
4. Detailed project approach including how the firm will work with the Town and the Architect, and the firm's approach to value analysis, constructability issues, cost models, project scheduling/tracking, construction management and warranty response. (Questions 12-13)
5. The firm's bonding capability, Conflict of Interest Statement and claims and suits status. (Questions 14-17)

The Town reserves the right to reject any and/or all responses with our without cause and to waive any and all irregularities with regards to the RFQ and responses; and to make decisions and selections in the best interest of the Town.

END OF REQUEST FOR QUALIFICATIONS