

Request for Qualifications (RFQ)
Architectural and Engineering Services
Fire Station 1 Renovation
450 Wofford Street

Project: Main Fire Station Renovation
450 Wofford Street
Spartanburg, S.C.

Owner: City of Spartanburg
PO Box 1749
Spartanburg, SC 29304-1749

Submission Deadline: 3:00 PM October 20, 2020

Interview Time and Location: Architectural Firms selected for interview will be notified of exact time and location if requested. Interviews may or may not be requested.

Owner's Representative: David Cook
(864) 562-4398
dcook@cityofspartanburg.org

I. REQUEST FOR QUALIFICATIONS (“RFQ”)

The City of Spartanburg, SC (“Owner”) is seeking qualifications from Architectural firms with experience in architectural/engineering design and consulting related to fire station design. The Owner intends to select a qualified Architectural firm to provide Qualification Statements for construction/renovation of the existing office and warehouse space Architect submittals will be reviewed and graded by the city’s team and will create a short list of qualified firms. Qualified Architectural firms may be requested for an interview prior to the selection being made. Being short listed or interviewed does not obligate the Owner to select the Architectural firm. Schematic and Programming spaces have been done and can be seen upon request by Architectural firms. Estimated budget for the project is four million dollars (\$ 4,000,000.00).

II. PROJECT DESCRIPTION

The Owner’s intent is to construction/renovate the existing Integral Solution Office building located at 450 Wofford Street, Spartanburg, S. C. into the new Main Fire Station 1. Owner expects that it will engage the services of a qualified general contractor to assist the City during preconstruction phase work with reviews of

alternate construction methods and materials and constructability reviews to complete its design phase team.

III. SCOPE OF WORK

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

- **Project planning; Architectural, Landscaping, MEP and Civil engineering for constructing the new station, parking lots, and other hardscape areas.**
- **Consultation and coordination with general contractor selected by the City for preconstruction services.**
- **Work with City Staff to developing budget guidelines.**
- **Firms will be asked for value engineering options and considerations.**
- **Provide Architectural and Engineered Drawings, Specifications and Construction Documents for the purpose of construction, construction administration and construction observation.**

IV. STATEMENTS OF QUALICATIONS

Statements of Qualifications should be self-explanatory and presented in a manner to provide a straight forward presentation of the firm's capabilities and qualifications. Elaborate brochures and other promotional type materials are not desirable. The format shall address and respond to each requirement of the RFQ as outlined below. **Please Submit 5 (Five) Copies of RFQ**

- 1) Firms Mission and Organization: Provide a brief history of the architectural firm. What is your firm's mission statement? How many years has your firm been established under the present name? What type of ownership (corporation, LLC., partnership or sole proprietorship). Date firm was established.
- 2) A summary of any organizational or ownership changes that are anticipated to occur during the Project.
- 3) Location of corporate headquarters and other divisional offices.
- 4) Location of offices(s) that will be involved in this Project during construction phase services.
- 5) Description of architect's project team to include two principals to contact title, telephone, email. Name of staff and responsibilities, and resumes of key personnel that will be assigned to this project.
- 6) Description of how architect's team will be organized and assigned responsibility for this project. Firms will be required to select experienced team leader to oversee

- the project schedule, compile preliminary cost data for budget and progress of both design and construction.
- 7) Constructability Consulting: Address your firm's ability to provide specific assistance in the design phases regarding constructability, design-to-cost, design-to-schedule, and value engineering.
 - 8) Owner references for a minimum of three (3) different projects involving renovations of existing facilities and in the past five (5) years.
 - 9) A statement addressing the architect's present and projected workload and how this project will be scheduled within that workload.
 - 10) Third party evidence of required Error and Omission insurance necessary to fulfill his responsibilities for this project.
 - 11) Note the City is a public body subject to the State of South Carolina. Freedom of Information Act. Information submitted as part of this RFQ may be subject to public release.
 - 12) Estimating and Cost Management: Briefly describe your estimating capabilities, policies, and systems. What staff have you dedicated to the estimating/cost management area? What are your early phase techniques and capabilities?

Statements of Qualifications shall be mailed or hand delivered in sealed envelopes, identified as "Statement of Qualifications – Main fire Station 1" on or before October 20, 2020 no later than 3:00 PM to Carl Wright, Procurement and Property Manager at 145 West Broad Street (City Hall) or mail to P.O. Box 1749, Spartanburg, SC 29304. Statement of Qualifications received after the deadline will not be considered. The Owner, by way of this RFQ, does not commit itself to award a contract or pay any costs incurred in the preparation of a proposal. The Owner further reserves the right to accept or reject any or all Statements of Qualifications received or to cancel the entire RFQ solicitation. The Statement of Qualifications must be signed by an official authorized to bind the firm to a contract and include a statement that the Statement of Qualification is subject to the conditions set forth in this RFQ and is binding for a period of ninety (90) days from the submittal deadline.

V. SELECTION, AWARD PROCESS, AND SCHEDULE

The Owner intends to select the architectural firm the Owner determines to be the most qualified and responsive firm based on its evaluation of the Statement of Qualifications and interviews if conducted. The Owner will act, at its sole discretion, in what it considers to be in the best interest of the Owner. The Owner will evaluate the comparable experience, capability, project management, workload, financial strength, and other factors the Owner deems pertinent. The Owner will be the sole judge in determining the most qualified responsive firm. Any protests or objections this Owner's Request for Qualifications, selection of a consultant award process must be submitted in writing to Carl Wright, Procurement and Property

Manager, City of Spartanburg, P.O. Drawer 1749, Spartanburg, South Carolina 29304 within 10 calendar days of email date to vendor that the project has been awarded.

VI. QUESTIONS REGARDING THE RFQ

Project related questions should be directed to David Cook, Owner's Representative at (864) 562-4398 or dcook@cityofspartanburg.org. Questions regarding the RFQ process should be directed to Carl Wright, Procurement and Property Manager at 864-596-2790 or cwright@cityofspartanburg.org.

VII. AFFIRMATIVE ACTION

The contractor shall take affirmative action in complying with all state and federal requirements concerning fair employment, and the treatment of all employees, without regard to, or discrimination by reason of race, color, religion, sex, national origin, or physical handicap.

VIII. INSURANCE, PERFORMANCE AND PAYMENT BONDING

Any award for Construction Services will require the Architect to provide the City with proof of the required city's insurance requirements. See Attachment # 1 for the City's Insurance requirements.

Error and Omission Insurance shall be required prior to execution of contract. Terms of the Errors and Omission Insurance shall be approved by city staff.

End of Request for Qualification

Attachment #1

INSURANCE REQUIREMENTS

VENDOR INSURANCE REQUIREMENTS

The vendor shall provide, pay for and maintain in full force and effect, all insurance outlined herein with limits of liability not less than the limits of liability shown covering the vendor activities, those of any consultants or anyone directly or employed by any of them, or by anyone for whose acts any of them might be liable.

Insurer Qualifications

All insurance should be provided through insurance companies authorized to do business in South Carolina and shall be approved by and acceptable to Owner.

Certificates of Insurance

Prior to execution of Contract and commencing Work, Contractor shall provide to Owner a Certificate of Insurance issued by an authorized representative of its insurer certifying that the insurance as required in this Exhibit is in full force and effect. Certificates should be sent via fax or mail to the following:

The original of the Certificate is to be sent to. The Certificate shall include a statement that the policies will not be canceled or non-renewed without 30 days advance written notice to Owner.

Primary Insurance

All insurance coverage required of the vendor shall be primary over any insurance or self insurance carried by Owner.

Duration of Coverage

All required insurance coverage shall be maintained without interruption during the entire term of the Contract plus an additional 3 years for Products and Completed Operations Coverage following final acceptance of the Work by Owner.

Waiver of Subrogation

The vendor shall require all policies of insurance as required herein to be endorsed to provide that the insurance company shall waive all of its right of recovery or subrogation against Owner. The vendor shall require similar waivers from any consultants.

Additional Insured

The vendor's insurance policies as required herein with the exception of Workers Compensation shall be endorsed to name Owner as an additional insured.

Insurance Coverage and Limits

Workers' Compensation: The vendor shall provide and maintain Workers Compensation insurance in each jurisdiction in which the Work is located.

Limits:

Coverage A - State Statutory Benefits
Coverage B - Employers Liability \$1,000,000

Specific Coverage:

- United States Longshoremen and Harbor Workers Act
- Coverage endorsement must be provided if any work is to be performed on or around navigable water.

Automobile Liability: The vendor shall provide and maintain Business Auto Liability insurance covering bodily injury and/or property damage liability arising out of the use of any auto (including owned, hired, and non-owned autos).

Limits:

Combined Single Limit Each Accident: \$1,000,000

Commercial General Liability: The vendor shall provide and maintain in full force and effect Commercial General Liability Insurance covering all operations by or on behalf of vendor on an occurrence basis against claims for bodily injury, personal injury, and/or property damage (including loss of use).

Limits:

Each Occurrence \$1,000,000
General Aggregate \$2,000,000
Products/Completed Operations \$2,000,000

Specific Coverage:

- Occurrence Form
- Blanket Contractual Liability
- Underground Explosion and Collapse

Umbrella/Excess Liability: The vendor shall provide and maintain Umbrella/Excess Liability Insurance on an occurrence basis with coverage as broad as underlying policies.

Limits:

Each occurrence: \$2,000,000
Annual Aggregate: \$2,000,000

Specific Coverage:

Blanket Contractual Liability
Follow Form Primary

Builder's Risk Insurance: If Owner provides Builder's Risk Insurance, Contractor is responsible for its pro-rata share of the \$_____ dollar deductible.

Other Insurance: Any other insurance as specified by Owner in the Contract Documents.

Changes: Exceptions to specified insurance requirements shall be submitted at time of any bid.