



**REQUEST FOR QUALIFICATIONS (RFQ)
DOWNTOWN REVITALIZATION**

City of Hanahan

SUBMIT QUALIFICATIONS TO:

**City of Hanahan Purchasing Department
Kitty Farias, Purchasing Agent
1255 Yeamans Hall Road
Hanahan, S.C. 29410**

Submission date:

Friday, February 22, 2017 - 2 p.m.

RFQ - #020117

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REQUEST FOR QUALIFICATIONS

The City of Hanahan is currently seeking to make improvements to our Town Center (downtown) corridor and is seeking architecture/design/firms with experience in master planning and design.

The newly developed plan may include upgrades to landscape design (to include plant material, irrigation design, hardscapes/pavement treatment), intersection improvement, parking design and utilities (electrical, water, street lighting).

Respondents shall have a proven record of designing and building transformative downtown revitalization 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 but only serves notice to the City of Hanahan that the firm desires to be considered.

ARCHITECTURAL/ENGINEERING WORK SCOPE:

The following items will be considered part of the Architectural/Engineering Qualifications to complete the work.

Design

- Project Plans Preparation
- Review as-built drawings and/or other available information.
- Conduct surveys of the area.
- Prepare bid documents for contractors consistent with the conceptual drawings and identify anticipated quantities for preferred methods.
- Contract documents must specify contractor's responsibility to demonstrate compliance with SCDOT and FHWA requirements.

Bid Phase

- Advertise project.
- Conduct pre-bid meeting and bid opening.
- Review bids, evaluate contractors, and make recommendation.

Permitting

- SCDOT Encroachment Permit
- Land Disturbance Permit or waiver.
- Other permits as may be necessary.

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.

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.
2. Licensed (or propose a sub-contractor who is) to practice surveying in South Carolina.
3. Demonstratively active in the provision of streetscape architectural or engineering services to municipal clients for the past 10 years.
4. Familiarity in working with federally funded (SCDOT) projects.

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
7. Federal Tax ID# on IRS Form W9

Qualifications to Include:

1. Firm Qualifications Statement.
2. Proposed Project Team (qualifications, etc.)
3. Familiarity with SCDOT and FHWA regulations
4. Project approach and proposed schedule.
5. List of relevant projects completed in the last five (5) years.
6. Demonstrated Timeliness in Similar Projects

Method of Award:

Each firm that meets the minimum qualifications will be ranked according to the following criteria:

Overall experience of the firm:	0 - 20
Project Team:	0 - 10
Familiarity with Municipal/governmental facilities:	0 - 15
Project Approach and Schedule:	0 - 20
Qualifications demonstrated by past projects completed:	0 - 20
Proposed cost/fees	0 - 15

Qualifications will be ranked and graded on what's submitted. Interviews are not anticipated.

The City of Hanahan will select the highest ranked firm and begin negotiations with that firm regarding scope, schedule, and cost of services. If negotiations with the top ranked firm are unsuccessful, the City of Hanahan will discontinue the negotiations and begin negotiations with the second highest ranked firm.

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. All questions regarding the RFQ shall be submitted by COB on Wednesday, February 15, 2017.

Qualifications must be submitted no later than 2 p.m. on Wednesday, February 22, 2017 addressed to Kitty Farias, Purchasing Agent, City of Hanahan, 1255 Yeamans Hall Road, Hanahan, S.C. 29410. ***(Please submit three (3) original copies – We request that your submission contain no more than ten (20) pages.***

No submittals will be accepted after 2 p.m. on Wednesday, February 22, 2017. 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 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