

City of Myrtle Beach Request for Qualifications

RFQ 23-R0025

City of Myrtle Beach & Coastal Carolina University Theater

Issue Date: May 9, 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



INTRODUCTION

The City of Myrtle Beach seeks to obtain qualifications of professional contractors for the construction services of our theater, to be built in partnership with Coastal Carolina University (CCU.) The theater (former Helen Mates building) is located within the Arts & Innovation District of Myrtle Beach. The area is being redeveloped to draw locals and visitors year-round with live performances, historic structures, and other aspects of arts and culture.

SCOPE OF WORK

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

- 17,090 SF total
- Exterior renovations
- New stage with support spaces behind existing buildings
- Interior renovations/connections of three (3) adjacent buildings
- Some work will be broken out separately in support of Historic Tax Credits
- Asbestos remediation will be part of the project, based on a completed study to be provided to short-listed contractors
- Anticipated contract will be cost of the work, plus a fee with a guaranteed maximum price
- Construction budget (materials and labor) is estimated at \$10,500,000.00



Design documents are available for preview via LS3P's Newforma Info Exchange site. Go to <http://infoexchange.ls3p.com> and enter your e-mail address as the Username and "anonymous" as the password. Select "City of Myrtle Beach – Theater" to download documents.

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 theater projects, theater renovation projects, jurisdictional experience, and historic renovation projects
- Demonstrate company's ability to meet schedule and budget constraints, including a high-level analysis of this project's schedule and budget

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 six (6) 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, June 14, 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, LS3P, or Coastal Carolina University (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 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 Wednesday, May 24, 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 July 10, 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

RFQ Release	Tuesday, May 9, 2023
Questions Due at 10:00AM (local time) to: asowers@cityofmyrtlebeach.com	Wednesday, May 24, 2023
Questions Answered	Wednesday, May 31, 2023 by COB
Responses Due	Wednesday, June 14, 2023
Evaluation of Qualifications	June 14, 2023 – June 22, 2023
Anticipated Short-List	June 30, 2023
Anticipated IFB Release	Week of July 10, 2023

The City reserves the right to adjust dates as necessary.

Exhibit 1 – Evaluation Rubric

Evaluator's Name: _____

Date of Evaluation: _____

Offeror's Name: _____

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

Comments: