

CITY OF BEAUFORT  
STATE OF SOUTH CAROLINA  
REQUEST FOR QUALIFICATIONS  
RFQ NO. 2020-104



CITY OF BEAUFORT  
DESIGN PROFESSIONAL SUPPORT FOR HISTORIC  
DISTRICT REVIEW BOARD AND DESIGN REVIEW  
BOARD  
DUE: FRIDAY OCTOBER 18, 2019 by 2:00 PM

**CITY OF BEAUFORT, SC**  
**REQUEST FOR QUALIFICATIONS**  
**RFQ NO. 2020-104**

**SEALED PROPOSALS** will be received in the Finance Department, 2nd Floor, City Hall, 1911 Boundary Street, Beaufort, South Carolina until **2:00 P.M. ET Friday, October 18, 2019**. All qualified professionals are invited to submit qualification statements to the City of Beaufort for the following:

**City of Beaufort**  
**DESIGN PROFESSIONAL SUPPORT TO THE HISTORIC DISTRICT REVIEW BOARD**  
**AND THE DESIGN REVIEW BOARD**

**SUBMIT:** One (1) unbound original and three (3) bound copies of all requested documentation must be received on or before **2:00 P.M. ET October 18, 2019**.

**ADDRESS TO:** City of Beaufort, City Hall, 2nd Floor Finance Department

**MAILING ADDRESS:** 1911 Boundary St., Beaufort, South Carolina 29902

**OFFICE ADDRESS:** 1911 Boundary St., Beaufort, South Carolina 29902

**EMAIL ADDRESS:** [ktodd@cityofbeaufort.org](mailto:ktodd@cityofbeaufort.org)

**PHONE NUMBER:** 843-525-7009

**FAX NUMBER:** 843-986-5606

**MARK OUTSIDE ENVELOPE:** "RFQ NO. 2020-104 DESIGN PROFESSIONAL SUPPORT TO THE HISTORIC DISTRICT REVIEW BOARD AND THE DESIGN REVIEW BOARD"

**A PRE-PROPOSAL MEETING WILL BE HELD AT 10:00 A.M. ET ON OCTOBER 1, 2019, IN THE PLANNING CONFERENCE ROOM OF CITY HALL, LOCATED AT 1911 BOUNDARY STREET, BEAUFORT, SC 29902. ALL POTENTIAL OFFERORS ARE REQUIRED TO ATTEND.**

**DEADLINE ENFORCED**

PROPOSALS DELIVERED AFTER THE TIME AND DATE SET FOR RECEIPT OF PROPOSALS SHALL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED TO THE OFFEROR. IT IS THE OFFEROR'S RESPONSIBILITY TO ENSURE TIMELY DELIVERY OF THEIR PROPOSALS. WEATHER, FLIGHT DELAYS, CARRIER ERRORS AND OTHER ACTS OF OTHERWISE EXCUSABLE NEGLIGENCE ARE RISKS ALLOCATED TO OFFERORS AND WILL NOT BE EXEMPTED FROM DEADLINE REQUIREMENTS. E-MAIL, TELEPHONE, OR FACSIMILE PROPOSALS WILL NOT BE ACCEPTED.

Any offer submitted as a result of this RFQ shall be binding on the offeror for **NINETY (90)** calendar days following the specified opening date. Any proposal for which the offeror specifies a shorter acceptance period may be rejected.

### **Proprietary and/or Confidential Information**

Your proposal package is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your qualification.

All information that is to be treated as confidential and/or proprietary must be **CLEARLY** identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as **CONFIDENTIAL**, in bold, in a font of at least 12 point type, in the upper right hand corner of the page. *All information not so denoted and identified shall be subject to disclosure by the City.*

This Request for Proposal is being issued by the City of Beaufort. Direct all questions or request for clarification of this RFQ by email, mail, or fax to contact information listed above.

Offerors are specifically directed not to contact any other City personnel for meetings, conferences, or technical discussions related to this request unless otherwise stated in this RFQ. Failure to adhere to this policy may be grounds for rejection of your proposal.

Offerors ARE CAUTIONED that any statement made by City staff persons that materially change any portion of this RFQ shall not be relied upon unless they are subsequently ratified by a formal written amendment to this RFQ. Any revisions to this RFQ will be issued and distributed as an addendum. All addenda, additional communications, responses to questions, etc. pertaining to the Request for QUALIFICATIONS may be accessed on the City of Beaufort website under Quick Links – “Bid Opportunities” at [www.cityofbeaufort.org](http://www.cityofbeaufort.org).

All Offerors should consult this website for updates before submitting bids.

**THE DEADLINE FOR QUESTIONS IS: 4:00 P.M., OCTOBER 9, 2019. ANSWERS TO SUBMITTED QUESTIONS WILL BE POSTED ON THE CITY WEBSITE BY 4:00 PM ON OCTOBER 10, 2019.**

If the Offeror discovers any ambiguity, conflict, discrepancy, omission or other error in the RFQ, Offeror shall immediately notify the City of such error in writing and request modification or clarification of the document. The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy; omission or other error in the RFQ or it shall be deemed waived.

The City of Beaufort reserves the right to reject any or all proposals, or any parts thereof, waive informalities, negotiate terms and conditions, and to select an Offeror that best meets the needs of the City of Beaufort and its employees.

### **Compliance with the South Carolina Illegal Immigration Reform Act**

Any Contractor entering into a service contract with the City of Beaufort must certify to the City of Beaufort that the Contractor intends to verify any new employees’ status, and require any sub-consultants performing services under the service contract to verify their new employees’ status, per the terms of the South Carolina Illegal Immigration Reform Act, and as set out in Title 41, Chapter 8 of the Code of Laws of South Carolina, 1976.

## **POLICY CONCERNING MINORITY AND WOMAN OWNED BUSINESS ENTERPRISES**

### **Intent**

Businesses owned and operated by women and minority persons, in general, have been historically restricted from full participation in the nation's free enterprise system to a degree disproportionate to other businesses.

The City believes it is in the community's best interest to assist minority and woman owned businesses to develop fully, in furtherance of City's policies and programs which are designed to promote balanced economic and community growth.

The City, therefore, wishes to ensure that minority and woman owned businesses (M/WBEs) are afforded the opportunity to fully participate in the City's overall procurement process and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

### **Goal for Participation**

The City adopts the State of South Carolina's goal for participation of M/WBEs: ten percent (10%) of annual controllable procurement expenditures which are defined as agreements between the City and a Vendor to provide or procure labor, materials, equipment, supplies and services to, for or on behalf of the City. However, a specific expectation has not been set for this RFQ.

### **Required Forms**

Contractors submitting proposals are required to include completed forms that are found at the end of the General Terms & Conditions. The City's General Terms & Conditions, a required component of all competitive procurement proposals, may be accessed on the City's website under Quick Links – Bid Opportunities – [www.cityofbeaufort.org](http://www.cityofbeaufort.org). All proposers are to certify that they have read the General Terms & Conditions and will adhere to them as a component of the contract documents.

Contractors should also be aware that, should a contract be awarded, the City will require reports of the utilization of any minority business enterprises to be filed along with requests for payment. The City reserves the right to audit accuracy of the utilization reports that are filed.

The City of Beaufort reserves the right to reject any or all bids; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the bids submitted; to award the contract according to the bid which best serves the interests of the City; or to not award the contract if the City determines that it is not in its best interest to do so.

**Proposals that are not signed will not be accepted as complete and shall not be considered. Proposals must be signed in ink (not typed) in the appropriate space(s) by an authorized officer or employee of the offeror.**

The words "Bidder", "Offeror", "Proposer", "Vendor", "Operator", "Contractor", and "Company" are used interchangeably throughout this RFQ, and are used in place of the person, vendor, or corporation submitting a bid.

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**DESIGN PROFESSIONAL SUPPORT TO THE HISTORIC DISTRICT REVIEW BOARD AND**  
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**RFQ 2020-104**

**I. BACKGROUND:** The City of Beaufort requires the assistance of a professional architect to support the City's Historic District Review Board (HRB) and Design Review Board (DRB).

**II. SCOPE OF WORK**

This contract will require the architect to become familiar with *The Beaufort Development Code*, as it relates to development standards in the historic districts and for commercial development at large. It also requires familiarity with the *Civic Master Plan* and *The Beaufort Preservation Manual and Supplement*.

The contractor will review applications for HRB and for DRB and provide professional assessments of submitted plans as they relate to city requirements and guidelines. The HRB and DRB meet, as needed, the 2<sup>nd</sup> Wednesday and Thursday respectively of each month. Application deadlines are roughly 4 weeks in advance of the meeting. Staff reports are sent to applicants and board members one week in advance of the meeting.

**The City shall provide:**

1. Application and plans/technical drawings.
2. Copies of all City references.
3. Schedule date and time of meetings.
4. Planning/Codes consultation

**The Applicant shall provide:**

1. Written architectural assessment (MS Word) to the City's Planner to supplement the department's staff report (electronic copy)
2. Annotated building/site plans showing review comments (electronic copy)

**III. ADDITIONAL DOCUMENTS**

Additional documents are available online under "Appendix A." Proposers are required to review and be familiar with these documents as they are a part of the RFQ and will become part of the awarded contract. These documents also include the Price Summary Form (Attachment A). These additional documents may be accessed on the City of Beaufort website under Quick Links – "Bid Opportunities" at [www.cityofbeaufort.org](http://www.cityofbeaufort.org).

**IV. SUBMISSION REQUIREMENTS**

- I. Required content of proposal:** The detailed requirements set forth in the Proposal Format are recommended. Failure by any Proposer to respond to a specific requirement may result in disqualification. Proposers are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited from proposers at the discretion of the City. Those proposals

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**DESIGN REVIEW BOARD**  
**RFQ 2020-104**

determined not to be in compliance with provisions of this RFQ and the applicable law and/or regulations will not be processed. In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its proposal. This information may include documents such as a firm profile or brochure.

All costs incurred by the Proposer associated with RFQ preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of a contract, shall be the responsibility entirely and exclusively by the proposer.

- II. **Proposal format:** The proposal format requirements were developed to aid Proposers in their proposal development. They also provide a structured format so reviewers can systematically evaluate several proposals. These directions apply to all proposals submitted.

The purpose of the Proposal is to demonstrate the technical capabilities, professional qualifications, past project experiences, and knowledge within this industry. Proposer's proposal must address all the points outlined herein as required, in the following order.

- a. **Transmittal Letter:** A transmittal letter must be submitted with a Proposer's proposal which shall include:
- i. Name of the firm responding, including mailing address, e-mail address, telephone number, and names of contact person.
  - ii. The name of the person or persons authorized to make representations on behalf of the Proposer, binding the firm to a contract.
  - iii. Prepare an executive summary stating the respondent's understanding of the project and opinion why the respondent's firm should be chosen. Include any general information the proposer wishes the City to consider about the proposal.
  - iv. An affirmative statement that the proposer has read and agrees to the General Terms and Conditions and will adhere to them as a component of the contract documents.
- b. **Proposer's Work History and References:**
- i. Provide client references (name, address, e-mail and phone number) for a minimum of three projects of a similar size and nature. References from South Carolina and the southeast United States are preferred.
  - ii. Identify any additional or unique resources, options, capabilities or assets which the Proposer would bring to this project.

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**DESIGN PROFESSIONAL SUPPORT TO THE HISTORIC DISTRICT REVIEW BOARD AND**  
**DESIGN REVIEW BOARD**  
**RFQ 2020-104**

**c. Required Forms:**

- i. Proposals must include the required forms.
  1. Certificates of Insurance showing present coverage as described in the “Insurance” section of the General Terms and Conditions.
  2. Ethics in Public Contracting Certification
  3. Non-Collusion Affidavit
  4. Small / Woman-Owned / Minority Business Enterprise Form
  5. Non-Resident Taxpayer Affidavit (S.S. Department of Revenue I-312)
  6. RFQ Signature page (must be signed in ink)
  7. Price Summary Form (Attachment A) – **attached in a separately sealed envelope clearly marked as “RFQ 2020-104 PRICE PROPOSAL”**

**d. Other Information to Provide:**

- i. List any lawsuits or arbitration proceedings that have been initiated by or against your company in the past five years. Briefly describe the nature of the action and the outcome.

**V. PROPOSAL EVALUATION**

The City will evaluate proposals based on the factors outlined within this RFQ, which shall be applied to all eligible, responsive proposals in selecting the successful individual. The City reserves the right to disqualify any proposal for, but not limited to; person or persons it deems as non-responsive and/or non-responsible. The City reserves the right to make such investigations of the qualifications of the Proposer as it deems appropriate.

The evaluation of each individual’s qualifications will be accomplished by an evaluation team, to be designated by the City, which will determine the individual’s qualifications most beneficial to the City, taking into consideration the evaluation factors set forth in the RFQ. Each individual’s qualifications will be reviewed based on the criteria stated above including:

- Experience with similar projects (35%)
- Individual qualifications (30%)
- Ability to perform work (20%)
- References (15%)

The City reserves the right to reject any submittal that does not comply with all the submittal requirements. Based on the evaluations of the Statements of Qualifications.

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**DESIGN REVIEW BOARD**  
**RFQ 2020-104**

The following general criteria will be used in evaluating and rating Statements of Qualifications. The right is reserved hereunder to modify the criteria and to add or delete criteria.

It is the City's intent to contract with one proposer to provide the services as detailed herein. Award of any proposal may be made without discussion with Proposers after responses are received.

The City may choose to interview one or more proposer(s) responding to this RFQ. The City reserves the right to request and obtain, from one or more proposer(s), supplementary information as may be necessary for the City to analyze the proposal pursuant to the evaluation criteria. The City reserves the right to accept or reject any and all proposals that is in the best interest of the City.



CITY OF BEAUFORT  
SOUTH CAROLINA  
RFQ SIGNATURE PAGE  
RFQ NO. 2020-104

PROPOSER'S NAME: \_\_\_\_\_

The undersigned, having become familiar with the existing conditions and the Proposal Scope of Services hereby proposed, agrees to complete the work as described in accordance with the Request for Proposal and Contract Documents.

**Proposer** warrants that no gratuities, in the form of gifts, entertainment, or otherwise, were offered or given by the **Proposer**, to any officer or employee of the City with a view toward securing the contract or securing favorable treatment with respect to any determination concerning the performance of the contract.

This offer is genuine and not made in interest of or on behalf of any undisclosed person, vendor or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; **Proposer** has not directly induced or solicited any other **Proposer** to submit false or sham bid; **Proposer** has not solicited or sought by collusion to obtain for itself any advantage over any other **Proposer** or other **Owner**.

**The words "Bidder", "Offeror", "Proposer", "Vendor", and "Company" are used interchangeably throughout this solicitation, and are used in place of the person, vendor, or corporation submitting a solicitation.**

Proposer has examined copies of all documents and of the following addenda (if applicable):

Addendum No.	Date
_____	_____
_____	_____
_____	_____

Address: Post Office Box: \_\_\_\_\_ Zip: \_\_\_\_\_  
Street: \_\_\_\_\_ Zip: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

\*Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**Proposal will not be accepted unless signed in ink (not typed) in the appropriate space by an authorized officer or employee of the bidder.**

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_