



## TOWN OF BLUFFTON

RFQu NO: **2020-03**  
ISSUED BY: Pat Rooney, CIP Manager  
PHONE NO: 843-706-4521  
EMAIL: prooney@townofbluffton.com

**SUBMIT QUALIFICATIONS PACKAGE PRIOR TO:**  
**CLOSING DATE: Wednesday August 14, 2019**  
**CLOSING TIME: 2:00 p.m.**

**FAX / E-Mail not accepted**

**PROJECT TITLE & DESCRIPTION: Conceptual Master Plan, New Riverside Barn Site**

**ACKNOWLEDGEMENT OF ADDENDA:** This bid is submitted subject to Addenda numbers \_\_\_\_ through \_\_\_\_.

**THIS FORM MUST BE SIGNED TO BE CONSIDERED FOR AWARD**

COMPANY NAME:

DATE:

MAILING ADDRESS:

PHONE:

FAX:

CITY:

STATE:

ZIP:

SSN OR FEDERAL TAX NO:

TITLE OF AUTHORIZED REPRESENTATIVE:

E-MAIL:

WEB URL:

AUTHORIZED SIGNATURE:

PRINTED NAME:

By my signature I certify that this response is made without prior understanding, agreement, or connection with any corporation, firm, business entity, or person submitting a response to this Request for Qualifications, for the services to be provided, and is in all respects true, accurate and without collusion or fraud.

# Request for Qualifications

## RFQu# 2020-03

### Conceptual Master Plan, New Riverside Barn Site

#### 1. PURPOSE

The Town of Bluffton is soliciting statements of qualifications from firms to provide **CONCEPTUAL MASTER PLANNING SERVICES FOR NEW RIVERSIDE BARN SITE AND ADJACENT PROPERTIES**. The barn site is approximately 37 acres and known as Parcel 4A at New Riverside in Bluffton, South Carolina.

#### 2. QUALIFICATIONS AND SCOPE OF WORK

##### **MINIMUM QUALIFICATIONS REQUIRED**

The prospective respondents will demonstrate in its ability to perform a wide range of site analysis, planning, park and recreational design and development review services. All qualified respondents that meet the minimum mandatory qualifications stated below are invited to submit qualifications. Firms not meeting these requirements shall not be considered for this project. Each person called out to be identified shall supply a resume of their personal qualifications and list their similar prior experience in the RFQu submittal. The minimum qualifications are:

- Prospective respondent principals, partners or officers must have a minimum of ten (10) years' experience performing parks and recreation design and consulting services for governmental agencies or private organizations.
- Prospective respondents shall include with is RFQu a list of all relevant/similar experience on projects of similar size, scope and design completed within the last 10 years by the firm, by the project manager, and by the designer.
- Prospective respondents shall be licensed to practice landscape architecture in South Carolina and be in good standing. A copy of South Carolina certificate of authorization must be included with the RFQu.
- Prospective respondents shall possess a Town of Bluffton business license prior to award and execution of contract.
- Identification of the person who will be the overall project manager and the Town's direct point of contact.
- Identification of the person who will be in charge of the design and permitting phase of the project. This person shall be licensed in the state of South Carolina to practice landscape architecture, architecture and/or engineering, as appropriate to the scope of work.
- Evidence of capabilities for cost-effective design, project scheduling and implementation, ability to make field investigations and critical decisions, ability to develop sound cost estimates, and assurance that plans, specifications, and schedules are met.
- Provide a list of litigation history of the firm for the past 5 years.
- A minimum of five references from similar projects, including each client's project manager, with telephone number and e-mail address. Include a description of the project objectives and size, scope of work, dates, contract amounts, and lessons learned. Three references must be regarding projects by the prime consultant and two references may be regarding projects by sub-consultants.

**Project Team:** Provide a resume and relevant work experience for the project team who will be assigned to support this contract along with an organizational chart (including sub-consultants). The necessary disciplines / minimum requirements for the project team shall include a Principal in Charge, Project Manager with at least 10 years of experience on similar projects, Professional Architect (if not the PM) registered in South Carolina, Professional Civil Engineer registered in South Carolina and responsible for site engineering and utilities design, an Environmental Permitting Specialist with at least 5 years of experience on similar projects. The following MUST be included for each team member, including sub-consultants:

- Title
- Roles and responsibilities on this project
- Education / degree(s)
- Experience (include years with current firm)
- Professional registrations and certifications, listing applicable state(s)
- Office location
- Role in past projects of this type
- Hourly billing rate on this project

**Resources & Reserves:** Description of available backup personnel and their office location as well as project specific resources your firm would employ to accomplish the given objectives of the project

**Work Plan:** Describe in detail the strategy your firm would employ to accomplish the given objectives of the project including the approach for working with clients to arrive at the most creative, aesthetically successful, cost effective, and structurally sound design concept while working within established Town parameters. Explain the roles of the team members, procedures and methodologies to be used and any other relevant information regarding the actual work. Address any unique challenges or opportunities this project and project site offers to meet the objectives of the project and the facilities the Town requires.

**Schedule and Workload Projections:** Present an anticipated workload of project team (please show in tabular format with each team member's anticipated obligations depicted over the life of the project). Although a full scope may not be defined at this point, endeavor to develop a generic, task based schedule for the work. This may be based on unit rates of anticipated progress.

## **SCOPE OF WORK**

The Town intends to award one contract to the most highly qualified firm to provide the following:

### **I. PRE-PLANNING SERVICES:**

- a. Conduct an initial site visit to inspect site, structures and surrounding conditions, gather available site data and consult with owner and stakeholders about the project program and objectives. In general, the limits of the study area are for the parcel located at 200 New Riverside Road bounded by SC-46 (May River Road), New Riverside Road and adjacent properties.
- b. Obtain local zoning, utility availability information and other planning related documents. If necessary, contact reviewing agencies to determine specific requirements and review procedures relative to the project.
- c. Prepare photographic inventory of the existing site conditions, unique features and surrounding areas.
- d. Prepare base maps from as-built surveys, tree and topographic surveys, aerial photographs, adjacent master plan documents, and other data provided by the Owner. Current survey information including trees, topography, property boundaries, existing features, wetlands, critical line, easements, and other data necessary for site design within the boundaries of the project limits will be prepared by Sea Island Land Survey and provided by the Town of Bluffton to the selected design team.
- e. Conduct case study research on other passive and semi-passive parks of similar scale and size that may inform the debate on how the New River Barn Site may be developed.
- f. Prepare a park public input survey that will be used to gather input at Stakeholder meetings.

- g. Review data gathered above to ascertain development opportunities and constraints and summarize in a brief written and graphic form as necessary for in-house planning work.

## **II. CONCEPTUAL MASTER PLANNING SERVICES:**

- a. Conduct a Design Charrette at the Barn Site utilizing base maps, surveys and site inventory/analysis to help facilitate obtaining public comment and assist with illustrations depicting options for the arrangement of program elements for the proposed park. Town Staff will assist with scheduling and public notifications required for the Charrette event.
- b. Prepare a summary of Charrette report and proposed program for development. Meet with Town Staff to verify final direction for Conceptual Master Planning.
- c. Prepare Conceptual Master Plan Alternatives illustrating the general shape, size and location of all major facilities proposed by the program for development including but not limited to:
  - i. Roads, parking and general traffic circulation strategies
  - ii. Pedestrian ways with special emphasis on interconnectivity with adjacent parcels, trails, and roads.
  - iii. Park features as required by the various plan alternatives (i.e. seating areas, structures, focal features, flexible/open lawn areas, site furnishings, parking, restrooms, signage, conceptual stormwater detention/retention and conceptual landscape treatment, etc.)
  - iv. Street and pathway lighting
  - v. Engineering review of proposed Conceptual Plans to recommend stormwater management features to be incorporated into the plans to accommodate stormwater requirements.

If deemed appropriate, as many as THREE (3) alternative conceptual master plans shall be prepared for the Owner's review.

- d. Prepare supporting images including; photographs, site sketches, digital illustrations and site sections, to illustrate the proposed design intent for the program elements proposed within the Conceptual Plan Alternatives.
- e. Prepare conceptual sketches (plans and one elevation) of any proposed restroom facility or modification to existing barn.
- f. Prepare for and attend a meeting in Bluffton to present the Conceptual Plan Alternatives/Images to the Owner and Stakeholders for review and input.
- g. Based on input obtained from Owner and Stakeholders, prepare a draft of a Preferred Conceptual Master Plan and the update the image exhibits. Transmit digital files via email to the Owner for review, adjustment and/or approval.
- h. Prepare an estimate of probable construction cost for the entire project scope as illustrated in the Conceptual Master Plan including a breakdown of potential phases as directed by the Owner.
- i. Based on Owner input of the preferred plan and estimate, make minor adjustments to the plan and images.
- j. Prepare a color rendered plan of the Conceptual Master Plan for the New Riverside Barn Site, Vicinity Map and an overlay plan depicting proposed vehicular and pedestrian traffic circulation and event parking patterns for Town staff use with presentations to Town Council and/or Stakeholders.
- k. All development will comply with all requirements of the Town Codes.
- l. Electronic versions of all documents shall be provided and prepared with software compatible with the Town.

The selected design team will be responsible for providing all master planning services listed above. Upon conclusion of the Services listed above, the Consultant may be requested to provide a separate proposal for design development, and construction documents services. The Town reserves the right to amend the contract to allow for the Construction Documents phase. This phase shall consist of final drawings and specifications, sealed by Professional Architects, Engineers, and Landscape Architects registered in South Carolina, setting forth

in detail the requirements for bidding and construction of all elements for which they are professionally responsible.

### **3. SOLICITATION TERMS and CONDITIONS**

#### **Respondent's Responsibility**

While the Town has used considerable efforts to ensure an accurate representation of information in this RFQU, each prospective Respondent is urged to conduct its own investigations into the material facts and the Town shall not be held liable or accountable for any error or omission in any part of this RFQU.

Before submitting a statement of qualifications, each Respondent shall make all investigations and examinations necessary to ascertain site conditions and requirements affecting the full performance of a contract and to verify any representations made by the Town upon which the Respondent will rely. If the Respondent receives an award because of its submission, failure to have made such investigations and examinations will in no way relieve the Respondent from its obligations to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim by the Respondent for additional compensation or relief.

A Respondent, by submitting a statement of qualifications represents that the Respondent has read and understands the Request for Qualifications requirements and its response is made in accordance therewith and that the Respondent is familiar with the local conditions under which the awarded Respondent must perform.

It is incumbent upon each prospective Respondent to carefully examine these requirements, terms, and conditions. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing in accordance with procedures set forth herein. The Town will not be responsible for any oral representation given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given.

#### **Questions and Inquiries**

Questions and inquiries regarding this solicitation shall be submitted no later than:

**2:00 pm, Monday, August 5, 2019**

Pat Rooney, Manager Capital Improvements Program

[prooney@townofbluffton.com](mailto:prooney@townofbluffton.com)

Answers to questions and any other changes or clarifications will be communicated via an addendum and posted on the Town's Purchasing Center website. It is the Offeror's responsibility to check the website for updates.

#### **Restricted Discussions**

All prospective Respondents are hereby instructed not to contact any member of the Town of Bluffton Council, Town Manager or Town of Bluffton staff members, other than the noted contact person OR the Town's Purchasing Administrator regarding this RFQU or their response at any time during the RFQU process. Any such contact shall be cause for rejection of your submittal

#### **Submittal of Qualifications Statements**

Sealed qualifications statements shall be received by or prior to:

**2:00 on Wednesday, August 14, 2019**

The closing date and time shall be scrupulously observed. Packages containing submittals shall be presented as such that they may be easily identified. The outside of the package shall be identified as follows:

**RFQu # 2020-03**

**Conceptual Master Planning Services for the New Riverside Barn Site**

**Town of Bluffton**

**Attn: Pat Rooney**

Packages containing submittals and being delivered by postal, freight carrier, courier or in person shall be sent to:

**Town of Bluffton**

**20 Bridge Street**

**Bluffton, South Carolina 29910**

**Public Opening of Qualifications Statements**

A public opening will be held 5 minutes following the submittal deadline at the following location:

**Bluffton Town Hall – Large Conference Room**

**20 Bridge Street**

**Bluffton, South Carolina 29910**

The names of the firms submitting qualifications packages will be read aloud and recorded. No other information will be provided to the public until after a final contract has been awarded.

**Late Submittals**

***Under no circumstances shall qualifications statements be delivered after the time specified; such submittals will be returned unopened to the submitting firm. The Town will not be responsible for late deliveries or delayed mail. It is the firm's sole responsibility to assure that his/her submittal is complete and delivered at the proper time and place prior to the deadline. Submittals which for any reason are not delivered will not be considered. Offers by facsimile, telegram or telephone are not acceptable.***

**Acceptance / Rejection**

The Town reserves the right to accept or reject any or all submittals. The Town also reserves the right to waive any irregularities, informalities, or technicalities and may at its discretion, request a new solicitation.

Receipt of a submittal does not indicate that the Town of Bluffton has pre-determined a company's qualifications to receive an award or contract. Such determination will be made after the opening and will be based on the Town's evaluation of the qualifications statements compared to the specific requirements and qualifications contained in this document.

## **4. SUBMITTALS and FORMAT**

By submitting a statement of qualifications, the firm certifies that it has full knowledge of the scope, nature, and quality of work to be performed. Submittals should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the scope of work. Responses are to be self-explanatory and designed in a manner to provide the Town with a straightforward presentation of the firm's capabilities and qualifications. Elaborate brochures and other promotional type materials are not desirable.

The Town reserves the right to award a contract pursuant to this RFQu without further discussion with respondents. Therefore, it is important that each submittal is complete, adheres to the format and instructions

contained herein, and is submitted in the most favorable manner possible. Failure to provide the requested information will render your qualifications statement as non-responsive.

The submittal package shall consist of **five (5)**, one (1) signed original and **four (4)** complete copies of the Respondents statements of qualifications **plus one (1) electronic copy** on thumb drive. The submittal package along with the appropriate number of copies shall be sealed and delivered no later than date and time listed above.

The contents of the Statement of Qualifications shall include the following:

***A. Signatory Sheet***

Completed, signed and certified qualifications statement (see first page of this solicitation).

***B. Letter of Transmittal***

Limit to one (1) or two (2) printed pages.

- Briefly state your firms understanding of the work to be done and provide a positive commitment to perform the work.
- Give the names of the persons who will be authorized to make representations for your firm, their titles, and contact information.
- The letter must be signed by an authorized representative of the company who has the authority to commit the company to their statement as submitted.

***C. Firm's Profile***

- State whether your organization is national, regional or local
- State the location of the office from which your work is to be performed.
- Describe the firm, including the size and range of services offered in house. If any subcontractors will be used, identify the subcontract firms and their role, responsibility, and qualifications.
- Qualifications of project members, operating personnel and management who would be assigned and have direct responsibility for fulfilling the terms of the contract, particularly with similar scope and complexity.
- Reputation and professional standing in the Engineering field, honors, memberships, etc.
- What ability does the firm have to sustain the potential loss of key personnel and still adequately meet the terms of the contract?

***D. Firm's Experience***

- Indicate firm's experiences with projects of similar scope and complexity.
- Provide firms experience in various construction delivery methods; i.e. CM/GC at risk, low bid, multi-prime, etc.

- Provide experience with unique approaches, creativity, site adaptation, and integration of the newest technologies. Examples may be provided.
- Identify firm's demonstrated sensitivity to flexible and economical designs without sacrificing quality, aesthetics or functionality.
- Provide experience in meeting timelines and construction schedules with clearly established and proven methods for maintaining the budget.
- Identify firm's demonstrated ability of the Principal and project team members to successfully represent the owner without the involvement of a construction management firm during design and/or construction.
- Explain methodology used for project information tracking and the creating of a historical archive at project completion.

***E. Firm's Performance (Past and Current)***

- Indicate services performed for similar projects in the past ten (10) years. Projects shall include demonstrated, successful performances including, but not be limited to:
  - Quality, completeness, and timeliness;
  - Project management;
  - Quality control;
  - Responsiveness to RFIs, Change Order Requests, etc.;
  - Value engineering;
  - Knowledge and compliance with state and local codes;
  - Quality of project monitoring and contract administration;
  - Ability to work in a team environment to effectively motivate contractor to successfully meet project requirements for quality, schedule, and budget; and
  - Timeliness, completing project, closeout.
- Provide at least five (5) references of clients for whom the firm has provided similar services. Give dates and other particulars of the jobs, contact persons with contact information.

**5. EVALUATION, SELECTION and NEGOTIATION METHOD**

State of South Carolina procurement code will be followed to secure awarded firm. The contact listed within this solicitation, in coordination with the Purchasing Administrator, will be the coordinator for the selection process and the sole point of contact for all Respondents. In addition to the materials provided in the written responses to this RFQU, the Town may utilize site visits or may request additional material, information, interviews, presentations or references from the Respondent(s) submitting qualifications packages.

***A. Evaluation Criteria***

Respondents will be evaluated on the basis of the following criteria:

- a. Firms Overall Profile
- b. Firms Qualified Personnel
- c. Firms Relevant Experience
- d. Firms Performance (Past and Current)



A points system will be given to each criteria listed through the identified weighting system:

<b>EVALUATION CRITERIA</b>	<b>MAX POINTS</b>
Firms Overall Profile	35
Firms Qualified Personnel	25
Firms Relevant Experience	25
Firms Performance (Past and Current)	15
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

**B. Evaluation Method**

All responsive submittals will be reviewed and evaluated by a Review and Selection Team. This three (3) to five (5) member committee approach will require selected staff to evaluate the submittals through the following processes:

- Individually provide a detailed review and thorough evaluation of each submittal;
- Individually score each submittal utilizing the scoring method given;
- Combining the scores of each individual team member to form an overall team score;
- Eventual participation in a team discussion, including in-depth evaluations and group interaction after individual review and scores are achieved.

The Town reserves the right to request additional information and/or clarification of any information submitted by any respondent at any time during the evaluation process. This includes, but is not limited to information that indicates financial resources as well as ability to provide and maintain the services as requested. The Town reserves the right to make investigations of the qualifications of the respondent as it deems appropriate, including but not limited to background investigations.

**C. Selection Method**

In general, the Town of Bluffton wishes to avoid the expense (to the Town and to presenting firms) of unnecessary presentations. Therefore, the Town will make every reasonable effort to achieve the ranking using written submittals alone.

If no single top ranked firm can be clearly identified by review of the written submittals alone, then the Review and Selection Team shall request the Purchasing Administrator to schedule the top ranked firms for presentations / interviews.

The Town may choose to conduct oral interviews with, or receive oral presentations from, one or more of the Respondents. If the Town chooses to allow oral interviews and/or presentations, such interviews or oral presentations will be open to the public. The Town will not be liable for any costs incurred by a Respondent in connection with such interviews/presentations (i.e., travel, accommodations, etc.)

The Town shall rank all complete submittals received and/or formal oral presentations/interviews in order of preference and will be based on determination of which respondent meets the highest qualifications and needs of the Town as it pertains to the requirements of the scope of work.

**D. Negotiations**

The Town reserves the right to negotiate a final agreement with the top ranked respondent that meets the needs of the Town of Bluffton. If a contract cannot be negotiated with the highest-ranking firm, negotiations may be conducted with the second, and then the third, and so on until a satisfactory contract can be agreed upon and executed.