

CITY OF BEAUFORT
STATE OF SOUTH CAROLINA
REQUEST FOR QUALIFICATIONS
RFQ NO. 2018-111



CITY OF BEAUFORT
ARCHITECTUAL AND ENGINEERING SERVICES
DUE: THURSDAY JULY 5th, 2018 by 2:00 PM

CITY OF BEAUFORT, SC
REQUEST FOR QUALIFICATIONS
RFQ NO. 2018-111

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 Thursday, July 5th, 2018**. All qualified contractors are invited to submit proposals to the City of Beaufort for the following:

City of Beaufort
ARCHITECTUAL AND ENGINEERING SERVICES

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 July 5th, 2018**.

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

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

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

EMAIL ADDRESS: pmcgee@cityofbeaufort.org

PHONE NUMBER: 843-525-7071

FAX NUMBER: 843-986-5606

MARK OUTSIDE ENVELOPE: "RFQ NO. 2018-111 ARCHITECTUAL AND ENGINEER SERVICES"

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 RFP 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 Qualification 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 RFP. 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.

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

THE DEADLINE FOR QUESTIONS IS: 4:00 P.M., JUNE 27th, 2018. ANSWERS TO SUBMITTED QUESTIONS WILL BE POSTED ON THE CITY WEBSITE BY 4:00 PM ON JUNE 28TH, 2018.

If the Offeror discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, 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. 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.

**REQUEST FOR QUALIFICATIONS
PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES
FOR THE RESTORATION OF WINDOWS AND THE ADDITION OF RESTROOMS
AT THE BEAUFORT ARSENAL**

1. INVITATION

The City of Beaufort is soliciting submissions of Statements of Qualifications from firms interested in providing Professional Preservation Architectural and Engineering Services related to the Restoration of windows, the addition of ADA compliant restrooms and renovation of existing restrooms. Firms with preservation and conservation experience, experience working on similar historic structures containing wood windows and/or experience with historic structures are encouraged to submit.

2. HISTORY

The Beaufort Arsenal was constructed from 1795 – 1798 and stands as one of the principal contributors in the 300+ year-old city’s National Historic Landmark District. In architectural terms, the Arsenal is a pure example of gothic architecture and its building fabric contributes to our understanding of traditional building methods and materials dating back to 1795. It also served as the backdrop to important events in the military and political history of the United States. It housed the Beaufort Volunteer Artillery from 1798 to 1960, the fifth oldest military unit formed in the United States and as the local National Guard, was involved in every major military conflict from the Revolutionary War to World War II. During the Civil War, the Arsenal was occupied by the Union Army and members of various regiments, such as the well-known Massachusetts 54th Black Regiment, are thought to have trained there. During Reconstruction, the Arsenal was one of the first places freedmen voted. By the early 20th century, the building became a key meeting place for townspeople, such as after many of Beaufort’s buildings burned in the Great Fire of 1907. It has retained this role for special event gatherings since. Following the start of World War I, the Sojourner’s Club equipped the Arsenal with reading and club rooms for soldiers and sailors. In 1939, the Beaufort Museum was organized and has occupied various portions of the building in most years since.

The activity that is the subject of this RFQ is financed in part with Federal Funds from the South Carolina Parks, Recreation and Tourism.

3. SCOPE OF WORK

The City of Beaufort needs to restore all of the windows in the historic Beaufort Arsenal, construct three (3) new ADA compliant restrooms; renovate and redesign one (1) existing restroom to add fixtures; upgrade aging fixtures/interiors of two (2) existing restrooms in accordance with a Window Assessment and a Proposed Plan for Modifications prepared by Meadors, Inc. *As noted in Attachment A & B.* The building modifications shall be designed and constructed so to comply with all applicable federal, state and local standards.

The scope of for the Architectural/Engineering Services is as follows:

- Preparation of bid-ready construction documents for the window restoration, restroom additions and renovations.
- Preparation of bid documents involvement in selection of construction firm.
- Construction Administration with a minimum of eight (8) site visits during construction for the Architect and a minimum of two (2) site visits and RFI's for the Engineers
- Preparation of As-Built plans after construction.

4. EVALUATION OF THE STATEMENTS OF QUALIFICATIONS

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

- Experience with similar projects (35%)
- Firm and 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.

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

A. PROJECT TEAM

The selected firm or design team will provide documentation of the most relevant professional experience on historic preservation involving structures similar to the Beaufort Arsenal project.

1. The selected firm or design team will also provide documentation that its design professional(s) has/have professional qualifications that meet, or are comparable with, the Secretary of the Interiors Standards for Historic Architecture (as published in Code of Federal Regulations, 36 CFR 61). These standards require:

A professional degree in architecture, or a State license to practice architecture, plus one of the following:

- a. At least one year of graduate study in architectural preservation, American architectural history, preservation planning or closely related field; or
- b. At least one year of full-time professional experience on historic preservation projects.

2. Demonstrated success of comparable undertakings related to the following:
 - Overall design quality, provides improvements that respect the building's historic fabric and integrate sustainable design concepts.
 - Managing projects of similar scale and complexity.
3. Prior experience of design team members working in a collaborative relationship with clients.

B. PROJECT EXPERIENCE

1. Major project experience involving the design of:
 - a. Rehabilitation for historic properties
 - b. Environmentally responsible or sustainable design
 - c. Other projects (built or un-built) that may demonstrate design capability

5. SUBMITTAL REQUIREMENTS

- A. COVER LETTER: An officer of the firm submitting the Statement of Qualifications and the designated lead design architect shall sign the cover letter. In case of joint venture, an officer of each joint venture partner shall sign the cover letter as well as the designated lead design architect.

B. TABLE OF CONTENTS

C. STATEMENT OF QUALIFICATIONS

1. PROJECT TEAM: Provide a general introduction on the makeup of the project team, including each team member's area of expertise and note any past experience of the team members working together on other projects. The project team should include the disciplines of architecture, engineering, and any other consulting disciplines deemed necessary by the Proposer by a single firm or by several firms. For each team member, include the name, address, and telephone number of the firm.
2. PROJECT EXPERIENCE: Relevant project experience of any project team member may be submitted. Up to four (4) examples of design and or rehabilitation projects may be submitted.
 - Examples of constructed projects of related scope and complexity to community services buildings, executed by any team member, that best reflects their overall design and technical capability.

- Examples of projects executed by any design team member that demonstrates an innovated approach to environmentally responsible or sustainable design.
- Examples of constructed projects by any design team member that demonstrates a sound technical and sensitive historic rehabilitation or adaptive reuse.
- Examples of constructed projects of related scope and complexity to historic properties, executed by any design team member, that best reflects their overall design capability.

For each project, submit a one-page narrative description of the project. Color photos or graphics depicting the projects are encouraged. The narrative description shall include the architect of record, design member's role in the design of the project, the type of facility, location and client name, total gross square feet, total construction cost, and a brief statement indicating the relevance of this project for the Beaufort Arsenal project.

3. REFERENCES: Provide at least three (3) owner/user references for the firm. For each reference, list the person's name, address and current telephone number, email address, and nature of the reference or relationship.

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 Proposers submitting sealed proposals will be evaluated by an evaluation committee. The committee will evaluate each component separately. After careful evaluation, the committee will rank the Proposers and make a recommendation to the City Manager of the lowest responsible bidder. The City reserves the right to accept or reject any and all bids that is in the best interest of the City.

The City may choose to interview one or more contractor(s) responding to this RFQ. The City reserves the right to request and obtain, from one or more contractor(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. 2018-111

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 Qualifications 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: _____