

**City of Myrtle Beach
Request for Qualifications**

**RFQ 23-R0002
Design Services for World War II Memorial**

Issue Date: July 6, 2022



First in Service

Issued By:

**Purchasing Division
3231 Mr. Joe White Avenue
Myrtle Beach, SC 29577
Phone: 843-918-2170**

www.cityofmyrtlebeach.com

Introduction

The City of Myrtle Beach seeks to obtain the services of a professional engineering or architecture firm to create a unique design of a World War II Memorial to be placed in Warbird Park, located at 150 Farrow Parkway in Myrtle Beach. The City has the intention to select and contract with one (1) consultant for the services herein. Consultant is to provide all encompassing services required in creating plans, designs, specifications, etc. of the memorial. This includes, but is not limited to, any necessary landscaping, hardscaping, civil, electrical, and/or stormwater related designs.

Request for Qualifications Purpose

This solicitation is to select a professional engineering or architectural firm specializing in memorial design and construction who will provide the City with design-related services as requested and/or needed. The project will involve monument/memorial design services from a professional engineering or architectural firm specializing in this type of work. Preference will be given to firms with a professional engineer or architect on staff with experience in monument and/or memorial design and drawings. Consultants must provide sufficient information for the City of Myrtle Beach to evaluate their response in accordance with the process and criteria established in this RFQ. The firm will be required to show capability of performing the requested work.

Scope of Work

The following is an attempt to provide general guidance to engineering and architectural firms in understanding the assistance being solicited by the City of Myrtle Beach through this RFQ. The Consultant shall have qualified staff to conduct all necessary engineering/architectural work and create written documents, including graphics. Scope of Services may include, but are not limited to:

- Preparations of plans, drawings, specifications, preliminary cost estimates, reports, and design for various sub-projects which could include grading, storm drainage, soil conditions, water utilities if the design includes a water feature, lighting/electrical, landscaping, hardscaping, flag pole installation, etc.; accessibility to water, drainage, and electrical available if called for by design
- Availability to attend meetings at the City's request with a 24-hour notice, or by close of the next business day
- Availability to perform on-site inspections, complete close-out reports, and record drawings
- Rendering of memorial/monument in Revit model
- Project management

All work shall be in accordance with local, state, and federal standards when applicable. Projects may use local, county, state, and/or federal funding. For projects using state and/or federal funding, all state and federal provisions and requirements shall be followed.

All plans, specifications, designs, and graphics prepared under the terms of the Agreement with the City shall be delivered to the City and shall become property of the City. Other work not

required by the City, such as notes, sketches, charts, computations, and other data shall be available upon request to the City without fee, restrictions, or limitations.

Assignment of Work

All work shall be performed under the direction of a licensed and/or certified professional engineer or architect registered with the State of South Carolina. No subcontractors shall be utilized without prior authorization by the City.

When services are being requested, the City will issue a letter under a master agreement. The response shall include project understanding, fee rates for the completion of services, proposed methods, hours to be spent on services, and a schedule including the time needed to complete the project. The City will review the proposal and will award the executed supplemental agreement which will initiate the design process.

Any changes in the schedule must have prior authorization by the City’s Public Works staff. The final payment will be paid when all project components are complete and the City has received all essential documents.

RFQ Format

All Statements of Qualifications submitted must follow the same format. The aim of the required format is to simplify the Statement of Qualifications preparation and evaluation processes and to ensure that all receive the same orderly review. The Consultant will have a prescribed number of working days to submit the requested qualifications. Failure to submit qualifications by the prescribed time may cause the Consultant to be rejected and another firm assigned the task.

Response Requirements

Statements of Qualifications should be prepared in a timely and economical manner, providing a straightforward, concise description of the firm’s ability to meet each individual requirement of the RFQ. Information must be submitted as requested, in the order listed below. If the Consultant fails to provide the requested information, the response may be deemed nonresponsive and may not be further considered.

All Statements of Qualifications must include the following components:

- | | |
|---|---|
| 1 | Cover Letter |
| 2 | Project Team |
| 3 | Professional Accomplishments, Experience and References |
| 4 | Technical Approaches |
| 5 | Submittal of Statement |
| 6 | Additional Information |

RFQ Components

Cover Letter - Provide a one to two-page cover letter with a summary statement that demonstrates the firm's understanding of the tasks including the general approach for scope of services provided in this RFQ. Include an introduction to the firm as well as the year the firm was established, former names of firm (if applicable), the type of ownership and parent company, if applicable, a contact person's name, phone number, email address, and mailing address.

Project Team - Identify key project team members and describe their role in the project and related experience. This section shall include a list of any individuals that will participate on this project, including their staff classification. Please include a brief resume of experience in similar projects for each individual and proof of various professional registrations, licenses, and/or certificates.

If the Consultant(s) wishes to use sub-consultants not specified in this statement, prior written approval must be received from the City. The City may provide the approval after review of all qualifications.

Professional Accomplishments, Experience and References - Provide a list of similar engineering or architectural design service projects conducted by your firm. For up to five relevant projects (at least two must be completed), include a project description that demonstrates the firm's capabilities in the delivery of services that are similar to the engineering or architectural design services that the City of Myrtle Beach is requesting. For each project provided as a reference, include the name/contact information of the client organization and client project manager.

Technical Approaches - Provide sample work plans for various technical services, including staff classification and estimated hours each will contribute. State the interpretation of the work to be performed. State a positive commitment to perform the work in the required manner and time frame. Demonstrate an understanding of the services being requested. Provide an organizational chart of the firm's team and describe the role and responsibilities of each team member as it relates to this project, including any major subcontractors and consultants. Provide and describe location of project teams' office(s) to be utilized for this project.

Submittal of Statement - Submit two (2) signed hard copies and one (1) electronic copy on a thumb drive of your entire statement in a sealed envelope. Submit statement to:

City of Myrtle Beach Procurement Division
3231 Mr. Joe White Avenue
Myrtle Beach, SC 29577
Attention: Ann Sowers, Purchasing Manager

Statements must be submitted by 2:00PM (local time) on Monday August 22, 2022. 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.

Additional Information - At your discretion, include additional information that supports your RFQ. However, choose the additional information carefully, because this section of the RFQ should not constitute the bulk of your submission.

Information and Inquires

If any question or need for clarification arises, the Consultant shall notify City staff listed below in writing or email no later than 12:00 noon (local time) on July 26, 2022. Should it be found that the points in question are not clearly and fully set forth in this RFQ, then the City may issue a written addendum clarifying the matter up to fifteen (15) days prior to RFQ submission date. Substantive changes to the requirements will be made by a written addendum to this RFQ. Any written addenda issued pertaining to this RFQ shall be incorporated into the terms and conditions of any resulting Agreement. The City shall not be bound to any modifications to or deviations from the requirements set forth in this RFQ as the result of oral instruction. Any addenda will be posted on the City website. The Consultant will be responsible to monitor the website for updates. For further information, or if you have any questions or concerns, please contact: Ann Sowers, Purchasing Manager at (843) 918-2172 or asowers@cityofmyrtlebeach.com

Submission Timeline

RFQ Release	Wednesday, July 6, 2022
Questions Due at 12:00 noon (local time) to: asowers@cityofmyrtlebeach.com	Tuesday, July 26, 2022
Last Day for Addenda	Friday, August 5, 2022
Responses Due	Monday, August 22, 2022
Interviews (if requested)	August 29, 2022 – September 2, 2022
Anticipated Architect Selection	September 6 – 9, 2022

The City reserves the right to adjust dates as necessary.

Evaluation / Selection Criteria

It is the intention of the evaluation team to select the vendor most qualified to provide the services as indicated herein. The evaluation of qualifications will be in accordance with the City of Myrtle Beach procurement regulations and this RFQ. The evaluation process shall determine the qualifications, interest, and availability to provide relevant services as requested. Staff will first review all written responses, which will result in a ranked list of fully qualified respondents. After ranking is completed by the staff, informal interviews and/or presentations may be conducted, at the discretion of the City, for selected respondents determined to be the best qualified based upon the evaluation of the written responses. The determinations will be based upon the following criteria:

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Evaluator: _____

Date: _____

Criteria	Weight Factor	Rating	Weighted Rating
A. Understanding of RFQ	0.05		
B. Appropriateness and acceptability of approach, work plan, ability to develop proposals and attention to details	0.10		
C. Ability to complete services in a timely manner	0.10		
D. Qualifications of the firm, consultant, and assigned staff.	0.15		
E. Knowledge of, and experience with, similar work, technical nature, and complexity	0.20		
F. Local office, experience, and knowledge	0.25		
G. Meeting availability	0.15		
Total Score:			
Comments:			