

REQUEST FOR QUALIFICATIONS (“RFQ”)
ARCHITECTURAL SERVICES FOR FIRE STATION REMODEL



Date Issued: November 1, 2016

Request for Qualifications (RFQ) Instructions and General Scope of Services

1.1. Public Notice

The Town of Ridgeland (the "Town") is soliciting Statements of Qualifications (SOQs) from professional architectural firms/teams (Firms) to provide architectural design services (Services) for remodeling its existing Fire Station, which, if feasible, will be contingent on the availability of funding. The Town is seeking firms whose combination of experience and expertise will provide environmentally conscious, energy efficient, professional, timely, and cost-effective services to the Town. The Town reserves the right to enter into one or more contracts with any firm selected under this RFQ process. Information related to this solicitation, including any addenda, will be posted to the Town's website at <http://www.ridgelandsc.gov>. For questions related to this solicitation contact: Dennis E. Averkin, Town Administrator. Phone: (843) 726-7504 Email: daverkinridgelandsc@gmail.com

1.2. Project Overview

In 2015, the Town of Ridgeland conducted an internal Facility Assessment for long-range facility planning. This assessment concluded that a remodel of the existing fire station was necessary as the existing structure did not meet current design standards and logistical requirements.

1.3. RFQ Schedule of Events and SOQ Submission

Provided below is the anticipated schedule of events. The Town reserves the right to adjust the schedule and to add/remove specific events to meet the unique needs of the Project.

- Advertisement of RFQ November 1, 2016
- Station Tours and Q&A* November 7th, 2016 – 10:00 AM @ Fire Station 49 South Railroad Ave, Ridgeland SC 29936
- Deadline for Questions November 23, 2016
- Deadline for Submittal of Qualifications: November 30, 2016- 1:30 p.m.
- Evaluation Meeting December 2, 2016
- Project Awarded December 16, 2016

** For planning purposes only, **please let us know if you will be attending—attendance is not mandatory.** Email Chief Bradley Bonds @ ridgelandfiredept@yahoo.com to confirm attendance.*

SOQ's shall be enclosed in a sealed envelope or package and addressed to the Town of Ridgeland. The name and address of the firm, and the RFQ Title, shall be noted on the outside of the package. All items required for a responsive SOQ shall be included. It is the sole responsibility of the firm to ensure that the SOQ package is received no later than the established due date and time at the proper location. SOQs received after the due date and time will not be considered. **SOQs submitted by facsimile or other electronic means will not be accepted.** Do not submit any price or fee information at this time. Firms providing such information as part of their response to this RFQ will be disqualified. **Statement of Qualifications Deadline: Three (3) paper copies must be received no later than 1:30 p.m., local time, on Wednesday, November 30, 2016 to the following address:**

Submit/Deliver to:

**Town of Ridgeland
One Town Square
Ridgeland SC 29936**

Attn: Dennis E. Averkin, Town Administrator

1.4. Evaluation Criteria and Process

A Firm will not be considered unless the following minimum requirements are met: a. Firm must be properly registered with the Office of the Secretary of State of South Carolina; and b. Firm must employ at least one (1) South Carolina Licensed Professional Architect in responsible charge of the work anticipated as a result of this solicitation;

Evaluation criteria include: • Qualifications of the Firm; • Relevant Past Project Experience of the Firm; • Relevant Past Project Experience of Key Team Members; • Resumes of Key Individuals; • Familiarity with Local Conditions, Codes and Practices, as Evidenced in Previous Projects; • Approach to Designing Sustainable Municipal Building Projects for New Facilities; • Past History with Client; • Proposal Completeness

The Town will appoint an evaluation committee whose responsibilities will include performing technical evaluations of each Statement Of Qualifications ("SOQ") and making selection recommendations based on the evaluation criteria provided above. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies, and risks associated with each SOQ. Interviews are not anticipated, but may be held at the discretion of the evaluation committee. The Town reserves the right to obtain clarification or additional information from any firm regarding its proposal. The Town reserves the sole right to select the most qualified firm(s) on the basis of best overall proposal(s) that is most advantageous to the Town. Firms that submit SOQs will be notified of the selection results. Final approval of any selected firm is subject to the approval of Town Council and/or Town officials. RFQ's should be prepared simply and economically, providing a clear and concise description of the Firm's capabilities to satisfy the requirements of the request. All qualifications must include the following information:

1. A cover letter/statement of interest indicating the Firm's interest in the project and highlighting its qualifications to perform the project. RFQ – ARCHITECTURAL SERVICES FOR FIRE STATION
2. A brief overview of the company/firm.
3. Related experience with similar types of projects and specific qualifications and resumes of key team members. The roles and qualifications of key project team members, both in-house and sub-consultants. Identify the project lead and that person's availability to start work on the project and to complete the work without interruption from other projects, commitments or schedule.
4. **Examples of at least three (3) relevant fire station projects completed by the Firm in the South Carolina Lowcountry within the last 5 years.** Including: a. Project Name and Location b. Summary of Scope/Services Provided c. Project Size and Construction Value d. Duration of Project e. Fire Chief name and contact information
5. At least three (3) references including entity name contact person and telephone number.
6. A statement verifying the Firm's ability to execute contract upon award.
7. A statement verifying that your firm has not been suspended or disbarred from Federal/Government work.
8. Exceptions: Any and all exceptions to this bid shall be noted on Attachment A – Exceptions, and submitted with the final proposal.

1.5. Terms and Conditions

1. **COMPETITION:** This solicitation is intended to promote full and open competition. If any language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested vendor to notify the Town Administrator in writing no later than five (5) business days prior to the scheduled due date and time.
2. **RESPONDANTS QUALIFICATION:** The Town reserves the right to request satisfactory evidence of their ability to furnish services in accordance with the terms and conditions listed herein. The Town further reserves the right to make the final determination as to the Firm's ability to provide said services.
3. **RESPONSE WITHDRAWAL:** Any responses may be withdrawn prior to the established closing date and time, but not thereafter with proper approval from the Procurement Manager.
4. **REJECTION:** The Town reserves the right to reject any and all RFQ's, to cancel or withdraw this solicitation, and to waive any technicality if deemed to be in the best interest of the Town.
5. **WAIVER:** The Town reserves the right to waive any Instruction to Offeror's, General or Special Provisions, General or Special Conditions, or specifications deviation if deemed to be in the best interest of the Town.
6. **RESPONSE PERIOD:** All responses shall be good for a minimum period of 60 calendar days.
7. **DEVIATIONS FROM SPECIFICATIONS:** Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful Offeror will be held responsible therefore. Deviations must be explained in detail on separate attached sheet(s). The listing of deviations, if any, is required but will not be construed as waiving any requirements of the specifications. Unidentified deviations found during the evaluation of the response may be cause for rejection.
8. **AMENDMENTS:** All amendments to and interpretations of this solicitation shall be in writing and issued by the Town Administrator.
9. **DEBARMENT:** By submitting a qualification package, the vendor is certifying that they are not currently debarred from responding to any request for proposals by any agency or subdivision of the State of South Carolina or the United States Federal Government, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency or subdivision of the State of South Carolina.
10. **DEFAULT:** In case of default by the Offeror, the Town reserves the right to purchase any or all items in default in the open market, charging the Offeror with any excessive costs. Should such charge be assessed, no subsequent solicitation response of the defaulting Offeror will be considered in future RFQ's until the assessed charge has been satisfied.
11. **HOLD HARMLESS:** All respondents to this RFQ shall indemnify and hold harmless the Town of Ridgeland and any of their officers and employees from all suits and claims alleged to be a result of this request for proposals. The issuance of this request of proposals constitutes only an invitation to present a proposal. The Town reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this request for proposals. The Town also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule.
12. **CANCELLATION:** In the event that this request for proposals is withdrawn or the project canceled for any reason, Colleton Town shall have no liability to any respondent for any costs or expenses incurred in connection with this request for proposals or otherwise.
13. The Town of Ridgeland fully complies with Title VI of the Civil Rights Act of 1964 and related statutes in all programs and activities. Those requiring disability accommodations and/or materials made available in an alternate format, please contact the Town Administrator at (843) 726-7504 or daverkinridgelandsc@gmail.com

1.6. Scope of Work

There are three (3) basic phases to the proposed scope of work that will result a remodeled Fire Station. These three phases are defined as follows:

Phase I –Develop conceptual designs for the fire station that will accommodate the Departments’ anticipated needs for 15 years. This recommendation shall be presented to the Ridgeland for review and comment. Once the Town has selected a final design concept, the consultant shall proceed with Phase II of the contract.

Phase II – Preparation of plans, specifications, materials and estimates adequate to bid a contract for the construction of the fire station, including utilities and site improvements. In addition to preparation of construction documents, specifications, construction cost estimates, and timelines, under this phase the architect shall respond to all questions posed by prospective bidders during the construction bid process. The architect shall also prepare and distribute any necessary addenda, shall evaluate all bids and shall make a recommendation to the Ridgeland regarding who the architect believes is the best responsive bid and why.

Phase III – Construction Administration. The architect shall work with the Town to obtain building permits and required approvals during this phase. The architect will also administer the construction contract and make periodic site visits during construction, as negotiated.

ATTACHMENT A

EXCEPTIONS to RFQ ARCHITECTURAL SERVICES for the Town of Ridgeland Fire Station

If a proposer wishes to suggest a change to any mandatory term, condition, or qualifications set forth in any part of this RFQ, or wishes to request an exemption to any of the mandatory qualifications, **it shall be noted on this Attachment** and submitted to the Town of Ridgeland as part of the RFQ submittal. Please be specific with all exceptions.