



Town of Bluffton

RFQ: 2016-39
Date Issued: March 20, 2016
Project Manager: Brian Osborne
Phone: 843-706-7817
Email: bosborne@townofbluffton.com

Request for Qualifications (RFQ)

DESCRIPTION: Professional Design Services

SUBMIT OFFER BY (Opening Date & Time): April 4, 2016 @ 2:00 PM

QUESTIONS MUST BE RECEIVED BY : March 31, 2016 @ 12:00 PM

NUMBER OF COPIES TO BE SUBMITTED: Seven Original Signed Copies

Offers must be submitted in a sealed package. RFQ Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED QUALIFICATION PACKAGE TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

Town of Bluffton
P.O. Box 368
Bluffton, SC 29910

PHYSICAL ADDRESS:

Town of Bluffton
20 Bridge Street
Bluffton, SC 29910

AWARDS & ADDENDUMS:

The award, this request, and any Addendums will be posted at the following web address:
www.townofbluffton.sc.gov

You must submit a signed copy of this form with your package. By submitting a statement of qualifications, you agree to be bound by the terms of the Request for Qualifications. You agree to hold your offer open for a minimum of ninety (90) calendar days after the opening date.

NAME OF SUBMITTER: (Full legal name of business submitting the offer)

ENTITY TYPE:

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to ender contract on behalf of Submitter named above)

PRINTED NAME

TITLE

Instructions regarding Submitter's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Submitter above. An offer may be submitted by only one legal entity. The entity named as the Submitter must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

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(Return Page Two with your offer)

HOME OFFICE ADDRESS (Address for Submitter's home office/ principal place of business):	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent):
PHONE NUMBER:	
EMAIL ADDRESS:	

PAYMENT ADDRESS (Address to which payments will be sent):	ORDER ADDRESS (Address to which all purchase orders will be sent):
<input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Home Notice Address (check one only)	<input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Notice Address (check one only)

ACKNOWLEDGEMENT OF ADDENDUMS:	<u>Addendums Number</u>	<u>Addendums Issue Date</u>
Submitter acknowledges receipt of Addendums by indicating Addendums number and its date of issue.		

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please include a copy of your certification.

PROJECT DESCRIPTION:

The Town of Bluffton (“Owner”) is pleased to invite professional architectural design firms to submit qualifications in response to this Request for Qualifications (“RFQ”). The scope of this work will focus on a new addition and the renovation of existing town hall. The conceptual design, site plan, floor plan, exterior modifications, project budget and project schedule are addressed in a slide presentation by the Town Manager to Town Council. (See Attachment 1-Town Hall Renovation Presentation)

The project scope will include but is not limited to:

- Building additions or expansions
- Interior finish replacement
- Restroom renovations
- ADA and code upgrades
- Life safety and building security upgrades
- Site upgrades or modifications
- Energy efficiency upgrades
- HVAC replacements and/or upgrades
- Electrical upgrades
- Project Approach

OWNER does not discriminate on the basis of age, sex, ethnic origin, religion, or disability in accordance with applicable laws and regulations. OWNER is an Affirmative Action/Equal Opportunity Employer.

The *anticipated* procurement schedule is listed below.

Task	Date
Release RFQ	March 20, 2016
Qualifications Due Date	April 4, 2016
Execute Contract	Mid- May 2016
Construction Start Date	November 2016

SECTION 1 – FORMAT FOR SUBMITTALS

1.0 GENERAL INFORMATION

- 1.0.1 The purpose of this RFQ is to provide services to the Owner for full architectural design and contract administration services for the project as described within this RFQ.
- 1.0.2 Interested firms shall submit seven (7) original copies of their documentation described herein which is to include qualifications, a description of their related experience with similar programs, and current Federal Form SF 330. Firms shall also submit a CD containing their entire statement of qualifications in a single PDF or read-only format electronic file.

1.1 CONTRACT

- 1.1.1 The Owner intends to award a contract to the firm considered most qualified for the project referenced.

1.2 DEFINITIONS

- 1.2.1 The term "submitter" refers to those professional firms who submit qualification for the project set forth in this document.
- 1.2.2 The terms "Owner", The Town of Bluffton
- 1.2.3 Where the words "shall" or "must" are used, it signifies an absolute minimum function or capacity that, if not satisfied, may result in disqualification.
- 1.2.4 Where the words "should", "may", or "is desirable" are used, it signifies desirable, but not mandatory functions or capacities. Submitters who are able to provide these functions or capacities may be evaluated more favorably than those who cannot.

1.3 PROCUREMENT SCHEDULE

- 1.3.1 Seven (7) original signed copies of qualifications must be received no later than by April 4, 2016 @ 2:00 pm to:

Brian Osborne Town of Bluffton 20 Bridge Street P.O. Box 368 Bluffton, SC 29910

Be advised delivery service varies in the Bluffton area. For this reason, firms are encouraged to take additional measures to ensure the statement of qualifications is delivered by the specified time.

1.3.2 **Opening Statement of Qualifications**

Only the names of the firms who submitted qualification statements will be announced. No other information will be divulged at the opening.

1.3.3 **Late Submittals**

Qualifications received by OWNER after the deadline listed herein will not be considered and returned to the sender.

1.4 INQUIRIES

1.4.1 During the process, Submitters shall contact Brian Osborne, OWNER, for clarification and questions regarding the RFQ by e-mail to bosborne@townofbluffton.com .

All responses will be provided in written form and posted on the OWNER web site at: <http://www.townofbluffton.sc.gov> (click on “Business” and then “Bid Opportunities”). Other than the OWNER contacts listed herein, Submitters shall not attempt to contact any member of Town Council, Town of Bluffton or the Selection Committee regarding this RFQ. Failure to comply will result in immediate rejection of your submittal.

1.4.2 The deadline for requesting information is, **March 31, 2016 @ 12:00 PM.**

1.5 ADDENDA TO THIS RFQ

1.5.1 At the discretion of Owner, any RFQ revision will be addressed by posting of an addendum on the website: <http://www.townofbluffton.sc.gov>. Because this RFQ is posted electronically, the Owner may not be aware of all potential Submitters. It is the Submitter’s responsibility to check this web-site periodically to determine if any addenda have been issued. Any addendum issued by Owner shall become a formal part of this RFQ.

1.6 SUBMITTAL EVALUATION

1.6.1 Documents submitted may be reviewed and evaluated by any person at Owner's discretion, including non-allied and independent consultants retained by Owner now or in the future.

1.6.2 As required by the Town of Bluffton, evaluation of statement of qualifications will be based on the following criteria:

1. Past Performance on similar projects
2. Ability of Professional Personnel
3. Willingness to meet time and budget requirements

4. Location and knowledge of the locality of the project if the application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project
5. Recent, current and projected work loads of the firms
6. Creativity and insight related to the project
7. Related experience on similar projects
8. Volume of work awarded by the Town of Bluffton to the person or firm during the previous five years, with the objective of effectuating an equitable distribution of contracts by the Town of Bluffton among qualified firms including Minority Business Enterprises certified by the South Carolina Office of Small Minority Business Assistance and Firms that have not had previous District Work.

1.6.3 Review and Award Process:

In accordance with the Town of Bluffton, the submittals will be reviewed and ranked by an architectural selection committee. At the discretion of the selection committee, architectural firms may be selected to be interviewed. After the interviews are held, the architectural selection committee will rank their selection in priority order. The OWNER will then begin negotiations with the top ranked firm or firms. It is the intent of the OWNER to sign a contract with one or more firms initially for the new addition and renovation of the existing Town Hall as described in the Project Description.

1.6.4 Submittals must clearly respond to each requirement of this RFQ. All responses must refer to each section of this document by number and address compliance and/or exceptions to that section. OWNER reserves the right to disqualify any firm which does not follow such a format. Additional general narrative is welcome, but only in addition to your specific response.

1.6.5 The OWNER shall have the right to request correction(s) to a submittal or request additional information. Failure by the submittal firm to correct any deficiency or provide requested information within forty-eight (48) hours may result in the statement of qualifications being considered non-responsive and excluded from further consideration.

1.7 ACCEPTANCE OR REJECTION OF SUBMITTALS

1.7.1 The Owner reserves the right to reject any or all submittals when such rejection is in the best interest of the Owner; to reject submittals of a Firm who has

previously failed to perform properly or, in the opinion of the Owner, the Firm is not in a position to perform adequately in completing the deliverables.

- 1.7.2 The Owner reserves the right to reject any or all statement of qualifications, any part or parts of a statement of qualifications, waive any technicalities, and award any portion of or the entire contract in a manner that is in the best interest of the Owner.

1.8 HOLD HARMLESS

- 1.8.1 In submitting a response, the Submitter understands the Owner will determine which firm appears to be best qualified. The Submitter waives any right to protest or claim damages of any nature whatsoever regarding the solicitation or the District's selection process.

1.9 ILLEGAL IMMIGRATION

- 1.9.1 (An overview is available at www.procurement.sc.gov) By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. [07-7B097-1]

1.10 NEPOTISM POLICY

- 1.10.1 The firm shall immediately report to the Chief Operational Services Officer any current or pending employment of an immediate family member of the Town of Bluffton, Executive Leadership Team, and Construction Officer, or Contracting personnel.

SECTION 2

2.0 GENERAL

- 2.0.1 All forms must be filled out in its entirety either typed or printed neatly in black ink.
- 2.0.2 An officer of the firm or authorized person must sign the document in BLUE ink.
- 2.0.3 Failure to provide information required in the RFQ may reject the entire submittal package.

2.1 PREPARATION OF SUBMITTALS

- 2.1.1 Packages containing submittals shall be presented such that they may be easily identified. **The outside of the package shall be identified as follows:**

RFQ #2016-39
Professional Design Services
Renovation and Addition to Town Hall
Response For
Town of Bluffton

- 2.1.2 Oral, telephone or telegraphic statement of qualifications shall not be considered, nor will modification of statement of qualifications by such communications be considered.
- 2.1.3 Signatures on submittal shall be in longhand and executed by a principal duly authorized by Submitter to make contracts. Submitter's legal name must be fully stated. The complete submittal form shall be without erasures or alterations.

2.2

STATEMENT OF QUALIFICATIONS CHECK LIST

The following must be included in the submittal package. Indicate, in the space to the right, the section in which each topic has been addressed:

- 1. Comprehensive statement of qualifications (seven copies) _____
- 2. CD containing full statement of qualifications

- 3. Company profile _____
- 4. Statement of qualifications _____
- 5. Project team and resumes _____
- 6. References _____
- 7. Copy of South Carolina Business License _____
- 8. Original Signature in **blue ink** on all seven (7) submittal copies _____
- 9. Submitter has received and reviewed the Addenda listed below. Those Addenda have been included in the Submitter’s statement of qualifications (if necessary).

Addendum Number

Date Received

STATEMENT OF QUALIFICATIONS FORMAT

The Submitter shall prepare a response to all of the following requests for information. Each section should begin on a separate sheet.

SECTION 1: Signatory / Information Sheets

The Proposal Certification (pages 1, 2, @ 13 of this document).

SECTION 2: Introduction

Provide an executive summary highlighting the major points of the submittal (two pages maximum).

SECTION 3: Principal and Project Team's Experience

1. Experience with projects of similar scope and complexity.
2. Experience in various construction delivery methods; i.e. CM/GC at risk, low bid, multi-prime, etc.
3. Experience with unique approaches, creativity in designs and site adaptation, integration of the newest technologies. Examples may be provided.
4. Demonstrated sensitivity to flexible and economical designs without sacrificing quality, aesthetics or functionality.
5. Experience in meeting design timelines and construction schedules with clearly established and proven methods for maintaining the construction budget.
6. 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.
7. Explain methodology used for project information tracking and the creating of a historical archive at project completion.

SECTION 4: Principal's Performance, Past and Current

1. Indicate design services performed for similar projects in the past ten (10) years. Demonstrated successful previous performance shall include, but not be limited to:
 - a. Quality, completeness, and timeliness of designs, drawings, specifications, bid documents, pay apps, etc.
 - b. Project management of the design process.
 - c. Quality control of Construction Documents.
 - d. Responsiveness to RFIs, Change Order Requests, etc.
 - e. Value engineering.
 - f. Knowledge and compliance with state and local codes and OSF requirements.
 - g. Quality of project monitoring and contract administration.
 - h. Ability to work in a team environment to effectively motivate contractor to successfully meet project requirements for quality, schedule, and budget.
 - i. Timeliness in reviewing shop drawings and completing project closeout.
2. 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.

SECTION 5: Ability & Capability of Key Staff & Consultants

1. Size of firm, number of partners, number of clerical staff and range of services offered in house.
2. Qualifications of partners and key staff with emphasis on school and public construction.
3. Qualifications of all key project team members particularly with projects of similar scope and complexity.
4. Reputation and professional standing in the architectural field, honors, memberships in local councils and AIA.
5. Qualifications of key consultants identified in the Official Statement of qualifications Form.
6. Successful firms shall be capable of meeting ALL project schedules and budget. . Most Design and construction schedules will be aggressive requiring a highly responsive design team throughout the project.
7. Firms will be required to assign a senior level staff member to every project that will provide REGULAR direction and coordination of the projects during design and throughout the completion of the projects. Such members should have significant experience with similar projects and must have proven knowledge of applicable codes and guidelines as they relate to this project.

SECTION 6: MBE/WBE Considerations

1. Identify whether the Firm is an MBE/WBE (minority business enterprise/women business enterprise).
2. Identify past experience in using MBEs/WBEs as subcontractors or consultants.

SECTION 7: Current/Projected Workload

1. Firm's current workload and times frames for completion.
2. Firm's pending contracts and potential time frames for completion.

NOTE: Following the completion of the project design documents, the OWNER will require working electronic files of all Construction Documents (in AutoCAD r.2010 and hyperlinked PDF format for drawings and specs) and field revisions.

Completed current Federal Standard Form SF330 shall be included with statement of qualifications.

Statement of Policy

It is the policy of the Town of Bluffton that discrimination against businesses on the basis of race, color, national origin, and gender is prohibited. No person shall be denied the benefit of, or otherwise discriminated against, on the grounds of race, color, national origin or gender in connection with the award and/or performance of any contract or modification of a contract between a vender or contractor and the Board which contract is paid or is to be paid for, in whole or part, with monetary appropriations of the Board. Further, it is the policy of BCSD to encourage and promote on an inclusionary basis contracting opportunities for all business, without regard to race, color, national origin or gender. It is expected that all firms seeking to do business with the Town of Bluffton will comply with this TOB policy.

M/WBE Compliance

Potential bidders must demonstrate their process for contracting or utilizing businesses as subcontractors or suppliers for work on projects undertaken is open to businesses regardless of race, gender or ethnicity, by fulfilling one (1) of three (3) alternative eligible bidder categories.

1. Documentation of prior M/WBE on projects undertaken in South Carolina during the previous two (2) years at the level of availability.
2. Documentation of prior good faith outreach efforts on all projects undertaken in South Carolina during the previous two (2) years.
3. Commitment to future good faith outreach efforts in all projects undertaken in South Carolina.

Statement of Intent

We, the undersigned have prepared and submitted all the documents required for this project. We have prepared these documents with a full understanding of the Town of Bluffton's goal to ensure equal opportunities in the proposed work to be undertaken in performance of this project. Specifically the Town of Bluffton seeks to encourage and promote on an inclusionary basis contracting opportunities without regard to the race, gender, national origin or ethnicity of the ownership or management of any business and that it is an equal opportunity employer and contracting entity. We certify that the representations contained in the Minority/Woman Business Enterprise (M/WBE) Utilization Report, which we have submitted with this RFQ, are true and correct as of this date. We commit to undertake this contract with the Minority/Woman Business utilization Report we have submitted, and to comply with all non-discrimination provisions of the Minority/Woman Business Enterprise Program in the performance of this contract.

Signature

Date

Name: _____

Title: _____

Project: _____