

Lake City, South Carolina



**City of Lake City
Finance Department
202 Kelley Street
Lake City, SC 29560
843.374.5421**

**Request for Qualifications
for Architectural & Engineering Services
(Community Center Building Conversion)**

RFQ #10-410-002-2021

March 31, 2021



RFQ FOR: Architectural & Engineering Services (Community Center Building)
RFQ. NO. 10-410-0001-2021
CLOSE DATE: May 31, 2021 12:00pm

FOR ADDITIONAL INFORMATION CONTACT: CITY OF LAKE DEPUTY FINANCE DIRECTOR, GLENN BODENHEIMER, AT 843-374-5421.

USE THIS SHEET AND SUBMIT YOUR BID IN AN OPAQUE ENVELOPE MARKED "SEALED RFQ. NO.: 10-410-0002-2021", TO PO BOX 1329, LAKE CITY SOUTH CAROLINA 29560, OR FOR FEDEX/UPS DELIVERIES, 202 KELLEY STREET, LAKE CITY, SC 29560, ATTENTION OF THE PROCUREMENT MANAGER.

BIDS WILL BE RECEIVED NO LATER THAN 12:00 NOON, MAY 31, 2021. BIDS WILL BE OPENED AND REVIEWED BY THE BID COMMITTEE AS SOON AS THE COMMITTEE CAN CONVENE. THE BID COMMITTEE WILL MAKE A RECOMMENDATION TO BE PRESENTED TO THE MAYOR AND CITY COUNCIL. YOU WILL BE NOTIFIED AS TO WHETHER YOUR BID WAS AWARDED OR REJECTED.

NOTE: ALL CONTRACTORS AND SUBCONTRACTORS MUST BE LICENSED AND INSURED; MUST PROVIDE A CERTIFICATE OF INSURANCE FOR WORKER'S COMPENSATION IN THE BID PACKET (MUST BE ISSUED FROM BROKER).

NOTE: ALL OF THE ABOVE SPECIFIED TIMES WILL BE DESIGNATED BY THE CLOCK IN CITY HALL.

NOTE: CITY OF LAKE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS SUBMITTED FOR THIS REQUEST.

NOTE: IF YOUR COMPANY IS AWARDED THE BID, YOU WILL BE REQUIRED TO OBTAIN A CITY BUSINESS LICENSE AND ALL APPLICABLE PERMITS AS REQUIRED BY ALL CITY OF LAKE CITY ORDINANCES. CONTACT THE PROCURMENT MANAGER AT (843) 374-5421 FOR MORE INFORMATION.

NOTE: SUBMITTED ITEMS MUST BE EQUIVALENT TO THE OUTLINE DETAILED ON THE ATTACHED PAGE OR PAGES.

NOTE: PAYMENT IS AS FOLLOWS: AT THE COMPLETION OF THE JOB, WITH A COMPANY INVOICE, COMPLETED W-9 AND ALL AUTHORIZED APPROVALS. THE

RECEIPT OF ALL PRODUCTS ORDERED AND COMPANY INVOICE WITH ALL AUTHORIZED APPROVALS.

FIRM NAME: _____

FIRM PHONE NUMBER: _____

FIRM EMAIL ADDRESS: _____

DATE SUBMITTED: _____

AUTHORIZED SIGNATURE: _____

Introduction and Purpose

The City of Lake City, SC, is soliciting qualifications from experienced A/E firms interested in providing design services associated with the conversion of an existing vacant building located on W. Cole Road that was formerly occupied by Florence-Darlington Technical College for potential repurposing as a community events center. The new building will potentially host events such as weddings, community meetings, classes, etc., in addition to housing gymnasium.

The solicitation and procurement process is being conducted in accordance with the City of Lake City Resolution 2014-279 "Procurement and Contracting Policy" and other state and local procurement guidance and terms/conditions as applicable.

Communications Regarding the RFQ

All communications regarding this RFQ are to be coordinated through the individual identified in this section. Offerors are to direct all communications to:

Glenn A. Bodenheimer
Deputy Finance Director
City of Lake City, SC
843-374-5421 x204

RFQ Schedule/Key Dates

The following details the schedule for the RFQ process. Offerors should carefully examine the schedule and make certain they have a clear understanding of the requirements of the specified project milestones and the associated dates.

Event	Date
Issue RFQ	03-31-21
Site visits (if applicable)	By Appointment
Offeror to submit questions	05-24-21
Responses to questions	05-24-21
Qualifications due from offerors	05-31-21 by 12:00pm
Offeror selection	TBD
Contract start	TBD

Questions

All questions should be submitted in writing via email by Day, Date, Time, to:

Glenn Bodenheimer
Deputy Finance Director
gbodenheimer@cityoflakecity.org

Statement of Qualifications Format

Offerors must respond to all information requested in this RFQ as concisely as possible. Offerors are to limit the length of their submittals to 25 single-spaced pages printed on one side only. Sufficient information should be provided so that The City of Lake City can evaluate the offeror's ability to perform the requested work. However, elaborate submittals and/or generic marketing materials are not desired. The statement of qualifications must be organized according to the following format

Section	Details
Cover Letter	<ul style="list-style-type: none">• Include signature of Authorized Representative of the offeror• Include a statement on accepting terms and conditions as stipulated in this RFQ• Acknowledge all issued addenda (if applicable)• Present an overview of the key points regarding offeror's submittal
Experience	<ul style="list-style-type: none">• Provide a brief history and overview of capabilities for the firm• Provide a brief history and overview of capabilities for each key subconsultant (as applicable)• Describe an overview of relevant projects completed by the offeror
Project Approach	<ul style="list-style-type: none">• Describe the offeror's proposed approach for completing the project scope and meeting the project schedule• Describe any special features and/or advantages of the proposed approach
Professional Resources	<ul style="list-style-type: none">• Provide a project organizational chart (with subconsultants, as applicable)• Describe the qualifications of key project staff proposed for the project
References	Provide the following information for three reference clients: <ul style="list-style-type: none">• Client name• Contact name• Telephone• Address• Brief description of project

Qualifications Evaluation

Submittal of qualifications by firms does not create any right or expectation to a Contract with the City of Lake City. The City of Lake City, SC, reserves the right to reject any or all statements of qualifications, in whole or in part, with or without cause, even if all the stated requirements are met. The City of Lake City also reserves the right to waive any formality/technicality associated with the solicitation process and/or cancel this RFQ in its entirety if it is in the City's best interest. In addition, the City of Lake may enter into negotiations with one or more entities simultaneously and award a contract without notification. The City of Lake City may also request additional

information or conduct an on-site review of offeror's facility and/or other locations where these services may be provided.

It is the intent of the City to award a contract to the offeror that represents the best overall value. To that end, the City will consider a range of technical qualifications in making its selection of an offeror for construction cost and fee negotiations. Qualification responses will be evaluated based on the following criteria:

Section	Evaluation
Experience 25%	<ul style="list-style-type: none"> * Relevance of offeror's background in similar design services * Geographic location of the firm within SC * Positive relationship and past performance with the City of Lake City, SC * Relevance/similarity of other example projects
Project Approach 20%	<ul style="list-style-type: none"> * Understanding of the overall project requirement * Ability to meet budget and schedule requirements * Ability to coordinate with applicable regulatory/administrative agencies * Useful special features and/or advantages
Professional Resources 20%	<ul style="list-style-type: none"> * Availability of corporate oversight/support * Functionality of project organization * Appropriateness of staffing * Qualifications of key personnel
References 20%	<ul style="list-style-type: none"> * Client one evaluation * Client two evaluation * Client three evaluation
Submittal Quality 15%	<ul style="list-style-type: none"> * Overall quality and clarity of qualifications submittal

Submittal Guidelines

RFQ Addenda

In the event that modifications or additions to the RFQ become necessary, offerors will be notified in writing. Only written modifications to the RFQ will be valid; verbal direction provided by the City will not be considered binding. All addenda will be posted on the City of Lake City website. <https://lakecitysc.gov/140/Bid-Opportunities>

Statement of Qualifications Preparation Costs

The City will not be responsible for any costs incurred in the preparation of qualification statements by offerors. All costs incurred in the preparation and delivery of statements of qualifications will be absorbed by the offeror.

Submission Requirements

The offeror must submit five printed copies and one electronic copy of its statement of qualifications to the City of Lake City by the stated deadline. Printed copies are to be bound using soft covers.

Authorization Signature

Offeror's statement of qualifications cover letter is to be signed by a person authorized to commit the offeror to the performance of this project.

Notification of Award

Offerors submitting qualifications will be notified of the decision for award in writing at the completion of the selection process.

Deadline and Submission

Offeror statements of qualifications must be submitted by Monday, May 31, 2021 at 12:00pm at the following location:

City of Lake City Finance Department
Attn: Glenn Bodenheimer
202 Kelley Street,
Lake City, SC 29560

Statements of qualification submissions must be plainly marked in a sealed envelope with the offeror's name, the project title/RFQ number, and the date and time of the deadline for submission. The City will not be responsible for late submission caused by the postal service, other carriers, or other delivery problems, regardless of the reason.

Background Information

The City of Lake City is a full-service community. Lake City is located in Florence County, in eastern South Carolina, 23 miles south of the county seat, the city of Florence. We are located 63 miles west of Myrtle Beach, 89 miles north of historic Charleston, and 78 miles east of Columbia, the state capital. Interstate 95 and Interstate 20 are both within 26 miles of Lake City. U.S. Highways 378, 52 and SC 341 intersect in Lake City.

Project Information/Scope

The City of Lake City, SC, is soliciting qualifications from experienced A/E firms interested in providing design services associated with the conversion of an existing vacant building located on W. Cole Road that was formerly occupied by Florence-Darlington Technical College for potential

repurposing as a community events center. The new building will potentially host events such as weddings, community meetings, classes, etc., in addition to housing gymnasium.

The successful offeror shall perform and provide any and all-related professional services, including planning/programming; architecture; MEP; structural engineering; interior design; and construction administration services; and/or related services incidental thereto necessary to issue construction documents for bid and to oversee the completion of the construction activities.

Anticipated Project Budget

The total anticipated project budget range for project is \$3,500,000, including design/engineering. Specific programming and space layouts will be finalized in collaboration with the selected firm to establish a more refined cost estimate for project completion.

Anticipated Project Schedule

The City of Lake City desires an aggressive schedule for the completion of the project. The final project schedule will be developed in collaboration with the selected offeror.

Anticipated Contracting Vehicle

The basis for the anticipated contract for this project is AIA B101 - 2017, Standard Form of Agreement Between Owner and Architect (or equivalent) and shall be governed by and construed according to the laws of State of South Carolina.

Representations/Insurance Coverage

Offerors represent that all tasks will be performed in accordance with generally acceptable professional standards and that the advice and consultation provided shall be within its authority and capacity as a properly licensed professional(s). The successful offeror shall comply with all regulations, laws, ordinances, and requirements of all authorities having jurisdiction (AHJs) applicable to the assigned project.

The successful offeror shall also maintain appropriate insurance coverages (workers' compensation and employer's liability insurance, commercial general liability insurance, project-specific liability insurance, and professional liability) as stipulated in the final contract agreement and shall also carry and maintain at the firm's cost appropriate licensure to do business in South Carolina.

Vendors are required to have a City of Lake City Business License to do business within the City of Lake City.