Request for Qualification (RFQ)

For Architectural Services

McCormick, South Carolina
REQUEST FOR QUALIFICATIONS (RFQ)
FOR ARCHITECTURAL SERVICES

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The County of McCormick
Notice of Request for Qualifications
For Architectural Services for the EMS Headquarters
And W.S. Mims Civic Center

Request for Qualifications (RFQ) for Architectural Services of Construction projects pertaining to the EMS Headquarters and W.S. Mims Civic Center are to be addressed to the County of McCormick, Attention Columbus M. Stephens, County Administrator, 610 South Mine St., McCormick, SC 29835 and will be received on or before 2 PM February 17, 2016.

A copy of the RFQ Package in its entirety, including scope of work is available for download from McCormick County’s website at www.mccormickcountysc.org. The RFQ will be located in the News section on the homepage.

The services provided by an architect are professional services. The selection of an architect for professional services is made in the discretion of the County. The County of McCormick reserves the right to refuse and reject any or all qualifications and to waive any and all formalities or technicalities or to accept the firm who the County of McCormick in its sole discretion determines to be most qualified. The County of may determine to take no action and reserves the right to do so. Qualifications submitted after the deadline date and time will not be accepted. Note: Firms submitting qualifications not in proper form may be rejected.
The County of McCormick
Request for Architectural Services

PURPOSE OF RFQ
The County of McCormick invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firm(s) interested in providing architectural services in connection with the design and planning of the Emergency Management System Building and the W.S. Mims Civic Center.

SITE DESCRIPTION
The W.S. Mims Civic Center is located at 516 Mims Drive in McCormick, South Carolina. The Emergency Management System Building is located 212 Augusta St. Extension and Judicial Center/Law Enforcement Center is located 210 Augusta St., Ext., McCormick, South Carolina 29835.

OBJECTIVES
The County of McCormick proposes to retain a highly qualified, capable firm(s) to act as the Architect throughout planning and completion of the projects. The firm(s) who participate in the RFQ process are sometimes referred to as “Respondents” and “Architects”. The County of McCormick will give prime consideration to the Architect with significant, current experience in the development, design, renovation and construction of similar buildings and projects. The overall goal of McCormick County is to complete a feasibility study on the Mims Civic Center and the Emergency Management System Building to determine whether it is in the best interest of the County and more cost effective to renovate or construct new buildings. The County of McCormick reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any respondent on any terms or conditions.

SCOPE OF WORK
The selected Architects(s) will be required to perform the basic architectural and engineering services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as circumstances may dictate. Upon the initial selection of an Architect based upon qualifications, with which negotiations will proceed, a Scope of Work will be developed.

The County of McCormick anticipates a contract which will include schematic design, production of computer generated renderings, and cost estimations for each phase of the project; however, the County of McCormick reserves the right to include additional project elements in the initial or subsequent professional services.
agreements as The County of McCormick may (in its sole discretion) deem appropriate. The selected Architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering, and structural engineering as appropriate for the Scope of Work negotiated. The Architect is also required to identify and select the appropriate sub-consultants; however, the County of McCormick reserves the right to approve proposed sub-consultants that will be associated with each project.

The work will include, at a minimum, the following components:

1. Analysis of the existing facility at the Mims Civic Center and completion of a feasibility analysis with a basic budget figure for converting the facility to a public community center.
2. Development of a design plan, including schematic designs and renderings, of a proposed community center facility.
3. The design of a project plan that allows for the phased implementation of the conversion of the facility to a community center.
4. Analysis of the existing facility at the Emergency Management System Building and completion of a feasibility analysis with a basic budget figure for renovating existing facility or construction of a new facility.
5. Development of a design plan including schematic designs and renderings of a proposed Emergency Management System facility.
6. The design of a project plan that allows for the phased implementation of renovation or construction of new facility.

PROJECT FUNDING
Funding for the work described herein will be determined by the County of McCormick as approved and authorized by McCormick County Council.

SELECTION PROCESS
From a review of the statements of qualification received, the County of McCormick intends to evaluate the proposals and possibly invite one or more firms to be interviewed before making a final selection of a firm for the projects. The County of McCormick will notify selected firms of the date and times of any interview. The County of McCormick reserves the right to make a selection based solely on statements of qualifications received.

The selected respondent whose selection was based on qualifications will then negotiate with the County of McCormick on fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, negotiations will proceed with other qualified respondents until a mutually agreed contract can be negotiated.
EVALUATION CRITERIA
The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

A. Qualifications of Firm
   Qualifications of firm, specifically as they relate to this Project.

B. Firms Experience on Similar Projects
   Related project experience of the firm(s) and the individuals who would be assigned to the Project.

C. Available Resources to Complete Project
   This criterion would include the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the project categories.

D. Responsiveness to the RFQ
   This would include any documents submitted such as concept plans, space planning and design concepts and other related items.

E. Professional References
   Provide names and contact information for professional references.

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

A. All Information True – By submitting a response, Respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, may be excluded.

B. Cost of Responses – The County of McCormick will not be responsible for the costs incurred by anyone in the submittal of responses.

C. Contract Negotiations – This RFQ is not a contract or a commitment of any kind. If this RFQ results in a contract offer by the County of McCormick the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.

D. No Obligation – The County of McCormick reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in the County of McCormick’s best interest; or cancel the entire process.
E. Professional Liability Insurance – The Respondent shall have the appropriate liability insurance certificate by an insurer authorized to transact insurance in the State of South Carolina.

SUBMITTAL INSTRUCTIONS
Sealed submittals are required. Three copies of the responses are to be delivered to Columbus M. Stephens, County Administrator, at the address set forth below at or before 2:00 p.m. on Wednesday, February 17, 2016. All submittals must be labeled: RFQ

ARCHITECTURAL SERVICES 2016-2-17.

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES
FOR W.S. MIMS CIVIC CENTER AND EMERGENY MANAGEMENT SYSTEM
The County of McCormick
Attn: Columbus M. Stephens
610 South Mine St.
McCormick, SC 29835

To enable the County of McCormick to efficiently evaluate the responses, it is important that the Respondents follow the required format in preparing their responses. Responses that do not conform to the prescribed format may not be evaluated.

Pages shall be no larger than letter size (8 ½” by 11”) or, if folded to that dimension, twice letter size (11” by 17”) each section (defined below) shall be separated by a tabbed divider.

CONTENT OF SUBMITTAL

Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project(s).

A table of contents should be next, followed by dividers separating each of the following sections:

Divider #1: Firm Information

a. Firm name, addresses, and telephone numbers of all firm offices.
b. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
c. Years firm has been in business
d. Name of principals in firm.
e. Primary contact.
f. Organizational description.
g. Description of firm’s philosophy.

Divider #2: General Company History/Qualifications
a. A brief history of the Architect and the services routinely provided
b. An organization chart that explains team member responsibilities.
c. Name of the Project Team Leader in charge of projects.
d. The resumes of all persons to be assigned to the project with their prospective roles identified.
e. Documentation that the firms on the Architect’s team (architects and engineers) are registered in the State of South Carolina.

Divider # 3: Experience and References

a. Discussion of Architect’s experience in working with government agencies.
b. List of representative governmental projects, whether ongoing or completed, including references. Please begin with projects in South Carolina. For each, please provide:
   i. Project name and location
   ii. Year completed
   iii. Short description of project
   iv. Name, addresses, and phone numbers of owner and contact person tasked with daily responsibilities of project
   v. Cost of Construction for project
   vi. Names, addresses and telephone numbers of general contractor and engineer
   vii. Design and construction cost and whether or not it was completed on time

Divider # 5: Management and Organizational Approach

On two pages or less, please describe your management and organization approach to the project. The following should be addressed within this description:

a. Describe your firm’s understanding of the projects.
b. Describe how the firm will organize to perform the services.
c. Description of Architect’s approach to code analysis and jurisdictional approvals.