



REQUEST FOR QUALIFICATIONS (RFQ 04-19) FOLLY BEACH CITY HALL RENOVATION DESIGN

1. GENERAL

The City of Folly Beach (“City”) is seeking qualifications from SC registered design professionals to create plans and specifications for a renovation to update Folly Beach City Hall (“City Hall”).

The City is a beach community 10 miles south of Charleston, SC. City Hall is located at 21 Center Street and consists of approximately 8500 square feet of conditioned space. The City seeks to redesign City Hall to better serve the public and the staff. The design should work within the existing structural envelop, to renovate the interior layout to include office space, customer services space, meeting space, break areas, utilities, and finishes. The priority renovation will occur on the first floor, with other areas included as the budget allows. The construction budget is estimated to be \$600,000. The scope of work does *not* include the Folly Beach Public Safety building at 106 W. Cooper.

The purpose of this Request for Qualifications (“RFQ”) is to solicit qualification proposals, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who can best meet the needs of the City.

2. SCOPE OF WORK

- a. **Review current building design and special layout**, to identify limitations and opportunities for renovation within budget.
- b. Conduct **stakeholder meetings** with Mayor, Administrator, & Departments Heads to identify renovation goals and budgetary constraints.
- c. Develop a **concept plan and estimated construction budget** for consideration by Mayor, staff, and City Council.
- d. After concept approval, **consult regularly** with the City regarding the progress of design and the cost implications. Consultation should include, at a minimum, a 20%, 60% and final design review meetings.
- e. Prepare **architectural drawings**, specifications, and contract documents for City Hall renovation required through permitting.
- f. Ensure the building is compliance with the currently adopted building codes, ADA, and public accessibility requirements.
- g. Include electrical, mechanical, plumbing, network, and other utilities within the design plan for a completely functioning City Hall.
- h. Assist City staff in **drafting construction bid and contract documents**.
- i. Provide progress **inspection and contract administration services** during and immediately following construction. Assist the City in obtaining full completion and satisfaction from the contractor and in the enforcement of product guarantees.

3. PROPOSAL PROCESS

- a. Packets can be picked up at the Municipal Clerk’s Office, 2nd Floor, 21 Center Street or



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can be requested from Katharine Eich by phone at 843-513-1833 or email at keich@cityoffollybeach.com.

- b. Questions may be emailed no later than February 5, 2019 to Eric Lutz, Director of Public Works, Facilities, and Building, elutz@cityoffollybeach.com. Answers will be provided to all attending parties at the mandatory meeting, below.
- c. There will be a mandatory meeting on Friday, February 8, 2019 at 2:00 pm in the Council Chambers in City Hall, 21 Center Street. All interested responders must attend.
- d. All sealed proposals must be received in the Office of the Municipal Clerk no later than 2:00 p.m. February 22nd, 2019. Sealed proposals may be hand-delivered to the Municipal Clerk, Katharine Eich at 21 Center Street, 2nd Floor, or mailed to P.O. Box 48, Folly Beach, SC 29439, Attn: Katharine Eich, Municipal Clerk. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal. Proposals must be clearly labeled "RFQ 04-19 : Folly Beach City Hall"
- e. The proposals will be opened at 2:05 p.m. on Friday, February 22nd, 2019. All submitters are invited to be present or send a representative. Under the provisions of the Freedom of Information Act, all proposals, excluding pending legal actions will become public information.
- f. Evaluation of proposals will be conducted from February 22nd, 2019 through March 12th, 2019. The selection decision for the selected contractor will be by City Council resolution at a regularly scheduled Council Meeting on March 12th. The winning Firm will be notified after the City Council Meeting.
- g. All contractual terms and conditions will be subject to review by the City of Folly Beach. This will include scope, budget, schedule, and other necessary items pertaining to the contract. This request does not commit the City to the award of a contract, or to pay any costs incurred in the preparation of a response to this request.

4. PROPOSAL REQUIREMENTS

Each company shall submit the following documents as applicable to be considered responsive:

- a. Qualifications to meet the City's objectives. This shall include size of the business, office location from which the service is being performed, and a list of project personnel and equipment assigned to the project.
- b. Prior work performed, including renderings or pictures of prior interior design work.
- c. Names and contact information for three professional references.
- d. Work plan including process and estimated start and completion date.
- e. Indicate and list any pending legal actions.
- f. Provide current copy of IRS Form W9.



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- g. Outsourcing Statement: If your organization must outsource or subcontract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Costs should be all-inclusive to include any outsourced or subcontracted work. Any proposals that call for outsourcing or subcontracting work must include the name, description, and contact information for the organization being subcontracted.

The City of Folly Beach reserves the right to reject, in whole or in part, any qualifications submitted which, in the judgment of the City of Folly Beach, would not be in its best interest. The City also reserves the right to waive minor deficiencies or reject any or all proposals.

5. OTHER REQUIREMENTS OF THE SELECTED FIRM OR DESIGN PROFESSIONAL

If contract is awarded, contractor must be prepared to provide and agree to the following, at his or her own expense, prior to beginning work and at all times during performance of services:

- a. Professional Liability Insurance in the amount of \$500,000 per claim. In no event shall the deductible on any such policy of insurance exceed \$25,000.
- b. Commercial General Liability Insurance on an occurrence basis in an amount equal to \$1,000,000 for each occurrence and must include the following coverages: (i) completed operations coverage, (ii) blanket contractual coverage, including both oral and written contracts, (iii) personal injury coverage.
- c. Automobile Liability Insurance in the amount of \$500,000. No endorsement limiting or excluding a required coverage is permitted.
- d. Maintenance of state and local licenses necessary to operate a business in the City of Folly Beach. These costs are not to be paid in whole or in part by the City.
- e. Indemnification and hold harmless documentation for any and all claims arising out of its performance of its duties under this contract.
- f. Willful compliance with all applicable federal, state and local laws, ordinances and regulations.
- g. The firm selected will engage in a contractual agreement based on this proposal prior to any work being performed.
- h. Any modifications to the contract shall be in writing and signed by both parties.

6. PROPOSAL EVALUATION CRITERIA

The primary intent with regards to the procurement of these services is to obtain what the City would consider to be the most qualified firm for the needs of this project. This includes overall proposal suitability, a clear and organized proposal, experience, qualifications, and references.



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