



CITY OF CLEMSON

REQUEST FOR QUALIFICATIONS

**Architectural Services for the Renovation
and Expansion of the Clemson City Police
Station**

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CITY OF CLEMSON

The City of Clemson intends to enter into a contract with the successful proposer to provide architectural services for the renovation of a two-story, 8,000 SF police station and construction of a new two-story addition located behind the existing facility. All work must comply with applicable State and City regulations. Statements of Qualifications shall contain the requested information and be submitted in the format as shown on the Request for Qualifications information sheet.

All Statements of Qualifications **MUST** be received at the Clemson City Hall located at 1250 Tiger Blvd. Suite 1. Clemson, SC 29631 no later than 2:00 p.m. September 5, 2019, at which time only the names of the parties submitting proposals will be announced. Any submission received later than the specified time/date will **NOT** be accepted/considered. Hand-delivered submissions should be delivered to the same above referenced address. No facsimile, email or telephone proposals will be accepted. Statements of Qualifications must be submitted in a package clearly marked "Architectural Services for Clemson Police Station."

Contact Information for this Project:

Andy Blondeau
ablondeau@cityofclemson.org
864-653-2072

INSTRUCTIONS FOR STATEMENTS OF QUALIFICATIONS

General

This solicitation will be conducted in accordance with City of Clemson procurement code and regulation. Statements of Qualifications must be received by the City of Clemson no later than 2:00p.m. September 5, 2019. Submittals should be delivered to the attention of Andy Blondeau at the Clemson City Hall located at 1250 Tiger Blvd. Suite 1 Clemson, SC 29631. The City of Clemson is not responsible for delays in the mail. Any response received after the above stated date and time will not be considered. All submittals shall contain all information requested and shall be submitted in the format specified within this solicitation. Submissions must be packaged and clearly marked "Architectural Services for Clemson Police Station." Package labeling should also include the submitter's business name, address and license number (if applicable). The City of Clemson shall not be responsible for unidentified submittals. Respondents are to submit four (4) copies of the RFQ response document.

Examination of RFQ Document

Prior to submitting qualifications, each offeror shall carefully examine the RFQ document, study and thoroughly familiarize themselves with the requirements within, and notify the City of any conflicts, errors, or discrepancies. By submitting a Statement of Qualifications, the proposer guarantees that all services offered meet the requirements of the solicitation.

Questions/Addendum

Submit written questions to Andy Blondeau via email to ablondeau@cityofclemson.org or by phone at 864-653-2072. The deadline for questions is August 22nd at 5:00 p.m. EST. All questions will be addressed by addendum. All addenda will be posted on the City of Clemson website. All addenda must be acknowledged with the submittal. It shall be the proposer's responsibility to ensure they have all addenda by visiting the City's website. Verbal information obtained otherwise will not be considered in the awarding of the RFQ.

PROJECT OVERVIEW

The Clemson City Police Department was constructed and occupied in 1996 and has served the City well for 24 years. At the time of its opening, 25 sworn and civilian employees worked in the facility. Today, 46 employees use the same space. The current building can be generally described as a two-story 8,000 SF building with ample room to build an additional two-story building behind it.

Considering the unique nature of this project, prior police station design experience by the respondent, while desirable, is not considered essential. A respondent's ability to demonstrate their ability to program space based on the occupants' needs will also be heavily considered.

Responses shall comply with the terms, conditions, and instructions set forth in the paragraphs below:

The City will use a two-step process in making its selection. An RFQ, as the first step, will be issued to all parties who respond to South Carolina Business Opportunities (SCBO) notice advising of the proposed project or who otherwise learn of the project and register their interest as instructed. After an evaluation of all RFQ submittals received, the City intends to invite a short list of respondents to make presentations to the selection committee. The selection of the short-listed firms will be based on the criteria established in this RFQ. Firms not short-listed will be notified.

Selection/advancement to the short-list will be made at the City's sole discretion and will consider matters that may include but not be limited to:

1. The Respondent's work history (including work done under other names). Work history will include experience, conduct and performance on previous contracts, management skills, programming experience, and ability to fulfill the contract properly and on established schedules.
2. The Respondent's record of consistent client satisfaction, including projects comparable to or larger and more complex than this project. If a respondent team's member operates other related firms or has project management experience with a prior firm, the City may consider these connections in determining qualification for the Project. The Respondent, by submitting a SOQ, authorizes the City and its representatives to contact the owners and others familiar within these prior qualification connections. Furthermore, the respondent authorizes anyone from the prior work relationship to provide the City with a candid evaluation of the respondent's past performance.
3. The Respondent's prior experience on other projects undertaken for the City to include their demonstrated ability to complete work on these projects in accordance with the contract documents and the respondent's ability to work with the City during the process and on any and all follow-up issues that arise after project completion.
4. The City's RFP Short-List Selection Committee's appreciation of the design aptitude of the Architect and whether or not they have project specific experience or can demonstrate their ability to program space needs based on occupant needs.
5. Such other factors as the City may determine reasonable or necessary at its sole discretion.

It is not the intention of the City to receive project specific design proposals as a part of this RFQ. Respondents shall limit submittals to the information required but may certainly include images/plans of finished projects with relevancy to the City's project as experience examples with the RFQ. Failure to comply will result in disqualification of a Respondent.

PROJECT SCOPE

The Project includes all work necessary to complete a full set of architectural documents that can be used to renovate and expand the Clemson Police Station. The City intends to retain a highly qualified architect for the project with services to begin with program development and run through issuance of a Certificate of Occupancy. Pose occupancy services availability shall extend through all equipment and materials warranty periods.

The architect (with in-house staff or sub-consultants) will be required to furnish all the necessary work to complete:

1. **Space Program Study.** Conduct study to ascertain tenant's needs to design space commensurate with those needs. Evaluate potential sites for construction suitability for the new police station.
2. **Schematic Design.** Develop 2 or 3 design ideas for consideration based on information obtained during the program study and research phase. Construction cost estimates should be provided for each option presented.
3. **Design Development.** Drill down on the design option selected by the committee to develop an updated construction budget. Work with the client to select options to keep the construction costs within budget limits.
4. **Prepare Construction Documents.** Drawings and specifications as necessary for a quality result.
5. **Bidding and Negotiation.** Field questions. Qualify bids. Assure all applicable procurement regulations are followed.
6. **Construction Administration.** Assure the project is constructed according to the contract and construction documents.

Receipt of RFQ responses does not bind the City to any interviews or contract negotiations for professional services, nor does it guarantee that a contract for the project will be awarded.

SELECTION PROCESS

The City will use a Selection Panel to evaluate the RFQs. The Selection Panel will consist of Administration and Police Department staff. The selection panel will select a short-list of firms to be interviewed. Following the short-list interview presentations, the Selection Panel will recommend to the Clemson City Council the selection of the Respondent to undertake the Project. The selected Respondent then will negotiate with the City on contract conditions. If a reasonable contract cannot be achieved (in the opinion of the City), with the Respondent of choice, negotiations will proceed in order of ranking with the other Respondents interviewed until a mutually agreed upon contract is negotiated.

EVALUATION CRITERIA

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following:

1. Qualifications of the Respondent, specifically as they relate to this Project.
2. Experience of the Respondent on similar projects and the individuals who would be assigned to this Project.
3. Available resources to complete project. This criterion would include the design tools, personnel, resources, or methodologies commonly used by the Respondent that may be applicable to the project categories.
4. Responsiveness to the RFQ.
5. Professional References.
6. Body of work, both completed and “on the boards,” shown in the Respondent’s SOQ.

(Items listed above are not necessarily listed in order of importance)

ADDITIONAL INSTRUCTION, NOTIFICATIONS AND INFORMATION

1. Any attempt by a Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the SOQ, will be grounds for exclusion from the selection process.
2. By submitting a response, Respondents represent and warrant to the City 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, in any of the documents presented to the City for consideration in the selection process shall be excluded.
3. Respondents who are “short-listed” should expect and anticipate questions that will most likely focus not only on the Respondent team’s stated approach to the project but also on an appraisal of the professionals who would be directly involved in the Project.
4. RFQ process progress inquiries may be directed to Mr. Andy Blondeau, Assistant City Administrator.
5. Do not contact the Mayor, City Council, or the Selection Panel to make inquiries about the progress of the selection process. Respondents will be contacted when it is appropriate to do so.
6. The City will not be responsible for the costs incurred by anyone in the submittal of RFQ responses to this solicitation or responses to the short-list RFP. No submittal documents will be returned.
7. This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the City, the specific scope of work, associated fees, and other contractual matters will be confirmed during contract negotiations. To ensure that the appropriate staff is assigned to the Project, the City intends to make the inclusion of a “key persons” clause a part of the contract negotiations.
8. The City 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, and reject any or all Respondents

submitting responses should it be deemed in the City's best interest, or cancel the entire process.

9. The Respondent shall have in effect, for the duration of the contract period, the appropriate liability insurance written by an insurer authorized to transact insurance in the State of South Carolina.
10. All parties in a Response shall be duly licensed to offer said services in the State of South Carolina or be capable of obtaining such license before entering into the contract.
11. Any questions about the RFQ should be directed to:
Mr. Andy Blondeau, Assistant City Administrator
Vmail: 864.653.2072
Email: ABlondeau@cityofclemson.org

If necessary, as a result of any question received, an addendum to the RFQ will be issued to firms having registered to submit a SOQ. Written responses to germane questions received by August 22nd at 5:00 pm will be sent by email to all registered Respondents.

FORMAT AND CONTENT OF SUBMITTAL

To facilitate handling and evaluation, all SOQ's are to be the same size and be in the same order with respect to information requested. Each SOQ response shall be submitted as outlined in this section.

Format

1. SOQ's pages must be 8.5 x 11 inches, with a "portrait" orientation.
2. Margins shall be 3/4 inch top, bottom, and sides with a 1/2 inch gutter on the left side for wire spiral binding or 3 ring note book.
3. Front and rear covers shall be heavy stock. Do not use plastic overlaid covers. Cover design shall include the name of the Project and the name of the Respondent.
4. All pages except the covers shall be numbered in the bottom right hand corner.
5. The first page after the front cover shall be a *Table of Contents*. Use dividers or tabs to separate the sections of the RFQ response document.
- 6.

Content

Divider #1, Introductory Letter:

1. The first page following the divider shall be an introductory letter transmitting the response to the City. The letter shall state that continued interest in the Project shall remain in effect for a period of 90 calendar days from the submittal date.
2. All copies of the SOQ transmittal letter shall contain the original signature of a partner, principal, or other authorized official of the Respondent.

Divider #2, Firm Information:

1. Names, addresses, and telephone numbers of all Respondent firm offices having a role in the RFQ submission and any subsequent Project transactions.
2. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.

3. Years firm has been in business.
4. Names of principals.
5. Primary contact.
6. Organizational description.
7. Description of firm's philosophy

Divider #3, General Company History/Qualifications

1. A brief history of the Respondent and the services routinely provided in-house on municipal (or related) building projects.
2. An organization chart that explains team member responsibilities.
3. Brief resumes (one page) of all persons to be assigned to the project with their prospective roles identified.
4. Documentation by Professional Registration Number that the firms and individuals on the Respondent's team are registered in the State of South Carolina or provide information on why they are not so registered

Divider #4, Experience and References (Portfolio)

1. Show project examples with relevance to the City's Project. Limit of 10 projects with no more than 2 pages devoted to each project.
2. Identify the project by name, location, and year completed
3. Provide a short description of project
4. Provide client contact information
5. Provide design and construction cost and whether or not it was within the project budget.

PROJECT DATES

Request for Qualifications issued	July 30, 2019
Optional meeting to view current Police Station	August 5 and 7, 2019 at 10am
Last date to submit questions about the project	August 22, 2019
RFQ and Statement of Qualifications due	September 5, 2019
Short list announced (on or around)	September 12, 2019
Short list interviews (to be scheduled with selected firms)	September 23-27 2019
Selection announced	October 7, 2019