

City of Isle of Palms, South Carolina
Request for Qualifications (RFQ) 2023-01
Design Build Project
City Hall Modifications and Repairs

Pursuant to the City’s Procurement Ordinance, the City of Isle of Palms is Requesting Qualifications from companies interested in contracting to serve as the Design-Builder for the modification and repairs of City Hall located at 1207 Palm Boulevard, Isle of Palms, SC 29451. The City’s goals with the construction project are to address some maintenance issues, to add several office spaces, to reconfigure the office spaces to be primarily on one floor, and to improve the residents’ experience when visiting and interacting at City Hall. The City’s primary objective in utilizing the Design-Build approach is to bring the best available integrated design and construction experience to this project while ensuring that a quality project is delivered in an expedited manner.

Selection will involve a two-step process: (1) Qualifications phase: all interested Design- Build teams must submit qualifications as outlined in this RFQ; and, (2) Request for Proposal (“RFP”) Phase: The City will identify a short-list based on the evaluation of the RFQ criteria that will be issued the Request for Proposals documents.

The City reserves the right to waive irregularities and the right to reject any submissions at any point during the selection process. The City also reserves the right to approve all sub-consultants and team members.

Deadline for Questions: The deadline for questions is 5:00 p.m., Eastern Daylight Time, August 11, 2023. Respondents should send questions regarding this RFQ to Deputy Administrator Douglas Kerr, in writing or email to dkerr@iop.net. Questions received before the deadline will be answered via addendum posted on the City’s website at <https://www.iop.net/requests-for-bids-proposals> . Questions received after the deadline will not be answered.

If an addendum is issued, respondents must acknowledge receipt of the addendum with the submittal of the RFQ.

Deadline for Submission: The deadline for submission of RFQ is 5:00 p.m., Eastern Daylight Time, August 18, 2023. Qualifications should be submitted to the following:

Douglas Kerr, Deputy City Administrator
1207 Palm Boulevard
Post Office Box 508
Isle of Palms, South Carolina 29451

Qualifications must be received in a sealed envelope, clearly marked “RFQ 2023-01 Design-Build Project – City Hall Modifications and Repairs.” and include one (1) hard copy and one (1) electronic copy saved to USB Flash Drive. The City accepts no responsibility for electronic submissions, and it will be the responsibility of the Respondents to verify receipt by the City.

Proprietary and/or Confidential Information: Your RFQ response is a public document under the

South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your proposal. All information that is to be treated as confidential and/or proprietary must be CLEARLY identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as CONFIDENTIAL, in bold, in a font of at least 12-point type, in the upper right-hand corner of the page. All information not so denoted and identified will be subject to disclosure by the City.

I. Project Overview

City Hall is approximately 7,000 square feet and was constructed in 1991 to house the Police Department and the General Government staff. Since that time, the Police Department has moved out and the Building Department has moved in and the number of staff members has increased. While the Police Department had a need to operate independently for safety reasons, the current staff has a desire to work more collaboratively and find resources that could be shared to improve efficiency. Consolidating both the General Government and the Building Department to one floor will also enhance the customer experience as all services will be available in the same space.

The existing structure is not known to be structurally deficient but shows significant signs of deterioration. Based on a visual assessment, the following elements of the building are compromised:

- Exterior railings, porches, decks, stairs, and wood trim are in various stages of disrepair including some rot;
- Flooring should be considered for replacement throughout;
- Ceilings should be considered for replacement throughout;
- Soundproofing between floors should be considered;
- The elevator has met the end of its useful life and is becoming challenging to maintain because of parts availability and replacement should be considered;
- HVAC – There are multiple systems that are at varying ages and all systems should be analyzed and considered for replacement;
- Roof is aged and should be considered for replacement.

As the use of the building has evolved over the years, the following items should be considered in the reconfiguration:

- Improve customer experience by having all public spaces, including Council Chambers (also used for Municipal Court), a dedicated meeting room adjacent to Council Chambers, an upgraded entrance and arrival experience, and a public archive display area were established on one floor;
- Consolidate all City Hall to one floor so that the staff may be able to work more efficiently;
- Add dedicated office space for at least three (3) additional staff members;
- Consider energy efficiency practices such as additional insulation, solar panels or any other methods deemed cost effective as the City has adopted a goal of being a community that leads on environmental issues.

II. Submission Requirements

The following information must be submitted in response to this RFQ in the order indicated below. Submission packages shall not exceed 20 pages, single-sided.

Cover Letter (with the following elements):

- Statement of interest in the project
- Identification of the point of contact for this RFQ process with telephone number and e-mail address
- Name, address, telephone, e-mail, and website for the prime firm
- Signature of a duly authorized principal
- Indicate form of business, (e.g., corporation, partnership, joint venture, or sole proprietorship)

1. Team Strength and Capacity:

- a. Years in business
- b. Firm(s) history
- c. Number of full-time employees by the following categories:
 - Architecture / Engineering / Interior Design
 - Construction
- d. Firm(s) capacity: Demonstrate the level of commitment and current work under contract for both the firm and the personnel proposed for the project.
- e. Financial strength and capacity.

2. Team Competence and Experience:

- a. Provide evidence of the technical training, education, and experience of the firm's personnel and key consultants who would be assigned to perform the services, including the proposed architect of record, the design professionals and the construction professionals.
- b. Provide evidence of common experience between the key team members on project(s) of similar scope and complexity.
- c. Provide evidence of the firm's ability in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required design-build services competently and expeditiously with such documentation to include experience with the design-build delivery method including familiarity with the process, risks, and responsibilities.
- d. Past performance of the firm, including the firm's proposed architect of record, as reflected by the evaluation of previous clients with respect to such factors as control of costs, quality of work, dispute resolution, meeting deadlines and meeting diversity and inclusion goals as may have been required by law.

3. Design and Construction Management Experience:

- a. Local government experience.
- b. Demonstrate success record on commercial projects with construction challenges needing remediation.
- c. Familiarity with local construction market, including working relationships with local subcontractors and suppliers.
- d. Litigation history for the past 5 years.

4. Project Profiles (minimum of 5)

Provide profiles of projects that best illustrate the team's experience and capabilities. For each project, please provide the information below (a-j) in a consistent format. Images of projects are encouraged. One additional page per project (above the prescribed submission limit of 20) will be allowed for images of projects or a link to a project website may be provided.

- a. Project name
- b. Client name
- c. Identify if the institution is public or private
- d. Provide contact name and phone number
- e. Key team members (partner firms)
- f. Location (state)
- g. Size (gross square footage)
- h. Construction type (masonry, steel, wood, or hybrid)
- i. Construction cost
- j. Project schedule (design duration, construction duration, completion date)

III. Selection Process and Criteria

The City of Isle of Palms staff and the Public Services and Facilities Committee will screen the most highly qualified companies/teams from those submitted and will rank them according to their capacity to perform the proposed work. The City will consider the following criteria (maximum points indicated in parentheses) to identify the short-list of Respondents who will advance to the RFP phase:

1. Team Strength and Capacity (15 points)
 - a. Firm(s) strength and history (5 points)
 - b. Financial strength (5 points)
 - c. Firm(s) capacity (5 points)
2. Team Competence and Experience (35 points)
 - a. Common experience (5 points)
 - b. Design-Build experience (10 points)
 - c. Qualifications of key personnel (20 points)
3. Design and Construction Management Experience (40 points)
 - a. Public safety or municipal experience (10 points)

- b. Ability to meet the City's 's program, design, and construction quality standards (20 points)
 - c. Familiarity with the local construction market (10 points)
4. Overall quality of submission (10 points)

V. Notes

1. After the RFQ phase, the selected short-listed teams may not make any significant changes to the composition of the team's member firms, personnel assignments, and individuals' roles and responsibilities without the City's written approval.
2. City expects that planning, design and construction will be complete 12 months from award of contract by the City.
3. Once a team is chosen for the project, the City expects to enter into a standard AIA contract.