

REQUEST FOR QUALIFICATIONS

Architectural Design Services



RESPONSES ARE DUE NO LATER THAN

Monday, November 21, 2022 at 11:00 AM (Local Time)

TO:

Sherry Bodden
Purchasing Coordinator
sbodden@cityofgoosecreek.com
843-797-6220 ext 1109

Properly submitting a response to this solicitation to the Purchasing Office at Goose Creek City Hall on or before the due date and time will be the sole responsibility of the proposer. The City of Goose Creek will in no way will be responsible for delays caused by overland or electronic delivery systems. It is the sole responsibility of the proposer to confirm that a response has been received on or before the due date and time.

The City of Goose Creek request statements of qualifications for architectural services for design, upfit, and long-term visioning of the chapel at 222. St. James Ave., Goose Creek SC.

Background

The City of Goose Creek (City, or The City) is purchasing the chapel at 222 St. James Ave. The chapel was built in the mid-80s, and while not “historically significant” by some measures, the site has cultural significance in the Goose Creek Community. The chapel primarily served as a for-profit wedding venue for small ceremonies in the Lowcountry. It also served as an occasional house of worship. The property went up for sale in early 2022, and the City is purchasing it to preserve it as a cultural center for the community. Our goal is creating a space for public art; both inside the chapel and on the grounds. As such, the City is seeking architectural services to better understand the cost of a potential project as well as assisting the vision of what the chapel can and should be to maximize its public benefit. The architect is also expected to help select a general contractor to perform the work and also administer that construction project.

Joint submissions across disciplines will be considered.

Scope of Services

The scope of services required by the selected architectural firm shall be as follows:

- 1) Anticipated building design includes but is not limited to: architectural design of the building; design of all building electrical, mechanical and plumbing systems; estimation of project construction cost; interior design services; fixture and equipment bid documentation. Architect shall provide all drawings, specifications and bid documents necessary for bidding and completing the development and construction of the project, and prepare the contracts between the City and successful bidders for review. If a design-build (or similar) response is submitted, respondent will include contractor’s qualifications and team members.
- 2) Anticipated site design includes, but is not limited to, development of site plan, to include maximizing the outdoor space for public art and public access. If a design-build (or similar) response is submitted, respondent will include landscape design team’s qualifications and team members. Selected firm will meet with multiple stakeholders to develop scope and design ideas. Potential stakeholders may include City Council, Cultural Arts Commission, and other groups selected by staff.
- 3) Anticipated construction administration services: Anticipated construction administration services include, but are not limited to: conduct pre-bid conferences; evaluate bids and provide a recommendation to the City for contract awards; conduct pre-construction conferences; conduct regular site inspections and attend scheduled site meetings; provide observation of contractor’s operations and work to determine compliance with plans and specifications, quality of workmanship and progress including a written report to the City every week at a minimum until final acceptance of work; review shop drawings and contractor’s submissions; process payment applications; provide clarifications, proposal requests, and change orders; conduct preliminary punch-list review; coordinate preparation of O & M manuals and warranties; and final inspections for compliance with contract documents and code requirements.

Firm Requirements

While team responses are encouraged, the lead respondent shall be an architecture firm:

- 1) The firm must be AIA licensed to practice in the State of South Carolina.
- 2) The firm must be located within South Carolina.
- 3) The firm shall be capable of meeting the project schedule and have the resources available to begin and complete each phase of work.
- 4) Firms wishing to be considered for this project shall attend a mandatory pre-submission meeting with City staff at the site and by appointment.
- 5) If awarded the contract, must obtain a City of Goose Creek business license prior to the commencement of work.

Insurance Requirements

Contractor will procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors. The cost of such insurance will be included in Contractors bid.

Policy must show the City of Goose Creek as an Additional Insured.

Minimum limits of insurance contractor will maintain limits no less than:

- Commercial General Liability limits for bodily injury, personal injury, or property damage \$ 1,000,000 per occurrence \$ 2,000,000 aggregate and a minimum limit of \$1,000,000 for products/completed operations.
- Automobile Liability: \$ 1,000,000 combined single limit per accident for bodily injury and property damage.
- Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by the laws of the State of South Carolina and Employers' Liability limits of \$1,000,000/\$1,000,000/\$1,000,000 per accident.

The City requires the professional to comply with the standard insurance requirements for contractors and, additionally, to maintain during the life of the contract and to provide evidence of professional liability insurance, errors and omissions insurance, malpractice insurance or similar insurance by whatever title known. Such insurance must comply with Section I B of the general requirements and be written in an amount not less than \$1,000,000 limit. If coverage is written on a claims-made form The City of Goose Creek may require the continuation of coverage for a period of time after completion of the contract or may require an extended reporting period if the policy is cancelled after the term of the contract.

Business License Requirement

It is required that each contractor/firm and sub-contractor awarded a contract agreement with the City of Goose Creek, either secure a business license or update their current business license for the contract amount for the work being done inside the city limits. The successful contractor/firm is required to contact the Business License Office at 843-797-6220.

Acceptability of Insurance

All insurance policies will be written by insurers licensed to do business in the state of South Carolina. It is realized that certain business activities may not be readily insurable by admitted carriers. If insurance is written by non-admitted carriers whose names appear on the current listing of approved and non-admitted carriers prepared by the State of South Carolina Department of Insurance, such carriers will be favorably considered assuming they meet all requirements. Non-admitted carriers should be so identified on the Certificate of Insurance form. The City reserves the right to reject any and all certificates or policies issued by insurers with a Best's rating less than A-.

Indemnity Provision

Contractor assumes entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of injury, or alleged injury (including death) to any person, or damage, or alleged damage to property of The City or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance of the work/service by the contractor, his subcontractors, agents and employees, including losses, expenses or damages sustained by The City, and agrees to indemnify and hold harmless The City, its officials, employees or volunteers from any and all such losses, expenses, damages, demands and claims and agrees to defend any suit or action brought against them, or any of them, based on any such alleged injury or damage, and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, contractor agrees to purchase and maintain during the life of this contract, contractual liability insurance in the amount required in the general liability insurance requirements and to furnish proper evidence thereof.

Selection Criteria

The following criteria may be used to select a firm or team for this project:

1) Past Performance

- a) Demonstrated experience and excellence in projects with comparable scale, complexity, and function.
- b) Proven Capabilities: Respondents are asked to provide up to five graphical representations of similar projects that have been finished to completion. Respondent may also provide examples of work with a public entity, such as another municipality, county, school district, special purpose government or any general-purpose government.

2) The Ability of Professional Personnel

Qualifications of the principals and project team members proposed for the project, including a clear definition of their primary responsibility. The section shall also include:

- a) An organizational chart for all members in the designated design team. List any in-house or out-of-house special consultants. Identify their function within the team.
- b) Indicate the names of employed persons that will be designated as the project manager and principal design member. Indicate the person that will serve as point of contact for all matters relating to management of contract and design services.

- 3) Willingness to Meet Time and Budget Requirements
 - a) Indicate your intent to complete the Work within the negotiated fee and include general references where this has been accomplished.
 - b) Present an outline of the basic work plan anticipated to accomplish the work.
- 4) Location
 - a) Provide office locations within in South Carolina and who is staffed at these offices and where the consultant's headquarters is located.

Procedures for Submission

Respondents must submit all materials by November 21, 2022 EST.

Sequence of Events:

- 1) October 11: RFQ released
- 2) October 17 – November 11: On site tours available, staff available for meetings and questions.
- 3) November 21: RFQs due. Must submit electronically.
- 4) November 28 – December 2: Staff reviews proposals and chooses finalists; Finalists notified this week
- 5) December 5-6: Finalists present to senior staff and other stakeholders
- 6) December 13: Staff presents recommendation to council and firm selected

Terms and Conditions

- 1) The City reserves the right to reject any and all submissions.
- 2) The City reserves the right to ask for clarification from all respondents.
- 3) The City reserves the right to award a contract to the firm or team that it feels best fits the needs of the project.
- 4) The City shall not be responsible for any costs incurred to prepare this RFQ.