



Town of Sullivan's Island, SC

Request for Qualifications (RFQ)

August 20, 2020

August 21, 2020 – Addendum 01

September 02, 2020 – Addendum 02

for

Construction Manager at Risk (CMR) Services
(AIA Contract A133-2009)

for

Sullivan's Island Fire Station Renovation and
Storage Building Replacement Project

Packages Due: September 08, 2020

Request for Qualifications

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****Revision Notes:**

1. All deleted information will be indicated with a strikethrough: ~~Example.~~
2. All added/modified information will be indicated with an underline: Example.

INTRODUCTION:

The Town of Sullivan's Island, SC ("Town") is seeking qualifications statements from firms offering Construction Manager at Risk (CMR) services for the proposed "Sullivan's Island Fire Station Renovation and Storage Building Replacement" project (see description below). Services may include: review of structural, mechanical, plumbing, electrical and architectural drawings being prepared by the project Architect, Applied Building Sciences ("Architect"), together with site/civil plans; coordination of project bidding with project architect; selection of sub-contractors; management and oversight of construction, coordination with Architect and Town project manager.

PROJECT DETAILS:

The Town is currently engaged with the Architect to establish program and design parameters for the following:

FIRE STATION:

The existing fire station was built around 1991 and is composed of a PEMB frame with wood infill framing, wood sheathing, and wood cladding. Pending the verification of utility easement restrictions, a 16'x58' bay is proposed to be added to the west side and also include storage space above. The existing apparatus bay (62'x62') will get new interior finishes, exhaust capture system, and new high-speed, overhead bay doors. The existing building appendage on the east will be removed and rebuilt on the existing footprint (24'x58') to include a LULA elevator, storage, offices, and general sleeping quarters. The interior living space over the bay will be removed and rebuilt with a new layout to include a large meeting space and staff day room. The exterior work will include new cladding, windows, and roof to match the adjacent Town Hall building. The entire building will be designed for new MEP systems, including automatic sprinklers and back-up generator power.

STORAGE BUILDING:

The new storage building is proposed to be a PEMB frame with infill framing and cladding to match the adjacent Town Hall. Proposed footprint is 80'x120' with three equally sized bays for three separate departments. Additionally, there would be another ~1,000SF bay purposed as a working maintenance shop. Some elevated, conditioned mezzanine offices are also expected (~1,000SF). The building will be designed for back-up generator power.

QUALIFICATION PACKAGE EVALUATION CRITERIA:

Qualifications Packages will be evaluated on the firms' ability to meet the requirements of this Request for Qualifications (RFQ). Some heavily weighted, specific evaluation criteria, among other factors, will include:

- The firm's experience in providing similar services for similar projects;
- Ability to meet established schedules;
- Qualifications and abilities of key individuals identified in the Qualifications Package;
- References;
- An office in the Charleston metro area; and
- Qualifications package appearance and presentation.

SUBMITTAL REQUIREMENTS:

The Town invites all interested and qualified firms to submit qualification statements for CMR services for the Sullivan's Island Fire Station Renovation and Storage Building Replacement. If your firm would like to be considered for providing the required services, please submit the following:

- One (1) bound original Qualifications Package. Please identify as the original.
- Six (6) bound copies of your Qualifications Package.
- One (1) CD or USB drive with proposal in PDF format.

Qualifications packages should be addressed to:

Ms. Pam Otto, Town of Sullivan's Island, P.O. Box 427, Sullivan's Island, South Carolina 29482 **(physical address: 2056 Middle Street, Sullivan's Island, SC 29482)** **Each firm is solely responsible for the timely delivery of its Qualifications Package.** All Qualifications Packages must be received by 4:00 p.m. on September 08, 2020. **No Qualifications Packages will be accepted after this deadline. Firms accept all risks for late delivery of Qualifications Packages regardless of fault.**

A pre-submittal meeting to explain the project and answer questions pertaining to this RFQ will be held on September 01, 2020 at the Sullivan's Island Town Hall, 2056 Middle Street, Sullivan's Island, SC 29482.

SUBMITTAL INFORMATION:

Any firm that would like to be considered for this project must submit the following information as part of their statement of qualifications:

- (a) A signed cover letter from a principal in the firm expressing interest in the project and certifying that sufficient resources in personnel, equipment, and time are available and can be committed to this project.
- (b) A statement of the firm's profile (including office locations), philosophy, goals, vision statements and/or guiding principles.
- (c) Examples or statements of previous work completed by the firm and staff that will be involved in this project, that are similar in nature to the scope of work proposed for this project. This should include significant challenges faced (anticipated and unanticipated), project timelines, budgeted vs. expended funds, awards or recognitions received, participatory processes utilized, anecdotal statements or other information that may prove useful in evaluating the described project.
- (d) Short resumes of professional staff that would be involved in project design and management.
- (e) References from recent clients particularly from those involved in a similar project.
- (f) Similar information to that above for major sub-contractors, consultants or partners anticipated to be involved in this project.
- (g) An outline of the proposed process to be used for the services to be rendered, including expected outcomes, time lines, and deliverables detailed for each critical phase.
- (h) Availability of key personnel to be dedicated to the project through 2021.
- (i) Assumptions and expectations regarding Town staff cooperation and assistance.
- (j) Listing of any pending or settled lawsuits or professional liability claims in which the company was involved during the past seven (7) years.
- (k) Illustrate or define how your firm plans on encouraging local participation for each of these projects.

OTHER PROCEDURAL INFORMATION:

1. Selection Committee

A Steering Committee made up of Town Staff and members of the Council Public Facilities Committee, along with the consultation of the Town's Architect, will evaluate the information submitted. Firms selected to interview with the Town will be expected to make a presentation to the Town Council. The selected firm will be expected to begin work immediately upon execution of a contract.

2. Public Records

Upon receipt by the Town, your Qualifications Package is considered a public record except for material that qualifies as "Trade Secret" information under South Carolina General Statute 30-4-10 et seq. Your Qualifications Package will be reviewed by the Town's Selection Committee, as well as other Town Staff and members of the general public who submit public record requests. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by a firm should be submitted in a separate, sealed envelope marked "Trade Secret - Confidential and Proprietary Information - Do Not Disclose Except for the Purpose of Evaluating this Qualifications Package," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In submitting a Qualifications Package, each firm agrees that the Town may reveal any trade secret materials contained in such response to all Town staff and Town officials involved in the selection process and to any outside consultant or other third parties who serve on the Selection Committee or who are hired by the Town to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless the Town and each of its officers, employees and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire Qualifications Package as a trade secret may be disqualified from the selection process.

3. Clarification of Submittal

The Town reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information.

4. Conditions and Reservations

The Town expects to select one or more firms, but reserves the right to request substitutions of sub consultants. *The Town reserves the right to reject any or all responses to the RFQ, to advertise for new RFQ responses, or to accept any RFQ*

response deemed to be in the best interest of the Town. The Town reserves the right to waive technicalities and informalities. The Town may separate any award, rejection or timing of execution for any contract for the Sullivan’s Island Fire Station Renovation and Storage Building Replacement.

A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit the Town to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning your firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of South Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of the Town unless the Town and your firm execute a contract.

RFQ REVIEW AND SELECTION PROCESS TIMELINE:

The timeline for the review of qualification statements and selection of a firm is as follows:

- RFQ Distributed: August 20, 2020
- Pre-Submittal Meeting (10:00am EST.): September 01, 2020
- Qualification Packages Due (by 4:00pm EST): September 08, 2020
- Interviews of Short-listed Firms: September 22-24, 2020
- Notice of Intent of Award issued: October 06, 2020

The Town of Sullivan's Island appreciates your interest in providing services for this project.

For further information or questions
regarding the content of this Request for Qualifications, please contact:

Andy Benke, Town Administrator
Town of Sullivan's Island

Post Office Box 427
Sullivan's Island, SC 29482
Phone: (843) 883-5726, Fax: (843) 833-3009
abenke@sullivanisland.sc.gov

For more project information:

*The Town plans to supplement this document before RFQ packages are due
with an amendment prepared by the Architect
with conceptual plans and programming.*

END OF DOCUMENT

REQUEST FOR QUALIFICATIONS PRE-SUBMITTAL MEETING (NON-MANDATORY):

RE: Town of Sullivan's Island Fire Station Renovation & Storage Building
Replacement Project
September 01, 2020 – 10:00am EST
2050 Middle Street, Sullivan's Island SC

Issued September 02, 2020

The following official comments are generated from discussions between Town representatives and candidates present at the meeting referenced above:

1. Follow-up support information and clarifications will be released by 10am on September 02 and published on A+E and Town websites, including draft conceptual plans, programming matrix, and September 01 meeting clarifications.
2. Town Hall is currently closed to general visitors for COVID-19. However, office staff are still working normal business hours inside the building and are able to receive RFQ packages from candidates at the front door after calling into the main line ... 843-883-3198.
3. The short-list candidates will be determined by the Town's selection committee members based on the evaluation of multiple criteria using a 100-point scale. Demonstrated abilities in related experience, project scheduling, and assigned personnel will account for about 70% of scoring. Supporting references, established locality, and overall RFQ package quality will account for about 30% of scoring.
4. Construction estimates and/or fees are not required for the RFQ package due on September 08. However, they may be requested from the short-list candidates to be prepared in time for interviews starting on September 22.
5. Other related dates after RFQ packages are submitted on September 08:
 - a. September 15, 2020 ... Short-list selections will be revealed by notice to be issued to all candidates who have submitted RFQ packages.
 - b. November 01, 2020 ... Town departments are targeting to be moved out of the fire station and the storage building by this date. Construction mobilization may start shortly thereafter.
 - c. January 04, 2021 ... Latest construction start date.
 - d. August 01, 2021 ... Final completion.
6. The existing radio antennae on rear elevation of the fire station is expected to be removed



SULLIVAN'S ISLAND FIRE STATION RENOVATION - 800.18046

Programming Matrix - Draft 03
September 01, 2020

FLOOR	ROOM ID	CLASS	USES/NEEDS	FF&E	MEP	FINISHES	OTHER NOTES					
GROUND FLOOR	APPARTUS BAY (existing)	S2	Engine 1201 - 48x11x11; Engine 1202 - 30x9x10; Tower 1201 - 33x11x10; Rescue 1202 - 17x6x7; Car 1201 - 21x7x8; Car 1202 - 21x7x8	Turnout gear lockers; Misc tool/supply storage	Overhead radiant heaters; Vehicle exhaust capture; General sink		Concrete slab.	GWB ceilings; Wall finishes to be Class 4/5 flood resistance.	(6) new 14x14 high-speed overhead door, impact-rated; Possible epoxy floor coating.			
	BONUS BAY	S2	Rescue 1201 - 21x7x8; Double Jet Ski - 17x10;	Misc tool/supply storage	General sink				(2) new high-speed overhead doors, impact-rated: 12x10 & 8x10; Possible epoxy floor coating.			
	STORAGE	S1	Hose storage; Misc tools storage; Extractor/dryer	Turnout gear lockers; Misc tool/supply storage	Extractor/dryer connections; Mop sink; Exhaust fan							
	ELEVATOR EQMT	S1	Elevator equipment		MEP per elevator manufacturer requirements; Exhaust fan							
	WC	S1	Water Closet		Wall-mount toilet and hand sink; Exhaust fan				Pending flood 2021 map applications			
	PORCH						Match exteriors					
FIRST FLOOR	BONUS STORAGE	S1	Hurricane supplies; Staff uniforms and PPE		Exhaust fan		No finish floor	GWB ceilings and walls	Possible future program adaptation			
	OFFICE 1+2	B	Chief and Battalion Chief private offices	(Per office) Executive desk; Executive office chair; (3) side chairs; Book shelf/filing piece		HVAC AHU-01	Carpet tile/ solid hardwood flooring		Interior operable double-hung windows			
	DORM 1+2	R3	Chief and Battalion Chief private sleeping quarters	(Per dorm) Twin XL bed; Vertical locker								
	WC 1+2	R3	Chief and Battalion Chief private water closet		Floor-mount toilet and hand sink, exhaust							
	SHOWER	R3	Chief and Battalion Chief semi-private shared shower		Fiberglass shower unit; Folding shower seat; Exhaust		Ceramic tile/ solid hardwood flooring					
	PORCH			(2) outdoor chairs			T&G ipe deck	Match exteriors				
SECOND FLOOR	RECEPTION/LOBBY	B	Receiving and waiting guests or members of public	(3) side chairs; (2) side tables; 7ft sofa		HVAC AHU-02/Z1	Carpet tile flooring	GWB/ACT ceilings; GWB walls				
	RECEPTION OFFICE	B	Receiving guests or members of public; General office work	(2) executive office chairs.					Built-in casework/work counter; Interior operable double-hung windows			
	MEETING	A3	Professional development instruction and community outreach programs	75 stacking chairs; (8) 6ft collapsible tables; 8ft white board; 85" UHD display; Murphy beds.	Dimmable lighting; Large bar sink				AV connections for large format display and computers; Built-in casework/counters			
	MEETING STORAGE	A3	Store seating, tables, and other misc instruction items									
	MEETING PORCH	A3		(2) outdoor chairs	(2) GFCI outlets	Fan.	Gapped ipe deck, underdrained	Match exteriors				
	DAYROOM	B	Communal living for firefighters on shift	12ft dining table; (12) dining chairs; Other casual seating; 85" UHD display	Dimmable ambient lighting	HVAC AHU-02/Z2	Solid hardwood flooring	GWB walls and ceilings	Sound clouds			
	KITCHEN	B	Communal kitchen for firefighters on shift	(3) 28" shift-designated refrigerator/freezers	Gas cooktop; Exhaust				Built-in casework/counter			
	PANTRY	B	Communal pantry for firefighters on shift	(1) 28" general refrigerator/freezer					Built-in casework/counter			
	HVAC/MECH EQMT ROOM	B							Maintain clearances and access			
	ADA WC/JANITOR	B	Public water closet	Storage locker for cleaning supplies	Floor-mount toilet; Hand sink; Mop sink; Exhaust.	HVAC AHU-02/Z3	Ceramic tile flooring	GWB walls and ceilings	ADA grab bars and other accessories			
	DAYROOM PORCH	B		(4) outdoor chairs	(2) GFCI outlets				Fan.	Gapped ipe deck, underdrained	Match exteriors	
	DORM HALL	R3		(9) 24" vertical lockers	Dimmable ambient lighting					Carpet tile flooring	ACT ceilings; GWB walls	
	DORM 3-8	R3	Semi-private sleeping quarters for firefighters on shift	(Per dorm) Twin XL bed; Vertical locker; 36" desk and desk chair	Task lighting in each dorm							
	DORM WC/SHOWER 1+2	R3	Private water closets and showers for firefighters on shift		Floor-mount toilet; Hand sink; Fiberglass shower unit; Folding shower seat; Exhaust			Ceramic tile flooring	GWB walls and ceilings	Provide ADA adaptable blocking in wall		



SULLIVAN'S ISLAND STORAGE BUILDING - 800.18046

Programming Matrix - Draft 03
September 01, 2020

SPACE	ROOM ID	CLASS	USES/NEEDS	FF&E	MEP		FINISHES	OTHER NOTES
FIRE BAY	GENERAL FIRE+RESCUE	S2	Boat 1202 - 30x9x11; Boat 1203 - 30x9x11; Jetski 1203 - 13x5; Jetski 1201+1202 - 17x10; Polaris - 17x6x6; F350 Truck - 23x10x7	Storage lockers; Warehouse shelving; Compressed air drop; Washer/Dryer hookups.	General sink; Area floor drain (drain to daylight); Manual exhaust	General ventilation.	Concrete slab.	(2) 12x12 overhead door, impact-rated; (1) 14x14 overhead door, impact-rated.
	MAINTENANCE BAY	S2	(5) Kubota Mowers 8x7; (3) Kubota Golf Carts 2-seater 10x6x6; Kubota Golf Cart 4-seater 12x6x6; (3) Kubota Tractors 18x10x10; (2) Trailers 22x9; Trailer with Trackhoe 29x9x13					(2) 12x12 overhead door, impact-rated; (1) 14x14 overhead door, impact-rated.
	POLICE BAY	S2	(4) Kubota Utility Tractor 2-seater 10x6x6; Explorer SUV 17x7;					(2) 12x12 overhead door, impact-rated; (1) 14x14 overhead door, impact-rated.
POLICE BAY	DOG KENNELS	S2	(3) 4X6 Dog kennels.				Plywood walls and ceilings	
	SECURE STORAGE (VEHICLE SHOP)	S1	Oil; Tools; Filters; Tires; Brakes; Other car supplies/parts.	Storage lockers; Warehouse shelving.	Manual exhaust;			
SERVICE BAY	VEHICLE SHOP	S1	General vehicle maintenance: Oil change and brake work, other miscellaneous.	Vehicle Lift 23x14; Oil Drum + Spill Containment; Storage lockers; Warehouse shelving; Central compressed air.	General sink; Large misc sink; Manual Exhaust; Overhead radiant heaters; Manual ventilation; 220V outlets; Electrical reel drops; Comp. air reel drops.		Concrete slab with epoxy floor coating.	(2) 12x12 overhead door, impact-rated.
	VEHICLE WASH (EXTERIOR)		Rinse vehicles exposed to salt and sand.	Pressure washer/hookups; Undercarriage wash accessory.				

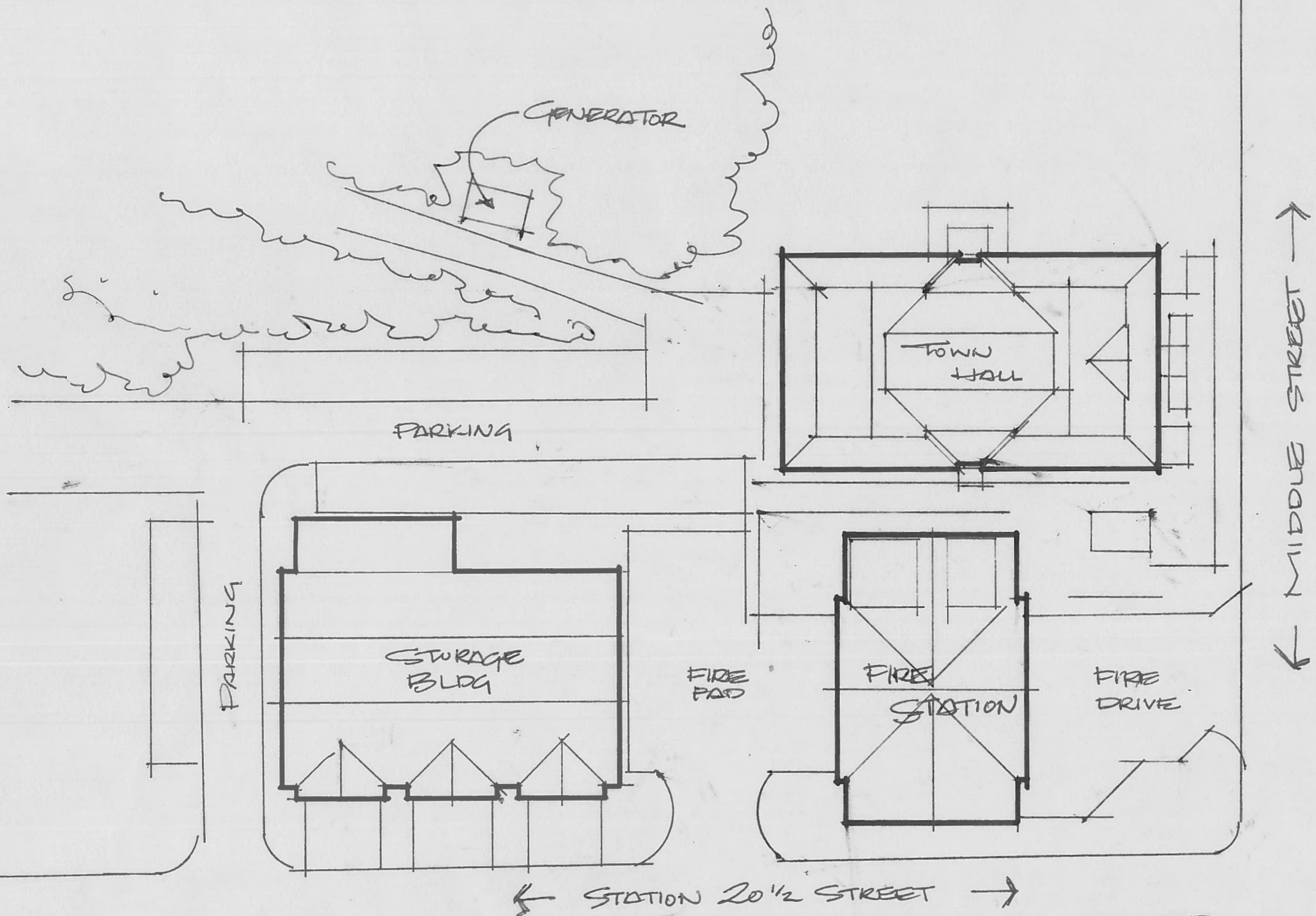
OFFICE MEZZANINE	OFFICES 1-4	B/acc	10x15 Private offices	(Per office) Executive desk; Office chair; (2) side chairs; Book shelf/filing piece		HVAC AHU-04/Z1	VCT	GWB walls and ceilings	
	MAINTENANCE BREAK ROOM	B/acc	Kitchenette; Seating area; Changing/shower facility.	Tables/chairs; Personnel lockers.	Fiberglass shower unit;				
	WC+JANTIOR	B/acc	Private water closet		Floor-mount toilet; Hand sink; Mop sink; Exhaust.				
	WC+SHOWER	B/acc	Private water closet and showers		Floor-mount toilet; Hand sink; Fiberglass shower unit; Folding shower seat; Exhaust				
	STORAGE 1	B/acc	Conditioned storage for vehicle shop	Storage lockers; Warehouse shelving.		HVAC AHU-04/Z2		Plywood walls and ceilings	
	STORAGE 2	B/acc	General storage						



APPLIED
BUILDING
SCIENCES

PERSPECTIVE LOOKING NORTH

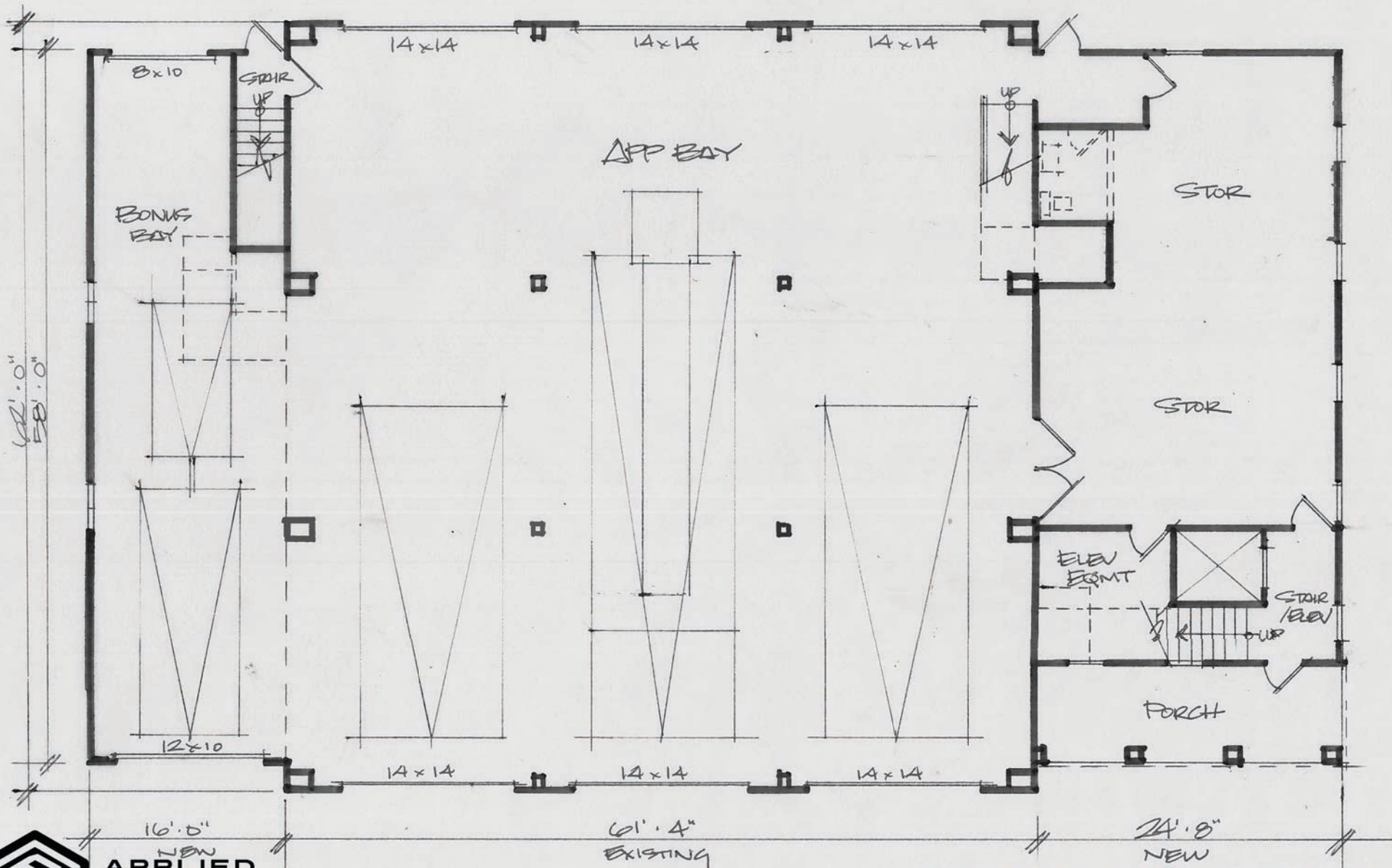
02 September 2020 - Conceptual Draft



APPLIED
BUILDING
SCIENCES

SITE PLAN

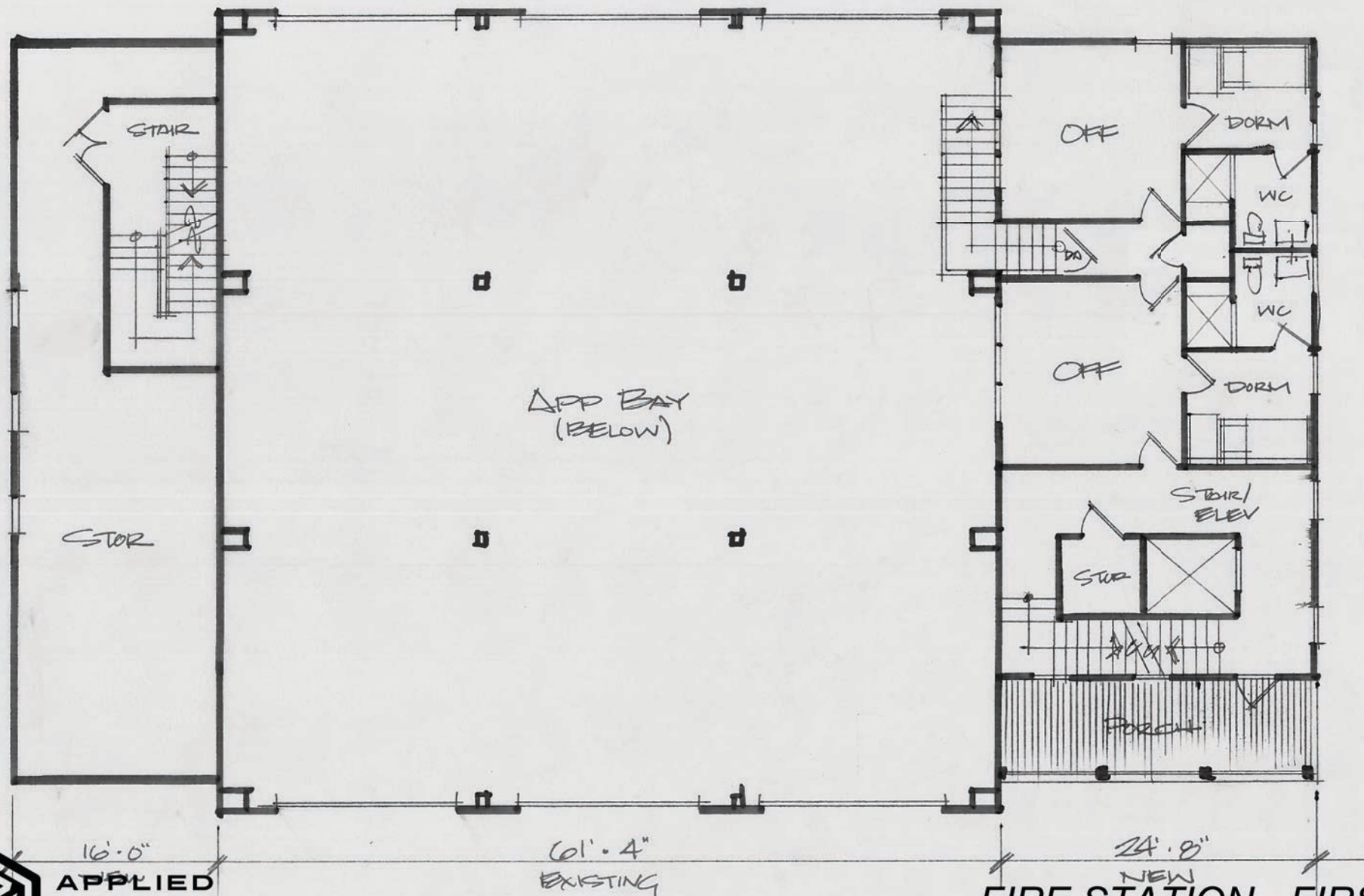
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**APPLIED
BUILDING
SCIENCES**

FIRE STATION - GROUND FLOOR

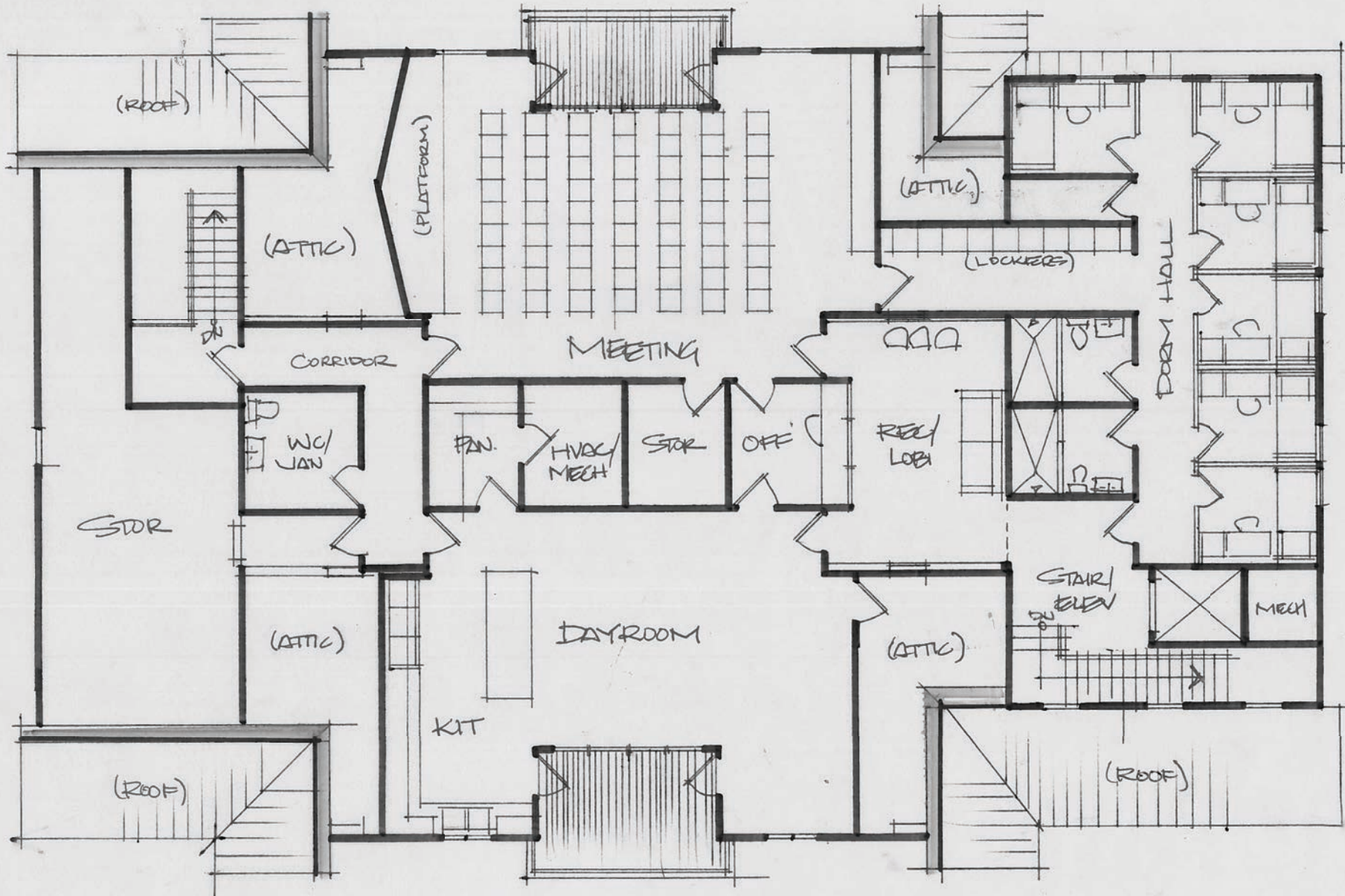
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16'-0"
**APPLIED
 BUILDING
 SCIENCES**

24'-8"
 NEW
FIRE STATION - FIRST FLOOR

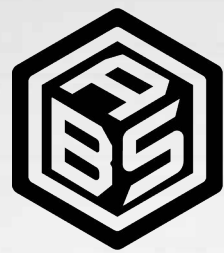
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BUILDING
SCIENCES**

FIRE STATION - SECOND FLOOR

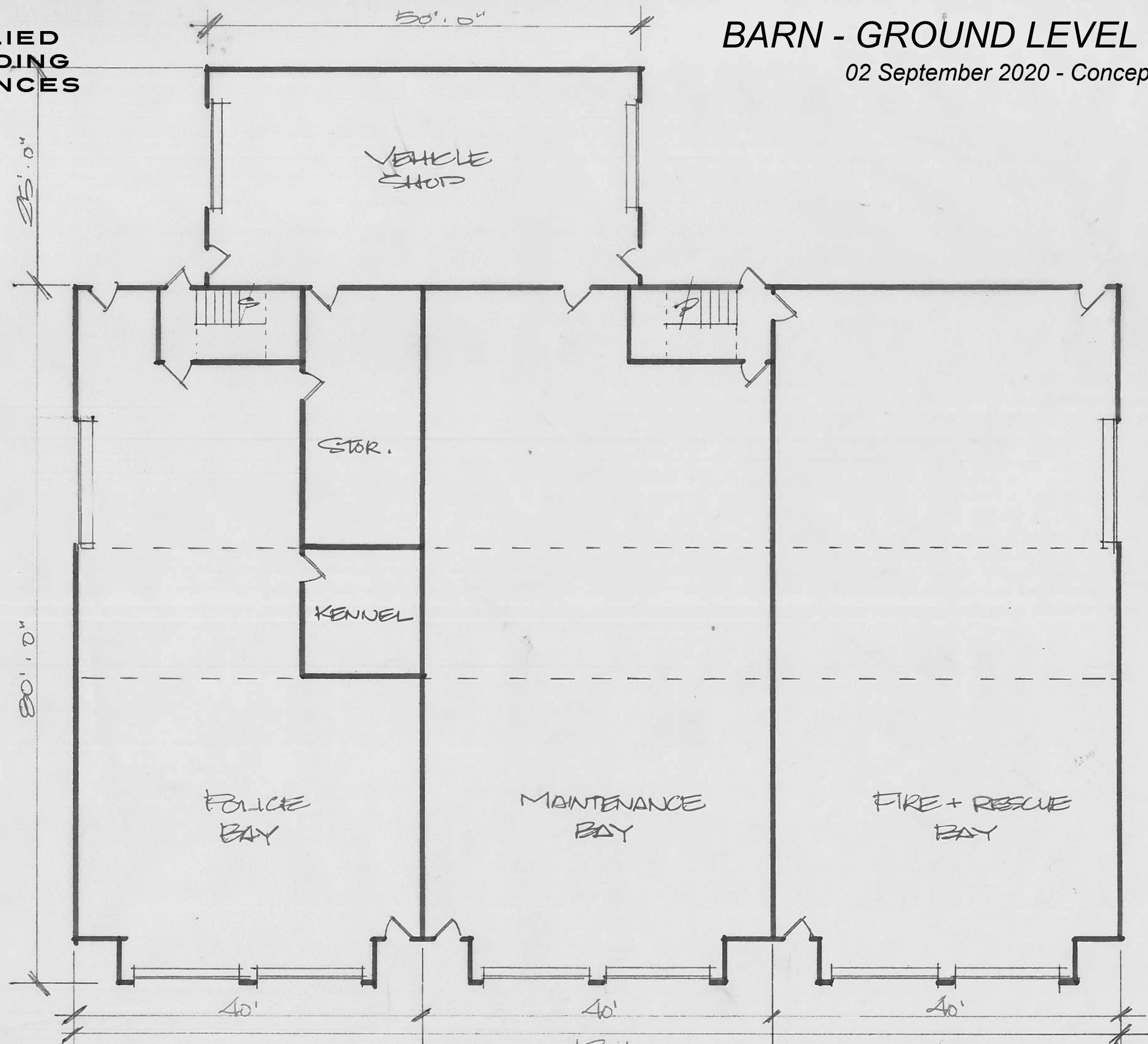
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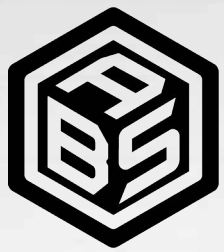


APPLIED
BUILDING
SCIENCES

BARN - GROUND LEVEL BAYS

02 September 2020 - Conceptual Draft





APPLIED
BUILDING
SCIENCES

BARN - MEZZANINE LEVEL

02 September 2020 - Conceptual Draft

