



# Town of Sullivan's Island, SC

Request for Qualifications (RFQ)

August 20, 2020

August 21, 2020 – Addendum 01

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 01, 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 ~~August 25~~ 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 ~~North~~ 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



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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.com~~  
**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.*

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END OF DOCUMENT