

REQUEST FOR QUALIFICATIONS  
DAY DOCK ARCHITECTURAL DESIGN & ENGINEERING SERVICES  
**RFQ No. 2013-105, Addendum #1, February 22, 2013**

This Addendum No. 1 to Request for Qualifications No. 2013-105 (the RFQ) is issued by the City of Beaufort Department of Finance. The RFQ solicits submissions for day dock architectural and engineering design services. Except as modified by all previous Addenda and this Addendum No. 1, all areas of the RFQ not specifically mentioned in or affected by this Addendum shall remain unchanged.

**I. INTRODUCTION**

**a. General**

The City is soliciting submissions for Day Dock Architectural Design & Engineering Services from licensed, insured, bonded, experienced, and reputable marine development firms. This project is associated with the Beaufort River's inter-coastal waterway, adjacent to the seawall in the Henry C. Chambers Waterfront Park.

Services required include participating in a South Carolina Department of Natural Resources (SCDNR) Water Access Grant application, conceptual and preliminary design, cost estimating, permitting, final design, bidding, construction, inspection, and acceptance of the facility (day dock) by the owner.

Firms interested in providing the aforementioned services must prepare and submit a statement of qualifications in accordance with the procedures in this Request For Qualifications. The City will review submissions only from those firms that include all of the information required to be included as described herein (in the sole judgment of the City). The City will consider submissions only from firms that have demonstrated the capability of such Day Dock Architectural Design and Engineering Services or similar projects, while working closely with the contractor under a Competitively Bid Stipulated Sum Fee Contract.

**II. SCOPE OF SERVICES**

- a) Awarded Firm shall have the ability to take a marine installation project (day dock) through all stages and facets of development. This will require coordinating all design, planning, and project development efforts with the City of Beaufort and its stakeholders (to include Historic Review Board (HRB)).
- b) Awarded Firm shall provide documents in the appropriate media for the following phases of design and in compliance with established industry standards outlined in the American Institute of Architects Manual of Standard Practice. The following is an abbreviated outline of the duties and responsibilities:
  - i) Schematic Design Phase
  - ii) Design Development Phase
  - iii) Construction Documents
  - iv) Construction Administration
- c) The awarded firm will participate in the selection of the general contractor during the Design Development Phase. Proposer understands the City's desire to expedite the commencement of

construction and will work with the City to fully develop a process that engages the contractor at this phase in an effort to fast-track site preparation while managing cost and deliverable expectations. This will be done via a **Competitively Bid Stipulated Sum Fee Construction Contract**.

- d) The awarded firm will work with the selected contractor in the development of the project schedule that meets the City's time frames.

The final Architectural Documents will be delivered to the City of Beaufort, City Hall through a formal presentation conducted by the awarded Firm and their project team.

Selection of the Construction Contractor will follow immediately after the schematic design is approved. The City is interested in moderately accelerating the start of construction yet reducing the risk and minimizing the adversarial relationships between all parties without relinquishing control over the design to the contractor.

The goal is to enable the City to make a determination using factual data, along with projected costs and recommendations from this assessment, whether to proceed with building a new Day Dock.

### III. **SUBMISSION REQUIREMENTS**

- a) Submission Details:

- i) **RESPONSE TO THIS REQUEST FOR QUALIFICATIONS MUST INCLUDE THE FOLLOWING:**

- Those firms interested in providing professional services for this project must submit one (1) unbound Original and three (3) bound copies and the submission must include the items specifically enumerated in section 3(ii). In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its submission. This information may include documents such as a firm's profile or brochure.

- ii) **Submission Development**

- (1) **Required content of submission:** The detailed requirements set forth in the Submission Format are recommended. Failure by any firm to respond to a specific requirement may result in disqualification. The City reserves the right to accept or reject any or all submissions. Firms are reminded that submissions will be considered exactly as submitted. Points of clarification will be solicited from firms at the discretion of the City. Those submissions determined not to be in compliance with provisions of this RFQ and the applicable law and/or regulations will not be processed.

- All costs incurred by the Firm associated with RFQ preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of a contract, shall be the responsibility entirely and exclusively by the firm.

- (2) **Submission format:**

The submission format requirements were developed to aid Firms in their submission development. They also provide a structured format so reviewers can systematically evaluate several submissions. These directions apply to all firm submissions.

The purpose of the Submission is to demonstrate the technical capabilities, professional qualifications, past project experiences, and knowledge within this industry. Firm's submissions must address all the points outlined herein as required, in the following order.

**(a) Transmittal Letter:** A transmittal letter must be submitted with a Firms' submission which shall include:

- (i) The RFQ subject and RFQ number.
- (ii) Name of the firm responding, including mailing address, e-mail address, telephone number, and names of contact person.
- (iii) The name of the person or persons authorized to make representations on behalf of the Firm, binding the firm to a contract.
- (iv) Prepare an executive summary stating the respondent's understanding of the project, design approach and opinion why the respondent's firm should be chosen. Include any general information the firm wishes the City to consider about the submission.

**(b) Firm's Work History and References:**

- (i) Provide a brief description of any Day Dock(s) or similar marine projects of comparable size and complexity for which the Respondent provided Day Dock Architectural Design and Engineering Services within the past five years. Limit information to no more than five (5) projects. All such descriptions should include:
  - 1. Project location
  - 2. Renovation and/or Replacement
  - 3. Description of cost estimates including percentage of Architectural and Engineering Design fees applied.
  - 4. Name and contact information for a reference with knowledge of the Respondent's work on the specified project.

**(c) Project Team:**

- (i) The submission should clearly outline the background and experience of the Project Team. The project team consists of those members from the architectural and engineering firms assigned to work on the project. If possible, include a one page summary CV of each member. Understand once the City issues a contract, no change in personnel assigned to the project will be permitted without prior written approval from the designated City representative.
- (ii) Provide the following information for each proposed team member where applicable:

1. Name
2. Job title for this project
3. Professional Discipline
4. South Carolina license number
5. Specific duties assigned on this project
6. Recent experience with Day Dock Developments

**(d) Sub-Consultants/Contractors:**

- (i) Provide the Firm(s) and if possible the names and qualifications of all sub-consultants that will be part of the Respondent's Team and identify the specific work the sub-consultant will perform. Once the City issues a contract, no change in sub-consultants assigned to the project will be permitted without prior written approval from the City.

**IV. PROPOSAL EVALUATION CRITERIA**

The City will evaluate submissions based on the factors outlined within this RFQ, which shall be applied to all eligible, responsive submissions in selecting the successful Firm. The City reserves the right to disqualify any submission for, but not limited to; person or persons it deems as non-responsive and/or non-responsible. The City reserves the right to make such investigations of the qualifications of the firm as it deems appropriate.

Award of any submission may be made without discussion with Firms after responses are received. The City reserves the right to cease contract negotiations if it is determined that the firm cannot perform services specified in their response. Submission evaluation criteria will be grouped into percentage factors as follows:

1. Nature and quality of previously completed work on a project where a construction contractor has been involved early in the design phase. (20 points)
2. Understanding of the project requirements and approach. (15 points)
3. Ability to customize the design to the needs of the City. (10 points)
4. Qualifications of personnel assigned to the project. (15 points)
5. Availability to deliver the services required with flexibility in scheduling. (10 points)
6. History of previous project's final costs compared to original budget. (20 points)
7. Unique approach and intangible factors demonstrated by the Offeror. (10 points)

The firms submitting sealed qualifications responses will be evaluated based on the criteria and point scale above. The firms will be ranked by the selected evaluation committee. At that point, the top ranked firms will be asked to provide a short in-person presentation. After viewing these presentations, the selection committee will rank the presenting firms and begin negotiations with the top ranked firm. If negotiations should stall, then negotiations shall begin with the second highest firm and so on until an agreement can be made. Once terms are agreed upon, it shall be presented to City Council for approval.