

**CITY OF BEAUFORT
SOLICITING REQUESTS FOR PROPOSAL**

ARCHITECTURAL and DESIGN SERVICES

The City of Beaufort is requesting proposals for qualified architectural and design services for the addition of a two story addition to the Fire Department Central Headquarters Station located at 135 Ribaut Road Beaufort, SC. This will be a multi-use building with storage and work shop space on the ground floor and training areas, offices, and restrooms on the second floor. The design must be in compliance with current ADA regulations, building and fire codes, and local ordinances.

I. GENERAL INFORMATION:

The successful bidder shall be responsible for all architectural and building design work as well as site engineering, building construction cost estimates, and project management. The quotes shall reflect these components of the bid.

Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed in ink by an authorized individual or agent of the firm, partnership, company, or corporation submitting the proposal.

Said person, agent, firm, partnership, company, or corporation must be licensed to conduct business within the City of Beaufort.

The City reserves the right to select the firm that best serves the interest of the City. Bid packages may be obtained by contacting Chief Wendell Wilburn at (843) 525-7055. Project information is also available on the City's website at www.cityofbeaufort.org. A pre-bid conference will be held on **Tuesday, March 13, 2007 at 10:00 AM** to discuss the details of the project. Prospective bidders are required to attend this meeting.

Prior to commencing work, Contractor, at his expense, shall furnish insurance certificate(s) showing the City of Beaufort as an additional insured on liability coverage. Such insurance to be written by a company licensed to do business in the State of South Carolina. Insurance shall be maintained for the life of this contract. Coverage shall be as follows:

General Liability Coverage in the minimum amount of:
\$1,000,000 per person
\$1,000,000 per occurrence
\$1,000,000 property damage per occurrence
or Bodily Injury/Property Damage \$2,000,000 Combined Single Limit

Automobile Liability Coverage in the minimum amount of:
\$1,000,000 per person
\$1,000,000 per occurrence

\$1,000,000 property damage per occurrence
or Bodily Injury/Property Damage \$2,000,000 Combined Single Limit
Worker's Compensation in Statutory Limits required by the State.

To the extent authorized by law, the contractor shall indemnify, save and hold harmless, the City of Beaufort, its employees and agents, against any claims, damages,, liability and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the contractor or its employees, agents, subcontractors, or assignees pursuant to the terms of the contract.

Bids are to be submitted by **Thursday April 12, 2007 at 9:00 AM**. Please submit to:

Mail:

City of Beaufort Fire Department
135 Ribaut Road
Beaufort, SC 29902-4449

Hand Deliver:

City of Beaufort Fire Department
135 Ribaut Road
Beaufort, SC

All bids must be received in sealed envelopes and marked **“Sealed Bid - Training Building”** and must be signed by an authorized agent of the architectural firm.

This solicitation does not commit the City of Beaufort to award a contract, pay any costs incurred in the preparation of a bid, or to contract for services. The City reserves the right to reject any or all bids received as a result of this request, or to cancel in part or in its entirety this solicitation, if it is in the best interest of the City to do so.

II. PROJECT DESCRIPTION:

- A. The building will be two stories in height, have vehicle maintenance, office, restroom, and storage rooms for adjunct equipment as identified by the department.
- B. The second floor will house training class room, offices, restroom, and kitchen.
- C. The facility must meet current building, fire and life safety codes, and ADA requirements.

III. ANTICIPATED SERVICES AND SCOPE OF WORK

A. Anticipated services shall include, but not be limited to the following:

- Conceptual design studies;
- Property surveying and building alignment;
- Preliminary design and cost estimates;

- Final plans, specifications, and contract documents for bid procurement and construction;
- Construction support services;
- Other services as deemed necessary to complete the project.

The firms shall submit written RFP's which clearly demonstrate their ability to provide quality services in a timely and cost efficient manner. Proposed submittals should include the following:

- General background and resources;
- Experience on similar projects (include client reference);
- Outline of proposed work-plan and schedule;
- Organization of personnel and contractors and their qualifications;
- Fee schedule and overhead costs;
- Unique qualifications and methodologies;
- Scope of services for complete surveying, design, permitting, and final construction plans, specifications, and contract documents;
- Detailed schedule to perform the above effort;
- Additional related information.

All proposal submittals will be reviewed by a selection committee of the Fire Department soon after the submittal deadline. If warranted, additional information may be requested by the City of Beaufort. Inquiries concerning this request for proposal will be received during normal business hours by the Fire Department at (843) 525-7055 or by fax at (843) 525-7031.

Those architectural and engineer firms submitting superior proposals will be required to present an oral presentation (one hour including questions) of their proposal to the selection committee. The selection committee will rank these firms based on, but not limited to the following criteria:

- Experience with previously completed similar projects;
- Understanding of the project requirements;
- Qualifications of personnel and subcontractors;

- Capacity to complete services on a timely basis;
- Fee schedule and overhead costs;

- Unique approaches to tangible factors;

- Scope of work proposed.

The results and recommendations of the selection committee will be forwarded to the City Manager for review and consideration. The Fire Department will be solely responsible for recommending the architectural firms.

IV. RESERVED RIGHTS

The City will not be responsible for any of the costs associated with responding to this request for qualifications and all submitted materials will become the property of the City. Furthermore, the City expressly reserves the right to options to:

- Reject any or all consultants and re-advertise if deemed necessary;
- Waive any or all formalities and technicalities;
- Approve, disapprove or cancel all services associated with this project.

V. SELECTION AND NOTIFICATION:

The selected architectural and engineering firms will be given notification in writing of being elected by the City. This work will be awarded in whole or in part at the sole discretion of the City. The City will negotiate and execute a contract with the selected firm prior to beginning actual services. Should negotiations fail, the City will negotiate with one of the other highly ranked firms. In general, the contract will comply with applicable laws and standard provisions and will contain the following term:

- Detailed scope of services;

- Schedule for providing services;

- Not-to-exceed cost estimate for services.

The City and firms may mutually agree to amend the contract to include additional consulting services, which are required by unforeseen circumstances or in order to complete the project.

The City expressly reserves the right to cancel the contract, in whole or in part, by written notice, without cause and at its sole discretion. Payment to the architectural and engineering firm will be made for services accurately performed prior to cancellation.

The City of Beaufort does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.