

**TOWN OF HILTON HEAD ISLAND  
REQUEST FOR QUALIFICATIONS  
DESIGN SERVICES FOR FIRE STATION NO. 2  
RFQ 2014-0022**

The Town of Hilton Head Island is soliciting responses from qualified professional design firms (architectural/engineering/landscape architecture) who have been in business for a minimum of 5 years with 10 years experience preferred to design a replacement structure for the Town's current Fire Station No. 2 located at 65 Lighthouse Road in Sea Pines Resort. Responding firms must have a portfolio of projects that include responsibility for the design of a minimum of at least three fire stations of similar size and scope. It is anticipated the new structure will be about 7000 to 8000 square feet. This replacement structure is required to be LEED certified (silver). Responding architects must have been the architect of record responsible for the design, construction and certification process of at least one LEED certified structures within the past 5-10 years. It is the Town's preference that the responding firm has a primary or satellite office within two hours driving distance of Hilton Head Island and or the ability to conduct meetings with the Town via video conferencing. Please so indicate in your response.

Responses should be hand carried or mailed by traceable means to the following address: Please ensure you provide a minimum of five copies. All responses must be received no later than 1:30 October 22, 2014.

Town of Hilton Head Island  
One Town Center Court  
Hilton Head Island SC 29928  
Attention: Julian Walls  
RFQ 2014-0022 Fire Station No 2

**SUBMISSION REQUIREMENTS**

All responses shall be hand delivered or mailed by traceable means in sealed envelopes, clearly marked on the outside as "RFQ 2014-0022 "Design Services Fire Station No 2", Attention Julian Walls, on or before the due date indicated above. Responses received after this time and date shall not be considered.

The Town of Hilton Head Island, by way of this RFQ, does not commit itself to award a contract or pay any costs incurred in the preparation of a statement of qualifications. The Town further reserves the right to accept or reject any or all statement of qualifications received, to negotiate with all qualified firms, and to cancel the entire RFQ solicitation.

The responses and all information submitted shall be treated as privy information. Names of responding firms shall be released to the public on the due date.

For information concerning this request for qualifications, please contact Julian Walls at (843) 342-4587 or [JulianW@hiltonheadislandsc.gov](mailto:JulianW@hiltonheadislandsc.gov).

The Town of Hilton Head Island does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment for the provision of goods and services.

## **RESPONSE FORMAT**

Responses are to be self-explanatory and presented in a manner to provide the Town with a straightforward presentation of the firm's capabilities and qualifications. Elaborate brochures and other promotional type materials are not desirable. **The response should address each of firm's qualifications in regard to the minimum qualifications reflected below.** The firm is encouraged to submit, for the Town's review, any additional information pertinent to the project. Responses to this RFQ shall demonstrate that the respondents meet the following minimum qualifications: Firms should have been in business for a minimum of five years with ten years experience preferred and have completed three or more Fire Station projects of similar size and scope. At least one of these projects must have been LEED Certified (silver) structure. Firms not meeting these minimum requirements will be considered not responsive. It is also the Town's preference that responding firms have a primary or satellite office within a two hour driving distance of Hilton Head Island and or the ability to video conference with the Town. Please so indicate in your response.

Responses should address the following issues in a format that follows the below order.

- Executive summary of the firm's history and list of relevant projects over the last five to ten years.
- Organizational chart that identifies all key positions and team members proposed for this project. Resumes and relevant list of past projects performed by those team members in support of this project. All members should have a minimum of 5 years with 10 years preferred experience as Lead Project Manager, Professional Architect/Civil Engineer registered in South Carolina. This should include at a minimum the following positions:
  - Lead Project Manager/Lead Architect (Licensed in the State of South Carolina)
  - Civil/Site Lead Engineer (Licensed in the State of South Carolina)
  - Team member who has LEED Certification Credentials and Experience
  - Permitting Specialist
  - Architect of Record (if different from Lead)
  - Landscape Architect (Licensed in the State of South Carolina)
- Demonstrated/verifiable work record of designing and permitting of at least three Fire Stations of a similar size and scope. Demonstrated experience in the design, construction and certification of at least one LEED certified structures. Verifiable performance record of providing past clients a cost-effective design that fully met the client's expectations. A record that reflects the ability to effectively communicate with and maintain a positive working relationship with clients throughout the design/construction process. A record that reflects cost effective and efficient design, permitting, preparation of construction

documents and construction observation that results in final delivery of a structure that was delivered on time and on budget and to the complete satisfaction of the client.

- Provide a list of all relevant/similar work designed and constructed in the last 5 to 10 years by the firm. Highlight those specific projects by project name completed by the lead architect and by the engineer that you have designated for the Town's Station No. 2 project. Include client's name, their primary point of contact for the referenced project, their phone number and a current email address. Include detailed description/pictures of each referenced project. Provide the total cost of design, the initial contract price for construction and final construction price at the completion of each referenced project.
- Provide a list of any litigation in the past five to ten years.
- List of other projects your firm and the proposed project team is engaged in that overlap the proposed schedule for the Town's project (January 2015-January 2017).
- Based on your design process and the Town's desire to have all design documents completed and ready for bid within 15 months of signing a contract provide a draft work plan highlighting your firm's normal process steps and time requirements for the various design phases through issuing a solicitation for construction.

### **EVALUATION FACTORS/ORAL PRESENTATIONS**

All qualified responses shall be reviewed and evaluated by a selection committee of Town Staff using the below selection criteria. The highest qualified firms determined to be susceptible for award will be required to provide an oral presentation of their qualifications to the Town's selection committee.

- Quality of previously completed projects of similar size and scope (minimum of three projects must have been Fire Stations) and a documented record of completing projects on schedule, on budget, meeting all defined project requirements/expectations and to the complete satisfaction of the client.
- Demonstrated technical ability/education/experience of project team assigned to this project. Include resume and list of projects completed in the last five to ten years. Assigned project personnel should have been members of the project team for the all or the majority of the firm's referenced projects.
- Current workload and available resources (provide a list of other projects the team members you are proposing for the Town's project are involved in during the time period of January 2015 through January 2017. Firm has either a primary or satellite office within 2 hours driving distance of the town or has video conferencing capability.

## **AWARD OF A CONTRACT**

After all oral presentations have been completed, the selection committee will do a final ranking all firms and forward their evaluation results to the Town Manager for his review. The Town Manager will authorize the selection committee to enter into negotiations with the most qualified respondent to determine an appropriate fee schedule for each designated phase of the project. The selection committee shall request the most qualified respondent to forward a detailed hourly fee schedule by relevant skill set for their design services and a detailed phase by phase work plan. Should efforts to negotiate a fair and reasonable rate fail to reach a satisfactory contract price, the selection committee will begin the process with the next most qualified firm.

Award will be made to the most qualified firm after evaluation of all responses, oral presentation, a thorough review of their qualifications, and completion of negotiations and acceptance of their fee schedule/total contract price. The Town intends to utilize the standard AIA contract for design services but reserves the right to make minor adjustments to the language contained in these standard documents.

The right is reserved to reject any and all responses received; and, in all cases, the Town will be the sole judge as to whether the response has, or has not, satisfactorily met the requirements of this RFQ.

## **GOVERNING LAW**

The firm must comply with the laws of the State of South Carolina and the ordinances of the Town of Hilton Head Island, South Carolina.

## **AFFIRMATIVE ACTION**

The firm shall take affirmative action in complying with all state and federal requirements concerning fair employment, and the treatment of all employees, without regard to, or discrimination by reason of race, color, religion, sex, national origin, or physical handicap.

## **INSURANCE**

The firm shall maintain, throughout the performance of its obligations, a policy of Worker's Compensation insurance with such limits as may be required by law. It shall also maintain a policy or policies of general liability insurance insuring against liability for injury and death of persons, and damage and destruction of property. Such general liability insurance shall have limits as required by city, county, state and federal standards.

## **INDEMNIFICATION**

The Town, its directors, agents, and employees shall be held harmless from liability from any

claims, damages, and actions of any nature arising from the completion of the project, provided that such liability is not attributable to negligence of the part of the Town.