

**TOWN OF HILTON HEAD ISLAND  
REQUEST FOR QUALIFICATIONS  
ISLAND RECREATION CENTER EXPANSION/ ENHANCEMENT  
RFQ 2014-0025**

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 five years for the design of a LEED Certified (Silver) recreation center expansion/ enhancement project for the current Island Recreation Center located at 20 Wilborn Road Hilton Head Island SC 29926. Responding firms must have a portfolio of projects that include responsibility for the design of at least three similar sizes and scope also and must have been the architect of record responsible for the design, construction and certification process of at least one LEED certified structure within the past 5-10 years. The scope of the design consists of conducting an energy audit of the existing structure, design of a new gymnasium, new pool restrooms & storage, renovation of the existing structure & pool, new parking lot and parking expansion and relocate existing basketball courts, new play area, and ROTC drill pad as shown on attachment "Island Recreation Center Proposed Expansion- October 18, 2013". 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 delivered by traceable means to the following address: Please ensure you provide a minimum of five copies. All responses must be received no later than 2:00 pm on October 29, 2014.

Town of Hilton Head Island  
One Town Center Court  
Hilton Head Island SC 29928  
Attention: Derrick Coaxum  
RFQ 2014-0025 Island Recreation Center Expansion

**SUBMISSION REQUIREMENTS**

All responses shall be hand delivered or mailed by traceable means in sealed envelopes, clearly marked on the outside as "RFQ 2014-0025 Design Services Island Recreation Center Expansion", Attention Derrick Coaxum, on or before the due date indicated above. Responses received after this time or 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 Derrick Coaxum at (843) 342-

4582 or [derrickc@hiltonheadislandsc.gov](mailto:derrickc@hiltonheadislandsc.gov).

## **RESPONSE FORMAT**

Responses are to be self-explanatory and designed 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 and have completed three or more similar size and scope projects. At least one of these projects must have been a 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 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 projects of similar sizes and scope. Demonstrated experience in the design, construction and certification of at least one LEED certified structure. 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 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 Island Recreation Center Expansion 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 the project.
- Provide a list of litigation history of the firm for the past 5 years.
- Based on your design process and the Town's desire to have all design documents completed and ready for bid in nine months, provide a draft work plan schedule and list of tasks.
- List of other projects your firm is currently engaged in that overlap with the proposed schedule for this project

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

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

- Verifiable record of designing at least three similar scopes / size. Documented record of completing projects on schedule, on budget and to the complete satisfaction of the client.
- Demonstrated technical ability/education/experience of the project team assigned to this project. Include resume and list of projects completed in the last five years. Assigned project personnel should have been members of the project team for 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 2016. 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 rank 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 skill set. 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 work plan. Should efforts to negotiate a fair and reasonable rate for each skill set fail to reach a satisfactory fee rate, 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.

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.