

Florence County, South Carolina
Request for Qualifications # 12-12/13

Strategic Planning
and
Facility Programming Services

Florence County
Administrative & Judicial Complex

Florence, South Carolina

Qualifications Due Date and Time

January 23, 2013
By 3:00 PM

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Part I – General Information:

1.1 Project Title:

**Florence County, South Carolina
RFQ #12-2012/13
Strategic Planning and Facility
Programming Services
Florence County Administrative and
Judicial Complex
Florence, South Carolina**

RFQ Due Date and Time:

January 23, 2013, 3:00 p.m. (EST)

1.2 Contact/Submittal Information:

Information is to be submitted **no later than the time/dates listed above, to:**

Florence County Procurement Office
Florence City-County Complex
Room B-5
180 N. Irby St. MSC-R
Florence, SC 29501
Attention: Patrick Fletcher, Procurement Director
Phone: (843) 665-3018
Fax: (843) 664-9668
E-mail: pfletcher@florenceco.org

Qualification Package submittals should show the project title and RFQ number stated on the cover page. Florence County assumes no responsibility for unmarked or incorrectly marked envelopes or submittals not received on time or at the proper address.

The solicitation does not commit Florence County to award a contract, to pay any costs incurred in the preparation of a submittal, or to procure or contract for goods or services. Florence County reserves the right to accept or reject any or all submittals received as a result of this request, or to cancel in part or in its entirety this request if it is in the best interest of Florence County to do so.

1.3 Requests for Information:

All requests for information or questions must be submitted, in writing to the Office of Procurement at the address listed above. A written response will be posted on the procurement webpage. Questions or requests for information must be submitted by **January 15, 2013 at 5:00 p.m. (EST)**

Part II – Background Information and Project Scope:

2.1 Background Information:

The existing City-County Complex was constructed in 1969 and contains approximately 168,000 square feet. City, County and State offices, along with court functions, have been located within the facility historically. The jail originally occupied the third floor but was abandoned twenty years ago with the construction of the Law Enforcement Facility in Effingham, SC. The space is currently being utilized for records storage. The nature of reinforced concrete walls between cells complicates wholesale demolition and re-purposing. The sallyport and holding areas on the ground levels still exist.

The City of Florence has utilized approximately 40,000 square feet of space on roughly three floors of the facility. This space is being vacated by the City, effective July 1, 2013. The space study for future needs shall incorporate this newly acquired space into the assignable areas.

Over the past 40 years, the existing building has experienced the normal wear and tear of a governmental facility. Beyond cosmetic needs, the integrity of the envelope (waterproofing) has been compromised. This is especially true on the exposed plaza areas, and specifically over the electrical switchgear, now located in the basement. It is anticipated that not only will the waterproofing need to be addressed, but also a new location for the main switchgear should be recommended.

A new judicial center is anticipated to be constructed across Irby Street on properties acquired by the County over the past ten years. Vehicular traffic patterns, pedestrian access, secure parking, public parking, future growth, and other urban issues will be considered in the study.

2.2 Project Scope:

Florence County desires to obtain the services of a programming consultant to provide strategic planning and building assessment services for the above referenced project. The scope of services for this RFQ will focus on pre-design services and the development of a master plan that will be considered as Phase I of the project. The County reserves the right to enter into a contractual agreement with the successful proposer for architectural services for the design of any buildings that will be a result of the master plan and which will be considered as Phase II of the project.

The judicial center component is a new facility needed to house court and court related functions for the county, possibly including circuit court, probate court, and family court. One of the primary goals for the new facility is to provide a secure facility for the public, judges, jurors and movement of inmates. The new building is envisioned as a complimentary structure to the existing 40 year old City-County Complex. Of note in the assignment of spaces between the two buildings will be the degree of security required for normal departmental operations.

The scope of services required by the RFQ includes, but is not limited to, the following:

- Conduct an analysis of the court's operations, court filings, judgeships, and projected court staffing.
- Estimate/project space needs for court and related functions to the year 2050.

- Assess the condition of current work space with respect to its suitability to support the provision of efficient and effective services.
- Conduct interviews with all court divisions to ascertain functions and define preferred organizational adjacencies.
- Provide alternative building occupancy scenarios with related order of magnitude budget implications. Provide a basic space block stacking diagram for the preferred scheme.
- Provide a building assessment document which summarizes the condition of the existing City-County Complex. Though not exhaustive in nature, this assessment should observe the various structures, electrical and mechanical systems and offer conceptual recommendations for repair or replacement. Budget scenarios shall be provided respectively for each of the engineering replacement schemes.
- Identify special access areas and security requirements. Included in this should be site and building concepts in regard to Sheriff's vehicular movement, holding areas, and detainee movement through the new structure.
- Assess the amount of employee and visitor parking available, including current and projected needs.

Part III – RFQ Requirements and Procedures:

3.1 Response Requirements:

1. Successful working relationships with prior clients: Candidates must demonstrate a successful professional consultant working relationship with prior clients. References must be provided from each candidate. All references will be checked and be evaluated during the selection process. References will include a minimum of two (2) owner references for each similar project listed in the candidate's submittal. Include a point of contact and telephone number for each reference.
2. Experience on similar projects: Candidates must submit a list of five (5) similar projects of this scope that have been completed in the last five (5) years. Candidates are to include for each project the name and location of project, name and phone number of the owner's representative, construction value, scope of work, schedule of work by the consultant of the project.
3. Experience of staff assigned to the project: Candidates must submit resumes of the individuals who will be assigned to this project to include specialized certifications, experience, and a list of similar projects they have worked on in the past five (5) years.
4. Capacity to perform work with current or anticipated workload: Candidates are to submit information regarding current workload and how this project will be managed in conjunction with current or anticipated workload.
5. Management approach: Candidates to submit a statement of firm's project management approach for project delivery. Include typical scheduling method to be utilized in accomplishing the work.

Response to these criteria may also include a statement of why the proposing firm should be selected. This section provides each firm the opportunity to provide specific information that differentiates it from the others in the competition.

3.2 General Requirements:

All Qualification Statements must be complete, carefully worded and must convey all of the information requested in order to be considered responsive. If the submittal fails to conform to the requirements of this Request for Qualifications, the Selection Committee will be the sole judge as to whether that variance is significant enough to consider the submittals non-responsive and therefore not considered for further review.

3.3 Consultant Qualifications:

Florence County is seeking candidates with experience in this type of procurement and who have the capability, track record and familiarity with delivering quality projects of this size and scope in a timely manner. Candidates are invited to submit qualification statements in accordance with this solicitation and as outlined hereafter:

3.4 Qualification Submittal Format:

Submittal shall be clear and concise and organized in the following format:

1. Letter of interest.
2. Past project list (5 minimum completed in the last 5 years). Include for each project:
 - a. Name and location of project.
 - b. **Name and phone number of the owner's representative** for the project.
 - c. Scope of work.
 - d. LEED requirements if applicable.
3. Current work load; include:
 - a. Other projects taking place during time frame of this study.
 - b. Statement of how the proposed Florence County Administrative and Judicial Complex project will be managed in conjunction with current or anticipated workload.
4. Management approach:
 - a. Typical Organizational Chart.
 - b. Schedule.
 - c. Resumes of individuals that will be assigned to the project with related experience on similar projects.
 - d. Current and proposed method/plan for minority business utilization.
 - e. LEED experience.
 - f. Statement that differentiates firm from similar firms in the industry (limit 2 pages).

3.5 Additional Information:

1. Submit **5 copies** of all the information requested above.

2. Tours of the building will be made available only to shortlisted firms and will be made prior to the interview session.
3. Note deadline of January 15, 2013 for questions.

Part IV – Selection Process:

4.1 Selection Process:

Florence County will perform the work outlined in this document in a two-step procurement selection process. The process involves first the solicitation of Statements of Qualification from interested candidates which will be evaluated to identify those which, in the determination of the Selection Committee, best meet the established qualification requirements or could, after clarification be made acceptable. The Selection Committee will review each submittal and select a shortlist of no more than three (3) of the most qualified respondents based on the initial evaluation criteria stated below. The shortlisted firms will then be asked to interview with the Selection Committee.

The criteria requested from potential candidates will include, but not be limited to: experience of staff assigned to project, prior performance, recent past references on all aspects of performance, financial stability and experience on similar sized projects. This information will be given the weights listed below and will be requested in the following format:

4.2 Initial Evaluation Criteria:	Weight
1. Successful working relationships with prior clients	30%
2. Experience on similar projects of this scope	30%
3. Experience of staff assigned to this project	15%
4. Capacity to perform work in required time with current/anticipated workload	15%
5. Management approach	10%

4.3 Interview Procedure:

Once a shortlist has been determined, the shortlisted respondents will be asked to come in for an interview with the Selection Committee. The top ranked respondents will be required to make an oral presentation of their qualifications. This opportunity allows respondents to further define the primary features and benefits of their qualifications, to allow for qualification clarifications, and to allow questions from the selection committee. Presentation format is left to the discretion of the respondent. A presentation room will be available; however, respondent must submit a list of any equipment needed for their presentation, if any.

The candidates may be asked to provide more detailed information about technical expertise, past experience, LEED qualifications, minority business utilization as well as other issues. Candidates must exhibit this ability to manage and complete programming of projects over \$25 Million. Short-listed firms will also be given the opportunity to tour the project site. The Selection Committee reserves the right to reject any and all submissions and to waive technicalities and informalities.

4.4 The interviews of the short-listed respondents will be evaluated on the following basis.

Final Evaluation Criteria:	Weight
Quality of Overall Interview	100%

The Selection Committee will evaluate the interviews and rank the short listed respondents in accordance with the final evaluation criteria results. A report will be issued to the County Council that recommends that a contract and delivery method be negotiated with the top ranked firm. The form of contract used will be approved by the Florence County Procurement Office.

Contract negotiations will begin with the candidate that provides the best value to Florence County in terms of cost of the work and qualifications.