



YORK COUNTY GOVERNMENT

PURCHASING DEPARTMENT

P O Box 180, 6 South Congress Street

York, South Carolina 29745-0180

(803) 684-8520

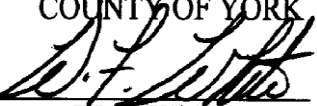
www.yorkcountygov.com

REQUEST FOR QUALIFICATIONS

Date: October 6, 2009

Proposal ID # 1906/11-4-09

Sealed proposals for architectural, engineering, and exhibition design services for the renovation of the ground floor of the People’s National Bank Building into a children’s museum are subject to all conditions, and provisions, etc., set forth herein and attached. A Mandatory Pre-Submittal Meeting will be held at the People’s Bank Building at 3:30 p.m. on Wednesday, October 21, 2009. Proposals will be received in the Purchasing Office, Room 114, until 11:00 A.M.E.D.S.T. on Wednesday, November 4, 2009. Proposals will be publicly opened and read in Room 108, Agricultural Building, #6 South Congress Street, York, SC 29745 by the Director of Purchasing.

COUNTY OF YORK
By 
W. F. White
Director of Purchasing

Proposal I.D. # 1906/11-4-09

SPECIAL CONDITIONS

The above **Proposal #** shall be shown on the front of the envelope in which this proposal is submitted. York County assumes no responsibility for unmarked envelopes being considered for award. Place all submits for a given proposal ID # in one envelope. Authorized company representative is required to sign in ink on page two in the space provided. **Proposals not signed will be automatically rejected.** It is requested that completed proposals be either typewritten or handwritten in black ink only. Facsimiles are not acceptable. If County offices are closed due to inclement weather, the proposals shall be opened at the same scheduled hour on the 3rd working day (excluding County observed holidays) after the scheduled proposal opening date.

INSTRUCTIONS

1. **Submit one (1) signed original and five (5) signed copies of the proposal.**
2. Proposal, amendments thereto or withdrawal requests received after the time advertised for proposal opening will be void regardless of when they were mailed.
3. If specifications or description papers are submitted with proposal, enter proposer's name thereon.
4. When required, furnish samples, free of expense, prior to the opening of proposal. Label each sample with proposer's name and the item number. Should you wish sample returned at your expense, when not damaged by review, make requests for return within 10 days following opening of proposals.
5. Address and mark proposal as indicated in the notice.

CONDITIONS

1. The County reserves the right to reject any and all proposals, and to waive all technicalities.
2. The right is reserved to make award as considered to be the most advantageous to the County.
3. The successful proposer shall indemnify and save harmless the County of York and all County officials, agent, and employees from all suits or claims of any character brought by reason of infringing on any patent trade mark, or copyright.

PROPOSAL

In compliance with the request for proposal, and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items proposed

DATE

FEDERAL E.I. NO.

COMPANY NAME

AUTHORIZED SIGNATURE

COMPANY ADDRESS

PRINT OR TYPE NAME ABOVE

CITY, STATE, ZIP+4

**Definitions of categories as related to your firm
Please check one**

COMPANY TELEPHONE NUMBER

- _____ Not Minority Owned
- _____ African American
- _____ Caucasian Female
- _____ African American Female
- _____ Alute
- _____ Eskimo
- _____ East Indian
- _____ Hispanic American
- _____ Native American
- _____ Oriental

COMPANY FAX NO. (IF APPLICABLE)

EMAIL ADDRESS

S. C. SALES TAX NO. (ONLY IF OUT OF STATE)

**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURE, ENGINEERING, EXHIBITION DESIGN SERVICES
AND
INVITATION TO A PRE-SUBMITTAL MEETING**

1.0 GENERAL

- 1.1 York County has recently acquired a vacant, ground floor commercial space in an existing building and intends to renovate it for use as a children's museum.
- 1.2 York County intends that responses to this RFQ will be used to determine the relative qualifications of various Proposers to perform the work and tasks specified. The county will be seeking proposals from firms with demonstrated expertise in architectural and exhibition design, building renovation including historic interiors and USGBC LEED for Commercial Interiors certification and the preparation of documents suitable for seeking competitive construction bids. It is anticipated that an agreement for professional services will be negotiated and executed between York County and the Proposer who is determined to best meet the needs of the county for this project. This RFQ is for professional design services only, the selected firm shall be excluded from bidding on the construction phase.
- 1.3 This RFQ contains, in general terms, the overall objectives of York County in obtaining the services of a consultant. While an attempt is made to describe the general expectations of the county and the anticipated work to perform, the county and the successful Proposer will need to define a more specific scope of work and fee schedule as part of a negotiation process.
- 1.4 Each Proposer providing a response for consideration by the county is responsible for obtaining information on the conditions and restrictions involved in meeting the obligations and providing the services as set forth in this RFQ. The failure or omission of a Proposer to obtain adequate information will in no way relieve the Proposer of any obligation with respect to this RFQ or to an associated contract.
- 1.5 Throughout the solicitation process, if it becomes necessary to revise any part of this RFQ, written amendments will be provided in an electronic format to all potential Proposers. Amendments related to the Request can be accessed through the Purchasing Department homepage as follows:
www.yorkcountygov.com/Departments/departmentsN2/ActiveBids.com

2.0 MANDATORY PRE-SUBMITTAL MEETING

- 2.1 A mandatory pre-submittal meeting to critique this project, discuss the job requirements, ask/answer questions and perform a general walk through of the facility will be held at the site location on **at 3:30 pm on Wednesday, October 21, 2009.** (See Location 3.1 & 3.2)
- 2.2 All interested firms are requested to gather in the lobby area of the building by 2:45 pm to register for this meeting and become eligible to submit a RFQ at the specified time and date.
- 2.3 Participants are not requested to provide qualifying documents, company information or pricing at this time. (See 7.0 PROPOSAL RESPONSES for proposal submittal time, date and place)

3.0 LOCATION

- 3.1 Geographically, York County is located in upstate South Carolina and is bordered by Lancaster, Chester, and Cherokee counties in South Carolina and Mecklenburg County in North Carolina.
- 3.2 The building is located in the City of Rock Hill in York County at 133 East Main Street.
- 3.3 If necessary, additional directions can be obtained by contacting the Culture & Heritage Museums at (803) 329-2121 x139.

4.0 BACKGROUND/SCOPE OF WORK

- 4.1 The 5,368 square foot ground floor of this brick building is located at 133 East Main Street in downtown Rock Hill, SC. The four-story building was originally developed as a bank and office building for People's National Bank. The building was renovated in 2000-2001, with the top three floors being converted into residential and commercial condominiums and the first floor bank lobby space prepared for finishing per a tenant's specifications. The building is structurally sound, free of abatement issues, and has all new mechanical, electrical and plumbing systems. The owner controls only the commercial condominium located on the ground floor. The owner is a member with other condominium owners of the building association.
- 4.2 York County intends to renovate the ground floor for use as a children's museum for age's birth through 6 years of age and their families. The museum will include

durable, inter-active exhibits, a gift shop, restrooms and other visitor amenities. The Culture & Heritage Museums staff has developed several exhibition concepts and operational requirements as part of the program for the space.

- 4.3 The People's National Bank Building, (ca. 1909-1910) was listed in the National Register of Historic Places (0019, NR 1999) on March 25, 1999. Proposers can view the complete text of the registration form at:

<http://www.nationalregister.sc.gov/york/S10817746044/index.htm>

The building's façade has been fully restored. Historical elements in the interior bank lobby space remain intact, and include the bank vault, decorative iron railing on the mezzanine staircase, marble-clad columns with Corinthian capitols, and historic storefront woodwork and glass. The coffered ceiling also remains, including all beams and corbels. However, one section of the ceiling originally included stained glass panels, and while the ceiling is intact, the stained glass has been lost. Fortunately, a detailed colorized, scale-drawing of these stained glass panels does exist.

The design for the museum will maintain the character-defining features that helped make the building eligible for listing in the National Register. The design will reflect the principles stated in the Secretary of the Interior's Standards for Rehabilitation. All designs must preserve and restore the surviving interior historic architectural elements in the interest of preserving the historic character of this important National Register site.

The planning phase of the project is funded, in part, by a Preserve America grant from the US Department of the Interior, National Park Service, administered by the SC Department of Archives and History (SCDAH). SCDAH must review and approve all plans. Any design work on the exterior of the building must be reviewed and approved by the City of Rock Hill Board of Historic Review.

- 4.4 The owner desires to obtain certification of the completed renovation by the United States Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED) for Commercial Interiors.
- 4.5 The successful Proposer shall be asked to execute an AIA B141 Owner-Architect Agreement and shall be responsible for providing architectural and engineering design services for the project from schematic design through construction contract administration phases. The successful Proposer may also be asked to assist the county in further developing a program for the use of the building space.

5.0 SUBMITTAL REQUIREMENTS

- 5.1 All responses should include the following:

- a. A copy of this RFQ's title page properly signed to include the manual signature of an authorized representative of the Proposer and all appropriate address and contact information as listed on that form.
- b. A cover letter briefly summarizing the firm's interest in the project and relevant qualifications. Also include information about the Proposer's primary business location, main telephone numbers, and the length of time the Proposer has been in business, the total number of full-time employees, names of the Proposer's principals and a complete list of professional services offered by the Proposer.
- c. A detailed summary of the Proposer's relevant experience, particularly working with the public sector and with similar renovation projects to include references and contact information. List any contracts currently being performed or performed in the last 5-years by the firm that were similar in size or type to this project.
- d. Identification of all individuals who will be assigned by the Proposer to work with York County to include a detailed summary of each individual's professional credentials and relevant experience. This should also include a summary of qualifications and relevant experience of all subcontractor personnel if applicable
- e. A discussion of the desired services described in this RFQ that indicates an understanding of the goals and requirements of this RFQ with specific reference as to how the Proposer would propose to accomplish the items described to include a breakdown and explanation of services, a proposed schedule for design through construction and any restrictions that might be placed upon the county or the Proposer in providing those services.
- f. Any exceptions to the terms, conditions, or other requirements in any part of a Proposer's proposal response must be clearly pointed out in a distinct section of the response. Otherwise, the county will consider that all items are in strict compliance with the RFQ, and the successful Proposer will be responsible for compliance.
- g. Other information that the proposing Proposer may wish to include.

6.0 SELECTION CRITERIA AND PROCESS

- 6.1 Responses will be evaluated and reviewed by county staff for final selection by the York County Council. This evaluation may include discussions (in-person or through telephone conference calls) with all or some of the Proposers providing responses. Listed below are some of the criteria that may be used in making a selection.
 - a. Evaluation of the Proposer's ability to successfully complete all requirements as specified in this Request for Qualifications.

- b. Demonstrated experience and qualifications of the Proposer in dealing with similar projects involving local governments of similar size and organization.
- c. Demonstrated understanding of the project and abilities of the Proposer to successfully complete the expected scope of work on schedule and within budget.
- d. Examination of how the Proposer will propose to accomplish project objectives (use of innovative methods, unique approaches, reasonableness of proposed approach)
- e. Other factors determined to be relevant.

7.0 PROPOSAL RESPONSES

- 7.1 Proposal responses must be submitted to the Purchasing Department, #6 South Congress Street, Room 114, Agricultural Building, York, SC 29745 no later than **11:00 am on Wednesday, November 4, 2009**.at which time each response will be publicly opened and read aloud in room 108 (conference room) also in the Agricultural Building. Attendance at the opening is not required to be responsive. Late responses will not be accepted. All responses and supporting materials should be sealed and properly marked with the proposal number on the front of the packet. One (1) original and five (5) copies of the Proposer's response must be submitted. Facsimile responses will not be accepted. All responses must be valid for a period of ninety (90) days after opening. Proposers shall be prepared to meet with county staff to discuss any portion of their response before a selection decision is made. Proposers will be responsible for any costs associated or incurred in preparing or responding to this RFQ. All submitted responses will be retained as property of the county and will not be returned. The response must contain a manual signature of an authorized representative of the responding Proposer. Proposers will not be allowed to make any changes or corrections after responses are submitted to York County.

8.0 REQUIREMENTS

- 8.1 Once selected, the Proposer hired to provide the services referenced in this RFQ will be required to provide proof of insurance to include professional liability, workers compensation, employer's liability and general liability on an appropriate Accord form prior to commencing work.
- 8.2 All Proposers including all employees of the Proposer must comply with all applicable Federal, State and County laws pertaining to contracts entered into by governmental agencies, including non-discriminating employment. Contracts entered into on the basis of submitted proposal responses are revocable if contrary to law. Contracts for work resulting from this Request will obligate the Proposer to not discriminate on the basis of race, color, creed, religion, handicap or national origin in their employment practices.

9.0 INFORMATION

- 9.1 It is the intent and purpose of the county that this Invitation request permits competition. It shall be the firm's responsibility to advise York County if any language, requirements, etc., or any combinations thereof, inadvertently limit the requirements stated in this request to a single source.
- 9.2 Inquiries of interpretation or additional information can be made as needed up to five (5) days before the date specified for submission of proposal responses. The point of contact for information regarding this Request and subsequent ongoing coordination will be:
- Owen Glendening, Deputy Director for Interpretation
 - Culture & Heritage Museums
 - 4621 Mount Gallant Road
 - Rock Hill, SC 29732
 - (803) 329-2121 x139 (Phone)
 - (803) 329-5249 (Fax)
 - Email: oglendirning@chmuseums.org
- 9.3 Clarifications regarding these documents, or solicitation process, and responses to this RFQ should be directed to:
- W.F. White, Purchasing Director
 - York County Purchasing Department
 - (803) 684-8520
 - York, SC 29745
 - E-mail: bill.white@yorkcountygov.com
- 9.4 To ensure the integrity of the competitive process, all Proposers should avoid contacting any public officials or department(s) other than the person(s) listed above either directly or indirectly.
- 9.5 York County reserves the right to reject any or all responses, waive any technicalities and select the Proposer who is determined to best meet the needs of the county for this project.
- 9.6 Comments from vendors related to how future RFQ documents, and/or specifications can be improved are welcome. Proposers requesting clarification, interpretation of, or improvements to, the general terms, conditions, and specifications can make an email request to the Purchasing Director as follows: bill.white@yorkcountygov.com

**PLEASE SUBMIT FIVE (5) SIGNED COPIES OF YOUR PROPOSAL
RESPONSE WITH YOUR ORIGINAL**