



May 23, 2024

**Request for Qualifications
for
New Senior Center located in St. George, SC**

To: James Villeponteaux
Governance Committee - Chair
Dorchester Seniors, Inc
312 North Laurel Street
Summerville, SC 29483
Phone: (843) 871-5053
Email: jamesville@homesc.gov

I. GENERAL INFORMATION

Dorchester Seniors, Inc hereinafter the “DSI”, is seeking responses from qualified Consultants interested in providing architectural and civil site design services for the design, permitting and construction of a new Senior Center Facility and associated site improvements in St. George, SC. Architectural firms and Civil Site Design firms shall partner and submit as a project team. Firms that provide both Architectural and Civil Site Design Services may submit as a single entity. Proposals will be accepted by Mr. James Villeponteaux, Governance Committee Chair, 312 North Laurel Street, Summerville, SC, 29483. Proposals will be accepted up to but no later than 2:00 p.m., Friday, July 12, 2024.

II. BACKGROUND

Dorchester Human Development Board was established in 1979 by Dorchester County. The purpose of the agency was to assume the responsibility for programs that the county was operating that were of a “social service” nature. The name Dorchester Seniors, Inc. was approved at the September 22, 2004 Board of Directors

meeting and the name Dorchester Seniors, Inc. received official state approval on November 29, 2004. The DSI mission is to provide opportunities to all seniors of Dorchester County to enhance their educational, mental, social, spiritual and physical wellbeing. DSI offers programs consisting of Arts and Crafts, Educational classes, Fitness and Wellness, Cards and Games. DSI also offers Nutritional Service providing delivery of meals to homes of members.

III. PROJECT GOAL

DSI desires to build a new Senior Center on Dorchester County's property TMS# 045-00-00-058 where the County Courthouse is located. Dorchester County Council has provided approximately 2.7-acres for the new Senior Center located behind the courthouse at the terminus of Dutch Krakeel Road across from the Fire Station. DSI is seeking to hire a design team to design an approximately 16,000 square feet building and associated site improvements to meet DSI's programming and service needs to serve the senior population in the western part of Dorchester County. The Consultant(s) shall demonstrate substantial experience in undertaking and completing the type of work required. All questions and communications, whether of a substantive nature or otherwise, regarding this Request for Qualifications (RFQ) must be submitted via email with the subject line "DSI Center RFQ" no later than 5 pm, Friday June 14, 2024. If DSI deems it necessary, it will issue one or more written addenda in response to such questions. Enquiries must be submitted via email to: Russ Cornette, RCornette1@gmail.com.

DSI reserves the right to waive technicalities or to accept or reject any proposal or combination of proposals based upon the DSI's determination of its best interest.

IV. SCOPE OF WORK

Nothing in this Request shall obligate DSI to select a Consultant or enter into any agreement with a Consultant. Projects shall be contingent on a mutually agreed scope of work, fee proposal, and availability of budgeted funds.

The following scope of services is included as a guide for the proposer. It is designed to identify the minimum service level expected from the successful firm and as such should be modified and augmented based upon the experience of the firm, as necessary to complete the project:

General:

1. **Building Design and Permitting**
 - a. The Consultant shall conduct interviews with designated DSI staff and board members to achieve the expected future operational needs for the facility. The Consultant may visit and review DSI's existing facilities in Summerville and St. George, as well as the new site in St. George. The building design and layout should meet the current and future needs of the programming and services DSI provides.

- b. The final deliverable is a set of plans and specifications for a new building that will meet the current and future needs of DSI. The building plans will need to meet all current building codes and local floodplain requirements. The Consultant will be expected to assist DSI in acquiring all required building permits for construction with Dorchester County and the Town of St. George.
 2. Site Design and Permitting
 - a. The Civil Site Consultant shall design the site to accommodate the building, parking, landscaping, floodplain and stormwater requirements. The design should also accommodate water, sewer, communications, and power utilities to the building. The Consultant shall design the site to meet Town of St. George, Dorchester County, State of South Carolina and Federal requirements and ordinances for zoning, floodplain, stormwater, and wetlands. The Civil Site services shall include surveying services.
 - b. The final deliverable is a set of plans, specifications, and associated reports for the site that will meet current and future needs of DSI. The Consultant will be expected to assist DSI in acquiring all local, state and federal permitting required for site construction.

Schedule:

DSI’s schedule for Request for Qualifications is:

- Advertise for Qualifications: 6/7/2024
- Deadline for Questions: 6/21/2024 (5:00 p.m.)
- Deadline for Responses: 6/28/2024 (5:00 p.m.)
- RFQ Response Due Date: 7/12/2024 (2:00 p.m.)

DSI reserves the right to delay or modify the schedule as warranted and will notify all identified responders of changes. DSI reserves the right to reject any and or all responses and to waive defects, technicalities and/or irregularities in any responses.

Deadlines for Questions:

DSI will entertain questions regarding the project up until 5:00 p.m. on 6/21/2024. Questions should be submitted via email prior to this date and time. Questions will be addressed as required and responses will be forwarded to identified responders by 5:00 p.m. on 6/28/2024. All questions regarding the RFQ must be directed to Russ Cornette at RCornette1@gmail.com.

Deadline for Responses:

DSI will accept RFQ Responses until 2:00 p.m. on 7/12/2024 at the Faith Sellars Senior Center, 312 North Laurel Street, Summerville, SC 29483. Interested Firms shall submit four (4) hard copies of the RFQ Responses. Responses shall be sealed in an envelope addressed to:

James Villeponteaux
 Governance Committee Chair
 Dorchester Seniors, Inc

DSI is not responsible for and will not accept RFQ Responses which are received late.

RFQ Response Requirements:

The response shall contain no more than fifty (50) double spaced pages with normal one-half (1/2) inch margins, typed on one side only, excluding appendices. Minimum font size shall be 10-point, and the response document page size shall be standard 8.5 inches x 11 inches. True tables (not bordered text boxes) may be single spaced with a minimum font size of 9-point. Photo captions and other text that are not part of the narrative paragraphs and tables do not have font limitations. DSI intends to make its selection from among eligible firms that submit an acceptable proposal. All proposals must include the following:

Letter of Interest: LOI should include the following:

- An expression of the Prime Consultant's interest in being selected for the project.
- A statement confirming the commitment of key personnel identified in the submittal to the extent necessary to meet DSI's quality and schedule expectations.
- Provide the name of the Prime Consultant Principal, Officer of the Firm or Project Manager responsible for this contract and has authority to sign the contract for consultant.
- A summary of key points regarding the Prime Consultant's qualifications.
- Signing the letter of interest constitutes authorization of consultant to submit qualification for the purpose of negotiating and entering a contract with DSI.
- Certification of authorized submitter that information contained within is correct by including: "I certify that the information included within this document, is to the best of my knowledge, correct as of the date indicated".

Project Organization Chart: - Limited to one (1) side of a sheet of paper not exceed the size of 11" x 17". This chart must include the names of the key individuals selected for this project, their roles on the project, the names of the consultant by which they are employed, and the lines of communication, to include functional structure, levels of management and reporting relationships for Key Individuals, and major functions to be performed in managing and designing the project. It shall also indicate the people who will be points of contact with the DSI Project Manager.

Qualifications for Key Individuals.

Names and qualifications for other key individuals that are considered critical to the success of this project in addition to those identified above. Qualifications should include information on experience related to similar projects and previous project work.

- The consultant must provide a chart indicating the present workload of all key personnel to include all active projects (concurrent projects with other entities such as cities, state agencies, counties, COGs MPOs, private sector) and their percentage availability for this project. Additionally, all proposals must clearly list the percentage of work for prime consultant and sub-consultant(s) that will be performing work as part of the project.

APPENDICES

- Provide a list of References who have personal knowledge of the prime consultant's and the sub-consultant's previous performance. Provide three (3) client references each for both the prime and the sub-consultant(s). The references must include verified addresses, email addresses and telephone numbers, contact persons, and a brief description of services that have been provided similar to those described by DSI for this project. References shall be

shown on separate sheets (limited to one (1) single-sided sheet; one sheet for the prime and one sheet for each sub proposed).

- Size and description of firm. Identify the needed resources specific to this project and how those resources will be secured for the project.

All Qualification Statements submitted in response to the RFQ shall be reviewed in accordance with the evaluation items listed below.

Qualification Statement Review Committee

The Qualification Statement Review Committee shall be comprised of members of the DSI Governance Committee from DSI Board of Directors. The Committee shall determine the firms which meet the minimum requirements pursuant to selection criteria of the RFQ and procedures. The Committee shall select one qualified firm. The Committee may negotiate with one or more firms during the same period and may, at its discretion, terminate negotiations with any or all firms. The Committee shall make a recommendation regarding the award to the Governance Committee and the DSI Board of Directors who shall have final authority to award a contract to one or more of the successful firms in the best interests of DSI.

Qualification Statement Selection Criteria

The Qualification Statement Review Committee shall assign up to the maximum number of points as stated in this section for each evaluation item to each of the proposing firms. All assignments of points shall be at the sole discretion of the Qualification Statement Review Committee. The Qualification Statements all contain the essential information in which the award decision shall be made. The information required to be submitted in response to this RFQ has been determined by DSI to be essential for use by the Committee in the evaluation and selection process. Therefore, all instructions contained in this RFQ shall be met in order to qualify as a responsive and responsible firm and participate in the Qualification Statement Review Committee's consideration for award. Offerors who do not meet or comply with the instructions of this RFQ may be considered non-conforming and deemed non-responsive and subject to disqualification at the sole discretion of the Committee.

Qualification Statements will not be accepted from any firm, company, individual, person or party, parent or subsidiary, against which DSI has an outstanding claim, or a financial dispute relating to a prior contractual performance with DSI. Qualification Statements may be withdrawn by offeror prior to, but not after, the time set for the opening. Upon receipt by DSI, the Qualification Statement shall become the property of DSI, without compensation to the offeror, for disposition or usage by DSI at its discretion. DSI shall have the sole discretion in evaluating both the Qualification Statement and the qualifications of the offerors. DSI reserves the right to reject any and all Qualification Statements and is not bound to accept any Qualification Statements, if the Qualification Statement acceptance is contrary to the best interest of DSI. DSI reserves the right to waive or modify any information, irregularity, or inconsistency in applications received, request modification to applications from any or all offerors during the review and negotiation and negotiate any aspect of the application with any firm and negotiate with more than one firm at the same time. All Qualification Statements shall be evaluated using the same criteria and scoring process. The following criteria shall be used by the Committee to evaluate Qualification Statements:

Evaluation Item Maximum Points

- 1) Experience, qualifications, and technical competence of the staff proposed for the type of work required (40 Points)
 - 2) Past performance of the firm/team on similar type projects (20 Points)
 - 3) Availability of proposed staff and ability to be responsive to Town of Summerville requirements (20 Points)
 - 4) Teams understanding of the specific requirements of this project (20 Points)
- TOTAL POINTS 100 Points

END OF REQUEST FOR QUALIFICATIONS