



**REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECT/ENGINEER  
PROFESSIONAL SERVICES  
FOR  
MARTHA DENDY COMMUNITY CENTER, INC.  
RFQ No. 2022-427**

**Statement of Qualifications Submittals must be received electronically by **2:00 PM (Local Time), December 13, 2021**, to the attention of the Friends of Martha Dendy, c/o Karl Becker, with Thomas & Hutton, at [becker.k@tandh.com](mailto:becker.k@tandh.com)**

**Late Qualifications, amendments and/or responses received after the time and date listed above shall not be considered for evaluation.**

# REQUEST FOR QUALIFICATIONS

## Architect/Engineer (A/E) firm for design of the Martha Dendy Community Center, Inc. Laurens County SC

### STATEMENT OF PURPOSE STATEMENT OF PURPOSE

Friends of Martha Dendy ("Owner"), along with Laurens County, as part of the Capital Improvements Project Program, is soliciting Statements of Qualifications for the selection of an Architect/Engineer (AE) Team for the design of the Martha Dendy Community Center, Inc., in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications (RFQ).

This RFQ provides the information necessary for Respondents to prepare and submit Qualifications for consideration by the Owner. In the next step the Owner will determine an initial ranking of the Respondents. If the initial ranking of the Respondents is reasonably conclusive, the Owner may make a "most qualified" selection based upon the written Qualifications only. If not, then the Owner may conduct interviews with a "short list" of Respondents.

The Owner may select up to three (3) of the top ranked qualified Respondents to participate in an interview with the Owner to confirm and clarify the Qualifications submitted and to answer additional questions. The Owner may then rank the interviewed Respondents in order to determine a single most qualified Respondent.

After selecting the most qualified Respondent the Owner will negotiate the detailed professional services to be provided by the A/E and a suitable fee for those services. The Owner will request a fee proposal from the most qualified Respondent, with supporting information demonstrating that the requested fee is justified by the level of effort (and related personnel costs) required to provide the services necessary for the design of the Project.

### INSTRUCTIONS FOR SUBMITTING QUALIFICATIONS STATEMENTS

All statements of qualifications must be marked RFQ No. 2022-427, Martha Dendy Community Center, Inc. Statement of Qualifications Submittals must be received electronically **by 2:00 PM (Local Time), December 13, 2021**, to the attention of the Friends of Martha Dendy, c/o Karl Becker, with Thomas & Hutton, at [becker.k@tandh.com](mailto:becker.k@tandh.com).

Questions concerning the RFQ must be submitted in writing and directed to Friends of Martha Dendy Committee, c/o Karl Becker, with Thomas & Hutton, at [becker.k@tandh.com](mailto:becker.k@tandh.com) (Local Time). Responses will be made by email to all parties requesting an RFP.

## PROJECT DESCRIPTION

The project site is located on the former Martha Dendy Middle School Property, Parcel #901-13-08-008 located at 4 North Bell Street, Clinton, SC 29325.



## PROJECT SCOPE

The project scope shall include, but not limited to, the following for the approximately 4.77-acre property:

- Renovation and upfit of existing climate-controlled building to include:
  - Classroom areas
  - Banquet rooms
  - Indoor and outdoor recreation areas
  - Water, sanitary sewer, and storm drainage to serve the project
  - Parking area paving
  - Exterior Lighting
  - Fiber/Connectivity

- Security Systems
- Furnishings/Equipment/Computers

## **OUTCOME AND PERFORMANCE STANDARDS**

The successful AE Team will be responsible for providing Architectural, Structural, and MEP drawings and specifications, civil site drawings and specifications, and landscape design plans; develop opinion of cost and provide creative solutions to keep the project with the designs and project budget; apply for and obtain all required code compliance reviews, zoning reviews, building permits, tap fees, etc. as may be required. Contract Documents produced by the AE Team shall be in compliance with current State of SC, City of Clinton, and Laurens County Regulations. In addition, the design of the proposed facility shall comply with the following:

- Latest Edition IBC International Building Code
- Latest Edition International Plumbing Code
- Latest Edition International Mechanical Code
- Latest Edition International Electrical Code
- Latest Edition International Fire Code
- Latest Edition IBC and ICC/ANSI A117.1 – Accessibility Requirements
- SCDHEC SWPPP Requirements
- SCDOT Requirements
- Laurens County Planning

## **PROJECT SCHEDULE**

It is the Friends of Martha Dendy's goal to obtain a certificate of occupancy for the facility prior to January 31, 2023.

## **CONSULTANT QUALIFICATION**

The selected AE Team must assign a staff with experience in planning and design of a Community Center as it pertains to this particular project. The team must have experience with governmental regulations in regard to community center facility design, construction, and operation in the State of South Carolina, and provide successful experience on similar projects with other municipalities. The Friends of Martha Dendy is interested in firms with Community Center experience.

## **PROPOSAL REQUIREMENTS**

All submissions must be 8 ½ x11 format. There must be a Table of Contents and should be submitted digitally. All the responses must have the following categories.

- Letter of Interest

- Each firm must submit a summary letter outlining the following information:
- All firms proposed for collaboration on the design team
- Organizational and contractual partnerships between the principal and all additional firms
- Personnel and their various roles in the project
- Qualifications explaining why the team is the best choice for this project
- Summary of proposed project schedule including deadlines for schematics, design development, construction documents

- Experience

Please provide the following information about the proposed team's experience:

- Provide at least five (5) examples of past experience, including community center facilities. The committee would like to see other projects that demonstrate your experience, as well.
- Please list any professional consultants outside your firm who will partner with you on this project.
- Provide description of any other relevant information which displays the team's qualification for the project, e.g., specific design features in community center facilities designed by your firm.
- Highlight innovative ideas and expertise in technology within a community center facility.
- Describe experience working with a Construction Manager, listing the number of projects and description.
- Workload Availability  
Please provide a list of current on-going projects, percent complete, their completion dates and their respective manpower on those projects. Indicate what involvement the personnel proposed for this project have in the current ongoing projects listed.

## **DESIGN APPROACH**

- Describe the process you will follow from the schematic approval through the final design. Please provide dates from Notice to Proceed for each design phase (schematic, design development, and construction documents.)
- Detail key design players, submitting a complete list of their abilities, education, qualifications, licenses, principal strengths, achievements, and experience on similar projects.

- What experience has your firm had with construction of community center facilities? Describe your involvement in projects of similar size and scope, providing reference where appropriate.
- How will you incorporate the history of the Martha Dendy School into your design for the project?
- In what ways and to what degree have you familiarized yourself with the project and its components? Briefly state your firm's understanding of the work to be done.
- How will your firm approach the interior design and landscape design? Will you rely upon internal expertise or use the services of an outside designers? If the latter, what firms would you use and how would the fee be covered?
- Explain how your team will control project cost to assure the project budget is not exceeded.
- If the project construction bids exceed the allocation of funds, how would you help to determine the best ways for reducing cost to stay within budget?
- Explain the management tools, techniques, and procedures your team uses to maintain the programming, planning, and design phase schedules
- Describe the process your team will use to develop an architectural program.
- How does your team manage the process of clarification requests, bulletin drawings, review cost proposal of contracts, review and justification of change orders, payment schedules, final inspections, and close-out documents?
- Firm must ensure compliance with the Americans with Disabilities Act with examples.
- Has your firm been involved in any litigation within the past five (5) years arising out of your performance? If yes, please explain the full scope of the litigation.
- Please explain your firm's fee structure, hourly rates, and how it applies to our project. Please indicate the services and cost for the project.

## **SELECTION PROCESS**

The Friends of Martha Dendy are comprised of local Citizens of the City of Clinton, and are all past students of the school facility when it was in operation. The Friends of Martha Dendy will review the qualifications statement in detail and may identify up to three (3) of the top ranked, qualified teams to participate in an interview with them to confirm and clarify the Qualifications submitted and to answer additional questions.

The firms selected for an interview will be expected to make a presentation to the Steering Committee that conveys their ability to innovate and guide the steering committee through planning, design, and construction process. The Owner will make their selection to offer a contract to the firm based on the presentation and evaluation

criteria presented in the Evaluation Criteria Section. The Steering Committee will work with the firm on contract terms, conditions, fees, and provide the contract to Laurens County Council. If the contract negotiation proves unsuccessful with the selected firm, the Steering Committee will select another firm.

**EVALUATION CRITERIA**

- Qualification of the Firm  
The qualification of the firm as it relates to the project.
- Firms experience on similar projects  
Experience with related projects and list of the individual who were on the assigned project.
- Resources to complete the project  
This would include analytical, design tools, personnel, and resources used by the firm to complete the project.
- Response to the RFQ  
This will be any documents submitted for plans, space planning, and designs concepts.
- References  
Please list names and contact information for any references.

Criteria	Weight (%)	Score (0-3)	(a) X (b) Weighted Score
Cover letter/Letter of Intent	5%		
Project Understanding, Approach, Risk Mitigation, and Scheduling	20%		
Consultant Qualification	15%		
Team Organization, Experience, and Certification	10%		
Design Experience Community center Facility	30%		
Financial Stability	20%		
Final Score	100%		

## SCORING

- 0-Missing or does not meet expectations
- 1-Partially meet expectation
- 2-Meets expectation
- 3-Exceeds expectation

A non-mandatory site walkthrough is scheduled for **November 22, 2021, at 5pm** for all interested parties. All prospective consultants are encouraged to attend.

Any questions regarding the RFQ needs to be submitted by email no later than **December 3, 2021, at 5pm** to [becker.k@tandh.com](mailto:becker.k@tandh.com) and directed to the Martha Dendy Community Center, Inc., Attn: Karl Becker, with Thomas & Hutton.

## SUBMISSION OF PROPOSAL PACKAGE

Please submit a digital copy of a completed proposal in a pdf format on **December 13, 2021, at 2pm** to the attention of Friends of Martha Dendy, c/o Karl Becker, with Thomas & Hutton, at [becker.k@tandh.com](mailto:becker.k@tandh.com).