

April 30, 2018

REQUEST FOR QUALIFICATIONS (RFQ)

**SPACE NEEDS ASSESSMENT, SITE FEASIBILITY STUDY, AND
CONCEPTUAL PLAN FOR FUTURE MUNICIPAL FACILITY-POLICE
HEADQUARTERS AND CITY HALL OF THE CITY OF FOREST ACRES, SC**

SUBMITTALS DUE: MAY 30, 2018

**CITY ADMINISTRATOR'S OFFICE
5209 N. TRENHOLM ROAD
COLUMBIA, SC 29206**

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Section 1. INTRODUCTION

1.1 PURPOSE OF REQUEST

The City of Forest Acres, SC is requesting Statements of Qualifications from professional consultants to perform a space needs assessment, site feasibility study, and preliminary conceptual design of a Police Headquarters and City Hall facility for future fiscal planning.

1.2 BACKGROUND

The City of Forest Acres is in the midlands of South Carolina along Interstate-77 and contiguous to the City of Columbia. Driven by the well respected and desirable schools, the convenience of commercial areas, and the overall safety and atmosphere of the city, Forest Acres is particularly appealing to families with school aged children. Though Forest Acres maintains its coveted small-town feel within the residential areas of the city, the main thoroughfares of Forest Drive, Trenholm Road and Beltline Boulevard generate enough traffic to support a quality and scale of shopping not frequently found in small towns. The City of Forest Acres has recently experienced an increase in commercial growth along these main corridors.

The City of Forest Acres desires to either enhance existing, or build a new, Police Headquarters and City Hall to accommodate the recently experienced and anticipated future growth, with a particular focus on services, projects, programming and spatial needs of City staff.

Forest Acres' current municipal complex site consists of three contiguous lots at 5205 (TMS #14013-02-07), 5209 (TMS #14013-02-24), and an unaddressed parcel (TMS #14013-02-05) North Trenholm Road. Together, these properties total approximately 2 acres. Limiting factors, such as flood zones and sewer easements, exist on the property and will need to be considered during the study. Because of these limiting factors, the City may also consider relocating its municipal services from this current site.

The property located at 5205 N Trenholm currently serves as the Police Headquarters, Court Room, and City Council Chambers. This building is approximately 11,674 square feet and was built in 1955. The building was remodeled when the City originally took ownership and in 2016 after receiving significant flood damage. The building located at 5209 N Trenholm was constructed in 1990 and currently serves as the City Administration building. This building is approximately 3,016 square feet. The unaddressed parcel is a green space with small picnic tables and a gazebo. During a major flood event in October 2015, the Police Headquarters building and the main access roadway, North Trenholm, flooded. For the site to remain a viable option, an emergency egress will be necessary if another major flooding event occurs.

1.3 GOALS AND OBJECTIVES OF THE PROJECT

The project consists of performing an evaluation of the space needs for the above Police Headquarters and City Hall functions, a site feasibility study, and a conceptual plan for redevelopment.

The evaluation should include:

- Identify current facility conditions and deficiencies
 - Structural issues
 - Size
 - Number of staff
 - Equipment
 - Restrooms
 - Parking
 - Storage
 - ADA Compliance
 - Utility Costs
 - Hours of Operation
 - Photos
- Square footage necessary for personnel (workspace), as requested by staff and dictated by standards, including shared space potential, with projected space needs as Police and City Hall staff grow
- Number of staff
- Storage
- Conference and meeting rooms
- IT and Computer Equipment and needs
- Sustainable/LEED
- Service Counter
- Police Dispatch room (secure service counter)
- Holding Cells and Sally Port
- Interview/Interrogation rooms
- Ample Restroom space
- Clerk of Court (secure service counter)
- Jury Room
- City Council Chamber/Court Room/Public Meeting space
- Parking for visitors and personnel

The feasibility study should include:

- Maximization of the existing properties
- Innovative approaches to deal with limiting factors
- Potential for utilizing the parking area and open space for community events
- Emergency egress to Forest Drive or Trenholm Road above the historic flood mark

The conceptual plan should include:

- Preliminary conceptual design of the building layout/s
- A site plan detailing the placement of the new building and other essential elements based on the findings of the space needs assessment and feasibility study
- A minimum of one (1) conceptual building rendering or elevation as seen from Trenholm Road
- A projected budget aggregated between building cost and site preparation cost

Section 2. REQUIRED STATEMENT OF QUALIFICATIONS

2.1 NARRATIVE

The statement of qualifications should include the following information:

Facts about the firm:

- Number of years in business under the current name and location
- Business and/or professional license numbers and expiration dates
- Professional history of firm and principals including their association with previous firms
- Description of similar projects involving special needs assessments and/or feasibility studies for municipal facilities in the last five years
- Projects located in this general region of the state
- Description of firm's liability and professional responsibility insurance along with the declaration page of the liability policy now in force
- List of individuals dedicated to this project and corresponding professional resume
- List any projects that were awarded to the firm, but were not completed and why within the last 3 years
- If sub-consultants are to be used on the project, list similar information regarding their experience and personnel working on the project
- Project approach and projected schedule
- Anticipated price for consulting services

2.2 GENERAL

Submittals shall be limited to 20 double spaced pages, double sided. Covers and tabs, required forms, and appendices will not count towards the total page count. Professional resumes may be added as appendices and will not count towards the page total. Questions regarding the statement or its submittal may be directed to Shaun Greenwood at sgreenwood@forestacres.net. Six (6) hardcopies copies of the submittal are required.

Section 3. REPORTING, INFORMATION, AND LEGAL STATEMENT

3.1 REPORTING SYSTEMS

- A draft of the study shall be ready for review and input from the City before finalization
- Interested parties are required to identify any potential or perceived conflicts of interest, and identify any that they are currently engaged in that might present a conflict of interest
- It is expected that there will be at least one status update on site during the study, and at least one presentation at a City Council meeting (To be determined)

3.2 MISCELLANEOUS INFORMATION

- The City of Forest Acres reserves the right to accept or reject, either in whole or in part, any and all submittals in response to this request, to waive irregularities, or take whatever action deemed necessary to protect the City's best interest

- All submittals are due by May 30, 2018 at 3pm, no exceptions
- All material submitted regarding this RFQ becomes the property of the City of Forest Acres
- Such materials/documents are available for public inspection after the final selection has been made; As property of the City, the City has the right to use the information contained in the submittal
- Performing the Needs Assessment, as part of this contract will not preclude a vendor from designing and building the future Police Headquarters and City Hall through a separate competitive process or as a continuation of existing services
- The City is not responsible for any costs incurred by the consultants prior to conveying this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation without the prior written consent of the City
- The City reserves the right to make reference checks with any client listed in the documents for further information and verification of the consultant's qualifications

3.3 LEGAL STATEMENT

Responders to this RFQ must disclose involvement in any litigation within the last five (5) years in which a claim has been made against any team member (individual or company) asserting a cause of action other than Employment issues or Contracts not related to your professional work. Explain the issues in these cases (or the fact there are none) as part of your submittal.

Section 4. PROCUREMENT OF PROFESSIONAL SERVICES

4.1 GENERAL SELECTION PROCESS

All submittals will be evaluated by the City's evaluation committee based on the following criteria:

- A demonstrated understanding of the requirements of this project
- Project approach and schedule
- Qualifications and expertise of key personnel assigned to the project and their proven ability to efficiently complete similar projects
- Experience of the firm and project team, directly relating to this project
- Comments and opinions of references
- Clarity, consciousness, and organization of the Statement of Qualification
- Projected costs for consulting services

4.2 INTERVIEWS

As its option, the City may conduct interviews with any consultant to determine the best qualified firm and reserves the right to interview only the top ranked firms based on the review of qualifications.

4.3 NEGOTIATIONS

Upon completion of the selection process, the City will commence negotiations with the selected firm to establish a final scope of services with the consultant. Negotiations will be suspended from any firm being considered and may commence with any other firm if an agreement cannot be made.

4.4 AGREEMENT

The City Attorney shall prepare the proposed final Agreement between the City of Forest Acres and the selected consultant.

4.5 FINAL APPROVAL

The evaluation committee may forward a final recommendation for selection to the City Council for their consideration and possible approval. Final approval is expected to take place no later than 45 days after the RFQ closing.