

3. RECEIPT OF THE RFQ AND LATE SUBMISSIONS

- a. Responses to this request for qualifications will be accepted by e-mail only; paper copies will not be accepted. Interested parties may submit an e-mail response to:
Ms. Sandi Worthy, City Administrator at sworthy@chester.sc.gov
- b. Any questions concerning this RFQ process should be directed in writing via email to Ms. Sandi Worthy, City Administrator at sworthy@chester.sc.gov
- c. Use the subject line for the project: Rehabilitation for Historic Chester City Hall. Paper responses will not be accepted.
- d. Use a .pdf file format for your attachments. A shareable link to the attachment will also be accepted.
- e. Qualifications must be received via e-mail no later than 5:00 PM EST on Friday, November 13, 2015.
- f. Qualifications received after this date will not be considered. It is the responsibility of the proposing firms to ensure Statements of Qualifications are received by the deadline.
- g. The City of Chester reserves the right to request clarification of information submitted and to request additional information.

4. EVALUATION OF THE STATEMENTS OF QUALIFICATIONS AND DETERMINATION OF THE TEAMS FOR COMPETITION

The evaluation of each firm's qualifications will be accomplished by an evaluation team, to be designated by the City, which will determine the firm's qualifications most advantageous to the City, taking into consideration the evaluation factors set forth in the RFQ. Each firm's qualifications will be reviewed based on the criteria stated above including:

- Experience with similar projects (25%)
- Firm and individual qualifications (25%)
- Ability to perform work (25%)
- References (25%)

The City reserves the right reject any submittal that does not comply with all the submittal requirements. Based on the evaluations of the Statements of Qualifications, a final short list of not less than three (3) or more than five (5) firms will be compiled and presented to City Council.

5. NOTIFICATION – After the Short List has been determined by the Committee, the selected teams will be notified and will receive Requests for Proposals and information on the final selection process. At the completion of the final selection process, the selected team will be notified.

6. TENTATIVE PROJECT SCHEDULE – Included below for reference is the tentative project schedule. Schedule is subject to change.

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| November 5, 2015 | Facility Tour, 10 am |
| November 13 | Statement of Qualifications Proposal Due, 5 PM |
| November 18 | Committee selects Short List |
| December 7 | Short List interviews |
| December 8 | Committee selects firm |
| January 15, 2016 | Draft report completed and submitted |
| March 30 | Final report submitted |

4. SUBMITTAL REQUIREMENTS

A. COVER LETTER: An officer of the firm submitting the Statement of Qualifications and the designated lead design architect shall sign the cover letter. In case of a joint venture, an officer of each joint venture partner shall sign the cover letter as well as the designated lead design architect.

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C. STATEMENT OF QUALIFICATIONS:

Specific Requirements - In keeping with the sustainable design philosophy, the City asks that the response to the RFQ be via email in PDF file format. To be responsive, each Statement of Qualifications must include the following material in the exact order specified. Submittals not organized according to this format may be rejected.

1. PROJECT TEAM: Provide a general introduction on the makeup of the project team, including each team member's area of expertise and note any past experience of team members working together on other projects. The project team should include the disciplines of architecture, engineering, and any other consulting disciplines deemed necessary by the Proposer to effectively meet the requirements of the project. These disciplines may be provided by a single firm or by several firms. For each team member, include the name, address, and telephone number of the firm. (Page limit: none, but be reasonable)

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2. **PROJECT EXPERIENCE:** Relevant project experience of any project team member may be submitted. Up to four (4) examples of design projects may be submitted. Project examples may include any of the following:
 - Examples of constructed projects of related scope and complexity to community services buildings, executed by any design team member, that best reflects their overall design and technical capability.
 - Examples of projects executed by any design team member that demonstrate an innovative approach to environmentally responsible or sustainable design.
 - Examples of projects executed by any design team member that demonstrate a sound technical and sensitive historic rehabilitation or adaptive reuse.
 - Examples of constructed projects of related scope and complexity to small historic properties, executed by any design team member, that best reflects their overall design capability.
 - Other projects executed by any design team member that exhibit design and technical capability in the area of that team member's expertise. These may be for any type or size of project.

For each project, submit a one-page narrative description of the project. Color photos or graphics depicting the projects are encouraged but not required. The narrative description shall include the architect of record, design team member's role in the design of the project, the type of facility, location and client name, total gross square feet, total construction cost, and a brief statement indicating the relevance of this project for the Historic City Hall project. (Maximum of eight (8) pages, including photographs)

3. **REFERENCES:** Provide at least three (3) owner/user references for the firm. For each reference, list the person's name, address and current telephone number, email address, and nature of the reference or relationship.

D. IMPRESSION AND PROVISIONS OF SERVICES:

1. Submit a two page written statement describing the Proposer's impressions of the project's opportunities and constraints and how the firm proposes to provide design and construction documentation services for the Historic City Hall project. The statement should also address the envisioned working relationship with the