

Request for Qualifications  
For  
Architect/Engineer  
Professional Services  
For  
LAURENS CITY POLICE  
DEPARTMENT  
RFQ No. 2022-427

Statement of Qualifications Submittals must be received electronically by 2:00 PM (Local Time), December 15<sup>th</sup>, 2021, to the attention of the City of Laurens, c/o Gary Coleman at [Gcoleman@cityoflaurens.com](mailto:Gcoleman@cityoflaurens.com)

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

**Request For Qualifications  
FOR: City of Laurens Police Department & Judicial Center  
Renovation and Addition**

**1. STATEMENT OF PURPOSE**

The City of Laurens is requesting qualifications from ARCHITECT / ENGINEER PROFESSIONAL SERVICES for design and oversight of renovation and addition to the Laurens Police Department located at 250 West Laurens Street. The project will consist of planning, designing, grading, renovation and construction of the Police Department and Judicial Center.

The City of Laurens will select one firm to work with their team. The team will assist in project budgeting and provide input to developing the site. The contract method will be a design build agreement. The City reserves the right to modify the contract agreement if it serves the purpose of the City.

It is the City's intent to explore numerous development options and anticipates the successful firm will help the City in developing the final program for the Project. The project budget for construction is not to exceed \$1.5 Million. The final architectural style, structure, materials, methods and cost for the project shall be developed through a series of committee meetings and architecture / contractor work sessions. This will enable the project to be developed through a progression of decisions.

This RFQ contains a description of the property, a description of the goals set by the City of Laurens for this project, and additional information about the site.

## II. THE SITE

The Site is: Platt #906-11-04-020.

The site is zoned RP and is within the municipal boundaries of the City. There are no special districts that apply to this site.

## III. PROJECT KNOWLEDGE RESPONSIBILITY

Each firm shall fully acquaint itself with the property and conditions of the site.

## IV. PROJECT DEVELOPMENT REQUIREMENTS

The City of Laurens desires to develop this project in five (5) phases. The selected design build team will be performing or assisting in all five phases.

1. Master Planning Phase
2. Schematic Phase
3. Budget Phase – Guaranteed Maximum Price
4. Construction Documents
5. Construction (including warranty after completion)

## V. GOALS FOR DEVELOPING THE SITE

The City of Laurens has established the following goals for this project to accomplish:

1. Create A Multipurpose Building – This structure includes offices, evidence room, gym, court room, technology room, bathrooms and conference room.
2. Create A COVID19 Friendly Structure – This structure will be designed to have adequate space for proper distancing.
3. Ensure Design Quality and Compatibility- The site is located on a prominently visible location in Laurens. Appropriate materials should be employed to ensure that the development is compatible with the existing structures.

## VI. QUALIFICATIONS

Qualified design build teams with an interest in this project should submit a detailed statement of qualifications according to the guidelines provided in this RFQ. All statement of qualifications should at a minimum contain the following:

1. Identification of the person who will be the manager for this project to represent the team.
2. Identification of the official who can legally act for the company, is responsible for, and in charge of design, and who represents a firm licensed in the state of South Carolina.

(Note: The above two items should be represented by the same individual, if possible.)

3. Recent partnering or design-build experience, including projects similar in nature, performed in a team concept with client references.
4. A qualification statement (resume) of key individuals and technical support personnel who will work on this project and/or available to the company for assistance.
5. Statement as to how your company will interact with the general contractor and the City. Evidence that communication, graphics, and design skills are, in fact, a compatible unit that interacts with The City of Laurens for this benefit.
6. The firm is to list projects and contact information for completed projects in the public sector.

## VII. SELECTION CRITERIA

Proposals for the development of this site will be evaluated according to the following criteria:

1. The firm's previous experience regarding quality of developments and demonstrated history of developing successful projects of similar scope.

2. The firm's demonstrated experience in providing partnering and/or design build experience with publicly funded projects.
3. The firm's demonstrated experience in projects where the construction firm and engineers work as a team with the architect.
4. The firm's role/interaction in the five development phases of the project.

## **VIII. RFQ PROCESS**

1. The City of Laurens will accept proposals that include, at a minimum, the items identified in Section IV Qualifications.
2. A selection committee may choose to hold interviews with at least three firms who are deemed most qualified based on information submitted in the RFQ. The City reserves the right to conduct no interviews if in the opinion of the City there is a clear choice. The purpose of the interview shall be to gain additional information to adequately evaluate the design qualifications based on the criteria identified in Section V Selection Criteria.
3. Written notification of the selected contractor will be sent to all firms that submitted proposals.

## **IX. GENERAL TERMS AND CONDITIONS**

### **Proprietary/Confidential Information**

The architectural firms are asked for any restrictions on the use of data contained in their responses and told that proprietary information will be handled in accordance with applicable law, regulations and policy of the City. All proprietary/confidential information must be clearly marked as "Proprietary/Confidential".

### **Background Check**

The City reserves the right to conduct a background inquiry of each construction firm which may include the collection of appropriate criminal history information, contractual business associates and practices, employment histories and reputation in the business community. By submitting qualifications to the City, the contractor consents to such an inquiry and agrees to make available to the City such books and records as the City deems necessary to conduct the inquiry.

### **Determination of Responsibility**

The City may make such investigation as it deems necessary to determine the ability of a construction firm to provide full performance as outlined in the qualifications. The construction firm will furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any construction firm if the evidence submitted by or investigation of such contractor fails to satisfy the City that such contractor is properly qualified to carry out the obligations of a Contract.



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### **Rights Reserved by City**

The City reserves the right to amend its evaluation criteria as the City in its sole discretion shall determine appropriate and to utilize, as needed, an independent review team. A review and evaluation of the responses contained in the previous section will serve as a basis of selection of the construction firm judged best suited to meet the City's goals for the site and ask them to submit a more detailed proposal

The City reserves the right to reject any or all submittals; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the qualifications submitted. The City may interview construction firms as part of this selection process. Qualifications should be complete as initially submitted.

## **X. SUBMITTAL REQUIREMENTS**

Ten copies of the proposal marked "Laurens Civic Center" shall be submitted to the City of Laurens no later than 12:00 Noon on Thursday, May 15, 2014. Any questions about this RFQ should be submitted in writing to Gary Coleman and written responses will be provided via email to all contractors wishing to receive them. Any representations made over the phone or in verbal conversations are non-binding and should be secured in writing.

Questions shall be addressed to and the RFQ shall be submitted to:

Gary Coleman  
City Administrator  
126 East Public Square  
Laurens, SC 29360  
Phone: (864) -984-3933  
E-mail: gcoleman@cityoflaurens.com