



City of Hardeeville, South Carolina
205 Main Street
Hardeeville, SC 29927
Phone: 843-784-2231, Fax: 843-784-6384

Request for Qualifications SPACE NEEDS ASSESSMENT

1. Project Summary

The City of Hardeeville, South Carolina (“City”), is requesting qualifications (RFQ) from architects, planners, and other qualified professionals to conduct a space needs assessment to help guide Hardeeville in planning for future facilities as the City continues to grow in population and add new staff members. The study will also include a comprehensive assessment of the 13 existing City-owned facilities.



2. Project Introduction

Community Overview

Hardeeville, South Carolina is one of the fastest growing municipalities in the state. Over the past two decades the City has increased in area from a few square miles to greater than 57 square miles. Vast timber tracts covered many thousands of acres and thus rail played a large part in the development of the City by providing a means to transport this product. A train station located in what is the present downtown area spurred additional development. Over time US 17 developed and passed through the City and many auto and travel oriented businesses sprang up. As Interstate 95 was completed it functioned as a sort of bypass and Hardeeville no longer experienced as many travelers as in previous times.

As timbering operations moved elsewhere these large tracts of land were sold to various interests, including residential consultants. The resort area of nearby Hilton Head Island, the growth of Bluffton, SC and the lure of pleasant weather and lower tax burdens beckoned to many to relocate to the lowcountry and Hardeeville. Many of the large previously timber tracts were annexed into the City for development. Sun City and Latitude Margaritaville; age-restricted communities, are currently the large drivers in population growth. However, there are thousands of new residential units in various stages of the development pipeline featuring a diversity of housing types.

The City of Hardeeville staff has been growing at a significant rate to accommodate the corresponding demand in municipal services , more than doubling in the last eight years. In the last few years new facilities have been constructed including Fire Station 81, Hardeeville Recreation Center, and Fire Station 84. Hardeeville finds itself in the position of continuing to add personnel and struggling to find areas to accommodate new employees and equipment.

DEPARTMENT	2019	2020	2021	2022	2023	2024*
General Government	5	5	5	7	7	7
Planning/Development	7	7	7	6	6	7
Media	3	3	3	3	3	3
Fire Department	34	34	34	40	49	56
Police Department	26	28	30	33	38	41
Municipal Court	2.5	2.5	2.5	3	3.5	4
Public Works	12	12	11	12	11	11
Parks and Recreation	2	3	7.5	8.5	8.5	9.5
Management Information Systems	0	0	1	1	2	2
Finance	3	3	3	4	5	5

*proposed

Current City-owned facilities include the following:

- City Hall (205 Main Street)
- Fire Department Headquarters/Information Technology (30 Martin Street)
- Fire Station 81 (29 Martin Street)
- Hardeeville Community Library (30 Main Street) -operated by others

- Hardeeville Police Department/Municipal Court (26 Martin Street)
- Dasher House (20 Main Street) – to be demolished
- Old City Hall (36 Martin Street)
- Public Works Facility (1612 Plantation Drive)
- Hardeeville Recreation Center (285 John Smith Road)
- Fire Station 82 (2539 Argent Boulevard.)
- Fire Station 83 (1617 Lakeside Boulevard)
- Fire Station 84 (818 Riverport Parkway)
- Richard Gray Sports Complex

Method

This solicitation is a Request for Qualifications (RFQ). Responses will be reviewed by a Selection Committee that will evaluate each submittal according to the selection criteria outlined in the RFQ. Interviews may be requested with one or more firms responding to the RFQ. Award of this contract, if any, will be to the firm deemed best qualified, in accordance with the selection criteria, to perform the services outlined in this RFQ and other services as deemed necessary by the City.

Proposals will be opened at the date and time specified and each firm responding will be recorded as a respondent. Proposal content, including pricing, will be kept confidential until award of the contract.

The City may reject any proposal not in compliance with all prescribed public bidding procedures and requirements and may reject any and all proposals. The City reserves the right to waive any requirement or condition of the RFQ upon finding that it is in the public’s best interest to do so.

3. Schedules

Release of RFQ:	April 24, 2023	
Optional Responder Meeting: (Hardeeville City Hall; 205 Main Street Hardeeville, SC)	May 12, 2023	12:00 PM
Deadline for Submitting Written Questions:	May 19, 2023	12:00 PM
Submittal Due Date:	June 2, 2023	1:00 PM
Estimated Award Date:	July 6, 2023	

4. Submitting Questions

All questions concerning this RFQ must be submitted in writing no later than May 19, 2023 at 12:00 PM to the following:

City of Hardeeville
Matthew Davis, AICP
Deputy City Manager
205 East Main Street
PO Box 609
Hardeeville, SC 29927
843-784-2231
mdavis@hardeevillesc.gov

5. Scope of Work/Deliverables

The selected consultant will have a two-fold charge. First will be an analysis and assessment of all City-owned structures. This assessment will at a minimum consist of creating a database that shall be used and editable by the City and shall include such information as:

- Construction material
- Square footage/floorplans
- Year constructed/renovated
- Mechanical systems and their age and efficiency (to include technology)
- Number of employees currently assigned to each facility
- Available parking spaces
- Provide an estimated maintenance repair budget for the next five years

It is expected that City staff will be involved in the compilation of some of the required information. Other data may require the consultant to obtain it through other methods of research.

The second component will be a space needs study that will determine the following:

- Identify remaining lifecycle/usefulness of current facilities
- Make recommendations for workspace based upon anticipated headcount of existing plus future personnel
- Consider options for shared workspace and meeting space
- Make recommendations for parking
- Consider evolving technological needs
- Make recommendations for acquiring additional property/constructed new facilities as warranted including estimated cost per square foot for new facilities
- Funding sources for new facilities

All pertinent City staff will be made available to the consultant for interview with advance scheduling.

Submittal Instructions

The Consultant must submit Five (5) **bound hard copies** in a sealed envelope with the firm's signature across the seal **AND** One (1) **soft copy** (PDF electronic format on flash drive) with the words "Space Needs Assessment in Red."

Hard copy proposal should be submitted by no later than **June 2, 2023 1:00 PM** to:

Ms. Lori Pomarico
City Clerk
205 Main Street
P.O. Box 609
Hardeeville, South Carolina 29927

Selection Criteria

From the complete proposals received before the deadline, finalists shall be selected to present its proposal to a committee comprised of City staff. Finalists shall be scored on criteria that include:

- Relevant experience of firm
- Relevant experience of project team
- Understanding of the scope and issues facing the City
- Clarity of presentation
- Project timeline

Proposal Requirements

Proposals should contain the following information:

1. An introduction to the firm submitting the proposal.
2. A listing of References of similar projects with comparable scope and total fees charged, completed by your firm and the name, address, phone number and email of the contact person for whom the project was completed. The City of Hardeeville reserves the right to contact these references to discuss their project experience with your firm.
3. A completed pricing form for the project - the pricing form must be signed by an authorized representative of the firm.
4. Copy of City of Hardeeville Business License. If the firm does not currently have a license then a letter of commitment to obtain a City of Hardeeville Business License if contract is awarded shall be inserted.

6. Standard Terms and Conditions

The City has the sole authority to select a Consultant for this project and reserves the right to reject any and all proposals and to waive any informality or minor defects in proposals received. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal, regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by

the proposing Engineer/Designer of the conditions contained in this Request for Proposals, unless clearly and specifically noted. The City will not pay for any information requested, nor is it liable for any costs incurred by the Consultants in preparing and submitting proposals.

Consultant Indemnification

Consultant shall indemnify, defend and hold the City, their officers, agents and employees harmless from any and all claims, damages, losses, causes of action and demands, including, without limitation, the payment of all consequential damages, expert witness fees, reasonable attorney's fees and other related costs and expenses, incurred in connection with or in any manner arising out of Consultant's performance of the work contemplated by this RFQ. Submitting a response to this RFQ signifies that the Consultant is not covered under the City's general liability insurance, employee benefits, or worker's compensation. It further establishes that the Consultant shall be fully responsible for such coverage. Consultant's obligation to indemnify shall survive expiration or termination of this RFQ and shall not be restricted to insurance proceeds, if any, received by the City and their officers, agents and employees

Intellectual Property

Any system or documents developed, produced or provided in response to this RFQ, including any intellectual property discovered or developed by Consultant in the course of performing or otherwise as a result of its work, shall become the sole property of the City unless explicitly stated otherwise in the RFQ response. The Consultant may retain copies of any and all material, including drawings, documents, and specifications, produced by the Consultant in performance of this proposal. The City and the Consultant agree that to the extent permitted by law, until final approval by the City, all data shall be treated as confidential and will not be released to third parties without the prior written consent of both parties.

Assignment

Consultant selection includes consideration of the merits of the firm / team. Assignment of the proposal is discouraged and the City reserves the right to cancel the contract if the contract is assigned without City's written consent.

6.1 City's Right to Request Additional Information

Prior to contract award, the City must be assured that the selected vendor has all of the resources to successfully perform under the contract. This includes, but is not limited to, an adequate number of personnel with required skills, availability of appropriate equipment in sufficient quantity, financial resources sufficient to complete performance under the contract, and experience in similar endeavors. If, during the evaluation process, the City is unable to assure itself of the Consultant's ability to perform, if awarded, the City has the option of requesting from the Consultant any information deemed necessary to determine the Consultant's responsibility. If such information is required, the Consultant will be so notified and will be permitted approximately seven business days to submit the information requested.

6.2. Failing to Comply with Submittal Instructions

Proposals received after the identified due date and time or submitted by any other means than those expressly permitted by the RFQ will not be considered. The Proposal must be complete in all respects.

6.3. City's Right to Reject Proposals

The City reserves the right to reject any and all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the City. It is also within the right of the City to reject responses that do not contain all elements and information requested in this RFQ. A proposal will be rejected if the response contains any defect or irregularity and such defect or irregularity constitutes a material deviation from the RFQ requirements, which determination will be made by the City on a case-by-case basis.

6.4. City's Right to Amend or Cancel RFQ

The City reserves the right to amend or cancel this RFQ at any time. Any amendments must be made in writing prior to the RFQ closing date and time. By submitting a proposal the Consultant shall be deemed to have accepted all terms and agreed to all requirements of the RFQ (including revisions/additions made in writing prior to the close of the RFQ whether or not such revision occurred prior to the time the Consultant submitted its proposal) unless expressly stated otherwise in the Consultant's proposal.

6.5. Cost for Preparing Proposals

The cost for developing the proposal and participating in the RFQ process (including the protest process) is the sole responsibility of the Consultant. The City will not provide reimbursement for such costs.

6.6. RFQ Released

The release of this RFQ is communicated through public advertisement in the following:

City of Hardeeville Website: www.hardeevillesc.gov
Division of Procurement Services: www.procurement.sc.gov
SC Business Opportunities: <https://scbo.sc.gov/online-edition>

6.7. Revising, or Cancelling a Submitted Proposal

In the event that an Engineer/Designer desires to revise or cancel a submitted proposal, the Consultant must notify the City in writing of their intention to revise or cancel a proposal prior to the RFQ closing date and time. If the Engineer/Designer is submitting a revised proposal, the original proposal will be returned unopened to the Consultant. A revised proposal must be received by the City prior to the RFQ closing date and time.

7. General Business Requirements

This section contains general business requirements. By submitting a proposal, the Consultant is certifying its agreement to comply with all of the identified requirements of this section and that all costs for complying with these general business requirements are included in the Consultant's submitted pricing.

7.1. Standard Insurance Requirements

If awarded a contract, the Consultant shall procure and maintain insurance which shall protect the Consultant and the City (as an additional insured) from claims for bodily injury, property damage, or personal injury. The Consultant shall maintain the following insurance coverage with an insurance company licensed to do business in the State of South Carolina:

1. Workers Compensation: Insurance covering all employees meeting statutory limits in compliance with applicable State and Federal laws.

2. General and Automobile Liability:

Bodily injury, each occurrence \$ 500,000.00

Bodily injury, aggregate \$ 500,000.00

Property Damage \$ 100,000.00

Business Auto Liability per occurrence \$1,000,000.00

Excess Umbrella Liability per occurrence \$1,000,000.00

It shall be the responsibility of the Contractor and the Insurance Company to notify the City at least thirty (30) days prior to any cancellation or change in the policy.

Contractor will provide the City of Hardeeville with a copy of the certificate of insurance specifying the above limits have been met.

8. Proposal Certification

By submitting a proposal, the Consultant understands and agrees to the following:

1. That this proposal constitutes an offer, which when accepted in writing by the City, and subject to the terms and conditions of such an acceptance, will constitute a valid and binding contract between the Consultant and the City; and
2. That the Consultant guarantees and certifies that all items included in the proposal meet or exceed any and all of the RFQ's identified specifications and requirements except as expressly stated otherwise in the Consultant's proposal; and
3. That the proposal submitted by the Consultant shall be valid and held open for a period of ninety (90) days from the final RFQ closing date and that the Consultant's offer may be held open for a lengthier period of time subject to the Consultant's consent; and
4. That the Consultant's proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. The Consultant understands and agrees that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards; and
5. That the provisions of the laws of South Carolina have not been violated and will not be violated in any respect.

9. Proposal Evaluation and Award

9.1. Proposal Evaluation

Upon close of the RFQ, proposals will be reviewed by City Staff to determine the proposal's compliance with RFQ requirements; if the Consultant's proposal passes the Administrative/Preliminary review, the proposal will be submitted to the City Manager for evaluation and action.

9.2. Selection and Award

Upon completion of evaluation, the City staff will present a summary of all evaluated proposals to the City Manager and then Mayor and City Council along with the recommended proposal. The Mayor and City Council will review the summary and recommendation. The City Council will determine which, if any, proposal to award the contract, or the City Council can determine that additional information is required from any or all Contractors. The decision to award the contract will be made by a majority vote of the City Council.

9.3. Public Award Announcement

The award of a contract by the City Council will be communicated by a Notice of Award being published in the following:

City of Hardeeville Website: www.hardeevillesc.gov

10. Assignability

The Consultant may not assign this agreement or any of its rights or responsibilities hereunder without prior written consent from the City.

11. Audit

Upon not less than five (5) days prior notice, the City shall have the right to inspect and audit all records (including, without limitation, financial records) of the Consultant which pertain to the Consultant's fulfillment of this agreement and charge therefore.

12. Default and Termination

Failure of the Consultant to comply with the provisions of the contract documents shall constitute default thereof. The City shall give the contract written notice of any default; the Consultant shall have fifteen (15) calendar days from the receipt of such written notice to cure the default. Upon failure of refusal of the Consultant to cure any such default, the City shall have the right to terminate this agreement and undertake such legal and other proceedings, in law or equity, and to seek recovery of such damages, as may be allowed by law, including, but not limited to, reasonable attorney fees and costs.