



Request for Qualifications (RFQ) for a Consultant to Design a New Association Office Facility

This information has been assembled by the Executive Committee of the South Carolina State Firefighters' Association to assist that board in awarding a contract to design and coordinate with a general contractor in the process of construction of a new 10,000-12,000 square foot office building. The "Consultant" referred to below is the individual, firm, or team of individuals/firms who may respond to this request for qualifications.

SUGGESTED SCOPE OF SERVICES:

PRIMARY WORK PRODUCT: This contract will result in collaboration with the Association Executive Committee and staff in design of the facility, and in the implementation of the buildout of that design with a selected general contractor.

1. INITIAL REVIEW AND ANALYSIS

- a. **Interviews.** The Consultant will interview appropriate stakeholders involved with the project. These interviews will include the Eleven (11) Executive Committee Members {individually and/or in groups} and the Executive Director of the Association, Staff of the Association, and other limited stakeholders as deemed necessary by either party.
- b. **Site Analysis.** The Consultant will become familiar with the physical details of [*property to be purchased and developed*] and the historic patterns of urbanism and architecture in the surrounding region.
- c. **Planning.** The Consultant will provide information, as either party deems appropriate, and materials including text, photographs, maps, renderings, and other images for the initial review of the project. This material will describe the Consultant's credentials and help explain the project's process and portray any possible design considerations.

2. DESIGN PROCESS

- a. ***Generate necessary background maps.*** The Association will provide all necessary base map information as needed by the Consultant. These documents will be used to produce site specific plans that will be used during the preparation of the building design.
- b. ***Design Charrette.*** The Consultant will organize and lead design workshops or a full planning charrette to engage the Association, gather ideas and goals, and formulate implementation strategies. The Consultant will tailor the charrette to obtain maximum input to produce the best possible master plan on which to base the new facility. The charrette format will also take into consideration the findings of the initial site analysis, input from staff, and information obtained at previous meetings, workshops, and interviews. While the result will be a new office facility, the process will include discussions of future site development. At the conclusion of the design charrette, the Consultant will present the work generated to-date. Plans, renderings, and initial concepts that reflect ideas articulated in the workshops will be presented and further feedback solicited from the Executive Committee, Executive Director, and staff.

3. DRAFTING THE FACILITY

- a. ***Design Parameters for the New Facility.*** The new site will conform to all portions of current, local, state, and other codes as applicable in the design and construction of the facility.
 - Overview, including definitions, principles, and intent; and explanation of the regulations and process in clear user-friendly language.
 - Code Compliance Plan definition of and adherence to codes as applicable in all project phases
 - Building Fire Protection Features are expected to meet AND OFTEN exceed codes as appropriate to serve as a model for fire safety as well as efficiency.
 - Public Spaces defining design attributes and geometries that balance the needs of motorists, pedestrians, while promoting a vital public realm. These standards should include design specifications for sidewalks, travel lane widths, parking, curb geometry, trees, and lighting.
 - Green Area the opinion of the client is that retention of natural features of the site (to be selected) is of importance, as allowable and feasible

4. **REFINING THE DESIGN.**

- a. ***Presentation of First Draft.*** The Consultant will present the first draft of the facility design, for the purpose of gathering comments. Copies of the first draft will need to be in hardcopy and digital form. The presentation will be made to the Executive Committee at a regularly scheduled meeting of that body.
- b. ***Presentation of the Second Draft.*** After making revisions in response to comments on the first draft, the Consultant will present the second draft of the design at a later meeting, the date of which to be negotiated and not to exceed two months.
- c. ***Meetings with Stakeholders.*** The Consultant will be asked to attend stakeholder meetings, limited in number and location; but to ensure proper by-in from the Association membership.

5. **APPROVAL PROCESS**

- a. ***Plan Approval.*** *The ultimate agreed upon plan will be approved by the eleven (11) members of the Executive Committee of the South Carolina State Firefighters' Association.*
- b. ***Additional Revisions.*** Each participating party will in writing notify all entities and maintain record of any post approval plan alterations and will negotiate the cost of those changes as needed.

SUBMITTAL SUMMARY:

Submittals should be provided in 2 identical copies and include the following items, along with other material to demonstrate Consultant's expertise and capability:

1. A brief written description of the Consultant's approach to the project.
2. The expertise of the team assembled by the Consultant to carry out the work.
3. A list of comparable projects undertaken by the Consultant and/or team members.
4. A copy of at least one fire or emergency service-related facility, and or comparable office building, previously created by the Consultant and constructed.

RECOMMENDED FORMAT FOR SUBMITTALS:

1. **DESCRIPTION OF APPROACH:** Up to two pages describing the Consultant's typical approach to projects like this one, including the nature of the process and intended extent of client involvement.
2. **TEAM EXPERTISE:** Brief description of general qualifications, the multi-disciplinary nature of the team assembled for this project, specific evidence of relevant experience designing typical facilities, and a listing of key personnel that would be available to work on this project.
3. **COMPARABLE PROJECTS:** Summary of fire or emergency service-related projects, completed, with the following information for each code:
 - a. Reference name with current contact information
 - b. Nature of owner involvement in the design
 - c. Client type (clarifying role of private/public sector client, if any)
 - d. Size and scale of the project

EVALUATION OF SUBMITTALS:

Consultants responding to this RFQ must demonstrate the following:

- Experience in designing similar projects in other locations.
- Experience in building client consensus to support innovative structures.
- Strong graphic skills.
- Strong skills in written and oral communication.
- Experience in identifying, evaluating, codifying, and explaining the essential qualities of facilities and their character.
- Experience in designing or implementing projects of similar scope.

The Association will evaluate all submittals to determine which Consultants have the experience and qualifications that are most suited for this project. The Association may request personal interviews with the highest-ranked Consultants or may request one or more prospective Consultants to submit detailed proposals, which may include the following:

1. Detailed description of the methodology being proposed.
2. Work program detailing:
 - Tasks to be performed.
 - When each will be completed (timeline).
 - Tentative allocation of person days by task.
 - Schedule of work products.
3. Methods the Consultant proposes to use to manage the project and communicate with the Association and the stakeholders as to project progress, reviews, and conduct of meetings.
4. Identification of key personnel to be assigned to the project and their roles, with resumes of all key personnel.
5. Data expected to be provided by the Association.

SUBMISSION DEADLINE AND QUESTIONS:

Please forward your submission and any questions as to the specifics of the request, **PRIOR TO - September 19, 2022 at 5:00pm EST**

to:

Joe H. Palmer
SC State Firefighters' Association
111 WestPark Blvd
Columbia, SC 29210
ATTN: DESIGN RFQ

joe@scfirefighters.org