

TOWN OF IRMO | SOUTH CAROLINA
REQUEST FOR QUALIFICATIONS
RFQ NO. 2023-04



PROGRAM MANAGEMENT
SERVICES FOR NEW TOWN HALL

Due: Friday, Sept. 29, 2023 | 11:00 AM



TOWN OF IRMO, S.C.
REQUEST FOR QUALIFICATIONS
PROGRAM MANAGEMENT SERVICES FOR
NEW TOWN HALL
RFQ NO. 2023-04

Title: Program Management Services for the Town of Irmo

Issue Date: September 6, 2023

Issuing Agency: Town of Irmo, S.C.

General Information: The purpose of this Request for Qualifications (RFQ) is to solicit sealed RFQ responses to establish a contract through competitive negotiations for turnkey program management services for the Town of Irmo (the Town) for a new Town Hall and any related projects. The Town desires to retain the services of a professional service firm that provides Program Management Services to assist the staff with funding and control of cost, time and quality on a proposed new Town Hall. To qualify for consideration, a firm must possess appropriate experience, license and be prepared to provide full PM services.

Three (3) copies of proposals will be accepted until 11:00 A.M., local prevailing time, on Friday, September 29, 2023 at 7300 Woodrow Street, Irmo, S.C. 29063.

Please limit your completed response to fifty (50) pages or less, including all pages, covers, backs, tabs and forms. Duplex or two-sided print proposals should be 25 pages or less. Proposals shall be marked with the RFQ number on the outside package or envelope. Questions may be submitted in writing only to dpolen@townofirmosc.com. All email communications shall contain "RFQ 2023-04" in the subject line followed by the offeror's name. No site visits or meetings shall be held at this time in the process. Attempts to contact other Town staff, Council Members, or other officials may result in disqualification of your proposal.

**RFQ # 2023-04
SUBMITTAL FORM**

Please complete this form and include it as the first page inside your proposal.

In compliance with this RFQ, and with all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish Program Management Services to the Town of Irmo in accordance with the attached signed proposal, or as mutually agreed upon by subsequent negotiations.

NAME OF FIRM: _____

ADDRESS OF FIRM: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

FEI/EIN NUMBER: _____

SIGNATURE: _____

NAME: _____

TITLE: _____

TOWN OF IRMO REQUEST FOR QUALIFICATIONS FOR PROGRAM MANAGEMENT SERVICES

OVERALL PROJECT SCOPE

The Town of Irmo (the Town) is seeking to build a new Town Hall, approximately 10,000 s.f. in size, to house all administrative staff for decades to come. The proposed building program consists of a new town hall and any related projects, including site work, occupancy plans, and other duties involved in the Pre-Design through Warranty Phases.

SCOPE OF SERVICES

Planning

- Provide funding assistance
- Develop multiple cost estimates
- Assist with procurement of other professionals required
- Suggest potential phasing opportunities/Master Schedule
- Provide detailed design and construction schedule
- Monitor schedule and budgets during design
- Provide a Value Engineering Recommendations Report
- Provide periodic design & Constructability Reviews at 30, 60 and 90% design documents to reduce change order potential
- Confirm Town program, budget, schedule and facility needs are met through innovative design and construction delivery methods
- Review permit requirements
- Identify/confirm specifications, materials and equipment
- Suggest delivery method and bid packages
- Provide monthly report to the Town during the life of the contract
- Provide access to program information to key administration and staff, via digital and hard copies, at any time requested, during the contract

Contract Management

- Coordinate final bid documents
- Assist in the advertisement and evaluation of bids
- Conduct pre-bid conferences

- Analyze bids and make recommendations for contract award
- Prepare contracts

Construction Phase

- Provide on-site supervision. Note: By submission of a proposal, Program Manager agrees that the Site Manager assigned to the site shall remain available on-site during construction activities.
- Review and recommend any needed traffic control plans
- Ensure a clean site is maintained throughout the project
- Establish and maintain on site quality control program for contractors
- Coordinate all activities on site
- Provide construction schedules
- Inspect work for quality and compare to contract plans
- Ensure implementation of an on-site Safety Program; Conduct Weekly Safety Meetings, or more as needed
- Review and process contractor payments
- Estimate, validate, and negotiate change orders
- Coordinate Owner training
- Coordinate move-in / occupancy dates
- Attend all formal inspections; Ensure project is completed on schedule
- Close-out documentation and preparations

Warranty Phase

- Assemble drawings, operation and maintenance manuals, and warranties
- Provide a copy of all reports
- Prepare and expedite punch list
- Remain available to expedite any required warranty work

PROPOSAL REQUIREMENTS

All respondents must visibly mark as "Confidential" each part of their response considered to contain proprietary information along with an explanation of why the information may be eligible for non-disclosure. It is not acceptable to mark an entire proposal as confidential. It is helpful to include the questions in the order below, repeating the questions as written below:

1. Submittal Form:

Include a completed Submittal Form provided within this RFQ. A one-page cover letter may be included after the form. Please list the person or persons who are authorized to make presentations for your firm, their titles, addresses, and phone numbers.

2. Table of Contents:

Include a clear identification of the material by section.

3. Firm History & Experience:

- A. State the office location(s) of your firm and whether the corporate headquarters is located within the United States; and if so, in which state.
- B. Provide a brief history of your firm.
- C. How many years have you specifically provided Program Management Services?
- D. Indicate if your firm has in the previous five (5) years or is anticipated to have, any changes in the name, structure or location.
- E. The Town requests to contract with a single individual or firm that will be the primary contracting entity throughout the life of the contract. Provide information about the general stability and financial responsibility of your firm including D&B ratings and financial statement for the past two (2) years. If you are subcontracting any portion of the services, please list the subcontractor, service, and the reason why the service is not or cannot be provided by the primary firm.
- F. Describe your firm's recent experience of a similar nature, particularly with municipal government town halls. Describe a minimum of three similar projects, including contact references. *Additional preference shall be designated to firms that show innovation in delivery of services, such as funding modeling and successful cost management practices.*

4. Project Team

Provide resumes for each person to be assigned to the contract. Include any certifications or specialized experience in municipal town hall projects.

5. Approach to the Program Management Services:

Submit your summary approach to providing Program Management services.

Please limit your completed response to fifty (50) pages or less, including all pages, covers, backs, tabs and forms. Duplex or two-sided print proposals should be 25 pages or less.

SELECTION CRITERIA

The Town reserves the right to reject any and all responses submitted and to request additional information from the respondents. The award will be made to the firm which in the opinion of the Town, is the best qualified.

Responses will be evaluated using the following:

Criteria	Maximum Point Value
Approach to Services	30
Town Hall or Similar Experience	25
General Experience of Staff	25
References	10
Firm Financial Stability	10
Total	100

ADDITIONAL REQUIREMENTS

The respondent understands and agrees to follow all provisions of the Town of Irmo Procurement Policy. By submitting a response, the offeror hereby agrees that it has read and become familiar with all policies, laws and requirements applicable per policy located on the Town website. Prior to contract negotiation, additional forms, proof of insurance, and other verifications will be required within a 15-day period. Any offeror not able to meet the requirements of the Town will automatically be disqualified.

SELECTION AND AWARD

Selection shall be made of a respondent deemed to be fully qualified and best suited among those submitting responses on the basis of the evaluation factors. Negotiations shall then be conducted with the respondent so selected. After negotiations have been conducted with the selected respondent, the Town shall award the contract to that offeror.

The Town may cancel this RFQ or reject responses at any time prior to an award. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Program Manager's proposal as negotiated.