



REQUEST FOR EXPRESSIONS OF INTEREST

SLACK PLAZA RENOVATIONS

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SECTION ONE: GENERAL INFORMATION

1.1. **PURPOSE:** The City of Charleston is soliciting Expressions of Interest (“EOI” or “Proposals”) from qualified individuals/firms to provide engineering services.

1.2. **PROJECT:** The mission or purpose of the project for which proposals are being solicited is to provide construction inspection and administration services for the Slack Plaza Project (“Project”).

1.3. **SCHEDULE OF EVENTS:**

Release of the EOI.....	4/16/21
Written Questions Submission Deadline.	4/26/21, 5:00 p.m.
Addendum Issued	4/28//21
Expressions of Interest Deadline.....	4/30/21, 5:00 p.m.
Evaluation Committee List of Three Highest Qualified Firms Provided.....	5/5/21
Estimated Date for Interviews of Three Firms.....	5/11/21
Price Negotiations Commence with Highest Ranked Firm	5/13/21

SECTION TWO: INSTRUCTIONS TO VENDORS SUBMITTING PROPOSALS

2.1. All proposals must be submitted in electronic format as a PDF file readable with Adobe Acrobat software.

2.2. All questions and submissions must be transmitted according to established deadlines to Jamie Bowles, Purchasing Director, by emailing Jamie.Bowles@cityofcharleston.org.

SECTION THREE: PROJECT SPECIFICATIONS

3.1. **Background:** The City of Charleston is in the process of awarding a contract to renovate Slack Plaza in Downtown Charleston. The bid opening date for the construction project is April 23, 2021. The project involves new sidewalks, crosswalks, green space, restrooms, site amenities and pedestrian safety features. The solicited engineering services involve construction inspection and administrative services to ensure the project is constructed in accordance with the plans and specifications.

3.2. **Responsibilities:** The responsibilities include but are not limited:

Construction Inspection services:

- Monitor the construction activities and materials to ensure the work is in accordance with the plans and specifications.
- Maintain records of the Contractor's operations and significant events.
- Perform QA/QC services as it relates to concrete and compaction testing.

Construction Administration

- Conduct preconstruction and bi-weekly progress meetings.
- Track project unit costs to determine if the project is on budget. Provide the City with written justification of any necessary change orders.
- Monitor the contractor's progress to determine if the project is on schedule.
- Review and approve submittals and contractor invoicing.
- Review and respond to contractor RFI's.
- Maintain project reports, inspection records, test reports, submittals, as-built records/drawings, etc.

3.3. **Qualifications, Experience, and Past Performance:** Vendors should provide information regarding its employees, such as staff qualifications and experience in completing similar projects; references; copies of any staff certifications or degrees applicable to this project; proposed staffing plan; descriptions of past projects completed entailing the location of the project, project manager name and contact information, type of project, and the project goals and objectives and how they were met.

3.4. **Oral Presentations/Interviews:** The Agency will conduct individual interviews with the three vendors that are determined to be the most qualified to provide the required service and can perform the

services in accordance with the City's construction schedule. During oral presentations/interviews, vendors may not alter or add to their submitted proposal, but only clarify information already submitted.

SECTION FOUR: VENDOR PROPOSAL, EVALUATION, & AWARD

- 4.1. **Economy of Preparation:** EOIs should be prepared simply and economically, providing a straightforward, concise description of the firm's abilities to satisfy the requirements and goals and objectives of the EOI. Emphasis should be placed on completeness and clarity of content. The response sections should be labeled for ease of evaluation.
- 4.2. **BIDS MUST NOT CONTAIN PRICE INFORMATION:** The City shall select the best value solution according to Charleston Municipal Code § 3-15. In accordance with Code requirements, no price or fee information is permitted in the Vendor's EOI response.
- 4.3. **Evaluation and Award Process:** Expressions of Interest for projects estimated to cost \$750,000 or more will be evaluated and awarded in accordance with Charleston Municipal Code § 3-15. That Code section requires the following related to evaluation and award:

4.3.a. **Selection Committee Evaluation and Negotiation:** A committee comprised of three to five representatives of the City of Charleston will:

- i. evaluate the statements of qualifications and performance data and other material submitted by the interested firms and select three firms which in their opinion are the best qualified to perform the desired service;
- ii. conduct interviews with each of the three firms selected (not to exceed 30 minutes in length);
- iii. rank the three selected firms in order of preference; and
- iv. commence scope of service and price negotiations with the highest qualified professional firm.

If negotiations are successful, the contract documents will be forwarded to the City Manager Office for review and approval, and then the documents will go to the City Attorney's Office for review and approval as to form. A formal contract will be issued to the Vendor upon approval of the City Council.

Should the City of Charleston be unable to negotiate a satisfactory contract with the professional firm considered to be the most qualified at a fee determined to be fair and reasonable, the agency will then commence negotiations with the second most qualified firm, and so on, until an agreement is reached or the solicitation is cancelled.

3.2. **Three Firm Evaluation Rankings:** The City of Charleston will evaluate the three firms that have been determined most qualified and able to perform the desired service. The evaluation criteria are defined in the Procurement Specifications section and based on a 100 point total score. Points shall be assigned based upon the Vendor’s response to the evaluation criteria as follows:

- | | |
|--|-----------------------------|
| • Qualifications, Experience, and Past Performance | (50) Points Possible |
| • Oral Interview | <u>(50) Points Possible</u> |
| Total | 100 |