

The Aiken Corporation  
RFQ - Design Services  
New Mixed-Use Building Project



## **Request for Qualifications (RFQ)**

**For**

**Architectural and Engineering Services**

**For**

**The Aiken Corporation  
New Mixed-Use Building Project**

**Issued: November 28, 2023**

**Mandatory Pre-RFQ Mtg:** December 14, 2023, 2:00 p.m. EST  
**RFQ Submittal Package Due:** December 28, 2023 by 2:00 p.m. EST  
**Where to Submit:** Email and Physical copies, See Section F for Details.

**Contact:** Mr. Mark Chostner, Capstone Services, LLC  
E-mail: [capstoneservices@yahoo.com](mailto:capstoneservices@yahoo.com)  
Phone: 803-634-0364

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**A. Introduction**

The Aiken Corporation is seeking to hire a qualified Design Services company to provide Architectural and Engineering services for a new Mixed-Use Building (“Project”) in Aiken, South Carolina. Through this Request for Qualifications (“RFQ”), The Aiken Corporation is seeking Qualifications Statements from interested and qualified firms.

The Project will be constructed at: The site location has been narrowed down to 5 overall sites in the Downtown Aiken area (See Attachment 2). Final site to be determined.

The Project will consist of a 36,000sf, three-story building. The 1<sup>st</sup> floor will consist of Conference and Meeting space of 12,000sf. The 2<sup>nd</sup> and 3<sup>rd</sup> floors will consist of private and open offices, conference rooms, meeting spaces, training rooms and multi-use spaces. Conceptual site plans and floor plans of the new Project are included at the end of this RFQ in Attachment 2. Overall Construction cost is targeted at \$16.5M.

The Aiken Corporation retained the services of McMillan, Pazdan and Smith to complete an initial Feasibility Study for the Project. Capstone Services, LLC has been retained to provide Owner Project Manager services for the Aiken Corporation.

## **B. Scope of Work**

The Project has completed a Feasibility study (Attachment 2) that includes initial floor plans and has narrowed down the site search to 5 locations. The selected Design Services company will be responsible for providing comprehensive design services for this project. The scope of services includes, but is not limited to:

- Conceptual design and planning.
- Architectural design, including exterior and interior design. Landscaping Design.
- Civil, Structural, Plumbing, Mechanical and Electrical Engineering services. Also includes Fire Protection narrative.
- Compliance with local regulations and building codes.
- Sustainability and energy efficiency considerations.
- Coordination with other project stakeholders.
- See more specific detail in Attachment 1 – Design Scope Details.

## **C. Design and Construction Schedule**

Design Services Target Schedule: (Not including Owner reviews or approvals)

- 2 months for Schematic and Conceptual Design (From Executed Contract and Initial Mtg)
- 2 months for Design Dev. & 25% Constr. Drwgs. (From Owner review & comment on SDs)
- 3 months for 75% Constr. Drawings & Specs (From Owner review & comment on DDs)
- 2 months for Furniture Design (Parallel with CDs and Construction)

CM@R Target Schedule:

- 3 months for Project Pricing parallel with Design Services
- 12 months for Construction to Substantial Completion
- 2 months to Document & Complete Punchlist to Final Completion

## **D. Qualifications Statement Submittal Requirements**

The following components shall be submitted to Capstone Services, LLC on behalf of The Aiken Corporation in a concise manner as part of the response to this RFQ. Failure to include all of the elements specified below may be cause for rejection. Additional information may be provided, but shall be succinct and relevant to this RFQ. Submittals should be **limited to 30 pages** (back and front) for **all** submitted information. Document pages shall be 8.5"x11" or folded to such a size. Qualifications Statements shall correspond to the sections below:

### **1. Certification Form**

- a. An authorized representative of the firm is required to certify the accuracy of all information contained in your firm's submittal by executing the certification form attached to this RFQ and titled **Certification of RFQ Information**.

## **2. Firm Information**

- a. Firm name, mailing address (include physical location if mailing address is a P.O. Box), contact person, telephone number, and e-mail address.
- b. Type of organization (joint venture, partnership, limited partnership, corporation, etc.). If submitting as a joint venture, firm shall provide a summary of the draft agreement terms.
- c. Firm history, including background of firm's executive management and number of years the firm has been in business.
- d. Financial information:
  - i. Firm's total annual design volume for the past five (5) years.
  - ii. Name and contact information of the firm's insurance company.
  - iii. Letter from the Insurance company describing any claims or disputes involving the Design Services company related to Errors & Omissions, General Liability or other project claims.
- e. Has the firm, or any member of the company, ever been involved in litigation, arbitration or mediation with an Owner or Contractor on a project? If so, please describe each instance, giving specific detail regarding the reasons for the claim, the amount in dispute and how the claim was resolved.

## **3. Relevant Experience and Capabilities**

- a. Provide confirmation that the firm and its team members are licensed to practice Architectural or Engineering services in South Carolina.
- b. Demonstrate the firm's experience in designing similar projects. Provide three (3) or more examples where the firm has provided Design Services for projects similar in size and complexity to this Project. The selected projects should demonstrate the firm's capability, creativity and unique problem solving skills, adherence to the Owner's project budget and added value. The following information shall be provided for each project:
  - i. Owner and location of the project
  - ii. Completion date or status of the project
  - iii. Brief project description highlighting its key elements
  - iv. Capacity and square footage of the project
  - v. Key personnel proposed for this project that were involved in the project
  - vi. E-mail and telephone number for client references
  - vii. Final Project cost and type of construction contract.
  - viii. Provide General Contractor PM and Superintendent contact information for 3 reference projects.

## **4. Project Team**

- a. Identify the key personnel who will be assigned to the Project.
- b. Identify the firm's single point of contact for the entire Project.

- c. Provide an organization chart clearly defining all individuals proposed for the Project.
- d. Provide resumes for each individual listed above, including the following:
  - i. Name and title
  - ii. Years of experience
  - iii. Years with firm
  - iv. Office location
  - v. Education, certifications, licenses, and/or special training.
  - vi. Description of role and key responsibilities for the Project and level of involvement in each phase.
  - vii. Listing and description of relevant project experience
  - viii. This Team should also include Engineering and other support firms and their specific teams members planned.
- e. Identify the level of commitment to the Project for each key personnel, including the Senior Project Architect, Project Architect and Interior Designer. Indicate their ability to start Design Services as early as February 2024.
- f. Provide the total number of man-hours your firm proposes to spend to complete this project for the different phases of it. Do not include costs with this as that should remain in a separate physical package and separate email.

**5. Project Approach:** Provide a narrative describing the firm's approach to the Project. The following items shall be addressed specifically:

- a. Discuss approach to Design Quality and coordination of Engineering Services with Architectural Design.
- b. Discuss approach on Design Services to balance design with Owner's Project Budget.
- c. Discuss approach and processes in place to manage the Design Administration during Construction.
- d. Describe other details or processes that your Design firm uses to help deliver a successful project.
- e. Provide any other innovative and original ideas above and beyond those discussed in this RFQ that would differentiate your firm from the others.

## **E. Selection Criteria**

Qualifications Statements will be evaluated by the Selection Committee based on the firms' ability to meet the requirements of this RFQ. The primary evaluation criteria and point system include:

1. Experience providing Design Services for similar type of projects; Overall Recommendations and / or Claims with prior Owners and team members. - **Max. Value of 15 points.**
2. Overall Approach to the Design and Design Administration During Construction; - **Max. Value of 10 points.**

3. Ability to meet the Target Design schedule and specific approach to minimize schedule impacts, proposed timeframe, design coordination with Engineering and Other Design Team Members; - **Max. Value of 10 points.**
4. Qualifications, abilities, experience of key individuals proposed for the Project. This same team would also need to attend the interview. Firms selected for interview should bring teams no larger than 4. Overall effectiveness, communication and quality of the presentation of the Design Team during the Interview - **Max. Value of 20 points.**
5. Client references on similar projects for proposed team members - **Max. Value of 15 points.**
6. Team of proposed Architectural, Engineering and other Design Team Members, experience level, company location, length of time of relationships, projects worked on before with these team members. - **Max. Value of 15 points.**
7. Design Services Fee – Please submit your firm’s Design Services Fee. This should cover all scope as described on Attachment 1. The Design firm should also include any proposed reimbursables, the rate of mark up, proposed hourly rates for additional work and any other additional costs outside of the Design Services Fee. **Submit this in a separate package and separate email from rest of the submitted Qualifications** - **Max. Value of 15 points.**

## F. Submission Process and Timeline

Qualifications Statements shall be submitted in both electronic and hard copy no later than **2:00 p.m. EST on December 28th, 2023**. Responses must be prepared in conformance with the guidelines described in this RFQ. Responses received after the deadline will **not** be considered.

- Electronic qualification statements shall be submitted electronically in PDF format to: [capstoneservices@yahoo.com](mailto:capstoneservices@yahoo.com). E-mail subject line must be as follows: **“Design Services Qualifications Statement - The Aiken Corporation\_Mixed-Use Building Project.”**
- In addition, Five (5) bound hard copies shall be delivered to: **Mark Chostner, Owner’s PM, Capstone Services, LLC, City of Aiken Municipal Building, 111 Chesterfield Street, S., Aiken, SC. 29801, 1st floor Information Desk, (803) 634-0364**. Paper copies must also be received by the deadline.
- Reminder that the Design Services Fee **should be submitted in a separate physical package and separate email from rest of the submitted Qualifications. Use this title on the email and separate physical package: “Design Services Fee - The Aiken Corporation Mixed-Use Building Project.”**

To the extent permissible by law, The Aiken Corporation agrees to keep confidential any confidential proprietary information included in a response, provided that: 1) the respondent identifies the confidential proprietary portions of the response; 2) the respondent identifies as confidential and proprietary only those portions of the submittal that actually are confidential and proprietary; and 3)

the respondent states why protection is necessary. Respondents shall not designate their entire response as confidential and proprietary, nor shall they so designate information that is already public.

In submitting a Qualifications Statement, each firm agrees that The Aiken Corporation may reveal any materials contained in such response to all staff and officials involved in the selection process and to any outside consultant or other third parties who serve on the Selection Committee or who are hired by The Aiken Corporation to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless The Aiken Corporation and each of its officers, employees and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret.

Any information that the respondent would like to remain confidential should be e-mailed under separate cover to [capstoneservices@yahoo.com](mailto:capstoneservices@yahoo.com). The e-mail subject must be **“PROTECTED: Design Services Qualifications Statement - The Aiken Corporation\_Mixed-Use Building Project.”**

The schedule for this procurement of the CM@R is as follows:

- |  |  |
|--|--|
| 1. Issue RFQ                               | <b>November 28, 2023</b>   |
| 2. <b>Mandatory Pre-RFQ Mtg</b>            | <b>December 14, 2023, 2:00 pm EST</b><br>(Location: City of Aiken Municipal Building, 111 Chesterfield Street, S., Aiken, SC. 29801, 3 <sup>rd</sup> floor, Room 315, Council Chambers Conf. Room) |
| 3. Deadline for Questions / Clarifications | <b>December 21, 2023, 5:00 pm EST</b>  |
| 4. RFQ Submittal Package Due               | <b>December 28, 2023, 2:00 pm EST</b><br>(Location: City of Aiken Municipal Building, 111 Chesterfield Street, S., Aiken, SC. 29801, 1st floor Information Desk)                                   |
| 5. Interviews of Short List                | <b>January 11, 2024, Times and Location TBD</b>  |
| 6. Target Notice of Award                  | <b>January 25, 2024</b>  |

## **G. Conditions and Reservations**

The Aiken Corporation reserves the right to refuse and reject any or all responses to the RFQ, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of The Aiken Corporation in its sole and exclusive discretion. The Aiken Corporation reserves the right to waive technicalities and informalities. The Aiken Corporation reserves the right to negotiate with one or more firms and is not obligated to enter into any contract with any respondent on any terms or conditions.

A response to this RFQ shall not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit The Aiken Corporation to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning your firm shall constitute a right

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(property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of the State of South Carolina.

Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of The Aiken Corporation unless The Aiken Corporation and your firm execute a contract.

**Upon receipt of this RFQ by potential Design Services companies, contact with any elected or appointed official, authority, board member, employee of The Aiken Corporation or the City of Aiken, other than the Owner's Project Manager, initiated by a firm representative (or other supporting companies) to promote the firm's selection may result in disqualification.**

## H. Certification of RFQ Information

### CERTIFICATION OF RFQ INFORMATION

I \_\_\_\_\_ (print full name), being an authorized representative  
of \_\_\_\_\_ (print full legal name of firm), certify that all

information contained in the following qualification package for Design Services, including its forms and other documents, delivered or to be delivered to The Aiken Corporation, is true, accurate and complete. This qualification package includes all information necessary to ensure that the statements therein do not in whole or in part mislead City of North Augusta as to any material facts.

Represented and Warranted By: \_\_\_\_\_ (Signature)

Title: \_\_\_\_\_ (Print)

Contact: \_\_\_\_\_ (Office and Cell Phone)  
\_\_\_\_\_ (Email)

Date Certified/Signed: \_\_\_\_\_