

SE-210 INVITATION FOR PROFESSIONAL SERVICES

AGENCY: SC Office of Resilience

PROJECT NAME: Elevation Design of Residential Homes in Marion County

PROJECT NUMBER: D30-N045-MJ PROJECT LOCATION: Marion County, SC

DESCRIPTION OF PROJECT/PROFESSIONAL SERVICES: *(450 character limit)*

Elevation design of residential homes in Marion County - Link here:

<https://scor.sc.gov/sites/scor/files/Documents/MarionCountyElevation%20SE210%20RFQ%20FinalDraft.pdf>

RESUME DEADLINE DATE: 11/30/2023 TIME: 02:00 PM NO. OF COPIES: Printed: 3 Electronic: 1

ANTICIPATED PROJECT DELIVERY METHOD: Design-Bid-Build CM-R N/A

AGENCY PROJECT COORDINATOR: Phleisha Lewis, SCOR Mitigation Director

EMAIL: Phleisha.Lewis@scor.sc.gov TELEPHONE: (803) 543-0018

The Agency requests qualifications from firms interested in providing professional services for the project listed above. Any questions concerning this solicitation must be addressed to the Agency Project Coordinator listed above.

RESUME DELIVERY ADDRESSES:

HAND-DELIVERY:

Attn: Phleisha Lewis

632 Rosewood Drive

Columbia, SC 29201

MAIL SERVICE:

Attn: Phleisha Lewis

632 Rosewood Drive

Columbia, SC 29201

DESCRIPTION OF PROFESSIONAL SERVICES/QUALIFICATIONS ANTICIPATED FOR PROJECT:

Architectural, structural, civil & MEP engineering services required to evaluate and design the elevation of residential homes.

ANTICIPATED CONSTRUCTION COST RANGE: \$1,000,000 to \$2,168,690 N/A:

• INTERESTED FIRMS SHOULD SUBMIT THE FOLLOWING:

1. A Current STANDARD FEDERAL FORM 330;
2. The Name and Contact Information, including Email, of a Primary Contact;
3. A Certification stating whether the Firm is a Resident of South Carolina (See SC Code § 11-35-3215); and
4. Response to Selection Criteria set forth in SC Code § 11-35-3220.

- **PUBLIC NOTICES:** All notices (Meetings, Selection for Interviews, Notice of Intent to Award) shall be posted at the following location: 632 Rosewood Drive, Columbia, SC 29201

- **LICENSURE:** To be considered for selection, persons or firms must be properly licensed in accordance with the requirements of Title 40 of the SC Code of Laws, as amended at the time of resume submission.
- To submit confidential information, see Appendix I, OSE Manual, <https://procurement.sc.gov/manual>.
- In accordance with the South Carolina Green Purchasing Initiative, submittals cannot exceed 20 double-sided pages, including covers, which must be soft-no hard notebooks. The Standard Federal Form 330 is not included in this page count.
- All written communication with parties submitting information will be via email.
- Agency will accept submittals via email above (PDF file no larger than 10MB): Yes No
- Any actual bidder, offeror, contractor or subcontractor who is aggrieved in connection with this solicitation or the intended award or award of a contract under this solicitation may protest to the State Engineer in accordance with SC Code § 11-35-4210 at: CPO, Office of State Engineer, 1201 Main Street, Suite 600, Columbia, SC 29201, email: protest-ose@mmo.sc.gov.

APPROVED BY: Margaret Q. Jordan

DATE: 11/07/2023

(OSE PROJECT MANAGER)

South Carolina Office of Resilience
Request for Qualifications
for
Elevation Design of Residential Homes in Marion County
State Project #D30-N045-MJ

SECTION 1: GENERAL SCOPE

Overview:

South Carolina Office of Resilience, on behalf of Marion County, is soliciting qualifications for architects/engineers to design the elevation of up to fifteen (15) storm-damaged homes in the Town of Nichols, South Carolina

The selected firm will provide professional services for the design of the elevation of residential homes including, but not limited to, feasibility studies, foundation plans, cost estimates, site visits, surveys, elevation certificates, no-impact certifications, and bidding documents that prepared in accordance with OSE requirements. Plans and specification shall be designed to satisfy local, State, and FEMA standards. Selection will be based on project approach, professional qualifications, and past experience with similar projects.

The selected firm shall visit specified sites to perform structural, geotechnical, environmental, civil, mechanical, electrical, and plumbing (MEP) engineering assessments and other inspection-related activities on single residential storm-damaged housing structures designated for elevation. They shall be responsible for the performance of thorough engineering assessment and inspection tasks in connection with all sites including but not limited to the following: 1) Existing conditions assessment to determine feasibility of and requirements for elevation of each existing structure which will include the evaluation of the structural, geotechnical, environmental, civil, mechanical, electrical, and plumbing (MEP) engineering assessments for the conditions of the structures and sites; 2) Where assessment determines the structure eligible for elevation, provide a bid package to include construction drawings, specifications, etc., per Office of State Engineer (OSE) requirements; and 3) Where assessment determines the structure inadequate for elevation, document conditions and concerns in a memo to Marion County including any recommendations for wet and/or dry flood proofing the property owner may install to help mitigate impacts from future flood events.

The final plan deliverable must have the highest level of credibility based upon data-driven, expert analysis. Therefore, the State seeks an experienced firm that is familiar with these types of projects and can work within the intent of the program. The selected firm will provide comprehensive data analysis which will stand intense public scrutiny, and the final product must be easily defensible due to its intellectual rigor.

The project is funded through the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program, administered by the South Carolina Emergency Management Department

(SCEMD), with local cost share funding reimbursement with U.S. Department of Housing and Urban Development (HUD) and Community Development Block Grant-Mitigation (CDBG-MIT). Project will be administered by the South Carolina Office of Resilience (SCOR).

SECTION 2: SPECIFICATIONS

Scope of Work and Deliverables:

The scope of services may include, but are not limited to the following:

1. **Site Conditions Assessment and Inspection Phase:** Inspect, assess, document, and report the structural condition of each property identified by Marion County. Provide engineering recommendations and design plans for each house discovered to be structurally adequate for elevation. Provide engineering report detailing the determination for any house discovered to be structurally inadequate for elevation.
2. **Conceptual Design Phase:** Firm will work with Marion County in evaluating the site and the existing or proposed plans and make recommendations based on the conditions, program, schedule, and budget. Firm will then prepare conceptual designs, which will include, as a minimum, foundation plan, floor plan, elevations, sections, any typical details, and outline specifications to describe the systems and materials planned for the design. At the successful conclusion of Conceptual Design that meets the previously approved program design criteria and is generally thought to be within budget and on schedule, Marion County will approve the Conceptual Design documentation and authorize the firm to proceed with the Schematic Design phase.
3. **Schematic Design Phase:** During this period, the Firm will continue to review any changes to the designs with Marion County pertaining to cost, constructability and schedule impact. The Firm is responsible to provide design modifications until it is determined the project can be built within the budget provided by Marion County. Periodically, the Firm will conduct a progress meeting to update Marion County as to the progress of the design and seek their input regarding any changes from the approved Conceptual Designs. The Firm shall prepare Schematic Design documents that incorporate the program requirements. The Schematic Design documents shall include, but not be limited to: floor plans drawn to scale that include program requirements; finish schedule; tabulated gross heated and unheated square footages for the entire structure, identifying and labeling each space; all four elevations, with exterior materials identified; building section(s) with heights indicated; wall section(s); foundation description and specifications; structural description and specifications; services description, with total capacities identified; rendered exterior perspective; and a budget review addressing appropriateness of budget to Schematic Design documents. At the successful conclusion of Schematic Design that meets previously approved design criteria and is generally thought to be within budget and on schedule, Marion County will approve the Schematic Design documentation and will authorize the Firm to proceed with Design Development documents.
4. **Design Development Phase:** The Firm will proceed with the Design Development phase, incorporating any comments that were received during the Schematic Design review. At the end of the Design Development phase, the Firm will prepare a Design Development package of drawings and specifications at the levels of detail normally associated with Design Development, which will include, but not be limited to: floor plans with overall dimensions and key spaces individually dimensioned; finish schedule with general details to show changes from schematic design, if any; reflected ceiling plan generally showing all elements contained

in the ceiling; tabulated total heated and unheated gross square footage of design; all exterior elevations with dimensions and materials identified and references where individual sections will be cut; typical building sections with dimensions and materials identified and references for details that will be developed; wall sections and detail sections necessary to describe the design and identify interface of the various materials; foundation plan that generally identifies typical footings and sizes; floor and roof framing plans with all members generally sized; mechanical equipment locations identified and sized to support intended loads; electrical panel locations identified and sized to support intended loads; typical power outlets and communications' locations shown; outline specifications for all divisions that generally identify all systems, finishes, materials and sets the quality level of the project; and entry points for all site utilities connecting to the building. Working with Marion County, the Firm will explore alternative approaches, materials, and systems in an attempt to minimize total construction and operating costs and to achieve maximum value ("Value Engineering"). As a part of its responsibilities, the Firm will provide adjustments to the design, as needed, to bring the design within budget. At the successful conclusion of Design Development, the means the project meets previously approved design criteria and is generally thought to be within budget and on schedule, Marion County will approve the Design Development phase and will authorize the Firm to proceed with Construction Documents.

5. Construction Documents Phase: The Firm shall proceed with the preparation of Construction Documents incorporating any comments into the documents, which were issued at the conclusion of the Design Development. As the Construction Documents are prepared, the Firm shall review the estimate and advise Marion County immediately if it appears that the design cannot be completed in accordance with the Construction Documents within budget and timeframe. The Firm shall continue to provide input on alternate methods, details, and systems to Marion County and will continue with value engineering reviews of the Work. The Firm will provide all necessary plans, details, and specifications.
6. Construction Administration Phase: The Firm shall provide Construction Administration services beyond the contractual Period of Performance in the contract between Marion County and the Firm and this additional time period will be negotiated at the time of contracting. The Firm shall be a representative of and shall advise and consult with Marion County and Marion County's Construction Manager during construction until final payment to the Contractor is due, and with Marion County during the warranty correction period. The Firm shall review and take appropriate action on the Contractor's submittals such as Shop Drawings, Product Data, and Samples, for the purpose of checking for conformance with the design concept expressed in the contract documents.

Key Deliverables

- A) **Elevation Feasibility Assessment** – Full elevation feasibility assessment report signed and sealed by a South Carolina Licensed Architect or Professional Engineer for each property. Each report is due within seven (7) days of the start of the assessment inspections. All inspection tasks will begin immediately after assigning a task order. Elevation Feasibility Assessment Report should include, but not limited to:
 1. Address of structure;
 2. Location of structure;
 3. Date of inspection;
 4. Description of property;
 5. Type of building/structure;

6. Key feature(s) of building structure;
7. Amount of time spent inspecting the site;
8. Mileage to and from the site (round trip);
9. Detailed assessment of the structure specifying in sufficient detail the condition of structural defects and safety hazards evident and visible for each of the following areas: Foundation, Walls, Floor Joists, Subfloor, Beams, Columns, Roofs, Trusses, Rafters, Decks, Stairs, Garage, Retaining Walls, and any other element that is integral to the structural integrity of the property;
10. Outline of all structural inadequacies that have been identified (i.e., overstressed structural members, deflections limits exceeded, foundation settlement). The Architect/Engineer must report the extent, location, and nature of the inadequacy, and provide photo documentation and recommendation to bring the structure(s) back up to code;
11. Evaluation of whether a safe and sufficient repair and/or demolition can take place without causing any harm to the remaining structures;
12. Design drawings for recommended solution as well as an estimated cost to perform the repair;
13. Report of the structural, geotechnical, environmental, civil, mechanical, electrical, and plumbing (MEP) engineering assessments and other inspection-related activities on single residential storm-damaged housing structures designated for elevation.

B) Full Site Survey – Full surveying assessment report signed and sealed by a South Carolina Professional Surveyor for each property, each report is due within seven (14) days of the start of the surveyor’s site assessment. All surveying tasks will begin immediately after issuance of the task order. Site Survey should include, but not limited to:

1. North Arrow (must be at the top), metes and bounds of property boundary, adjacent right-of-way, and graphic scale.
2. Date of drawing, signature and seal of the surveyor preparing the document, and recorded lot number and address. Reference to the Book of Maps and page number of the recorded lot.
3. Site Data Table: Include Property Identification Numbers (PIN) for subject property, site size, zoning, overlay districts, current use(s), existing impervious, residential infill status, allowed building height, setback requirements, and building square footage(s).
4. Location and Dimensions of existing and/or proposed dwelling, and physical pinning of where the new structure will be located.
5. Street name(s) and dimensions between buildings and property lines, and other buildings, ground mounted equipment and property lines, and fences and/or walls and property lines.
6. Physical marking of finish floor elevations on site in power pole or permanent landmark (i.e., tree) close to the current house footprint (applicable to elevation designs).
7. Existing and proposed driveways and/or areas used by vehicles.
8. Existing and proposed lot elevations.
9. Setback dimensions on drawing in relation to the proposed development and the property line(s) and/or existing buildings.
10. Setbacks of building features, mechanical equipment and other types of elements encroaching within the setback.
11. Flood Zone boundary lines.
12. All existing easements, rights-of-ways, open spaces, greenways, buffers, flood, and

- utilities affecting the property with corresponding dimensions, including septic system location indicating tank, drain fields and repair areas.
13. Finish Floor elevation calculations for elevation projects.
 14. Any additional items required to pull building permits.
 15. Existing utilities and tree locations/diameters.
- C) **Design Drawings** – Site specific design drawings should mimic the same format, details, and requirements as that of Marion County’s base house design drawings. Design Drawings should include, but not limited to:
1. Coversheet with structure image.
 2. Foundation plan and notes.
 3. Floor plan and notes.
 4. Roof plan and notes.
 5. Exterior elevations. including front exterior, rear and sides of the structure.
 6. Interior elevations.
 7. Wall section and details.
 8. Bathroom details and miscellaneous notes.
 9. Notes and details.
 10. Beam calcs pack.
 11. Truss profiles.
- D) **Elevation Packages** should include, but not limited to:
1. Full Site Survey with “high water” calculations.
 2. ADA Ramp/Lift design, if required.
 3. “Reference Elevation” Table.
 4. Elevated HVAC platform design.
 5. Elevated foundation and miscellaneous details drawings.
 6. Elevation Certificate.
 7. No-Impact Certificate.
- E) Copies of associated field logs used to generate the engineering assessment report.
- F) Detailed construction drawings and specifications
- G) Copies of reports on any material that requires testing/sampling in order to perform A/E services.
- H) Complete HERS reports that account for all 3 compliance pathways.

General

- A) The Firm shall supply all labor, materials, services, insurance, permits and equipment necessary to carry out the work in accordance with all applicable Federal, State and Local regulations and these specifications.
- B) The work area is to be restricted only to authorized, trained, and protected personnel. These may include the Firm’s employees, employees of Subcontractors, State and local inspectors and any other designated individuals.
- C) The Firm shall provide Marion County with detailed weekly status reports on each task that

has been assigned.

- D) The Firm shall meet and communicate with property owners regarding the design and process of the properties identified by Marion County. The frequency of meetings will be determined by the Firm and Marion County.
- E) The Firm shall submit monthly invoicing to Marion County on provided template. Invoice should include, but not limited to, staff members, task performed by those members, application number of each of the projects, time worked, and storm tieback.

County Council

No contract is binding on the County until it is properly placed on the County Council's Agenda, approved in open session, authorized to be executed by the County Administrator and fully executed by both parties.

Department heads and elected officials are not authorized to enter into any type of agreement or contract on behalf of the County. Only the County Council acting as a body may enter into a contract on behalf of and contractually bind the County. Additionally, department heads and elected officials are not authorized to agree to any type of supplemental agreements or contracts for goods or services. Supplemental agreements are subject to review by the County Attorney prior to being accepted and signed by the County's authorized representative.

No Commitment by Marion County

This Request for Qualification does not commit Marion County to award any contract, or to pay any costs associated with or incurred in the preparation of a packet responsive request, or to procure or contract for services or supplies.

SECTION 3: SUBMITTAL INFORMATION

Submittal shall include, at a minimum, information required in the solicitation, responses to all selection criteria required by the SC Consolidated Procurement Code (found in Chapter 4 of the OSE Manual) and the following:

1. Firm's staffing proposal for this project to include:
 - a. Staffing diagram; and
 - b. Names and resumes of staff working on project.
2. Firm's listing of completed designs of residential structure elevations performed within the last 5 years with Executive Summary. Include staff involved in the design.
3. Firm's litigation history.
4. Debarment & Suspension: Certification that neither it nor any of its principals is ineligible for participation in federal or state assistance programs.
5. If any responding firms include proprietary and/or trademark information, please be sure to make note of that in the submittal.

Submittal Format

1. Provide one (1) electronic copy and three (3) printed copies to the South Carolina Office of Resilience Mitigation Department. Failure to meet this condition may result in disqualification of the SOQ, and the Respondent may receive no further consideration.

2. Printed submittals must be clearly labeled on the outside of the envelope with the following wording: “RFQ Design Services for Federally Funded Home Elevation Project”, and the State Project Name and Number. All late submittals will be rejected.
3. Print size shall be 12 pt. font minimum, on 8½ by 11 paper, double-sided and must include all of the information required in this RFQ and may include any additional information that the A/E deems pertinent to the understanding and evaluation of its response.
4. Provide a cover page that includes Company Name, Address, Point of Contact (Email Address and Phone Number); Design Services for Federally Funded Home Elevation Project; DUNS Number, Date of Submission, and the signed certification below:

I certify that this submittal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response to this RFQ, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of the RFQ and certify that I am authorized to submit this response.

<i>Authorized Signature (Print)</i>	<i>Authorized Signature w/ Title</i>	<i>E-mail Address</i>
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Electronic submittals must be delivered on a USB flash drive along with the printed copies to South Carolina Office of Resilience, 632 Rosewood Drive, South Carolina 29201, Attention: Mitigation Department.

Submittal Deadline

Deadline for submission: No later than 2:00PM, Thursday, November 30, 2023, to the South Carolina Office of Resilience Mitigation Department at 632 Rosewood Drive, Columbia, SC 29201, Attention: Mitigation Department.

Any questions regarding this project must be submitted in writing via email no later than no later than 12:00 PM on Wednesday, November 15, 2023. Questions should be emailed to DROMitigation@scor.sc.gov. All questions and answers will be posted on the County website with this RFQ no later than 5pm on Friday, November 17, 2023.