

Description of Project: Marion County is seeking an architectural/engineering firm with previous experience in design, engineering, and construction administration of a public animal shelter.

Description of Services: Renovate an existing 12,000 square foot building to be use as the Marion County Animal Shelter. The selected firm will be requested to design the new Animal Shelter from start to finish including construction documents and cost estimates.

Deadline: December 18, 2019

**REQUEST FOR PROPOSAL FOR ANIMAL CONTROL/SHELTER CONSTRUCTION:
ARCHITECTURAL/ENGINEERING DESIGN SERVICES**

Marion County, South Carolina ("County") seeks proposals and cost estimates for Architectural/Engineering Design Services Related to the Animal Shelter Construction Improvements as described in this Request for Proposal ("RFP").

The consultant selected from the RFP will be engaged after competitive evaluation by a qualified committee on the basis of the "Selection Criteria" set forth in this request.

This request invites consultants to submit proposals for accomplishment of the items of work specified below under Scope of Work. Proposals should be prepared and submitted in accordance with the guidelines and requirements set forth in this request.

Sealed proposals: Vendor will deliver one (1) hard copy and one digital format (CD or flash drive) to the following address:

Marion County Administration Building
c/o: Debra Johnson, Finance
2523 East Highway 76
Marion, SC 29571

The envelope must be clearly marked "**SEALED RFP FOR ANIMAL SHELTER PROJECT**". The name of the firm and contact person must also be listed on the outside of the envelope. Any restrictions on the use of data within proposals must be clearly stated in the proposal itself. Non-disclosure cannot be guaranteed after the selection stage of this procurement due to public record laws.

Proposal Deadline: 12:00 PM EST, Wednesday, December 18, 2019. Proposals received after the proposal deadline will be considered late and will not be accepted. Proposals may be withdrawn and/or modified in writing prior to the submission deadline. Request for withdrawal must be in writing by the contact person named on the outside of the envelope. Proposals that are resubmitted must be sealed and received prior to the submission deadline. Each Vendor may submit only one proposal.

Scope of Services: The Vendor selected for this project will provide the following services in connection with, but not limited to the design, code compliance and renovation of an existing 12,000 square building to be used for a New County Animal Shelter located at 501 McIntyre Street, Mullins, SC 29574:

1. PROVIDE DESIGN: through a series of consultations with the Marion County Administrator, Marion County Building Official, Marion County Building Maintenance Director, County Council, and other pertinent parties.

2. PREPARE PLANS, SPECIFICATIONS, CONSTRUCTION COST ESTIMATES, AND OBTAIN ALL APPLICABLE PERMITS for the proposed improvements. The

selected design firm will assist in the creation of project schedules, to include design and construction. Adherence to the overall project budget is mandatory with the selected design firm providing an estimated construction cost budget. The development of all schedules and budgets will be approved by Marion County. Design submittals will be required at 30%, 60%, 95%, and final.

3. PROVIDE CONSTRUCTION ADMINISTRATION. If applicable, this will be handled by an addendum to the original contract, and may include the following:

- A. Attend bid letting, preconstruction, and progress meetings.
- B. Act as Resident Construction Engineer. Ensure substantial compliance with plans and specifications by overseeing construction, inspection, material testing and reporting requirements. (Continuous monitoring will be done by Marion County Inspections and Building Maintenance).
- C. Prepare and review any change orders.
- D. Coordination and facilitation of any claims or disputes.
- E. Final review and project closeout.

Conceptual Plan: The Vendor shall provide a Conceptual Plan, including a detailed statement of work for the product/services believed to be appropriate for Marion County, addressing the Scope of Services detailed in this RFP.

The Conceptual Plan should indicate the following, at a minimum:

- Vendor name, address, and names of primary contacts.
- Identify project manager.
- Restatement of services required (2 pages maximum): attach a restatement of the proposed agreement which outlines its objectives and scope as perceived. Do not repeat the Scope of Services, but elaborate on the tasks, conditions, or other specifics deemed significant and necessary to demonstrate a complete understanding of the technical and substantive issues to be addressed.
- Outline personnel skills and services that distinguish the Vendor, incorporating appropriate staff profiles and a description of specific staff that will comprise the project team for this assignment. The staff profile should describe the Vendor's experience in providing services to the public sector, jobs of similar size(s) and provide applicable certifications for staff members involved in the process. Please attach a description of similar projects designed and constructed by the firm. Project summaries should emphasize their relevance to the proposed agreement.

- Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this work. This does not include generalized promotional material, resumes, statement of experience, qualifications, or capabilities, or other material which is irrelevant to the proposed agreement.
- Evidence of ability to work effectively within tight time constraints.
- Provide the earliest date available to assume these duties.
- A proposed fee structure based upon the plan of work proposed by the Vendor.
- Three (3) references are to be included with the proposal.

Submittal Process and Details: All proposals must be submitted as detailed in the manner described herein. Exceptions nor extensions to established deadlines will not be granted.

Marion County will be accepting written questions through 5:00 PM, December 11, 2019, regarding this RFP.

Please submit questions via email to Tim Harper, County Administrator at tharper@marionsc.org. Written responses will be distributed to those who submitted questions no later than 12:00 pm Friday, December 13, 2019.

A site visit date will be determined and sent out in writing at a later date. Mandatory attendance is necessary in order to submit a proposal.

Estimated Timeline

November 20, 2019	Release RFP
December 11, 2019	Questions due to Story County by 12:00 p.m.
December 13, 2019	Marion County Responses published prior to 12:00 pm
December 18, 2019	RFPs Due by 12:00p.m.
December 19,-30, 2019	RFPs reviewed by Selection Committee
January 7,2020	Marion County Council will select consultant and act of contract.
February 3, 2020	Effective start of contract

The above dates are subject to change at the option of Marion County.

Consultant Selection Procedures

A selection committee will analyze and evaluate all properly submitted proposals in response to this request.

All vendors will be ranked by the selection committee using the "Evaluation Criteria" listed in this RFP.

Top scoring vendors may be chosen for further evaluation, which will include interviews by our selection committee with those firms.

Each proposal will be evaluated based on the Evaluation Criteria listed.