



Request for Qualifications

Appalachian Council of Governments Space Needs Assessment

Issue Date: August 1, 2019

I. Project Description

The Appalachian Council of Governments (ACOG) is seeking qualifications from South Carolina registered design professionals to perform a space needs assessment. ACOG desires to determine whether building renovation and/or expansion, new construction, or leased space will provide the most practical and cost effective solution to meet the existing and future (20 -30 years) space needs of the organization.

II. Background Information

The mission of the Appalachian Council of Governments is to enhance the quality of life of people living in the Upstate South Carolina counties of Anderson, Cherokee, Greenville, Oconee, Pickens, and Spartanburg. ACOG pursues this mission through economic and community development, planning, infrastructure development, resource management, senior advocacy, and workforce development.

Presently, ACOG is located at 30 Century Circle, Greenville, SC 29607. The 13,600 square foot building was constructed in 1998 and includes a lobby/reception area, a board room, 2 conference rooms, a kitchen/serving area, 37 offices, 8 storage/work rooms, an electrical room, a server room, a janitorial closet, and two sets of bathrooms (renovated in 2019). There is one main public entrance to the building and two additional entrances used by staff. Surface parking wraps around the building on the south, east, and north sides. It is important to note that the undeveloped parcel adjacent to the building on the west side is owned by ACOG and could accommodate an expansion or new building. A floorplan and aerial photograph are attached.

III. Scope of Work

ACOG has established the following minimum scope of professional services for the project:

1. In consultation with staff, identify existing and future space needs for the organization to include square footages and current and projected staff levels. This may result in identifying space for a small number of external occupants.
2. Assess the physical condition of the existing facility, including but not limited to:
 - a. Structural
 - b. Plumbing/HVAC/mechanical issues
 - c. Compliance with ADA requirements for public buildings
 - d. Compliance with building codes and other life-safety requirements
 - e. Maintenance issues/concerns
 - f. Storage
 - g. Furniture and equipment needs
 - h. Parking
 - i. Facility security (e.g., access points, reception area safety)
 - j. Sustainability (including energy efficiency)
3. Future facility needs pertaining to the following:
 - a. Space needs for each program area, both shared and individual workspace potential

- b. Staffing growth potential
 - c. Storage
 - d. Breakroom
 - e. Meeting rooms
 - f. Sustainability (energy, environment, and efficiency)
 - g. IT and computer equipment
 - h. Audio visual needs
 - i. Facility safety and security (access points, etc.)
4. The selected firm shall:
- a. Evaluate the adequacy of the current facility;
 - b. Make site visits and conduct interviews with appropriate personnel to develop recommendations that address the needs and requirements identified for the various program areas/functions of ACOG, and
 - c. Provide a comparison of the life cycle for renovating and upgrading the current facilities with the costs of constructing a new facility.

IV. Project Deliverables

The selected firm shall provide the following:

1. An evaluation of the long-term (20-30 years into the future) space needs for the Appalachian Council of Governments.
2. Cost estimates to improve the current facility to address deficiencies and meet future needs. If additional space is required, the cost estimates shall include the required expansion.
3. Cost estimates and site requirements to construct a building on a new site to accommodate future space needs.
4. A conceptual floor plan for each alternative.
5. A conceptual site plan for those alternatives which include a new or expanded building footprint or an increase in impervious surface area.
6. A list of pros and cons of each of alternative.
7. Four paper copies of the final space needs assessment and one electronic copy.

V. Items provided by the Agency

1. Floor plan (attached)
2. Information concerning utility and operating costs of the current facility
3. Meeting with the ACOG staff to discuss building and facility needs
4. Point-person to coordinate with and field questions

5. Other materials as deemed necessary

VI. Rights of Review

ACOG reserves the right to reject all responses or to request additional information from any or all applicants. ACOG may interview one or more firms before making a final selection.

VII. Contract Execution

The firm chosen will be required to enter into a contract with ACOG for the proposed work prior to commencement of any work. The firm chosen will also be required to provide a certificate of insurance demonstrating compliance with the minimum insurance requirements. ACOG reserves the right to negotiate the final terms and conditions of the contract to be executed. If a reasonable fee and contract terms cannot be achieved with the initially selected firm, negotiations will proceed with the next most-qualified firm until a mutually agreed contract can be negotiated.

VIII. Proposal Documents and Process

Interested firms are invited to attend a facility tour that will take place on Wednesday, August 14, 2019 at 10 AM. In order to be considered a complete submittal, the following must be included:

1. Description of the firm. This shall include size, office location from which the service will be provided, and a list of all personnel and equipment that will be assigned to the project.
2. Resumes, including responsibilities, background, and relevant experience of key personnel that will be working on this project.
3. A complete description of the work tasks consultant will undertake to complete the scope of work defined in the RFQ.
4. List of any pending legal actions against the firm.
5. Additional information or materials that you believe communicate the capabilities of your firm to perform this project.
6. A schedule for completion of the various work tasks including times for consultation, updates, progress reports, and date final report will be completed.
7. Up to three examples of work in the past five years in space needs assessment and analysis.
8. A list of three (3) references with contact information from similar projects.

IX. Section 8. General Evaluation Criteria

This Request for Qualifications is only a solicitation for information. ACOG is not obligated to enter into a contract nor is it responsible for any costs associated with the preparation of submittals or interviews. Proposals received after the deadline will be disqualified from consideration. ACOG reserves the right to reject any and all submittals and to interview firms that

will best meet ACOG’s needs. Proposals will be evaluated to assess the responder’s ability to successfully complete all required tasks. Proposals will be evaluated based on but not limited to the following general criteria:

a. Demonstrated experience and qualifications of the responder in dealing with similar projects.	25 pts.
b. Demonstrated understanding of the project and abilities of the responder to successfully complete the scope of work on schedule and within budget.	20 pts.
c. Demonstrated experience in working with similar entities.	15 pts.
d. Evaluation of how the responder plans to accomplish project objectives (use of innovative methods, unique approaches, reasonableness of proposed approach).	20 pts.
e. Local presence.	10 pts.
f. Other factors that may be determined to be relevant.	10 pts.
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Total	100 pts.

X. Additional Instructions and Requirements

1. Indemnification and hold harmless documentation for any and all claims arising out of firm’s performance of its duties under this contract.
2. Willful compliance with all applicable federal, state and local laws, ordinances and regulations.
3. Maintenance of any licenses necessary to operate a business in the City of Greenville.
4. By submitting a response, firms represent and warrant that all information provided in the response submitted shall be true, correct and complete. ACOG may exclude respondents who provide false, misleading, or incomplete information, whether intentional or not.
5. The ACOG is not responsible for any costs incurred by responding to this RFQ.
6. This RFQ is not a contract or a commitment of any kind. The specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.
7. The ACOG reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; and reject any or all responses.

XI. Proposal Due Dates

Mail or deliver four (4) original and one electronic copy of proposal to Steve Pelissier, Executive Director no later than 2:00 pm on Friday, August 30, 2019. Label Submittal:

QUALIFICATIONS FOR ARCHITECTURAL SERVICES
Appalachian Council of Governments Renovation/Expansion Project
ATTN: Steve Pelissier, Executive Director
30 Century Circle
Greenville, SC 29607

Questions regarding this RFQ must be submitted in writing via e-mail to bferguson@scacog.org
Questions and responses may be shared with other respondents. Telephone inquiries will not be accepted.



