



## **Request for Qualifications City of Orangeburg, South Carolina**

**Sealed Qualification Packages** must be mailed or delivered to the attention of the City Administrator, Office address below, **Facsimile, and other electronic forms of Qualification Packages will not be accepted.** All sealed Qualification Packages must be received by **5:00pm, EST, September 12, 2022**. Sealed Qualification Packages are subject to the conditions and all provisions set-forth herein. All qualified Applicants are invited to submit Qualification Packages to the City of Orangeburg for the following:

### **City of Orangeburg Owner's Project Manager (OPM) Services for New City Hall Renovation**

**Description of Services:** The City of Orangeburg ("City") seeks a qualified Individual/Firm for Owner's Project Manager (OPM) Services to provide overall project management as the Owner's Project Manager in concert and coordination with other project professionals, (including but not limited to Architect(s), Contractor(s), and/or Construction Manager at Risk) city administration, staff, and related parties to manage, oversee, and guide the interests of the City in the construction of and the budget control related to a new city hall renovation.

**Submit:** Three (3) original copies of the Qualification Statement Package must be received on or before **5:00pm, EST, September 12, 2022.**

**Address To:** City of Orangeburg  
Attention: Sidney Evering, II, City Administrator

**Mailing Address:** P.O. Drawer 387  
Orangeburg, South Carolina 29116-0387

**Office Address:** 979 Middleton Street  
Orangeburg, South Carolina 29115

**Mark Envelope:** Outside of a sealed envelope must be marked:  
**"CITY OF ORANGEBURG OWNER'S PROJECT MANAGER (OPM) SERVICES  
FOR NEW CITY HALL RENOVATION"** followed by your firm name and address.



A Qualification Package received by City of Orangeburg is considered a public document under provisions of the South Carolina Freedom of Information Act (FOIA) unless it contains information that may clearly be considered accepted and excluded from disclosure according to State statute. Offeror(s) shall visibly mark as “Confidential” each part of their proposals which they consider proprietary information that could be exempt from disclosure under Section 30-4-40, Code of Laws of South Carolina – the Freedom of Information Act (FOIA). The “Confidential” mark should be in bold font of at least 12-point type, in the upper right-hand corner of each page. If any part is designated as “Confidential,” there must be attached to that part an explanation of how the information fits within one or more categories listed in Section 30-4-40. The City reserves the right to determine whether this may be brought against the City or its agent for its determination in this regard. **MARKING YOUR ENTIRE QUALIFICATION PACKAGE CONFIDENTIAL/PROPRIETARY IS NOT IN CONFORMANCE WITH THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT ABSENT EXPLANATION PROVIDING AN EXEMPTION UNDER SECTION 30-4-40.**

***Experience and References:*** The City requires Applicants to list at least three (3) references, names, addresses and telephone numbers of contact persons for other organizations or companies in South Carolina or neighboring states with whom the applicant has performed or provided similar work, service, or product (*i.e.*, currently operate the same model number of equipment being proposed) within the last five years.

List a minimum of three (3) projects/ jobs that you have completed which you believe may be comparable in type, size, and nature as the one proposed.

***Award:***

**Evaluations:**

City of Orangeburg will conduct evaluations of the qualification packages.

**Award Criteria:** City of Orangeburg shall evaluate each of the Qualification Packages using the criteria set forth in this RFQ document. The City reserves the right to request Applicants to appear for an additional presentation followed by a question-and-answer period, to further evaluate qualifications. The additional presentations, if any, will also be evaluated in conjunction with the statement of qualifications to determine the successful applicant. The award of the contract, if awarded, will be made to the Applicant providing the most responsive, responsible qualification package that provides the best overall value and service. The award, if awarded, will take into consideration several factors, including the soundness and flexibility of the qualification package, functional capability, quality of performance, quality of service, ability to provide support, the Applicant’s experience, and the Applicant’s references.



**THE CITY OF ORANGEBURG RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL QUALIFICATION PACKAGES OR PARTS THEREOF, TO GIVE THE APPLICANT THE OPPORTUNITY TO CURE ANY DEFICIENCY RESULTING FROM A MINOR INFORMALITY OR IRREGULARITY IN A QUALIFICATION PACKAGE OR WAIVE ANY DEFICIENCY.**

Notice of Award:

If awarded, the Notice of Award shall be communicated to all Applicants once a decision to award is made.



## **Exhibit A**

### **SCOPE OF WORK / SERVICES TO BE PROVIDED/ PROJECT SCHEDULE**

The Applicant who is awarded the contract shall perform and carry out; those services necessary to complete the capital project.

At a minimum, these services include:

#### **INTRODUCTION**

The City of Orangeburg seeks a qualified Individual for Owner's Project Manager (OPM) Services to provide overall project management as the Owner's Project Manager in concert and coordination with other project professionals, (including but not limited to Architect(s), Contractor(s) and/or Construction Manager at Risk) city administration and staff to manage, oversee and guide the interests of the City in the construction of and the budget control related to the renovation of a new city hall.

#### **EXPERIENCE REQUIREMENTS**

The OPM must be thoroughly experienced in projects which are somewhat similar or comparable to the proposed project. The OPM must have demonstrated, through recently performed projects, an understanding of and experience in the "Construction Manager at Risk" method of Project Delivery.

#### **PROJECT INFORMATION**

The City of Orangeburg has a vision to transform an existing 18,000 sf building into the new City Hall to consolidate all departments into one building and improve customer service and public accessibility.

#### **Site Location — 1099 Russell St, Orangeburg, SC 29115**

The City of Orangeburg commissioned a conceptual study which determined its vision. What was completed is the program, floor plan layout, exterior building façade upgrade, and site design.

The study confirms that the existing building is large enough accommodate all the City's departments.



MOA Architecture, Inc. ("MOA") has been selected to provide professional architectural and engineering services for development and cost estimates of all design elements. The overall design will align with the City's budget and construction feasibility.

MOA has done the preliminary concept for both the floor plan, elevations, and site plan.



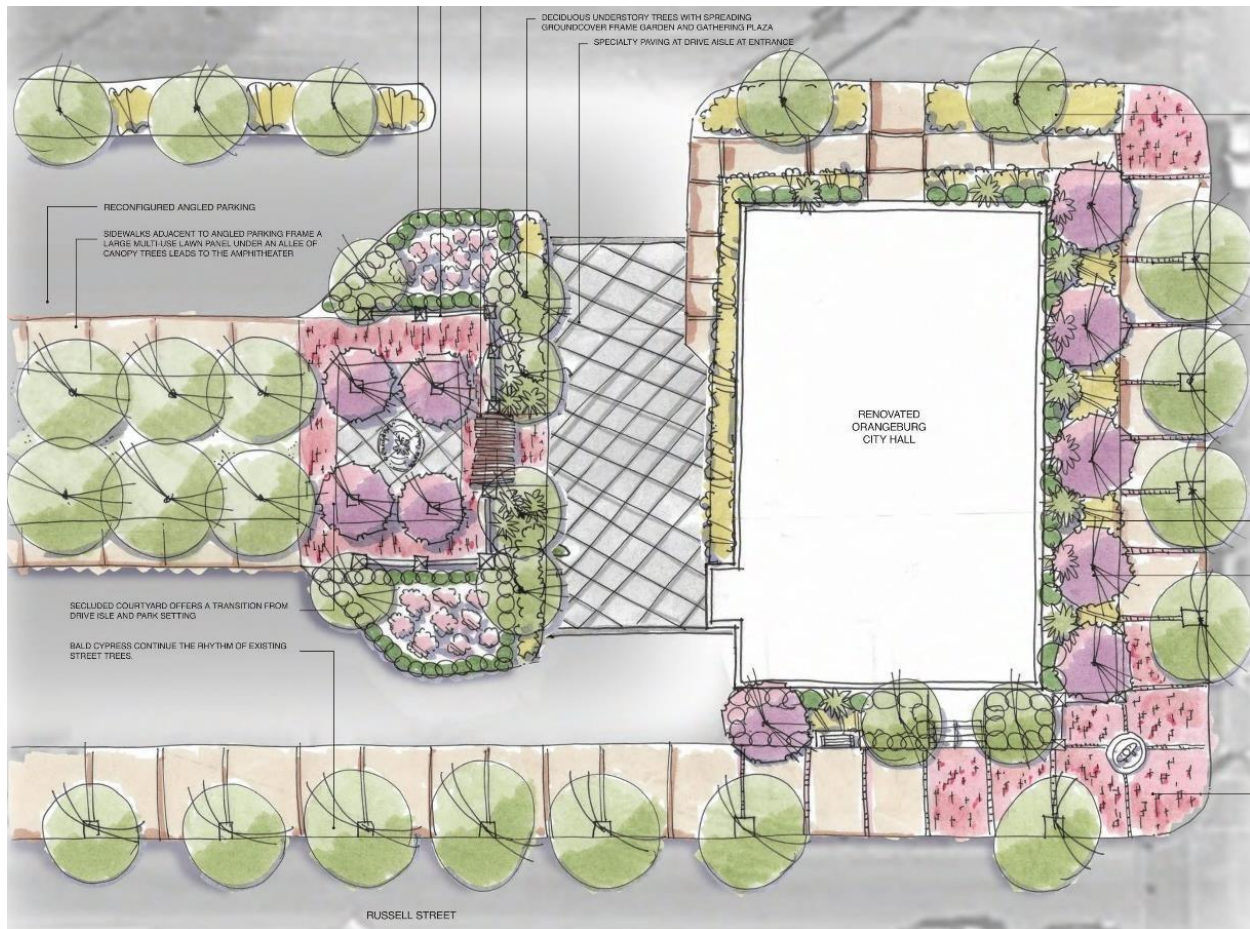
## EXTERIOR CONCEPT







## SITE CONCEPT



## Anticipated Project Schedule

- Predesign Phase March 2022
- Schematic Design July 2022
- Design Development September 2022
- Agency Review September 2022
- Construction Documents Early October 2022
- Agency Review October 2022
- CDs Ready to Bid Late October 2022
- Bid/ Award November 2022 Substantial Completion September 2023



**Exhibit B**  
**EXPERIENCE/ REFERENCES**

List a minimum of three (3) projects/ jobs that you have completed which you believe may be comparable in type, size, and nature as the one proposed. Ideally, show at least one example of a project comparable in size and complexity to the approximately 18,000 square foot New City Hall Renovation.

- a:     Name of Project: \_\_\_\_\_  
         Owner: \_\_\_\_\_  
         Telephone No.: \_\_\_\_\_  
         Address: \_\_\_\_\_  
         Date Started: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
         Value of Contract: \_\_\_\_\_  
         Project Description: \_\_\_\_\_
- b:     Name of Project: \_\_\_\_\_  
         Owner: \_\_\_\_\_  
         Telephone No.: \_\_\_\_\_  
         Address: \_\_\_\_\_  
         Date Started: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
         Value of Contract: \_\_\_\_\_  
         Project Description: \_\_\_\_\_
- c:     Name of Project: \_\_\_\_\_  
         Owner: \_\_\_\_\_  
         Telephone No.: \_\_\_\_\_  
         Address: \_\_\_\_\_  
         Date Started: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
         Value of Contract: \_\_\_\_\_  
         Project Description: \_\_\_\_\_