



COLUMBIA EMPOWERMENT ZONE, INC.
REQUEST FOR QUALIFICATIONS (RFQ)
Architectural and/or Engineering Services
RFQ # LSSR01222024

Professional Architectural and/or Engineering Services
COMMERCIAL OFFICE RENOVATIONS

CEZ, Inc.
3200 Grand Street · Columbia, SC 29202
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Request for Qualifications **Professional Architectural and/or Engineering Services** **COMMERCIAL OFFICE RENOVATIONS**

I. Introduction & Project Purpose

Columbia Empowerment Zone, Inc. (hereinafter referred to as the “CEZ, Inc.”) is issuing a Request for Qualifications (RFQ) to identify a qualified architectural and/or engineering firm to provide a full range of renovation services at Lady Street Suites located at 1509 Lady Street, Columbia, SC 29201.

The RFQ is for Professional Architectural and/or Engineering Services to complete repairs and renovation of the rear section of the building. Renovations to include creating an envelope area, the addition of exterior windows, level flooring, painting of the walls, and creating an open concept interior design. The rear half of the building at the Lady Street Suites is approximately 2,900 sq. ft. of commercial office space. The Lady Street Suites entrance/front half of the building will remain occupied and open for business during the renovation. We seek professional advice regarding the phasing of the work to limit impact to the staff.

II. Engineering Scope of Work

To support this project, the Columbia Empowerment Zone, Inc. is requesting full architectural and/or engineering services to include the following scope of work:

- Preparing technical drawings and specifications for bidding, permitting, and construction
- Filing applications for permits and/or design approvals with the Authority having Jurisdiction (AHJ)
- Revising drawings in response to directives from AHJ as needed
- Run bid process for CEZ, Inc.
- Compiling contract documents and participating in the pre-construction conference.
- Construction observation
- Reviewing pay requests
- Conducting final observation and providing a notice stating that the work is acceptable and complete

The selection criteria and their relative importance in making the selection are:

1. Qualifications of Firm/Personnel (20%)

- a. Technical expertise and competence, including education, registration, and years of experience of individuals who will be assigned to this project.

2. Related Experience on Similar Projects (15%)

- a. Extent of relevant experience with infrastructure projects of a similar nature.

3. Past Performance (25%)

- a. Performance recommendations (3) with regard to work quality, schedule, budget, communication, and coordination of projects.

4. Recent, Current, and Projected Workload (25%)

- a. Workload of the firm and key personnel, related to how it might impact the respondent’s ability to meet the project’s schedule requirements.

5. Proximity and Local Knowledge (15%)

- a. Proximity to the project location and knowledge

III. OPTIONAL SITE VISIT: All responders MUST register to participate in a scheduled tour of the property by contacting Xavier Smith at xavier.smith@columbiasc.gov. The onsite visit will be held on **January 17, 2024 at 10:00 AM**. Responders are to meet outside at 1509 Lady Street, Columbia, SC 29201. A Sign-In Sheet will be used to verify attendance.

IV. Submittal Requirements

Each firm that responds to this solicitation is officially a RESPONDENT. Each respondent must submit a sealed package containing an original and two (2) copies plus one (1) digital copy of its statement of qualifications to Felicia Maloney at the address below no later than **January 22, 2024, at 5:00 pm**. All submissions must be submitted in a sealed envelope or package plainly marked "Columbia Empowerment Zone, Inc. – Lady Street Suites Renovation, ATTN: “Felicia Maloney” with the name and address of the respondent in the upper left-hand corner.

Submittals shall be mailed or delivered to:

Hand deliver and/or Express mail to:
Columbia Empowerment Zone, Inc.
Attn: Felicia Maloney, Executive Director
RFQ No.: LSSR01222024
3200 Grand Street
Columbia, SC 29203

Qualifications are to be mailed to:
Columbia Empowerment Zone, Inc.
Attn: Felicia Maloney, Executive Director
RFQ No.: LSSR01222024
Post Office Box 141
Columbia SC, SC 29202

The submitting Firm is required to have printed on the envelope or wrapping containing the Qualifications: the RFQ number, closing date, and title. Columbia Empowerment Zone, Inc. shall not be responsible for unidentified submittal packages.

Firms mailing their Qualifications must allow a sufficient mail delivery period to insure timely receipt. Columbia Empowerment Zone, Inc. is not responsible for submittals delayed by mail or delivery services of any nature.

All entries shall remain firm for a period of not less than ninety (90) calendar days.

Firms must clearly mark as "Confidential" each part of their submittal which they consider to be proprietary information that could be exempt from disclosure under Section 30-4-40, Code of Laws of South Carolina, 1976 as amended (Freedom of Information Act). If any part is designated as "confidential", there must be attached to that part an explanation of how this information fits within one or more categories listed in Section 30-4-40. Columbia Empowerment Zone, Inc. reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against Columbia Empowerment Zone, Inc. and/or its agents for any determination in this regard.

1. This solicitation does not commit Columbia Empowerment Zone, Inc. to award an agreement, to pay any costs incurred in the preparation of a qualification and of any supplementary presentation, or to

procure or contract for the articles of goods and/or services. Columbia Empowerment Zone, Inc. reserves the right to accept or reject any or all Letters of Qualification received as a result of this solicitation, to negotiate with all qualified Firms, or to cancel in part or in its entirety this solicitation if it is in the best interest of the Columbia Empowerment Zone, Inc. to do so. CEZ, Inc. reserves the right to request additional information from any firm submitting under this RFQ if it is deemed necessary to evaluate the firm's qualifications.

2. Failure to submit all required information may be determined as a nonresponsive qualification.
3. Columbia Empowerment Zone, Inc. shall evaluate each written Qualification Submittal, determine whether oral discussions are necessary, then based on the content of the written Submittal and any oral discussion, select the firm best qualified for the project and which is most advantageous to the Columbia Empowerment Zone, Inc. Qualifications will be evaluated by an Evaluation Committee to ascertain which Firm best meets the needs of the CEZ, Inc. Offers will be evaluated on the basis of the information presented in the response package, and on an analysis or other available information such as creating projects with diversity of facility use. CEZ, Inc. may conduct investigations or interviews, as it deems necessary to assist in the evaluation of any submittal and to establish CEZ, Inc.'s satisfaction with the qualifications of any Offerors any team members proposed by Offerors.
4. During the evaluation process, the Evaluation Committee reserves the right, where it may serve Columbia Empowerment Zone, Inc.'s best interest, to request additional information from Firms, or to allow corrections of errors or omissions. At the discretion of the Evaluation Committee, firms submitting qualifications may be requested to make oral presentations as part of the evaluation process.
5. Columbia Empowerment Zone, Inc. reserves the right to retain all qualifications submitted and to use any ideas in a qualification regardless of whether that qualification is selected. Submission of a qualification indicates acceptance by the Firm of the conditions contained in the Request for Qualifications, unless clearly and specifically noted in the qualification submitted and confirmed in the agreement between Columbia Empowerment Zone, Inc. and the firm selected.
6. The Columbia Empowerment reserves the right to contract with Firms responding to the RFQ, to reject an RFQ as non-responsive, and not to contract with Firms from the services describe herein. The Columbia Empowerment Zone, Inc. makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever.
7. Failure to submit all required information may be determined as a nonresponsive qualification.
8. Prohibition of Gratuities: It shall be unethical for any person to offer, or give, or agree to give any CEZ, Inc. employee/Board member, to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or an agreement or subcontract, or to any solicitation or qualification therefore.
9. All material and work products submitted in response to this RFQ shall become the property of the CEZ, Inc. and shall become a public record, to the extent required by law. The CEZ, Inc. has full right to utilize that material and work products to progress the project forward as deemed appropriate in the sole and absolute discretion of the CEZ, Inc.

10. Questions:

E-mail any questions you have, at least five (5) calendar days prior to qualification closing date.

Answers to questions received that would change and/or clarify this solicitation will be emailed to all Firms.

For Project questions, please e-mail cezinc@columbiasc.gov.

Attachments: Pictures of Commercial Office Space

