



Request for Qualifications  
For  
Engineering & Design Services  
Nardmoor Capital Project

**Solicitation Open:** January 6, 2022

**Closing Due Date:** January 21, 2022 at 5:00pm, Local Time

**Questions Acceptance Deadline:** January 14, 2022 at noon, Local Time

**RFQ Responses:** Posted addendum to [www.echousing.org](http://www.echousing.org): January 17, 2022 at 5:00 p.m. Local Time

**I. Project Description:**

Eastern Carolina Housing Organization (ECHO) is soliciting statements of qualifications from qualified engineering consulting firms for the engineering and design services for the renovation of the Nardmoor facility located at 601 65<sup>th</sup> Avenue, Myrtle Beach, SC 29527. The facility is owned and operated by Eastern Carolina Housing Organization (ECHO) and is a residential Veteran's living facility serving individuals. This solicitation is to select an engineering firm to assist ECHO in project design and bid specifications.

The professional design services will include the development of formal site plan, engineered drawings for the entire facility, as well as design of upgraded facilities, and development of bid package to meet the standards of federal procurement standards. It is anticipated that the design elements of the project include the demolition and reconstruction of twenty (20) existing bedrooms; repairs to roofing, flooring, HV/AC, and plumbing systems throughout the property. Proposers are not expected to submit complete project analysis of design in their response to this RFQ. Rather proposers must provide sufficient information for ECHO to evaluate their response in accordance with the process and criteria established in this RFQ.

**Nardmoor Property Description:**

**Acreage:** 1.92 Acre Lot

**Type of Building:** Block/Concrete

**Total Square Feet:** 20,850 sq. ft.

**Number of stories:** One Story

**Total number of bedrooms/ toilet/ bathrooms Building:** 35/40/40

**Total number of bedrooms/ toilet/ bathrooms in the Project Area:** 20/22/20

**Number of Parking Spaces:** 32

**Communal living area:** The area includes the living room, meeting area, kitchen, dining room facilities open to clients. Residents also have access to the on-site wellness center.

**Administrative spaces and maintenance spaces:** There are three administrative offices within the complex totaling 1,000 sq. ft. In addition, there are 350 sq. ft. of maintenance space located within the facility.

**II. Funding:**

This project is funded by the United State Department of Veterans Affairs (VA) Capital Grant Project. The project and successful RFQ respondent are subject to all Federal rules and regulations.

**III. Project Scope**

This is a federally funded project. The Nardmoor facility was built in 1994 and is located on 1.92 acres. The facility requires updates to address structural repairs to flooring, roof repairs, HVAC, plumbing, electrical and mechanical systems. Due to the impacts of COVID-19, separation of restroom facilities is now required by grant sponsors. The scope of work also includes improving the accessibility both within the building and on the site to access program spaces.

**1. Existing Conditions Site Survey/ Plan**

**2. Site Survey / Site Plan:**

- a. Building Existing Conditions: Provide Site Survey/Plan showing overall site, acreage, building location(s), site access, utilities, parking, site amenities, etc.
- b. Site Improvements: Provide Site Survey/Plan showing overall site, acreage, building location(s), site access, parking, site amenities, etc.

**3. Floor Plan(s) & Drawings:**

*All construction documents must demonstrate accessibility, life/safety, and code/standard compliance.*

- a. Demolition Scope: Provide drawings showing original/existing conditions/features to be removed, stored, or relocated.
- b. Construction Scope: Provide drawings showing proposed improvements for new construction, addition, and/or remodel work. Clearly indicate codes/standards to be followed, life/safety requirements and accessible units/areas.
- c. After construction, the selected firm will determine final conditions and will pre-prepare as-built drawings.

**IV. RFQ SUBMISSION**

All Statements of Qualifications submitted must follow the same format. Submittals should be prepared in a timely and economical manner, providing a straightforward, concise description of the firms' ability to meet the requirements of the RFQ. ECHO does not desire voluminous qualifications submissions; therefore, the submission will be limited to Fifteen (15) pages (pdf file, electronic submittal).

The evaluation of qualifications submissions will be in accordance with all Federal regulations and requirements. **Cost is NOT a factor in the ranking of firms to provide services herein. DO NOT include any reference to consultant costs in the RFQ response. Any RFQ response with any discussion of cost will be disqualified.** Firms are advised that this evaluation and selection process is a competition and not simply a prequalification. Note that all contracts will be based on a negotiated fee based on the final approved project scope.

**Information should be formatted as requested, in the order listed below.**

**1. Letter of Interest**

**2. Qualifications of Firm and Project Staff (45 Points)**

List all licenses and certifications for each key individual(s) that are considered critical to the success of this project in addition to those identified above. Qualifications should include experience in similar projects, listing certifications and licenses for key individuals.

**3. Professional Experience on Similar Projects and References: (55 Points)**

Provide a list of similar projects completed by your firm. For up to three relevant projects (a minimum of two must be completed), include a project description that demonstrates the firm's capabilities in the delivery of services that are similar to this project. For each project provided as a reference, include the name / contact information of the client.

**V. Access of RFQ Document & Questions**

The RFQ is available on the ECHO website at [www.echousing.org](http://www.echousing.org). Requests for copies of the RFQ may be made to [procurement@echousing.org](mailto:procurement@echousing.org). Prior to submitting qualifications, each proposer shall carefully examine the RFQ document, study and thoroughly familiarize himself/herself with the requirements thereof and notify Owner of all conflicts, errors, or discrepancies.

By submission of a Statement of Qualifications, the respondent guarantees that all services offered meet the requirements of the solicitation.

All questions should be submitted to [procurement@echousing.org](mailto:procurement@echousing.org) by 5pm on January 14, 2022, 5pm, local time. Responses will be posted to the ECHO website January 17, 2022 by 5pm.

**VI. Non-Collusion**

By submitting a response, the party making the foregoing offer that such offer is genuine and not collusive or sham; that said Responder has not colluded, conspired, connived, or agreed, directly or indirectly with any responder or person, to put in a sham response, or that such other person shall refrain from offering and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the submittal of affiant or any other responder or to fix any overhead, profit or cost element of said Response or of that of any other responder or to secure any advantage against owner any person interested in the proposed contract; and that all statements in said Response are true; and further, that such responder has not, directly or indirectly submitted this RFQ, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

**VII. Licenses**

All Proposers must be properly licensed to do business in the State of South Carolina and must comply with the Code of Laws of South Carolina including Section 40-11-200, when applicable. The Proposer’s company does not need to be based in South Carolina but must be licensed to do business in the State of SC and specifically the City of Myrtle Beach, if awarded a contract. **The successful proposer must have all appropriate business license(s) prior to contract execution.** Proposers that fail to comply with this requirement, may subject their Statement of Qualifications to being rejected as non-responsive.

**VIII. Certificate of Insurance Instructions/ Requirements**

All Proposers shall provide proof of all required insurance(s), including worker’s compensation, premises, liability and general liability. As a contractor/vendor providing services we require that you provide us with evidence of insurance with the minimum requirements outlined below and have included a Sample Certificate:

1. Commercial General Liability (Occurrence Form)

|  |             |
|--|-------------|
| General Aggregate (other than Prod/Comp Ops Liability) | \$2,000,000 |
| Products/Completed Operations Aggregate                | \$2,000,000 |
| Personal & Advertising Injury Liability                | \$1,000,000 |
| Each Occurrence  | \$1,000,000 |
| Per Project Aggregate                                  |             |

- Eastern Carolina Housing Organization its officers, employees, and agents named as additional insured for both on-going and completed operations.
- Waiver of Subrogation in favor of Eastern Carolina Housing Organization.
- Primary non-contributory
- Subcontractor shall maintain General Liability coverage for itself and each additional insured for at least 3 years after completion of the work.

2. Workers Compensation and Employer’s Liability

|                         |                               |
|-------------------------|-------------------------------|
| Workers Compensation    | State Statutory Limits        |
| \$500,000 each accident | Employers Liability Insurance |
| \$500,000 policy limit  |                               |
| \$500,000 each employee |                               |

- Coverage must include a waiver of subrogation in favor of Eastern Carolina Housing Organization.

3. Automobile Liability

**\$1,000,000 Combined Single Limit per Accident**

- Applies to any owned, non-owned and hired vehicles
- Waiver of Subrogation in favor of Eastern Carolina Housing Organization, its officers, employees, and agents

- Eastern Carolina Housing Organization, its officers, employees, and agents named as Additional Insured

#### 4. Umbrella Liability

Each Occurrence and Aggregate \$1,000,000 Limit

- Umbrella coverage in excess of General Liability, Commercial Auto, and Employers Liability

The above coverages must be placed with an insurance company with an A.M. Best rating of A- or better. The certificate shall show Eastern Carolina Housing Organization, as the certificate holder and include a 30-day advance notice of cancellation.

#### IX. Required Forms:

Below are the list of required forms to be submitted as a part of the RFQ package.

- Non-Collusion Affidavit (*Sample Provided*)
- Drug Free Workplace Form (*Sample Provided*)
- Certification of Restrictions on Lobbying (Anti-Lobbying Form) (*Sample Provided*)
- Certification Regarding Debarment, Suspension And Other Responsibility Matters Form (Debarment Form) (*Sample Provided*)
- Copy of Business License to do business in South Carolina and City of Myrtle Beach
- Sample Certificate of Insurance
- IRS W-9 Form (signed within 3 months of the submittal date)

#### X. RFQ Submissions

Submissions must be received prior to January 21st at 5pm. Submissions may be received electronically to [procurement@echousing.org](mailto:procurement@echousing.org) or hand delivered to:

Mr. Joey Smoak  
Nardmoor Capital Project  
Eastern Carolina Housing Organization  
407 Broadway  
Myrtle Beach, SC 29528

**REQUIRED FORM**

**NON-COLLUSION AFFIDAVIT**

The undersigned states that he/she is authorized to make this affidavit on behalf my company and its owner(s) and officers. I am the individual responsible in my company for the price(s) and amount(s) contained in the Proposal Response, and the preparation of the Proposal. I state that:

1. The price(s) and amount(s) of this Proposal Response have been arrived at independently and without consultation, communication or agreement with any other Provider, potential Provider, Proposal, or potential Proposal.
2. Neither the price(s) nor the amount(s) of this Proposal Response have been disclosed to any other company or individual who is a Provider, potential Provider, Proposal, or potential Proposal, and they will not be disclosed.
3. No attempt has been made or will be made to induce any company or persons to refrain from submitting a Proposal for this RFQ contract, or to submit a price(s) higher than the price(s) in this Proposal, or to submit any intentionally high or non-competitive price(s) or other form of complementary Proposal.
4. The Proposal Response of my company is made in good faith and is not pursuant to any agreement or discussion with, or inducement from, any company, firm or person to submit a complementary or noncompetitive Proposal.
5. That the undersigned is informed of all the relevant facts surrounding the preparation and submission of these qualifications; that the undersigned knows and represents and warrants to Eastern Carolina Housing Organization (ECHO) that these qualifications are prepared and submitted without collusion with any other person, business entity or corporation; and that the company submitting these qualifications is the only person, business entity or corporation with any interest in the resultant contract.
6. \_\_\_\_\_, its affiliates, subsidiaries, officers, and employees of \_\_\_\_\_ are not currently under investigation, by any government agency and have not in the last three years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to this Proposal, or any public contract.

Company Name:

Date:

Address/City/State/Zip:

Authorized Signature:

Printed Name:

Title:

Telephone/ Email Address:

## REQUIRED FORM

### **S.C. DRUG FREE WORKPLACE (CONTRACTORS OTHER THAN INDIVIDUALS) FOR CONTRACTORS RECEIVING \$50,000 OR MORE FROM A STATE AGENCY AND ALL STATE AGENCIES REQUIRED OF CONTRACT AMOUNT**

As required by the S.C. Drug-Free Workplace Act #593 of 1990 and the Federal Drug-Free Workplace Act of 1988 and implemented under the applicable CFR –

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an on-going drug-free awareness program to inform employees about-
    - (1) The dangers of drug abuse at the workplace;
    - (2) The contractor's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (a);
  - (d) Notify the employee of the statement required by paragraph (a) that, as a condition of employment under the contract, the employee will –
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
  - (e) Notify the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the State Funding Agency. Notice shall include the identification number(s) of each affected contract;
  - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2); with respect to any employee who is so convicted –
    - (1) Taking appropriate personnel action against such an employee up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (2) Requiring such employees to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), € and (f).

**B. DRUG-FREE WORKPLACE (CONTRACTORS WHO ARE INDIVIDUALS) - APPLICABLE TO CONTRATORS RECEIVING \$50,000 OR MORE FROM A STATE AGENCY.**

As required by the S.C. Drug-Free Workplace #593 of 1980 –

- (a) As a condition of the contract I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of controlled substance In conducting any activity with the contract; and
  
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any contract activity, I will report the conviction, in writing, within 10 calendar days of the conviction to the Funding Agency.

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Typed Name, Title and Date



**REQUIRED FORM**

**LOBBYING AND INFLUENCING FEDERAL EMPLOYEES**

The bidder or offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid , by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriates funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL “Disclosure Form to Report Lobbying,” in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, US. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Typed Name, Title

\_\_\_\_\_  
Date

**REQUIRED FORM**

**CERTIFICATION OF OFFER/ BIDDER REGARDING DEBARMENT**

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department of agency from participating in this transaction.

**CERTIFICATION OF LOWER TIER CONTRACTORS REGARDING DEBARMENT**

The successful bidder, by administering each lower tier subcontract that exceeds \$25,000 as covered transaction”, must certify each lower tier participant of a covered transaction” under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The successful bidder with accomplish this by:

1. Checking the System of Award Management at website: <http://www.sam.gov>
2. Collecting a certification similar to the Certificate Regarding Debarment and Suspension (Bidder or Offeror), above.
3. Inserting a clause or condition in the covered transaction with the lower tier contract.

If it is determined that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time of transaction, remedies may be pursued, including suspension and debarment of the non-compliant participant.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Typed Name, Title and Date