



Request for Qualifications

North Augusta Public Safety Headquarters
Furniture Acquisition & Installation Services
Project No.: 3057.2002

Issued by: 

DUE DATE:
December 14, 2023 at 12:00 p.m.

RECEIPT LOCATION:
E-mail: jthomas@thejlagroup.com

OFFICIAL CONTACT:
Jeannette Thomas, Interior Designer
706-724-5756
jthomas@thejlagroup.com

City of North Augusta and Johnson, Laschober & Associates (JLA) reserve the right to reject any and all submissions or any parts thereof and to waive any irregularities or minor informalities in any submission or in the procurement process and to make a contract award in the best interests of the City of North Augusta.

1. INTRODUCTION

Johnson, Laschober & Associates (JLA) is issuing this Request for Qualifications (RFQ) to seek the services of a qualified furniture vendor with expertise in furniture specification, acquisition, and installation for the new North Augusta Public Safety Headquarters facility. These services will be provided under contract with the City of North Augusta.

1.1 Method of Procurement

This is a qualifications-based selection process. Invitation to Bid will be given to multiple qualified furniture vendors based on the factors outlined in Section 3, STATEMENT OF QUALIFICATIONS CONTENT.

Vendors are advised that this evaluation process is a prequalification. It will be followed by an Invitation to Bid to multiple vendors. A general scope of work is outlined below.

1.2 Project Description

North Augusta Public Safety Headquarters is a new facility, approximately 37,900 SF, located on Georgia Avenue in North Augusta, SC. The building consists of lobbies, offices, conference spaces, dispatch, kitchens and break rooms, courtroom, judge's office, jury room, filing and records spaces, and a training room that doubles as an Emergency Operations Center.

This project includes, but is not limited to, the following considerations:

- Specified furnishings will establish a base level of quality and appearance as determined by the owner and interior designer. It is not intended as a sole source. Other manufacturers' products will be considered, provided the quality is demonstrably equal or superior, and the appearance is substantially the same as the product specified.
- Furnishing, delivery, assembly, and installation of the Furnishings will be required.
- Vendor must provide all items. Project will be awarded to a single vendor.

1.3 Project Schedule

The estimated project schedule is as follows:

Request for Qualifications	November 28, 2023
RFQ Submission Due	December 14, 2023
Invitation to Bid	February 22, 2024
Bids Due	March 18, 2024
Council Approval	April 7, 2024
Final Package Review	April 24 – May 9, 2024
Order Furniture, Request Lead Times	May 10, 2024
Receive and Install Furniture on Site	August 28 – September 12, 2024

This project schedule is an estimate. The City of North Augusta and JLA reserves the right to adjust this schedule as building construction progresses.

2. REQUEST FOR QUALIFICATIONS (RFQ) PROCESS AND POLICIES

2.1 Submittal of Statements of Qualifications

JLA is hereby issuing this Request for Qualifications (RFQ) to furniture vendors that have the capability and interest in undertaking and performing the scope of work described in this RFQ. The RFQ will be publicly advertised in accordance with the City of North Augusta procurement guidelines.

The official contact for this solicitation is:

Jeannette Thomas, Interior Designer
Johnson, Laschober & Associates, P.C.
jthomas@thejlagroup.com

Each vendor responding to this solicitation is officially a RESPONDENT. Each respondent must submit one (1) digital copy of its statement of qualifications to Jeannette Thomas at the address listed above no later than December 14, 2023. All submissions will be logged in, dated, and time stamped. Any qualifications package that is received after the date and time specified will be logged as late and not be considered to receive an invitation to bid.

2.2 Questions / Requests for Clarification

All questions and/or requests for clarification regarding this RFQ should be provided in writing to Jeannette Thomas no later than December 7, 2023. All questions submitted and their answers will be released by e-mail as an addendum to the RFQ. No telephone inquiries will be accepted.

2.3 Contact Policy

No direct or indirect contact regarding this solicitation may be made with any representatives of the City of North Augusta other than the official contact identified in this RFQ. If such contact is made, the City of North Augusta reserves the right to reject a submission by that respondent.

2.4 Acceptance and Rejection of Submission

Any submissions that do not conform to the essential requirements of the RFQ shall be rejected. The City of North Augusta and JLA reserves the right to waive informalities and minor irregularities in submittals and reserves the right to determine what constitutes informalities and minor irregularities. The City of North Augusta reserves the right to request additional information from any firm submitting under this RFQ if such information is necessary to clarify the submission.

3. STATEMENT OF QUALIFICATIONS CONTENTS

Respondents interested in providing the services outlined in this RFQ must submit a statement of qualifications with the following information, in the order listed:

3.1 Firm Qualifications

Provide relevant information about the firm to include a company overview as it relates to the requirements of the RFQ, as well as the number of years the firm has been providing the requested services.

3.2 Key Personnel

Provide a proposed staffing structure that identifies key personnel who will be assigned to work on this project.

3.3 Relevant Experience

Provide description of similar projects that the firm and/or key personnel have completed. Include any relevant experience with similar public facilities. Also include any relevant work performed in a nearby jurisdiction or in the City of North Augusta's jurisdiction.

3.4 References

Provide three (3) client references for relevant projects within the last five (5) years that indicate past performance and the abilities of the proposed team. Include a point of contact for each project with their current daytime phone number and email address.

3.5 Location

A limited location radius in relationship to the project location has been established. Respondents must have an office or showroom location within 100 miles of the City of North Augusta to enter a response to this RFQ.