

# **REQUEST FOR QUALIFICATIONS**

## **Plans/Specifications for Stabilization of McClellanville Lookout Tower**

### **I. INVITATION**

The Town of McClellanville invites interested architects and structural engineers with historic preservation experience to submit their qualifications to be considered for a historic preservation planning project for the historic McClellanville Lookout Tower at 401 Pinckney Street, McClellanville, SC, 29458. Michelle McClellan, Town Administrator, will receive qualifications statements until 12:00 PM on Thursday, October 2, 2025, via e-mail only to [mcclellanville@outlook.com](mailto:mcclellanville@outlook.com). Questions should be directed to Ms. McClellan at 843-887-3712 or by email.

### **II. PROJECT PURPOSE**

The Town of McClellanville owns the Lookout Tower which is located adjacent to The Village Museum at 401 Pinckney Street, McClellanville, South Carolina. The Lookout Tower was constructed in the 1930s for the US Biological Survey to monitor migratory bird activity in the Cape Romain National Wildlife Refuge. The US Forest Service later used the tower to monitor for wildfires and to observe wildlife. The steel Lookout Tower stands 100 feet above the center of the Town of McClellanville and withstood the devastating winds of Hurricane Hugo in 1989. The Lookout Tower, along with the neighboring Village Museum (historically used by the US Biological Survey) were determined by the State Historic Preservation Office to be eligible for listing in the National Register of Historic Places.

The Town of McClellanville seeks the services of an architect or structural engineer experienced in historic preservation **to assess the existing conditions of the McClellanville Lookout Tower, produce bid-ready plans and specifications for necessary stabilization repairs, and provide a cost estimate for the planned stabilization repairs.**

This project is funded, in part, by a federal grant from the U. S. Department of the Interior, National Park Service (NPS), administered by the South Carolina Department of Archives and History (SCDAH). The bid-ready plans and specifications will be reviewed by SCDAH and must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties.

### **III. SCOPE OF WORK**

The deliverables for this project are 1) bid-ready plans and specifications for the most urgently needed stabilization repairs on the Lookout Tower, and 2) a statement of estimated costs to accomplish the repairs described in the plans and specifications.

#### **IV. STATEMENT OF QUALIFICATIONS**

The selected individual or team will provide a statement of qualifications with documentation of the most relevant professional experience on historic preservation projects involving historic structures similar to the McClellanville Lookout Tower, and will include all of the following:

- 1) Brief statement of professional history including number of years of experience with projects related to historic preservation.
- 2) Brief descriptions of a minimum of three (3) examples of projects similar to this project conducted by the professional or team along with reference contact information for each.
- 3) Resumes of key personnel. The project manager must at least have a degree in Architecture or Engineering and a South Carolina license to practice architecture or engineering. Graduate study in architectural or historic preservation, architectural history, or related fields, and professional experience working with historic buildings are also strongly encouraged.
- 4) Statement of compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, prohibiting discrimination on the basis of race, color, national origin, disability or age in federally assisted programs.
- 5) Statement of compliance with the Debarment Certification, 43 CFR, Part 12, Section 12.510 and state that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

#### **V. EVALUATION CRITERIA**

Each proposal will be evaluated based on the following:

- A) Approach and Work Plan (40%)
- B) Professional Qualification and Experience (60%)

All qualifications received will be ranked according to the criteria. The Town of McClellanville will invite contract negotiations with the highest ranking respondent.

**This Request for Qualifications is not an offer by the Town of McClellanville to enter into a contract. The Town of McClellanville will determine in its sole and absolute discretion whether to hire or not hire a professional in connection with this Request, or any other course of action. The Town of McClellanville shall have no duty with respect to any respondent to this Request. The selected professional and the Town of McClellanville will have no duty to one another until the mutual execution of a definitive contract between the professional and the Town of McClellanville.**

## **VI. ANTICIPATED PROJECT SCHEDULE (subject to change)**

November 3, 2025	Town of McClellanville completes selection process and contracts with selected professional.
March 13, 2026	Draft plans and specifications and cost estimate are submitted to Town of McClellanville and SCDAH not later than this date.
June 1, 2026	Final plans and specifications and cost estimate are submitted to Town of McClellanville and SCDAH not later than this date.