

	<b>State of South Carolina</b>  <b>Request For Qualifications and Design Concept(s)</b>	Document Number: 5400027546
		Date Issued: 10/3/2024 Admin Contact: Elsie Montgomery Phone: (803) 737-1178 E-Mail Address: Elsie.Montgomery@admin.sc.gov

**DESCRIPTION: The South Carolina Department of Administration (Admin) on behalf of the Robert Smalls Monument Commission seeks professional resumes and proposed design concepts for a monument to Robert Smalls on the State House grounds in Columbia, S.C.**

SUBMIT RESPONSES BY **October 23, 2024 at 11:00AM**  
QUESTIONS MUST BE SUBMITTED BY **October 10, 2024 3:00 PM**

**(See General Instructions p. 7 below)**

SUBMIT YOUR PROPOSAL BY E-MAIL TO THE ADMIN CONTACT (Elsie.Montgomery@admin.sc.gov) OR TO EITHER OF THE FOLLOWING ADDRESSES:

<b>MAILING ADDRESS:</b> S.C. Department of Administration PO Box 2825 Columbia SC 29211 Attention: Elsie Montgomery	<b>PHYSICAL ADDRESS:</b> S.C. Department of Administration 1200 Senate Street, Suite 450 Columbia SC 29201 Attention: Elsie Montgomery
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<b>ENTITY NAME</b>  (Full legal name of business)	
<b>AUTHORIZED SIGNATURE</b>	
<b>TITLE</b>  (Business title of person signing above)	
<b>PRINTED NAME</b>  (Printed name of person signing above)	<b>DATE</b>
<b>MAILING ADDRESS</b>	
<b>CITY</b>	<b>STATE/ZIP CODE</b>
<b>TELEPHONE #</b>	<b>E-MAIL ADDRESS</b>

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## I. INTRODUCTION

Through Act 183 of 2024 (the “Act”), the General Assembly created the Robert Smalls Monument Commission (the “Commission”). The overarching role of the Commission is to determine the design of a monument to Robert Smalls and the location of the monument on the State House grounds in Columbia, South Carolina.

The Commission must submit a proposed design of the monument and proposed location for the monument to the State House Committee (the “Committee”) by January 15, 2025 for the Committee’s approval.

The Commission is composed of eleven members, including five members appointed by the Speaker of the House of Representatives, five members appointed by the President of the Senate, and the director of the Department of Administration or her designee who shall serve as the chairman of the Commission.

As part of Act 183, the General Assembly set forth a series of “Whereas” clauses providing a brief description of the life and many accomplishments of Robert Smalls. These clauses are set out below and should provide a basis for responders to formulate general design concepts for the monument.

*Whereas, the members of the General Assembly propose a monument of enduring historical significance to Robert Smalls, an escaped slave who became a Civil War hero and a legislator in the South Carolina General Assembly and served five terms in the United States House of Representatives; and*

*Whereas, Robert Smalls was born a slave on April 5, 1839, in Beaufort, South Carolina. He was the son of Lydia Polite but owned by John McKee; and*

*Whereas, during the Civil War, Mr. Smalls, illiterate and twenty-three years old, escaped by commandeering the Confederate ship, the Planter, on which he worked, delivering its black passengers from slavery to freedom through a gauntlet of gunboats and forts. Thereafter, he served the Union Army as a civilian boat pilot with distinction in numerous engagements, acted as a spokesperson for African Americans, and was made the first black captain of an Army vessel for his valor; and*

*Whereas, Mr. Smalls served in the South Carolina House of Representatives, the South Carolina Senate, and the United States House of Representatives, enduring violent elections to achieve internal improvements for coastal South Carolina and to fight for his black constituents in the face of growing disenfranchisement; and*

*Whereas, Mr. Smalls spoke openly in defense of his race and his party. Even with the rise of Jim Crow laws, Mr. Smalls stood firm as an unyielding advocate for the political rights of African Americans; and*

*Whereas, he was one of the first South Carolinians to advocate successfully for compulsory education; and*

*Whereas, Mr. Smalls played a critical role in bridging relations between the black and white communities during and after Reconstruction; and*

*Whereas, he was the founder of the Enterprise Railroad Company of Charleston; and*

*Whereas, Mr. Smalls also served as Brigadier General of the South Carolina Militia; opened a store for freedmen and a school for black children; published a newspaper, the Beaufort Southern Standard; and served as the U.S. Customs collector at the port of Beaufort; and*

*Whereas, he promoted the establishment of the US Naval Station at Port Royal and the purchase of Parris Island; and*

*Whereas, in 2007, the US Army named a ship after an African American for the first time, the support vessel Maj. Gen. Robert Smalls; and*

*Whereas, Mr. Smalls married Hannah Jones and, upon her death, remarried Annie Wigg. He had four children: Elizabeth, Sarah, Robert, Jr., and William Robert; and*

*Whereas, Mr. Smalls died in Beaufort on February 22, 1915, in the same house behind which he had been born and served as a slave, and later came to purchase; and*

*Whereas, a monument to honor Robert Smalls would represent the remarkable contributions, achievements, and accomplishments of this forgotten son of South Carolina and would serve as an overdue tribute to the many slaves who sacrificed alongside him.*

While ultimately the Commission will look to the selected sculptor, artist or designer to develop the monument's design, the Commission has indicated an initial preference for a monument that reflects the challenges that Robert Smalls faced and overcame and the long-lasting contributions he made to this State and Country during various periods of his life – from slavery to the Civil War to his post-war achievements as a politician, statesman, harbor pilot, etc.

[Remainder of page intentionally left blank - Request for Proposals continued on next page]

## **II. REQUEST FOR QUALIFICATIONS AND DESIGN CONCEPT(S) (RFQ)**

### **A. Overview of the Opportunity**

Admin on behalf of the Robert Smalls Monument Commission is seeking professional resumes and information from sculptors, artists, designers, etc. interested in contracting to design a monument to Robert Smalls. The Monument will be placed on the State House grounds in Columbia, S.C.

The design is to "...honor Robert Smalls ...[and]... represent the remarkable contributions, achievements, and accomplishments of this forgotten son of South Carolina and ... serve as an overdue tribute to the many slaves who sacrificed alongside him."

While the design should be unique, it should complement the aesthetics of the State House, its grounds and the other monuments, statues, and historical markers already existing on the grounds. Attached to this communication are two documents that may be of assistance in understanding the aesthetics of the 22 acre State House ground, a map with the locations of buildings and existing monuments and a pdf document displaying photos of the State House and selected monuments on the grounds.

As part of a submission, responders should include a general description of an overall design concept or concepts for consideration along with sufficient information (examples of past works) demonstrating the responder's ability to turn design concepts into tangible work. Responder's submissions should also comply with the requirements of Subsection B Content and Order of Submittals below.

The Commission is also tasked with recommending a location for the Monument to the South Carolina State House Committee. Public monuments are seldom viewed as one singular artistic expression. Instead, the Robert Smalls Monument will be viewed as one of as a series of monuments that tell multiple stories about the history and values of people and places in South Carolina. Therefore, the submission may include a recommended location for the monument taking into account the proximity to the State House and existing monuments.

### **B. Content and Order of Submittals**

The following constitutes the submittal requirements for responses to be evaluated. The RFQ response must follow the order provided below to facilitate evaluation of the responses. It is critical that responses to the RFQ are consistent to ensure accuracy in the review process. Failure to submit proposals in the requested order poses risk that all requirements may not be included and may hinder the Commission's ability to accurately compare responses. All pages should be numbered.

The responder shall provide eleven (11) copies of its RFQ response in a three-ring binder and include the following information in the order specified. If the responder fails to provide any of the following information, the Commission may, at its sole option, ask the responder to provide the missing information. If the Commission allows any responder to provide missing information, it will afford all responders an opportunity to provide missing information, where appropriate. The specified content and order shall be:

- A. Artist's basic professional resume and biographical information.
- B. Examples of past work, particularly those works of a similar scope and nature. Include associated documentation and photographs of all completed works.
- C. A general description of an overall design concept or concepts for the monument.

- D. A minimum of three (3) references with contact information (name, telephone number, e-mail).
- E. Any other information or expression of inspiration that the responders feel will enhance chances of being included in the shortlisted group of artists who will be invited to submit a Request for Proposals.
- F. Artist's fee requirements. Please submit two copies of fee requirements separately from Items A through E.

Additionally, the responders shall submit one (1) electronic copy of its submittal in a searchable PDF format as one continuous file on a thumb/flash drive.

### **III. OVERVIEW OF THE PROCESS**

Evaluation and selection will be conducted according to the following process.

An evaluation of all submitted qualifications and information from responders will be conducted by a designated selection team. The evaluation will focus on the qualifications, experience, ability to perform, and the overall design concept or concepts that a particular responder has presented. The goal of the evaluation is to identify responder(s) with the best qualifications, experience, and proven track records of executing similar projects. The selection team will rank responders based on the aforementioned criteria with the stated goal in mind. The selection team will present their ranking of responders to the Commission.

At its sole discretion, the Commission may:

select a responder to enter direct negotiations with for the award of a contract to design the Robert Smalls Monument that the Commission has determined to have presented the most suitable design concept(s) and determined to be capable of performing based on the qualifications, experience and other information presented, or;

select a short list of at least two but no more than five responders most qualified to undertake this project. Subsequently, these responders will be invited to provide additional detail regarding their qualifications, experience, ability to perform, and overall design concept or concepts. The Commission will then select a responder to enter direct negotiations with for the award of a contract to design the Robert Smalls Monument determined to have presented the most suitable design concept(s) and determined to be capable of performing based on the qualifications, experience and other information presented.

The Commission will make an award to the selected responder when agreement has been reached on all contractual terms.

Should the Commission and a selected responder fail to reach agreement, the Commission may choose to enter negotiations with another qualified responder who has presented a suitable design concept.

The Commission reserves the right to reject all responses.

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#### **IV. GENERAL INSTRUCTIONS**

##### **Use of the Term “Commission”**

When used in this RFQ, the term Commission shall mean the eleven (11) members appointed in accordance with Act 183 of 2024 or its representatives, agents or designees as may be appropriate under the circumstances.

##### **RFQ and Response Schedule**

<b>RFQ PROJECTED SCHEDULE</b>	<b>ESTIMATED DATE</b>
Release of RFQ	10/3/24
Deadline for Questions, 3:00 PM Local Time	10/10/24
RFQ Responses Due, 11:00 AM Local Time	10/23/24

##### **Questions from Responders and Potential Responders**

All questions about the RFQ are due by 3:00 PM EST on October 10th. Questions must be submitted via email to Elsie Montgomery (Elsie.Montgomery@admin.sc.gov). Questions will not be accepted verbally or in any other form. It is the responder’s responsibility to ensure that their questions have been included and answered in an Amendment to the RFQ.

##### **Attachments**

Attachments to this RFQ include:

- A Photo of Robert Smalls
- Photos of the South Carolina State House and Monuments
- State House Map

##### **Amendments**

A written amendment to the RFQ answering responders’ questions will be issued. Additional written amendments prior to the RFQ submission date, supplementing, modifying or interpreting any portion of this RFQ may be issued. The Commission expressly reserves the right to amend this RFQ.

It is solely the responders' responsibility throughout this solicitation process to verify that any amendments have been received that may have been issued.

### **Communication Following RFQ Submittal**

The Commission may elect to ask questions and seek clarifications from responders after responses are opened to resolve ambiguities or other questions about a submission. Communications after receipt of responses may not be used to revise the RFQ unless the Commission determines that such is necessary.

### **Required Submittals**

It is the responder's sole responsibility to submit information in fulfillment of the requirements of this RFQ. If pertinent information or required submittals are not included within a response, it may cause the response to be rejected or have an adverse impact on evaluation.

### **Quantity of Submittals**

The Responder shall submit eleven (11) hard copies of its submittal for the Commission's review in three ring binders. Additionally, the responder shall submit one (1) electronic copy of its response in a searchable PDF format as one continuous file on a thumb/flash drive. The hard copies shall be submitted single sided on 8.5" x 11" sized paper to make reproduction feasible (as needed by the Commission).

The original hard copy shall contain an original signature of the responder from an individual with the authority to commit the responder and should be marked "Original" on front cover.

### **Submittal Instructions**

RFQ responses should be addressed to the Elsie Montgomery and be delivered to the physical and email addresses shown on the cover page of this document.

## **V. DISCLAIMER**

Any representations or statements made within this RFQ shall not be considered a contractual obligation by the Commission or the State of S.C. and the responder shall not be entitled to rely upon them. The Commission reserves the right to reject any and all responses and to identify and select the response which the Commission, in its sole and absolute discretion, deems most qualified and suitable.

The responder shall be solely and totally responsible for all costs associated with responding to this RFQ, and the Commission accepts no responsibility with regard thereto. Responses will become the property of the Commission.

The Commission reserves all rights available to it by law in administering this RFQ, including without limitation, the right, in its sole discretion, to:

- Reject any or all responses at any time.



- Terminate evaluation of any or all responses at any time.
- Accept and review a nonconforming response.
- Request or obtain clarifications, revisions, or additional information from any source.
- Issue amendments to and/or cancel this RFQ.
- Issue a new request for qualifications.
- Extend any deadline or time and waive or permit the correction of minor deficiencies or irregularities in a submittal and minor or technical violations of this.
- Change the scope and the range of services from what is defined in this RFQ at any time through the issuance of amendments.

This RFQ does not commit the Commission to enter a contract. In no event shall the Commission or State of S.C. be bound by, or liable for, any obligations with respect to a project until such time (if at all) as a contract has been executed and properly authorized by the Commission, and then only to the extent set forth therein.

Under no circumstances shall the Commission or State of S.C. be liable for, or reimburse, the costs incurred by the responder, whether or not selected for award by the Commission.

Each responder, by submitting a response, thereby accepts all risk of adverse public notice, damages, financial loss, criticism, or embarrassment that may result from any disclosure or publication of any material or information required or requested by the Commission in connection with the submission of qualifications. In responding, the responder expressly waives, on behalf of itself, its partners, joint venture members, officers, employees and agents, any claim against any of the Commission or State of S.C., and their respective officers and employees, for any damages that may arise therefrom.

Any and all information the Commission makes available to responders shall be as a convenience to the responder and without representation or warranty of any kind.