

REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL DESIGN FIRM

Florence County is accepting letters of interest and statements of qualifications from highly qualified architectural firms to provide professional services in connection with the design and construction of a new Florence County Museum in Florence, SC. This facility is estimated to be approximately 30,000 square feet when completed. The firm selected must be qualified and experienced in design plans and specification requirements necessary to meet national museum standards. The design services to be provided shall include all applicable design disciplines required for the Scope of Services.

Scope of Services

The selected firm will:

- Develop a program for construction of the new Florence Museum in Florence, SC.
- Provide a conceptual cost estimate for the facility.
- Produce all the appropriate documents for construction of the facility.
- Establish design requirements/specifications, drawings, and contract documents for bidding and construction.
- Assist in bidding and awarding of contracts.
- Be able to provide specified construction management services.
- Exhibit design.

The design services shall include preparation and presentation of a preliminary design concept with probable cost to the Florence County Museum Board (FCMB) and County staff for review. Revisions shall be made to the preliminary design concept to reflect FCMB and Staff review comments. Preparation of formal design plans and specifications, providing support to Florence County during bidding and construction of the project including construction closeout are to be included as part of the services to be provided. The final scope of work will be determined in conjunction with the selection of an architect.

SUBMITTALS OF QUALIFICATIONS must be submitted no later than 2:00 p.m. EST on Friday, July 24, 2009 to the address below. Submittals shall contain one (1) original and four (4) copies of the information requested. Submittals received after the deadline will not be accepted. Facsimile or e-mail submittals will not be accepted. The RFQ can be obtained by visiting Florence County's website at: www.florenceco.org.

Florence County Procurement
City-County Complex, MSC-R
180 N. Irby Street, Room B-5
Florence, South Carolina 29501
(843) 665-3018

INFORMATION REQUESTED Florence County intends to make its selection from among eligible firms that submit a letter of interest, in addition to the information outlined in items 1-9

below, which shall comprise the qualifications package. The letter of interest, not to exceed three (3) typewritten pages, should describe why the firm is particularly well qualified to perform these services at this time. ***Special binders and covers are not encouraged, and are typically discarded prior to review of the package.***

- 1) Name, address, phone number, e-mail, fax number, type of ownership, number of years in business and principals, including names, titles, education, experience and technical competence, as evidenced by resumes and experience records.
 - Type of entity.
 - Brief history.
 - Location.
 - Number of employees.
 - Area of expertise.
 - Staff members anticipated to work actively on project.

Resumes of individuals who will be assigned to provide services to Florence County and who have the experience and level of expertise needed to perform the services required for this project. Limit resume to a single sheet (1 page). At a minimum, provide name, title, project assignment. Individual(s) should have experience with design and construction of a museum within the last ten (10) years. Failure to comply with this section can result in a response being designated noncompliant, without further consideration.

- 2) The firm's capabilities, specialized experience, and technical competence in development of design requirements, designs, and construction of similar facilities. Provide no more than five (5) relevant project descriptions performed demonstrating the experience and level of expertise applicable to this project, with at least two (2) being museum designs completed in the last ten (10) years. Provide project name and location, project description, date of services and services provided.
- 3) Provide references of clients where similar design services were provided in the past ten (10) years relative to the project described herein including contact name, job title, and telephone number, start and completion dates, sample programming documents, final project size in gross square feet and total cost with at least two (2) references being for design and construction of a museum.
- 4) Past experience and satisfactory performance on contracts with Florence County and/or public agencies in terms of cost control, quality of work, compliance with performance schedules, and timely submittals.
- 5) Knowledge of Florence County area and pertinent construction materials, vendor facilities, and standard practices.
- 6) Has respondent been a part of any litigation in last 3 years? If so, please include the case number and a brief description of the nature of the claim for each case.

- 7) Has respondent ever failed to complete an engagement for design services or defaulted on a contract to provide design services? If so, please describe the circumstances.
- 8) Other experience and qualifications relevant to design services required for this project.
- 9) Signed statement attesting that qualifications submitted are statements of fact including name, title, signature, and date.

SELECTION The following is a list of criteria that will be used in evaluating qualifications. Florence County shall be the sole judge of the relative weight of the evaluation criteria. The order of this list does not necessarily represent which criteria are most important.

1. Relevant successful experience of design firm, with emphasis on proven operational efficiency.
2. Evidence of relevant museum design experience of staff to be assigned to project.
3. Feedback from users of the Firm's relevant project (s) now in operation.
4. Evidence of ability of design team to implement and complete project within assigned time period.
5. Financial stability.
6. Compatibility with County Staff and work practice.

Submittals will be evaluated in accordance with the criteria specified. A short list will be determined. Negotiations will be initiated with the top ranked firm.

Only firms licensed to do business in South Carolina, or able to obtain licensing in South Carolina within 30 days, or be partnered with a firm that is licensed in South Carolina, and are able to demonstrate professional licensing in the disciplines to be supplied will be considered. Failure to meet this requirement will result in disqualification.

If respondent intends to partner with another firm, clearly outline the division of responsibilities. Identify members of the primary firm, the affiliated firm, and any subconsultants (where applicable).

Florence County reserves the right to accept or reject any or all Statements of Qualifications in whole or in part and to amend or supplement this RFQ.

Note: By submission of your letter of interest and qualification statements in response to this announcement, you are certifying that neither your firm nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this procurement process by any governmental department or agency. Further, if such a debarment or suspension occurs during the course of the procurement, you shall so inform Florence County.

Note: No proposer shall, directly or indirectly, engage in any conduct (other than submission of a proposal or other prescribed submissions and/or presentations before the Evaluation or Selection Committees) to influence any employee or elected official of Florence County concerning award of a contract as a result of this solicitation. Violation of this prohibition may result in disqualification

of the proposer from further participation in the solicitation for services or goods sought herein, or from participation in future Florence County solicitations or contracts.