

**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR GENERAL ARCHITECTURAL DESIGN FIRMS**

Florence County is accepting letters of interest and statements of qualifications from qualified architectural firms to provide future professional services in connection with the design and construction of small facilities such as general office space, park facilities, etc. These projects are estimated to be 20,000 square feet or less when completed. The firms selected must be qualified and experienced in developing design plans and specification requirements. The design services to be provided shall include all applicable design disciplines required for the Scope of Services. The objective is to have several pre-approved architectural firms Florence County can choose from for future projects.

**Scope of Services**

The selected firm will:

- Develop a program for construction of future small projects
- Establish design requirements/specifications, drawings, and contract documents for bidding and construction
- Provide a conceptual cost estimate for the facility
- Produce all the appropriate documents for construction of the facility
- Assist in bidding and awarding of contracts
- Possibly provide limited construction management services

The design services shall include preparation and presentation of a preliminary design concept with probable cost to County Staff and preparation of revisions to the preliminary design concept to reflect 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.

**SUBMITTALS OF QUALIFICATIONS** must be submitted no later than 4:00 p.m. EST on Friday, October 31, 2008 to the address below. Submittals shall contain one (1) original and three (3) copies of the information requested. Submittals received after the deadline will not be opened. Facsimile or e-mail submittals will not be accepted.

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

**INFORMATION REQUESTED** Florence County intends to make its selection from among eligible firms that submit updated Standard Forms 254 and 255 along with a letter of interest. Firms wishing to be considered for award of this contract must submit a brief letter of interest, not to exceed three (3) typewritten pages, describing why the firm is particularly well qualified to perform these services at this time. This letter of interest, a list of no more than five (5) relevant projects being completed in the past ten (10) years, a Standard Form 255, and a Standard Form 254 shall comprise the qualifications package. Four (4) copies of the package shall be submitted. 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 actively work 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 these type projects. Limit resume to a single sheet (1 page). At a minimum, provide name, title, project assignment, education, current license(s) and any other experience and qualifications relevant to this project assignment. Individual(s) should have experience with design and construction of five (5) relevant projects within the last ten (10) years. Failure to comply with this section can result in a response being designated noncompliant.

2) The firm's capabilities, specialized experience, and technical competence in development of design requirements, designs, and construction of similar facilities. Provide previous similar project descriptions performed demonstrating the experience and level of expertise applicable to this project. 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, and final project size in gross square feet.

4) Past experience and satisfactory performance on contracts with Florence County and/or public agencies in terms of cost control (direct costs included), quality 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 style, 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. Respondents will be evaluated on Statement of Qualifications submitted. Florence County shall be the sole judge of the relative weight of the evaluation criteria. The order of this list does not represent which criteria are most important. Submittals will be evaluated in accordance with the criteria specified.

1. Relevant successful experience of design firm, with emphasis on proven operational efficiency.
2. Evidence of relevant 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 an assigned time period.
5. Financial stability.
6. Compatibility with County Staff and work practices.

Negotiations will be initiated with the top ranked firm(s).

Only firms licensed to do business 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 (if applicable), and any sub-consultants (if 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. Florence County is under no obligation to use a firm for a particular project in the future and may select other firm(s) to do future work.

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 the 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.

Mazie P. Abraham, Interim Director  
Florence County Procurement  
City-County Complex, MSC-R  
180 N. Irby Street  
Florence, SC 29501  
843-665-3018

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