

REQUEST FOR QUALIFICATIONS INVITATION FOR PROFESSIONAL SERVICES

The *Request for Qualifications* with associated forms and the Contract Documents, which include the *Architectural Agreement*, Attachments A through G, associated forms, the specifications and drawings, and any other referenced documents therein, all describe the solicitation process and the work to be performed and are published as an integral part of this *Request for Qualifications* the same as if incorporated herein. Bid security and performance and payment bonds are required in accordance with the District's Procurement Code, as may be amended. Person or firms shall be licensed in accordance with State law and requirements of the Labor, Licensing, and Regulations Board of the State of South Carolina.

-
- DATE ISSUED:** 2/7/2024
- AGENCY/PROJECT OWNER:** Horry County Schools (the District)
- SOLICITATION PROJECT #:** 2324-35VS
- PROJECT NAME:** A&E Services for Design and Construction Administration for Four Major Renovations to HCS Facilities
- PROJECT LOCATION:** Four Schools within the Horry County School District: Aynor High School; Carolina Forest High School; Daisy Elementary School; and Myrtle Beach High School
- PROJECT DESCRIPTION:** This District intends to hire four (4) separate highly qualified Architectural educational firms with the demonstrated capability to implement the District's Building program. Engineering services may be in house (A&E firm) or via a set of sub consultants working under the selected Architectural firm. Potential scope of work for the projects *could* include: low slope roof replacement, metal roof remediation/replacement, HVAC and ductwork replacement, kitchen/serving line renovation, exterior envelope remediation, auditorium refresh, fire alarm replacement, low-voltage wiring replacement, elevator remediation, interior refresh to potentially include ceiling grid & tile, lighting/flooring/painting, minor interior space adjustments, site improvements, and other such renovations as identified during the review and design process as directed by the owner.
- The Agency/Owner request qualifications from firms interested in providing professional services for the project listed above. Any questions concerning this solicitation must be addressed to the District Contract Person listed below.
- The District anticipates that it will use an Integrated Project Delivery (IPD) method of design and construction. A separate solicitation will be issued for the selection of the Contractor member of the team.
- SUBMIT QUALIFICATIONS TO:** The District prefers submittals via the website. Submit your offer on-line through the website at the following URL: <https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e>
If you must submit a paper offer (See "Submitting a Paper or Modification" and Number of Copies to be submitted" provision)
- SUBMISSION DEADLINE DATE & TIME:** 3/7/2024
2:30 p.m. (EST) (Unless date and time are otherwise amended by addendum.)
- Questions regarding the *Request for Qualifications* must be submitted in writing to the District Contact Person no later than 12:00pm on 2/23/2024.**
- NO. OF COPIES ELECTRONIC:** (1) **Original of complete offer** Uploaded to the URL provided below:
<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e>
(1) **Redacted copy** Uploaded to the URL provided below:
<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e>
- DISTRICT CONTACT PERSON:** Valiant Sommers, NIGP-CPP, CPPB Procurement Specialist
Phone: (843) 488-6938 Fax: (843) 488-6945 E-mail: VSommers@horrycountyschools.net
- PUBLIC NOTICES:** All notices (Meetings; Selection for Interviews, Notice of Intent to Award), the solicitation and any addenda shall be posted at the following location: <https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=2f302e8a-69b0-407b-a21a-3368d004365e>
- LICENSURE:** To be considered for selection, persons or firms must be properly licensed in accordance with the requirements of Title 40 of the SC Code of Laws, as amended, at the time of submission.
- CONFIDENTIAL INFORMATION:** To submit confidential information, see <https://procurement.sc.gov/construction/ose-confidential>.
- INSTRUCTIONS TO OFFERORS:** In accordance with the South Carolina Green Purchasing Initiative, submittals cannot exceed 20 double-sided pages, including covers, which must be soft – no hard notebooks if paper copy hand or mail delivered. PDF file no larger than 10MB
- INTERESTED FIRMS SHOULD SUBMIT:**
1. The Name and Contact Information, including Email, of a Primary Contact;
 2. A Certification stating where the Firm is a Resident of South Carolina (See SC Code §11-35-3215); and
 3. Response to Section Criteria set forth in SC Code §11-35-3220, as amended

II. TABLE OF CONTENTS

- I. Cover Page
- II. Table of Contents
- III. Summary of Services Required
- IV. Definitions
- V. Proposal Instructions
- VI. Proposal Special Instructions
- VII. Information for Offerors to Submit
- VIII. Official Submission Form
- IX. A/E Agreement with Attachments and Exhibit
 - a. Attachment A: Project Criteria
 - b. Attachment B: Project Cost Estimate
 - c. Attachment C: Schedule of Values
 - d. Attachment D: Project Schedule
 - e. Attachment E: Change Order
 - f. Attachment F: Application for Payment
 - g. Attachment G: Application for Payment Schedule of Values
 - h. Exhibit C: Payment Request

III. SUMMARY OF SERVICES REQUIRED

Article 1

Introduction

- 1.1 Horry County Schools is one of the largest school systems in the State of South Carolina and is coterminous with Horry County's land area of approximately 1,152 square miles. The present boundaries of the District were established in 1952, a consolidation of all existing school Districts in the county.
- 1.2 The District is currently governed by a board, the Horry County Board of Education, consisting of members elected in single-member Districts with the Board Chairman elected countywide. The Horry County Board of Education members have decision-making authority, the power to designate management, the ability to significantly influence operations, and have primary accountability for fiscal matters.
- 1.3 Currently, the District owns/operates fifty-seven (57) facilities/properties which account for approximately 8,000,000 building square feet. With a student enrollment of approximately 48,000.

Article 2

Nature of Services

- 2.1 This solicitation is for the purpose of contracting with a licensed Architectural or A/E firm to perform services for this project, that involves fully documenting design and production.
- 2.2 Offers shall be considered only from Offerors who are regularly established in the business called for and who, in the judgment of the District, are financially responsible and able to show evidence of their ability, experience, reliability, workforce, education, or other such capabilities to render prompt and satisfactory services to the District under this contract.
- 2.3 Once project is awarded, services shall be provided under the terms and conditions provided under this contract agreement and scope of work in the letter of understanding submitted to the Provider for a specific project. No terms and conditions of the letter of understanding shall replace or amend the terms of this contract agreement.

Article 3

Project Assignment

- 3.1 Services on this project shall be provided under the terms and conditions of this contract agreement. Any terms and conditions stated in any project-specific letter of understanding that replaces, amend, deletes, or adds to the terms and conditions of this contract agreement shall not be binding even if signed by a District employee. The letter of understanding shall only serve to state an understanding of the scope of work assigned to the Principal.
- 3.2 Upon agreement of the District and Principal to the scope of work and fees as negotiated for this project, work shall not commence until the Principal receives a properly executed contract and Purchase Order from the District.
- 3.3 Contracts for the project will be negotiated with the selected Architects.

Article 4

Fees

- 4.1 All fees for contracted design consultant services will be negotiated with the highest ranked Offeror for the project, after the interviews have been conducted and all internal approvals have been received.

Article 5 **Scope of Work**

- 5.1** The District intends to award under this solicitation to four (4) Architectural or A/E firms to provide professional Architectural and Engineering design services as may be required for the execution of the program and scope.

Scope may include planning services; property assessment; feasibility studies; design work; submittals for various state of SC, local or national agencies or authorities having jurisdiction; development of bid documents; construction administration; presentation materials, and sub-contracting any consultants necessary to complete these services.

The selected firm must be able to provide engineering support services, via sub consultants or in-house, as needed.

The District approved a capital projects plan in June 2023 to be performed over the next 5 years (2024 – 2029) that includes renovations to a number of schools and facilities. Four projects with an anticipated construction cost of \$ 86,000,000 have been identified and approved by the Board of Education. The four schools identified for renovation efforts for this solicitation are Aynor High School, Carolina Forest High School, Daisy Elementary School, and Myrtle Beach High School.

Potential scope of work for these projects could include: low slope roof replacement, metal roof remediation/replacement, HVAC and ductwork replacement, kitchen/serving line renovation, exterior envelope remediation, auditorium refresh, fire alarm replacement, low-voltage wiring replacement, elevator remediation, interior refresh to potentially include ceiling grid & tile, lighting/flooring/painting, minor interior space adjustments, site improvements, and other such renovations as identified during the review and design process as directed by the owner.

The Office of School Facilities (OSF) is the authority having jurisdiction. Chapter 1 and Chapter 17 inspections will be performed by an independent testing agency retained by the District. Test and Balance inspection, if required, will be performed by an independent testing agency retained by the District. All site improvements must comply with appropriate municipality planning and zoning requirements.

Included construction administration services are: being responsible for the scheduling of all project meetings; review all applications for payment from the contractor and provide a “pencil review copy” to the District for final acceptance; preparing punch list(s) as needed at the end of the project; and documenting their completion or corrective measures done by the contractor.

The selected firms shall perform the Work as may be required based upon a detailed program scope for the specific project as determined by the Owner. Once the Architectural firms are selected and approved by the Board of Education, there will be a series of Design Committee meetings to develop the overall design and scope of the facility.

In addition to documents provided to the firms by HCS, fieldwork must be done at each site, including any destructive probing, if necessary. (Any destructive probing must be coordinated with the District and the individual school prior to exploration.)

- 5.2** It is anticipated that drawings for this project, including necessary project reviews and permitting from jurisdictional agencies, will be completed by the selected Consultant within a maximum of six to eight (6– 8) months.

Article 6 **Evaluation Criteria**

- 6.1** Upon receipt of all offers by the opening date and time specified in the solicitation the Office of Procurement Services shall review all submittals for responsiveness and completeness. The District reserves the right to consider any offer as non-responsive based solely on its judgment that the offer does not satisfactorily meet the criteria of this contract agreement or the District’s Procurement Code. Those submittals found to be responsive shall be evaluated based on the merits of the technical offer submitted as it related to the evaluation criteria.

- 6.2** The Committee must evaluate all submittals in accordance with the criteria listed below prior to conducting interviews and as set forth in SC Code 11-35-3220, as amended. After evaluating the submittals, the Committee shall create a short-list of firms considered most qualified for the committee to interview. The Committee shall select a minimum of six (6) firms for interviews. If fewer than six firms responded to the invitation, the committee shall interview each firm. The Committee may or may not conduct an interview.
- (i.) Past performance;
 - (ii.) The ability of professional personnel;
 - (iii.) Demonstrated ability and willingness to meet time and budget requirements;
 - (iv.) Location and knowledge of the locality of the project;
 - (v.) Recent, current, and projected workloads of the firms;
 - (vi.) Creativity and insight related to the projects;
 - (vii.) Related experience on similar projects.
 - (viii.) Volume of work awarded by the District to the Offeror during the previous 5 years, with the objective of effectuating an equitable distribution of contract by the District among qualified firms including Minority Business Enterprises, certified by the SC Office of Small and Minority Business Assistance and firms that have not had previous work.
- 6.3** The purpose of the interviews is to provide further information that may be required by the Committee to fully acquaint itself with the relative qualifications of the several interested firms.

Article 7
Offer Award

- 7.1** It is the intention of the District to award to four (4) firms based on qualifications. The highest ranked firm will be awarded the project with the largest budget, and awards will continue in descending order. Therefore, the fourth highest ranked firm will be awarded the project with the smallest budget.
- 7.2** The award of any contract is subject to the provision of the District's Procurement Code and any applicable laws of the State of South Carolina. Any contract awarded as a result of this solicitation shall be governed by the laws of the State of South Carolina.

Article 8
Term of Contract & Maximum Expenditures

- 8.1** The term of this contract shall not exceed five (5) years.
- 8.2** The milestones and project schedules will be determined and negotiated between the District and the Firm for each specific project.
- 8.3** Work on the project started within the contract period may be completed by the firm even though the completion date may extend beyond the term of the contract.

IV. DEFINITIONS

Following are definitions of terms used in the *Proposal Instructions*. These definitions are not entire, plenary, or exhaustive of all terms used. Terms may be defined where used, in the District's Procurement Code, or may be subject to normal and usual interpretation in the context used.

- 1. Addenda:** Written or graphic instruments issued by the District prior to the invitation submittal date and time which modify or interpret the instruction manual, postpone the invitation submittal date and time or withdraw the . Only those additions, deletions, corrections or clarifications in writing in the addenda are contractually binding.
- 2. Architect/Engineer:** Any individual or entity legally qualified to practice architecture or engineering in South Carolina with whom the District has a contractual agreement to provide services pertaining to construction that members of this profession or those in their employ may justifiably perform. The Architect/Engineer serves as the District's authorized representative to the extent of the contractual agreement between the Architect/Engineer and the District. Any reference to Architect/Engineer also includes any representatives, agents or employees of the Architect/Engineer.
- 3. Board:** The Horry County Schools Board of Education
- 4. Buyer:** Designee of the District Procurement Officer assigned to officiate the solicitation process for construction work or other related services.
- 5. Change Order:** Any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual agreement of the parties of the contract.
- 6. Contract Agreement:** The written and executed *Contract Agreement* between the District and the Contractor for purposes of performing the work identified in the Contract Documents at the agreed upon contract price during the agreed upon contract time. The executed *Contract Agreement* supersedes any prior negotiations, representations, or agreements, whether written or oral, unless incorporated in the *Contract Agreement* by reference to supplementary documents, or through execution of a *Change Order*. The contract between the District and the Contractor is not to be construed as an agreement between the District and any subcontractor, material or equipment supplier, or any other individuals or entities enjoined to the Contractor for purposes of contract execution.
- 7. Contract Documents:** Documents including all terms and conditions and forms contained in the Contract Documents as originally published as well as any published bid addenda, any referenced drawings and specifications related to the project and integral to the performance of the work, and any *Change Order* (or directive) executed after contract execution.
- 8. Debarred:** The disqualification of an individual or entity from bidding on or being awarded a contract by the State of South Carolina or any other governmental entity for a specified period of time commensurate with the seriousness of the offense or the failure or inadequacy of performance. Any individual or entity debarred by the State of South Carolina or other governmental entity is ineligible to bid on or accept any contracts with the District under the debarred name or any other name.
- 9. Design services:** Architect-engineer, construction management, or land surveying services as defined in Section 11-35-2910 and awarded pursuant to Section 11-35-3220 of the South Carolina Consolidated Procurement Code
- 10. District:** Horry County Schools as represented by its Board of Education, Superintendent, management staff, procurement officials, employees, or other authorized representatives or agents. Designated representatives who are not employed by the District or who do not serve on the Horry County Schools Board of Education may be any individual or firm who, through a contractual agreement, are designated to serve in an official capacity on behalf of the District.
- 11. Entity:** Any business, corporation, partnership, sole proprietorship, joint stock company, joint venture, or any other legally formed organization.
- 12. Equipment:** The hardware and software (when applicable) and any materials or supporting documentation. Such documentation may include but is not limited to: users' guides, operations manuals with part lists, copies of all applicable warranties, and any other pertinent information necessary for the operation and maintenance of the equipment being acquired. The terms "Product" and "System" are used interchangeably with the term "Equipment".
- 13. ICC:** International Code Council
- 14. Informality or Irregularity:** A solicitation requirement not fully complied with by the Offeror, waived by the District or allowed to be corrected when it is merely a matter of form or an immaterial variation from the exact requirements of the *Proposal Instructions* having no effect or negligible effect on total bid price, quality, quantity or delivery of supplies or performance of the contract and for which the waiver or correction would not be prejudicial to the relative standing of the other bidders.
- 15. May:** The word "may" or other such words or phrases used anywhere in the Contract Documents indicates a request or recommendation that is adhered to by the Offeror at his/her choice whether in the negative or the affirmative.
- 16. Minority or Woman Owned Business:** Means a small business concern that is at least fifty-one percent (51%) unconditionally owned by one or more individuals who are both socially and economically disadvantaged or are women or a publicly owned business having at least fifty-one percent (51%) of its stock unconditionally owned by one or more socially and economically disadvantaged individuals or by women.
- 17. Notice of Intent to Award :** The *Notice of Intent to Award* is sent electronically to all firms that responded to the solicitation and posted at the location on the Cover Page for Public Notices. The *Notice of Intent to Award* is not an authorization for commencement of work but only serves as a notice of the District's intention to enter into a contract. Such *Notice of Intent to Award* may be cancelled prior to the execution of a contract.
- 18. Offer:** The bid, or proposal submitted in response to this solicitation. The terms "Bid" and "Proposal" are used interchangeably with the term "Offer".
- 19. Offeror:** The single legal entity submitting the offer. The term "Bidder" is used interchangeably with the term "Offeror".
- 20. Official Submission Form:** A form furnished by the District to be completed and signed by an authorized representative of the proposing entity and submitted by the proposal opening date and time, which constitutes the Bidder's offer to furnish all materials and labor to accomplish the work at the offered prices in the time frame established by the District.
- 21. OSF:** The Office of School Facilities
- 22. Pre-proposal Conference:** A meeting, generally conducted at the worksite location if there is an existing structure, approximately fifteen (15) days prior to the bid opening date and time for potential bidders, the Architect/Engineer, and District representatives to view and/or discuss the conditions under which the work is to be performed and to provide clarification of the Contract Documents, which shall be confirmed in a subsequent *Addendum*. Normally the pre-proposal conference is voluntary (non-mandatory) unless otherwise stated in the *Request for Proposals*; however, Offerors are responsible for getting the issued addendum following the conference. If the pre-proposal conference is designated as mandatory in the *Request for Proposals*, only those proposals from those offerors represented at the mandatory conference shall be considered.
- 23. Principal:** Officers, directors, owners, partners, and individuals having primary management or supervisory responsibilities within a business entity, including project directors, financial officers or other such key personnel.
- 24. Project:** The total scope of work to be performed as provided in the Contract Documents whether performed by one or more consultant, subconsultant or the District itself. (Also referred to as the "work," the "work to be performed" or other such terms.)
- 25. Proposal Instructions:** A set of instructions, contract documents, forms and other such data intended to describe the services to be performed and the conditions under which a response is to be submitted and a contract awarded. A corresponding name and RFP/RFQ number identifies the RFP/RFQ instruction manual.
- 26. Representative:** An authorized designee of an individual or entity with formal responsibilities as specified by contract or employment agreement.
- 27. RFQ (Request for Qualifications):** The announcement soliciting responses from individuals or firms on the basis of demonstrated competence and qualification for the particular type of services required.

28. **Shall:** The word "shall" or "must" or other such words or phrases used anywhere in the Contract Documents indicates a mandate that must be adhered to by the Offeror, Contractor, Architect/Engineer or District, whether in the negative or the affirmative.

29. **Software:** All related materials and documentation whether in machine readable or printable form.

30. **Solicitation:** This document, including all its parts, attachments and any Addenda.

31. **Subconsultant:** An individual or entity, who is properly licensed to do business in the State of South Carolina, having a direct contract with the Consultant to perform a portion of the work described in the Contract Documents. Any reference to subcontractor also includes any representatives, agents, or employees of the subcontractor or any other entity enjoined to the subconsultant to perform any work in relation to the project.

32. **Submittal and Public Opening Date and Time:** The date and time established in the solicitation cover page or subsequent addenda for receipt of electronic or sealed responses.

33. **Suspension:** Disqualification of an entity to submit a bid or receive an award of a contract from the State of South Carolina or other governmental entity for a designated period of time pending the completion of an investigation and any legal proceedings that may ensue because the entity is suspected, upon probable cause, of engaging in criminal, fraudulent, seriously improper conduct or the failure or inadequacy of performance.

34. **Taxpayer Identification Number (TIN):** Means the number required by the Internal Revenue Service to be used by the Bidder or Contractor in reporting income tax and other returns. (A Federal Identification Number or Social Security Number.)

End of Definitions

V. PROPOSAL INSTRUCTIONS



1. **Offeror Representations:** By signing and submitting a proposal, the proposing company's (the Offeror's) Principal represents he/she has read and understands these *Proposal Instructions* as well as the work to be performed and the conditions under which the Consultant shall perform the work included in the Contract Documents (*Contract Agreement*, Exhibits A through C, specifications and drawings, forms and any other referenced documents therein) and the proposal is made in accordance therewith. The Offeror's principal certifies the proposal submitted is based upon the services required and/or the materials, equipment and systems specified in the Contract Documents, as amended by any addendum, and incorporates all costs necessary for the successful completion of the work to be performed in the stipulated time.

2. **Offeror Licensing:** The Offeror's principal represents the Offeror has met the licensing requirements for the State of South Carolina, is not debarred or suspended by any governmental entity or the State of South Carolina, and is eligible to submit a proposal/bid to and perform construction work for Horry County Schools ("the District"). The Bidder further represents all subconsultant stated on the *Official Submission Form* or subsequently enlisted to perform a portion of the work outlined in the Contract Documents also meet all licensing requirements of the State of South Carolina as may be required, and are not debarred or suspended from submitting a bid or performing construction services for any governmental entity or the State of South Carolina. Offerors and their subconsultants are advised the District shall report Consultant Licensing Law violations to the S.C. Consultants' Licensing and Regulations Board.

3. **Proposal Documents:** Any potential Offeror is solely responsible for obtaining a complete set of solicitation Documents (*Proposal Instructions*, addenda and forms) as issued by the District and including the Contract Documents, which are an integral part of the solicitation process, from the posted source(s) as directed in the *Request for Qualifications*. The availability of these documents does not confer a license or grant permission for any other use of any portion of the solicitation Documents or Contract Documents.

4. **Pre-Existing Site Conditions:** Before submitting a proposal, the Offeror shall carefully review all documents and examine the worksite (if needed) in conjunction therewith to ascertain site conditions affecting the performance of the work. If the Offeror receives a contract award but failed to make such examinations, the Offeror shall in no way be relieved of the obligation to comply in every detail with all provisions and requirements of the Contract Documents without additional compensation or time

5. **Pre-Bid Conference:** While the District considers any scheduled pre-bid conference critical to understanding the bidding and project requirements and site conditions; attendance is non-mandatory unless otherwise stated in the *Request for Qualifications*; however, Offerors are responsible for ensuring they have received the information from the pre-bid conference site review provided in a subsequent addendum. The date, time and location of any pre-bid conference are stated in the *Request for Proposals*.

6. **Addenda:** Addenda shall be issued prior to the proposal opening date and time for the purposes of modifying or interpreting the Contract Documents through additions, deletions, clarifications or corrections. No addendum shall be issued later than four (4) days prior to the proposal opening date except to a) withdraw the *Request for Qualifications*, or b) to postpone the proposal opening date and time. When an addendum is issued for the purposes of postponing the proposal opening date and time, the addendum shall establish the new proposal opening date and time no earlier than five (5) days after the addendum issue date. Addenda shall be posted on the on-line bidding source(s) stated in the *Request for Qualifications*. An Offeror shall acknowledge receipt of all addenda issued by identifying the addendum number and the date of issuance with the Offeror's initials in the spaces provided on the *Official Submission Form* or the proposal shall be found non-responsive in accordance with the District's Procurement Code.

7. **Authorization- Signing Your Offer (JAN 2004):** Every Offer must be signed by an individual with actual authority to bind the Offeror. (a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm. (b) If the Offeror is a partnership, the Offer must be submitted in the partnership name, followed by the words by its Partner, and signed by a general partner. (c) If the Offeror is a corporation, the Offer must be submitted in the corporate name, followed by the signature and the title of the person authorized to sign. (d) An Offer may be submitted by a joint venture involving any combination of individuals, partnerships, or corporations. If the Offeror is a joint venture, the Offer must be submitted in the name of the Joint Venture and signed by every participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each participant. (e) If an Offer is signed by an agent other than as stated in subparagraphs (a) through (d) above, the Offer must state that it has been signed by an Agent. Upon request, Offeror must provide proof of the agent's authorization to bind the principal.

8. **Official Submission Form:** To assist in the comparison of responses submitted, all proposals shall be submitted on the District's *Official Submission Form* or an identical copy

and in the format requested in the *Official Submission Form* or the proposal may be considered non-responsive and, therefore, not considered. To ensure a proposal is considered responsive, a) all blanks or information requested shall be completed in ink or by typewriter or computer, b) all blanks or information requested on the official submission form shall be completed in full or have inserted in the blank the words "N/A" (not applicable) or "none" or other such designation, c) formatting of responses as requested in the Official Submission Form shall be adhered to; d) all issued addenda shall be acknowledged; and e) all insertions, alterations and/or erasures shall be initialed by an official representative of the Offeror. Any modification to the requirements of the Contract Documents or any other Offeror conditions may render the proposal non-responsive in accordance with the District's Procurement Code.

9. **Submitting Confidential Information:** Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure; however the Offeror must invoke this protection by doing so in writing. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information. Marking the entire response or substantial portions of the response as proprietary shall not be honored by the District and may result in the response being found non-responsive, and therefore, not considered. To submit confidential information, see <https://procurement.sc.gov/construction/ose-confidential>.

10. **Subconsultant Disclosure:** The successful Offeror will be the primary point of contact with regard to all stipulations, including payment of all fees and the meeting of all requirements of the *Request for Qualifications* and the subsequent contract. Where Offerors do not have the in-house expertise or manpower to provide all the services requested, subcontracting may be permitted, with full disclosure in the response and approval of the District. **Disclosure of subconsultants after contract award is not acceptable.** Any Offeror, whose response includes subconsultants, is required to act as the primary administrative contact for services to be performed by those subconsultants and must assume full responsibility for the risk/liability, delivery and quality of such services performed. The District shall have the right to request removal and/or replacement of any subconsultant that cannot perform to the District's standards. The Offeror shall identify specifically the District's contractual obligation to any subconsultant of the Offeror. The District must be assured that any proposed subconsultants can perform the work to the desired quality and in a timely manner; therefore, names and qualifications of any potential subconsultants recommended to the District must be disclosed in the response.

11. **Subconsultant Substitution:** The District shall have the right to reject any subconsultant that ordinarily appears to meet the requirements but, unknown to the Bidder, is not acceptable to the District at the time of bid submission. Substitution of an unacceptable subconsultant shall be in accordance with the District's Procurement Code. If, at the bid opening, the Consultant lists a subconsultant who, at the time the bid was submitted, was not sufficiently licensed under State law to perform the work for which it was listed as the subconsultant, the bid shall be considered non-responsive unless allowed by the District under Paragraph 20.

12. **Use of Minority and Economically Disadvantaged Subconsultants:** The District encourages the Bidder's use of minority-owned and women-owned businesses as subconsultants provided they meet all the requirements of the *Proposal Instructions*, as applicable.

13. **Vendor Registration Mandatory:** The District has implemented an online, electronic bidding system to receive bids and proposals from prospective offerors. In order to submit offers in response to posted solicitations, prospective offerors must be registered through this electronic system. Registration can be completed through the following link: <https://vrapp.vendorregistry.com/Vendor/Register/Index/horry-county-schools-sc-vendor-registration>. Once registered, suppliers must keep their information current.

14. **On-Line Bidding Instructions:** (a) **Mandatory Registration:** You must register before you can submit an offer online. See clause entitled "Vendor Registration Mandatory". To register or submit and offer, please visit the following site: <https://vrapp.vendorregistry.com/Vendor/Register/Index/horry-county-schools-sc-vendor-registration>. (b) Once registered and signed into the system, choose the solicitation you wish to respond to. The system will provide the necessary steps to obtain the required information from the Bidder. (c) To confirm your offer has been submitted, you should receive an email notification from csevice@vendorregistry.com with the subject line "Vendor Bid File Submittal". Only offers with an email status of "Vendor Bid File Submittal" have been received by the District.

If you experience any issues, contact Vendor Registry Support Team by email at csevice@vendorregistry.com or toll free at 844-802-9202. **PLEASE NOTE:** Do NOT wait until the last minute to enter your submission. Registration for new consultants can take up to three (3) days.

15. Submitting a Paper or Modification: Modification: Paper offers are not the preferred method of submission. Unless specifically instructed otherwise in the solicitation, you should submit your offer or modification electronically. See clauses titled "VENDOR REGISTRATION MANDATORY" and "ON-LINE BIDDING INSTRUCTIONS."

If you must submit a paper offer or modification the following instructions apply: (a) All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Do not modify the solicitation document itself (including bid schedule). (b) (1) All copies of the offer or modification, and any other documents required to be submitted with the offer shall be enclosed in a sealed, opaque envelope or package. (2) Submit your offer or modification to one of the following address and as provided on the Official Submission Form:

MAILING ADDRESS:	PHYSICAL ADDRESS:
Horry County Schools	Horry County Schools
Attn: Procurement Office/ B300	Attn: Procurement Office/ B300
PO Box 260005	335 Four Mile Road
Conway, SC 29528	Conway, SC 29526

The envelope or package must show the time and date specified for opening, the solicitation number, and the name and address of the bidder. If the offer or modification is sent by mail or special delivery service (UPS, Federal Express, etc.), the outermost envelope or wrapper must be labeled "OFFER ENCLOSED" on the face thereof. The District is only receiving packages via of delivery service on Tuesdays and Thursdays. (c) If you are responding to more than one solicitation, submit each offer in a separate envelope or package. (d) If the solicitation is a Request for Proposal or Request for Qualifications, refer to Section Proposal Special instructions # 3. (e) Facsimile or e-mail offers, modifications, or withdrawals, will not be considered unless authorized by the Solicitation.

The District's Mail Service picks up all mail from the US Postal Service daily, around 9:00AM (excluding weekends and holidays), and disseminates the mail to the Procurement Services office normally by 12:00 PM. See provision entitled Deadline for Submission.

16. Electronic Files – Required Media and Format: Documents and/or electronic files submitted shall contain the solicitation number and the offeror's name and be compatible with Microsoft Office (version 2003 or later) or Adobe Acrobat or equivalent Portable Document Format (.pdf) viewer. The Procurement Officer must be able to view, search, and print electronic documents without a password. If required by the solicitation, your business and technical proposals must be within separate files.

17. Deadline For Submission of Offer: Any offer received after the Procurement Officer of Horry County Schools or designee has declared that the time set for opening has arrived, shall be rejected unless the offer has been delivered to the designated Horry County Schools Office of Procurement as instructed on the Cover page prior to the bid opening or the governmental body's mail room which services that purchasing office prior to the opening. [R.19-445.2070(G)].

18. Ownership of Materials: All materials submitted in response to the *Request for Qualifications* shall become the property of the District. The original response submitted shall be retained for the official files, and it along with the redacted copy shall become a public record after award and shall be open to public inspection upon request under the Freedom of Information Act. All other copies of the response submitted may be destroyed after an award is made.

19. Proposal Acceptance Period: Any proposal submitted in response to this *solicitation* constitutes a firm commitment for a period of sixty (60) days following the proposal opening date and time.

20. Withdrawal or Modification of a Bid: A response shall not be modified, withdrawn or cancelled by the Offeror during the sixty (60) calendar days immediately following the public opening date and time as stated in the *Request for Qualifications* or any subsequent addenda as may be provided for in the District's Procurement Code. Any District request for clarification or additional information regarding a response shall not be considered as authorization to amend any portion of the initial response.

Prior to the public opening date and time, a proposal may be modified or withdrawn by notice to the District's Buyer listed in the *Request for Qualifications*. Such notice shall be in writing with the signature of the Offeror that signed the original response and shall be mailed, hand delivered, or sent via express carrier in a sealed envelope to arrive no later than the submittal and public opening date and time.

21. Offeror Responsiveness: For a proposal to be considered by the District, the Offeror shall first be determined by the District to be responsive to the proposal requirements. Any proposal which fails to conform in all material respects to the essential requirements of the *Proposal Instructions* and the required forms shall be considered non-responsive and

rejected as provided for in the District's Procurement Code. A proposal is non-responsive if, at the proposal closing, the Engineer lists a Consultant who, at the time the proposal was submitted, was not sufficiently and appropriately licensed under State law to perform the work, and such non-responsiveness is not subject to cure by substitution. Any proposal which the District is prohibited by law from considering shall be rejected as non-responsive unless allowed by the District under Paragraph 24.

22. Offeror Responsibility: For a *Contract Agreement* to be executed, the Offeror shall also be determined by the District to be responsible. The District may make any and all reasonable investigations deemed necessary and proper to determine the ability of the Offeror to perform the work timely and to the satisfaction of the District. A determination of responsibility focuses on whether the Offeror has the necessary facilities, resources, qualifications, and ability to provide the work specified in the Contract Documents in a satisfactory and timely manner. For an Offeror to be deemed responsible, it must have the capability in all respects to fully perform the contract requirements, and have the integrity and reliability to assure timely good faith performance, which may be substantiated by past performance. Factors used to assess responsibility may include, by way of illustration and not limitation, a) availability of appropriate finances, material, equipment, facilities, expertise, and personnel resources, or the ability to obtain them, necessary to meet all contractual requirements; b) a satisfactory record of performance and integrity with the District and other governmental entities; c) no outstanding debts owed nor any judgments in the past five (5) years or currently pending with the District or any other entity; d) the capability of legally contracting with the District or the State of South Carolina; e) Offeror and subconsultants being properly qualified and eligible to contract for the work as stated in the next paragraph; f) supplying all necessary, required and requested information within forty-eight (48) hours of the request by the District; and g) submit to a very detailed evaluation process administered by the District which includes all subconsultants.

23. Minimum Qualifications Required: The District reserves the right to reject any Offeror as non-responsive if the evidence submitted by the Offeror or any investigation of the Offeror fails to satisfy the District of the responsibility factors in the previous paragraph and, by way of illustration and not limitation, the following:

A. The Offeror's experience, skill, and ability, to perform the work required as well as the experience, skill, and ability of key personnel. At least one principal of the business shall have a minimum of five (5) years of documented architectural & engineering design experience.

The District's requirements for staffing the project listed in the *Contract Agreement* are to be considered the minimum amount of key supervisory staff assigned to the project. The Engineer / Consultant, with his in-depth knowledge of engineering design projects must allocate the necessary personnel to deliver the project in a timely, safe, and quality manner.

B. The Offeror having and maintaining a valid Architectural license with the South Carolina Licensing and Regulations Board, as may be required. Architect and Consultants shall have been licensed by the South Carolina Engineering Licensing Board for a minimum of five (5) consecutive years immediately prior to the bid submission in the discipline the Consultant or subconsultant will be performing.

C. The Offeror's ability to meet the required insurance and bonding requirements.

D. The character, integrity, reputation, judgment, experience, and efficiency of the Offeror and the listed subconsultants and their key employees, owners, directors, officers or others associated with them.

E. The quality of the Offeror's and listed subconsultants' past and present performance on other contracts entered into and the Consultants experience with projects similar to the one identified in the Contract Documents.

F. Any current contract between the District and the Offeror or any listed subconsultant in compliance with all terms and conditions of the contract.

G. The Engineer or any listed Consultant not currently debarred from doing business with the State of South Carolina, the District or any other governmental entity.

Any amounts due and payable to the District by the Offeror or any listed subconsultant paid in full prior to the bid submission.

24. Right of Waiver: In accordance with the District's Procurement Code, the District reserves the right to a) waive minor informalities or irregularities; b) reject any and all responses or any portions, thereof; c) accept firm proposals from the top rated Offerors to the RFQ in such number as the District may determine and select such proposal that the District deems is in the best interests of the District; d) negotiate with the Offeror whom the District deems can provide the best Engineering services; e) reject any and all proposals

offered or any portions thereof; or f) other such rights as provided in the District's Procurement Code or this RFQ.

25. Non-Collusion Clause: By submitting a signed proposal, the Offeror certifies that he/she nor the firm represented nor any other employee or representative of the firm has divulged to, discussed with, nor compared the response submitted with any other Offeror or potential Offeror and has not colluded with any other parties to this competitive *Request for Qualifications*. The Offeror further certifies that he/she is not party to any collusive action or any action which may be in violation of any federal or state antitrust act, nor has the Offeror offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer, or subconsultant in connection with the proposal to be offered to the District. Any and all proposals shall be rejected if there is any reason for believing collusion exists among the Offerors which may be a violation of Federal or State antitrust acts. The District may or may not, at its discretion, accept future proposals/bids for similar work from Offerors suspected of collusion.

26. Bidding Expenses: All costs associated with a) attendance at any pre-proposal conference(s) or other proposal meetings including pre-award interviews, b) worksite observations, c) preparation and presentation of a proposal, d) supplying any documentation required by the District for purposes of determining Offeror responsibility or in relation to any protest or appeal, or e) any other costs incurred prior to execution of a *Contract Agreement* is solely the responsibility of the Offeror.

End of Proposal Instructions

VI. PROPOSAL SPECIAL INSTRUCTIONS

1. Interpretations and Clarifications: Requests for additional information or questions regarding error, omission or clarification of any portion of the Solicitation Documents or the Contract Documents, shall be submitted in writing to the District Contact Person stated in the *Request for Qualifications* by e-mail or facsimile no later than five (5) days prior to the bid opening date and time as may be amended. Any interpretations, corrections, or changes to the Solicitation Documents or the Contract Documents made in any other manner than by a written addendum shall not be binding, and Offerors shall not rely upon them.

2. Prohibited Communications and Donations (FEB 2015): Violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of law.

(a) During the period between publication of the solicitation and final award, ***you must not communicate, directly or indirectly, with the Using Governmental Unit or its employees, agents or officials regarding any aspect of this procurement activity, unless otherwise approved in writing by the Procurement Officer.*** All communications must be solely with the Procurement Officer. [R. 19-445.2010]

(b) You are advised to familiarize yourself with Regulation 19-445.2165, which restricts donations to a governmental entity with whom you have or seek to have a contract. ***You represent that your offer discloses any gifts made, directly or through an intermediary, by you or your named subconsultants to or for the benefit of the Using Governmental Unit during the period beginning eighteen months prior to the Opening Date.*** [R. 19-445.2165]

3. Number of Copies to be submitted: One (1) original, and One (1) Redacted Copy of your offer through the online vendor url as provided on the Cover Page. If you must submit a paper copy by mail or hand delivered, offeror shall submit One (1) Original, five (5) copies, and one (1) electronic copy on a thumb drive.

4. Response Format: Bulky, ornate, and/or costly binding of the original response is not necessary or required. The original copy shall be so marked as "Original". Responses are limited to standard (8½" x 11") pages using a minimum of a 10-point font. The pages of the qualifications response must be numbered. A table of contents, with corresponding tabs in the body of the response, must be included as well to identify each section. Placing multiple tabs on a single page is perfectly acceptable. If more than one item in the table of contents can be started on the same page, you may do so and place all corresponding tabs on that page. To avoid unnecessary length, internal cross-references are encouraged where any particular information requested is adequately presented elsewhere in the response package. Any affidavits, certifications, or signed statements called for may be included in an appendix. Responses shall be portrait orientation. In accordance with the South Carolina Green Purchasing Initiative, submittals cannot exceed 20 double-sided pages, including covers, which must be soft – no hard notebooks. The Standard Federal Form 330 is not included in this page count. PDF file no larger than 10MB.

5. Electronic Copies – Required Media and Format (Revised March 2020): Documents and/or electronic files submitted shall contain the solicitation number and the offeror's name, and be compatible with Microsoft Office (version 2003 or later), or Adobe Acrobat or equivalent Portable Document Format (.pdf) viewer. The Procurement Officer must be able to view, search, copy and print electronic documents without a password. If required by the solicitation, your business and technical proposals must be within separate files.]

6. Submitting Redacted Offers: You are required to mark the original copy of your offer to identify any information that is exempt from public disclosure. You must do so in accordance with the Item entitled "Submitting Confidential Information". In addition, you must also submit one complete copy of your offer from which you have removed any information that you marked as exempt (trade secret or proprietary information), i.e. a redacted copy. The information redacted should mirror in every detail the information marked as exempt from public disclosure. The redacted copy should a) reflect the same pagination as the original; b) show the empty space from which information was redacted; and c) be submitted on magnetic media. (See Item entitled "Electronic Copies – Required Media and Format".) Except for the redacted information, the USB drive must be identical to the original hard copy. Portable Document Format (.pdf) is preferred.

7. Qualifications Submission: Proposals delivered orally or via telephone, telegraph, e-mail, facsimile, or other such methods are not sealed proposals and are unacceptable. Proposals submitted in any other way than as required in these *Proposal Instructions* shall be considered non-responsive in accordance with the District's Procurement Code. In addition, proposals shall be submitted in the English language and in U.S. dollars, unless otherwise permitted by the solicitation.

8. Submitting Your Offer or Modification: (MAR 2015) (MODIFIED): Unless specifically instructed otherwise in the solicitation, you should submit your offer or modification in

accordance with the clause titled "VENDOR REGISTRATION MANDATORY" and "ON-LINE BIDDING INSTRUCTIONS." Paper offers are discouraged. If you must submit a paper offer or modification the following instructions apply. (a) All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Do not modify the solicitation document itself (including bid schedule). (b) (1) All copies of the offer or modification, and any other documents required to be submitted with the offer shall be enclosed in a sealed, opaque envelope or package. (2) Submit your offer or modification to the address on the Cover Page. (3) The envelope or package must show the time and date specified for opening, the solicitation number, and the name and address of the bidder. If the offer or modification is sent by mail or special delivery service (UPS, Federal Express, etc.), the outermost envelope or wrapper must be labeled "OFFER ENCLOSED" on the face thereof. (c) If you are responding to more than one solicitation, submit each offer in a separate envelope or package. (d) Submit the number of copies though the online url as indicated on the Cover Page. If mailing or hand delivery of the offeror, refer to Section Proposal Special Instructions #3. (e) Facsimile or e-mail offers, modifications, or withdrawals, will not be considered unless authorized by the Solicitation.

9. Discussion with Responsive Offerors: During the review process, the District shall have the right to request from the Offeror any other information or evidence it deems necessary for evaluation of the proposals and relevant to the any one or more of the evaluation factors. The failure of any Offeror to promptly provide such requested information shall be sufficient grounds for determining the Offeror to be non-responsive and for rejection of the proposal.

10. Drug Free Work Place Certification: By submitting an Offer, Contractor certifies that, if awarded a contract, Contractor will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.

11. Economic Conflict of Interest: The A/E shall not have or exercise any official responsibility regarding a public contract in which the A/E, or a business with which he is associated, has an economic interest. A person working for the A/E shall not have or exercise any official responsibility regarding a public contract in which the person, an individual with whom he is associated, or his family members have an economic interest. If the A/E is asked by any person to violate, or does violate, either of these restrictions, the A/E shall immediately communicate such information to the procurement officer. The state may rescind, and recover any amount expended as a result of, any action taken, or contract entered in violation of this provision. The terms "business with which he is associated," "economic interest," "family member," "immediate family," "individual with whom he is associated," "official responsibility" and "person" have the meanings provided in S.C. Code Ann. § 8-13-100.

12. Ethics Certificate: By submitting an offer, the Offeror certifies that the Offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The district may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contract, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the Procurement Specialist at the same time the law requires the statement to be filed.

13. Open Trade Representation (JUN 2015): By submitting an Offer, Offeror represents that Offeror is not currently engaged in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300.

14. Illegal Immigration: Contractor certifies and agrees that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agrees to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable both to Contractor and its subcontractors or sub-subcontractors; or (b) that Contractor and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to SC Code § 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Contractor agrees to include in any

contracts with its subcontractors language requiring its subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. (An overview is available at www.procurement.sc.gov)

15. Protest Procedure: If you are aggrieved in connection with the solicitation or award of the contract, you may be entitled to protest, but only as provided in Section 11-35-4210. To protest a solicitation, you must submit a protest within fifteen days of the date the applicable solicitation document is issued. To protest an award, you must (i) submit notice of your intent to protest within seven business days of the date the award notice is posted, and (ii) submit your actual protest within fifteen days of the date the award notice is posted. Days are calculated as provided in Section 11-35-310(13). Both protests and notices of intent to protest must be in writing and must be received by the appropriate Chief Procurement Officer within the time provided. The grounds of the protest and the relief requested must be set forth with enough particularity to give notice of the issues to be decided.

Any protest must be addressed to the Chief Procurement Officer, Horry County Schools, and submitted in writing (a) by email to rstrickland@horrycountyschools.net, (b) by post or delivery to 335 Four Mile Road, Conway, SC 29526 or PO Box 260005, Conway, SC 29528-6005.

End of Proposal Special Instructions

VII. INFORMATION FOR OFFERORS TO SUBMIT

The Offeror shall prepare a response to all of the following questions and shall submit to Horry County Schools as stated in the Proposal Special Instructions section “Number of Copies to be submitted”. Each **SECTION** should begin on a separate sheet.

SECTION 1: Signatory/Information Sheets

The qualifications package shall begin with a one-page cover letter, briefly identifying the offering firm and stating that the Principal submitting the offer and signing the **Official Submission Form** has the authority to bind the Principal and the Offeror in a contract. Clearly state the strengths of the proposed team and what would distinguish this team from other firms.

The **Official Submission Form** shall follow the cover letter and all questions shall be answered and addenda acknowledged.

Following the **Official Submission Form**, the Principal shall indicate on a separate sheet any exceptions to the terms and conditions of this contract manual **and suggest an alternate condition**. Please be sure the solicitation condition is clearly identified. The Principal is cautioned that the District has the right to accept or reject any proposed alternate conditions and that listing of alternate conditions which could alter the relative standing of the Offerors could make the offer non-responsive to the solicitation requirements. Firms are encouraged to submit any requests for contract changes by the time required in the solicitation for submission of questions, requests for qualifications, etc.

The following sections also list the percentages weighted toward each as an evaluation factor.

SECTION 2: Prior Performance and Related Experience on Similar Projects

Principal shall complete the forms including five (5) projects completed within the last five (5) years that best illustrate capabilities including:

- a) Description and scope of project (preferably K-12 school facility renovation projects, ideally while facilities are occupied. If no such work for K-12 facilities has been completed, please show similar work in higher education and/or public buildings.) Include representative floor plans, elevations, and other images required to show the scope and complexity of the project.

The presentation of the projects above shall directly address the following features of that work:

- 1) Description, location, and scope of the project, including floor plans, elevations, and other images required to demonstrate the challenges or complexity of the work;
- 2) Initial budget for construction including sitework, building construction, and food service equipment. Do not include FF&E costs. Provide final construction costs compared to the initial budgets with explanation for deviations, if required;
- 3) Initial budget for A/E design and construction services, provide final A/E design cost and final construction cost with explanation for deviations, if required.

- 4) Initial time frame for A/E design services and construction time frame. Provide actual completion time frame for each, and explanation for deviation, if required;
- 5) A brief description of the major challenges during design and construction, and the solution provided; and
- 6) Name of contact person for each project with phone number and email address.

It is critical that the offeror demonstrate past success in designing within, and value engineering, if necessary, to stay within a / the District’s pre-determined budget.

It is desired that at least three of the projects/examples required above demonstrate related experience in designing to:

- a) Unique accommodations
- b) Occupied facilities
- c) Safety / security issues during construction
- d) Phasing & delivery plans with or without swing space accommodations.

It is also preferred, but not required, that at least three (3) of the five (5) projects/examples have been for school facilities in South Carolina.

The projects/examples listed in this section shall serve as references should the District choose to contact them. Failure to include viable and accurate data, contact information, and project information may be ample cause for rejection of the qualifications package as non-responsive.

SECTION 3: Principal/Offeror Technical Expertise & Experience

In this section, Principal shall identify the name(s) of the individual(s) that meet the minimum requirements listed. Complete only those sections for which you have employees, subconsultants, or consultants that you can reasonably predict may work on District projects. No other personnel, subconsultants, or consultants shall work on District projects except as approved by the District. You may include more than one name in each section (other than the Principal). Identify if the firm or its sub consultants are SC registered SMB and what percentage of the project is to be performed by an SMB.

Provide answers to all requests for information on the sheet provided. Include in this section:

- a) Brief resumes for Principal and all other staff that my work on District projects; include current SC licensure for each as applicable.
- b) Provide an organizational chart for employees, staff and subconsultants that may work on district projects.
- c) Pertinent information about any subconsultants or consultants that will be providing any work on District projects;
- d) Information related to licensing reprimands, revocations, cease and desist orders, etc. filed on Principal or any other Principal

for the Provider by the S.C. Labor, Licensing and Regulation office.

Confine response to the provided form and no more than three (3) additional pages per Principal, staff member, subconsultant or consultant identified on the form. Use a standard font and no less than size 10.

SECTION 4: Principal's Education, Professional Development & Recognitions

In this section, Principal shall identify his/her educational background.

Principal shall provide details on professional recognitions received in the past five (5) years and the Principal's and Provider's reputation and professional standing in the architectural field, honors, memberships in local councils, etc.

Principal shall provide brief educational background, and recognitions on the individuals, subconsultants, or consultants who will be providing work for the District. Please provide information for all other employees who may reasonably be expected to complete work on these projects.

Finally, the Principal shall indicate the firm's philosophy regarding continuing education and training for staff and how this will benefit the District.

Confine response to no more than seven (7) typewritten pages using standard font and no less than size 10.

SECTION 5: Accessibility of Principal and Offeror and District Commitment

In this section, Principal shall identify:

- a) Location of the Provider's main office address;
- b) Location of the Provider's office from which the Principal and staff will work on District projects;
- c) Information on Principal's accessibility to Horry County and how the Principal will be available to the District, including response time; and
- d) The Firm's philosophy on performing services for the District.

SECTION 6: Recent, Current, and Projected Workloads

In this section, Principal shall identify the following for the proposed design team (stated in Section 3 above):

- a) Workloads/projects of the Offering firm completed within the last two (2) years;
- b) Current and projected workloads of the Offering firm and anticipated design completion dates over the next twelve months;
- c) Current and projected workloads of the major consultants and the anticipated design completion dates over the next twelve months;
- d) Volume of work awarded to the Offeror by Horry County Schools in the last 5 years, and what percentage was completed by an SMB, with the objective of effectuating an equitable distribution of contracts by the district among qualified firms including Small and Minority Business Enterprises.

Confine response to no more than five (5) typewritten pages using standard font and no less than size 10.

SECTION 7: Creativity & Insight Related to the Project and the Willingness of the Firm to Accept and Implement Owner-provided Program

In this section, Principal shall identify the firm's philosophy on designing for renovations to existing educational facilities based on the District's scope and the Firm's philosophies. Please explain how the Firm's design philosophy takes into consideration existing budgets as well as input from the community to accomplish the desired goal.

- a) The Firm shall describe any previous experience with accepting, evaluating, and implementing Owner-provided program information and when necessary, making recommendations and/or changes.
- b) Describe and elaborate on the Firm's overall design process, its methodology, views on functionality, sustainability, context and connection to the site and an individual school environment.

Confine response to no more than five (5) typewritten pages using standard font and no less than size 10.

End of Information for Offerors to Submit

VIII. Official Submission Form

OFFICIAL SUBMISSION FORM	Solicitation Type: Request for Qualifications (RFQ) Solicitation Number: 2324-35VS Date Issued: 2/7/2024 Procurement Specialist: Valiant Sommers, NIGP-CPP, CPPB Phone: (843) 488-6938 E-Mail Address: vsommers@horrycountyschools.net Address: HCS, Procurement Office	Mailing: PO Box 260005 Building B, Room 300 Conway, SC 29528	Physical: 335 Four Mile Road Building B, Room 300 Conway, SC 29526
---------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------	--------------------------------------------------------------------------

Date of Offer: _____ **Federal Identification Number:** _____

Offeror Firm/Provider Name: _____

Offeror Mailing/Street Address: _____

Offeror City/State/Zip: _____

Telephone Number: _____ **Fax Number:** _____

Website Address: _____

Name & Title of Principal: _____

Signature of Principal: _____

Telephone Number: _____ **Fax Number:** _____

Principal's Email Address: _____

Person signing **must** be authorized to submit binding offer to enter contract on behalf of Offeror named above.

Is the Principal on this cover sheet legally authorized to bind the Offeror? Yes No

You **must** submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of sixty (60) calendar days after the Opening Date. (See "Signing Your Offer" provisions)

Acknowledgement of Addenda's issued: Offerors acknowledge by receipt of addenda's indicating amendment number and its date of issue.

Addendum No. _____ Offeror's Initials _____

Addendum No. _____ Offeror's Initials _____

Addendum No. _____ Offeror's Initials _____

Addendum No. _____ Offeror's Initials _____

Offeror Firm/Provider Name: _____

MINORITY PARTICIPATION AFFIDAVIT (JAN 2006):

Is the bidder a South Carolina Certified Minority Business? Yes No

Is the bidder a Minority Business certified by another governmental entity? Yes No

If so, please list the certifying governmental entity: _____

Will any of the work under this contract be performed by a SC certified Minority Business as a subcontractor? Yes No

If so, what percentage of the total value of the contract will be performed by a SC certified Minority Business as a subcontractor?

Will any of the work under this contract be performed by a minority business certified by another governmental entity as a subcontractor? Yes No

If so, what percentage of the total value of the contract will be performed by a minority business certified by another governmental entity as a subcontractor? _____

If a certified Minority Business is participating in this contract, please indicate all categories for which the Business is certified:

- Traditional minority
- Traditional minority, but female
- Women (Caucasian females)
- Hispanic minorities
- DOT referral (Traditional minority)
- DOT referral (Caucasian female)
- Temporary certification
- SBA 8 (a) certification referral
- Other minorities (Native American, Asian, etc.)

(If more than one minority contractor will be utilized in the performance of this contract, please provide the information above for each minority business.)

For a list of certified minority firms, please consult the Minority Business Directory, which is available at the following URL:
<http://www.govoepp.state.sc.us/osmba/>

SECTION 2

Prior Performance and Related Experience on Similar Projects

Offering Firm's Name: _____

Principal's Name: _____

Design Examples (*Representative floor plans, elevations, and other images that show the scope and complexity of the project are required.*):

1.

Company Name / Project Owner: _____

Location: _____

Contact Person: _____ Contact Info: _____

Telephone Number: _____

Describe Project Scope: _____

Time Frames:	Design Services Start: _____	Design Services Complete: _____	
	Construction Start: _____	Construction Complete: _____	

Budget vs. Actual Costs:	Design Services Budget: _____	Design Services Actual: _____	
	Construction Budget: _____	Construction Actual: _____	

Major Challenge: _____

Solution: _____

Key personnel participation & Role _____

Key subconsultant participation & Role _____

2.

Company Name / Project Owner: _____

Location: _____

Contact Person: _____ Contact Info: _____

Telephone Number: _____

Describe Project Scope: _____

Time Frames: Design Services Start: _____ Design Services Complete: _____
 Construction Start: _____ Construction Complete: _____

Budget vs. Actual Costs: Design Services Budget: _____ Design Services Actual: _____
 Construction Budget: _____ Construction Actual: _____

Major Challenge: _____
 Solution: _____

Key personnel participation & Role _____

Key subconsultant participation & Role _____

3.

Company Name / Project Owner: _____

Location: _____

Contact Person: _____ Contact Info: _____

Telephone Number: _____

Describe Project Scope: _____

Time Frames: Design Services Start: _____ Design Services Complete: _____
 Construction Start: _____ Construction Complete: _____

Budget vs. Actual Costs: Design Services Budget: _____ Design Services Actual: _____
 Construction Budget: _____ Construction Actual: _____

Major Challenge: _____
 Solution: _____

Key personnel participation & Role _____

Key subconsultant participation & Role _____

4.

Company Name / Project Owner: _____

Location: _____

Contact Person: _____ Contact Info: _____

Telephone Number: _____

Describe Project Scope: _____

Time Frames: Design Services Start: _____ Design Services Complete: _____

 Construction Start: _____ Construction Complete: _____

Budget vs. Actual Costs: Design Services Budget: _____ Design Services Actual: _____

 Construction Budget: _____ Construction Actual: _____

Major Challenge: _____

Solution: _____

Key personnel participation & Role _____

Key subconsultant participation & Role _____

5.

Company Name / Project Owner: _____

Location: _____

Contact Person: _____ Contact Info: _____

Telephone Number: _____

Describe Project Scope: _____

Time Frames: Design Services Start: _____ Design Services Complete: _____

 Construction Start: _____ Construction Complete: _____

Budget vs. Actual Costs: Design Services Budget: _____ Design Services Actual: _____

 Construction Budget: _____ Construction Actual: _____

Major Challenge: _____

Solution: _____

Key personnel participation & Role _____

Key subconsultant participation & Role _____

SECTION 3

Principal/Offeror Technical Expertise & Experience

<u>Position</u>	<u>Minimum Requirements</u>	<u>Name</u>
Principal	Corporate Officer or Partner + license + 10 yrs. Exp.	_____
Discipline Leader	License + 7 yrs. Exp.	_____
Project Lead (PM)	License + 5 yrs. Exp.	_____
Other (List title)		_____
Other (List title)		_____
Other (List title)		_____
Other (List title)		_____

Number of years Offeror has been in business: _____

Number of years Offeror has been in business in SC or had an office in the state: _____

Number of years Principal has been part of the firm: _____

Number of projects completed for school districts in the past five (5) years: _____

Number of projects completed for other governmental entities in past five (5) years: _____

Total number of projects completed in the past five (5) years: _____

Total number of projects completed for Horry County Schools in the past five (5) years: _____

Total percentage completed by SC certified Minority Business _____

Total number of projects completed in the last five (5) years on schedule: _____

Total number of projects completed in the last five (5) years within 10% of estimated budget: _____

Number of litigations/debarments filed against the firm in the last five (5) years: _____

Number of licensing reprimands, revocations, cease and desist orders, etc. filed on Principal:
(If other than "0", provide details on a separate sheet.) _____

IX. A/E Agreements and Attachments

A/E Agreement with Attachments and Exhibits

- a. Attachment A: Project Criteria
- b. Attachment B: Project Cost Estimate
- c. Attachment C: Schedule of Values
- d. Attachment D: Project Schedule
- e. Attachment E: Change Order
- f. Attachment F: Application for Payment
- g. Attachment G: Application for Payment Schedule of Values
- h. Exhibit C: Payment Request