



**Colleton County  
School  
District**

**Request for Qualifications**

Solicitation Number: **BG-050222-6GA**  
 Date: May 02, 2022  
 Procurement Official: Susan Crosby  
 Phone: (843) 782-4510  
 E-Mail Address: smcrosby@colletonsd.org

**DESCRIPTION: Architectural Design Services and Indefinite Delivery**

*The Term "Offer" Means Your "Bid" or "Proposal".*

SUBMIT OFFER BY: **May 31, 2022 @ 10:00 A.M.**

QUESTIONS MUST BE RECEIVED BY: **May 16, 2022 by 3pm**

NUMBER OF COPIES TO BE SUBMITTED: **Three (3) originals and One (1) Electronic (all documents as a single PDF)**

**Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.**

SUBMIT A SEALED OFFER TO:

**RFQ BG-050222-6GA**

**MAILING ADDRESS:**

Colleton County School District  
 Attention: Susan Crosby  
 500 Forest Circle  
 Walterboro, SC 29488

**PHYSICAL ADDRESS:**

Colleton County School District  
 Attention: Susan Crosby  
 500 Forest Circle  
 Walterboro, SC 29488

**AWARD &  
AMENDMENTS**

Award will be posted at the Physical Address stated above, and on the website below, on or before, July 1, 2022.  
 The award, this solicitation, and any amendments will be posted at the following web address:  
<https://www.colleton.k12.sc.us/departments/procurement>  
**It is the responsibility of the offeror to check this website for amendments.**

You must submit a signed copy of this form with each copy of Your Offer. The pages of this form do not count towards any page requirements or limitations of any part of 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.

NAME OF OFFEROR (Full legal name of business submitting the offer)		OFFEROR'S TYPE OF ENTITY: (Check one) <input type="checkbox"/> Small (15 employees or less) <input type="checkbox"/> Women <input type="checkbox"/> Minority <input type="checkbox"/> Other (See "Signing Your Offer" provision.)
AUTHORIZED SIGNATURE  (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)		
TITLE (Business title of person signing above)		
PRINTED NAME (Printed name of person signing above)	DATE SIGNED	

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, *i.e.*, a separate corporation, partnership, sole proprietorship, etc.

STATE OF INCORPORATION (If offeror is a corporation, identify the state of Incorporation.)

TAXPAYER IDENTIFICATION NO.

(Return Page Two with Your Offer)

<b>HOME OFFICE ADDRESS</b> (Address for offeror's home office / principal place of business)	<b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;">Area Code</td> <td style="width: 20%; text-align: center;">Number</td> <td style="width: 20%; text-align: center;">Extension</td> <td style="width: 45%; text-align: center;">Facsimile</td> </tr> </table>	Area Code	Number	Extension	Facsimile
Area Code	Number	Extension	Facsimile		
	E-mail Address				
<b>PAYMENT ADDRESS</b> (Address to which payments will be sent.)	<b>ORDER ADDRESS</b> (Address to which purchase orders will be sent)				
<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)				

<b>MINORITY PARTICIPATION-</b> Are you a Minority Business Enterprise: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please include a copy of your certification.
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**END OF MANDATORY FORM**

## **PROJECT DESCRIPTION:**

The Colleton County School District, the Owner (“District”), is pleased to invite professional architectural design firms to submit qualifications in response to this Request for Qualifications (“RFQ”).

This formal request is for a professional firm to provide full services as described, but not limited to, within the scope outlined in the AIA B101-2007 and A201-2007 contract documents for (1) the design of existing middle school to include a new sixth grade wing and (2) at the District’s option, indefinite delivery projects initiated in FY23 and FY24.

1. **SCOPE 1:** Selected architect will assist the District in a feasibility study and developing Design Standards and Guidelines for use in the design of the existing facility. The school is planned to be located on an approximately 36.10-acre existing site. The tax map for the property is 132-00-00-022.000. Providing monthly reporting will be part of the design team’s responsibilities. Detailed programming will need to be completed by the designer, with help from a District assigned team. Project delivery will be pursuant to the AIA 2009 CMc family.
2. **SCOPE 2:** At the District’s option: Indefinite Delivery pursuant to Procurement Code § 3310 and Small Projects pursuant to Procurement Code § 3230, for projects initiated in the next 2 fiscal years (FY 22/23 and FY 23/24). Project delivery may vary by project.

The District does not discriminate on the basis of age, sex, ethnic origin, religion, or disability in accordance with applicable laws and regulations. The District is an Affirmative Action/Equal Opportunity Employer.

## KEY EVENTS / DATES

RFQ ESTIMATED TIME LINE	DATES
Issuance of Request for Qualifications	May 2, 2022
Deadlines for Questions	May 16, 2022 by 3pm
Anticipate Date to Submit Addendum to Website	May 18, 2022
RFQ Due Date	May 31, 2022 @ 10:00 am
Anticipated Date of Short-Listing Notice(s)	June 2, 2022
Anticipated Date of Interviews	June 16, 2022 @ 11AM
Anticipated Date of Notice(s) of Intent to Award	On or Before July 1, 2022

## SECTION 1 – FORMAT FOR SUBMITTALS

### 1.0 GENERAL INFORMATION

- 1.0.1 The purpose of this RFQ is to provide services to the District for full architectural design services for projects as described within this RFQ.
- 1.0.2 Interested firms shall submit three (3) original copies of their documentation described herein which is to include qualifications, a description of their related experience with similar programs, and current Federal Form SF 330. Firms shall also submit an electronic version containing their entire proposal in a single PDF or read-only format electronic file (via thumb drive, CD, etc.).

### 1.1 CONTRACT

- 1.1.1 The District intends to award an applicable AIA revised contract to one firm for “basic services” for the project.

### 1.2 DEFINITIONS

- 1.2.1 The term "submitter" refers to those professional firms who submit qualification for the project set forth in this document.
- 1.2.2 The terms "District" and “CCSD” refer to Colleton County School District or its designated agent.
- 1.2.3 Where the words “shall” or “must” are used, it signifies an absolute minimum function or capacity that, if not satisfied, may result in disqualification.
- 1.2.4 Where the words “should”, “may”, or “is desirable” are used, it signifies desirable, but not mandatory functions or capacities. Submitters who are able to provide these functions or capacities may be evaluated more favorably than those who cannot.

**1.3 PROCUREMENT INFO**

1.3.1 Three (3) original signed copies of qualifications must be received no later than by **May 31, 2022 at 10:00 am, EDT** to:

Susan Crosby District Procurement Manager Colleton County School District 500 Forest Circle Walterboro, SC 29488
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For this reason, firms are encouraged to take additional measures to ensure the proposal is delivered by the specified time.

Submittals received (identified by company names only) will be announced publicly following the submittal deadline.

**Fee shall be submitted in a sealed envelope inside the original statement envelope only.**

**1.3.2 Late Submittals**

Qualifications received by District after the deadline listed herein will not be considered and returned to the sender.

**1.4 INQUIRIES**

1.4.1 During the process, Submitters shall contact Kenny Blakeney, for clarification and questions regarding the RFQ by e-mail to [kblakeney@mail.colleton.k12.sc.us](mailto:kblakeney@mail.colleton.k12.sc.us)

All responses will be provided in written form and posted on the District’s web site at: <https://www.colleton.k12.sc.us/departments/procurement> Other than the District contacts listed herein, Submitters shall not attempt to contact any member of the District, the Board of Education or the Selection Committee regarding this RFQ. Failure to comply will result in immediate rejection of your submittal.

1.4.2 The deadline for requesting information is: **May 16, 2022 by 3pm.**

**1.5 ADDENDA TO THIS RFQ**

1.5.1 At the discretion of District, any RFQ revision will be addressed by posting an addendum on the District’s website:

<https://www.colleton.k12.sc.us/departments/procurement>

Because this RFQ is posted electronically, the District may not be aware of all potential Submitters. It is the Submitter’s responsibility to check this website periodically to determine if any addenda have been issued. Any addendum issued by District shall become a formal part of this RFQ.

## 1.6 SUBMITTAL EVALUATION

1.6.1 Documents submitted may be reviewed and evaluated by any person at the District's discretion, including non-allied and independent consultants retained by the District now or in the future.

As provided in the District Procurement Code:

3220. The District Selection Committee shall evaluate each of the persons or firms interviewed in view of their:

- 3220.1 past performance;
- 3220.2 ability of professional personnel;
- 3220.3 demonstrated ability to meet time and budget requirements;
- 3220.4 location and knowledge of the locality of the project if the application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project;
- 3220.5 recent, current, and projected workloads of the firms;
- 3220.6 creativity and insight related to the project;
- 3220.7 related experience on similar projects;
- 3220.8 volume of work awarded by the District to the person or firm during the previous five (5) years, with the objective of effectuating an equitable distribution of contracts by the District among qualified firms including Minority Business Enterprises certified by the South Carolina Office of Small and Minority Business Assistance and firms that have not had previous District work

The format for submitting information is stated in Section 2 below.

Following receipt of information from all interested persons and firms, the District Selection Committee shall hold interviews, tentatively scheduled for June 16, 2022, with at least three proposers who are deemed qualified on the basis of information available prior to the interviews. A list of firms selected for interview shall be sent to all firms that submitted information in response to the advertisement, prior to the interview date.

The firm's proposed Principal-in-Charge must attend the interview and be accompanied by the additional proposed licensed architects, project managers, and licensed engineers. No more than one person who is not actively licensed and engaged in the practice of architecture may accompany the team to the interview.

The primary purpose of the interviews shall be to provide such further information as may be required by the Selection Committee to fully acquaint itself with the relative qualifications of the short-listed firms with regard to the project and the Owner's needs. Elaborate one-sided presentations are discouraged, the Owner's preference instead being for an interactive discussion

of key issues and hearing the proposers' responses to direct questioning by members of the Selection Committee. Questions will not be distributed to interviewees in advance.

Following interviews, exhaustive reference checks, and any site visits the Selection Committee, or its designees choose to make, the Selection Committee shall identify and rank the firms which, in its judgment, are well qualified to perform architectural services necessary for this project. The highest-ranked firm shall have the first opportunity to negotiate a contract for the required services, followed by the second-highest ranked firm, and so forth.

Any contract formed hereunder will provide for (1) termination for convenience without liability for lost profits, overhead, consequential damages, third-party reliance upon the continued existence of the contract, or any other measure of damages or restitution; (2) exclusivity of the dispute resolution procedures of the District's Procurement Code; (3) procedural joinder of all parties to the project as necessary in the opinion of the District for resolution of disputes with common or related facts or legal responsibilities; and (4) the District's right to approve key personnel and consultants.

When it appears an acceptable contract has been negotiated, the contract will be presented to the District's School Board for their approval or rejection. As provided by the District Procurement Code, "The Superintendent, or a designee, shall negotiate a contract for services with the most qualified person or firm at a compensation that is fair and reasonable to the District. If the Superintendent or designee is unable to negotiate a satisfactory contract with this person or firm, negotiations must be terminated formally. Negotiations must commence in the same manner with the second and then the third most qualified until a satisfactory contract is negotiated. If an agreement is not reached with one of the three, additional persons or firms in order of their competence and qualifications must be selected after consultation with the District selection committee, and negotiations must be continued in the same manner until agreement is reached."

1.6.2 Submittals must clearly respond to each requirement of this RFQ. All responses must refer to each section of this document by number and address compliance and/or exceptions to that section. District reserves the right to disqualify any firm which does not follow such a format. Additional general narrative is welcome, but only in addition to your specific response.

1.6.3 The District shall have the right to request correction(s) to a submittal or request additional information. Failure by the submittal firm to correct any deficiency or provide requested information within forty-eight (48) hours may result in the proposal being considered non-responsive and excluded from further consideration.

## **1.7 ACCEPTANCE OR REJECTION OF SUBMITTALS**

1.7.1 The District reserves the right to reject any or all submittals when such rejection is in the best interest of the District; to reject submittals of a Firm who has previously failed to perform properly or, in the opinion of the District, the Firm is not in a position to perform adequately in completing the deliverables.

1.7.2 The District reserves the right to reject any or all proposals, any part or parts of a proposal, waive any technicalities, and award any portion of or the entire contract in a manner that is in the best interest of the District.

## **1.8 HOLD HARMLESS**

1.8.1 In submitting a response, the Submitter understands the District will determine which firm appears to be best qualified. The Submitter waives any right to claim damages of any nature whatsoever regarding the solicitation or the District's selection process. Award does not commit the District to engage the Architect for any Indefinite Delivery Project or Small Project.

## **1.9 RIGHT TO PROTEST**

1.9.1 The District Procurement Code provides the following with regard to protests of solicitations:

- (1) Right to Protest; Exclusive Remedy.
  - (a) A prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation of a contract shall protest to the chief procurement officer in the manner stated in subsection (2) (a) within fifteen days of the date of issuance of the Invitation For Bids or Requests for Proposals or other solicitation documents, whichever is applicable, or any amendment to it, if the amendment is at issue. An Invitation for Bids or Request for Proposals or other solicitation document, not including an amendment to it, is considered to have been issued on the date required notice of the issuance is given in accordance with this code.
- (2) Protest Procedure.
  - (a) A protest pursuant to subsection (1)(a) must be in writing, filed with the chief procurement officer, and set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided. The protest must be received by the chief business official within the time provided in subsection (1).

## **SECTION 2 – SUBMITTAL REQUIREMENTS**

### **2.0 GENERAL**

Submittals shall be simple, concise, neatly assembled, and pages shall be uniform in size and securely bound together. It is preferable that hard copies of the proposal can be stacked and stored as flat as possible. The District Selection Committee has no obligation to examine extraneous materials or material incorporated by reference that is outside the size limitations requested.

The proposal shall speak for itself on behalf of the proposers. Proposers are discouraged from submitting supplementary materials or from making calls to District after the proposals have been submitted. Failure to comply with format requirements may cause the submittal to be removed from further consideration.

### **2.1 PREPARATION OF SUBMITTALS**

Packages containing submittals shall be presented such that they may be easily identified. The outside of the package shall be identified as follows:

## **RFQ BG-050222-6GA Architectural Design Services and Indefinite Delivery**

Oral, telephone or fax proposals shall not be considered, nor will modification of proposals by such communications is considered.

Signatures on submittal shall be in longhand and executed by a principal duly authorized by Submitter to make contracts. Submitter's legal name must be fully stated. The complete submittal form shall be without erasures or alterations.

### **2.2 PROPOSAL FORMAT**

The Submitter shall prepare a response to all of the following requests for information. Each section should begin on a separate sheet.

#### **SECTION 1 - Signatory / Information Sheets**

The Proposal Certification (pages 1, 2, & 12 of this document).

#### **SECTION 2 - Introduction**

Provide an executive summary highlighting the major points of the submittal (two pages maximum).

### **SECTION 3 - Past Performance**

Past performance of proposer, and its proposed consultants, on similar projects:

- (1) List 3 projects which you have accomplished that are most similar to this project. Provide project name, location, dollar amount, completion date and Owner contact information. Describe the scope of each project and discuss why you believe they are most similar.
- (2) Identify projects where successful working relationships with OSF, Colleton County, and various local agencies have been established.
- (3) Provide information on current and past clients' satisfaction with the proposed firm and its staff.
- (4) List experiences with the CM/GC at risk delivery method.
- (5) Describe experience with unique approaches, creativity in designs and site adaptation, integration of the newest technologies. Examples may be provided.
- (6) Describe experience in meeting design timelines and construction schedules with clearly established and proven methods for maintaining the construction budget.
- (7) Demonstrate the ability of the Principal and project team members to successfully represent the District without the involvement of a construction management firm during design and/or construction.
- (8) Explain methodology used for project information tracking and the creating of a historical archive at project completion.
- (9) Provide an organizational chart showing the design team that you will be using on this project, and describe the role of each of the team members.
- (10) Consulting Engineers-List only the consulting engineering firms you plan to use for the design. Include a brief resume of key personnel from each consulting firm who will be working on the project. List consulting engineers in the following sequence: Structural, mechanical, electrical, civil, other. Note: Consultant firms presented in the proposal should not be changed without good cause. It shall be the Board of Education understanding that the consultant firms are integral to the proposal and shall not be changed subsequent to contract.

### **SECTION 4 - Creativity and Insight**

Provide information on the creativity and insight related to the project. Proposers shall include a description of the proposer's best (as explained in your own words) to repurpose an existing Annex building into a sixth-grade middle school for approximately 350 students and how you would design for this site. In addition, the

description should answer the following questions about the referenced design:

- (1) Why have you selected this as the "best" design?
- (2) Provide a proposed plan of action and milestones for this project including estimated dates of OSF design submissions and construction timeframes.
- (3) Has this design been used before? If so, what lessons were learned, would there be any cost savings to use this design, and provide contact information for the building's owner and general contractor.

**SECTION 5 - Knowledge of the local community and use of local/ small/minority businesses:**

- (1) Describe the process you will use to promote the use of local/small/minority businesses and list the percentage used on some recent past projects.
- (2) Identify employees or consultants who will be on the design team and live in the local area.
- (3) Give examples of regional materials and vendors which can be used on this project.
- (4) Provide evidence of established working relationships within the local Community.

**SECTION 6: Principal's Performance, Past and Current**

Indicate design services performed for similar projects in the past ten (10) years. Demonstrated successful previous performance shall include, but not be limited to:

- (1) Quality, completeness, and timeliness of designs, drawings, specifications, bid documents, pay apps, etc.
- (2) Project management of the design process.
- (3) Quality control of Construction Documents.
- (4) Responsiveness to RFIs, Change Order Requests, etc.
- (5) Value engineering.
- (6) Knowledge and compliance with state and local codes and OSF requirements.
- (7) Quality of project monitoring and contract administration.
- (8) Ability to work in a team environment to effectively motivate contractor to successfully meet project requirements for quality, schedule, and budget.

**SECTION 7: References and Resumes**

Provide at least five (5) references of clients for whom the firm has provided similar services. Give dates and other particulars of the jobs, contact persons with contact information.

Provide resumes for all members of the Design Team.

**SECTION 8: MBE/WBE Considerations**

Identify whether the Firm is an MBE/WBE (minority business enterprise/women business enterprise).

**SECTION 9: Current/Projected Workload**

1. Firm's current workload and time frames for completion.
2. Firm's pending contracts and potential time frames for completion.

**Completed current Federal Standard Form SF330 shall be included with proposal.**

