



**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR ARCHITECT/ENGINEERING SERVICES TO  
DESIGN A MULTI-LEVEL PARKING GARAGE  
RFQ#03-17/18**

**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR ARCHITECT/ENGINEERING SERVICES TO DESIGN A MULTI-LEVEL  
PARKING GARAGE  
RFQ#03-17/18**

Florence County is accepting letters of interest and statements of qualifications from qualified architects and engineering firms to provide professional design services for the construction of a new multi-level parking garage to be located at 180 North Irby Street, Florence, SC. The parking garage will be constructed on TMP#90167-02-036 on the east side of the County Complex. The design will include necessary changes to all ingress and egress points to the current parking area and will have a pedestrian link to the County Complex. Interested firms are invited to submit qualification statements in accordance with this solicitation.

**SUBMITTALS OF QUALIFICATIONS** must be submitted no later than **11:00 a.m. EST on Tuesday, January 23, 2018** to the address below. Submittals shall contain one (1) original and four (4) copies of the information requested. Submittals received after the deadline will not be opened. Facsimile or e-mail submittals will not be accepted. All submittals should be hand delivered or mailed to:

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

Qualification statements must be submitted to Florence County Procurement in accordance with the date and time outlined above. Respondents to this request for qualification statements will be publicly identified at that time. Qualification statements must be submitted in a sealed envelope with the following information on the envelope:

Submitting firm's name and address  
RFQ title  
RFQ Closing date and time

This request for qualification statements does not commit Florence County to award a contract, to pay any cost incurred in the preparation of qualification statements or to procure or contract for the articles of goods or services. Florence County reserves the right to accept or reject any or all qualification statements received as a result of this request, to negotiate with any or all qualified offerors, or to cancel in part or in its entirety this proposal, if it is in the best interest of the County to do so.

**Any written questions should be directed to:**

Patrick Fletcher, Procurement Director  
Florence County Procurement  
180 N. Irby Street Room B-5  
Florence, South Carolina 29501  
843-665-3018  
pfletcher@florenceco.org

**DEADLINE FOR WRITTEN QUESTIONS IS FRIDAY, DECEMBER 22, 2017 BY CLOSE OF BUSINESS.**

## **GENERAL INFORMATION**

1. Florence County is soliciting qualification statements from architectural and engineering firms with prior experience in designing a 3-4 story parking garage which can accommodate approximately 350-400 cars. The parking garage is to be constructed at 180 N. Irby Street, Florence, SC on the east side of the County Complex. The design will include necessary changes to all ingress and egress points to the current parking area and will have a pedestrian link to the County Complex. Estimated budget is \$10-12 million.
2. The selection of the firm(s) will be made in accordance with the Florence County Procurement Codes and Regulations.
3. Qualification statements will not be accepted from any firm, company, individual, person or party, parent or subsidiary, against which the County has an outstanding claim, or a financial dispute relating to a prior contractual performance with the County.
4. Five (5) copies of the qualification statement must be delivered to the County by 11:00 am on Tuesday, January 23, 2018. The qualification statement may be:

### **MAILED TO:**

Florence County Procurement  
Attn: Patrick Fletcher  
180 N. Irby Street, MSC-R  
Florence, South Carolina 29501

### **HAND-CARRIED TO:**

Florence County Procurement  
Attn: Patrick Fletcher  
180 N. Irby Street, Room B-5  
Florence, South Carolina 29501

Offerors mailing a qualification statement should allow sufficient mailing time to ensure timely receipt. The County is not responsible for qualification statements delayed by mail and/or delivery services of any nature. Qualification statements received after the set time for closing will be returned unopened.

5. Qualification statements must be made in the official name of the firm or the individual under which business is conducted (showing the official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company or corporation submitting the qualification statement. Qualification statements must be valid for a minimum of one hundred twenty (120) days.
6. Qualification statements may be withdrawn by offeror prior to, but not after, the time set for the opening.
7. Upon receipt by the County, the qualification statement shall become the property of the County, without compensation to the offeror, for disposition or usage by the County at its discretion. The County shall have the sole discretion in evaluating both the qualification statement and the qualifications of the offerors. The County reserves the right to reject any and all qualification statements and is not bound to accept any qualification statements, if the qualification statement acceptance is contrary to the best interest of the County. The particulars of any qualification statement will remain confidential until a contract is signed with the successful offeror(s).

### **INFORMATION REQUESTED:**

Florence County intends to make its selection from among eligible firms that submit updated Standard Form 330 along with a letter of interest. Firms wishing to be considered must submit a brief letter of interest, not to exceed three (3) typewritten pages, describing why the firm is particularly well qualified to perform these services at the time. This letter of interest, a list of no more than three (3) relevant projects being completed in the past ten (10) years, a Standard Form 330 shall comprise the qualifications package. Five (5) copies of the package shall be submitted. Special binders and covers are not encouraged, and are typically discarded prior to review of the package.

### **SUBMITTAL INFORMATION:**

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

Resumes of individuals who will be assigned to provide services to Florence County and who have the experience and level of expertise needed to perform the services required for this project must be included. Limit resume to a single sheet (1 page). At a minimum, provide name, title, project assignment, education, current license(s) and any other experience and qualifications relevant to this project assignment. Individual(s) should have experience with the design/engineering of three (3) relevant projects within the last ten (10) years.

2. The firm should provide three (3) contracts involving design of multi-level parking garages with a construction value of not less than \$10,000,000 and must have been constructed within the last ten (10) years. Provide project name and location, project description, date of services and services provided.
3. Provide references from the contracts provided in Item #2 above of parking garages designed in the past ten (10) years including contact name, job title, and telephone number, and start and completion dates.
4. Responder shall provide a narrative describing, as well as a conceptual drawing of the proposed parking garage design, re-design of parking areas with ingress/egress, and its connectivity to the present building on the site.
5. Responder should provide a statement attesting that the qualifications submitted are statements of fact including name, title, signature and date.
6. Responder should provide evidence of licensure to work in South Carolina.

### **SELECTION:**

The following is a list of criteria that will be used in evaluating qualifications. Respondents will be evaluated on the Statement of Qualifications submitted. Florence County shall be the sole judge of the relative weight of the evaluation criteria. The order of this list does not represent which criteria are most important. Submittals will be evaluated in accordance with criteria specified.

1. Demonstrated firm experience with design of three (3) multi-level parking garages constructed within the past ten (10) years at a construction value of not less than \$10,000,000.
2. Demonstrated technical experience of the staff assigned to the project with at least three (3) multi-level parking garages constructed within the past (10) years at a construction value of not less than \$10,000,000.
3. Feedback from references provided on the above listed projects.
4. Conceptual drawing and proposed connection with existing building on site.

The qualification statements will be evaluated by a panel and graded on the criteria listed above. Depending on the number of submittals, a short list will be determined of the top proposers and oral presentations will be scheduled for each firm to present their conceptual drawing and plan. The panel will rank the firms based on the oral presentations and the highest ranking firm will be the successful firm selected. Negotiations will begin with the highest ranking firm. If those negotiations are unsuccessful, negotiations will be terminated and the County will move to the second highest ranking firm.

Only firms licensed to do business in South Carolina and are able to demonstrate professional licensing in the disciplines to be supplied will be considered. Failure to meet this requirement will result in disqualification.

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

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

NOTE: No proposer shall, directly or indirectly, engage in any conduct (other than the submission of a proposal or other prescribed submissions and/or presentations before the Evaluation or Selection Committees) to influence any employee or elected official of Florence County concerning award of a contract as a result of this solicitation. Violation of this prohibition may result in disqualification of the proposer from further participation in the solicitation for services or goods sought herein, or from participation in future Florence County solicitations or contacts.

Patrick Fletcher, Procurement Director  
Florence County Procurement  
City-County Complex, MSC-R  
180 N. Irby Street  
Florence, South Carolina 29501  
843-665-3018

#### **PROFESSIONAL INSURANCE REQUIREMENTS AND INDEMNIFICATION**

Each firm member of the successful team shall procure and maintain insurance for protection from claims under workers' compensations acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any and all employees or of any person other than such employees; claims for damages because of injury to or destruction of property, including loss of use resulting therefrom; claims caused by professional errors, acts, or omission; and any other insurance prescribed by law. The successful team's / firms shall name Florence County, South Carolina, its elected and appointed officials, officers, and employees "Additional Insured" as their interests may appear but only with respect to services performed or provided by successful team's firms on behalf of the County under Consultant's commercial general liability insurance policy. The successful team's firms shall, within 10 calendar days of the full execution of any contract resulting from this RFQ, provide the County's Procurement Officer with a certificate(s) of insurance evidencing the coverage required above and containing an endorsement to the effect that any cancellation or non-renewal shall not be until 10 calendar days after the insurer or the selected

firm gives written notice to the County. Without limiting the provisions of paragraph above, the selected team's firms shall during the term of any contract resulting from this purchase and maintain insurance with limits not less than those set forth below: The successful team's firms shall take out and maintain, during the life of the contract agreement, workers' compensation and employer's liability insurance for all employees to be engaged in services on this project under this agreement in an amount not less than \$500,000, and in case any such services are sublet, the firm(s) shall require all subcontractor(s) also to provide workers' compensation and employer's liability insurance in an amount not less than \$500,000 for all of the subcontractor's employees to be engaged in such. **Employer's Liability Insurance - \$500,000 each accident, \$500,000 disease policy limit, \$500,000 disease each employee** Commercial General Liability Insurance - \$1,000,000 per occurrence (bodily injury and property damage) / \$1,000,000 general aggregate Automobile Liability Insurance - \$1,000,000 combined single limit (bodily injury and property damage), each accident Professional Liability Insurance - \$1,000,000 per claim / \$1,000,000 general aggregate Professional Services:

The selected team's firms shall indemnify and hold Florence County, South Carolina, their elected and appointed officials, officers, and employees and harmless from and against judgments, liabilities, damages, losses, costs, and expenses (including, but not limited to, reasonable attorneys' fees and costs but only to the extent otherwise authorized by law) to the extent caused by any negligent act, error, or omission in the performance and furnishing of the selected firm's professional services under any contract resulting from this RFQ, including any negligent act, error or omission of any individual or entity directly or indirectly employed by the selected firm(s) to perform any of the work or anyone for whose acts, errors, or omissions the selected firm(s) may be liable, regardless of whether or not caused in part by a party indemnified hereunder.

Other Than Professional Services: With respect to all acts or omissions of the selected team's firms, or any individual or entity directly or indirectly employed by the selected firm(s) to perform any of the work or anyone for whose acts, errors, or omissions the selected firm(s) may be liable, which do not arise out of or result from the performance of professional services, and which may be covered by employer's liability insurance, commercial general liability insurance, automobile liability insurance, or other general liability insurance, the selected firm(s) shall indemnify and hold the Florence County, South Carolina, their elected and appointed officials, officers, and employees, harmless from and against judgments, liabilities, damages, losses, costs, and expenses (including, but not limited to, reasonable attorneys' fees and costs but only to the extent otherwise authorized by law) to the extent caused by or arising out of the selected firm's negligent acts of commission or omission (or those of or any individual or entity directly or indirectly employed by the selected firm to perform any of the work or anyone for whose actions or failure to act the selected firm may be liable) during the performance of this Agreement. The selected team's architect shall require any major sub-consultants (if any) to purchase and maintain insurance with limits not less than those required above to be purchased and maintained by the selected firm. In addition, the selected firm shall require any major sub-consultants (if any) to assume the selected firm's indemnification obligations under any contract resulting from this RFQ to the extent they relate to the sub-consultant's obligations under any contract with the selected firm. The County will consider lower levels of coverage for minor sub consultants whose work is inherently of less liability.