



REQUEST FOR QUALIFICATION STATEMENTS-2023-0929-ARCHITECT SERVICES FOR THE DESIGN/CONSTRUCTION OF A NEW EMERGENCY MANAGEMENT AND 911 COMMUNICATIONS DISPATCH CENTER, TO BE LOCATED BESIDE EXISTING SHERIFF’S OFFICE AT 217 COMMERCE STREET, MANNING, SC 29102

The purpose of the RFQ process is to seek professional architect services for the design/construction of a new **EMERGENCY MANAGEMENT AND 911 COMMUNICATIONS DISPATCH CENTER**, which will house a minimum of **EIGHT (8) DISPATCH WORKSTATION/CONSOLES and FIVE (5) MANAGER OFFICES**. The desired square footage for new center is approximately 11,300 square feet. Professional Architect services shall include cost estimating services, which will be required at various points during the design and bid phases of the project. Qualifications must demonstrate a proven track record in cost containment (cost estimating and minimizing contractor-initiated change orders). Successful Offeror must provide or subcontract all internal system design (electrical, mechanical, plumbing, HVAC, fire protection, communications, etc.) inclusive of a registered Professional Engineer who will be responsible for the integration and approval of the complete design package; who will also sign and stamp/seal all construction documents as required. The successful offeror must provide satisfactory evidence of appropriate licensure and the ability to furnish all services in accordance with applicable federal, state, and local regulations, as well as all terms and conditions outlined in this solicitation. Clarendon County has completed much of the industry standard programming/planning elements.

Alliance Consulting Engineers <https://www.alliancece.com/> completed the due diligence environmental site study, included in **EXHIBIT C-F** of this solicitation. Any site study updates and additional information will be distributed to all interested parties, via an addendum to this solicitation.

AWARD CRITERIA: The following criteria will be used to evaluate **QUALIFICATION STATEMENTS**:

- | |
|--|
| 1. Prior specialized experience in similar projects, list relevant projects including description, photographs, scope, project team members/subcontractors, project cost and owner’s contact information. |
| 2. Information on delivery of similar previous projects on time and within budget. Provide design time (contract/actual); project cost (estimated/actual); and any problems encountered and solutions devised. |
| 3. Project manager and team experience. |
| 4. Letters of commendation or reference. |

Statements will be evaluated, qualified and ranked, if applicable you will receive an invitation to make an oral presentation. Once the ranking process is complete, contract negotiations will begin with highest ranking offeror.

OWNER’S RIGHTS: Clarendon County reserves the right to accept or reject any, all or any part of statements received as a result of this request, to waive any informalities or to cancel in part or in its entirety this request, if it is in its best interest to do so. Clarendon County will be sole judge as to whether statements submitted meet all requirements. All statements shall become the property of Clarendon County. This solicitation does not commit Clarendon County to award a contract, to pay any cost incurred in the preparation of statements or to procure or contract for goods or services. Clarendon County reserves the right to interview all or any of the OFFERORS responding to this request. No offer will be considered from any business owing taxes to Clarendon County. Clarendon County is an equal opportunity employer.

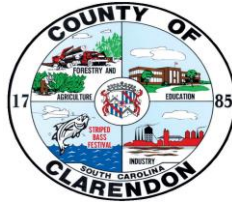
*******SIGNIFICANT DATES*******

RFQ PACKAGE & INSTRUCTIONS: Must be requested in writing, via fax, mail or e-mail (*preferred*) to: project@clarendoncountygov.org

DEADLINE FOR SUBMITTING TECHNICAL QUESTIONS (in writing): **5:00 P.M., Friday, September 22, 2023**

DEADLINE TO SUBMIT QUALIFICATION STATEMENTS: Must be received by **5:00 P.M., Friday, September 29, 2023**

SUBMIT TO: Tamika Malone, CPPO, CPPB, Clarendon County Procurement Director
411 Sunset Drive, Room 603, Manning, SC 29102



CLARENDON COUNTY
411 Sunset Drive
Manning, South Carolina 29102

REQUEST FOR QUALIFICATION STATEMENTS-2023-0929-ARCHITECT SERVICES FOR THE DESIGN/CONSTRUCTION OF A NEW EMERGENCY MANAGEMENT AND 911 COMMUNICATIONS DISPATCH CENTER, TO BE LOCATED BESIDE EXISTING SHERIFF'S OFFICE AT 217 COMMERCE STREET, MANNING, SC 29102

RFQ# 2023-0929

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DUE DILLIGENCE SITE STUDY:

Alliance Consulting Engineers <https://www.alliancece.com/> completed the due diligence environmental site study, included in **EXHIBIT C-F** of this solicitation. Any site study updates and additional information will be distributed to all interested parties, via an addendum to this solicitation.

EXHIBIT C – (189 PAGES)	DUE DILIGENCE SITE STUDY - APPENDIX A PHOTOS
EXHIBIT D – (36 PAGES)	DUE DILIGENCE SITE STUDY -PHASE I ENVIRONMENTAL SITE ASSESSMENT
EXHIBIT E – (1 PAGE)	CONCEPTUAL SITE PLAN A
EXHIBIT F – (1 PAGE)	CONCEPTUAL SITE PLAN B



Clarendon County Procurement

REQUEST FOR QUALIFICATIONS

SUBMITTAL FORM

**MUST BE SIGNED AND INCLUDED
WITH SUBMITTAL**

Solicitation
Number &
Project Name:

Procurement

**2023-0929-REQUEST FOR QUALIFICATIONS-
ARCHITECT SERVICES FOR THE
DESIGN/CONSTRUCTION OF A NEW
EMERGENCY MANAGEMENT AND 911
COMMUNICATIONS DISPATCH CENTER, TO BE
LOCATED BESIDE EXISTING SHERIFF'S OFFICE
AT 217 COMMERCE STREET, MANNING, SC
29102**

Tamika Malone, CPPO, CPPB
project@clarendoncountygov.org

DESCRIPTION: RFQ-2023-0929-ARCHITECT SERVICES FOR THE DESIGN/CONSTRUCTION OF A NEW EMERGENCY MANAGEMENT AND 911 COMMUNICATIONS DISPATCH CENTER, TO BE LOCATED BESIDE EXISTING SHERIFF'S OFFICE AT 217 COMMERCE STREET, MANNING, SC 29102

*******SIGNIFICANT DATES*******

SUBMIT OFFER: NO LATER THAN **5:00 P.M., Friday, September 29, 2023**

TECHNICAL QUESTIONS MUST BE RECEIVED IN WRITING BY: **5:00 P.M., Friday, September 22, 2023**

Interested parties must request PACKAGE in writing, via fax, mail or e-mail to

project@clarendoncountygov.org

SUBMIT YOUR SEALED OFFER TO THE FOLLOWING ADDRESS: *The Term "Offer" Means Your "Bid" or "Proposal".*

MAILING ADDRESS & PHYSICAL LOCATION:

CLARENDON COUNTY ADMINISTRATION BUILDING
PROCUREMENT DEPARTMENT, ROOM 603
411 SUNSET DRIVE
MANNING, SC 29102

E-MAIL project@clarendoncountygov.org

AWARD & MENDMENTS	The award, this solicitation, and any amendments will be posted on the Clarendon County website http://procurement.clarendoncountygov.org/
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You must submit a signed copy of this form with Your Proposal. My signature indicates my agreement to be bound to the terms and conditions contained herein.

<p>NAME OF OFFEROR (Full legal name of business submitting the offer)</p>	<p>OFFEROR'S TYPE OF ENTITY: (Check one)</p> <p><input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation ____ State of Incorporation <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other</p> <p><input type="checkbox"/> CERTIFICATE OF INSURANCE ENCLOSED</p> <p><input type="checkbox"/> DBE/MBE <input type="checkbox"/> SC RESIDENT VENDOR <input type="checkbox"/> SC CONTRACTOR</p>
<p>AUTHORIZED SIGNATURE</p> <p>(My signature indicates that I am authorized to submit a binding offer to enter contract on behalf of Offeror named above)</p>	<p>TAX PAYER ID _____ DUNS _____ GC LICENSE # _____</p>
<p>TITLE (Business title of person signing above)</p>	<p>ACKNOWLEDGEMENT OF ADDENDUMS:</p> <p><input type="checkbox"/> ADDENDUM #1 <input type="checkbox"/> ADDENDUM #2 <input type="checkbox"/> ADDENDUM #3</p>
<p>PRINTED NAME (Printed name of person signing above)</p>	<p>DATE</p>

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.

OFFEROR'S ADDRESS	CITY/STATE	ZIP CODE
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PHONE	FAX	E-MAIL
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I hereby certify that my signature verifies that I am fully familiarized with the project information contained within this entire solicitation and applicable amendments to **PROVIDE ARCHITECT SERVICES FOR THE DESIGN/CONSTRUCTION OF A NEW EMERGENCY MANAGEMENT AND 911 COMMUNICATIONS DISPATCH CENTER**

ACCEPTED BY: _____ **DATE** _____

TAMIKA MALONE
PROCUREMENT DIRECTOR

SECTION I: GENERAL INFORMATION

The purpose of the RFQ process is to seek professional architect services for the design/construction of a new **EMERGENCY MANAGEMENT AND 911 COMMUNICATIONS DISPATCH CENTER**, which will house a minimum of **EIGHT (8) DISPATCH WORKSTATION/CONSOLES and FIVE (5) MANAGER OFFICES**. The desired square footage for new center is approximately 11,300 square feet. Professional Architect services shall include cost estimating services, which will be required at various points during the design and bid phases of the project. Qualifications must demonstrate a proven track record in cost containment (cost estimating and minimizing contractor-initiated change orders). Successful Offeror must provide or subcontract all internal system design (electrical, mechanical, plumbing, HVAC, fire protection, communications, etc.) inclusive of a registered Professional Engineer who will be responsible for the integration and approval of the complete design package, who will also sign and stamp/seal all construction documents as required. The successful offeror must provide satisfactory evidence of appropriate licensure and the ability to furnish all services in accordance with applicable federal, state, and local regulations, as well as all terms and conditions outlined in the solicitation. Clarendon County has completed much of the industry standard programming/planning elements. **Alliance Consulting Engineers** <https://www.alliancece.com/> completed the due diligence environmental site study, included in **EXHIBIT C-F** of this solicitation. Any site study updates and additional information will be distributed to all interested parties, via an addendum to this solicitation.

Clarendon County stipulates that interested offeror should become familiarized with all documents contained herein; this document will be included in final contract; by signing page 3 of this document, offeror's signature verifies familiarity with information contained within this entire solicitation and applicable amendments, and verifies to the County, you possess the appropriate licensure for professional Architect & Engineering services. Clarendon County assumes no responsibility for any claim that potential offeror is not familiarized with project. Offeror certifies intent to be fair and without collusion or fraud. Offeror agrees to abide by all conditions of this solicitation and certifies that he/she is authorized to sign. Offeror affirms that *By submission of a signed agreement, he/she certifies, under penalties of perjury, that said firm complies with section 12-54-1020(B) of the SC Code of Laws 1976, as amended, relating to payment of any applicable taxes.*

PAYMENT TERMS & INVOICING: Payments to the successful contractor will be based on actual services received. The firm shall submit invoices that include a detailed breakdown of all charges. Invoices shall be based upon completion of all tasks or deliverables and shall include progress reports. Please do not submit invoices to Procurement. You may submit invoice to: **CLARENDON COUNTY FINANCE** or you may send via e-mail to ap@clarendoncountygov.org
411 SUNSET DRIVE
MANNING, SC 29102

Clarendon County payment terms are Net 30, invoices will be paid promptly unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The firm shall provide complete cooperation during any such investigation.

SECTION II: GENERAL TERMS AND CONDITIONS

ADDENDUMS: All Addendums to and interpretations of this solicitation shall be in writing from the Procurement Director, Clarendon County. Any errors or omissions requiring correction shall be brought to the Procurement Director's attention immediately. The Procurement Director shall not be legally bound by any Addendum or interpretation that is not in writing. Any questions pertaining to this project shall be directed in writing to the Clarendon County Procurement Director project@clarendoncountygov.org

CERTIFICATE OF INSURANCE: Your submittal shall include a copy of your 'Certificate' of Insurance' specifically WORKER'S COMP coverage. Successful offeror(s) shall name the County as additional insured on the contractor's insurance policies. Clarendon County is required to provide proof of coverage for any vendor/contractor providing on-site services to Clarendon County property, and in the event of injury—all contractors are required to have self- coverage for WORKER'S COMP, AUTO, & LIABILITY.

COMPETITION: This solicitation is intended to promote competition. If the language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested offeror to notify the Procurement Director in writing. The solicitation may or may not be changed but a review of such notification will be made prior to award.

CONTRACT ADMINISTRATION: Questions or problems arising after award of this contract shall be directed in writing to the Clarendon County Procurement Director, 411 Sunset Drive, Room 603, Manning, SC 29102

DEFAULT: In case of default by the contractor, Clarendon County reserves the right to purchase any or all services in default in the open market, charging the contractor with any additional costs. The defaulting contractor shall not be considered a responsible proposal submitter/bidder until the assessed charge has been satisfied.

Compliance with Laws. Contractor agrees to comply with any applicable federal, state and local laws and regulations. **Termination--Breach.** Should Contractor fail to fulfill in a timely and proper manner its obligations under this contract or if it should violate any of the terms of this contract, Clarendon County shall have the right to immediately terminate the contract. Such termination shall not relieve Contractor of any liability to Clarendon County for damages sustained by virtue of any breach by Contractor. **Termination--Funding.** Should funding for this contract be discontinued, Clarendon County shall have the right to terminate the contract immediately upon written notice to Contractor. **Termination--Notice.** Clarendon County may terminate this contract at any time upon written notice to Contractor. **Warranty and Responsibilities.** Any failure of Contractor to provide goods or services or otherwise perform pursuant to this contract, including, without limitation, interruption or delay, that is due to failure of any services, individually or in combination, to successfully transition and/or to provide correct results as set forth in this document, shall not be *force majeure*, and shall be a breach of this contract. This applies to any failure of Contractor to perform and/or subcontractors that are due to perform any services, individually or in combination.

DISPUTES: The basic and governing language of any contract resulting from this solicitation shall be comprised of this solicitation, including any attachments and/or addendums. The laws of South Carolina shall govern any agreement arising as a result of this solicitation and shall be litigated only in a nonjury hearing in the Circuit Court within the Third Judicial Circuit of Clarendon County, South Carolina. Upon approval of the Circuit Court, any such action shall be referred to the Master-in-Equity for Clarendon County. The prevailing party shall be entitled to recover attorney's fees and the costs of said litigation.

DRUG FREE WORKPLACE 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.

EQUAL OPPORTUNITY: Successful Offeror is referred to and shall comply with all applicable provisions, if any, of Title 41, Part 60 of the Code of Federal Regulations, including but not limited to Sections 60-1.4, 60-4.2, 60-4.3, 60-250.5(a), and 60-741.5(a), which are hereby incorporated by reference.

ETHICS ACT: By submitting an Offer, you certify that you are in compliance with South Carolina's Ethics, Government Accountability, and Campaign Reform Act of 1991, as amended. The following statutes require special attention: (a) Offering, giving, soliciting, or receiving anything of value to influence action of public employee – Section 8-13-790, (b) Recovery of kickbacks – Section 8-13-790, (c) Offering, soliciting, or receiving money for advice or assistance of public official – Section 8-13-720, (d) Use or disclosure of confidential information – Section 8-13-725, and (e) Persons hired to assist in the preparation of specifications or evaluation of bids – Section 8-13-1150.

FALSE CLAIMS: According to the S.C. Code of Laws § 16-13-240, "a person who by false pretense or representation obtains the signature of a person to a written instrument or obtains from another person any chattel, money, valuable security, or other property, real or personal, with intent to cheat and defraud a person of that property is guilty" of a crime.

INDEMNIFICATION: Any term or condition is void to the extent it requires the County to indemnify anyone.

NON-APPROPRIATIONS: Any contract entered into by Clarendon County or its departments, institutions, agencies, political subdivisions or other entities resulting from this bid invitation shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

NOTIFICATION OF INTENT OR STATEMENT OF AWARD: The Intent to Award and/or Statement of Award will be posted on the Clarendon County web site.

OWNER'S RIGHTS: Qualification Statements shall convey all of the information requested in order to be considered responsive Clarendon County reserves the right to accept or reject any, all, or any part of offers received as a result of this request, to negotiate with all qualified Design-Build Teams, or to cancel in part in its entirety this RFQ, if it is in the best interest of Clarendon County. Clarendon County and Clarendon County alone will be the judge as to whether that variance is significant enough to consider the proposal non-responsive and therefore not considered for award. Unless stated otherwise herein, the basic and governing language of the contract resulting from this solicitation shall be comprised of the RFQ documents, including any attachments and Addendums, and page 1 signed. In the event of a conflict between the two documents, the RFQ shall govern.

PROHIBITION OF GRATUITIES Section 8-13-700 and 705 of the 1976 Code of Laws of South Carolina states in part as follows: "Whoever gives or offers to any public official or public employee any compensation including a promise of future employment to influence his action, vote, opinion or judgement as a public official or public employee, or such public official solicits or accepts such compensation to influence his action, vote or judgement shall be subject to the punishment as provided by Sections 16-9-210 and 16-9-220". Gratuities in any form are strictly prohibited.

PROPRIETARY/CONFIDENTIAL INFORMATION Trade secrets or proprietary information submitted by an Offeror in connection with a procurement transaction shall not be subject to public disclosure under the Freedom of Information Act; however, the Offeror must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state reasons why protection is necessary. Disposition of material after award is made should be stated by the Offeror. No information, materials or other documents relating to this procurement will be presented or made otherwise available to any other person, agency, or organization until after award.

All Offerors must visibly mark as "Confidential" each part of their proposal which they consider to contain proprietary information. **All unmarked pages will be subject to release in accordance with the guidelines set forth under Chapter 4 of Title 30 (The Freedom of Information Act) South Carolina Code of Laws and Section 11-35-410 of the South Carolina Consolidated Procurement Code.** Privileged and confidential information is defined as "information in specific detail not customarily released to the general public, the release of which might cause harm to the competitive position of the part supplying the information." The examples of such information provided in the statute are: 1. Customer lists; 2. Design recommendations and identification of prospective problem areas under an RFP; 3. Design concepts, including methods and procedures; 4. Biographical data on key employees of the Offeror. Evaluative documents pre-decisional in nature such as inter or intra-agency memoranda containing technical evaluations and recommendations are exempted so long as the contract award does not expressly adopt or incorporate the inter- or intra-agency memoranda reflecting the predecisional deliberations.

MARKING YOUR ENTIRE QUALIFICATION STATEMENT AS CONFIDENTIAL/PROPRIETARY IS NOT IN CONFORMANCE WITH THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT.

All statements submitted in response to this request shall become the property of Clarendon County. Ownership of all data, material and documentation originated and prepared for the County pursuant to this submittal shall belong exclusively to the County.

PROTECTION OF HUMAN HEALTH & THE ENVIRONMENT: The County of Clarendon requires all contractual activities to be in compliance with local, state, and federal mandates concerning “Protection of Human Health and Environment”. Any contractor doing business with the County will be required to document compliance and to specify prudent practices used by the contractor to address applicable mandates including, but not restricted to “The Hazard Communication Standard” OSHA CFR 1910.1200 (scrr article 1,71-1910.1200). By submission of this proposal, the vendor agrees to take all necessary steps to insure compliance with these requirements.

PROTEST PROCEDURE: All protests shall be in writing, submitted to the Procurement Director and shall set forth the specific grounds of the protest with enough particularity to give notice of the issues to be decided. Submit written protest to Procurement Director within ten (10) calendar days of the date of issuance of the RFQ or other solicitation documents, whichever is applicable, or any amendment thereto, if the amendment is at issue.

PUBLICITY: Contractor shall not publish any comments or quotes by Clarendon County employees, or include the County in either news releases or a published list of customers, without the prior written approval of the Procurement Director.

REJECTION/CANCELLATION: Clarendon reserves the right to accept or reject any, all or any part of the statements received as a result of this request, or to cancel in part or in its entirety this request if it is in the best interest of the County to do so. Clarendon County will be sole judge as to whether statements submitted meet all requirements contained in this solicitation. Clarendon County will not be responsible for any cost incurred in the preparation of qualification statements. All statements shall become the property of Clarendon County upon submission.

RESTRICTIONS APPLICABLE TO OFFERORS: Violation of restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of the SC state Ethics Act. (a) After issuance of the solicitation, *you agree not to discuss this procurement activity in any way with the Using Governmental Unit or its employees, agents or officials.* All communications must be solely with the Procurement Director or designee. This restriction may be lifted by express written permission from the Procurement Director. (b) Unless otherwise approved in writing by the Procurement Director *you agree not to give anything to any Using Governmental Unit.* Compliance with Laws. Contractor agrees to comply with any applicable federal, state and local laws and regulations. Termination--Breach. Should Contractor fail to fulfill in a timely and proper manner its obligations under this contract or if it should violate any of the terms of this contract, Clarendon County shall have the right to immediately terminate the contract. Such termination shall not relieve Contractor of any liability to Clarendon County for damages sustained by virtue of any breach by Contractor. Clarendon County may terminate this contract at any time upon written notice to Contractor.

WITHDRAWAL OF OFFERS: An Offeror may withdraw his statement without prejudice to himself not later than the day and hour set in the advertisement for receiving offers, by communicating the purpose in writing to the Procurement Director. Notification of withdrawal is the sole responsibility of the Offeror.

SECTION III: AWARD CRITERIA: Qualification Statements will be evaluated, qualified and ranked. The highest ranked statement(s) may warrant an oral presentation. If applicable, you will receive an invitation to make an oral presentation. The County reserves the right to interview all or any of the responding firms to this RFQ.

The following criteria will be used to evaluate Qualification Statements:

1. Prior specialized experience in similar projects, list relevant projects including description, photographs, scope, project team members/subcontractors, project cost and owner’s contact information.	0-30
2. Information on delivery of similar previous projects on time and within budget. Provide design time (contract/actual); project cost (estimated/actual); and any problems encountered and solutions devised.	0-30
3. Project manager and team experience	0-20
4. Letters of commendation or references.	0-20
TOTAL POSSIBLE POINTS	100

Qualification statements must provide adequate proof of ability to provide services. All work will be performed in accordance with applicable local, state and federal requirements. All proposals must be complete and carefully worded and must convey all of the information requested in order to be considered responsive. Clarendon County desires to pre-qualify and select ONLY experienced OFFERORS who possess demonstrated experience. In making this decision, Clarendon County will consider the established value, the scope, the complexity, and the professional nature of the services. Clarendon County will determine if minor deviations are acceptable.

Once the ranking process is complete, contract negotiations will begin with highest ranking firm considered to be the most responsive and qualified. If County is unable to negotiate a satisfactory contract, negotiations will be formally terminated and will commence with the next highest ranked offeror in the same manner, until a satisfactory contract can be negotiated. Clarendon County reserves the right to interview all or any of the responding firms to this solicitation. Clarendon County anticipates making an award to successful firm in a timely manner. All respondents will be notified in writing of the final selection.

SECTION IV: QUALIFICATION REQUIREMENTS:

Extensive experience in the design of fire rescue stations is essential. Professional Architect services shall include cost estimating services, which will be required at various points during the design and bid phases of the project. Qualifications must demonstrate a proven track record in cost containment (cost estimating and minimizing contractor-initiated change orders). Successful Offeror must provide or subcontract all internal system design (electrical, mechanical, plumbing, HVAC, fire protection, communications, etc.) inclusive of a registered Professional Engineer, who will also be responsible for the integration and approval of the complete design package; will also sign and stamp/seal all construction documents as required. The successful offeror must provide satisfactory evidence of appropriate licensure and the ability to furnish all services in accordance with applicable federal, state, and local regulations, as well as all terms and conditions outlined in this solicitation.

Qualification Statement Submission Requirements: Please submit in the following format:

1. Qualifications of Firm

- a. **Summary of Qualifications:** Provide a cover letter with description and history of the firm which summarizes experience in similar projects (reference resources, operations, planning, contract management, accounting systems)
- b. **Litigation Summary:** Provide a list of all claims, arbitrations, administrative hearings, and lawsuits brought against your company. Has the proposer been a defendant in any litigation in the last ten years? If so, provide a detailed description of such litigation and the outcome. Has the proposer ever been the subject of an investigation involving construction work? If so, provide a detailed description of the investigation and its outcome. Has the proposer ever brought suit against a state or local government? If so, provide a detailed description of the suit and its outcome.

2. Technical Approach

- a. **Project Approach:** Provide a short narrative description of your overall approach to completing the scope of work required by the County.
- b. **Accounting & Document Management:** Describe your approach to documenting work completed, invoicing and documentation.
- c. **Quality Control:** Briefly describe your approach and methods used to ensure that quality work is performed.

3. Project Management

- a. **Key Personnel:** Provide a list of key personnel to be assigned to provide the required services including brief resumes (not to exceed 1 page each) for each describing experience, training, and education relevant to the required services.
- b. **Certifications:** Provide a list of certifications held by key personnel.

4. References

- a. References: List at least three references. The reference list should demonstrate the company's work experience with similar projects and identify each reference with contact name, address, and telephone number.
- b. Provide detailed employee resumes for those persons performing the following:
 - Project Oversight/Management
 - Assessment of Market Factors & Lead Time Management
 - Cost Estimated
 - Site Superintendent
 - Quality Assurance
 - Safety and Claims Management
 - Subcontractor Scheduling

SECTION V: SCOPE AND PROJECT NEED SPECIFICATIONS: Clarendon County has completed much of the industry standard programming/planning elements. The desired square footage for new center is approximately 11,300 square feet.

CODE AND STANDARDS REQUIREMENT: All design, materials and work shall comply with the Requirements of the following codes and regulations (latest editions):

- 2021 SC Edition International Building Code
- All Clarendon County Codes and Regulations

The County anticipates that at a minimum, the following FFE and Access capability will be required for this facility:

911 Center:

- Windows
- Acoustic panels
- Radio Consoles (Motorola)
- Console Furniture (8 Positions with extra room for future growth) (Watson Consoles)
- Television Hook-Ups
- Copier/Printer/Fax (Move current 911 copier to new building)
- File Storage
- Capability for redundant phones
- Separate HVAC
- Storage Room
- New Monitors (7 per position)

- CPE's (2 Per Position)
- Chairs (Miller Works)

911 Managers Office: Access into 911 Center.

911 Assistant Managers Office: Access into 911 Center.

911 Coordinators Office: Access into EOC.

911 Addressing Office: Needs to be up front to greet public.

Spare Offices: 2 or 3

Directors Office: Access to EOC.

Bunk Rooms for 911 Staff: Away from operations.

Bathrooms with Showers for 911: Near bunk rooms. Needs shelf or bench.

Bathrooms with Showers for EOC: Close to EOC. Needs shelf or bench.

Quiet Room:

Exercise Room:

Bathroom in Lobby:

Small Room in Lobby to meet with Public or Media:

Training Room:

- Hook-Up for Smart Board
- Furniture

EOC:

- Radio Room
- Call taker Room
- Television Hook-Ups
- Smart Board Hook-Ups
- Capability for redundant phones

Conference Room:

- Television Hook-Up
- Smart Board Hook-Up

Copier Room:

Connections for Copier and Plotter+

EOC Storage:

- Climate Controlled
- Roll up door
- Covered storage to park trailers

Covered Patio on back of building:

- Picnic Table

Server and Electrical Room:

- Separate HVAC
- UPS Back-Up
- Fire Suppression (No Water)
- Recorder (Carolina Recording)
- CAD Server

Kitchen/Break Room:

- Full Kitchen
- Pantry
- Refrigerators
- Freezer
- Area for Vending Machines
- Ice Machine

Janitors Closet:

- With mop water receptor
- Washing Machine/Dryer Hook-Up

Security:

- Entry and Exit
- Video
- Fencing around facility

Generator:

- Have redundant option (retrofit for plug in capability or dual generators) (Blanchard Machinery)

Furniture for Offices and Break Room

SECTION VI: EXISTING APPURTENANCES:

EXHIBIT A – (1 PAGE) PLAT OF EMERGENCY SERVICES SITE
EXHIBIT B – (3 PAGES) SOIL MAP (3 PAGES)

DUE DILLIGENCE SITE STUDY:

Alliance Consulting Engineers <https://www.alliancece.com/> completed the due diligence environmental site study, included in **EXHIBIT C-F** of this solicitation. Any site study updates and additional information will be distributed to all interested parties, via an addendum to this solicitation.

EXHIBIT C – (189 PAGES) DUE DILIGENCE SITE STUDY - APPENDIX A PHOTOS
EXHIBIT D – (36 PAGES) DUE DILIGENCE SITE STUDY - PHASE I ENVIRONMENTAL SITE ASSESSMENT
EXHIBIT E – (1 PAGE) CONCEPTUAL SITE PLAN A
EXHIBIT F – (1 PAGE) CONCEPTUAL SITE PLAN B

*******SIGNIFICANT DATES*******

RFQ PACKAGE & INSTRUCTIONS: **Must** be requested in writing, via fax, mail or e-mail (*preferred*) to: project@clarendoncountygov.org

DEADLINE FOR SUBMITTING TECHNICAL QUESTIONS (in writing): 5:00 P.M., Friday, September 22, 2023

DEADLINE TO SUBMIT QUALIFICATION STATEMENTS: **Must** be received by **5:00 P.M., Friday, September 29, 2023**