



PURCHASING DEPARTMENT
P O Box 180, 6 South Congress Street
York, South Carolina 29745-0180
(803) 684-8520
www.yorkcountygov.com

REQUEST FOR QUALIFICATIONS

Date: October 26, 2009

Proposal ID #1908/11-18-09

Sealed proposals from qualified professional firms to provide architectural and engineering design services for the design and construction/bid documents for the renovation of the DSS Building in York, SC are subject to all conditions, and provisions, etc., set forth herein and attached. Proposals in the form of qualification statements will be received in the Purchasing Office, Room 114, Agricultural Building, #6 South Congress Street, York, SC 29745 until 11:00 A.M.E.S.T. on Wednesday, November 18, 2009. Proposals will immediately be publicly opened and available for review in Room 136, Agricultural Building, #6 South Congress Street, York, SC 29745 by the Director of Purchasing.

COUNTY OF YORK
By [Signature]
W. F. White
Director of Purchasing

Proposal I.D. # 1908/11-18-09

SPECIAL CONDITIONS

The above Proposal #1908 shall be shown on the front of the envelope in which this proposal is submitted. York County assumes no responsibility for unmarked envelopes being considered for award. Place all submits for the given proposal ID # in one envelope. Authorized company representative is required to sign in ink on the second page in the space provided. Proposals not signed will be automatically rejected. It is requested that completed proposals be either typewritten or handwritten in black ink only. Facsimiles are not acceptable. If County offices are closed due to inclement weather, the proposals shall be opened at the same scheduled hour on the 3rd working day (excluding County observed holidays) after the scheduled proposal opening date.

**INSTRUCTIONS**

1. **Submit one (1) signed original and five (5) signed copies of the proposal.**
2. Proposal amendments thereto or withdrawal requests received after the time advertised for proposal opening will be void regardless of when they were mailed.
3. If specifications or description papers are submitted with proposal, enter proposer's name thereon.
4. When required, furnish samples, free of expense, prior to the opening of proposals. Label each sample with proposer's name and item number. Should you wish sample returned at your expense, when not damaged by review, make requests for return within 10 days following opening of proposals.
5. Address and mark bids as indicated in the notice.

**CONDITIONS**

1. The County reserves the right to reject any and all proposals, and to waive all technicalities.
2. The right is reserved to make award as considered to be the most advantageous to the County.
3. The successful proposer shall indemnify and save harmless the County of York and all County officials, agents and employees, from all suits or claims of any character brought by reason of infringing on any patent trade mark or copyright.

**PROPOSAL**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FEDERAL ID #

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
COMPANY ADDRESS

\_\_\_\_\_  
PRINT OR TYPE NAME ABOVE

\_\_\_\_\_  
CITY, STATE, ZIP+4

Definitions of categories as related to your firm  
Please check one

\_\_\_\_\_  
COMPANY TELEPHONE NUMBER

- \_\_\_\_\_ Not Minority Owned
- \_\_\_\_\_ African American
- \_\_\_\_\_ Caucasian Female
- \_\_\_\_\_ African American Female
- \_\_\_\_\_ Alute
- \_\_\_\_\_ Eskimo
- \_\_\_\_\_ East Indian
- \_\_\_\_\_ Hispanic American
- \_\_\_\_\_ Native American
- \_\_\_\_\_ Oriental

\_\_\_\_\_  
COMPANY FAX # (IF APPLICABLE)

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
S. C. SALES TAX # (ONLY IF OUT OF STATE)

# **REQUEST FOR QUALIFICATIONS ARCHITECTURE AND ENGINEERING SERVICES**

## **1.0 GENERAL**

- 1.1 York County currently owns the building and associated parking area located at 18 West Liberty Street in York, South Carolina. The building and parking area are located on the properties identified as Tax Parcels 070-03-01-025 and 070-03-01-039. The existing building currently accommodates the SC Department of Social Services (DSS) offices.
- 1.2 The objective of this Request for Qualifications (RFQ) is to solicit interest and credentials from qualified firms, or individuals, licensed in the State of South Carolina to provide professional architectural and engineering design services to include preparation of design and construction/bid documents for the renovation of the building and rework of the parking lot.
- 1.3 York County intends that responses to this RFQ will be used to determine the relative qualifications of various Proposers to perform the work and tasks specified. The County is seeking Proposers with demonstrated expertise in architectural design, building renovation, and the preparation of documents suitable for seeking competitive construction bids. It is anticipated that an agreement for professional services will be negotiated and executed between York County and the Proposer who is determined to best meet the needs of the County for this project. This REQUEST is for professional design services only, the selected firm shall be excluded from bidding on construction.
- 1.4 This RFQ contains, in general terms, the overall objectives of York County in obtaining the services of a consultant. If it becomes necessary to revise any part of this RFQ, written amendments will be provided in an addendum form to all potential Proposers. Addendum information will be e-mailed to qualified participants.

## **2.0 LOCATION**

- 2.1 Geographically, York County is located in upstate South Carolina and is bordered by Lancaster, Chester, and Cherokee counties in South Carolina and Mecklenburg County in North Carolina.
- 2.2 The existing building to be renovated is located at 18 West Liberty Street in York, South Carolina, and is less than 1/10 of a mile west of the York County Courthouse located on the corner of Liberty and Congress Streets.
- 2.3 If necessary, directions to the facility can be obtained by contacting the York County Purchasing Department at 803-684-8520.

## **3.0 BACKGROUND/SCOPE OF WORK**

- 3.1 The approximate 15,600 square foot brick masonry building is located within the

downtown area of York, South Carolina and currently houses SC Department of Social Services offices. The three-story commercial building was constructed in 1974 and its construction consists of a wooden frame and truss system covered with a brick masonry and stucco facade. The building does not have a fire sprinkler system but does include an elevator for the main and second floors. The downtown York area, including the site of this building, has been designated as an historic district by the National Register of Historic Places.

3.2 York County's Capital Facilities Plan calls for the majority of the DSS staff to be relocated to Rock Hill, SC and the existing building renovated to house the following county/state departments. The staffing numbers referenced below are approximate and do not take into account future growth. York County anticipates confirming the departments to be housed in this building when the final programming of the renovated space is complete.

- DSS staff that did not relocate to Rock Hill (5 employees)
- Finance/Tax Collection (12 employees)
- Auditor ( 6 employees)
- Tax Assessor ( 27 employees)
- Purchasing (6 employees)
- Potential New Consolidated Customer Service Center

3.3 It is anticipated that the existing parking lot will be reworked to include a covered drive-up window or vacuum air tube transport system to facilitate payment of bills. The work may include the expansion of the parking lot accommodated through the acquisition of an adjoining tract of land (York County staff will provide acquisition services).

3.4 The successful Proposer shall be asked to execute an Agreement and shall be responsible for providing architectural and engineering design services for the project from schematic design through construction contract administration phases. York County may request assistance from the successful firm in developing a program for the renovated building, i.e., determine where each department will be located, how much space each department may need (currently and in the future), and what special needs with respect to space and operations each department may have.

3.5 York County has recently employed a consultant to perform a Phase I Environmental Site Assessment (ESA). The assessment is currently underway, and the ESA report will be made available to the selected architect/engineer prior to negotiating a contract. Should the report indicate concerns with the building and site, it is anticipated that York County staff will manage additional studies and testing services. It is also anticipated that York County will manage the abatement or clean up of any constituents of concern.

#### **4.0 SUBMITTAL REQUIREMENTS**

4.1 All responses should include the following:

- a. A copy of this RFQ's title page properly signed to include the manual signature of an authorized representative of the Proposer and all appropriate address and contact information as listed on that form.
- b. A cover letter briefly summarizing the firm's interest in the project and relevant qualifications. Also include information about the Proposer's primary business

location, main telephone numbers, and the length of time the Proposer has been in business, the total number of full-time employees, names of the Proposer's principals and a complete list of professional services offered by the Proposer.

- c. A detailed summary of the Proposer's relevant experience, particularly working with the public sector and with similar renovation projects to include references and contact information. List any contracts currently being performed or performed in the last five years by the firm that were similar in size or type to this project.
- d. Identification of all individuals who will be assigned by the Proposer to work with York County to include a detailed summary of each individual's professional credentials and relevant experience. This should also include a summary of qualifications and relevant experience of all sub-consultant personnel if applicable.
- e. A discussion of the desired services described in this RFQ that indicates an understanding of the goals and requirements of this RFQ with specific reference as to how the Proposer would propose to accomplish the items described to include a breakdown and explanation of services, a proposed schedule for design through construction and any restrictions that might be placed upon the county or the Proposer in providing those services.
- f. Any exceptions to the terms, conditions, or other requirements in any part of a Proposer's proposal response must be clearly pointed out in a distinct section of the response. Otherwise, the County will consider that all items are in strict compliance with the RFQ, and the successful Proposer will be responsible for compliance.
- g. Other information that the proposing Proposer may wish to include.

## **5.0 SELECTION CRITERIA AND PROCESS**

5.1 All responses will be evaluated and reviewed by county staff for recommendation and final selection by the York County Council. This evaluation may include discussions (in-person or through telephone conference calls) with all or some of the Proposers providing responses. Listed below are some of the criteria that may be used in making a selection.

- a. Evaluation of the Proposer's ability to successfully complete all requirements as specified in this Request for Qualifications.
- b. Demonstrated experience and qualifications of the Proposer in dealing with similar projects involving local governments of similar size and organization.
- c. Demonstrated understanding of the project and abilities of the Proposer to successfully complete the expected scope of work on schedule and within budget.
- d. Examination of how the Proposer plans to accomplish the project objectives (use of innovative methods, unique approaches, reasonableness of proposed approach).
- e. Other factors determined to be relevant.

## 6.0 PROPOSAL RESPONSES

- 6.1 Proposal responses must be submitted to the Purchasing Department, #6 South Congress Street, Room 114, Agricultural Building, York, SC 29745 no later than **11:00 a.m. on Wednesday, November 18, 2009** at which time each response will be publicly opened and identified in room 136 (conference room B) also in the Agricultural Building. Attendance at the opening is not required to be responsive. Late responses will not be accepted. All responses and supporting materials should be sealed and properly marked with the proposal number on the front of the packet. One (1) original and five (5) copies of the Proposer's response must be submitted. Facsimile responses will not be accepted. All responses must be valid for a period of ninety (90) days after opening. Proposers shall be prepared to meet with county staff to discuss any portion of their response before a selection decision is made. Proposers will be responsible for any costs associated or incurred in preparing or responding to this RFQ. All submitted responses will be retained as property of the County and will not be returned. **The response must contain a manual signature of an authorized representative of the responding Proposer.** Proposers will not be allowed to make any changes or corrections after the responses are submitted to York County.

## 7.0 REQUIREMENTS

- 7.1 Once selected, the Proposer hired to provide the services referenced in this RFQ will be required to provide proof of insurance to include professional liability, workers compensation, employer's liability and general liability on an appropriate Accord form prior to commencing work.
- 7.2 All Proposers including all employees of the Proposer must comply with all applicable Federal, State and County laws pertaining to contracts entered into by governmental agencies, including non-discriminating employment. Contracts entered into on the basis of submitted proposal responses are revocable if contrary to law. Contracts for work resulting from this Request will obligate the Proposer to not discriminate on the basis of race, color, creed, religion, handicap or national origin in their employment practices.

## 8.0 INFORMATION

- 8.1 It is the intent and purpose of the County that this Invitation request permits competition. This RFQ contains, in general terms, the overall objectives for York County in obtaining consulting services. While an attempt is made to describe the general expectations of the County and the anticipated work to perform, the County and the successful Proposer will need to define a more specific scope of work and fee schedule as part of the negotiation process. Throughout the solicitation process, if it becomes necessary to revise any part of this RFQ, written amendments will be provided in an electronic format to all potential Proposers. Amendments related to the Request can be accessed through the Purchasing Department homepage as follows:  
[www.yorkcountygov.com/Departments/departmentsN2/ActiveBids.com](http://www.yorkcountygov.com/Departments/departmentsN2/ActiveBids.com)
- 8.2 Each Proposer providing a response for consideration by the County is responsible for obtaining information on the conditions and restrictions involved in meeting the obligations and providing services as set forth in this RFQ. The failure or omission of a

vendor to obtain adequate information will in no way relieve the Proposer of any obligation with respect to this RFQ or to an associated contract. It shall be the firm's responsibility to advise York County if any language, requirements, etc., or any combinations thereof, inadvertently limit the requirements stated in this request to a single source.

8.2 Inquiries of interpretation or additional information can be made as needed up to five (5) days before the date specified for submission of proposal responses. The point of contact for information regarding this Request and subsequent ongoing coordination will be:

Mark Kettlewell, County Engineer  
P.O. Box 66  
York, SC 29745-0066  
(803) 684-8571 (phone)  
(803) 684-8596 (fax)  
Email: [mark.kettlewell@yorkcountygov.com](mailto:mark.kettlewell@yorkcountygov.com)

8.3 Clarifications regarding these documents, or solicitation process, and responses to this RFQ should be directed to:

W.F. White, Purchasing Director  
York County Purchasing Department  
(803) 684-8520  
York, SC 29745  
E-mail: [bill.white@yorkcountygov.com](mailto:bill.white@yorkcountygov.com)

8.4 To ensure the integrity of the competitive process, all Proposers should avoid contacting any public officials or department(s) other than the person(s) listed above either directly or indirectly.

8.5 York County reserves the right to reject any or all responses, waive any technicalities and select the Proposer who is determined to best meet the needs of the county for this project.

## 9.0 COMMENTS

9.1 Comments from firms related to how future quote documents, and/or specifications can be improved are welcome. Proposers requesting clarification, interpretation of or improvements to the general terms, conditions, and specifications can make an email request to [bill.white@yorkcountygov.com](mailto:bill.white@yorkcountygov.com).

No Proposal \_\_\_\_\_

- \_\_\_\_\_ Specifications are too "tight"
- \_\_\_\_\_ Specifications are unclear
- \_\_\_\_\_ We are unable to meet specifications
- \_\_\_\_\_ Insufficient time to respond
- \_\_\_\_\_ Our schedule will not permit us to perform

- We do not offer this product or service
- Remove us from your vendor list for this commodity
- Remove us from your vendor list for all commodities
- Other (specify below)

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**End of Request**

**PLEASE SUBMIT ONE (1) ORIGINAL AND FIVE (5) COPIES**

# **IMPORTANT**

- 1. READ ALL REQUEST FOR QUALIFICATION INSTRUCTIONS!**
- 2. SIGN AND RETURN THE ORIGINAL RFQ COVER SHEET! RFQ'S NOT SIGNED WILL BE AUTOMATICALLY REJECTED.**
- 3. LATE RFQ'S WILL NOT BE ACCEPTED! RFQ'S MUST BE RECEIVED ON OR BEFORE THE DESIGNATED OPENING DATE AND TIME.**
- 4. VENDOR IS REMOVED FROM RFQ VENDOR LIST IF THERE IS NO RESPONSE AFTER THREE RFQ'S.**