

REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL SERVICES
RENOVATIONS AT ESTILL ELEMENTARY SCHOOL

Hampton County School District 2 (HCSD2) is soliciting proposals from qualified architectural firms for design services for renovations at Estill Elementary School. The Request for Qualifications is accessible on the District's webpage at www.hampton2.k12.sc.us/ or you may contact Ms. Corine Miller at 803-625-5011 or millcor@hampton2.k12.sc.us to request an electronic copy.

Interested Architects should submit their qualifications to Hampton County School District 2, Attn: Mr. Martin Wright, Superintendent, 319 4th Street Estill, SC 2918. The deadline submitting Qualifications is November 28, 2017 at 2:00 pm. All questions should be directed to contact Ms. Corine Miller at 803-625-5011 or millcor@hampton2.k12.sc.us No other person connected in any way with HCSD2 should be contacted regarding this solicitation.

This request for qualifications is being issued pursuant to the procurement code applicable to HCSD2. HCSD2 will negotiate a contract with the highest qualified firm. HCSD2 reserves the right to reject any and all proposals HCSD2 shall not be liable for any costs incurred by individuals or firms participating in this solicitation. HCSD2 reserves the right to amend or cancel the solicitation at any time prior to execution of a contract for services and reserves the right to reject any and all proposals and to waive technicalities

REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL SERVICES
FOR
RENOVATIONS AT ESTILL ELEMENTARY

ESTILL, SOUTH CAROLINA

Due November 28, 2017

2:00 pm

I. INTRODUCTION

HCSD2 is pleased to solicit your qualifications for architectural services for the renovations at Estill Elementary School. To compete in the selection, you must submit your qualifications to HCSD2 no later than 2:00 PM, November 28, 2017. Your submission must include all information requested in this RFQ.

II. PROJECT INFORMATION

A. Owner

Hampton County School District 2
319 4th Street
Estill, SC 29918
Telephone: (803) 625-5000

Mr. Martin Wright, Superintendent

B. Description of Project and Scope of Services

HCSD2 has a fixed sum of \$1.0 million for renovations at Estill Elementary School. The project scope includes HVAC upgrades, roof repairs and other work as allowed by the budget. The Architect will provide design services, and provide construction administration services during construction.

C. Project Budget

HCSD2 budget for this Project is \$1.0 million and the Architect will be expected to prepare a design that will maximize the improvements that can be made within that budget.

III. INFORMATION TO BE PROVIDED

- A. Firms must provide a Fully Completed Qualification Statement on AIA Document B305 **OR** Provide a complete Qualifications Statement in the same format as the AIA Document B305 **(3 Copies)**

In Section 5 list:

1. up to five (5) similar renovations projects that have been designed in the last five years. Provide the project name, owner contact, date of completion, summary of services provided and project team members;
2. all current similar renovation projects. Provide the project name, owner contact, date of completion, summary of services provided, and project team members.

3. Up to five (5) past projects performed for HCSD2, if any. Provide the project name, date of completion, summary of services provided and project team members

In Section 8, provide the following:

A. Organizational Structure for Project

1. Project personnel – Identify key employees of your Design and Construction Administration Team and provide their most recent resumes.
2. Duties and responsibilities – Describe the primary duties and responsibilities of each member of the Design and Construction Administration Team for this project.
3. Previous experience – Outline previous similar project experiences of your Team. Indicate the extent to which Team members have worked together on other projects.

B. Execution Plan and Schedule for Services

Provide a general description of how you plan to approach the project and discuss how you will provide design services, evaluate improvement options and execute the work. Provide a schedule for delivery of design services and value engineering services if necessary.

C. Additional Firm Information

1. Have you been sued within the last 10 years for failure to meet the standard of care for planning, design, or construction administration services? If so, state the name of the Plaintiff, date of lawsuit, summary of allegations, and the results of litigation.
2. Identify the amount of errors and omissions coverage you currently carry.

IV. SUBMITTAL OF PROPOSALS

Sealed qualification proposals (3 Copies) must be received at Hampton County School District 2, Attn: Mr. Martin Wright, Superintendent, 319 4th Street Estill, SC 2918. The deadline submitting Qualifications is November 28, 2017 at 2:00 pm

V. SELECTION PROCESS

An HCSD2 Selection Committee will review all qualifications and then invite selected proposers to be interviewed by the Selection Committee. It is anticipated that invitations will be extended by December 1, 2017 for interviews not later than **December 14, 2017**. Upon completion of the interviews, HCSD2 will negotiate a contract with the firm selected.

This project is subject to HCSD2 procurement code. The selection criteria are 1) Past experience; 2) experience of project team members; 3) past performance on HCSD2 or other renovation projects; and 4) schedule for completing design services. HCSD2 will select the firm that it deems, in its discretion, to be the best-qualified firm to provide architectural services for the project based on the selection criteria. HCSD2 reserves the right to reject any and all proposals, to conduct negotiations with any proposer, and to select the firm that, in its discretion, is in HCSD2 best interest.

VI. CONTRACT FORM

AIA B104