

## **Request for Qualifications Saluda County**

Saluda County is seeking qualifications from firms interested in providing architectural services to included Detention Center renovations and/or new construction. The successful firm will have the responsibility for developing architectural, engineering, and interior design services to accomplish projects through the following phases: schematic designs, design development, construction documents, bidding/negotiation, and construction.

Request for Qualifications package or questions regarding this project should be directed to Regina Turner, Saluda County Purchasing Agent, at the address below. One original and five copies of the RFQ should be submitted in a sealed envelope marked "Architect" by 2:00 PM, Monday, June 20, 2016 to:

Saluda County Administration  
400 West Highland Street  
Saluda, South Carolina 29138  
[R.Turner@SaludaCounty.SC.Gov](mailto:R.Turner@SaludaCounty.SC.Gov)

This solicitation does not commit Saluda County to award a contract or to procure or contract for services. Saluda County reserves the right to reject, in whole or in part, any and all submissions if it is in the best interest of the county to do so.

## **Request for Qualifications Architectural Services**

Saluda County is requesting qualifications from firms interested in providing architectural planning services that may include expansion, renovation and new construction for county buildings. Firms must have experience and be qualified to provide services for Detention Center facilities.

Firms will have the responsibility for providing needs assessments and feasibility studies to support developing architectural, engineering, and interior design services to accomplish projects. Future projects will require detail attention to schematic designs, design development, construction documents, bidding and negotiation to accomplish successful constructed facilities that is in the best interest of the county and its residents.

It is expected that the architect selected will work with the County Director and staff in determining priorities for projects within the framework of a conservative budget.

### **Response must include:**

- Mandatory Information Form
- Certificate of Liability Insurance including Workers Compensations coverage (1,000,000.00 General liability requirement)
- W-9 Form
- List of four Local Government References two of which must be Detention related
- Qualifications of Company and Responsible Staff including experience and qualifications of each person who will play a key role in projects
- Fee Schedule

Firms will submit with their response all recommendations, qualifications and general information necessary to present a clear concise overview. ***Offerors are to include all applicable requested information and are encouraged to include any additional information or services offered they wish to be considered.*** Lengthy and costly responses are discouraged. Submissions should be prepared simply and economically and provide a straightforward, concise description of the proposer's capabilities to satisfy the requirements of this RFQ. Emphasis should be on completeness and clarity of content.

If you would like to visit any of our buildings, a list with addresses will be made available and most can be viewed during working hours without prior arrangements. Secured facilities such as the Detention Center and Sheriff's Department can only be accessed by appointment only. **A site visit is not required, it is only optional.**

The original response and five copies must be submitted along with a “Mandatory Information Form” in an enclosed envelope marked “Architect” by Monday, June 20, 2016 at 2:00 P.M. in person or by mail at:

Saluda County Administration Building  
400 West Highland Street  
Saluda, SC 29138

Names of firms will be made available promptly after opening. Details of request for qualifications will not be made available until after award. Firms **may** be invited to make an oral presentation or answer questions for a selected committee. Evaluation will be based on but not limited to qualifications listed below:

- The responsiveness, comprehensiveness, and quality of the response to the RFQ.
- Previous experience and qualifications.
- References from previous clients.
- Services offered.
- Knowledge and Familiarity with local area and similar references.

Firms must clearly mark as “Confidential” each part of their response, which they consider to be proprietary or personal information under Code Section 30-4-40 et seq. of the South Carolina Code of Laws 1976, as amended (Freedom of Information Act). If any part is designated as “Confidential”, there must be attached to that part an explanation of how this information fits within one or more categories considered exempt under the Freedom of Information Act. Saluda County reserves the right to determine whether this information should be exempt from disclosure, within its interpretation of the South Carolina Freedom of Information Act.

This request for qualifications does not commit Saluda County to award a contract or to procure or contract for the services. Saluda County reserves the right to reject, in whole or in part, any and all responses, to negotiate with any or all responsible and responsive offerors, and, in its sole discretion, to determine the responsiveness of the request. Responses which do not meet the mandatory requirements, will be considered non-compliant and rejected if it is in the best interest of the county to do so.

# Mandatory Information Form

## Saluda County

The undersigned, on behalf of the vendor, certifies that: (1) this submission of qualifications is made without previous understanding, agreement or connection with any county employee / elected official; (2) the person whose signature appears below is legally empowered to bind the business whose name is entered; (3) they have read the complete request for qualifications and understand all specifications.

1. Company submitting qualifications \_\_\_\_\_

2. Contact information:

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

3. Tax ID \_\_\_\_\_

4. Printed name of person binding proposal of possible future contract to offer services.

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_