

**TOWN OF GREELEYVILLE,
SOUTH CAROLINA**

**ARCHITECTURAL SERVICES
REQUEST FOR QUALIFICATIONS**

Response Date: Tuesday, February 8, 2022

RFQ INSTRUCTIONS

1. It is the intent of the Town to consider a short list of firms who will then be “ranked” by the Selection Committee. As soon thereafter as possible contract proceedings will take place with the top ranked service providers.
2. The Town Council of Greeleyville, South Carolina, reserves the right to waive formalities in any response, to reject any or all responses with or without cause, including the lack of availability of adequate funds, regulatory agency requirements, and/or to accept the response(s) that, in its judgment, will be in the best interest of the Town of Greeleyville.
3. Candidates must demonstrate specific experience with the accomplishment of Federal and State Loan and Grant programs for projects of this type.
4. Indemnification Statement: Firm must agree to defend, protect, indemnify and hold harmless the Town and all its principals, employees, officers, agents and servants (collectively, the Indemnities), from and against any and all suits, claims, demands, liabilities and costs and all damages, including reasonable attorney’s fees and court costs, asserted against the Indemnities or any of them by reason of injury to the persons or property of others, including any Participant, which is caused by the fault, acts, omissions or comparative negligence, whether active or passive, attributable the performance of its duties and obligations under this Agreement, or to any of the employees, officers, agents or servants, or to any subcontractor of the firm. The firm’s obligations under this paragraph shall also apply to actions by third parties performed on behalf of the firm pursuant to this Agreement.
5. In addition to the submittal requirements found in this request for qualifications, all submittals must contain the following information for consideration:
 - A. Project Approach & Understanding
 - B. Expertise of Designated Staff
 - C. Previous performance on similar projects
 - D. Provides experience with the administration and reporting requirements of Federal and State grants for projects of this type
 - E. Ability to complete services on time
6. Responders may submit proposals responding to any or all parts of the scope of services for which they are qualified and/or joint proposals are encouraged if necessary.
7. **Price proposals are not to be submitted as part of this request for qualifications.**

INSURANCE REQUIREMENTS

The selected firm will be required to maintain the following insurance coverage from the date of project commencement through the date of project completion, and provide that the coverage will include all independent contractors and subcontractors. In addition, a certificate verifying the same must be provided to Williamsburg County.

WORKERS' COMPENSATION

Williamsburg County requires Worker's Compensation Coverage to comply for all employees for statutory limits in compliance with the applicable State and Federal laws.

COMPREHENSIVE GENERAL LIABILITY

Coverage must be afforded on a form no more restrictive than the last edition of the Comprehensive General Liability Policy filed by the Insurance Services Office and must include the following:

A. Minimum Limits:

General Aggregate	\$1,000,000.00
Products and Completed Operations Aggregate	\$1,000,000.00
Personal and Advertising Injury	\$1,000,000.00
Each Occurrence	\$1,000,000.00
Fire Damage (any one fire)	\$ 50,000.00
Medical Expense (any one person)	\$ 5,000.00

B. Contractual coverage applicable to this specific project including any hold harmless and/or such indemnification agreement.

PROJECT: PROFESSIONAL ARCHITECTURAL DESIGN AND CONSTRUCTION
MANAGEMENT SERVICES FOR TOWN OF GREELEYVILLE CROSSWALKS AND
LANDSCAPING SPECIAL PROJECT.

Name of Firm Submitting Response: _____

Address: _____

Phone: (____) _____

Name of person submitting the RFQ _____
(Must Be An Officer of the Firm) **(PRINT)**

Signature _____

Date _____

GENERAL SCOPE STATEMENT

The Town of Greeleyville is soliciting professional architectural services from qualified and experienced firms to assist with the design, construction management and execution of the Crosswalks and Landscaping Special Project for Historic Downtown Greeleyville.

The work will be financed utilizing CDBG (Community Development Block Grant) financing. The project is to be planned, designed, and constructed within the parameters of the standards, regulations, and laws of local, State, and Federal agencies having jurisdiction.

Requirements of Firm

1. The selected firm shall be responsible for knowledge of and compliance with all relative local, state and federal codes and regulations.
2. Selected firm will prepare and present all documentation necessary to acquire all permits required by State and Local agencies.
3. The selected firm shall demonstrate specific experience in the design of crosswalks and landscaping activities.
4. The selected firm shall have specific experience in the requirements for Federal and State requirements.
5. All services are to be performed by persons appropriately licensed and registered under South Carolina State laws governing the practice of architecture and engineering.

SCOPE OF SERVICES

Generally, the services contemplated in connection with this project will consist of the following:

Crosswalks and Landscaping:

1. Development of Plans and Specs for OWNER/CDBG approval.
2. Development of Bid package for CDBG approval.
3. ARCHITECT shall conduct bid opening for the OWNER, receive contractor bids, and prepare for the OWNER a bid tabulation summary. On the date bids are received.

EVALUATION/SELECTION CRITERIA

The Town will select a consultant based on firm capabilities, past project experience, key staff assigned to the project, knowledge of the building areas needed, and approach. Responses to this Request for Qualifications (RFQ) shall include the following 5 evaluation components. The Town has the right to reject and/or honor any and all proposals.

A. Overall Experience (25 points):

1. Capacity to perform all aspects of services requested or that may arise.
2. Awareness of general design and construction processes for crosswalks and landscaping.
3. Provide references from clients within the last 5 years that the Town may contact regarding performance.

B. Qualifications of Firm (25 points):

1. Professional background and caliber of personnel including the projects that substantiate their skills and experience in architectural design.
2. Specific experience in working on projects in the public sector (i.e. numbers of projects, sizes of projects).
3. Specific experience in working on projects financed by Community Development Block Grant (CDBG).
4. Past and recently completed projects that substantiate firms experience and abilities.
5. Any experience that may support innovation and efficiencies described in the Management Approach.

C. Management and Organizational Approach (25 points):

On two pages or less, please describe your management and organization approach to the projects. The following should be addressed within this description:

1. Describe your firm's understanding of the projects.
2. Describe how the firm will organize to perform the services with a discussion of a preliminary schedule or timetable containing milestones for the project.
3. The Approach should discuss any new, creative or innovative approaches the firm may take with this project to promote efficiency, ecologically sound construction, or other areas of effectiveness or efficient operations.

D. Unique Qualifications (15 points):

1. Provide a narrative of no more than one page, listing any additional features or qualifications of your firm or team that the Town should consider.
2. Provide a narrative with reasons why your firm is best qualified to provide architectural services for the Town's project.
3. Identify the firm's knowledge and familiarity with the Town of Greeleyville and surrounding area.

E. Team Members (10 points)

Include resumes for key staff and team members that would be working on this project and an organizational chart indicating personnel to be assigned by discipline. Resumes must identify:

1. The role of each team member with direct responsibilities on this project.

2. Team member experience, education and professional credentials
3. Unique qualifications of key team members

SUBMITTAL INSTRUCTIONS

Qualifications **WILL NOT** be valid unless received by the RFQ deadline and in a sealed envelope marked “Request For Qualifications, Architectural Services” to be received by **12:00 noon on Tuesday, February 8, 2022.**

Proposals must be sent to the following address:

Mail/Hand Deliver/Express Delivery

Town of Greeleyville

Attn: Gloria Williams, Grants Officer

3 Toby Place

Greeleyville, South Carolina 29056

Phone: (843) 426-2111 (Included for Express Delivery purposes only)

All qualifications will be “clocked” at the time they are received to indicate the time and date of receipt. Qualifications **WILL NOT** be accepted after the time and date specified.

Qualifications received by mail **WILL NOT** be accepted if they are received after the time and date specified regardless of the postmark or circumstances.

It is the intent of the Town to consider a short list of firms who will then be “ranked” by Selection Committee. As soon thereafter as possible contract proceedings will take place with the top ranked service providers.

Firms desiring to provide the needed professional services must submit one (1) original and four (4) copies of their response its qualifications and performance data, and proof of liability insurance in the minimum amount of \$1,000,000.00, for evaluation by the Town of Greeleyville.

Submit all questions regarding this solicitation via email to Ms. Carlether Nesmith at cnesmith220@yahoo.com by February 1, 2022.

Contact between firm/consultant and Town personnel, and elected officials must be limited to questions regarding this RFQ as directed above. All prospective offerors are hereby instructed **NOT** to contact any member of the Elected Officials, Mayor or Town Employees for meetings, conferences or technical discussions related to the RFQ. Unauthorized contact with Elected Officials, Mayor or Town personnel may result in rejection of the offeror’s RFQ response.

The Town reserves the right to waive formalities in any response, to reject any or all responses with or without cause, including the lack of availability of adequate funds, regulatory agency requirements, and/or to accept the response that, in its judgment, will be in the best interest of the Town of Greeleyville.