



**YORK COUNTY GOVERNMENT**

**PURCHASING DEPARTMENT**

*P O Box 180, 6 South Congress Street  
York, South Carolina 29745-0180  
(803) 684-8520*

*www.yorkcountygov.com/purchasing*

**REQUEST FOR QUALIFICATIONS**

Date: April 12, 2011

Proposal ID # 2016/5-10-11

Sealed proposals **from qualified firms or individuals to provide architectural and engineering design services for converting a one-story school building into a historic document and artifact storage facility** are subject to all conditions, and provisions, etc., set forth herein and attached. **A Mandatory Pre-Submittal Meeting is scheduled for 10:00 A.M.E.D.T. on Thursday, April 28, 2011 at the front steps to the McCelvey Center, 212 East Jefferson Street, York, SC 29745.** Proposals will be received in the Purchasing Office, Room 114, until **11:00 A.M.E.D.T. on Tuesday, May 10, 2011.** Proposals outlining the firm’s or individual’s qualifications will be publicly opened and identified in Room 136, Agricultural Building, #6 South Congress Street, York, SC 29745 by the Director of Purchasing.

COUNTY OF YORK  
By   
W. F. White  
Director of Purchasing

Proposal I.D. # 2016/5-10-11

**Project Description:**

York County is seeking to renovate the 19,000-square-foot annex structure to the McCelvey Center building, located in York, South Carolina, to be used as a storage facility.

**SPECIAL CONDITIONS**

The above **Proposal #** 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 a given proposal ID # in one envelope. Authorized company representative is required to sign in ink on page two 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 proposal. Label each sample with proposer's name and the 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 proposal 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, agent, and employees from all suits or claims of any character brought by reason of infringing on any patent trade mark, or copyright.

**PROPOSAL**

In compliance with the request for proposal, and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items or services proposed.

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**FEDERAL ID NUMBER**

\_\_\_\_\_  
**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 NO. (IF APPLICABLE)**

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

\_\_\_\_\_  
**S. C. SALES TAX NO. (ONLY IF OUT OF STATE)**

# **REQUEST FOR QUALIFICATIONS**

## **ARCHITECTURE AND ENGINEERING SERVICES**

### **1.0 RFQ GENERAL INFORMATION**

- 1.1 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 converting a one-story school building into a historic document and artifact storage facility. The conversion of the facility includes the construction of a new paved parking lot and landscaping. Professional firms shall possess the proper/licensure and experience to perform such services.
- 1.2 Responses to this RFQ will be used to determine the relative qualifications of various firms to perform the scope of 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.
- 1.3 This RFQ contains, in general terms, the overall objectives of York County in obtaining the professional services indicated herein. While an attempt is made to describe the general expectations of the County and the anticipated work to be performed, the County and the successful Proposer will need to define a more specific scope of work and fee schedule as part of a negotiation process. 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.
- 1.4 Each Proposer providing a response (in the form of qualifications) for consideration by the County is responsible for obtaining information on the conditions and restrictions involved in meeting the obligations and providing the 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.
- 1.5 Questions about the scope of services for this RFQ shall be made to the County Engineer:

Mark Kettlewell, PE, PLS  
County Engineer  
P.O. Box 148  
York, SC 29745-0148  
(803) 684-8571 (phone)  
Email: [mark.kettlewell@yorkcountygov.com](mailto:mark.kettlewell@yorkcountygov.com)

The deadline for submitting questions regarding the scope of services for this RFQ is Tuesday, May 3, 2011. All responses to questions, including any significant changes and/or modifications, will be placed on the York County website in the form of an Addendum by Friday, May 6, 2011. Access Addendums as follows:

1. [www.yorkcountygov.com](http://www.yorkcountygov.com). York County homepage
2. Access the "Business" icon
3. Access "Active Bids"
4. Access RFQ #2016

## 5. Access "View"

- 1.6 All procurement procedural questions concerning this RFQ or the solicitation process, should be made during normal business hours, 8:00 am to 5:00 pm, Monday through Friday to the Purchasing Director:

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)

- 1.7 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.
- 1.8 Proposal responses must be submitted to the **Purchasing Department** no later than *11:00 A.M.E.D.T. on May 10, 2011* at which time each response will be publicly opened and identified. 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 ID number on the front of the packet. 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. Firms responding will be responsible for any costs associated or incurred in preparing or responding to the RFQ.
- 1.9 The submittal must contain a handwritten signature of an authorized representative of the responding firm. Responding firms will not be allowed to make any changes or corrections after qualifications are submitted to York County.
- 1.10 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-discrimination 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.

## 2.0 REQUIREMENTS

- 2.1 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.
- 2.2 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.
- 2.3 **CONFLICT OF INTEREST:** The successful firm shall not knowingly employ, during the period of a contract, or any extensions to it, any professional personnel who are also in the employ of York County and who are providing services involving this Request or services similar in nature to the scope of this Request to the County. Furthermore, the firm shall not knowingly employ, during the period of a contract or any extensions to it, any York County employee who has participated in the making of a contract until at least two years after his/her termination of employment with York County.

- 2.4 **PROHIBITION OF GRATUITIES:** Neither the firm, nor any person, firm or corporation employed by the firm in the performance of this Request, shall offer or give any gift, money or anything of value or any promise for future reward or compensation to any York County employee at any time.
- 2.5 **HOLD HARMLESS:** The firm shall indemnify York County against any and all loss or damage to the extent arising out of the firm's negligence in the performance of services under this Request and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work under this Request.
- 2.6 **Drug-free workplace:** During the performance of this Request, the firm agrees to provide a drug-free workplace for his employees; post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specify the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the firm that the Firm maintains a drug-free workplace.
- For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor/firm in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Request.
- 2.7 The County shall not be precluded from receiving the benefits of any insurance the firm may carry which provides for indemnification for any loss or damage to property in the firm's custody and control, where such loss or destruction is to County property. The firm shall do nothing to prejudice the County's right to recover against third parties for any loss, destruction or damage to County property.
- 2.8 YORK COUNTY RESERVES THE RIGHT TO REJECT ANY AND/OR ALL QUALIFICATIONS AND TO WAIVE ANY AND ALL TECHNICALITIES.

### 3.0 PROJECT INFORMATION

#### 3.1 Location

- 3.1.1 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.
- 3.1.2 York County currently owns a one-story school building located on the McCelvey Center Campus in York, South Carolina – the McCelvey Center Annex. Constructed in the 1950's, the McCelvey Center Annex facility currently contains approximately 19,000 square feet, and all areas except the existing classrooms at the western end of the building are constructed over concrete slab-on-grade foundations. The building is located on the property identified as Tax Parcel 070-10-05-030 and is located in the City of York's Historic District.
- 3.1.3 The existing building to be renovated is located in the 100 Block of East Jefferson Street, not far from the County Courthouse Building in York, South Carolina.
- 3.1.4 If necessary, directions to the facility can be obtained by contacting the York County Purchasing Department at 803-684-8520.

#### 3.2 BACKGROUND/SCOPE OF WORK

- 3.2.1 The approximate 19,000 square foot building is located on the outskirts of the downtown area of York, South Carolina. The building is currently being used for many purposes including a workshop for the Cultural & Heritage Commission (CHC) staff, document and artifact storage facility for the CHC, a Children's Day Care, and miscellaneous offices. The one-story

building was constructed in the 1950's and its construction consists of a steel frame and concrete masonry units (CMU) with an external façade of brick veneer.

- 3.2.2 York County's Capital Facilities Plan calls for the building to be converted to a storage facility to accommodate valuable historic documents and artifacts. It is anticipated that more clearly defined purposes for the building will be determined during the programming phase for this facility.
- 3.2.3 It is also anticipated that the new construction will include the construction of a new paved parking lot and landscaping.
- 3.2.4 This project will also include the modifications needed to the interior of the McCelvey School Building (adjacent historic structure) to bring the first-floor restroom facilities and access corridor into compliance with ADA guidelines.
- 3.2.5 York County has recently procured a consultant to perform a Phase I Environmental Site Assessment (ESA) including mold, asbestos, and lead paint testing for the site, McCelvey Center and McCelvey Center Annex Building. The ESA report will be made available to the architect/engineer. Should the report indicate concerns with the building and site, it is anticipated that York County staff manage any or all abatement work or clean up of any constituents of concern.
- 3.2.6 York County is in the process of procuring a consultant to perform a boundary and topographical survey of the site, McCelvey Center and McCelvey Center Annex Building. The survey will be made available to the selected firm.
- 3.2.7 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 the facilities programming (i.e., determine the building layout and how much room is needed for various purposes, and what special needs with respect to space and storage) and schematic design through construction contract administration phases.

#### **4.0 SUBMITTAL REQUIREMENTS**

- 4.1. Interested firms shall submit one (1) original and five (5) signed copies of their proposal to the York County Purchasing Director at the address shown herein. Please clearly identify the Original Qualifications Package.
- 4.2. The Qualification Package should consist of a letter of interest and two tabbed sections described below. Due to the demands on time of the Selection Committee members, please limit your submittal to 8 sheets of paper printed on both sides (for a total of sixteen (16) printed pages) and number all pages. Longer submissions may be removed from consideration. The cover sheet, two tab sheets, and the RFQ signature sheet will not be counted in the overall page limit. Sub-tabs or dividers within the required tabs will count against the page limit.
  - 4.2.1. Letter of Interest: The letter of interest shall identify a contact person for questions during the RFQ process and provide contact information, including telephone number, fax, email, and postal address.
  - 4.2.2. Tab One: Information about the Team: Please provide the information requested in the following order under Tab One.
    - 4.2.2.1. A copy of this RFQ's title page properly signed to include the manual signature of an authorized representative of the firm and all appropriate address and contact information as listed on this form.
    - 4.2.2.2. Identify the legal entity that would enter into the contract with the County and include location of company headquarters, local office location, type of business (sole

proprietorship, partnership, corporation, etc.), state of incorporation or organization, Federal Employer Identification Number, and the name and title of the person authorized to enter into an agreement.

- 4.2.2.3. Provide an organizational chart identifying members of the team, including sub-consultants who would be assigned to this project. The chart should clearly delineate roles and responsibilities of the various team members. Please indicate the geographical location of any team member whose office is not located within York County.
  - 4.2.2.4. For proposed sub-consultants (if any), please provide the name of each firm, the office location, contact name and telephone number, and the services to be provided.
  - 4.2.2.5. Provide overall references for your team, including complete contact information and a brief description of the project for the reference.
  - 4.2.2.6. List contracts currently being performed or performed in the last five (5) years by your firm or related firms for the County, showing the date of contract and the amount of fee received. Also include a description of any unresolved claims or disputes with the County.
  - 4.2.2.7. List any contracts or similar work performed by your firm, members of your firm's team or related firms for projects that were similar in size or type to this project. List the date services were performed; name, address, and telephone number of individual representative of the owner having knowledge of the firm's work; the dollar amount of the project; and the total time period involved.
  - 4.2.2.8. Please provide a matrix of the projects listed for Tab One sections 4.2.2.4 though 4.2.2.6 above, and indicated which staff members provided the services for those projects.
- 4.2.3. Tab Two: Information Regarding the Services: Please provide the requested information in the following order under Tab Two.
- 4.2.3.1. Indicate the number of professional staff available and qualified to perform services. Include detailed background information for each key member of the team, including the following:
    - Job classification;
    - Years of service with proposer;
    - Professional registrations and certifications listing applicable state(s);
    - Roles and responsibilities on team;
    - Roles and responsibilities in past projects of similar nature;
    - Roles and Responsibilities working with the City of York Historic Commission or other Historic Commissions;
    - Present and anticipated 6-month workload and ability to handle additional Projects, and;
  - 4.2.3.2. Description of the lead firm's capability to support the project team:
    - Procedures and processes for project management;
    - Backup and support personnel, specialty experts, and other resources with their geographical locations;
    - Specialized equipment and services;
    - Meeting schedules and budgets, and;
    - Quality control/assurance programs.

4.2.3.3. If a significant portion of work on any project task is expected to be performed in any office other than in York County, list each task and the associated office from which work is to be performed.

4.2.3.4. Please provide a project approach and proposed schedule for each phase of the project, including starting and completion dates for all major services.

## **5.0 SELECTION CRITERIA AND PROCESS**

5.1 A Selection Committee will evaluate the information submitted. Please do not contact any member of the Selection Committee. Any attempt to do so will result in the disqualification of the firm's submittal for consideration. See Section 1.5 for questions regarding the proposed scope of services for the work.

5.2 Proposals will be considered based upon the documented qualifications and applicable experience of the firms proposing. It is anticipated that the successful firm(s) and the County will work together to develop a more detailed scope of work with activities and issues to be addressed to include the identification of specific project goals and schedule milestones.

5.3 The RFQ evaluation may include discussions with all or some of the firms providing responses to include interviews. The County reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information.

5.4 Responses will be evaluated and reviewed by County staff for recommendation and final selection by the York County Council. 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. Demonstrated experience in working with the City of York's Historic Commission and or other similar entities.
- e. Examination of how the Proposer plans to accomplish project objectives (use of innovative methods, unique approaches, reasonableness of proposed approach).
- f. Local presence – team offices, team and/or team members located in York County, South Carolina.
- e. Other factors determined to be relevant.

## **6.0 CERTIFICATE OF INSURANCE**

Once selected, the firm(s) 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, general liability and auto liability on the appropriate Accord form prior to commencing work.

## **7.0 COMMENTS**

7.1 Comments from firms related to how future RFQ 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).

- 7.2 All proposing firms should therefore use the attached information, specifications and requirements as minimum standards that should be met when preparing a response.
- 7.3 In submitting a properly signed proposal, the firm accepts all of the terms and conditions contained in this Request. Submitted proposals shall remain open and if applicable, prices quoted shall be honored for up to 90-days after the day of the RFQ opening.
- 7.4 The successful firm shall have the full and sole responsibility of providing all of the proposed services as finally agreed upon and accepted by the County. In the event the firm fails to perform any proposed services within the specified schedule, the County reserves the right to cancel the contract and secure other means of providing engineering services.

**8.0 CERTIFICATION REGARDING IMMIGRATION REFORM & CONTROL**

All Contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the Contractor as well as any subcontractor or sub-subcontractor. The usual method of verification is through the Employment Verification (I-9) Form. With the submission of this bid, the Contractor hereby certifies without exception that Contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State's option, may subject the contract to termination and any applicable damages.

The Contractor certifies that, should it be awarded a contract by the County, the Contractor will comply with all applicable federal and state laws, standards, orders and regulations affecting a person's participation and eligibility in any program or activity undertaken by the Contractor pursuant to this contract. The Contractor further certifies that it will remain in compliance throughout the term of the contract.

At the County's request, the Contractor is expected to produce to the County any documentation or other such evidence to verify the Contractor's compliance with any provision, duty, certification, or the like under the contract.

The Contractor agrees to include this Certification in contracts between itself and any subcontractors in connection with the services performed under this contract.

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Signature, Title of Proposer

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 FOR QUALIFICATIONS

**PLEASE SUBMIT FIVE (5) SIGNED COPIES OF YOUR PROPOSAL RESPONSE  
WITH YOUR ORIGINAL**

# **IMPORTANT**

- 1. READ ALL REQUEST FOR QUALIFICATIONS INSTRUCTIONS!**
  
- 2. SIGN AND RETURN THE ORIGINAL RFQ COVER SHEET! RFQ COVER SHEETS NOT SIGNED WILL BE AUTOMATICALLY REJECTED.**
  
- 3. LATE SUBMITTALS WILL NOT BE ACCEPTED! QUALIFICATION STATEMENT SUBMITTALS MUST BE RECEIVED ON OR BEFORE THE DESIGNATED OPENING DATE AND TIME.**
  
- 4. A “NO SUBMITTAL” IS CONSIDERED A RESPONSE.**