

Questions regarding RFQ from prospective firms:

1) Does the 25 page limit on the submittal include the SF 330 Forms.

The SF 330 Forms are part of the 25 page submittal.

2) Should architectural firms respond separately from engineers or should the architect propose a team including engineering consultants?

The architectural firm should include in the submittal proposed services (in-house or contracted consultants) for engineering.

3) Is the limit 25 pages single-sided page or double-sided?

The RFQ did not specify single or double sided so either is acceptable.

4) Does the cover and form count towards the page limit?

The cover and form do not count towards the 25 page limit.

# REQUEST FOR QUALIFICATIONS

## Architectural / Engineering Services

### I. INVITATION FOR STATEMENTS OF QUALIFICATIONS

Lexington School District Four is accepting statements of qualifications (“SOQ”) from qualified firms to serve as its architect, engineer, and construction administrator for various district capital improvement projects. The details of the work are located within the Scope of Services. The contractor selected shall be qualified to perform the work within the schedule given. The proposal may be emailed, mailed, or hand-delivered and must be received on or before December 14, 2021, no later than 2:00 P.M. EST addressed to Dave Toole Chief Operations Officer, 607 East Fifth Street Swansea, SC 29160. Proposals that are submitted via Email send to: [dtoole@lexington4.net](mailto:dtoole@lexington4.net) Emailed proposals will receive a confirmation within 24 hours of receipt.

#### **Authority**

The District issues this RFQ under the authority and in compliance with the District’s Procurement Code. A copy of the District’s procurement code can be found using the following link/URL: [https://downloads.microscribepub.com/sc/lex4/dj\\_r.pdf](https://downloads.microscribepub.com/sc/lex4/dj_r.pdf)

**Description of Solicitation:** Lexington County School District Four, Swansea, SC, issues this RFQ for Architectural/Engineering Services regarding upgrades and capital improvements needed throughout the District. The list of projects below is not exhaustive and may include all or less than listed.

### II. SCOPE OF SERVICES AND SPECIFICATIONS

#### **SCOPE OF SERVICES:**

The selected firm shall be qualified to conduct to oversee all architectural services, engineering services, and construction administration of various capital improvement projects across the District. The scope of services does NOT include new construction.

#### **CONSTRUCTION SCHEDULE:**

Anticipated Construction Schedule to begin Summer of 2022 and be completed by Summer of 2023. All HVAC projects completed during Summer of 2022.

#### **SUMMARY OF PROJECTS:**

##### **HVAC projects:**

- Replace all classroom wall hung units at 3 schools
- Replace VAV boxes and other components throughout 1 school

##### **Renovation and repurposing of existing facilities projects:**

- Installation of an elevator, renovate existing space for a new media center, 6 additional classrooms, and 2 new gang bathroom facilities at 1 facility
- Front entrance renovations to include new windows, altering the front canopy, and front brick veneer at 1 facility
- New basketball goal systems in a gym at 1 facility
- Front office enclosures for added security measures
- New Marquees for 5 schools

Applicants should have experience in K-12 educational design and be familiar with all OSF codes and regulations. The architect will be under contract to Lexington County School District Four and will work with the District to design, bid, and manage the construction of the projects. The School District Board of Trustees is the official entity that will make project decisions and is both owner and user for the subject projects.

### III. GENERAL & BACKGROUND INFORMATION

LSDF maintains 1-Early Childhood Center, 1- Primary School, 1-Elementary School, 1- Intermediate School, 1- Middle School, 1- Freshman Academy, 1-High School, and 3-Support facilities. LSDF demonstrates stewardship of existing facilities and building systems through timely and cost-effective maintenance with a focus on capital renewal and deferred maintenance programs. The bulk of these projects will be funded by ESSR II grants and SCAGO bonds.

Each RFQ response should provide information in A-H below, which will allow evaluation of the following:

- A. Letter of Interest
- B. Firm Overview/History
- C. Past performance in K-12 design
- D. Qualifications of professional personnel proposed for project.
- E. Demonstrated ability to meet time and budget requirements.
- F. Location and size of firm.
- G. Creativity and insight related to the project.
- H. Related experience on similar projects.

#### Submittal Limitations

- Submittals should NOT exceed 25 pages.
- Three (3) hard copies and one (1) USB copy should be included.
- Cost estimates are not a factor in this RFQ and should not be provided by a vendor at this time. The inclusion of price-data may result in an automatic rejection of the response.

**Questions:** May be submitted to Dave Toole in writing by email to [dtoole@lexington4.net](mailto:dtoole@lexington4.net). All questions and written answers will be posted on the District's procurement webpage following the questions deadline as an addendum. Please reference your firm's acknowledgment of any addenda in the letter of interest.

**Addenda** No addenda will be issued within the immediate three- (3) business days prior to the bidding deadline.

An Architect/Engineer Questionnaire is attached and must be completed and returned with all proposals. Notification to those firms selected for interviews and final selection will be provided to all those responding to the request for qualifications.

## **Schedule of Dates**

1. Issuance of RFQ .....November 30, 2021
2. Deadline to Submit Questions via Email .....December 10, 2021
3. Submittal Deadline of RFQ .....December 14, 2021
4. Selection of Most Qualified Offeror .....December 17, 2021
5. Presentation to the Board .....January 10, 2022
6. Notice of Intent to Award .....January 11, 2022

## IV. INFORMATION/INSTRUCTIONS

Purchasing Entity: **Lexington District Four**

Address: **607 E. Fifth Street Swansea, SC 29160**

Telephone: **803-490-7000 ext. 10081**

Contact Person: **Dave Toole** 803-490-7000 (Questions concerning bid)

**Response Date: To be considered, submissions must arrive at the Lexington Four School District Office by 2:00 P.M., on December 14, 2021. SOQs submitted after the deadline will be automatically rejected.**

**Permits:** The contractor shall be responsible for obtaining any necessary permits for work directed under this contract. The vendor must submit a copy of the company business license

**Warranty of Materials and Workmanship:** All materials and equipment provided under the final contract shall be listed and labeled for the purpose intended.

**Rejection of Submittal** Lexington School District Four reserves the right to reject any and all proposals. The contractor will be selected based on what is in the District's best interest and in accordance with the District's procurement policy.

**Type of Contract:** An contract will be negotiated with the most qualified firms at compensation that is stable, fair, and reasonable to the School District. If a contract cannot be negotiated with any of the interviewed firms, this RFQ shall be considered terminated.

**Proposals:** The School District reserves the right to select the firms that it deems to offer the best overall qualifications taking into consideration all factors such as (a) past performance; (b) qualifications of professional personnel proposed for the project; (c) location and size; (d) related experience on similar projects. Submissions must indicate how the firm would propose a fee for the project and what elements they would use to arrive at a fee and reimbursables. The Architect/Engineer Questionnaire must be completed and returned. If needed, Interviews with the Board of Trustees or the District selection committee will be held at a date, time, and place to be determined. This RFQ is for information and planning purposes. The School District does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained. The School District will be the judge as to whether proposals meet the requirements of this RFQ.

**Selection:** The District will school each firm's qualifications based on the items needed from list A—H and the responses to the Architect/Engineer questionnaire. The District will then negotiate the price with the most qualified firm, followed by the next most qualified firm in sequence of qualifications should negotiations reach an impasse.

By submitting a response, all firms agree to keep their RFQ open for potential negotiation for at least sixty (60) days after the submission date.

**Incurring Costs:** The School District is not liable for any cost incurred by firms responding to this request.

**Acceptance of Content:** The contents of the submission of the selected firm may become part of the contractual obligations if a contract ensues. Failure of a firm to accept these obligations may result in the cancellation of the award.

**Firm Responsibilities:** The selected firm will be required to assume responsibility for all services offered in its submission, whether or not it produces them. Further, the School District will consider the selected firm to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. Firms shall be responsible for adhering to all federal, state, and local laws, regulations, and ordinances, and if the request for qualifications results in a contract award, selected firms shall be responsible for obtaining all necessary permits and variances.

**Right to Protest:** All vendors submitting proposals have the right to protest the outcome of the bid award. Vendors have 10 business days from the date and time of bid opening to submit a written protest to the District. Protest documents must include reason(s) for protesting the outcome of the award. Protest documents must be submitted to the same contact/address as the original proposal. Protest documents will be forwarded to the Superintendent for review.

**ARCHITECT / ENGINEER  
QUESTIONNAIRE**

Please complete and return with your response to the RFQ. This questionnaire may be retyped to allow sufficient response space.

1. Firm name: \_\_\_\_\_

2. Is this a joint venture? If yes, please explain the benefits.

\_\_\_\_\_  
\_\_\_\_\_

3. Physical Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Contact Person: \_\_\_\_\_

5. Telephone, Fax, Email: \_\_\_\_\_

\_\_\_\_\_

6. Firm Principals:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Associates of Firm:

---

---

---

---

8. Indicate the number of in-house registered personnel by category:

Architects: \_\_\_\_\_

Engineers \_\_\_\_\_

    : \_\_\_\_\_

    Civil \_\_\_\_\_

    Mechanical \_\_\_\_\_

    Electrical \_\_\_\_\_

Planners: \_\_\_\_\_

Draftsmen: \_\_\_\_\_

Other(s): \_\_\_\_\_

9. Firm size, now compared to 5 years ago:

---

10. Outside consultants/associates proposed for this project:

<u>Category of work</u>	<u>Name, Address,</u>
<u>Phone</u>	
_____	_____
_____	_____
_____	_____

11. List four (4) similar current projects your firm has underway or completed:

Project: \_\_\_\_\_  
Budget: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Location: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Contact: \_\_\_\_\_  
\_\_\_\_\_

Project: \_\_\_\_\_  
Budget: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Location: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Contact: \_\_\_\_\_  
\_\_\_\_\_

Project: \_\_\_\_\_  
Budget: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Location: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Contact: \_\_\_\_\_  
\_\_\_\_\_

Project: \_\_\_\_\_  
Budget: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Location: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Contact: \_\_\_\_\_  
\_\_\_\_\_

12. Does your firm carry professional liability insurance? If yes, state limits & exclusions:

Yes \_\_\_\_\_ No \_\_\_\_\_

---

13. Discuss any litigation or arbitration in which your firm or an Owner has been involved in the past 5 years in connection with your professional services.

---

---

---

---

---

---

---

14. Professional personnel proposed for job:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Experience: \_\_\_\_\_

---

---

---

Name: Title: \_\_\_\_\_

Experience: \_\_\_\_\_

---

---

---

---

---

15. Indicate how your firm would propose a fee for the project and what elements it would use to arrive at a fee and reimbursables (specific fees are NOT requested at this time).

---

---

---

---

---

16. Will your firm enter into a lump sum fee contract?

---

---

17. What is your firm's position with respect to responsibility for the cost of change orders due to design errors or omissions?

---

---

---

---

18. Is anyone related by blood or marriage to any District Board member or Lexington School District Four employee? If so, please provide the names and relation.

---

---

---

19. Other Comments or features concerning your firm that differentiates it from other firmsproposing for this project (please limit to one page):

---

---

---

---

---

---

END