

**Request for Qualifications
For
Construction Mgt. and/or Architect/Design Services**

General Information

1. The County of Calhoun is seeking Professional Services in Construction Management and/or Architect/Design services to coordinate and execute a USDA planning Grant for Phase II of the John Ford Community Center. The purpose of this Request for Qualifications (RFQ) is to determine the interest of qualified firms and to provide a selection process for Calhoun County. Responses to the RFQ will be reviewed by a selection committee. The firm which, in the sole opinion of the committee, best meets the qualifications will be chosen. The committee reserves the right to short list firms, conduct an interview process and/or to make its selection from written responses.
2. Five (5) copies of the Response to the RFQ are due by December 11th 2015, at 2:00 p.m. in Suite 112 located at the Calhoun County Annex, 102 Courthouse Drive, Saint Matthews SC 29135.
3. It is the intent of the selection committee to negotiate a fee with the chosen firm and to have contracts executed and the firm engaged by December 18th 2015.

Scope of Work

The selected firm will act solely as the County's representative and shall not be a member of the construction team. The firm shall assign a Project Manager to work with the County's project manager who will be the single point of contact throughout the term of the project. The Architect/design firm shall have adequate in-house administrative support to carry out the firm's duties as required.

The Project Manager shall provide leadership for the Projects, throughout the planning stage and continuing through the selection, construction, and completion of the project to include coordination of occupancy of the building(s). Services shall include but not be limited to the following:

- With input of County leadership, establish project goals and objectives and prepare a project plan to include a preliminary project budget, schedule and procurement approach
- Serve as project lead liaison and communications point for all project stakeholders

- Provide advice and counsel regarding ancillary agreements impacting the project as needed, i.e. loan documents, development agreements, sales transactions, etc.
- Administer the selection processes for design firms, general contractors, testing services, etc.
- Prepare and negotiate contracts on behalf of Calhoun County
- Take the lead in recommending alternatives for schedule and cost approaches which might deliver the project earlier and more cost effectively
- Coordinate and monitor the design process through preparation of schematic drawings and to final construction documents
- Coordinate permitting
- Administer the construction contracts and represent the owner's interest throughout the construction period
- Conduct routine inspections to monitor project progress, compliance with cost and schedule, and quality of workmanship
- Process payment applications, submittals and other construction related documents
- Confirm completion of punch list items and transmittal of the operating manuals and as-built documents
- Coordinate occupancy of the facility.

Throughout all of the steps outlined above, Project Manager shall represent the interest of Calhoun County and shall communicate and represent their objectives to Calhoun County officials and construction teams consistent with industry standards for project design services. The Project Manager shall routinely report to the County's project Management team.

Firm Requirements

Both the successful firm and its assigned lead project manager must have a minimum of five years of Architect/design management experience in which both the firm and project manager have acted solely as the owner's representative and shall be appropriately licensed as an Architect/Design Engineer with the SC Department of Labor and Licensing. The firm shall have an existing local presence in the Columbia area. Local ownership is preferred. The firm assigned to the project must be familiar with Phase I Construction of John Ford Community Center or have past experience in the Architect and Design of similar development projects and experience in working with public/private ventures. The firm shall be required to show proof of liability and errors and omissions insurance coverage of not less than \$1,000,000.

Respondents will be evaluated based on the following criteria:

- Past Experience with John Ford Phase I renovations or similar projects
- Credentials of Assigned Personnel

- Demonstrated Ability to Meet Time and Budget Requirements
- Related Experience on Similar Projects
- Architectural and Design Experience
- Company's Location

Submittal Requirements

Respondents shall submit a proposal package to include in the following order:

- One-page cover letter,
- Executive summary
- Company Information
- Statement of Qualifications (which responds to the above evaluation criteria)
- Resume for all Key Team Members
- Minimum of Five References

Related project experience shall not exceed more than five representative projects. Submittal package shall be limited to 10 pages, 8 ½ x 11. Resumes maybe included as attachments and will not be counted in the 10-page limit.

Submittals shall be delivered or mailed to arrive at the offices of Procurement as noted above. Questions shall be directed to Boyce Till, Procurement Officer at btill@calhouncounty.sc.gov.