

 <p>School District Five Of Lexington and Richland Counties</p>	District Five of Lexington and Richland Counties Request for Qualifications	Solicitation #	2018-044
		Date Issued	May 3, 2018
		Procurement Official	Lynda Robinson
		Phone	(803) 476-8140
		E-Mail Address	ljrobins@lexrich5.org

DESCRIPTION	Design and Engineering Services for a New Elementary School
-------------	---

The Term "Offer" Means Your "Bid" or "Proposal"

SUBMIT OFFER BY	June 7, 2018 at 4:00 PM
QUESTIONS MUST BE RECEIVED BY	May 18, 2018 at 4:00 pm
NUMBER OF COPIES TO BE SUBMITTED	1 original and 9 copies

Offers must be submitted in a sealed package. Solicitation number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO:

District Five of Lexington and Richland Counties Purchasing Office 1020 Dutch Fork Road Irmo, SC 29063

CONFERENCE TYPE: Pre-submittal Conference (Non-Mandatory) DATE & TIME: at 11:00 AM (EDT) May 17, 2018 As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions	LOCATION: Chapin High School 300 Columbia Avenue Chapin, SC 29036
--	--

AWARD & AMENDMENTS	The award, this solicitation, and any amendments will be posted at the following web address: www.lexrich5.org/Page/16458
-------------------------------	---

You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, you agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of sixty (60) calendar days after the Opening Date.	
NAME OF OFFEROR (Full legal name of business submitting the offer)	OFFEROR'S TYPE OF ENTITY: (Check one) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____ (See "Signing Your Offer" provision.)
AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)	
TITLE (Business title of person signing above)	
PRINTED NAME (Printed name of person signing above)	
DATE SIGNED	
Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.	
STATE OF INCORPORATION (If Offeror is a corporation, identify the state of Incorporation.)	TAXPAYER IDENTIFICATION NO.

COVER PAGE

PAGE TWO
(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for Offeror's home office / principal place of business)				NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.)			
				Area Code:	Number:	Extension:	Facsimile:
E-Mail Address:							
PAYMENT ADDRESS (Address to which payments will be sent.) <input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)				ORDER ADDRESS (Address to which purchase orders will be sent)			
				Order E-Mail Address:			
				<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)			
ACKNOWLEDGMENT OF AMENDMENTS: Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue.							
Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date
DISCOUNT FOR PROMPT PAYMENT			10 Calendar Days (%)	20 Calendar Days(%)	30 Calendar Days (%)	_____ Calendar Days (%)	
			_____	_____	_____		
MINORITY PARTICIPATION							
Please answer the following question:							
1. Are you certified as a MOB/WOB (minority-owned business/woman-owned business) by the State of South Carolina? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide certification number: _____.							

Contents

<i>Instructions to Proposers</i>	5
GENERAL PROVISIONS	6
GENERAL CONDITIONS	7
SPECIAL CONDITIONS	9
Written Submittals of Qualifications to provide Architectural / Engineering Services for:	10
A New Elementary School	10
1. Introduction.....	10
1.1 Purpose of Procurement	10
.....	10
1.2. Project Objectives	11
1.3 Project Assumptions	12
1.4 Definitions of Terms	12
2. General Instructions.....	13
2.1. Program.....	13
2.2. Selection Process	14
2.3. Pre-submittal Conference	15
2.4. Submittal Validity.....	15
2.5. Scope of Work Overview	15
2.6 Plan Approvals.....	16
2.7 Construction Related Services	17
2.8 Design Guidelines	17
2.9. Schedule of Events	17
3. Written Submittal—Qualifications Submission Format and Requirements (Response to Request for Qualifications or "RFQ")	18
3.1. Physical Submittal	18
3.2. Written Submittal Prerequisite Criteria	19
3.3. Written Submittal Evaluation	20
3.4. Contents	22
4. Considerations	28
4.1 Qualifications based Selection	28
4.2. Additional Conditions	28
5. Interview and Final Evaluation	29

5.1	Formal Interview Evaluation Criteria.....	29
5.2.	Interview Format	30
5.3.	Who Should Attend?	30
5.4.	Things to Address at Interview.....	30
5.5.	Final Evaluation Ranking	30
5.6.	Contract Negotiation.....	30
5.7	Additional Information and Provisions	30

Instructions to Proposers

1. **All submittals and this form must be submitted in a sealed envelope. Do not include more than one submittal per envelope. The face of the envelope shall contain the qualification title, number, and the date and time of opening. The District assumes no responsibility for unmarked or improperly marked envelopes.**
2. Qualifications, amendments or withdrawal requests must be received by the time advertised for the opening. It is the vendor's sole responsibility to ensure that documents are received in the Purchasing Department by the time and date indicated in the solicitation documents.
3. If specifications or descriptive papers are submitted with qualifications, enter proposer's name thereon.
4. Firms shall be required to visibly mark as "*CONFIDENTIAL*" each part of their submittal that they consider to be proprietary information that could be exempt under the Freedom of Information Act. District Five reserves the right to determine whether this information should be exempt from disclosure.
5. By submission of qualifications, the proposer shall guarantee that all goods and services shall meet the requirements of the solicitation during the contract period.
6. Any offeror desiring to exercise protest rights under Section 4210 of the District Procurement Code shall direct all correspondence to Coordinator of Purchasing, School District 5 of Lexington and Richland Counties, 1020 Dutch Fork Road, Irmo, SC 29063.

[REMAINDER OF PAGE INTENTIONALLY BLANK]

GENERAL PROVISIONS

1. **Bidder Qualifications:** Bidders must, upon request of the District, furnish satisfactory evidence of their ability to supply the required products or services in accordance with the terms and conditions of these specifications. The District reserves the right to make the final determination as to the bidder's ability to provide the products or services requested herein.
2. **Amendments:** All amendments to and interpretations of this solicitation shall be in writing from the Purchasing Department. The District shall not be legally bound by any amendment or interpretation that is not in writing.
3. **Proposer's Responsibility:** Each proposer shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this bid. It is expected that this will sometimes require on-site observation. The failures or omission of a bidder to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this bid or to the contract.
4. **Award Criteria:** The contract shall be awarded to the highest ranked, responsive and responsible offeror whose offer is determined to be the most advantageous to the District, subject to Board approval. All items unless otherwise stated will be assumed to meet all specifications and requirements as outlined in the Invitation for Bid. Ambiguous bids which are uncertain as to terms, delivery, quantity, or compliance with specifications may be rejected or otherwise disregarded.
5. **Rejection:** The District reserves the right to reject any bid that contains prices for individual items or services that are unreasonable when compared to the same or other bids if such action is in the best interest of the District.

[REMAINDER OF PAGE INTENTIONALLY BLANK]

GENERAL CONDITIONS

1. **Default:** In case of default of the contractor, the District reserves the right to purchase any or all items in default in the open market, charging the contractor with any additional costs. The defaulting contractor shall not be considered a responsible bidder until the assessed charge has been satisfied.
2. **Non-Appropriations:** Any contract entered into by the District or other entities resulting from this Invitation for Bid shall be subject to cancellation without damages of further obligation when funds are not appropriated or otherwise made available to support the continuation of performance in a subsequent fiscal period or appropriated year.
3. **Force Majeure:** The contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by default of a subcontractor, and if such default arises out of causes beyond the control of both the contractor and subcontractor, and without the fault or negligence of either of them, the contractor shall not be liable for excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule.
4. **Publicity Releases:** Contractor agrees not to refer to the award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the District.
5. **S.C. Law Clause:** Upon award of a contract under this bid, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business in this State. By submission of this signed bid, the bidder agrees to subject himself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.
6. **Termination:** Subject to the provisions below, the contract may be terminated for any reason by the Purchasing Department providing a 30-day advance notice in writing to the contractor.
 - (a) **Termination for Convenience:** In the event that this contract is terminated or canceled upon request and for the convenience of the District without the required

thirty (30) days advance written notice, then the District may negotiate reasonable termination costs, if applicable.

(b) Termination for Cause: Termination by the District for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived, and the default provision in this bid shall apply. (See General Conditions No.1)

7. Assignment: No contract or its provisions may be assigned, sublet, or transferred without the written consent of the District's Purchasing Department.
8. Affirmative Action: The successful bidder will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.
9. Indemnification: The District, its officers, agents, and employees shall be held harmless from liability from any claims, damages, and actions of any nature arising from the use of any materials furnished by the contractor, provided that such liability is not attributable to negligence on the part of the District or failure of the District to use the materials in the manner outlined by the contractor in descriptive literature or specifications submitted with the contractor's bid.
10. Payment: Payment for services pursuant to a successful contract will be made within thirty (30) days after receipt of a detailed invoice.

SPECIAL CONDITIONS

2. The contract will be awarded based on the option that serves the best interest of the District, and the award will be to one vendor.
3. Contractor/SubContractors must stipulate that they are responsible for running a National Sex Offender Registry check on their employees who work in schools.

By signing below, the bidder agrees to prohibit any employees or sub-contractor employees from performing work or services at School District Five of Lexington and Richland Counties if they are deemed to be Registered Sex Offenders, or pose a known criminal danger to children or staff. The vendor hereby agrees to run a National Sex Offender Registry check (<http://www.nsopr.gov/>) or equivalent on all employees or sub-contractor employees who may be in the proximity of school children or staff. This check must be done by the vendor prior to performing any work or services at School District Five of Lexington and Richland County.

Authorized Signature: _____ Date: _____

4. Insurance: Unless other limits are provided in the solicitation, the contractor shall provide and maintain during the entire period of performance under this contract, the following insurance:
 - A. Worker's Compensation: Must meet requirements of S.C. Law regarding Worker's Compensation Insurance.
 - B. Contractor's Liability Insurance: Limits of coverage shall not be less than \$250,000/\$500,000 bodily injury and \$100,000 property damage each accident (\$300,000 aggregate).
 - C. Vehicle Insurance: Limits of coverage shall not be less than \$250,000/\$500,000 bodily injury and \$100,000 property damage.
5. All individuals whom the individual or company anticipates working in District Five Schools must be cleared through a SLED check to be authorized to be around children and staff in the schools. The individual or company offered a contract will be responsible for providing proof of a proper SLED background report for those who work in District Five Schools and Offices associated with the company or individual.
6. Federal W-9 Form: Please note that in order for School District 5 to do business with any vendor we must have a completed W-9 Form on file in our Finance Office. It is imperative that if your firm has not done business with us before you must fill out the W-9 form attached to this solicitation and either e-mail it to Ms. Bridget Walters at bwalters@lexrich5.org or fax it to her at 803-476-8237.

**Written Submittals of Qualifications to provide Architectural / Engineering
Services for:**

A New Elementary School

1. Introduction

1.1 Purpose of Procurement

- 1.1.1 School District Five of Lexington and Richland Counties, hereinafter referred to as “District 5”, is requesting sealed Offers from qualified firms, hereinafter referred to as “Respondent(s),” for Architectural Design and Engineering Services for the Programming and Design of a proposed Elementary School. The design shall involve evaluating existing plans owned by the District for potential site adaptation and/or preparing a new elementary school design as well as site design, building location and road and other improvement plans. The final plans will become the property of the District. By means of this Request, the District invites qualification submittals and will select one firm to perform the design services. The District Evaluation Committee will review and evaluate Responses to this solicitation to determine the qualifications of Respondents willing to perform a project scope in a manner determined to best meet the needs of the District for this solicitation. This is a qualifications based selection pursuant to Section 3220 of the District’s Procurement Code.
- 1.1.2 It is the intent and purpose of the District that this solicitation permits competition. It is the responsibility of the Respondents to advise the District if any language, specifications, or requirements, or any combination thereof, inadvertently limit the competition in this solicitation to a single source.
- 1.1.3 It is the intent and purpose of this solicitation to give equal consideration to all Offers. Evaluations of each submission will factor expertise, experience, capabilities, and references into any consideration of award.
- 1.1.4 Each Offer must meet all terms, conditions, and specifications of this solicitation in order to obtain contract award. By virtue of submission, the Respondent acknowledges agreement and acceptance of all provisions except as those expressly consented in this solicitation. Non-substantial deviations may be considered provided Respondent submits a full explanation and justification of proposed deviations. Whether any such proposed deviation is deemed non-substantial will be determined by the District in its sole discretion.
- 1.1.5 The Construction Manager at Risk (“CM at risk”) is a delivery method which entails a commitment by the Construction Manager (CM) to deliver the project within a

Guaranteed Maximum Price (GMP) which is based on the construction documents and specifications at the time of the GMP plus any reasonably inferred items or tasks. In the CM at Risk method of project delivery, the Owner, here District 5 independently selects its Design Professional. That is the purpose of this solicitation.

1.1.6 The District plans to engage in a CM at Risk program to construct the elementary school, and the qualified Offeror will demonstrate experience in and a willingness to collaborate with the District's ultimately selected CM at Risk firm to complete the design and construction of the project.

1.1.7 Substantial completion date desired for the completion of construction is approximately June 30, 2020.

1.2. Project Objectives

1.2.1. General Scope of Design Services.

Based on the proposed site, the Designer will develop drawings for the proposed building and related construction and site amenities. These will be made in consultation with the Construction Manager after the District has selected a construction manager. The overall project will be conducted using the CM at Risk method of project delivery. Project services shall include preparation of drawings and other documents illustrating the means for substantially meeting the programmatic needs established by the Board and District Staff and working with the Staff and CM at risk to meet the Estimated Construction Cost. Conceptual design documents and drawings should show compliance with all applicable program elements, building and zoning codes, environmental and DOT requirements and shall include provisions for any required permits and variances

1.2.2 Contract requirements. The Designer's contract will require early and continued coordination with the CM at Risk for this project. All project dealings with contractors and subcontractors; documents for construction, identifying as necessary, the scope of work for each trade; preparing drawings and specifications for subcontractor bid packages; and will require close adherence to established budget and scheduled performance conditions and timelines. The contract will require the Designer to perform any necessary redesign services as required to meet the Budget and program, at no additional cost to the District.

1.2.3. In selecting a firm, the Owner will emphasize the experience of the firm and assigned personnel in working in a CM-at -Risk and in school projects including providing functions on projects of similar magnitude and complexity as the proposed project. Selection preference will be toward firms that have depths of

knowledge and resources for high-tech facility design, for, for scheduling, contract coordination, and compliance, and budget control, as well as familiarity with state laws, ordinances, and codes applicable to the Owner.

1.2.4. It is the responsibility of each submitter to examine the complete Request for Qualifications ("RFQ"), seek clarification in writing and review its submittal for accuracy before submitting their qualifications. Once submission deadlines have passed, all submissions will be final. The Owner will not request clarification from any individual submitter relative to their submission but reserves the right to ask for additional information from all parties that have submitted qualifications. Each firm must describe experience if there are multiple firms proposed as one team. Please indicate, by the firm, those qualifying as a minority firm.

1.2.5. Certified Minority Business Enterprises are encouraged to respond to this request.

1.2.6. The tight window of construction opportunity requires the Owner to make, as an important selection criterion, the ability of firms to place quality personnel on this job ready to work within an effective timeframe.

1.3. Project Assumptions

1.3 Project Assumptions

1.3.1. The Owner does not desire to enter into "joint-venture" agreements with multiple firms.

1.3.2. The Owner expects all parties to this project to work closely together and deal appropriately with project conditions to finish the job successfully. **A spirit of cooperation and collaboration among professional construction services providers is of utmost importance to the Owner.**

1.3.3. It is the sincere intention of the Owner to make every effort to be fair and equitable in its dealings with all candidates for selection.

1.4 Definitions of Terms

1.4.1. Whenever the terms "**RFQ**," is used, the reference is to this Request for Qualifications or portions thereof, together with any exhibits, attachments, or addenda it may contain.

1.4.2. Whenever the terms "**shall**," "**must**," or "**is required**" are used in the RFQ, the referenced task is a mandatory requirement of this RFQ. Failure to meet any mandatory requirement will be cause for rejection of a submittal.

1.4.3. Whenever the terms "**can**," "**may**," or "**should**" are used in the RFQ, the referenced specification is discretionary. Therefore, although the failure to provide any items so termed will not be cause for rejection, the Selection Committee may consider such failure in evaluating the submittal.

1.4.4. Whenever the terms "**apparent successful**" or "**top-ranked**" or "**highest-**

ranking" firm or offeror are used in this document, the reference is to the firm that the Selection Committee ultimately judges to have submitted the case best satisfying the needs of the Owner in accordance with the RFQ. The selection of an apparent successful firm does not necessarily mean the Selection Committee accepts all aspects of the firm's qualification submittal.

1.4.5. Whenever the term "**submittal**" is used in the RFQ, the reference is to the response offered by a firm in accordance with the RFQ. **1.4.6.** Whenever the term

1.4.6. "**Selection Committee**" is used in the RFQ, the reference is to the District representatives responsible for administering and conducting the evaluation and selection process of the RFQ.

1.4.7. "**CM at Risk**" refers to the construction project delivery method in which, among other things, the Owner holds a single contract with a business entity that has a responsibility to work with the Owners' Designer to construct a project, and that holds the trade contracts.

1.4.8. "**Design Professional**" and "**Designer of Record**" both refer to the project's architect or design engineer, whose responsibilities generally include programming of the facility.

1.4.9. "**Building Commissioning**" refers to a formal and systematic process of documentation, adjustment, testing, verification, and training focused on quality assurance and performed specifically to ensure that the finished facility operates in accordance with the Owner's documented project requirements and the construction documents.

1.4.10. "**Commissioning Provider**" refers to the entity or person providing building commissioning services for a project.

1.4.11. "**Owner's Project Requirements**" is a written document that details the functional requirements of a project and the expectations of how it will be used and operated.

1.4.12. "**Qualifications Submittal**" and "**Initial Written Submittal**" both refer to a firm's response to the RFQ.

2. General Instructions

2.1. Program

2.1.1. General

The project will be designed and constructed to a level of quality and timeliness that reflects the long term use of functional, efficient and adaptable components of District Five School Facilities. Appropriate considerations should be made to

ensure that the building's life cycle cost is evaluated and minimized.

2.1.2. Owner-Architect Contract

The agreement will be for a fixed fee or fixed percentage of the total construction contract and will utilize either a modified B133-2014 Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition or a Modified Consensus Docs 240 Owner Design and Professional Agreement. All dispute resolution in any contract shall be in accord with the District Five Procurement Code.

2.2. Selection Process

2.2.1. Request for Qualifications

This document is a RFQ. The Response will be evaluated and three to five firms will be selected for interviews. After the interview, the Committee will rank the top three firms. Negotiations will then commence with the highest ranked firm.

2.2.2. Selection Committee

The selection of professional service providers will be by a Selection Committee which may consist of representatives of the School District Staff, School Board and, and other representatives identified by the District. Offeror contact for information and clarification about the Project must be limited to the procurement manager, as identified in 3.1.6., below.

2.2.3. Shortlisting Interviews

Selection of the Designer will be a multi-step process:

- a. Written Submittal

The Selection Committee will receive and review statements of qualifications and performance data as well as additional information requested in response to the RFQ. The Selection Committee will evaluate all firms first against a set of criteria, provided in Section 3 below, to determine those firms most qualified and suited for this particular project. Qualifications alone will narrow the field to a shortlist of three to five firms.

- b. Interview and Final Evaluation

As part of the evaluation of the responses, three to five proposing firms will be invited to a formal interview to explain their qualifications, vision and responses orally and to answer questions from the Selection Committee. From the evaluation of the written qualifications, combined with the interview, the Selection Committee will rank the shortlisted firms in order of suitability and appropriateness for the

present project.

2.2.4. Price Proposals

Each firm invited to interview shall prepare and deliver separate sealed price proposals to the Selection Committee chair at the time of the interview. The Price proposal will not be used for evaluation purposes. The highest ranked firm's fee proposal (which may be provided as a fixed cost or percentage of GMP) will be part of the basis for initial negotiations subsequently conducted. If negotiations with the highest-ranked offeror are not successful, the Owner will then invite the second-ranked firm to negotiate and so on.

2.3. Pre-submittal Conference

There will be a pre-submittal conference for all interested parties to take place at the time and place listed on the Schedule of Events (Section 2.9). Anyone may attend.

2.4. Submittal Validity

Any submitted proposal shall remain valid for ninety (90) days after the proposal due date or until the Owner executes a contract, whichever is sooner. In the event the selected proposer fails to perform and/or the contract is terminated within forty-five (45) days of its initiation, the Owner may request the proposer submitting the next acceptable proposal to honor its proposal.

2.5. Scope of Work Overview

The following scope of design services, including structural, mechanical, electrical, plumbing and site / civil engineering services, energy modeling/analysis, food service and energy, technology and security integration and management, shall be provided by the A/E for the project.

2.5.1 Schematic Phase

Participate and follow directives conveyed in visioning work sessions in collaboration with District's Board and Staff. Consider and analyze the possibility of site adaptation of plans currently owned by District. Consider cost structures of various alternatives and determine the general needs for programming and a structure on the proposed site.

2.5.2 Conceptual/Schematic Design Phase Refine program, space needs and project scope. This phase will involve meetings with school staff, students, parents, community members and local government officials for program development/refinement. For each component in the project, determine the relationship of proposed new spaces to District Needs, programmatic requirements, and site.

2.5.3 Design Development Phase

After approval and acceptance of the end product from Conceptual/Schematic Design Phase by the District, the A/E will work in conjunction and consultation with the CM at Risk for the Project to create detailed plans for building elevations, material selections, mechanical, plumbing, electrical/control systems and final design. Several revisions of the plan may be needed as the project is developed during this planning stage. The A/E shall provide energy modeling for mechanical and other building systems under consideration. The A/E will then prepare a final design plan based on the input received from the District and in conjunction with the CM at Risk and any applicable governmental agencies responsible for project approvals.

2.5.4 Construction Documents

After approval and acceptance of the end product from the Design Development Phase by the District, the A/E will be responsible for preparation of the required architectural / engineering drawings and plan documents, e.g., site plan, mechanical, electrical, plumbing, and structural plans.

After final approval of the architectural drawings and plan documents by the District, as well as the South Carolina Department of Education Office of School Facilities, any required other governing bodies, the A/E, will create detailed construction and specification documents for subcontractor bidding purposes.

The final construction documents shall include as a minimum: Site Plan, Landscaping Plan, Stormwater Management Plan, Roof Plan, Drainage Plan, Floor Plan(s), Exterior Elevations, Building Sections, Foundation Plan, Framing Plan(s), Details, Plumbing Isometrics, Door /Window / Room finish / Header / Plumbing / Electrical schedule, HVAC Plans, Electrical Plans, Submittal Worksheets and the project manual including specifications in the format agreed to by District 5 and the CM at Risk acting for District 5..

2.5.5 Construction Administration & Project Closeout

The A/E shall be a representative of and shall advise and consult with the District and work collaboratively with the CM at Risk during construction until the final payment to is due and during the correction, punch list and warranty periods as same are described in the final Contract Documents.

2.6 Plan Approvals

The A/E is responsible for the procurement of ALL plan approvals from all agencies of State and Local Government including, but not limited to the South Carolina Department of Education's office of School Facilities, South Carolina Department of Health and Environmental Control, the Town of Chapin (if applicable), Lexington County and any other entity from which approval is required for the building(s) including, but not limited to Storm water Management, Roadway,

highway right of way encroachment, electrical, sewer, HVAC, Mechanical, plumbing and/or Fire Protection.

2.7 Construction Related Services

The A/E will provide on the District’s behalf, construction administration and inspection services. At a minimum, services to be provided consist of coordinating regular progress meetings, review of shop drawings, assist District in floor and finish material selection, undertake construction observation, process any payment certificates required in the CM at Risk contract, and facilitate preparation of final record drawings, warranty follow-up and project closeout.

The A/E, in conjunction with the CM at Risk, shall provide updated budgetary cost estimates during each phase of the design process.

2.8 Design Guidelines

The District will require the A/E to integrate sustainable principles/design into the District’s projects. The A/E shall apply/utilize standards found in the Leadership in Energy & Environmental Design Green Building Rating System, Declare, Cradle to Cradle or other nationally recognized sustainability program/certification. The District may consider pursuing LEED or other sustainability program/certification. The District may engage the services of an independent commission agent/authority. The A/E shall integrate District’s vision for teaching & learning concepts into the program and design of all projects.

The A/E shall include options in the program and design to expand District’s opportunities for community access and use of facilities. The Design-Builder’s services shall conform to recognized standards of professional practice. The contract will outline the scope of work.

2.9. Schedule of Events

The following Schedule of Events represents the Owner’s best estimate of the schedule that will be followed. The Owner reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be provided to all who have requested this RFQ.

EVENTS	DATE	T I M E
1. Advertisement in SCBO and The State Newspaper	May 3, 2018	-
2. Owners conduct a pre-submittal conference for all interested firms. To take place in the Administrative Conference Room at Chapin HS	May 17, 2018	11:00 AM
3. Deadline for written questions and clarification on Request for	May 18, 2018	4:00 PM

Qualifications		
4. Deadline for submission of Qualifications	June 7, 2018	4:00 PM
5. Owners complete qualification evaluation and issues shortlist	June 19, 2018	-----
6. Owners interview shortlisted firms	June 28, 2018	9:00 AM

3. Written Submittal—Qualifications Submission Format and Requirements (Response to Request for Qualifications or "RFQ")

3.1. Physical Submittal

Ten copies of the information shall be submitted. Each submittal shall be identical and include a transmittal letter. The transmittal letter (or cover letter) will not count toward the page limit (specified in Section 3.1.1.). The table of contents sheet and the tab sheets also do not count toward the page limit. The covers of bound documents do not count and should not be used to convey your response to the RFQ using printing on them. Submitters are encouraged to follow in their responses the sequence of the Initial Written Submittal outlined here. Responses should be concise, clear, and relevant. Submitter's cost incurred in responding to this RFQ is submitter's alone, and the Owner does not accept liability for any such costs.

3.1.1. Responses are limited to forty standard (8½" x 11") pages (may be fewer) using a minimum of a 10-point Times New Roman font and one-inch margins. The pages of the qualification submittals must be numbered. A table of contents, with corresponding tabs in the body of the submittal, must be included as well to identify each section. Placing multiple tabs on a single page is perfectly acceptable. If more than one item in the table of contents can be started on the same page, you may do so and place all corresponding tabs on that page. Any affidavits, certifications, or signed statements called for may be included in an appendix and will not count toward the page limit. Please do not place or ask to place in the appendix any additional information not explicitly required to be placed there.

3.1.2. Submittals of qualifications will be accepted until time and date shown in the Schedule of Events (Section 2.7). This is a firm deadline. The Owner is not responsible for the proper or timely delivery of submittals. Failure to meet the deadline for receipt of submittals will result in rejection of the submittal. Submittals received after the deadline will not be considered whether delayed in transit or for any other cause whatsoever. Each firm is solely responsible for the accuracy and completeness of its submittal. Errors and omissions may constitute grounds for rejection.

3.1.3. The Owner intends to limit the cost that submitters incur to respond to this

solicitation. Therefore, submitters are encouraged to be brief and succinct. Thick volumes of background and general marketing material are not desired. A firm should highlight instead its responsiveness to the evaluation criteria. If there are multiple firms proposed as one team, each component firm should describe its relevant qualifications.

3.1.4. Firms should deliver their submittals in a sealed package. The name and address of the firm should appear on the outside of the package, and the package should reference the project; i.e., "RFQ for Architectural Services for New Elementary School."

3.1.5. Submit qualifications document to the following address:

**Lynda Robinson
Coordinator of Purchasing
Lexington School District Five
1020 Dutch Fork Road
Irmo, SC 29063**

3.1.6. Except for submission of questions, discussed further below, proposers shall not contact any members or employees of the Owner regarding any aspect of this procurement until after the award of the contract. Contact with these persons could be grounds for elimination from the competition. Questions may be asked at the pre-submittal conference. Questions not asked at the pre-submittal conference must be submitted in writing via email to:

Lynda Robinson
E-mail: ljobins@lexrich5.org

3.1.7. All follow-up questions from the pre-submittal conference, as well as any questions that have been submitted in writing before the deadline, will be compiled and answered in writing. The deadline for submission of questions relating to the RFQ is the time and date shown in the Schedule of Events (Section 2.7). Answers will be distributed simultaneously by e-mail to the contact person in those firms that attended the pre-submittal conference or that have requested the RFQ.

3.2. Written Submittal Prerequisite Criteria

Firms must meet the criteria in the bullet points immediately below. Firms that do not meet these criteria are automatically disqualified for further evaluation.

- Firm **MUST** have design Errors and Omissions Insurance with a minimum policy limit of 2 million dollars.
- Bodily injury, including death—limits of \$2 million for each incident; Property damage—limits of \$2 million for each occurrence and \$5 million for the aggregate of operations. (The Owner reserves the right to require additional limits

and coverage in the final contract.)

- Submit Standard Form 254 (A copy is included in the RFQ) completed with your response documents.

Such signed statements and completed Form 254 may be placed in an appendix and will not count toward your page limit.

3.3. Written Submittal Evaluation

3.3.1. Evaluative Criteria

The initial review in the RFQ is to confirm the qualifications of the Proposer. The evaluation will be based on the following criteria:

Major Category	Criteria Summaries
<p>Depth of Resources/ Personnel Capability with Relevant Experience (POINT VALUE = 30)</p>	<ul style="list-style-type: none"> • Depth of resources with experience and ability, qualified and available for Architect/Engineer/Design Professional role • Depth of resources with experience and ability, Qualified and available for Architectural / Design / Engineering Role in CM at Risk Project Delivery Method. • Depth of resources with experience and ability, qualified and available for mechanical/ structural, electrical and other engineering roles. • Specific personnel experience with high-tech facility design and construction • Specific personnel experience with school construction • Specific personnel experience with “green” projects.

<p>Firm's relevant project experience (POINT VALUE = 25)</p>	<ul style="list-style-type: none"> • Firm's experience with similar projects • Firm's experience with pre-design and programming services • Firm's experience with preconstruction and construction services • Firm's experience on State or similar education projects • Firm's litigation record
<p>Responsiveness of Submittal (POINT VALUE = 20)</p>	<ul style="list-style-type: none"> • Extent to which the instructions in the RFQ were followed • Accuracy in reflecting the project's assumptions and requirements • Quality of Firm's references
<p>Financial Information (POINT VALUE = 15)</p>	<ul style="list-style-type: none"> • Firm's financial stability
<p>Statement of Why the Firm Should be Selected (POINT VALUE = 10)</p>	<ul style="list-style-type: none"> • Firm's unique ability to provide Design services, herein described
<p>Project Management Plan (POINT VALUE =20)</p>	<ul style="list-style-type: none"> • Approach to Managing the design process, working with CM at Risk and District Personnel, Accountability, cost, quality, human resources, communication and risk • MBE/DBE Inclusion

<p>Project Approach (POINT VALUE =20)</p>	<ul style="list-style-type: none"> • Creativity and insight related to the project • Related experience on similar projects • Coordination with CM at Risk • timeliness and Scheduling • Approach to deliver value to District 5 • Innovative approaches to space, life cycle costing and green aspects of project
<p>Demonstrated Compliance with Project Requirements (POINT VALUE 10)</p>	<ul style="list-style-type: none"> • Designer’s interpretation of the proposed program and adapting the same to the proposed site, particularly pertaining to: • Appearance, functionality, and adaptability

3.4. Contents

The qualification submittal should contain the following information in the following order:

3.4.1. Statement of Interest. Briefly, tell why your firm is interested in this project.

3.4.2. Firm Description

3.4.3. Basic company information

- a. Company name
- b. Address and zip code
- c. E-mail address and name of primary contact
- d. Telephone number
- e. Number of years in business

3.4.4. Form of ownership, including the state of residency or incorporation: Is the offeror a sole proprietorship, partnership, corporation, Limited Liability Company (LLC), joint venture, or other structure? For joint venture entities that have not completed at least *two* relevant projects together, each firm should describe its qualifications separately, but hold the unified submittal to the set page

limit.

3.4.5. Succinctly describe the history and growth of your firm(s).

3.4.6. Regarding litigation with owners, subcontractors, and design professionals, list any active or pending litigation and explain.

3.4.7. Other than that, just listed, has the firm been involved in any relevant litigation in the past five years? Explain.

3.4.8. List and briefly describe projects that your firm has completed in the past three years that were delivered using CM at Risk method of project delivery and were valued at or above \$5,000,000. For each of these projects identify the CM at risk and discuss how the project award method realized benefits to the owner.

3.4.9. Has the firm ever failed to complete any work awarded to it or has it been removed from any project awarded to the firm? Explain.

3.4.10. Give three references to whom your company has provided professional services of nature and quality similar to those described herein. This reference information should include a short paragraph describing the service(s) provided, together with the following:

- a. The name of the organization to which the services were provided
- b. Project location
- c. Dates during which your firm performed the services
- d. A brief description of the project
- e. A current contact name, together with the organizational title, at the firm
- f. The contact's current address and telephone number (The Selection Committee will not appreciate obsolete contact information)

3.4.11. List any awards or recognition that the firm has received with a specific focus on Elementary School Buildings.

3.4.12. Provide a statement of disclosure, which will allow the Owner to evaluate possible conflicts of interest. (This disclosure requirement is not about giving the Owner permission regarding our contacting your references. It is about revealing relationships that your company might have with persons, not of your company who are directly involved in the decision-making regarding this project.) If your company has no conflicts of interest, your statement should affirm that as fact, and you may do so succinctly.

3.4.13. Office Submitting Qualifications

If the firm has multiple offices, the qualification statement should include information about the parent company and branch office separately. Identify the office from which project will be managed and that office's proximity to the project site. Parent company (or general office) financial information as totals will be acceptable IF "parent" (or "general office") means that it is financially responsible for the liabilities of the branch office. If the parent company is not so responsible, meaning that its financial resources are not available to the office that will perform the contract, it will be misleading to the Owner to offer the financials of any office other than the one with the prospect of a contract with the Owner.

3.4.14. Financial Responsibility

- a. List your total annual billings for each of the past three calendar years. If forming a partnership, list separately by firm.
- b. List the contact persons, addresses, and telephone numbers for your insurance carrier and agent.
- c. List the contact persons, addresses, and telephone numbers for the firm's bonding company and agent.
- d. What percentage of your firm's work has been negotiated during the past three years?
- e. Supply your firm's Current Ratio (Current Assets / Current Liabilities) experience for the last five years, with a signed statement. Such signed statement may be placed in an appendix and will not count toward your page limit.

3.4.15. Personnel Capability

Provide general information about the firm's personnel resources, including classifications and numbers of employees and the locations and staffing of relevant offices. Provide a list of qualified and available personnel resources, identifying experience and ability for key personnel. The key personnel, at a minimum, are the proposed Designer of Record, supporting project architects and engineers, project superintendent, Design-Builder's project manager, project director, estimator, preconstruction manager, and the executive in charge. At this stage, firms may list more than one person qualified and available for the proposed project.

3.4.16. Relevant Project Experience of the Designer

Relevant project experience refers especially to buildings similar to this project. Describe no more than six and no fewer than four projects in order of most relevant to least relevant that demonstrate the firm's capabilities to provide design services

on the project at hand. For each project, the following information should be provided:

- a. Project name
- b. Project location
- c. Dates during which services were performed
- d. Physical description (e.g., square footage, number of stories, site area)
- e. A brief description of the project
- f. Services performed as Designer
- g. Statement of performance versus owner expectations in the areas of cost, quality, and schedule
- h. Owner reference

3.4.19. Statement of Why the Proposing Firm Should Be Selected

This section provides each firm the opportunity to provide specific information that differentiates them from others in the competition. This statement is limited to two pages of the allowed total.

3.4.20. Project Approach

- a. Describe A/E's understanding of the project and the planned approach to achieve the goals of the project. The submittal shall include a listing of contemplated tasks and number of estimated hours by personnel classification/discipline for each phase of the project.
- b. Describe roles and responsibilities in the CM at Risk delivery method during the main project phases. Describe your commitment to these.
- c. Describe how your firm would assist the Owner in assuring participation by local contractors. Include examples of other projects where you have been successful in meeting similar goals.
- d. Provide a Minority Business Utilization Plan that details your firm's efforts for utilizing minority and DBE enterprises. Each Plan should address efforts at outreach to the minority community to make them aware of specific business and work opportunities, including second- and third-tier participation.

e. Describe sustainable or “green” design experience as well as experience working with energy efficient/total life cycle costing design.

f. Include conceptual time schedules, and related expectations/obligations of the District needed to complete the scope of work specified based on occupancy for the projects by June 2020. In this section include your current and projected workloads during the operative period and any difficulties that this may create in meeting the proposed completion date.

g. List all projects that you have performed for District Five during the past five (5) years.

3.4.21. Qualifications and Experience of Proposed Project Team

a. Describe your firm's proposed organization for the Project. Your synopsis should provide an organizational chart showing the lines of responsibility and accountability. Please designate the specific people to fill the following key roles on your team:

- Designer of Record
- Other Project Architects
- Project Engineers
- Other (please describe, if applicable)

b. Please identify the person who, *from project start to finish*, will be the leader of your project team and the principal point of contact between your firm and the Owner. This person's competence, leadership, and ability to achieve customer satisfaction will be heavily considered in the selection of a Design firm. Provide detailed information on this person's qualifications and the direction, authority, and management tools that you will provide him or her.

c. Describe your firm's diversity and plans to ensure diversity in the in the present and past projects.

3.4.22. Management Plan

a. Describe your process for efficiently resolving issues and maintaining project commitments, working collaboratively with the Owners and the CM at Risk.

b. Provide your detailed scope management plan for incorporating and protecting approved project components.

c. Provide your detailed schedule management plan for this project during design and construction. Describe systems and procedures your firm uses

to manage the project schedule. Describe alternatives that may be explored to shorten the schedule.

d. Describe your systems and procedures for controlling costs during design and construction.

e. Provide your quality assurance plan for this project. Describe your firm's approach for validating compliance with the construction documents. Explain your process for ensuring quality workmanship.

f. Provide specific examples demonstrating your ability to communicate to solve complex project issues without compromising your team commitments.

g. Provide your detailed change management plan for managing cost and schedule exposures within the stated limitations.

h. Describe monthly status reports, e.g., project timeline, deliverables, costs incurred to date, and costs to project timeline that you will provide.

3.4.24. References

a. Provide at least three but no more than six references along with a brief statement about the relevance of each reference. It is the proposer's responsibility to ensure that they have listed a current contact with a correct phone number; it is also in your best interest because your Selection Committee will remember if it is difficult to trace references that you provide. Include project-specific references and contact information for the following team members who served on that project:

- Designer of Record
- Project Manager

3.4.25. Demonstrated Compliance with the Design Requirements

a. Describe how A/E will organize and perform the work described in the Scope of Services section. List the names of any sub-consultants that are intended to be used on the project and the specific services to be provided the sub-consultant(s).

b. Describe and or demonstrate a preliminary site plan and broad layout and appearance that you believe will meet the project goals.

3.4.26 Cost Proposal

a. Provide a fee proposal using the attached fee proposal spreadsheet. Fees shall include ALL meetings needed to complete this project and ALL reimbursable costs other than plan/document printing costs (incurred for this bidding phase of the project) and required plan submittal fees. The proposal may be a fixed dollar cost or a percentage of GMP.

b. Describe any possible additional related costs and/or fees (not included in your base fee) that the District might incur as a result of this design process.

4. Considerations

4.1 Qualifications Based Selection

Final Selection of the Architectural/Engineering firm for this project shall be made using qualifications-based selection. Negotiations shall be conducted with the highest ranked proposer after the evaluation.

4.2. Additional Conditions

4.2.1. The Owner reserves the right to reject any or all submittals received. The Owner is not obligated to request clarifications or additional information but may do so at its discretion. The Owner reserves the right to extend the deadline for submittals or alter the schedule of events, as they deem necessary.

4.2.2. The Superintendent of the Owner or his designee will approve the form of contract used for this project.

4.2.3. Non-Collusion: In submitting its qualification information , the proposer affirms that, in connection with its submittal , the firm has not either directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free and open competition; and that, to the best of its knowledge and belief, the contents of its submittal have not been communicated by the firm or by any of the firms employees or agents to any person who is not an employee or agent of the firm or of the surety on any bond furnished with the submittal and will not be communicated to any person who is not an employee or agent of the bidder or of said surety prior to the official opening of the submittal, and, to the extent that its submittal includes the participation of subcontractors or teaming partners, those subcontractors and teaming partners have not participated in any collusive activities as described above.

4.2.4. Confidentiality of Documents: Upon receipt of a submittal by the Owner, the proposal shall become the property of the Owner without compensation to the proponent for disposition or usage by the Owner at its discretion. Subject to the provisions of the Freedom of Information Act, the details of the submittal documents will remain confidential until final award.

4.2.5. Costs to Prepare Responses: The Owner assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of qualification information.

4.2.6. The Owner reserves the right to check references of proposed personnel on the project team and to request substitutions of personnel if it deems such action in the Owners' best interests. Moreover, the Owner reserves the right to check any reference that it may become aware of in addition to the references given by the proposer.

4.2.7. Equal Employment Opportunity: During the performance of this Contract, the Design-Builder agrees as follows: The Design-Builder will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, or physical handicap. Design-Builder must have a history of being non-discriminating and will not discriminate on the basis of race, creed, color, sex, or national origin in any of its employment practices, or procurement practices with respect to the workforce of the firm, or procurement services in connection with this project. An affirmative action plan must be maintained for both workforce and procurement practices.

4.2.8 School District Five of Lexington and Richland Counties embraces diversity in all aspects of its function, including use of minority businesses, vendors, or contractors in construction projects.

4.2.9. It is a specific requirement that the selected firm certify that it operates a drug-free workplace and that it will remain that way throughout the duration of the project to satisfy South Carolina Statute 44-107-30.

5. Interview and Final Evaluation

5.1 Formal Interview Evaluation Criteria

Major Category	Criteria Summary
Interview <i>(POINT VALUE = 50)</i>	<ul style="list-style-type: none"> • Level of experience and technical qualifications of key team members (Designers). The ability of professional personnel • Creativity and insight related to the project • Volume of work awarded by the District to the firm during the previous five years with the objective of effectuating an equitable distribution of contracts among qualified firms including certified MBE/DBE firms. • The ability of the firm to complete the project within the time and cost budgeted • Clear communication of the technical merits of the submittal • Firm's ability to meet challenges

5.2. Interview Format

The time allotted to each firm for the presentation and interview will not exceed 45 minutes (30 minutes for presentation, 15 minutes for questions). The format of the firm's presentation during the interview session is at the discretion of the firm. All members of the Selection Committee will be present during the formal interview.

5.2.1. Firms must address any questions, before the interview, to the project manager (identified in Section 3.1.6). Firms must not contact any other members of the Selection Committee before or after the interview until after a contract is executed.

5.3. Who Should Attend?

Please limit the number of representatives of the Design team to no more than ten people, but include at least the Principal Designer, representatives of Mechanical and structural functions as well as interior design, and those with whom the Owner will interact regularly. Essential consultants may be appropriate, also.

5.4. Things to Address at Interview

The formal interview process intends to provide the Selection Committee with an elaboration of the written qualification information to help the Selection Committee make a final selection of the firm that in the sole discretion of the selection committee best meets the requirements for this project.

5.5. Final Evaluation Ranking

Based on a combination of the scores received on the written submission and the formal interview, the Committee will rank the firms in order of qualification. The Selection Committee will use only those criteria published in this RFQ in making their determinations. Upon the Selection Committee's completion of the evaluation process, public notice of the competitions results will follow.

5.6. Contract Negotiation

Soon after notification of the evaluation outcome, the Owner will initiate negotiations with the top-ranked firm to negotiate fees and terms of a contract. In the event that a satisfactory contract cannot be agreed upon with the highest-ranked firm, the Owner will formally terminate the negotiations in writing and enter into negotiations in turn with the second-ranked firm and so-on until a mutually agreed-upon contract is established. The Contract form will be as outlined in Section 2.1.2.

5.7. Additional Information and Provisions

5.7.1. The Owner reserves the right to withdraw this RFQ or to reject any and all submittals at any time and cancel the project if, in the sole discretion of the Owner, continuation is deemed not to be in the best interest of the District.

5.7.2. In addition to the Owner's general right to reject all submittals, a submittal may be rejected if the submittal contains false or misleading statements or references that, in the sole judgment of the Selection Committee, do not support an attribute or condition contended by the firm and, in the sole judgment of the Selection Committee, such statements were intended to mislead the Selection Committee in its evaluation of the submittal.

5.7.3. The Selection Committee's identification of an apparent successful firm does not necessarily mean the Selection Committee accepts all aspects of the firm's submittal.

5.7.4 The Selection Committee reserves the right in its sole discretion to waive minor irregularities and to reject any or all submittals.

5.7.5. All submittals, together with any supporting material submitted by the firm, become the property of the Owner and may be retained, destroyed, or otherwise disposed of at the convenience of the Owner. All submittals, if kept by the Owner, become a matter of public record when final negotiations are completed.

5.7.6. By providing a submittal, each firm agrees not to request access to another firm's submittals until after a contract has been executed.

5.7.7. By providing a submittal, each firm agrees that the Owner will have the right to use any or all ideas or concepts presented in any submittal without restriction and without compensation to the firm.

5.7.8 All South Carolina employers must verify the employment eligibility status of all new hires through the federal E-Verify system in compliance with the "South Carolina Illegal Immigration and Reform Act." (See <http://www.llr.state.sc.us/immigration>.) Contractors and subcontractors who contract with public employers for the physical performance of services are to register and participate in the federal work authorization program or otherwise verify employees. The director of the State Fiscal Accountability Authority is authorized to prescribe forms and promulgate rules necessary to administer the act and publish the rules and regulations on the Board's website: www.procurementlaw.sc.gov/immigration.

5.7.9 DISCLOSURE OF CONFLICTS OF INTEREST OR UNFAIR COMPETITIVE ADVANTAGE (2011): You warrant and represent that your offer identifies and explains any unfair competitive advantage you may have in competing for the proposed contract and any actual or potential conflicts of interest that may arise from your participation in this competition or your receipt of an award. Without limitation, an unfair competitive advantage exists where a contractor competing for award possesses either proprietary information that was obtained from a government official without proper authorization or source selection information (as defined in SC Regulation 19-445.2010(C)) that is relevant to the contract but is not available to all competitors, and such information would

assist that contractor in obtaining the contract. If you have an unfair competitive advantage or a conflict of interest, SD5 may withhold award. Before withholding award on these grounds, a firm will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered.

5.7.10 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION: GIVING FALSE, MISLEADING, OR INCOMPLETE INFORMATION ON THIS CERTIFICATION MAY RENDER YOU SUBJECT TO PROSECUTION UNDER SECTION 16-9-10 OF THE SOUTH CAROLINA CODE OF LAWS AND OTHER APPLICABLE LAWS.

5.7.11 By submitting an offer, the Offeror certifies that—

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Offeror or competitor relating to—

- (i) Those prices;
- (ii) The intention to submit an offer; or
- (iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the Offeror, directly or indirectly, to any other Offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by Offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—

(i) Is the person in the offeror's organization responsible for determining the prices being offered in this offer, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; or

(ii) Has been authorized, in writing, to act as agent for the offeror's principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification [As used in this subdivision (b)(2)(i), the term "principals" means the person(s) in the offeror's organization responsible for determining the prices offered in this bid];

(iii) As an authorized agent, does certify that the principals referenced in subdivision (b)(2)(i) of this certification have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this

certification; and

(iv) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification.

(c) If the offeror deletes or modifies paragraph (a)(2) of this certification, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

5.7.12 ETHICS CERTIFICATE: By submitting an offer, the Offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. SD5 may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed.

5.7.13 RESTRICTIONS APPLICABLE TO OFFERORS & GIFTS: Violation of these restrictions may result in disqualification of your bid, suspension or debarment, and may constitute a violation of the state Ethics Act. (a) After issuance of the solicitation, ***offeror agrees not to discuss this procurement activity in any way with the Owner or its employees, agents or officials.*** All communications must be solely with the Procurement Officer. This restriction may be lifted by express written permission from the Procurement Officer. This restriction expires once a contract has been formed. (b) Unless otherwise approved in writing by the Procurement Officer, ***offeror agrees not to give anything to the Owner, any affiliated organizations, or the employees, agents or officials of either, prior to award.*** (c) Offeror acknowledges that the policy of SD5 is that a governmental body should not accept or solicit a gift, directly or indirectly, from a donor if the governmental body has reason to believe the donor has or is seeking to obtain contractual or other business or financial relationships with the governmental body. Regulation 19-445.2165(C) broadly defines the term donor.

5.7.14 NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT INCOME TAX WITHHOLDING (IMPORTANT TAX NOTICE - NONRESIDENTS ONLY): Withholding Requirements for Payments to Nonresidents: Section 12-8-550 of the South Carolina Code of Laws requires persons hiring or contracting with a nonresident conducting a business or performing personal services of a temporary nature within South Carolina to withhold 2% of each payment made to the nonresident. The withholding requirement does not apply to (1) payments on purchase orders for tangible personal property when the payments are not accompanied by services to be performed in South Carolina, (2) nonresidents who are not conducting business in South Carolina, (3) nonresidents for contracts that do not exceed \$10,000 in a calendar year, or (4) payments to a nonresident who (a) registers with either the S.C. Department of Revenue or the S.C. Secretary of State and (b) submits a Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to the person letting the contract.

For information about other withholding requirements (e.g., employee withholding), contact the Withholding Section at the South Carolina Department of Revenue at 803-898-5383 or visit the Department's website at: www.sctax.org

This notice is for informational purposes only. This Owner does not administer and has no authority over tax issues. All registration questions should be directed to the License and Registration Section at 803-898-5872 or to the South Carolina Department of Revenue, Registration Unit, Columbia, S.C. 29214-0140. All withholding questions should be directed to the Withholding Section at 803-898-5383.

PLEASE SEE THE "NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT INCOME TAX WITHHOLDING" FORM (FORM NUMBER I-312) LOCATED AT:
<http://www.sctax.org/Forms+and+Instructions/withholding/default.htm>

5.7.15 SUBMITTING CONFIDENTIAL INFORMATION: For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that Offeror contends contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-40(a)(1), or (b) privileged & confidential, as that phrase is used in Section 11-35-410. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the words "TRADE SECRET" every page, or portion thereof, that Offeror contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "PROTECTED" every page, or portion thereof, that Offeror contends is protected by Section 11-35-1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. Do not mark

your entire bid as confidential, trade secret, or protected! If your bid, or any part thereof, is improperly marked as confidential or trade secret or protected, SD5 may, in its sole discretion, determine it nonresponsive. If only portions of a page are subject to some protection, do not mark the entire page. By submitting a response to this solicitation, Offeror (1) agrees to the public disclosure of every page of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, & documents submitted during negotiations), unless the page is conspicuously marked "TRADE SECRET" or "CONFIDENTIAL" or "PROTECTED", (2) agrees that any information not marked, as required by these bidding instructions, as a "Trade Secret" is not a trade secret as defined by the Trade Secrets Act, and (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure. In determining whether to release documents, SD5 will detrimentally rely on Offeror's marking of documents, as required by these bidding instructions, as being either "CONFIDENTIAL" or "TRADE SECRET" or "PROTECTED". By submitting a response, Offeror agrees to defend, indemnify & hold harmless SD5, its officers & employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney's fees, arising out of or resulting from SD5 withholding information that Offeror marked as "confidential" or "trade secret" or "PROTECTED". Notwithstanding any markings to the contrary, by submitting your qualifications you consent to the disclosure of the contents to those third parties that may be able to verify the item of information at issue.

5.7.16 SOLICITATION INFORMATION FROM SOURCES OTHER THAN OFFICIAL SOURCE: South Carolina Business Opportunities (SCBO) is the official state government publication for Public entity solicitations. SD5 will maintain a web page with updated information at <http://www.lexrich5.org/Page/9173> with the latest information on the solicitation. Any information on School District Five solicitations obtained from any other source is unofficial and any reliance placed on such information is at the offeror's sole risk and is without recourse under the District's Procurement Code.

5.7.17 Procurement Officer may elect to communicate with you after opening for the purpose of clarifying either your offer or the requirements of the solicitation. Such communications may be conducted only with offerors who have submitted an offer which obviously conforms in all material aspects to the solicitation. Clarification of an offer must be documented in writing and included with the offer. Clarifications may not be used to revise an offer or the solicitation. [Section 11- 35-1520(8); R.19-445.2080]

5.7.18 CRIMINAL BACKGROUND CHECK: All companies, including but not limited to, design professionals, vendors, suppliers, consultants, general

contractors of any trade, and their subcontractors, (Contractor) that bring one or more of its employees on to any SD5 facility in order to fulfill the terms of this agreement, must conduct a criminal background check on said employee(s) prior to bringing or sending the employee(s) to the SD5 campus or other SD5 property. Contractor agrees that any employee with a criminal history that the contractor reasonably believes poses a threat to property or persons will not be brought or sent to the any SD5 facility. The Contractor agrees to impose this same criminal background check requirement on all subcontractors, vendors, suppliers, or consultants, used to fulfill its responsibilities under this agreement. The Contractor shall be responsible for all costs associated with these requirements. SD5 reserves the right to verify compliance by contractor upon request. Information collected for verification is controlled by the Federal Fair Credit Reporting Act. Individuals believed by SD5 to pose a threat must leave the District property immediately and the Contractor may be prohibited from future awards without permission of the Procurement Officer. All workers shall at all times wear a visible identification badge with photo ID that contains their name and the name of their employer.

5.7.19 IRAN DIVESTMENT ACT - CERTIFICATION (JAN 2015): (a) The Iran Divestment Act List is a list published by the Board pursuant to Section 11-57-310 that identifies persons engaged in investment activities in Iran. Currently, the list is available at the following URL: <http://procurement.sc.gov/PS/PS-iran-divestment.phtm>(.) Section 11-57-310 requires the government to provide a person ninety-days written notice before he is included on the list. The following representation, which is required by Section 11-57-330(A), is a material inducement for the State to award a contract to you. (b) By signing your Offer, you certify that, as of the date you sign, you are not on the then-current version of the Iran Divestment Act List. (c) You must notify the Procurement Officer immediately if, at any time before posting of a final statement of award, you are added to the Iran Divestment Act List.

5.7.20 OPEN TRADE REPRESENTATION (JUN 2015): By submitting an Offer, Offeror represents that Offeror is not currently engaged in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300. [02-2A083-1]

[END OF REQUEST FOR QUALIFICATIONS]

FEE PROPOSAL SHEET

Name of A/E: _____

Address: _____

Contact: _____

Telephone: _____

Fax: _____

E-mail: _____

Please state the fees for this project below:

FEE FOR ALL PHASES OF PROJECT – Vision and Pre-Design, Conceptual / Schematic Design, Design Development, Construction Documents, and Construction Administration, Project Closeout, and Warranty.

The Fee shall be expressed as a flat dollar of total construction costs for the Project or GMP (the only allowable reimbursable will be plan submittal fees and plan printing costs in the Bidding & Contract Award phase – all other costs are within the Fee of \$ _____ or _____% of the GMP.

The undersigned attests that the information contained within the proposal is accurate to the best of his/her knowledge and that the A/E he/she represents. If selected, agrees to incorporate the requirement of this RFQ in the final contract with the District.

Signature of Person Authorized to Submit

Proposal: _____

Typed Name of Signature Above: _____

STANDARD
FORM (SF)

254

**Architect-Engineer
and Related Services
Questionnaire**

Form Approved
OMB No. 9000-0004

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), Office of Federal Acquisition and Regulatory Policy, GSA, Washington, D.C. 20405; and to the Office of Management and Budget, Paperwork Reduction Project (9000-0004), Washington, D.C. 20503.

Purpose:

policy of the Federal Government in acquiring architectural, engineering, and related regardless of any differences in name or legal structure of such a branch due to local or professional services is to encourage firms lawfully engaged in the practice of those state laws. "Branch offices" are normally subject to the management decisions, professions to submit annually a statement of qualifications and performance data. Standard bookkeeping, and policies of the main office. Form 254, "Architect-Engineer and Related Services Questionnaire," is provided for that purpose. Interested A-E firms (including new, small, and/or minority firms) should complete file SF 254's with each Federal agency and with appropriate regional or district offices for which the A-E is Qualified to perform services. The agency head for each proposed project shall evaluate these qualification resumes, together with any other performance data or requested by the agency, in relation to the proposed project. The SF 254 may be used as a basis for selecting firms for discussions, or for screening firms preliminary to inviting submission of additional information. accurate as of this date.

Definitions:

"Architect-Engineer Services" are defined in Part 36 of the Federal Acquisition Regulation.

"Parent Company" is that firm, company, corporation, association or conglomerate which is major stockholder or highest tier owner of the firm completing this questionnaire. i.e.,

A is owned by Firm B which is, in turn, a subsidiary of Corporation C. The "parent company" of Firm A is Corporation C.

"Principals" are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate offices, associates, administrators,

"Discipline" as used in this questionnaire, refers to the primary technological capability of the responding firm. Possession of an academic degree, professional agency receiving this form. (Different principals may be listed on forms going to another registration, certification, or extensive experience in a particular field of practice normally agency.) Listed principals must be empowered to speak for the firm on policy and reflects an individual's primary technical discipline. contractual matters.

"Joint Venture" is a collaborative undertaking by two or more firms or individuals for which participants are both jointly and individually responsible.

"Consultant," as used in this questionnaire, is a highly specialized individual or firm having significant input and responsibility for certain aspects of a project and possessing unusual or capabilities for assuring success of the finished work.

refers to that firm which may be coordinating the concerted and complementary of several firms, individuals or related services to produce a completed study or facility. The "prime" would normally be regarded as having full responsibility and liability for quality of performance by itself as well as by subcontractor professionals under its jurisdiction.

"Branch Office" is a satellite, or subsidiary extension, of a headquarters office of a company, The

Instructions of Filing (Numbers below correspond to numbers contained in form): and

1. Type accurate and complete name of submitting firm, its address, and zip code.
 - 1a. Indicate whether form is being submitted in behalf of a parent firm or a branch office. (Branch office submissions should list only personnel in, and experience of, on file that office.)
2. Provide date the firm was established under the name shown in question 1.
3. Show date on which form is prepared. All information submitted shall be current and
4. Enter type of ownership, or legal structure, of firm (sole proprietor, partnership, corporation, joint venture, etc.).
 - Check appropriate boxes indicating if firm is (a) a small business concern; (b) a small the business concern owned and operated by socially and economically disadvantaged Firm individuals; and (c) Woman-owned (See 48 CFR 19.101 and 52.219-9).
5. Branches of subsidiaries of large or parent companies, or conglomerates, should insert name and address of highest-tier owner.
 - 5a. If present firm is the successor to, or outgrowth of, one or more predecessor firms, etc. show name(s) of former entity(ies) and the year(s) of their original establishment.
6. List not more than two principals from submitting firm who may be contacted by the individuals in the registration, certification, or extensive experience in a particular field of practice normally agency.) Listed principals must be empowered to speak for the firm on policy and reflects an individual's primary technical discipline. contractual matters.
7. Beginning with the submitting office, list name, location, total number of personnel, and the telephone numbers for all associated or branch offices, (including any headquarters or foreign offices) which provide A-E and related services.
 - 7a. Show total personnel in all offices. (Should be sum of all personnel, all branches.) unique
8. Show total number of employees, by discipline, in submitting office. (*If form is being "Prime" submitted by main or headquarters office, form should list total employees, by discipline, in inputs all offices.) While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative." Write in any additional disciplines -- sociologists, biologists, etc. -- and number of people in each, in blank spaces.

STANDARD
FORM (SF)
254

**Architect-Engineer
and Related Services
Questionnaire**

9. Using chart (below) insert appropriate index number to indicate range of professional services fees received by submitting firm each calendar year for last five years, most recent year first. Fee summaries should be broken down to reflect the fees received each year for
- (a) work performed directly for the Federal Government (not including grant and loan projects) or as a sub to other professionals performing work directly for the Federal Government; (b) all other domestic work, U.S. and possessions, including Federally-assisted projects, and (c) all other foreign work.

Ranges of Professional Services Fees

INDEX	INDEX
1. Less than \$100,000	5. \$1 million to \$2 million 2.
\$100,000 to \$250,000	6. \$2 million to \$5 million 3.
\$250,000 to \$500,000	7. \$5 million to \$10 million
4. \$500,000 to \$1 million	8. \$10 million or greater

10. Select and enter, in numerical sequence, **not more than thirty** (30) "Experience Profile Code" numbers from the listing (next page) which most accurately reflect submitting firm's demonstrated technical capabilities and project experience. **Carefully review list.** (It is recognized some profile codes may be part of other services or projects contained on list; firms are encouraged to select profile codes which best indicate type and scope of services provided on past projects.) For each code number, show total number of projects and gross fees (in thousands) received for profile projects performed by firm during past few years. If firm has on or more capabilities not included on list, insert same in blank spaces at end of list and show numbers in question 10 on the form. In such cases, the filled-in listing **must** accompany the complete SF 254 when submitted to the Federal agencies.

11. Using the "Experience Profile Code" numbers in the same sequence as entered in item 10, give details of at least one recent (within last five years) representative project for each code number, up to a **maximum** of thirty (30) separate projects, or portions of projects, for which firm was responsible. (Project examples may be used more than once to illustrate different services rendered on the same job. Example: a dining hall may be part of an auditorium or educational facility.) Firms which select less than thirty "profile codes" may list two or more project examples (to illustrate specialization) for each code number so long as total of all project examples does not exceed thirty (30). After each code number in question 11, show: (a) whether firm was "P," the prime professional, or "C," a consultant, or "JV," part of a joint venture on that particular project (new firms, in existence less than five (5) years may use the symbol "IE" to indicate "Individual Experience" as opposed to firm experience); (b) provide name and location of the specific project which typifies firm's (or individual's) performance under that code category; (c) give name and address of the owner

of that project (if government agency indicate responsible office); (d) show the estimated construction cost (or other applicable cost) for that portion of the project for which the firm was primarily responsible. (Where no construction was involved, show approximate cost of firm's work); and (e) state year work on that particular project was, or will be, completed.

12. The completed SF 254 should be signed by a principal of the firm, preferably the chief executive officer.

13. Additional data, brochures, photos, etc. should not accompany this form unless specifically requested.

NEW FIRMS (not reorganized or recently-amalgamated firms) are eligible and encouraged to seek work from the Federal Government in connection with performance of projects for which they are qualified. Such firms are encouraged to complete and submit Standard Form 254 to appropriate agencies. Questions on the form dealing with personnel or experience may be answered by citing experience and capabilities of individuals in the firm, based on performance and responsibility while in the employ of others. In so doing, notation of this fact should be made on the form. In question 9, write in "N/A" to indicate "not applicable" for those years prior to firm's organization.

Experience Profile Code Numbers
for use with questions 10 and 11

	041	Graphic Design	085	Product, Machine & Equipment Design
	042	Harbors; Jetties; Piers, Ship Terminal Facilities	086	Radar; Sonar; Radio & Radar Telescopes
001	043	Heating; Ventilating; Air Conditioning	087	Railroad; Rapid Transit
002	044	Health Systems Planning	088	Recreation Facilities (<i>Parks, Marinas, Etc.</i>)
003	045	Highrise; Air-Rights-Type Buildings	089	Rehabilitation (<i>Buildings; Structures; Facilities</i>)
	046	Highways; Streets; Airfield Paving Parking Lots	090	Resource Recover; Recycling
004	047	Historical Preservation Hospital	091	Radio Frequency Systems &Shieldings
005	048	& Medical Facilities	092	Rivers; Canals; Waterways; Flood Control
006	049	Hotels; Models	093	Safety Engineering; Accident Studies; OSHA Studies
007	050	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)	094	Security Systems; Intruder & Smoke Detection
008	051	Hydraulics & Pneumatics	095	Seismic Designs & Studies
009	052	Industrial Buildings; Manufacturing Plants	096	Sewage Collection, Treatment and Disposal
010	053	Industrial Processes; Quality Control	097	Soils & Geologic Studies; Foundations
011	054	Industrial Waste Treatment	098	Solar Energy Utilization
012	055	Interior Design; Space Planning	099	Solid Wastes; Incineration; Land Fill
013	056	Irrigation; Drainage	100	Special Environments; Clean Rooms, Etc.
014	057	Judicial and Courtroom facilities	101	Structural Design; Special Structures
015	058	Laboratories; Medical Research Facilities	102	Surveying; Platting; Mapping; Flood Plain Studies
016	059	Landscape Architecture	103	Swimming Pools
017	060	Libraries; Museums; Galleries	104	Storm Water Handling & Facilities
018	061	Lighting (<i>Interiors; Display: Theatre, Etc.</i>)	105	Telephone Systems (<i>Rural; Mobile: Intercom, Etc.</i>)
	062	Lighting (<i>Exteriors; Streets; Memorials; Athletic Fields, Etc.</i>)	106	Testing Inspection Services
019	063	Materials handling Systems; Conveyors; Sorters	107	Traffic & Transportation Engineering
020	064	Metallurgy	108	Towers (<i>Self-Supporting & Guyed Systems</i>)
	065	Microclimatology; Tropical Engineering	109	Tunnels & Subways
	066	Military Design Standards	110	Urban Renewals; Community Development
021	067	Mining & Mineralogy	111	Utilities (<i>Gas & Steam</i>)
022	068	Missile Facilities (<i>Silos; Fuels; Transport</i>)	112	Value Analysis; Life-Cycle Costing
	069	Modular Systems Design; Pre-Fabricated Structures or Components	113	Warehouses & Depots
023	070	Naval Architecture; Off-Shore Platforms	114	Water Resources; Hydrology; Ground Water
024	071	Nuclear Facilities; Nuclear Shielding	115	Water Supply; Treatment and Distribution
025	072	Office Building; Industrial Parks	116	Wind Tunnels; Research/Testing Facilities Design
026	073	Oceanographic Engineering	117	Zoning; Land Use Studies
027	074	Ordnance; Munitions; Special Weapons	201	_____
028	075	Petroleum Exploration; Refining	202	_____
	076	Petroleum and Fuel (<i>Storage and Distribution</i>)	203	_____
029	077	Pipelines (<i>Cross-Country - Liquid & Gas</i>)	204	_____
030	078	Planning (<i>Community, Regional Areawide and State</i>)	205	_____
031	079	Planning (<i>Site, Installation, and Project</i>)		
032	080	Plumbing & Piping Design		
	081	Pneumatic Structures, Air-Support Buildings		
033	082	Postal Facilities		
034	083	Power Generation, Transmission. Distribution		
035	084	Prisons & Correctional Facilities		
036				
037				
038				
039				
040				

**STANDARD
FORM (SF)**

254

Architect-Engineer
and Related Services
Questionnaire

1. Firm Name/Business Address:	2. Year Present Firm Established	3. Date Prepared:
--------------------------------	----------------------------------	-------------------

4. Specify type of ownership and check below, if applicable.	
<input type="checkbox"/>	A. Small Business
<input type="checkbox"/>	B. Small Disadvantaged Business
<input type="checkbox"/>	C. Woman-owned Business

1a. Submittal is for Parent Company Branch or Subsidiary Office

5. Name of Parent Company, if any:	5a. Former Parent Company Name(s), if any, and Year(s) Established:
------------------------------------	---

6. Names of not more than Two Principals to Contact: Title/Telephone

1) _____

2) _____

7. Present Offices: City / State / Telephone / No. Personnel Each Office	7a. Total Personnel _____
--	---------------------------

8. Personnel by Discipline: (List each person only once, by primary function.)

_____ Administrative	_____ Electrical Engineers	_____ Oceanographers	
_____ Architects	_____ Estimators	_____ Planners: Urban/Regional	_____
_____ Chemical Engineers	_____ Geologist	_____ Sanitary Engineers	_____
_____ Civil Engineers	_____ Hydrologists	_____ Soils Engineers	_____
_____ Construction Inspectors	_____ Interior Designers	_____ Specification Writers	_____
_____ Draftsmen	_____ Landscape Architects	_____ Structural Engineers	_____
_____ Ecologists	_____ Mechanical Engineers	_____ Surveyors	_____
_____ Economists	_____ Mining Engineers	_____ Transportation Engineers	_____

9. Summary of Professional Services Fees Received: (Insert index number)

	Last 5 Years (most recent year first)			
	19__	19__	19__	19__
Direct Federal contract work, including overseas	_____	_____	_____	_____
All other domestic work	_____	_____	_____	_____
All other foreign work*	_____	_____	_____	_____

*Firms interested in foreign work, but without such experience, check here:

Ranges of Professional Services Fees INDEX

1. Less than \$100,000
2. \$100,000 to \$250,000
3. \$250,000 to 500,000
4. \$500,000 to \$1 million
5. \$1 million to \$2 million
6. \$2 million to \$5 million
7. \$5 million to \$10 million
8. \$10 million or greater

Profile of Firm's Project Experience, Last 5 Years

Profile	Number of	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)
1)			11)			21)		
2)			12)			22)		
3)			13)			23)		
4)			14)			24)		
5)			15)			25)		
6)			16)			26)		
7)			17)			27)		
8)			18)			28)		
9)			19)			29)		
10)			20)			30)		

11. Project examples, Last 5 Years

Profile Code	"P," "C," "JV," or "IE"	Project Name and Location	Owner Name and Address	Cost of Work (in thousands)	Completion Date (Actual
		1 .	.		
		2			
		3			
		4			
		5			
		6			
		7			

		8			
		9			
		10			
		11			
		12			
		13			
		14			
		15			
		16			
		17			
		18			
		19			

		20			
		21			
		22			
		23			
		24			
		25			
		26			
		27			
		28			
		29			

		30			
12. The foregoing is a statement of facts				Date:	
_____ Typed Name and Title: _____					