

	Marion County School District Request for Qualifications	Solicitation Number Date Issued Procurement Officer PhoneE- Mail Address	2025-1 715/202 Jason Jordan (843) 423-1811 jjordan@marion.k12.sc.us
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Description: **Consulting Services, Facilities Assessment**

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

SUBMIT OFFER BY (Opening Date/Time): **8/8/2025 at 10:00 AM – EST**

QUESTIONS MUST BE RECEIVED BY: **8/1/2025 at 10:00 AM - EST**

NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original and Three (3) Copies (marked "copy")**

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

SUBMIT YOUR QUALIFICATIONS TO THE FOLLOWING ADDRESS:

PHYSICAL & MAILING ADDRESS:

Marion County School District
Attn: Jason Jordan
719 North Main Street, Marion, SC
29571

CONFERENCE TYPE: n/a DATE & TIME:		LOCATION: n/a	
AWARD & AMENDMENTS	Notice of the top firm(s) will be posted at the Physical Address stated above on or about 8/20/2025. The award, this solicitation, and any amendments will be posted at the following web address: http://www.marion.k12.sc.us/AdministrativeDepartments/Operations/ProcurementServices		
Proposers must submit a signed copy of this form with their qualifications. By submitting a proposal, you agree to be bound by the terms of the solicitation. You agree to hold your offer open for a minimum of forty (45) 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"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Tax exempt corporate entity <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____	
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. An offer may be submitted by only one legal entity. 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.		(See "Taxpayer Identification Number" provision)	

PAGE TWO

(Return Page Two with Your Proposal)

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:			
ACKNOWLEDGMENT OF AMENDMENTS							
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)							
Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date
DISCOUNT FOR PROMPT PAYMENT See "Discount for Prompt Payment" clause		10 Calendar Days (%)		20 Calendar Days (%)		30 Calendar Days (%)	
						___ Calendar Days (%)	

END OF PAGE TWO

Solicitation Outline

- I. Scope of Solicitation
- II. Instructions to Proposers
- III. Scope of Work/Specifications
- IV. Information for Proposers
- V. Award Criteria

I. SCOPE OF SOLICITATION

The Marion County School District is seeking proposals from qualified Consulting firms capable of providing building assessment services for miscellaneous construction and repair projects as needed for the Marion County School District. Services provided include site assessment, mechanical, electrical and plumbing assessment, roof and fenestration assessment, asbestos evaluation and space planning. Develop long-range plans, develop and execute community engagement strategy.

II. INSTRUCTIONS TO PROPOSERS

Amendments to Solicitation: The solicitation may be amended at any time prior to opening. All actual and prospective Proposers should monitor the following web site for the issuance of amendments: <http://www.marion.k12.sc.us/AdministrativeDepartments/Operations/ProcurementServices>. Proposers shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment or (2) by identifying the amendment number and date in the space provided for this purpose on page two. If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

Because this solicitation is posted electronically, the District may not be aware of all potential Proposers, particularly those that attained a copy from this web site or other unknown sources. **It is the proposer's responsibility to check this website periodically to determine if any amendments have been issued. Any amendments issued by the District shall become a formal part of this solicitation.**

Authorized Agent: All authority regarding this procurement is vested solely with the responsible Procurement Officer. Unless specifically delegated in writing, the Procurement Officer is the only government official authorized to bind the District with regard to this procurement or the resulting contract.

Award Notification: Notice regarding any award, cancellation of award, or extension of award will be posted at the location and on the date specified on the cover page or, if applicable, any notice of extension of award. The date and location of posting will be announced at opening. Should the contract resulting from this solicitation have a potential value of one hundred thousand dollars or more, such notice will be sent to all Proposers responding to the solicitation and any award will not be effective until the eleventh day after such notice is given.

Contents of the Request for Qualification (RFQ): Proposals should be complete and carefully worded and should convey all of the information requested. Proposals should be prepared simply and economically, providing a straightforward, concise description of offeror's capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

Proposal shall not exceed twelve (12) pages, excluding proposal cover sheet and signed copies of Page One and Page Two of this solicitation.

Scope:

The following properties of Marion County School District will be evaluated. Addresses and student populations can be provided if requested.

Easterling Primary School
Marion Intermediate School
Johnakin Middle School

Marion High School
North Mullins Primary School
The Academy of Early Learning
McCormick Elementary School
Palmetto Middle School
Mullins High School
Success Academy at Palmetto Education Center
Academy for Careers and Technology
Creek Bridge Academy
Central Services Office
Athletic Facilities District wide

The District desires to contract with South Carolina Registered Architectural firm that has experience in evaluating buildings, developing long range plans, engaging with the community, preparing facility assessments and designing K-12 educational facilities. Analysis of mechanical, electrical, plumbing, fire alarm systems and life safety compliance will be required.

Offeror Representations:

By submitting qualifications proposal, the Offeror represents that it has read and understands the solicitation requirements and the proposal is made in accordance therewith;

Offeror is a qualified architectural firm capable of providing the services in conformance with all rules, laws, statutes, and regulations of the industry as well as the State of South Carolina and the Offeror knows of no reason why it cannot enter into a contract with the State of South Carolina or Marion County School District;

Offeror understands the services as outlined in the solicitation and any addenda thereto and that failure to request clarification shall be deemed a waiver of such need for clarification;

Offeror has fully disclosed and explained the scope of services, personnel qualifications, Offeror capabilities, administrative requirements, benefits inherent in the proposal, in good faith, whether positive or negative to the interest of, or requirements requested by, the District;

Offeror agrees that the terms and conditions of this solicitation and any addenda thereto shall constitute the substantiveterms and conditions of any resulting contract and that no default from performance shall occur by virtue of mistake, misunderstanding or lack of clarity by the Offeror.

Qualifications/Proposal as Offer to Contract: By submitting your proposal, you are offering to enter into a contract with the district. Without further action by either party, a binding contract shall result upon final award. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror on the cover page. An offer may be submitted by only one legal entity; "joint qualifications" are not allowed.

Board as Procurement Agent: The Procurement Officer is an employee of the district acting on behalf of the Marion County School District pursuant to the Marion County School District Procurement Code. Any contracts awarded as a result of this procurement are between the Offeror and the district. The Board is not a party to such contracts, unless and to the extent that the Board is a using district department and bears no liability for any party's losses arising out of or relating in any way to the contract.

Certification Regarding Debarment and Other Responsibility Matters:

By submitting an offer, Offeror certifies, to the best of its knowledge and belief, that the Offeror and/or any of its Principals:

1. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency.
2. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against

them for: commission of fraud or a criminal offense.

3. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity.

4. Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (federal, state, or local) entity.

5. Offeror shall provide immediate written notice to the Procurement Officer if, at any time prior to contract award, Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

III. SCOPE OF WORK

Objective: The Marion County School District is seeking proposals from qualified Consulting firms capable of providing building assessment services for miscellaneous construction and repair projects as needed for the Marion County School District. Services provided include site assessment, mechanical, electrical and plumbing assessment, roof and fenestration assessment, asbestos evaluation and space planning. Develop long-range plans, develop and execute community engagement strategy. All work must be performed in accordance with the requirements of this solicitation and specifications.

Deadline for Submission of Offer: Any offer received after the Procurement Officer of the district or his designee has declared that the time set for opening has arrived, shall be rejected unless the offer has been delivered to the designated purchasing office or the District's mail room which services that purchasing office prior to the qualifications opening.

District Office Closings: If an emergency or unanticipated event interrupts normal district processes so that offers cannot be received at the district office designated for receipt of qualifications by the exact time specified in the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first workday on which normal district processes resume. In lieu of an automatic extension, an amendment may be issued to reschedule qualifications opening. If district offices are closed at the time a pre-qualifications or pre-proposal conference is scheduled, an amendment will be issued to reschedule the conference.

IV. INFORMATION FOR PROPOSERS

Information for Proposers to Submit: In addition to information requested elsewhere in this solicitation, Proposers should submit the following information, in the following sequence, for purposes of evaluation:

The District reserves the right to reject any proposal if evidence indicates an offeror is not qualified to perform the requirements of the contract.

Offeror shall submit a signed Cover Page and Page Two and include all other information and documents requested in all parts of this solicitation.

Submittal of Project Proposal:

Provide One (1) Original and Three (3) Copies of Offerors qualifications. Proposals must be received by the District prior to the deadline and must be submitted as follows:

All Proposals must be in a sealed package and be clearly labeled with the following:

Name of Firm, Address
Sealed Proposal: #2025-1
Consulting Services

Proposals must be submitted to:

Marion County School District
Attn: Jason Jordan
719 North Main Street Marion, SC 29571

PROCUREMENT TIMELINE:

The anticipated Procurement schedule is listed below: The following is a list of tentative key dates up to and including the date proposals are due.

Request for Qualifications	July 15, 2025
Deadline for submission of questions	August 1, 2025
Response to questions	August 4, 2025
Proposals Due	August 8, 2025
Evaluations	August 8-15, 2025
Intent to Award	August 20, 2025

No proposals will be accepted after the date and time set for receipt. Proposals submitted via facsimile or e-mail will be rejected.

Submitting Redacted Offers: If your offer includes any information that is marked as “Confidential,” “Trade Secret,” or “Protected”, Offeror must also submit one complete copy of your offer from which you have removed or concealed such information (the redacted copy). The redacted copy should (1) reflect the same pagination as the original and (2) show the empty space from which information was redacted. Except for the information removed or concealed, the redacted copy must be identical to your original offer, and the Procurement Officer must be able to view, search, copy and print the redacted copy without a password.

V. PROPOSAL EVALUATION AND AWARD CRITERIA

Award Criteria: Award will be made to the highest ranked, responsive and responsible offeror(s) whose offer is determined to be the most advantageous to the district.

Proposal Evaluation Criteria: The District shall review all proposals for responsiveness and retain the right to consider any proposal as non-responsive based solely on its judgment that the proposal does not satisfactorily meet the criteria of this solicitation or the District’s Procurement Code. Those proposals found to be responsive shall be evaluated individually by the district selection committee based on the merits of the proposal as it relates to the evaluation criteria.

Evaluation:

During the evaluation, the district selection committee shall consider and score the proposals based upon the following criteria:

- a) Offeror’s Experience (40 points)
- b) Offeror’s Performance (50 points)
- c) Recent, Current and Projected workload (10 points)

Evaluation Factors: Offers will be evaluated using only the factors stated below. Evaluation factors are stated in the relative order of importance, with the first factor being the most important. Once evaluation is complete, all responsive Proposers will be ranked from most advantageous to least advantageous.

Proposal Format: The offeror shall prepare a response to all of the following requests for information. Each section should begin on a separate sheet, tabbed in accordance with below. **The total page count shall not exceed twelve (12), excluding the signed copies of Page One and Page Two of this solicitation.** The proposal shall follow the format requested or to address any area adequately may cause the proposal to be deemed non-responsive and thereby cause it to be excluded from consideration or may result in a lower technical score.

Section 1: Information Sheets (Tab 1)

Page 1 (Cover Page) of this solicitation shall begin the proposal. Cover Page and Page Two should be returned

with Offeror's response. They are not included in the total page count.

Section 2: Introduction (Tab 2)

Provide an executive summary of the proposal and of the Offeror's firm (one page maximum).

Section 3: Offeror's Experience (Tab 3)

1. Offeror's experience and approach to evaluating educational facilities
2. Experience of consulting engineers with school evaluations
3. Approach to evaluating educational facilities

Section 4: Offeror's Performance, Past and Current (Tab 4)

1. Indicate any services performed for school districts in the past ten (10) years. Indicate previous performance for school districts including, but not be limited to:
 - a. Quality, completeness and timeliness of analysis and recommendations.
 - b. Demonstrated ability to guide a District through a planning and consolidation process.
 - c. Cost savings strategies.
 - d. Knowledge and compliance with state and local codes.

Section 5: Key Staff (Tab 5)

1. Qualifications of partners and key staff with emphasis on school and public construction.
2. Reputation and professional standing in the architectural field, honors, memberships in local councils and AIA.

Section 6: Projected Workload (Tab 6)

1. Offeror's current workload and time frames for completion.
2. Demonstrated commitment to the District of key project personnel

