DARLINGTON COUNTY SCHOOL DISTRICT	**Darlington County School District** **Request for Qualifications**	Solicitation Number Date Procurement Official Phone E-Mail Address	FAC2526-10 June 30, 2026 Criselda Mendoza-Landa (843) 398-2272 Criselda.mendozaland@darlingotn.k12.sc.us

DESCRIPTION: Architectural and Engineering Services for: New Hartsville High School, New Darlington Elementary School, New Lamar Spaulding Middle School, and Other Capital Projects as determined by the District

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

SUBMIT OFFER BY**: August 3, 2026 by 11:00AM (EST)** **See "Deadline for Submission of Offer" provision**
QUESTIONS MUST BE RECEIVED BY: **July 13, 2026 by 10:00 AM (EST)** **See "Questions from Offerors" provision**
NUMBER OF COPIES TO BE SUBMITTED: **Five (5) Original Hard Copies and One (1) electronic copy**

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

SUBMIT A SEALED OFFER TO: Darlington County School District
Attention: Criselda Mendoza-Landa
120 East Smith Avenue
Darlington, SC 29532

See "Submitting Your Offer" provision

CONFERENCE TYPE: N/A **DATE & TIME:**	**LOCATION:**

AWARD & AMENDMENTS	Award will be posted at the Physical Address stated above and on the website below on or before August 21, 2026. This solicitation, and any amendments will be posted at the following web address: http://www.darlington.k12.sc.us/departments/finance_and_procurement/solicitations The award for this solicitation will be posted at the following web address: http://www.darlington.k12.sc.us/departments/finance_and_procurement/solicitation_awards It is the responsibility of the offeror to check this website for amendments.

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) □ Small (15 employees of less) □ Women □ Minority □ 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. 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.e.*, a separate corporation, partnership, sole proprietorship, etc.

STATE OF INCORPORATION (If offeror is a corporation, identify the state of Incorporation.)	
TAXPAYER IDENTIFICATION NO.	

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(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.) (See "Notice" clause)
	Area Code / Number / Extension / Facsimile E-mail Address
PAYMENT ADDRESS (Address to which payments will be sent.)	ORDER ADDRESS (Address to which purchase orders will be sent)
☐ Payment Address same as Home Office Address ☐ Payment Address same as Notice Address (check only one)	☐ Order Address same as Home Office Address ☐ Order Address same as Notice Address (check only one)

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 (%)

MINORITY PARTICIPATION

Are you a South Carolina Certified Minority Vendor? **Yes**_____**No**_____

If yes, South Carolina Certification #_____Please include a copy of your certification Are you a

Non South Carolina Certified Minority Vendor? **Yes**_____ **No**_____

PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES. [11-35-1524(E)(4)&(6)]

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).

_____ In-State Office Address same as Home Office Address

_____ In-State Office Address same as Notice Address (check only one)

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Request for Qualifications/Resume

FAC2526-10 Architectural / Engineering Services for: New Hartsville High School, New Darlington Elementary School, New Lamar Spaulding Middle School, and Other Capital Projects as determined by the District

Responses must be received by: August 21, 2026 at 11:00 a.m.

Number of copies to submit: One (1) original, five (5) clearly marked copies and one (1) electronic copy

Hand delivery/Mail/ Courier service to:

Criselda Mendoza-Landa
Darlington County School District
Procurement Office
120 East Smith Avenue
Darlington, SC 29532

Required: Clearly mark the outside of the sealed envelope, box, or package with the following:

FAC2526-10 **Architectural / Engineering Services**

Offeror is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. The District is not responsible for any delays caused by the Offeror's chosen means of proposal delivery. Offeror's failure to meet the qualifications/resume due date and time shall result in rejection. Faxed and e-mailed offers are not acceptable. Darlington County School District reserves the right to reject any or all Qualification Statements submitted.

The Darlington County School District is soliciting Requests for Qualifications from qualified architectural and engineering firms to perform full design services for the projects indicated in this document. The scope of professional services may include the following disciplines under the architectural contract: civil engineering, structural engineering, mechanical engineering, plumbing engineering, fire protection engineering, electrical engineering, landscape architectural services and/or others as directed by the District.

The following will be required for each contract: Design development, cost estimating, specifications, bidding, and construction administration.

Inquiries/Questions concerning this procurement may be referred by electronic means to Criselda Mendoza-Landa, Procurement Specialist, via email at Criselda.mendozaland@darlington.k12.sc.us. The solicitation number and name must be clearly noted in the 'Subject" field. Questions must be received in writing no later than July 13, 2026 by 10 a.m.

At any time throughout the selection process, Submitters shall not contact any member of the DCSD Board of Education or the Selection Committee regarding this RFQ. Failure to comply will result in immediate rejection of your Qualification Statement.

RFQ ESTIMATED TIMELINE	DATES
Issue Request for Qualifications	June 30, 2026
Deadline for Questions	July 13, 2026 by 10:00AM (EST)
Anticipated Issue Responses to Questions	July 17, 2026 by 5:00PM (EST)
Deadline to Submit Response	August 3, 2026 by 11:00AM (EST)
Anticipated Date for Interviews/Presentations (If needed)	TBD -Week of August 10th-14th
Anticipated Date of Notice(s) of Intent to Award	On or before August 21, 2026

QUALIFICATION STATEMENT REQUIREMENTS AND FORMAT

- Packages containing Qualification Statements must be presented in a manner where they may be easily identified.
- The outside of the sealed package must be identified as follows: **FAC2526-10 Architectural and Engineering Services Qualifications.**
- An officer of the firm or an otherwise authorized person must sign each copy of the Qualification Statement.
- Completed Federal Standard Form 330 – Architect – Engineer Qualifications. (Please submit only Part II of the standard Form 330 using the most current version)
- Introduction - Provide an executive summary highlighting the major points of the Qualification Statement (two page maximum).
- Failure to provide information required in the RFQ may result in rejection of the entire Qualification Statement.

In addition to that information provided on the Standard Form 330 Architect – Engineer Qualifications, the person or firm shall prepare a response to the following requests for information. Each Section should begin on a separate sheet. Attachments to the Qualification Statement shall include references, a copy of your South Carolina Business License, and MBE/WBE Certificate, if applicable.

Evaluation Factors – Format to Submit Material

I. Firm's Past Performance

A. Indicate any design services performed for K-12 clients in the past five (5) years. For any project listed, provide the following and include the project name and the name of each company and/or individual listed herein on a separate sheet entitled "References" with all contact information:

- Project Name
- School District Point of Contact having firsthand knowledge about the project
- School District Contact email address & telephone number
- Date of Completion
- Original Budget ($)
- Final Cost ($)

B. Knowledge of and past experience with the South Carolina's State Department of Education O.S.F., DHEC, NFPA, International Building Code, OSF Design Guidelines, State of South Carolina's Fire Marshal Codes and Regulations. (Include a list of applicable projects.)

II. Ability of Professional Personnel

A. Qualifications of partners and key staff with the experience to renovate, modify, expand, and build K-12 school facilities.

B. Qualifications of key consultants with the experience to renovate, modify, expand, and build K-12 school facilities.

III. Demonstrated Ability to Meet Time and Budget Requirements

A. Provide a narrative discussing person or firm's prior ability to meet time and budget requirements. Provide specific information related to the projects listed in response to Evaluation Factor I.

IV. Accessibility

A. Accessibility of firm to DCSD's Operations complex in Darlington. Identify location of closest office nearest to DCSD's Operations complex.

B. Accessibility of consultants to DCSD's Operations complex in Darlington. Identify the location of key consultant offices.

V. Recent, Current and Projected Workloads of the Person or Firm

A. Person or Firm's current workload and time frames for completion.

B. Person or Firm's pending contracts and potential time frames for completion.

VI. Creativity and Insight – Provide information illustrating each of the following and list the applicable project(s).

A. Experience in responding to client short term requirements.

B. Experience in troubleshooting and recommending effective and efficient corrective actions with various multi-disciplined engineering conditions similar to those expected with these projects.

C. Experience with identifying and communicating "best K-12 practices" in solving problems.

D. Demonstrated sensitivity to flexible and economical designs without sacrificing quality, aesthetics or functionality.

E. Experience in meeting timelines, establishing schedules, and clearly established and proven methods for maintaining the budget.

VII. Related Experience on Similar Projects

A. Provide a narrative describing related experience on similar projects which may include those listed in response to Evaluation Factor I.A. above or others, if applicable. If not included in the list provided in response to Evaluation Factor I.A. above, include information requested by Evaluation Factor I.A.

After receipt, Qualification Statements will be reviewed by the District Selection Committee. The district may select architectural consultant(s) from the information submitted or may elect to conduct in-person interviews. The District may elect to negotiate a contract with the most qualified person or firm at a compensation that is fair and reasonable to the District. If a satisfactory contract cannot be negotiated with the selected person or firm, negotiations shall be terminated and then commence in the same manner with the second and then the third selected until a satisfactory contract is negotiated.

It is the intent of the District to award a contract to one (1) firm.

The District reserves the right to reject any or all Qualification Statements when such rejection is in the best interest of the District. The District further reserves the right to waive informalities and minor irregularities as allowed by the DCSD Procurement Code and to award any portion of or the entire contract in a manner that is in the best interest of the District.

In submitting a Qualification Statement, the person or firm understands the District will determine which firm appears to be best qualified pursuant to the terms of Section 3220 of the DCSD Procurement Code. All costs related to preparation and submission of a Qualification Statement in response to this RFQ are to be borne by the person or firm submitting that Qualification Statement.

Owner: Darlington County School District, 120 East Smith Avenue, Darlington, SC 29532 Agency Coordinator: Criselda Mendoza-Landa, Procurement Specialist, 843-398-2272 Criselda.mendozaland@darlington.k12.sc.us.