

## REQUEST FOR QUALIFICATIONS (RFQ)

**PROJECT:**           **Landscaping and Irrigation at Dorchester  
County  
I-95 and US-178 Interchange**

**DUE DATE:**       **Tuesday, June 10, 2008 @ 3:00 P.M.**

**SUBMIT TO:**       S.G. Stephens, Jr., CPPO  
Procurement Director  
Dorchester County Purchasing Department  
201 Johnston Street  
St. George, SC 29477

### I. GENERAL INFORMATION AND INSTRUCTIONS

#### A. BRIEF PROJECT DESCRIPTION

Dorchester County is seeking qualification statements from registered landscaping architects to develop a concept plan and cost estimate to provide landscaping and irrigation for the I-95 and US-178 Interchange (Exit 82). The basic parameters for this project include the following:

- A design concept where Dorchester County, through a Request For Qualifications (RFQ) shall select one Landscape Architectural firm to design and landscape the proposed area. The project shall include the design of a sprinkler irrigation system.
- There will be multiple options explored.
- A budget for architectural services and landscaping (including sprinkler irrigation system) will be determined through the process.
- The final architectural style, material to be used, shall be developed through a series of staff/board and designer work sessions. This will enable the project to be developed through a progression of decisions. (See SCOPE OF WORK section of RFQ where this is fully detailed.)

B. SUBMISSION SPECIFICATIONS

All qualifications (**10 copies**) shall be mailed or hand delivered in sealed envelopes, identified as "**Dorchester County Landscape Architect Services**" to Dorchester County, Attention S.G. Stephens, Jr. Procurement Director, 201 Johnston Street, St. George, South Carolina 29477 on or before the due date indicated above. Qualifications received after this date shall not be considered. Dorchester County, by way of this RFQ, does not commit itself to award a contract or pay any costs incurred in the preparation of the qualification statements. Dorchester County further reserves the right to accept or reject any or all qualifications received, to negotiate with all qualified firms, and to cancel the entire RFQ solicitation.

The statements shall be treated as privy information. Any information considered to be confidential should be mark as such in your qualifications. Only the names of firms shall be released to the public on the qualifications due date. Each statement must be signed by an official authorized to bind the firm to a contract, and include a statement that all submittals are binding for a period of sixty (60) days from the qualifications due date.

C. FORMAT FOR QUALIFICATIONS

Qualifications are to be self-explanatory and in a manner designed to provide the county with a straightforward presentation of the firm's capabilities and qualifications. Elaborate brochures and other promotional type materials are not desirable. The format shall address and explain in detail the qualifications response to each requirement of the RFQ.

The firm is encouraged to submit, for the county's review, any additional information pertinent to the project.

D. PROJECT KNOWLEDGE RESPONSIBILITY

Each firm shall fully acquaint itself with the scope, conditions, requirements, and restrictions of the project. This may be accomplished by way of scheduling a conference with the county

administration to acquire any requested information. Information provided to any particular firm shall be made available to all firms.

E. PRESENTATIONS

After review of the Qualifications, the county, at its sole discretion, may request oral presentations of the qualifications, including an opportunity to clarify any items of question through mutual understanding.

F. AWARD

Award will be made to the responsive and responsible firm after review of the evaluating factors of the qualifications, oral presentation, and a thorough review of the qualifications, as determined to be the most advantageous to the county. The right is reserved to reject any and all Qualifications received; and, in all cases, the county will be the sole judge as to whether the qualifications has, or has not, satisfactorily met the requirements of this RFQ.

- Evaluation Factors:
  1. Experience, qualifications, and technical competence in the type of work required. (max 25 points)
  2. Past performance on similar type projects. (max 25 points)
  3. Qualifications of proposed staff and their familiarity with County and State procurement practices and procedures. (max 15 points)
  4. Availability of key staff and the ability to mobilize quickly and meet schedules with limited oversight. (max 15 points)
  5. Geographic location of firm and contractor. The qualifications should point out prior landscape projects, if any, designed for the SCDOT. (20 points)

G. GOVERNING LAW

The firm must comply with the laws of the State of South Carolina and the ordinances of the County of Dorchester, South Carolina.

H. AFFIRMATIVE ACTION

The firm shall take affirmative action in complying with all state and federal requirements concerning fair employment, and the treatment of all employees, without regard to, or discrimination by

reason of, race, color, religion, sex, national origin, or physical handicap.

## I. INSURANCE

The firm shall maintain, throughout the performance of its obligations, a policy of Worker's Compensation insurance with such limits as may be required by law. It shall also maintain a policy or policies of general liability insurance insuring against liability for injury and death of persons, and damage and destruction of property. Such general liability insurance shall have limits as required by city, county, state and federal standards.

## J. INDEMNIFICATION

Dorchester County, its directors, agents, and employees shall be held harmless from liability from any claims, damages, and actions of any nature arising from the completion of the project, provided that such liability is not attributable to negligence of the part of the county.

## II. SCOPE OF WORK

### A. BACKGROUND

Dorchester County is facilitating the development of landscaping and irrigation for the I-95 and US-178 Interchange.

### B. PROJECT DEVELOPMENT REQUIREMENTS

The county's plan to develop this project shall fall into two phases. The selection of the Landscape Architect shall be in anticipation of the same firm performing both phases. However, the county reserves the right to end the contract at the end of the first phase. Therefore, a contract with the Landscape Architect shall contain these stipulations.

The two major phases and goals for each phase are as follows:

## 1. SCHEMATIC PHASE

During this phase, the Landscape Architect shall contact SCDOT about state plans, setback requirements, study all county information, study the site, prepare needs assessment and will meet with the county's staff to develop several design schematics in the form of pencil/pen sketches of proposed site layouts. This phase is where all types of architectural styles and "creative brainstorming" shall take place to develop a consensus design for the project. Items to be completed in this phase include:

- Sketches of several possible site development ideas
- Sketches of several possible architectural styles that are sensitive to and compatible with the existing area.
- Round-table discussions where concerns and ideas are adopted and formulated into final sketch plans of the site.
- Perspective sketches of the site showing its appearance to the passing public.
- A cost estimate of project within bounds of the sketch format
- A presentation to the county of the consensus sketch plan for the site, budget cost estimates, and a description of the quality of materials/construction.

The cost estimate, based upon all information developed in this phase, shall include the fee for landscaping design services for the second phase. It must be understood that the final consensus size, shape, and architectural style must be clearly established during the schematic phase. If budget constraints require downsizing, or an alternate approach to this project, this must be settled during the schematic phase. This will require a substantial understanding of the county's priorities. Clear and concise communication and rapport will be an important qualification in the selection of the Landscape Architect team.

## 2. CONSTRUCTION PHASE

This phase is the actual project construction based upon the negotiated contract and construction cost developed in phase one. During the construction, the county reserves the right to fully inspect all materials and workmanship and to require adherence to all working drawings and specifications developed in phase one. Payments shall be stipulated in the negotiated Landscape Architect contract from phase two.

D. MINIMUM QUALIFICATIONS REQUIRED

Firms shall demonstrate that they meet the following minimum qualifications for this project. Firms not meeting these requirements shall not be considered for this project.

The minimum qualifications are:

- Identification of the person who will be the manager for this project to represent the Landscape Architect to the county. (The county prefers that this person represent the both sides of the Landscape Architect team).
- Identification of the official who can legally act for the Landscape Architect team, in responsible charge of design, and is licensed to practice architecture in South Carolina.

(Note: The above two items may be represented by the same individual.)

- Recent design experience, including projects of similar size and purpose, performed on the Landscape Architect concept with cost when bid, final cost, construction time, and client references
- Key individuals and technical support personnel who will work on this project and/or are available to the Landscape Architect team for assistance
- A qualification statement of key individuals and technical support personnel who will work on this project and/or are available to the Landscape Architect team for assistance

- Evidence of capabilities for cost-effective design, construction scheduling, material procurement, and assurance that plans, specifications, and schedules are met
- Statement as to how the Landscape Architect team interacts within itself and evidence that communication, graphics, and construction skills are, in fact, a compatible unit that interacts with the client for this benefit.

E. SCHEDULES, AND PROFESSIONAL CONTACT

Upon award of this project, the selected firm shall be immediately available to negotiate a firm contract based on his qualifications. Landscape Architect firms shall not develop fees in such a way as to low ball phase one fees and have the intention of recouping such fees in phase two.

The firm should be able to demonstrate its financial capabilities to complete a project of this size. Proper bonding will be required of the firm selected.