



**Capital Projects & Purchasing Department
113 Mable T. Willis Blvd.
Walterboro, SC 29488
843.539.1968**

**RFQ: CC-23
DESIGN-BUILD SERVICES FOR
THE NEYLES COMMUNITY CENTER**

DUE: Thursday, January 04, 2018 @ 11:00am

MAIL RESPONSE TO:

Capital Projects & Purchasing Department
Attn: Kaye B Syfrett
113 Mable T. Willis Blvd.
Walterboro, SC 29488

DELIVER RESPONSE TO:

Capital Projects & Purchasing Department
Attn: Kaye B Syfrett
113 Mable T. Willis Blvd.
Walterboro, SC 29488

Table of Contents

A.	OVERVIEW	3
B.	MINIMUM QUALIFICATIONS	3
C.	SCOPE OF WORK & SPECIFICS	3
D.	INSTRUCTIONS TO FIRMS	5
E.	SELECTION CRITERIA.....	6
F.	SPECIFIC TERMS AND CONDITIONS.....	7
G.	GENERAL CONTRACTUAL REQUIREMENTS.....	8
H.	OFFEROR’S CERTIFICATION	12
I.	SAMPLE EVALUATION FORM.....	15
J.	EXHIBITS (PARCEL MAP OF SITE, EXAMPLES OF CONSTRUCTION LAYOUT).....	16

A. OVERVIEW

Colleton County, South Carolina (the "**County**") is seeking qualified, licensed firms to provide architectural/engineering and construction services regarding the Neyles Community Center located at 445 Featherbed Road, Round O SC, 29474. The firm hired will be responsible for various project-related services in order to provide complete design/engineering plans, specifications, permitting, cost estimates and construction for the project.

The qualified firm must include all sub-consultants required to provide a complete set of plans, specifications and construction for the project (unless specified otherwise). These subs-consultants may include, but are not limited to, structural, mechanical, electrical, landscaping, civil, survey, geotechnical services, construction administration, general contractor and sub-contractor services.

B. MINIMUM QUALIFICATIONS

Firms who provide responses to the RFQ must meet the following requirements, otherwise their response will not be considered by the County:

- a) Current registration as a Professional Architectural and/or Engineering Firm and licensed General Contractor in the state of South Carolina
- b) Demonstrated expertise and experience in the areas written in the Specifications.

C. SCOPE OF WORK

The project consists of the construction of a new 2,400 sf to 3,000 sf facility to include a large multi-purpose room, conference room, restrooms, commercial kitchen and office space. The facility will be built on the site that housed the old Community Center. The site location has an approved DHEC septic system, water well and DOT encroachment, all of which will be incorporated during the design and construction of the project.

The previous facility was demolished and some sections of the foundation could remain, which will be the contractor's responsibility to remove.

The budget for this project is \$400,000.00 to include the building, building pad and any site work associated directly with the building pad. Any additional site work that may be needed, will be addressed during the design phase.

The following items should be addressed when preparing your proposal:

- Single story facility ranging from 2,400 to 3,000 sf. Wood frame construction or metal construction is at the team's discretion allowing for the best cost saving approach.
- Building Insulation
- Electrical-all aspects, to include security & TV outlets inside and outside
- HVAC
- Front facial facade preferred to be brick veneer
- Commercial kitchen, hood exhaust system with a minimum length of 12 if... (no appliances)

- Large event/meeting room, lobby, office, conference room, restrooms, kitchen.
- Commercial Kitchen Hood system
- Concession serving window located in kitchen area. (service to outside)
- Metal Roof
- Double front doors
- Front brick veneer wall to have windows
- Two (2) rear roll up doors leading to an open-air canopy.
- Exterior building mounted lighting.
- Propane gas installation for kitchen.
- Perform geotechnical analysis.
- Connection to current septic system
- Connection to current well water system
- All permits
- As built drawings. (digital)

REQUIREMENTS OF RESPONSE TO RFQ:

The Firm's response to the RFP shall include and will be limited to the following:

1. COVER LETTER (not to exceed one page)
2. INTRODUCTION TO THE FIRM - The Firm should provide a brief overview of the history of the Firm and specific accomplishments and successes that the Firm wishes for Colleton County to be aware of. This introduction should include a description of the project team, years in business and financial oversight (no more than four pages).
3. PROJECT APPROACH - The Firm should outline its approach and schedule for completing the Specifications.
4. ORGANIZATIONAL CHART - The Submitting Firm should present an organizational chart outlining the project manager and team member responsibilities. This chart should include the key staff members who will be responsible for each of the areas of expertise needed to complete the project.
5. SPECIFIC QUALIFICATIONS - Project experience directly applicable to Colleton County's architectural and/or engineering and construction needs that demonstrate a particular knowledge in and around the Lowcountry Region (Beaufort, Colleton, Hampton and Jasper Counties). Those projects that relate specifically to the area and are the most current will carry the greatest weight. Project outlines should not exceed one page. Each project should include:
 - a. A brief description of the project work completed (including photos if available)
 - b. Project location
 - c. List clients budget and firms cost of project
 - d. Client, client reference and contact information
6. PROJECT QUESTIONS - Responses to questions below are required to be included in the response for the RFQ. Each question is to be listed in italics, followed by the response in normal type style, not to exceed 10 pages.

6. a. SPECIFIC PROJECT QUESTION - The following question must be answered as it pertains to each project that you would like to be considered for.

1. What are five major issues to be addressed in the development of this proposed facility as described in this document?

6. b. GENERAL PROJECT QUESTIONS

1. Provide an overview of your team's philosophy in the design and construction of a public building.
2. Describe the team's approach to maintenance considerations during the design and construction phases of a project.
3. Explain the firm's procedures for document quality control and coordination of the various trades in the review of design documents and specifications.
4. Explain the management tools, techniques and procedures the firm uses to monitor and maintain the construction phase schedule.
5. Describe your approach to the collaboration with the County and the Design Team relative to project design and materials/systems research that will assure the functional, aesthetic, and quality requirements are satisfactorily addressed for the projects.
6. Describe your team's commitment to the success of the project and why you believe your assembled team is the best choice for this project.

D. INSTRUCTIONS TO FIRMS

1. Submittal must include one (1) original RFQ response clearly marked as original and five (5) complete copies of the RFP response along with a completed W-9 form. Responses must be in a sealed envelope/package containing the solicitation name and number. The individual signing the response must be an Agent legally authorized to bind the company.

The firm submitted proposal shall be compiled in such a manner as to separate the individual project information, within the main body of the proposal.

2. Show solicitation number on the outside of mailing package. Colleton County assumes no responsibility for unmarked or improperly marked envelopes.
3. It is the firm's sole responsibility to ensure that solicitation responses, amendments thereto or withdrawal requests are submitted by the scheduled due date and time.
4. The firm must clearly mark as "Confidential" each part of their response, which they consider to be proprietary information that could be exempt from disclosure under Section 30-40(C) Code of Laws of South Carolina, 1976, Freedom of Information Act. Colleton County reserves the right to

determine whether this information should be exempt from disclosure and legal action may not be brought against the County or its agents for its determination in this regard.

5. **RESPONSE FORM:** All responses shall be printed in ink or typewritten. If required, additional pages may be attached. Proposals written in pencil will be disqualified.
6. Subject to the terms, conditions, provisions, and the enclosed specifications, responses to this solicitation will be received at this office until the stated date and time. Responses received after the scheduled due date and time will be rejected. Proposals must be submitted in a sealed package marked on the outside with the Firm's name, address, and the solicitation name and number.
7. This solicitation does not commit Colleton County to award a contract, to pay any costs incurred in the preparation of RFP submitted, or to procure or contract for the services. The County reserves the right to accept or reject or cancel in part, or in its entirety offers received as a result of this request if deemed to be in the best interest of the County to do so.
8. Questions regarding this solicitation must be emailed to John Stieglitz, Colleton County Capital Project and Purchasing Director at jstieglitz@colletoncounty.org no later than 12:00PM on Wednesday, December 27, 2017. Answers to all questions will be posted on the County website as addendums to this RFQ.

A "No Response" qualifies as a response; however, it is the responsibility of the Firm to notify the Procurement Office if you receive solicitations that do not apply.

E. SELECTION CRITERIA

1. Colleton County will use the following criteria to evaluate and select the successful firm. Colleton County reserves the right to reject any or all proposals, and to award a contract that is most advantageous, and in the best interest of the County and its partners.
 - a. **Overall experience** of the Firm(s) to provide the services requested.
 - b. **Project Team** – Overall architectural/engineering and construction experience, local knowledge and project experience of team members.
 - c. **Related Project Experience** – Similar projects to those Colleton wishes to contract for that demonstrate expertise and innovation, not only in architect/engineering concepts, but in meeting the overall client needs.
 - d. **Ability to Provide Services Requested** – the Firm's ability to demonstrate its experience and capabilities in providing locally based architect/engineering and construction services in the area of Public Community Centers.
2. An appointed selection committee will perform the evaluations. Each submittal will be analyzed to determine overall responsiveness and qualifications under the proposal. The selection committee may select all, some or none of the Respondents for interviews. The County may also request additional information from Respondents at any time prior to final approval of a selected Respondent.

3. Upon a successful negotiation of fees and contract terms subject to final approval by Colleton County Council a contract will be executed for the requested services.

F. SPECIFIC TERMS AND CONDITIONS

1. **COMPETITION:** This solicitation is intended to promote full and open competition. If any language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested vendor to notify the Procurement Office in writing no later than five (5) business days prior to the scheduled due date and time.
2. **RESPONDANTS QUALIFICATION:** The County reserves the right to request satisfactory evidence of their ability to furnish services in accordance with the terms and conditions listed herein. The County further reserves the right to make the final determination as to the Firm's ability to provide said services.
3. **RESPONSE WITHDRAWAL:** Any responses may be withdrawn prior to the established closing date and time, but not thereafter with proper approval from the Procurement Manager.
4. **REJECTION:** Colleton County reserves the right to reject any and all proposals, to cancel or withdraw this solicitation, and to waive any technicality if deemed to be in the best interest of the County.
5. **WAIVER:** The County reserves the right to waive any Instruction to Offerors, General or Special Provisions, General or Special Conditions, or specifications deviation if deemed to be in the best interest of the County.
6. **RESPONSE PERIOD:** All responses shall be good for a minimum period of 60 calendar days.
7. **DEVIATIONS FROM SPECIFICATIONS:** Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful offeror will be held responsible therefore. Deviations must be explained in detail on separate attached sheet(s). The listing of deviations, if any, is required but will not be construed as waiving any requirements of the specifications. Unidentified deviations found during the evaluation of the response may be cause for rejection.
8. **AMENDMENTS:** All amendments to and interpretations of this solicitation shall be in writing and issued by the Procurement Manager of Colleton County.
9. **DEBARMENT:** By submitting a qualification package, the Offeror is certifying that they are not currently debarred from responding to any request for proposals by any agency or subdivision of the State of South Carolina, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency or subdivision of the State of South Carolina.
10. **DEFAULT:** In case of default by the Offeror, the County reserves the right to purchase any or all items in default in the open market, charging the Offeror with any excessive costs. Should such charge be assessed, no subsequent solicitation response of the defaulting Offeror will be considered in future RFP's until the assessed charge has been satisfied.
11. **HOLD HARMLESS:** All respondents to this RFP shall indemnify and hold harmless Colleton County Government and any of their officers and employees from all suits and claims alleged to be a result of

this request for proposals. The issuance of this request of proposals constitutes only an invitation to present a proposal. Colleton County reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this request for proposals. Colleton County also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule.

12. CANCELLATION: In the event that this request for proposals is withdrawn or the project canceled for any reason, Colleton County shall have no liability to any respondent for any costs or expenses incurred in connection with this request for proposals or otherwise.
13. COLLETON COUNTY PURCHASING ORDINANCE: The Request of Proposals is subject to the provisions of the Colleton County Purchasing Ordinance and any revisions thereto, which are hereby incorporated into this request for proposals in their entirety except as amended or superseded within. This ordinance can be found at <https://www.municode.com/library/sc/colletoncounty/codes/codeofordinances> under Title 3 - Revenue and Finance.
14. FAILURE TO SUBMIT ALL MANDATORY FORMS: Failure to submit all the mandatory forms from this request of proposals shall be just cause for the rejection of the qualification package. However, Colleton County reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal as non-responsive.
15. CONTRACT AWARD:
 - a. This solicitation and submitted documents, when properly accepted by Colleton County shall constitute an agreement equally binding between the successful Offeror and the County.

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting agreement. The County shall not be legally bound by any amendment or interpretation that is not fully executed by both parties in writing.
 - b. The successful Offeror shall be required to execute a formal agreement with the County's Procurement Office within ten (10) business days after issuance of the Notice of Award.
16. CONTRACT ADMINISTRATION: Questions or problems arising after award of an agreement shall be directed to the Capital Projects Director via email to: jstieglitz@colletoncounty.org. Copies of all correspondence concerning this solicitation or resulting agreement shall be sent to the Procurement Office, 113 Mable T. Willis Blvd, Walterboro, SC 29488.

G. GENERAL CONTRACTUAL REQUIREMENTS

1. ABANDONMENT OR DELAY: If the work to be done under this contract shall be abandoned or delayed by the Offeror, or if at any time the County shall be of the opinion and shall so certify in writing that work has been abandoned or delayed by the Offeror, the County may annul the contract or any part thereof if the Offeror fails to resolve the matter within thirty (30) days of written notice.
2. OFFEROR'S COOPERATION: The Offeror shall maintain regular communications with the Project Manager and shall actively cooperate in all matters pertaining to this contract.

3. **RESPONSIBILITY:** The Offeror shall at all times observe and comply with all federal, state, local and municipal laws, ordinances, rules and regulations in any manner affecting the contract.
4. **NON-APPROPRIATION / SUBSTITUTION PERMITTED:** If the Colleton County Council fails to appropriate or authorize the expenditure of sufficient funds to provide the continuation of this contract or if a lawful order issued in, or for any fiscal year during the term of the agreement, reduces the funds appropriated or authorized in such amounts as to preclude making the payments set out therein, the agreement shall terminate on the date said funds are no longer available without any termination charges or other liability incurring to County. Following any such non-appropriation, the master lease agreement shall contain no limitation on the County's ability to replace the equipment financed with any other equipment.
5. **INDEMNIFICATION:** Except for expenses or liabilities arising from the negligence of the County, the Offeror hereby expressly agrees to indemnify and hold the County harmless against any and all expenses and liabilities arising out of the performance or default of any resulting agreement or arising from or related to the Work as follows:

Offeror expressly agrees to the extent that there is a causal relationship between its negligence, action or inaction, or the negligence, action or inaction of any of its employees or any person, firm, or corporation directly or indirectly employed by the Offeror, and any damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage or loss) that is suffered by the County and its employees or by any member of the public, to indemnify and save the County and its employees harmless against any and all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of the performance or default of any resulting agreement or arising from or related to the equipment. Such costs are to include defense, settlement and reasonable attorneys' fees incurred by the County and its employees. This promise to indemnify shall include bodily injuries or death occurring to Offeror's employees and any person, directly or indirectly employed by Offeror (including without limitation any employee of any subcontractor), the County's employees, the employees of any other independent contractor, or occurring to any member of the public. When the County submits notice, Offeror shall promptly defend any aforementioned action.

6. The prescribed limits of insurance set forth herein shall not limit the extent of the Offeror's responsibility under this Section. The terms and conditions contained in this Section shall survive the termination of any resulting agreement or the suspension of the Work hereunder. Additionally, the County will not provide indemnity to the successful OFFEROR. Failure to comply with this section may result in your request for proposal to be deemed non-responsive.
7. **FORCE MAJEURE:** The Offeror shall not be liable for any excess costs if the failure to perform the resulting agreement arises out of causes beyond the control and without fault or negligence of the Offeror. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the 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 Offeror and subcontractor and without 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.

8. **ARBITRATION:** Under no circumstances and with no exception will Colleton County act as arbitrator between the Offeror and any sub-contractor.
9. **PUBLICITY RELEASES:** Offeror agrees not to refer to 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 County. The Offeror shall not have the right to include the County's name in its published list of customers without prior approval of the County Administrator. With regard to news releases, only the name of the County, type and duration of any resulting agreement may be used and then only with prior approval of the County. The Offeror also agrees not to publish, or cite in any form, any comments or quotes from the County's staff unless it is a direct quote from the Procurement Manager.
10. **GOVERNING LAWS:** Any agreement arising from this solicitation shall be governed by the laws of the State of South Carolina and any and all disputes arising out of said agreement shall, if litigation is necessary, be litigated only in a Circuit Court for the Fourteenth Judicial Circuit sitting in Colleton County, South Carolina. The prevailing party shall be entitled to attorney's fees and all costs of said litigation.
11. **ASSIGNMENT:** The Offeror shall not assign in whole or in part any agreement resulting from this Request for Proposals without the prior written consent of the County. The Offeror shall not assign any money due or to become due to him under said agreement without the prior written consent of the County.
12. **AFFIRMATIVE ACTION:** The successful Offeror will take affirmative action in complying with all Federal and State requirements concerning fair employment and treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.
13. **FAILURE TO DELIVER GOODS IN ACCORDANCE WITH TERMS & CONDITIONS:** In case of failure to deliver goods in accordance with the contract terms and conditions, Colleton County, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which Colleton County may have.
14. **TERMINATION OF CONTRACT**

Subject to the Provisions below, the contract may be terminated by the Purchasing Department providing a thirty (30) days advance notice in writing is given to the offeror.

 - a. **Termination for Convenience:** In the event that this contract is terminated or canceled upon request and for the convenience of the County without the required thirty (30) days advance written notice, then the County shall negotiate reasonable termination costs, if applicable.
 - b. **Termination for Cause:** Termination by the County for cause, default or negligence on the part of the offeror shall be excluded from the foregoing provisions; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived and the default provision in this request for proposals shall apply.
 - c. The County shall be obligated to reimburse the Offeror only for those services rendered prior to the date of notice of termination, less any liquidation damages that may be assessed for non-performance.

Non-Appropriations Clause: Notwithstanding any other provisions of the contract, if the funds anticipated for the continued fulfillment of this contract are at any time. Not forthcoming, through the failure of the County Government to appropriate funds, discontinuance or material alteration of the program under which funds were provided, the County shall have the right to terminate the contract

without penalty by giving not less than thirty (30) days written notice documenting the lack of funding. Unless otherwise agreed to by the County and the Offeror, the contract shall become null and void on the last day of the fiscal year for which appropriations were received.

15. GOVERNING LAWS: Any contract resulting from this request for proposals shall be governed in all respects by the laws of the State of South Carolina and any litigation with respect thereto shall be brought in the courts of the State of South Carolina.
16. BONDS: Payment and Performance Bonds are not required for this request for proposals.
17. OWNERSHIP OF MATERIAL: Ownership of all data, material, and documentation originated and prepared for the County pursuant to this contract shall belong exclusively to the County.
18. INSURANCE: Colleton County will require the following remain in force at all times through the life of the contract:
Professional Liability Insurance – Minimum \$1,000,000.00 - Proof of in force insurance must be provided in the response to the RFP

Other insurances:

Workers' Compensation - \$100,000 – each accident

Statutory Coverage and Employer's - \$100,000 each employee

Liability - \$500,000 – policy limit

Comprehensive General Liability -\$1,000,000 – bodily injury each occurrence

\$1,000,000 – bodily injury aggregate

\$1,000,000 – property damage each occurrence

\$1,000,000 – property damage aggregate

Products – Completed Operations - \$1,000,000 – aggregate

Business Auto Liability – Same as Comprehensive General Liability

Excess or Umbrella Liability - \$1,000,000

Colleton County will be named as an "additional insured" party

H. OFFEROR'S CERTIFICATION

Company Name

Authorized Signatory (As registered with the IRS)

Address

E-Mail Address

City, State, Zip

Fax Number

Telephone Number

Toll Free Number

Federal Tax ID Number

Sales Tax Number

Certification Questions

NOTE: Offeror will be immediately disqualified if the answer to any of the questions 1 through 5 is "No."

1. Offeror possesses a valid and current South Carolina Offeror's license for the project or projects for which it intends to submit a proposal.

Circle one: Yes No

2. Offeror has an insurance policy or policies with the prescribed limit(s) as specified in this document.

Circle one: Yes No

3. Prior to commencing work hereunder, Offeror, at his expense, shall furnish insurance certificate showing the certificate holder as Colleton County, 113 Mable T. Willis Blvd., Walterboro, SC 29488, Attention: Procurement Manager and with a special notation naming Colleton County as an Additional Insured on the liability coverage as specified in this document. Do you consent to this requirement?

Circle one: Yes No

4. Offeror has current workers' compensation insurance policy if and as required by the Workers Compensation Commission.

Circle one: Yes No

5. Has your South Carolina Offeror's license been revoked at any time in the last five years?

Circle one: Yes No

6. Has there been any change in ownership of the firm at any time during the last three years?

Circle one: Yes No

NOTE: A corporation whose shares are publicly traded and of which no single person or entity owns more than 5% may check "No." If "Yes," explain on a separate signed page.

7. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five (5) years?

Circle one: Yes No

8. At the time of submitting this qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a Sub-offeror on a public works contract for the Federal Government or any South Carolina public agency?

Circle one: Yes No

If the answer is "Yes," state the beginning date _____ and ending date _____ of the debarment period:

9. At any time during the last five years, has your firm or any of its owners, officers or qualifying parties been convicted of a crime involving the awarding of a contract of a Federal, State or local government construction project, or the bidding or performance of a Federal, State or local government contract?

Circle one: Yes No

NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm. If "Yes," explain on a separate signed page.

10. How many years has your organization been in business in South Carolina as a Offeror under your pre-sent business name and license number? _____years

11. Is your firm currently the debtor in a bankruptcy case?

Circle one: Yes No

NOTE: If "Yes," attach a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed.

12. Was your firm in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question 14, above)

Circle one: Yes No

NOTE: If "Yes," attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.

LICENSES

13. List all South Carolina license numbers, classifications and expiration dates of the South Carolina Offeror licenses held by your firm and sub-contractors (Provide a copy of each license):

14. If any of your firm’s license(s) are held in the name of a corporation or partnership, list below the names of the qualifying individual(s) listed on the SCLLR records who meet(s) the experience and examination requirements for each license.

15. Has your firm changed names or license number in the past five years?

Circle one: Yes No

NOTE: If “Yes,” explain on a separate signed page, including the reason for the change.

16. Has any owner, partner, qualifying party or (for corporations) officer of your firm operated an architectural, engineering, or construction firm under any other name in the last five years?

Circle one: Yes No

NOTE: If “Yes,” explain on a separate signed page, including the reason for the change. Provide a complete, separate questionnaire for the other firm.

17. Has any SCLLR license held by your firm or its Qualifying Party been suspended within the last five years?

Circle one: Yes No

NOTE: If “Yes,” please explain on a separate signed sheet.

The undersigned, having fully familiarized him/her with the information contained within this entire solicitation and applicable amendments, submits the attached response, and other applicable information to the County, which I verify to be true and correct to the best of my knowledge. I further certify that this response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a response for the same materials, supplies or equipment, and is in all respects, fair and without collusion or fraud. I agree to abide by all conditions set forth in this solicitation and certify that I have signature authority to bind the company listed herein.

Printed Name

Authorized Signature

City, State, Zip

Title

Date

Telephone Number/Fax Number



I. SAMPLE EVALUATION FORM

PROJECT DESCRIPTION DESIGN-BUILD SERVICES FOR THE NEYLES COMMUNITY CENTER	DATE
PROPOSING FIRM	PROJECT NO: CC-23

Evaluation Criteria	Value	Score
1. Overall experience of the Firm to provide the services requested.	1-25	
2. Project Team – Overall architectural/engineering and construction experience, local knowledge and project experience of team members.	1-25	
3. Related Project Experience – Similar projects to those Colleton County wishes to contract for that demonstrate expertise and innovation, not only in architect/engineering and construction concepts, but in meeting the overall client needs.	1-25	
4. Ability to Provide Services Requested – the Firm’s ability to demonstrate its experience and capabilities in providing locally based architect/engineering and construction services in the area of Public Community Centers.	1-25	

The highest possible score being 100

REMARKS:

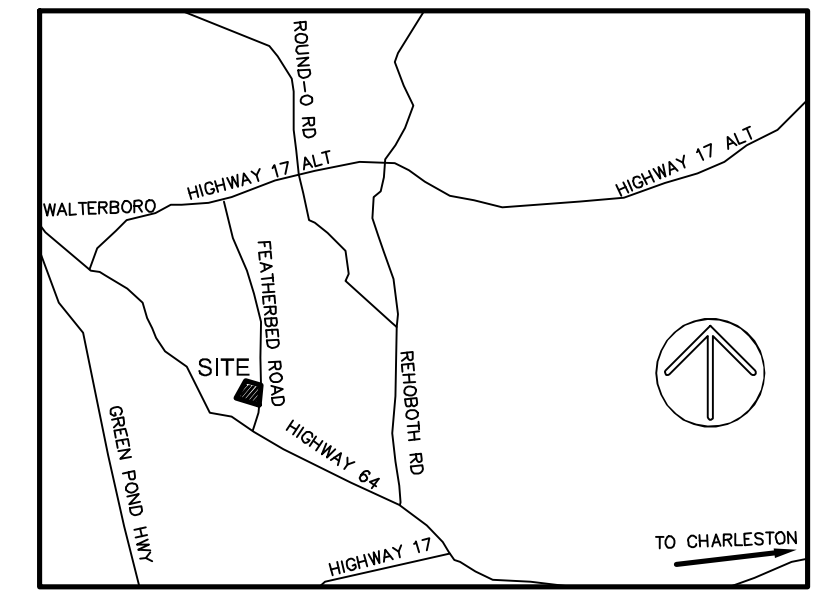
TOTAL SCORE _____

Evaluation Committee Member Signature

J. EXHIBITS

PARCEL MAP OF SITE

EXAMPLE OF CUMMUNTIY CENTERS & LAYOUTS



VICINITY MAP NOT TO SCALE

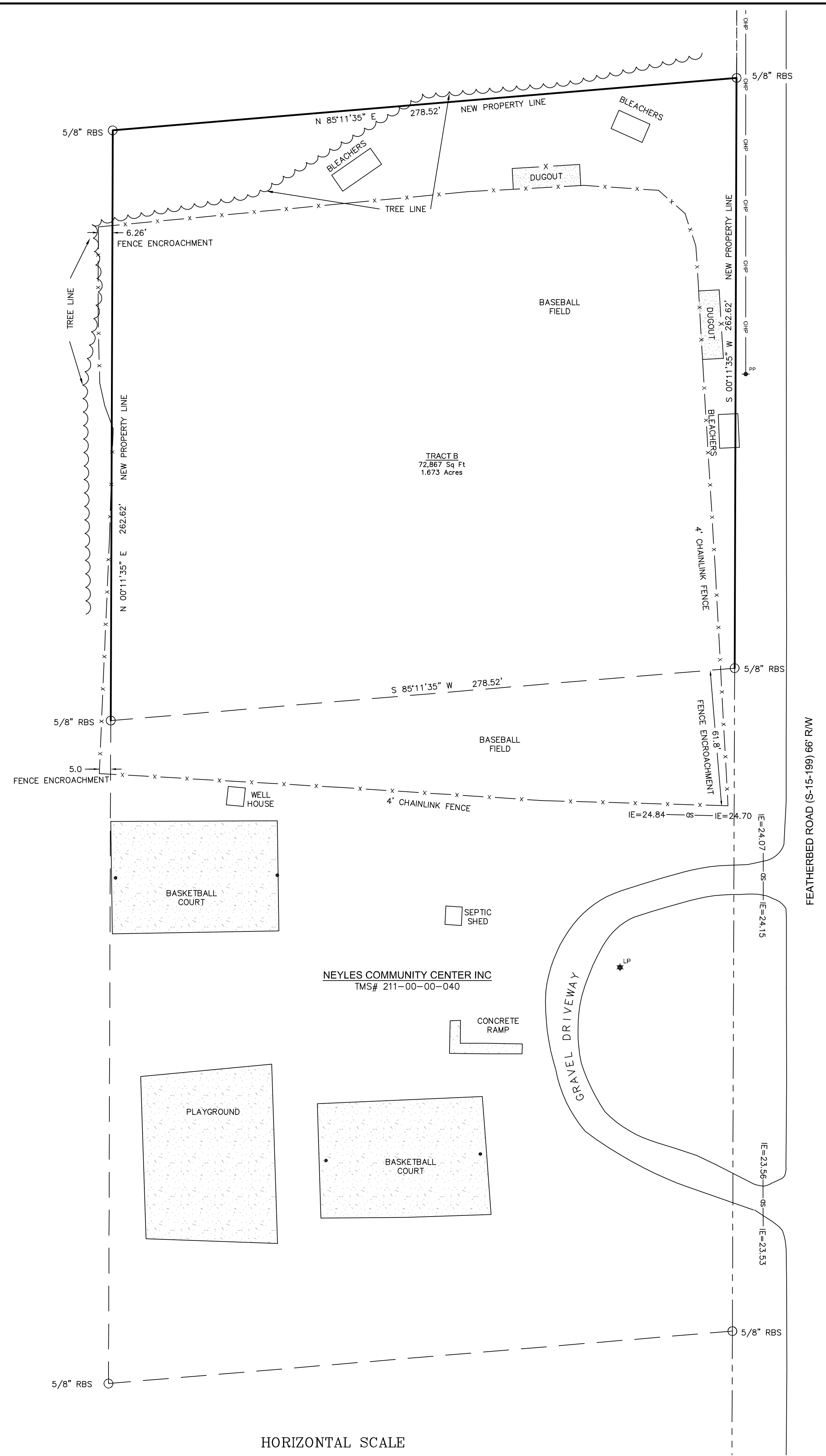
REFERENCES

1. PLAT OF THE ANNIE CONE TRACT AT NEYLE'S CROSSROAD, SURVEYED FOR RUTH H. COOLER, TRUSTEE.
PLAT BOOK: 11 PAGE: 18
COLLETON COUNTY RMC
DATE: MARCH 6, 1961
BY: S.S. SNOOK
2. SCDOT HIGHWAY DOCKET 15.330 PROJECT S-1024(S) SHEET 15 OF 44 TOTAL SHEETS

NOTES

1. THIS PARCEL LIES IN FLOOD ZONE X PER FEMA FLOOD MAP 45029C D460 F, EFFECTIVE DATE: NOVEMBER 7, 2001.
2. CONTOURS ARE IN ONE FOOT INTERVALS. TREES SIZES SHOWN ARE IN INCHES OF DIAMETER.
3. ELEVATIONS ARE BASED ON NAVD 88 DATUM.
4. COORDINATES ARE BASED ON SOUTH CAROLINA STATE PLANE GRID NAD 83 (2011).
5. THE PUBLIC RECORDS REFERENCED ON THIS PLAT ARE ONLY USED AND/OR NECESSARY TO THE ESTABLISHMENT OF THE BOUNDARY OF THIS PROPERTY. THEY ARE NOT AND DO NOT CONSTITUTE A TITLE SEARCH.

ROUND O FARMS LLC
TMS# 211-00-00-041
±139 Acres
-1.673 Acre (BEING ADDED TO TRACT B)
±137 Acres (RESIDUAL)

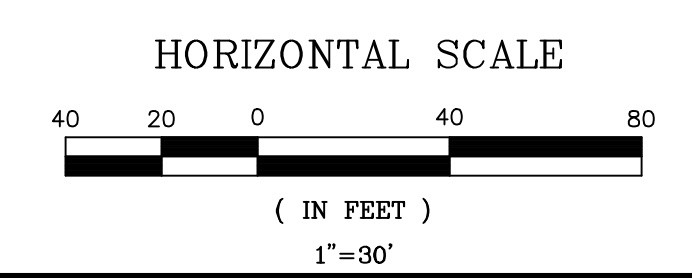


FEATHERBED ROAD (S-15-199) 66' R/W

NORTH
SC GRID (NAD 83)

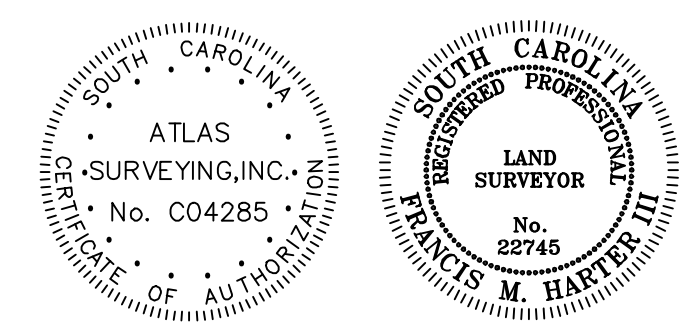
LEGEND

○ RBS	REBAR SET
● PP	UTILITY POLE
— OHP —	OVERHEAD POWER LINE
— x — x — x —	FENCE
— — — — —	PROPERTY LINE
— · — · — · —	ADJOINING PROPERTY LINE
— · — · — · —	RIGHT OF WAY LINE
▨	CONCRETE



ATLAS
SURVEYING INC.

1007 BANKTON CIRCLE SUITE D
HANAHAN, SC 29410
PHONE: (843) 573-7831
WEBSITE: WWW.ATLASSURVEYING.COM



SUBDIVISION PLAT TO CREATE
NEW TRACT B (1.673 ACRE)
FROM TMS# 211-00-00-041
LEAVING A ±137 ACRE RESIDUAL
TRACT

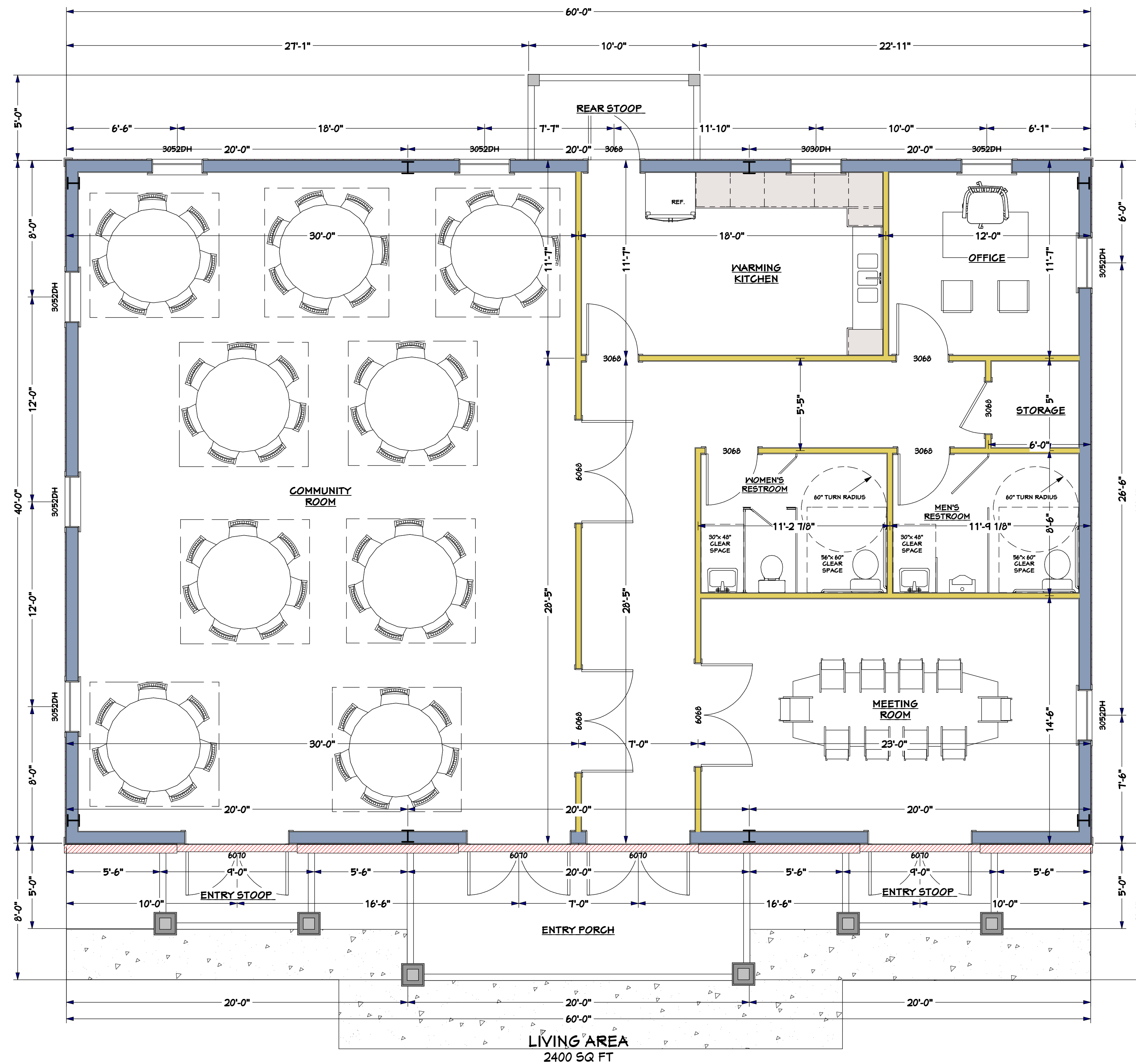
ROUND O
COLLETON COUNTY, SOUTH CAROLINA
PREPARED FOR: COLLETON COUNTY

FIELD WORK: PH
FIELD CHECK: DL
DRAWN BY: LA
DATE: 5-31-17
SCALE: 1"=30'
PROJECT No.: 17206
FILE: OIS-17026 FEATHERBED TOPD.DWG

I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, THE SURVEY SHOWN HEREIN WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS OF THE MINIMUM STANDARDS MANUAL FOR THE PRACTICE OF LAND SURVEYING IN SOUTH CAROLINA, AND MEETS OR EXCEEDS THE REQUIREMENTS FOR A CLASS "A" SURVEY AS SPECIFIED THEREIN.

PRELIMINARY DATE 5-31-17

FRANCIS M. HARTER III
S.C.P.L.S. No. 22745
NOT VALID UNLESS CRAMPED WITH SEAL



FLOOR PLAN
SCALE: 1/4" = 1'-0"

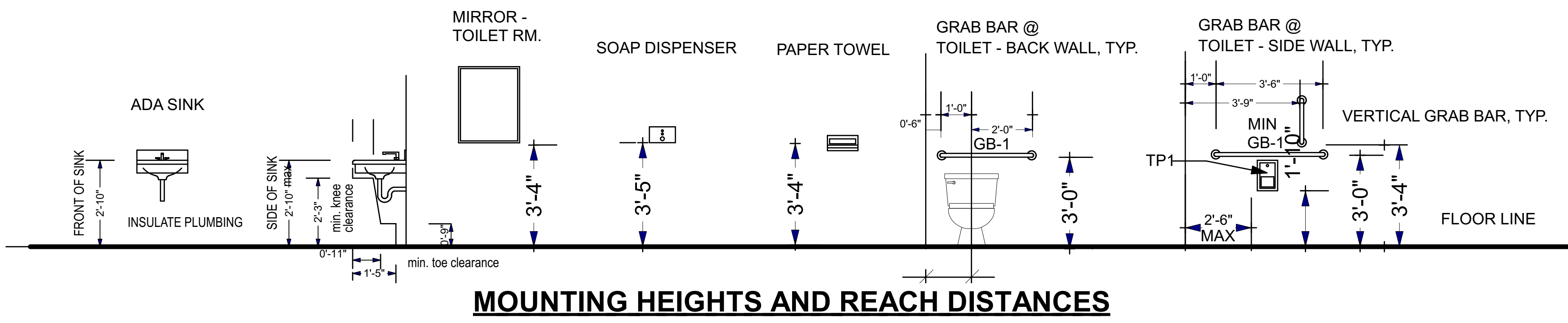
DOOR AND FRAME SCHEDULE								
DOOR NO.	LABEL	SIZE	MATERIAL	TYPE	FRAME	HARDWARE	GLAZING	NOTES
1	None	5080	SC WOOD (PAINTED)	1	HM	Set 2	Yes	
2	None	3068	SC WOOD (PAINTED)	1	HM	Set 2	Yes	
3	None	3068	SC Wood	1	HM	Set 4	None	
4	None	3068	SC Wood	1	HM	Set 5	None	
5	None	2668	SC Wood	1	HM	Set 5	None	
6	None	3068	SC Wood	1	HM	Set 3	None	
7	None	2668	SC Wood	1	HM	Set 3	None	

HARDWARE SETS	
Set #1	Lockset: Combination Hinges: 1 1/2 pair heavy duty 4 1/2" with non removable pins Closer: Heavy Duty Exterior: Weather strip, threshold, latch guard, rain hood, sweep
Set #2	Lockset: Lever lock and emergency exit panic device Hinges: 1 1/2 pair heavy duty 4 1/2" with non removable pins Closer: Heavy Duty Exterior: Weather strip, threshold, latch guard, rain hood, sweep
Set #3	Lockset: Restroom Function (Privacy Set) Provide ADA thumb latch Hinges: 1 1/2 pair heavy duty 4 1/2" Closer: Heavy Duty
Set #4	Lockset: OFFICE FUNCTION Hinges: 1 1/2 pair heavy duty 4 1/2" with non removable pins Closer: NONE
Set #5	Lockset: Storage Function Hinges: 1 1/2 pair heavy duty 4 1/2" Closer: Heavy Duty

NOTE: ALL DIMENSIONS SHALL BE FIELD VERIFIED PRIOR TO CONSTRUCTION AND ANY DISCREPANCIES SHALL BE REPORTED TO COOK DESIGN STUDIO, INC. FOR JUSTIFICATION AND / OR CORRECTIONS. BUILDER/HOMEOWNER SHALL ASSUME LIABILITY FOR ERRORS THAT ARE NOT REPORTED. THE INFORMATION CONTAINED IN THESE PLANS ARE LIMITED TO THE OBSERVATION OF THE INFORMATION AND CONDITIONS AS PROVIDED BY YOU THE HOME OWNER. COOK DESIGN STUDIO, INC. ASSUMES NO LIABILITY FOR ANY CHANGES OF MODIFICATIONS MADE TO THESE PLANS IN WHOLE OR PART.

To the best of my knowledge these plans are drawn to comply with owner's and/ or builder's specifications and any changes made on them after prints are made will be done at the owner's and / or builder's expense and responsibility. The contractor shall verify all dimensions and enclosed drawing. Cook Design Studio, Inc. is not liable for errors once construction has begun. While every effort has been made in the preparation of this plan to avoid mistakes, the maker can not guarantee against human error. The contractor of the job must check all dimensions and other details prior to construction and be solely responsible thereafter.

Homeowner will take the necessary precautions to remove or relocate items of value to be reused and/or saved, or in any danger or being damaged due to construction process. Contractor shall verify all dimensions and conditions on site before construction begins. Any discrepancies shall be reported to Cook Design Studio, Inc. for corrections before proceeding with construction. Contractor and/or owner shall assume responsibility for errors that are not reported.



MOUNTING HEIGHTS AND REACH DISTANCES

PRELIMINARY DRAWINGS ONLY
THESE DRAWINGS ARE FOR REVIEW ONLY
NOT FOR USE IN CONSTRUCTION

THIS PLAN IS THE PROPERTY OF COOK DESIGN STUDIO, INC. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, WITHOUT THE EXPRESS WRITTEN PERMISSION OF COOK DESIGN STUDIO, INC. CONSTRUCTION OF THIS PROJECT SHALL BE IN ACCORDANCE WITH ALL LOCAL ORDINANCES AND WITH ALL LOCAL PERMITS AND APPROVALS. CONTRACTOR AND SUB CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL DIMENSIONS PRIOR TO CONSTRUCTION.

NO.	DATE	REVISIONS
1	5/17/17	D2, D3, S2

COOK DESIGN STUDIO, INC.
111 East Washington Street • Wallingboro, SC 29086
301 East 2nd North Street • Summerville, SC 29087
Cell: 803-988-3366 • Fax: 803-988-3367 • Email: info@cookdesignstudio.com

MEMBER
A I B D
AMERICAN INSTITUTE OF BUILDING DESIGN

PREPARED FOR:
**Colleton County
Neyles Community Center
Colleton County, SC**

DATE: 06-15-2017
SCALE: 1/4"=1'-0"
DESIGNED BY: BSC
CHECKED BY: CSB
JOB #: 2970-240-2017
SHEET #:
D1
SHEETS

