



REQUEST FOR QUALIFICATIONS (RFQ) FOR  
PROFESSIONAL ON-CALL ARCHITECTURAL  
CONSULTING SERVICES  
CITY OF FOREST ACRES, SOUTH CAROLINA

The City of Forest Acres is soliciting Request for Qualifications (RFQs) from architectural firms to provide on-call consulting services. The City of Forest Acres owns multiple buildings, parks, and other municipal facilities for the purpose of delivering municipal services. The City of Forest Acres has a number of complex and challenging projects planned for the future. To mitigate risk and provide predictability during the planning, design and construction of these projects, Forest Acres is seeking firms that can provide specialty services on an as-needed basis to support the delivery of the multiple projects paramount to provide well-functioning building systems to the Forest Acres community. Projects can vary in size and scale, but generally will be anywhere from approximately \$10,000 up to \$750,000 per project.

The City will award a 1-year contract to the most responsive and responsible applicant deemed to be the most highly qualified based on the evaluation procedures and fee negotiations described herein. The City reserves the right to reject any and all responses if it determines that it is in the best interest of the City to do so.

A summary of potential tasks anticipated throughout the duration of this service period is provided below.

- Preliminary Design, Engineering, and Construction Cost Opinions.
- Detailed Design – Including calculations, construction plans, technical specifications, and obtaining the necessary construction permits.
- Contract and Construction Administration – Including bidding period services, shop drawing review, field inspections, as-built drawings, pay application review, et cetera.

Before **5:00 PM March 13, 2025**, submit one electronic (PDF) and five hard copies of the Statement of Qualifications in a sealed package to:

City of Forest Acres  
Attn: Shaun Greenwood  
5209 North Trenholm Road  
Forest Acres, SC 29206

Please submit questions via email to Mr. Shaun Greenwood, at [sgreenwood@forestacres.net](mailto:sgreenwood@forestacres.net) no later than 5:00 pm on March 3, 2025. Responses will be posted on the City's website no later than March 7, 2025.

The name of the submitter should appear on the outside of the submittal package with the RFQ title and reference the project, "RFQ for PROFESSIONAL ARCHITECTURAL CONSULTING SERVICES." Each submittal copy should be identical in content and meet the criteria listed below.

- Firm experience and qualifications.
- Experience of personnel assigned to the project.
- Provide a fee schedule, including hourly rates for professional services, construction management, surveying services, and any necessary support staff.
- Ability to meet project schedule and budget requirements.
- A minimum of five examples of site plans, structures for office space, breakroom, restrooms, storage of grounds maintenance equipment and other miscellaneous decorations and supplies.
- Landscapes and parking & driveway.
- Firm Location.
- References.

Submittals to this Request for Qualifications shall be bound, numbered consecutively, double-sided with a maximum of twenty pages (not including cover letter, front and back covers, table of contents, and tabs). A page is defined as the front or back of a standard sheet of paper.

It is the intention of the city to make every effort to be fair and equitable in its dealings with all candidates for selection. However, the City reserves the right to reject all RFQs. Issuance of this Request for Qualifications does not commit Forest Acres to award a contract, to pay any costs incurred in preparation of a RFQ, or to procure related services or supplies.

#### EVALUATION CRITERIA

Request for Qualifications will be evaluated based on the following criteria:

Previous project experience	30
Experience of personnel assigned to the project	25
Ability to meet schedule and budget requirements	20
Firm Location	15
<u>References</u>	<u>10</u>
Total	100