

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

**COASTAL MONTESSORI CHARTER SCHOOL
PAWLEYS ISLAND, SOUTH CAROLINA**

Issued: August 16, 2022

Qualifications to be Received by:
September 13, 2022 at 5 pm

Contact: Tyler Easterling
boardchair@coastalmontessoricharter.org

PROJECT SUMMARY

Coastal Montessori Charter School (“CMCS” or the “School”) is a South Carolina nonprofit corporation and public charter school located at 111 Old Plantation Drive, Pawleys Island, South Carolina. CMCS opened in August 2012 and provides a valuable school choice option to families in Georgetown County using the Montessori curriculum. Currently, CMCS serves students in first through eighth grades with 255 students enrolled for the 2022-2023 school year.

Entering its second decade of existence, CMCS seeks to expand its facilities to better facilitate existing and future students. Desired spaces consist of additional staff offices, classrooms and meeting spaces.

SCOPE OF WORK

The architect selected through this RFQ will enter into an agreement with CMCS to provide architectural services related to the School’s expansion project at various stages from pre-design to post-construction. The selected architect shall provide architectural services meeting all standards and codes used in design for services on this project including:

1. Pre-Design Evaluation
2. Condition Survey and Report
3. Schematic Design
4. Design Development
5. Contract Documents
6. Bidding/Award
7. Construction Observation

The Architect shall:

- Review existing drawings, plans, and actual conditions and advise the School on issues of concern in regard to design, equipment selection, material selection, cost estimation and life-cycle analysis.
- Prove schematic and design development, bid documents, and a detailed cost estimate at each phase, which may include:
 - Attending coordination meetings
 - Providing progress prints/cost estimates at appropriate intervals
 - Including elevations of exposed mechanical or electrical units
 - Providing architectural design drawings that shall include all components and accessories and/or three-dimensional renderings (as requested)
- Assist in the bidding phases of construction by attending pre-bid and pre-construction meetings and answering questions and providing clarifications during bidding
- Reviewing and evaluating submittals and claims for extra costs
- Observing the construction site and actively participating in on-site construction meetings.
- Advising the School regarding interpretations of documents and payments to contractors
- Conducting and assisting the School with substantial completion by preparing a punch list and conducting a final review and project close-out.

SUBMISSIONS

To evaluate capability for completing the work described in this RFQ, each qualification should provide detailed responses to each of the following requirements:

1. Name, address, telephone number and email address of professional’s principal officers
2. A description of the professional’s technical capabilities and areas of expertise
3. A description of the professional’s ability to provide the services outlined in the Scope of Work
4. A description of similar projects completed by the professional, specifically any projects performed for schools and educational institutions. Please provide a name and telephone number of a person from each project who may be contacted as a reference.
5. A description of the project will be managed, who will do the work, and the role of each person involved in the design process.
6. A summary of the professional’s understanding and experience with coordinating projects with regulatory and other governmental agencies, including the Office of School Facilities at the South Carolina Department of Education.
7. A description of any special qualifications or additional services offered, such as structural engineering, technology consultation, security consultation, interior design, etc.

TIMELINE OF KEY DATES

RFQ Issued	August 16, 2022
Deadline for Professional’s Questions	August 23, 2022
CMCS Responses to Questions Posted	August 26, 2022
Qualifications Due	September 13, 2022

Interview Conducted (optional)
Architect Selected

September 19, 2022
September 19, 2022

The deadline for submission of qualifications is 5pm on September 13, 2022. Qualifications will be accepted via email at boardchair@coastalmontessoricharter.org. Please indicate in the subject line of the email that it is a “Qualifications for Architectural Services.” Any qualifications received after the deadline will not be considered.

EXPECTATIONS

Only qualified firms with prior experience with scopes of work similar to those included herein should respond to this Request for Qualifications. Interested professionals are expected to abide by the following general requirements:

1. Personnel shall have relevant experience with similar work and shall be competent to perform the services required under this RFQ.
2. The architect shall hold all licenses and insurance necessary to perform such work in the state of South Carolina, shall be governed by the professional ethics of architects, and comply with all applicable federal, state, and local laws governing the profession, including but not limited to those described in Chapter 3 of Title 40 of the South Carolina Code of Laws.
3. All reports, information, or data prepared or assembled by the architect shall be confidential in nature and shall not be made available to any individual or organization, except the School, without the prior written consent of the School.
4. The architect shall be financially solvent.

Professionals understand that any documents submitted in response to this Request for Qualification may be subject to public disclosure under the South Carolina Freedom of Information Act. For every document the professional submits in response to this Request, it is the professional’s responsibility to mark conspicuously as “CONFIDENTIAL,” “TRADE SECRET,” or “PROTECTED” every page, or portion thereof, that the professional contends contains information that is exempt from public disclosure because it is a trade secret or is privileged and confidential.

Qualifications will be evaluated based on the professional’s:

- past performance on similar projects;
- qualifications of personnel who will be working on the project;
- ability to meet time and budget requirements;
- location and knowledge of the location of the project;
- recent, current, and projected workload;
- references;
- creativity and insight related to the project; and
- other special qualifications as requested in this RFQ or related to this project.

Evaluation of each proposal will be made upon receipt and the award contingent upon approval of the CMCS Board of Directors. CMCS expects the awarded professional to begin work immediately upon award of the contract.

CMCS reserves the right to reject any or all qualifications or to cancel this request in its entirety. CMCS will not reimburse any professional for its cost to prepare a response to this RFQ.