

LANCASTER COUNTY, SOUTH CAROLINA

**REQUEST FOR QUALIFICATIONS
PROJECT MANAGEMENT SERVICES
LANCASTER COUNTY REGIONAL PARK
APRIL 2011**

PROPOSAL INSTRUCTIONS AND REQUIREMENTS

Lancaster County is soliciting qualifications from Project Management firms to manage the development of a new 500 plus acre Class "A" business park located in and around the Lancaster Airport in Lancaster County SC.

Proposals will be received in the office of the Lancaster County Government **until 4:00 pm XXXXX XX, 2011**. Any proposal received later than the specified time/date will **NOT** be accepted or considered. All proposals shall be sealed and marked as follows **Project Management Services, Lancaster County Regional Park** and delivered to:

Deliver to:

Lancaster County
101 North Main Street, 2nd Floor
Lancaster, SC 29721-1809
Attention: Steve Willis

A. PURPOSE: This Request For Qualifications (RFQ) provides interested Project Management Firms with information to enable them to prepare and submit their qualifications for consideration by Lancaster County (CLIENT). The qualifications are to be provided for a development on approximately 500 plus acre Class "A" business park located in and around the Lancaster Airport in Lancaster County SC, see Exhibit A.

The work proposed for this project includes the Project Management activities per Exhibit B.

B. TYPE OF CONTRACT: A contract shall be negotiated with the selected firm at compensation that is stable, fair and reasonable to the CLIENT, utilizing a contract prepared by the CLIENT. Should it be impossible to negotiate a satisfactory contract, negotiations shall be formally terminated and negotiations will begin with the next selected firm.

C. FIRM RESPONSIBILITIES: The selected firm shall be required to assume responsibility for all duties and activities as described in Exhibit B.

D. SELECTION CRITERIA AND PROCESS: Proposals will be evaluated and reviewed by the CLIENT. This evaluation may include discussions with all or some of the firms providing responses. Listed below are some of the criteria that may be used on making a selection and should be included in your submittal:

1. Evaluation of the firm's ability to successfully complete the Scope of Work as specified in this Request for Qualifications.
2. Demonstrated experience with similar projects involving the public sector (local governments) of similar size and organization. Examples of similar projects are to be included in the proposal.
3. Resumes of individuals to be involved with project.
4. Proximity to and familiarity with the area where the project is located.
5. Demonstrated understanding of the project and abilities of the firm to successfully complete the project on schedule and on budget.
6. Explanation regarding how the firm will propose to accomplish the project objectives (use of innovative methods, unique approaches, reasonableness of proposed approach).
7. Firms experience in dealing with government based groups.
8. Other factors determined to be relevant.

NOTE: The CLIENT does not specify a particular format for submission of proposals. However, it is incumbent for the respondent to use a format which clearly shows where these criteria's are addressed in the proposal.

E. PROPOSAL COSTS: The CLIENT shall not be liable for any cost incurred by firms in preparing their proposal prior to issuance of a contract.

F. ECONOMY OF PREPARATION: Proposals should be prepared in a timely and economical manner, providing a straight forward, concise description of the firms' ability to meet the requirements of the RFQ. Emphasis should be on completeness and clarity of content. Proposals should limit themselves to 10 pages or less and may be printed on both front and back sides. Four (4) copies of the proposal should be provided.

G. RESPONSE DATE: To be considered, proposals must arrive at the office of the **Lancaster County Government Building, Attention: Steve Willis** on or before **XXXX XX, 2011** by 4:00 PM. Firms mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals. Facsimile submissions are not permissible. Late proposals will not be accepted.

H. ACCEPTANCE OF PROPOSAL CONTENT: The contents of the proposal of the successful firm may become part of the contractual obligations, if a contract ensues. Failure of a successful proposer to accept these obligations may result in cancellation of the award.

I. EXAMINATION OF RFQ DOCUMENT: Prior to submitting a proposal, each proposer shall carefully examine the RFQ documents, study and thoroughly familiarize himself/herself with the specifications/requirements thereof and notify CLIENT of all conflicts, errors, or discrepancies.

J. QUESTIONS: Submit questions electronically via email to: ?????????? and in the subject line note Town Hall Questions. Deadline for questions is by the end of the day XXXX XX, 2011. All Changes in specifications shall be sent per email in the form of an addendum and furnished to all proposers. Verbal information obtained otherwise will not be considered in the awarding of the proposal.

K. COMMITMENT TO AWARD: This solicitation does not commit the CLIENT to award a contract, to pay any costs incurred in the preparation of the proposal, or to procure or contract for the services listed herein. Client reserves the right to reject any or all proposals received.

L. CONFIDENTIAL INFORMATION: Information contained in the proposals shall be a public record to the extent required by The Freedom of Information Act, with the exception that commercial or financial information which is privileged and confidential if so designated by the proposer shall not be disclosed. Such information must be clearly marked as "CONFIDENTIAL" by the offeror for each section of information so affected. Privileged and confidential information is information is specific detail not customarily released to the general public, the release of which might cause harm to the competitive position of the party supplying the information. Examples of this type of information would include:

1. Customer lists;
2. Recommendations and identification of prospective problem areas under a RFQ;
3. Methods and procedures;
4. Biographical data on key employees of the bidder/proposer.

M. PROFESSIONAL LIABILITY INSURANCE: The successful proposer upon award of contract shall provide certificates of all required insurance(s), including worker's compensation, premises liability and professional liability. Worker's compensation shall include a minimum limit of \$100,000. General liability coverage

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shall provide minimum limits of liability of \$1,000,000. Insurance shall indemnify CLIENT against any and all claims arising under or as a result of the performance of the contract. The CLIENT shall be named as an additional insured on all liability policies. The CLIENT must be provided thirty (30) days notice prior to cancellation, modification or reduction in limits of any stipulated insurance.

N. LITIGATION: Please disclose any litigation within the last five (5) years in which a claim has been paid by you or your company relating to a cause of action other than:

1. Employment issues
2. Lis Pendens
3. Contracts not related to your professional work

O. SCOPE OF WORK: SEE EXHIBIT B

P. TIMING: Work to begin immediately after award of contract with infrastructure improvements to start by the 4th quarter of this year.

Q. MISCELLANEOUS: No solicitation of the City of Lancaster council, Lancaster County Council, Lancaster Economic Development Corporation, and respective employees allowed at any time prior to, during or after the RFQ has been issued.

END OF RFQ