

REQUEST FOR QUALIFICATIONS  
LANDSCAPE ARCHITECTURE SERVICES  
FOR  
CITY OF WEST COLUMBIA, SOUTH CAROLINA

The City of West Columbia, South Carolina is requesting Statements of Qualifications (SOQs) from landscape architecture and engineering firms to perform landscape architecture and civil site design services. The SOQs will be ranked so the City may prequalify firms with whom we may request detailed proposals for work related to master plans, streetscapes, parks, playgrounds, etc.

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

- Surveying Services
- Preliminary Design, Engineering, and Construction Cost Opinions.
- Detailed Design – Including calculations, construction plans, technical specifications, and obtaining the necessary construction permits.
- Studies and Evaluations – Examples include condition assessments and capacity evaluations.
- Contract and Construction Administration – Including bidding period services, shop drawing review, field inspections, as-built drawings, etc.

Before **Friday November 9, 2018 at 4:00 PM**, submit one electronic (PDF) and five hard copies of the Statement of Qualifications in a sealed package to:

City of West Columbia  
Attn: Mr. Andy Zaengle, P.E.  
200 N. 12<sup>th</sup> Street  
West Columbia, SC 29169

Please submit questions via email to Mr. Andy Zaengle, P.E. at [azaengle@westcolumbiasc.gov](mailto:azaengle@westcolumbiasc.gov) no later than 5:00 pm on Friday October 26, 2018. Responses will be posted on the City's website no later than Thursday November 1, 2018.

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

- Firm experience and qualifications.
- Experience of personnel to be assigned to the project.
- Ability to meet project schedule and budget requirements.
- A minimum of five examples of master plans, streetscapes, parks, playgrounds, etc.

- Past performance with the City of West Columbia.
- References.

The Statement of Qualifications submittal shall be bound, numbered consecutively, double-sided with a maximum of 20 pages (not including cover letter, front and back covers, table of contents, and tabs). A page is defined as the front or back of 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 Statement(s) of Qualifications. Issuance of this Request for Qualifications does not commit the City of West Columbia to award a contract, to pay any costs incurred in preparation of a SOQ, or to procure related services or supplies.

EVALUATION CRITERIA

Statements of Qualifications will be evaluated based on the following criteria:

Previous project experience	20
Experience of personnel assigned to the project	20
Ability to meet schedule and budget requirements	15
Past performance with City of West Columbia	20
Location of Personnel	10
Local Preference (Headquarters in Lexington County)	5
<u>References</u>	<u>10</u>
 Total	 100