



Housing Authority of Florence

Post Office Drawer 969 / 2640 West Palmetto Street

Florence, South Carolina 29503

Phone (843) 669-4163 / TTY (800) 877-8339 / Fax (843) 679-2626

SOLICITATION FOR ARCHITECTURAL / ENGINEERING SERVICES

The Housing Authority of Florence is soliciting **Requests for Qualifications (RFQ'S)**, mailed, emailed, or hand delivered, until **4:00 P.M. EST on Thursday, September 21st, 2023.**

Proposals must be clearly marked (**"Requests for Qualifications - Architectural / Engineering Services" ATTN: Esperone Huggins**).

This solicitation is for Architectural / Engineering Services related to the commercial and residential construction project at **Creekside Village Apartments** which is owned and managed by the Housing Authority of Florence. Unlike sealed bidding, this is a competitive proposal method which permits consideration of technical factors other than price. The contract term will be the length of time necessary to complete all work requested and required for this project. The contract will be subject to termination upon thirty (30) days advance notice by either party.

Services may include, but are not limited to: 1) Replacing the existing HVAC system including the PTAC's, outside air systems and exhaust systems, and provide balancing that will ensure adequate ventilation, cooling, and dehumidification for each apartment and for the entire building. 2) Replacing all water lines throughout the building to eliminate leaking pipes and standing water. 3) Replacing all toilet flanges to eliminate existing or potential leaks. 4) Having the building retested for mold.

Services may also include Civil engineering design for the site layout, streets, curbs, gutters, surveying/staking, and erosion control measures/permitting. This RFQ only pertains to Creekside Village Apartments located at 2311 West Palmetto Street in Florence, South Carolina 29501.

A schedule of fees and list of qualifications is required to constitute an acceptable proposal.

All qualified proposals meeting required terms and specifications will be evaluated using the following criteria below:

Factor Description	Max Point Value
Evidence of firm's ability to perform the work, as evidenced by profiles of the principles and staff's professional and technical competence and experience.	20 points
Ability to provide professional services in a timely manner	20 points
Familiarity / experience with low-income public housing programs and local building codes	15 points
References submitted with the proposal.	10 points
South Carolina office location	10 points
Section 3 Plan	5 points
Price	20 points

Any and all questions are to be submitted to Mr. Esperone Huggins, Director of Facilities Management, *via e-mail* at ehuggins@hafsc.org *no later than 3:00 p.m. on Tuesday, September 19th and will be answered accordingly no later than 12:00 p.m. on Wednesday, September 20th, 2023* via e-mail as well as on our website under the Procurement section.

A contract award will be made in writing to the most qualified, responsive, and responsible bidder as stated in **2 CFR 200.320 (d)(5) in the Code of Federal Regulations.**

The HAF reserves the right to accept or reject any and all proposals presented.

