



**Housing Authority of Florence**  
 Post Office Drawer 969 / 400 East Pine Street  
 Florence, South Carolina 29503  
 Phone (843) 669-4163 / TTY (800) 877-8339  
 Fax (843)679-2626

**SOLICITATION FOR  
 ARCHITECTURAL AND ENGINEERING SERVICES**

The Housing Authority of Florence is soliciting **Request for Qualifications Proposals (RFQ's)**, mailed or hand delivered, until 3:00 p.m. on Monday, May 14, 2018. Proposals must be clearly marked **(Request for Proposals -"A&E Services" ATTN: Bosco Locklear)**.

This solicitation is for Architectural and Engineering Services related to any commercial and residential construction projects that the HAF might wish to use the services for. Unlike sealed bidding, this is a competitive proposal method which permits consideration of technical factors other than price. The contract shall be (3) years from the date of award. The contract will be subject to termination upon thirty (30) days advance notice by either party.

Services are to include all architectural, plumbing, mechanical, structural, and electrical engineering related to these projects. Services will also include Civil engineering design for all site layout, streets, curbs, gutters, surveying/staking, and erosion control measures/permitting.

**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 principals 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, Low Income Housing Tax Credits (LIHTC) and local building codes.	20 points
References submitted with the proposal.	15 points
South Carolina office location.	15 points
Section 3 Plan.	5 points

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

Contact Bosco Locklear 843-758-0055 or email [blocklear@hafsc.org](mailto:blocklear@hafsc.org) for questions about this solicitation.

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