

# **REQUEST FOR QUALIFICATIONS (RFQ)**

**RFQ #2026 – 01**

**Indefinite Delivery Services - Architectural**



**Advertised: January 15, 2026**

**RFQ Due: February 18, 2026 – 2:00PM**

**Jasper County, South Carolina**  
**RFQ #2026 - 01**  
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**I. GENERAL INFORMATION**

Jasper County is soliciting responses from qualified Architecture firms (“Submitter” or “Contractor”) licensed in South Carolina to provide as needed Architecture Services and related professional services as further described herein.

**THE RFQ MUST BE RECEIVED NO LATER THAN 2:00PM ON Wednesday, February 18, 2026.**

|  |                            |
|--|----------------------------|
| Issue Request for Qualifications (RFQ) | January 15, 2026           |
| Deadline for Inquires                  | February 11, 2026, 2:00 pm |
| Response to Inquiries                  | February 13, 2026          |
| Deadline for Submitting Submittal      | February 18, 2026, 2:00 pm |

**II. INSTRUCTIONS TO SUBMITTERS**

**1. Pre-Submittal**

Any questions regarding this RFQ must be submitted in writing via email to [jiwanicki@jaspercountysc.gov](mailto:jiwanicki@jaspercountysc.gov) or through the vendor registration page located on Jasper County’s Bids and Solicitations web page, <https://www.jaspercountysc.gov/services/bids-and-solicitations/> **NO LATER** than Wednesday, February 11, 2026, by 2:00 pm.

All submitted questions will be addressed and posted on Jasper County’s Bids and Solicitations web page and the vendor registration portal on Friday, February 13, 2026.

**2. Submitter Reading Location**

The names of submitters will be publicly read at the Jasper County, Clementa Pinckney Government Building, County Council Chamber, Third Floor, 358 Third Avenue, Ridgeland, SC 29936 on **Wednesday, February 18, 2026, at 2:00 pm. The Submittals will not be opened, and no other information about the Submittals will be provided at that time.**

All Submitters or their representatives are invited to attend the submittal opening.

**3. Submittals**

Jasper County is hereby issuing this Request for Qualifications (RFQ) to firms that have the capability and interest in undertaking and performing the scope of work described in this RFQ. The RFQ is being publicly advertised in accordance with Jasper County procurement guidelines. Each firm responding to this solicitation is officially a SUBMITTER.

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Each Submitter must submit a sealed package containing original and four (4) copies of the RFQ.

In a separate sealed package, include an original and two (2) copies of the Fee Schedule.

All submissions will be logged in and date and time stamped.

Printed Submittals must be clearly labeled on the outside of the envelope with the following wording:

- a. For the RFQ:  
JASPER COUNTY RFQ #2026-01 Indefinite Delivery Services -  
Architectural DOCUMENTS
- b. For the Fee Schedule:  
JASPER COUNTY RFQ #2026-01 Indefinite Delivery Services -  
Architectural FEE SCHEDULE

All late Submittals will be rejected. Jasper County is not responsible for late submissions caused by delays in mail delivery or a delay in any other method of delivery.

Print size shall be 12 pt. font minimum on 8½ by 11 paper, double-sided, and must include all of the information required in this RFQ.

Provide a cover page that includes: Company Name, Address, Point of Contact (Email Address and Phone Number), and Date of Submission.

**SUBMITTALS SHALL NOT EXCEED A TOTAL OF 50 PAGES. A PAGE IS CONSIDERED TO BE ONE SIDE OF A SHEET OF PAPER IF PRINTED. EXCEEDING THE PAGE LIMIT IS GROUNDS FOR REJECTION OF THE SUBMITTAL.** The following **WILL NOT** be counted as pages:

- a. Front and/or back cover pages of your Qualifications document
- b. Table of Contents for your Qualifications document
- c. Section Dividers for your Qualifications document
- d. AFFIDAVIT OF COMPLIANCE document
- e. Fee Schedule/Submittal - Submitted Separately from the Qualifications

If you have any questions on the above page limit information email [iiwanicki@jaspercountysc.gov](mailto:iiwanicki@jaspercountysc.gov).

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**4. Proposed Procurement Timeline**

|   |                               |
|---|-------------------------------|
| Release date for RFQ  | January 15, 2026              |
| Final Date and time to Receive Written Questions            | February 11, 2026,<br>2:00 pm |
| Addenda to Answer Questions                                 | February 13, 2026             |
| RFQ Closing Date  | February 18, 2026,<br>2:00 pm |
| Completion of Selection Committee Review and Recommendation | March 6, 2026                 |
| Jasper County Council                                       | March 16, 2026                |

**5. Sealed and Marked**

If sent by mail or hand-delivered, original signed Submittals shall be submitted in a sealed package, clearly marked on the outside of the package with **RFQ #2026 – 1 Indefinite Delivery Services - Architectural** and addressed to:

Kimberly Burgess, Procurement Officer  
Director, Administrative Services Division Jasper County  
358 Third Avenue, Suite 304  
P.O. Box 1149  
Ridgeland, SC 29936

It is the submitter's sole responsibility to deliver the Submittal to the Jasper County Government Building reception desk for receipt on or before February 18, 2026, 2:00 pm.

If a submittal is delivered by U.S. Mail, the Submitter shall be responsible for its timely delivery to the Jasper County Government Building. Submittals delayed by mail shall not be considered and shall be rejected.

Submittals submitted via email will not be accepted.

All submissions will be logged in and date and time stamped. ***Any Submittals received after the date and time specified will be logged and date and time stamped as "late" and will remain unopened.***

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**6. Legal Name and Signature**

Submittals shall clearly indicate the legal name, address, and telephone number of the Submitter. Submittals shall be manually signed above the printed name and title of signer on the Affidavit of Compliance page. The signer shall have the authority to submit Submittals on behalf of the Submitter. Failure to properly sign the Submittals form shall invalidate the Submittals and it shall not be considered for award.

**7. Clarification and Addenda**

Each Submitter shall examine REQUEST FOR QUALIFICATIONS documents. The Administrative Services Division, Procurement Officer shall not be responsible for interpretations or clarifications of Project Scope.

All inquiries or suggestions, concerning interpretation, clarification, or additional information pertaining to the Project Scope shall be made in writing or through email to:

Jim Iwanicki, Engineering Services Director  
Jasper County  
623 Live Oak Drive  
P.O. Box 1244  
Ridgeland, SC 29936  
[jiwanicki@jaspercountysc.gov](mailto:jiwanicki@jaspercountysc.gov)

Any inquiries or suggestions, concerning clarification of the REQUEST FOR QUALIFICATIONS (excluding Project Scope) shall be made through the Procurement Officer in writing or through email to:

Kimberly Burgess, Procurement Officer  
Director, Administrative Services Jasper County  
358 Third Avenue, Suite 304  
P.O. Box 1149  
Ridgeland, SC 29936  
[kburgess@jaspercountysc.gov](mailto:kburgess@jaspercountysc.gov)

**8. Responsive and Responsible Submittals**

To be responsive, the Submittal shall conform in all material respects to the requirements set forth in the REQUEST FOR QUALIFICATIONS. To be responsible, the Submittal shall perform fully the requirements, experience, reliability, capacity, and equipment that will ensure good faith performance.

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**9. Reserved Rights**

Jasper County reserves the right to make such investigations as it deems necessary to make the determination of the Submitter's responsiveness and responsibility.

**10. Applicable Law**

All applicable laws and regulations of the United States of America, the State of South Carolina, and Jasper County will apply to any resulting agreement, contract, or purchase.

**11. Right to Protest**

Appeals and remedies are provided for in the Jasper County Purchasing and Contracting Ordinance, Article V, Jasper County Code of Ordinances.

**12. Contract Forms**

Any agreement, contract, or purchase order resulting from the acceptance of a Submittal shall be on forms either supplied by or approved by the Jasper County Procurement Officer.

**13. Forms, Alternates, Variances**

Submittals must be submitted on the attached REQUEST FOR QUALIFICATIONS forms, although additional information may be attached. The Submitters must indicate any variance from the requested scope of services and/or terms and conditions, on the RFQ Affidavit of Compliance. Otherwise, Submitters must fully comply with the requested Scope of Services, terms and conditions. Alternate Submittals may or may not be considered at the sole discretion of Jasper County.

**14. Submittal Prices**

Provide an Hourly Rate Schedule for each billable title within the firm, mark-up costs for subconsultants, vendors, and suppliers, etc., and a schedule of reimbursable costs and rates. Each item must be proposed separately, and no attempt is to be made to tie any item(s) in with any other item or items.

**15. Descriptive Information**

All equipment, materials, and articles incorporated in the product/work covered by this REQUEST FOR QUALIFICATIONS are to be new and of suitable grade for the purpose intended.

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**16. Deviations to Scope of Work and Requirements**

Any deviation from the scope of work as written and accepted by the County may be grounds for termination of the Contract.

**17. Quality**

If any work product delivered does not meet applicable scope of work, or if the work product does not meet industry standard performance and professionalism, the Contractor shall redo the work at no expense to Jasper County. Contractor shall refund to the County any money which has been paid to the Contractor for any work not redone to meet industry standards and professionalism. The Contractor shall be responsible for attorney fees in the event the Contractor defaults and court action is required.

The County reserves the right to reject any or all materials/equipment if, in its judgement, the item reflects unsatisfactory workmanship, manufacturing, or shipping damages.

**18. Regulations**

It shall be the responsibility of the Consultant to ensure compliance with Federal, State of South Carolina, and County laws, rules, regulations, or other requirements, as may apply.

**19. Termination of Award**

Failure of the Submitter to satisfy the requirements of Jasper County shall be reason for termination of the award. Any Submittal may be rejected in whole or in part for good cause when in the best interest of the County.

**20. Royalties and Patents**

The successful Submitter shall pay all royalties and license fees for equipment or process in conjunction with the equipment being furnished. Submitter shall defend all suits or claims for infringement of any patent right and shall hold the County harmless from loss on account or cost and attorney's fees incurred.

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**21. Inspection and Acceptance**

No item(s) received by the County pursuant to this contract shall be deemed accepted until the County has had reasonable opportunity to inspect the item(s). Any item(s) discovered defective, or which do not conform to any warranty of the seller upon inspection may be returned at the seller's expense for full credit or replacement.

If later, defects are discovered which were not ascertainable upon the initial inspection, the item(s) may also be returned at the Seller's expense for full credit or replacement. The County's return of defective items shall not exclude any other legal, equitable or contractual remedies the County may have.

**III. GENERAL TERMS AND CONDITIONS**

**1. Exceptions to Specification**

Submitters taking exception to any part or section of the specifications shall indicate such exceptions on the Affidavit of Compliance Form and continuation page(s), if necessary. Failure to indicate exceptions shall be interpreted as the Submitter's intent to fully comply with the specifications as written.

**2. Evaluation of Submittals**

Any Purchase Order or Purchase Sales Agreement resulting from this REQUEST FOR QUALIFICATIONS shall be awarded to the Submitter providing the best Submittal as determined by Jasper County, South Carolina.

**AWARD WILL NOT BE MADE ON THE BASIS OF PRICE. MORE THAN ONE FIRM MY BE SELECTED.**

Responses will be evaluated using the following criteria:

- A. **Key Personnel (20%)** - Each firm will be evaluated in terms of the experience and qualifications of the key personnel that will be assigned to contracts.
- B. **Experience and Unique Qualifications (20%)** - Each firm will be evaluated in terms of the firm's experience and unique qualifications.
- C. **Projects and Past Performance (30%)** - Each firm will be evaluated on familiarity with municipal projects. The firm's past performance will be evaluated in terms of meeting project schedules and the ability to meet design and construction budgets.
- D. **References (20%)** - Each firm shall be evaluated on the references provided.
- E. **Submittal Quality (10%)** - Each firm will be evaluated on how the RFQ was put together and the readability of the document.



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After initial scoring of the above criteria, the County reserves the right to select a short list of finalists for a presentation/interview. Results of the interview process shall factor into the final scoring for contract award.

**3. Award**

Each factor of the evaluation will be considered relative to obtaining the most effective firm(s) consistent with the needs of the County.

**4. Product Liability Insurance**

The successful Submittal will supply proof of professional liability insurance and workers' compensation.

**IV. SCOPE OF SERVICES**

**1. Project Purpose**

Jasper County is seeking as needed Architectural Services for municipal projects.

**2. Scope of Work**

The following is a list of some of the representative services that may be needed:

- Site master planning
- Project scoping
  - Space study
  - Schematic design
  - Preliminary cost estimates
  - Preliminary time schedule
  - Conceptual renderings
- Site plan design
- Surveying
- Building design
- Construction documents
- Bidding
  - Contractor selection
  - Pre-Bid conferences
  - Bid evaluations
  - Addendum
- Construction administration
  - Submittal review and approval
  - Construction document interpretation
  - Perform all inspections for all phases including required opening inspection by any public agency authorities.

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- Provide and direct material and systems testing
- Change order preparation
- Attend progress meetings
- Review contractor's pay requests and recommend payment to the County accordingly.
- Project closeout
- Post construction
  - Assist in training personnel to operate and maintain the facility.
  - Final record documents using contractor-prepared as-built drawings in a PDF format.
  - Startup.
- Selection of fixtures, equipment and signage
- Permitting

**V. SUBMITTAL REQUIREMENTS AND FORMATTING**

Submitters are REQUIRED to submit all requested information and/or documentation outlined in this section of the solicitation. Any Submitter failing to do so may have their response rejected as being non-responsive and making them ineligible for contract award. Submitters shall submit their responses in a format and sequence that follows the section numbering and layout provided in this solicitation to assist the County in its evaluation of responses.

Submitters shall submit written qualifications which clearly demonstrate their ability to provide quality services in an effective manner.

The County desires a firm with a history of meeting or exceeding client expectations, providing effective communication between the client and the firm, a record of meeting schedules and deadlines, permitting requirements, a reputation as an effective steward of natural resources and the environment, prudent contract administration and project accounting, and a quality presentation of project deliverables.

Submittals shall include the following information, and should be arranged in labeled sections as follows:

**Section A: Qualifications**

**1. Project Team Organizational Chart:**

Provide an organizational chart identifying team members who might be assigned to this contract (including sub-consultants). The organizational chart must include the name, role/position, and office location of each team member

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and subconsultant. A project team member may be responsible for more than one area.

2. Professional Resumes: Provide professional resumes of key project personnel proposed for this contract and detailed background information including:
  - Education;
  - Professional registrations and certifications, applicable to South Carolina;
  - Experience;
  - Years with firm;
  - Office location;
  - Specific role and responsibilities on past projects of this type;
  - Hourly billing rates (in a separate sealed envelope).
3. Workload: Provide a summary of current workload and workload projections. Also provide a description of available backup personnel, resources and their location if available to work on these services.
4. Primary Point of Contact: Identify the Firm's Primary Point of Contact.
5. Organization of sub-consultants and personnel: Provide the name of any firm(s) and their personnel that will be providing sub-consulting services to your firm. Also include the services they will provide, their office location, and a contact name and phone number.

**Section B: Experience and Unique Qualifications**

1. Range of Services: Provide a description of the full range of services the Firm provides. Provide the number of years in business and the location of the main office that will service the County's account including the location of any sub-consultants.
2. Capabilities: Discuss the firm's unique qualifications, capabilities and methodologies that will be used for the Architecture Services. What sets the Submitters apart from others in the industry.
3. Unique Qualifications: Provide a description of any unique qualifications or services that set your firm apart from others.

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**Section C: Projects and Past Performance**

1. Prior Experience: Provide a complete list of the firm's experience of other indefinite delivery services over the last 5 years.
2. Previous Municipal Projects: Provide a complete list with detailed descriptions including dollar value and project time frames of the firm's experience on local governmental architecture services over the past 5 years. Specify the type of work performed, the Firm's Project Manager and personnel that worked on the referenced projects including their role. Include project photos, budget and schedule. Identify if the project was completed on time and on budget from both a design and construction standpoint.
3. List of litigation history of the firm and all subconsultants for the past 5 years.

**Section D: References**

1. Project References: Provide at least three (3) municipal references from Item C.2 above. Provide Name, current employer, past employer if relevant, current phone number and current email address.

**Section E: Forms and Information**

AFFIDAVIT OF COMPLIANCE must be submitted.

**Section F: Costs (Submitted as a Separate Document)**

**THIS SHALL BE SUBMITTED AS A SEPARATE DOCUMENT AND NOT INCLUDED WITH THE OTHER MATERIAL REQUESTED.** Hourly rates will not be used in the evaluation of submittals but instead will form the basis for contract negotiations with the selected firm.

1. The Submitter shall submit a Billable Costs Document for their firm and all other firms listed in the RFQ. At a minimum the document shall have the following:
  - a. An Hourly Rate Schedule for each billable title within the firm.
  - b. Mark Up Costs for subconsultants, vendors, and suppliers, etc.
  - c. A schedule of reimbursable costs and rates. (i.e. travel, copies, mailing, etc.)

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2. Once an initial hourly rate schedule is agreed upon, rates shall remain fixed for the first year of the resulting contract.

After the first year, the Contractor may request one (1) annual adjustment to the hourly rates to be effective on each anniversary of the contract, but such increase shall not exceed the most recently published Consumer Price Index for All Urban Consumers (CPI-U), before seasonal adjustment as of sixty (60) days prior to the contract anniversary date. Any rate increase shall require a written contract amendment signed by both parties to become effective.

If the Contractor's request for an increase is made after the applicable contract anniversary date, such increase shall not be retroactive to the anniversary date and instead shall be effective as of the date of the signed contract amendment. Mark up cost and reimbursable cost once established shall not be changed for the life of the contract.

**VI. CONTRACT AWARD**

Contract award, as well as contract continuation of the contract in subsequent fiscal periods, is subject to availability of County funds. In the event that contract negotiations with the highest rated Submitter are unsuccessful, the County reserves the right to begin contract negotiations with next highest rated Submitter.

If a contract is awarded as result of this solicitation, such award(s) shall be made to the most qualified respondent(s).

**VII. STANDARD CONTRACT TERMS AND CONDITIONS**

Submitter acknowledges that a contract will need to be executed with terms and conditions acceptable to the County and the Submitter.

The Submitter agrees that terms and conditions provided in this RFQ, and in their response to the RFQ either in their entirety or relevant portions thereof, should be included and become part of any resulting contract.

Please note that if the County determines that key team members identified in this RFQ are no longer available and/or not being used on this project the County reserves the right to terminate the contract.

The anticipated term of the resulting contract shall be five (5) years.

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**AFFIDAVIT OF COMPLIANCE**

To be submitted with vendor's Submittal

\_\_\_\_\_ We Do Not take exception to the RFQ Documents/Requirements.

\_\_\_\_\_ We take exception to the RFQ Documents/Requirements as follows:

Specific exceptions are as follows:

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I have carefully examined the REQUEST FOR QUALIFICATIONS and agree to abide by all submitted pricing, delivery, terms and conditions of this Submittal unless otherwise stipulated herein.

Company

Name\_\_\_\_\_

By\_\_\_\_\_

(Authorized Signature)

\_\_\_\_\_  
(Print Name and Title)

Company Address\_\_\_\_\_

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**AFFIDAVIT OF COMPLIANCE (continued)**

Telephone Number \_\_\_\_\_

Email \_\_\_\_\_

Federal Tax ID No. \_\_\_\_\_

DBE Vendor (Yes/No)

Minority Owned: \_\_\_\_\_

Women Owned: \_\_\_\_\_

Veteran Owned: \_\_\_\_\_

Date \_\_\_\_\_

**ADDENDA**

Submitter acknowledges receipt of the following addendum:

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

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**STATEMENT OF “NO SUBMITTAL”**

**Return this page only if your company provides the products/services being requested and DECLINES to do so.**

We, the undersigned, have declined to respond to the above REQUEST FOR QUALIFICATIONS for Program Manager - Sales Tax Program for the following reasons:

- \_\_\_\_\_ Specifications too “Narrow”, geared to one brand or manufacturer (Please explain below).
- \_\_\_\_\_ Insufficient Time to Respond to REQUEST FOR QUALIFICATIONS
- \_\_\_\_\_ Unable to Meet Specifications
- \_\_\_\_\_ Specifications Unclear (Please explain below)
- \_\_\_\_\_ Other (Please explain below)

Remarks

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Company Name \_\_\_\_\_

Address \_\_\_\_\_

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Name and Title \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_