



Town of
Pawleys Island
SOUTH CAROLINA

REQUEST FOR QUALIFICATIONS

TOWN OF PAWLEYS ISLAND, SC

January 23, 2016

The Town of Pawleys Island, SC is seeking letters of interest and qualifications from Architectural Design teams for the design and construction administration of a new town government center.

The qualification package submittals (4 copies) should show the title listed above and should be submitted to:

Town of Pawleys Island Administrator
321 Myrtle Avenue
Pawleys Island, SC 29585
(843) 237-1698

The Town of Pawleys Island assumes no responsibility for unmarked or incorrectly marked envelopes, or submittals not received on time or at the proper address.

The solicitation does not commit the Town of Pawleys Island to award a contract, to pay any costs incurred in the preparation of a submittal, or to procure a contract for goods or services. The Town Pawleys Island reserves the right to accept or reject any or all submittals received as a result of this request, or to cancel in part or in its entirety this request if it is in the best interest of the Town of Pawleys Island to do so.

The Town of Pawleys Island desires to obtain the professional services of an architectural-engineering team to provide program verification, design, construction documents and construction contract administration for this project. The project is new construction and would contain the normal functions of city government including conference rooms, administration spaces, magistrate's court/council chambers and various support spaces. It is estimated to include about 2000 square feet.

Evaluation factors will include:

1. Successful working relationships with prior clients.
2. Experience on similar projects of this scope.
3. Knowledge of, and experience with, low country design
4. Capacity to perform work in a time conscious manner.
5. Project management approach.

Once a shortlist has been developed, the successful candidates will be asked to make a presentation to the Selection Committee. The Selection Committee reserves the right to reject any and all submissions and to waive technicalities and informalities. Contract negotiations will begin with the candidate that provides the best value to the Town of Pawleys Island in terms of cost of the work and qualifications.

Key Events:

Receipt of Qualification Statements	02/15/17
Notification of Shortlisted Firms	03/8/17
Interviews of Shortlisted Firms	03/9/17-3/23/17
Notification from Selection Committee	03/27/17