

1. Introduction

The Bamberg County Schools District is seeking sealed bid proposals from qualified architectural firms and third-party inspection agencies for the design and inspection of a 6th-grade wing with associated restroom facilities and an administrative office at Bamberg Ehrhardt Middle School located at 897 North Street, Bamberg, SC 29003. This project aims to expand the school facilities to accommodate growing student enrollment while providing a conducive learning environment for 6th-grade students.

2. Scope of Work

2.1 Architectural Services

- **Design and Planning:** Provide architectural design services to create a 6th-grade wing with classrooms, restroom facilities, and administrative office.
 - Design will include compliance with all local building codes, zoning laws, safety regulations, and South Carolina Department of Education Office of School Facilities requirements.
 - The design should be consistent with the aesthetic and functionality of the existing middle school buildings.
 - The wing should be built to accommodate 150 of students, with appropriately sized classrooms, restrooms (adult & student), administrative offices, teacher workroom and janitorial/storage room.
- **Site Plan and Layout:** Provide site plans that integrate the new construction with existing school infrastructure. This includes addressing the placement of utilities, accessibility, parking, and other relevant factors.
- **Permitting and Approvals:** Assist with obtaining necessary permits and approvals from all applicable authorities.
- **Construction Documents:** Prepare detailed architectural rendering and site plans for sequent construction bidding.

2.2 Third-Party Inspection Services

- **Pre-Construction Inspections:** Conduct inspections of the site prior to construction to ensure it is ready for building.
 - **Quality Control and Compliance:** Provide ongoing third-party inspections during construction to ensure compliance with approved plans, building codes, safety regulations, and quality standards.
 - **Final Inspection:** Upon completion, provide a final inspection to verify that the project is completed to specification and within safety requirements.
 - **Timeline:** The construction must be completed within [specify timeframe] from the date of contract award.
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3. Proposal Requirements

All proposals must include the following:

3.1 Architectural Services

- Detailed portfolio showcasing previous similar projects.
- Overview of the proposed team, including lead architect and support staff.
- Proposed design approach, including timeline, expected costs, and key deliverables.

3.2 Third-Party Inspection Services

- Overview of the firm's experience and qualifications in construction inspections, especially in school building projects.
 - Proposed inspection approach, including frequency and process of inspections.
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4. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Qualifications:** Proven experience with similar school expansion projects, including expertise in designing educational spaces.
 - **Approach and Understanding:** How well the proposal demonstrates an understanding of the project requirements and the quality of the proposed solutions.
 - **Cost:** Reasonable cost estimates within the allocated budget.
 - **Timeline:** Ability to meet the desired completion date.
 - **References:** Quality of references from past clients, especially those involved in similar projects.
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5. Submission Guidelines

- **Proposal Submission Deadline:** January 10, 2025, no later than 12:00 p.m.
- **Proposal Submission Requirements:** Submit four (4) copies of the proposal response in one sealed package labeled: Bamberg County School District Request for Professional Services indicated on the outside of the envelope no later than 12:00 p.m. on January 10, 2025 to the attention of: Bamberg County School District Procurement, 62 Holly Ave., Denmark, SC 29042. Responses may be hand-delivered, sent via US Postal Service, or other courier services. Sender is responsible for ensuring responses are received by the indicated deadline.

- **Pre-Proposal Meeting:** A meeting for interested vendors will be held on Wednesday, December 18, 2024 at 10:00 am at Bamberg -Ehrhardt Middle School, 897 North Street, Bamberg, SC 29003 this will be an opportunity to ask questions and clarify any details regarding the project. Interested vendors will also have the opportunity to view the proposed site.
 - **Proposers:** May bid on each individual service, or a proposal for all services.
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6. Project Budget

Applicants should propose their best and final cost offer. The district, at its sole discretion, may open negotiations with applicants after submission of proposals and prior to award. The district specifically reserves the right to award without negotiations based upon written proposal only.

7. Terms and Conditions

- The successful bidder must comply with all federal, state, and local regulations.
 - The selected firm will be required to enter into a formal contract with Bamberg County School District.
 - Bamberg County School District reserves the right to reject any and all proposals. The district reserves the right to award a contract to other than the low offer, or not make any award if it is determined to not be in the best interest of Bamberg County School District.
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All communications regarding the RFP are to be submitted via email to:
procurement@bambergschools.org