

# REQUEST FOR QUALIFICATIONS

RFQ/P# 2023-001  
Design and Engineering Services  
Arts Center Renovation

## V. Submittal Instructions

Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items (**only items indicated with an “X” in the corresponding boxes are required for this solicitation**):

- ☒ **Phase 1** - Information and Addenda Acknowledgement Form (Appendix A)
- ☒ **Phase 1** - Non-Influence and Non-Collusion Affidavit (Appendix B)
- ☒ **Phase 1** - E-Verify Affidavit (Appendix C)
- ☒ **Phase 1** - References\* (Appendix D)
- ☒ **Phase 1** - Acceptance of County' Standard Agreement\*\*, as below: (Appendix E)
  - ☒ Professional Services Agreement A E (Sample Provided)
  - ☐ Construction Services Agreement (Sample Provided)
  - ☐ Other:
- ☒ **Phase 1** - Suspension, Debarment and Litigation Affidavit (Appendix F)
- ☒ **Phase 1** - SAM registration is required (Appendix F)
- ☐ Contractor's License Certification (Appendix G)
- ☐ Bonds Requirements **if the price bid > \$100K**
  - ☐ Ability to Provide Performance, Labor & Matl. Payment Bond (Appendix H)
  - ☐ Bid Bond (See Appendix I)
- ☒ **Phase 2** - Evidence of/ability to provide Insurance at the limits identified herein,\*\*\*
- ☒ **Phase 1** - Certifications, Licenses or Registrations as required by law and/or as requested
- ☒ **Phase 2** - Pricing on Proposer's Company Letterhead
- ☐ Pricing on included pricing sheet / bid form
- ☒ **Phase 1** - ARPA Terms and Conditions and Certifications and Representations (Attachment)
- ☐ Contractor's Qualifications Statement (Appendix J)
- ☐ Added Terms to Construction Service Agreement (Attachment)
- ☐ Substitutions Proposed: See Instructions Standard Solicitation Terms\*\*\*\*, Item 9
- ☒ **Phase 2** - Any other requirements as requested under the scope of work

### Notes:

\*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies and other sources of information believed to be viable to evaluate capability, viability and performance.

\*\*If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

\*\*\*Insurance levels requested are those identified in the County's Standard Agreement, section "I."

\*\*\*\*Standard Solicitation Terms Refer to Cherokee County Standard Solicitation Terms and Conditions