



**Request for Qualifications (RFQ)**

**Building Design and  
Construction Administration Services  
for  
Fire Station #4**

**October 2025**

## **I. Purpose**

The City of Anderson is seeking a qualified firm to provide Building Design and Construction Administration services for the construction of a new Fire Station.

## **II. Background**

Established in 1885, the Anderson Fire Department has proudly served the citizens of Anderson for nearly a century and a half. Rooted in a strong tradition of service, dedication, and community pride, the department has evolved from its early beginnings into a modern, full-service professional organization committed to protecting life, property, and the environment. Today, the Anderson Fire Department is recognized as a Class 1 Fire Department by the Insurance Services Organization (ISO)—the highest possible public-protection classification and a distinction earned by fewer than one percent of fire departments nationwide.

The department is comprised of 82 career personnel who provide round-the-clock fire suppression, emergency medical, technical rescue, and hazard-mitigation services to a population of just over 30,000 residents. Daily operational staffing includes three engine companies, one ladder company, one heavy-rescue company, a safety officer, and a battalion chief—ensuring a constant and coordinated response across the city’s jurisdiction. In addition to serving the citizens of Anderson, the department provides direct support for technical-rescue and hazardous-materials incidents county-wide and delivers mutual-aid assistance to surrounding partner agencies when needed.

The City of Anderson purchased three acres of property at the corner of East West Parkway and Beltline Connector to construct a new Fire Station. The new Fire Station will allow the City to prepare for future growth, improve service coverage, and enhance response capability in the northern region of the City.

The project, as currently defined, is to construct a one- or two-story building housing three bays, administrative offices, and living quarters. The City of Anderson intends to contract separately outside of the services requested in this RFQ for site engineering and landscape architecture. The City intends to procure construction services at the appropriate time using the Construction Manager at Risk procurement method.

## **III. Submission Requirements**

Interested firms should submit the following information:

1. **Firm Overview:** Provide a brief history, areas of expertise, and organizational structure of the firm, including the office where the work will be performed.
2. **Qualifications and Experience:** Demonstrate the firm’s experience in the design of fire stations, construction management, and undertaking publicly funded projects.

3. **Key Personnel:** Provide resumes and qualifications of personnel who will be assigned to the project. Specific information about their experience with similar projects should be included.
4. **Approach and Methodology:** Describe the design process and list any subcontractors or consultants to be used.
5. **References:** Provide a list of client references for related completed projects over the last ten years. Include the name, address, and phone number of the contact person most involved with the project, as well as the person with the firm that participated in the design of the project.
6. **Licenses and Certifications:** Provide proof of licensure to practice in the State of South Carolina and relevant certifications.
7. **Insurance:** Provide evidence of professional liability insurance and other required coverages. Provide a history of litigation associated with project performance and/or professional liability. Litigation includes pre-suit dispute resolution and all matters settled out of court.

#### **IV. Evaluation**

Submissions will be evaluated based on the below criteria. City and Fire Department staff will evaluate each submitted RFQ and will select one or more firms for interviews. Once a selection is made, Staff will negotiate a final contract with the Firm and present the contract for consideration by City Council.

1. Relevant experience and past performance on similar projects
2. Qualifications of the firm and key personnel
3. Approach to meeting the scope of services
4. Available resources to complete the project
5. Knowledge of applicable regulations and standards
6. Responsiveness and completeness of the submission
7. Professional references

#### **V. Submission Instructions**

Emailed submissions in PDF format should be sent to Andrew Strickland at [astrickland@cityofandersonsc.com](mailto:astrickland@cityofandersonsc.com) with “RFQ Submission – Fire Station #4” as the subject. Submissions must be received by 4:00pm EDT on November 10, 2025.

## **VI. Anticipated Schedule**

- RFQ Issuance: October 9, 2025
- Questions Due: October 27, 2025 @ noon
- Responses to Questions Posted: October 31, 2025
- Submission Deadline: November 10, 2025 @ 4:00pm
- Interviews: November 17-19, 2025
- Selection Announcement: November 21, 2025

## **VII. Additional Information**

This solicitation is subject to the provisions of the Procurement Regulations of the City of Anderson, South Carolina, and any revisions thereto. A copy of the Procurement Regulations can be obtained via the City of Anderson's website.

This solicitation and any resulting contract shall be governed in all respects by the laws of the State of South Carolina. The successful firm(s) shall comply with applicable federal, state, and local laws and regulations. By response to this request, the firm certifies it is currently and will remain in compliance with the Federal Civil Rights Act of 1964, as amended; the Federal Immigration Reform and Control Act of 1986; and the Americans with Disabilities Act.

Upon award, copies of the qualification statement packages will be made available for public inspection, under the supervision of City staff from 8:30 AM to 4:00 PM EST, Monday through Friday excluding Holidays, at 401 South Main Street, Anderson, South Carolina 29624; by appointment only.

By submitting a qualification statement package, firms assert that they are not currently debarred from bidding on contracts by any agency of the State of South Carolina.

The selected firms, at their sole expense, shall obtain and maintain during the term of any agreement, all appropriate permits, certificates, and licenses including, but not limited to, a City Business License which will be required in connection with the performance of any applicable services.

The selected firms shall procure and maintain during the life of the contract, insurance coverage for not less than any limits of liability shown below and shall include contractual liability insurance as applicable to the firm's obligations, with a carrier authorized to conduct business in the State of South Carolina. The liability of the firm shall not be limited by the amount of the contract.

All coverage shall be primary and shall apply separately to each insured against whom claim is made or suit is brought, except with the respect to limits of the insurer's liability. Original endorsements, signed by a person authorized to bind coverage on its behalf shall be furnished to the City by the selected firm.

Commercial General Liability: The firm shall maintain insurance for protection against all claims arising from injury to person or persons and against all claims resulting from damage to any property due to any act or omission of the firm, its agents, or employees in the operation of the work or the execution of this contract.

Each Occurrence	\$1,000,000
Damage to rented premises	\$100,000
Personal & Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products-Completed Operations Aggregate	\$2,000,000

Comprehensive Automobile Liability: The firm(s) shall maintain Automobile Liability Insurance for protection against all claims arising from the use of vehicles, rented vehicles, or any other vehicle in the prosecution of the work included in this contract. Such insurance shall cover the use of automobiles and trucks on and off site of the project. The minimum amounts of Automobile Liability Insurance shall be as follows:

Combined SingleLimit	\$1,000,000
Split Limits	
Bodily Injury per person	\$500,000
Bodily Injury per occurrence	\$1,000,000
Property Damage	\$500,000

Worker's Compensation: The firm(s) shall maintain Worker's Compensation Insurance for all employees who are in any way connected with the performance of work under this agreement. Such insurance shall comply with all applicable State laws.

#### Worker's Compensation - Statutory Limits

Employers Liability: This is part of Workman's Compensation coverage.

Each Accident	\$1,000,000
Disease each employee	\$1,000,000
Disease policy limit	\$1,000,000

Professional Liability Insurance: If providing a professional service, the firm(s) shall maintain Professional Liability Insurance to cover errors, acts of omission by the firm, its agents, and representatives in the performance of obligation s.

Per Occurrence	\$1,000,000
Aggregate	\$1,000,000

Firm(s) must provide the City with an acceptable Certificate of Insurance showing proof of insurance. Certificates that release the insurance company from liability for non-notification of cancellation of the insurance policy are not acceptable. Firm(s) and/or its insurers are responsible for payment of any liability arising out of Workers' Compensation, unemployment or employee benefits offered to its employees.

Insurance is to be placed with insurers licensed to operate in the State of South Carolina by the South Carolina Department of Insurance unless otherwise accepted by the City. Insurance should be placed with insurers possessing a current A.M. Best 's rating of not less than A:VIII.

Worker 's Compensation policies are to be endorsed to include a waiver of subrogation in favor of the City, its off icers, officials, employees, and agents.

For Automobile and General Liability insurance, the successful firm shall name the City, its officers, officials, employees, and agents as Additional Insured with respect to liability arising from the performance of work contained in this proposal.

All insurance policy requirements shall contain a provision that coverage afforded under the policies will not be cancelled unless and until a thirty (30) day prior written notice has been provided by the City.

Should the firm cease to have insurance as required, all work of firm pursuant to this agreement shall likewise stop until insurance acceptable to the City is secured.

The firm(s) must agree to be fully and solely responsible for any costs or expenses as a result of coverage deductible, co-insurance penalty, or self-insured retention; including any loss not covered because of the operation of such deductible, co-insurance penalty, or self-insured retention.

The firm(s) shall agree to cause each sub-consultant employed by firm to purchase and maintain insurance of the type specified herein, unless the firm's insurance provided coverage on behalf of the subcontractor. Evidence of sub-consultant's insurance shall be made available to the City upon request.

The select firm(s) shall be legally considered an independent consultant and neither the firm nor its employees shall, under any circumstances, be considered employees of the City; and the City shall at no time be legally responsible for any negligence or other wrongdoing by the firm(s) or its employees. The City shall not withhold from the contract payment to the consultant any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to consultant. Further, the City shall not provide to the firm(s) any insurance coverage or other benefits, including Worker's Compensation.

The selected firms hereby agree to retain all books, records, and other documents relative to this engagement for five (5) years after final payment for services. The City of Anderson, its authorized agents, and agents of the State and Federal government shall have full access to documents and the right to examine any materials during the said period.

The City of Anderson reserves the right to seek clarification of information, request information deemed missing from the qualification statement packages, or request additional information as may be deemed necessary or desirable.

In submitting qualification statement packages, the firm covenants that he/she has satisfied him/herself of the conditions to be met in this solicitation, that he/she is fully aware of obligations contained herein, and that he/she will not make any claim for or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.

By signing this qualification statement package, the firm(s) agrees that the City of Anderson shall be bound only to the extent funds are available and appropriated by the duly elected body of the City of Anderson for the purpose of any resultant contract.

Failure to include all applicable service costs, including any applicable South Carolina State sales tax will result in the disqualification of the firm(s).

The City of Anderson Council reserves the right to accept or reject any or all RFQs, parts thereof, and to waive any technicality when the best interest of the City shall be served.

