



## **Request for Qualifications Robert Mill Courthouse Assessment**

City of Camden, South Carolina  
Post Office Box 7002  
Camden, SC 29021

The City of Camden, South Carolina (the "City") is seeking professional architectural and engineering services for the assessment of the Robert Mills Courthouse located at 607 Broad Street. An assessment of this building is needed to determine the structural integrity, as well as the condition of the interior and exterior of the building. Following the assessment, the City requires recommendations for the repairs, improvements, and restoration for each building, including prioritization of and estimated costs for each recommendation. The selected firm must be experienced in the historically sensitive assessment and restoration of older buildings. It will be critical that the selected firm can accurately estimate the scope and cost of the recommended improvements in order to provide budgetary figures. The scope of work should be broken down into the following categories: exterior, interior first floor and interior second floor.

**Sealed Proposals shall be delivered under the terms and conditions of this RFQ, via mail or hand-delivery, as follows:**

**By Mail:**

City of Camden  
Attention: Shawn Putnam  
Post Office Box 7002  
Camden, SC 29021

**Hand-Delivery**

City of Camden  
Attention: Shawn Putnam  
1000 Lyttleton Street  
Camden, SC 29020

**Proposals will be accepted until 12:00 PM, November 27, 2024.** Any Proposals received after 12:00 PM, November 27, 2024 shall not be accepted. Further, any delay in receipt of the Proposal, whether by mail or hand-delivery, or any incompleteness or illegible portions of any Proposal, will be the responsibility of the bidder.

## **Background**

The City, founded in 1732, is South Carolina's oldest inland municipality. Camden is located in the central portion of the State, within the area often referred to as "the Midlands." The City is the county seat of Kershaw County, and it is located approximately thirty miles northeast of the City of Columbia.

The Robert Mills Courthouse, originally referred to as the Kershaw County Courthouse, was designed by famed South Carolina architect Robert Mills and built in 1826. The original courthouse had six Ionic columns; local citizens, who wanted a more "modern" structure in keeping with the Greek Revival tastes of 1847, later changed the columns to the more elaborate Doric and added the steps and the portico. The third courthouse on this site in Camden, it was in use until 1906. The courthouse was built to be fireproof; its masonry walls are 22-inches thick on the ground floor and taper to about 15 inches on the second floor. The walls are covered in plaster. The floors are brick with a vaulted ceiling in the central hallway and double-arched ceilings downstairs. Portions of the courthouse have been restored to its 1845 appearance. For example, pine planks now cover bricks on the second floor. The judge's bench and witness stand look as they did when Mills designed them.

## **General Information**

- A. Only those Proposals that are timely submitted shall be considered.
- B. Proposals must be made in the official name of the firm or individual under which the business is conducted (showing official business address) and must be executed by the manual signature of a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal.
- C. RFQ submittals are limited to 20 sheets of paper. All sheets in excess of the 20 sheet limit shall not be considered. The front and back of each sheet may be used, but each side shall constitute a sheet for purposes herein. Tab dividers and cover page shall not be counted in the 20 sheet limit. All written information on a sheet shall, at a minimum, be double spaced and 12 point font.
- D. One (1) original and three (3) copies of your proposal are required.
- E. Proposals shall be submitted in writing via mail or hand-delivery as provided on the first page of this RFQ. Proposals submitted via fax or electronic mail will not be accepted.

## **Evaluation Criteria**

The City will evaluate proposals and select the consultant based of the following criteria:

Name:	Max Points	Comment
Key personnel's professional background and caliber, and availability for the proposed project	8	
References	5	
Current workload	5	
Experience related to working with the State Historic Preservation Office on rehabilitation projects	10	
Experiences in working on projects in accordance with Secretary of Interior Standards (SOI), include experience with SOI and Section 106 projects	10	
Firm's ability to manage rehabilitation projects	8	
Location of office and personnel to manage the project	4	
Total Points	50	

The City reserves the right to reject any or all proposals and to award the contract based on the established criteria and according to the proposal that best serves the interest of the City.

## **Additional Information**

- A. This solicitation does not commit the City to award a contract, to pay any costs incurred in the preparation of the Proposal, or to procure or contract for other goods or services. The City reserves the right to accept or reject any or all Proposals received as a result of this request, or to cancel in part or in its entirety this proposal if it is in the best interest of the City to do so, which interests shall be determined in the City's sole discretion.
- B. The successful firm, prior to execution of the contract, must possess or obtain a Business License from the City. Such license must be maintained throughout the duration of the contract. The fee for such license is based on the amount of the contract with the City, if the vendor is not currently doing other business inside the City limits. If the vendor is currently doing other business within the City, and does not possess a business license, then the fee for the license is based on total gross receipts from customers within the City.

- C. This services requested by this RFQ shall be subject to the availability and appropriation of funds by the Council.
- D. Any questions regarding this RFQ should be directed in writing, via e-mail, to Shawn Putnam, Planning & Development Director, at the following email address: [putnam@camdensc.org](mailto:putnam@camdensc.org). All questions will be answered via e-mail with a copy to each firm.
- E. By submitting your Proposal, you recognize that the information in the Proposal may be subject to disclosure under the provisions of the South Carolina Freedom of Information Act (codified at S.C. Code Ann. §§ 30-4-10 *et seq.* (1976, as amended) (“FOIA”). To avoid dissemination of potentially private or proprietary information, any confidential, protected or otherwise private materials must be specifically stated as such in the Proposal and an applicable exemption under the FOIA shall apply.