



**FLORENCE COUNTY, SOUTH CAROLINA
REQUEST FOR QUALIFICATIONS NO. 28-15/16**

**PROFESSIONAL ARCHITECTURAL SERVICES
FOR
THE FLORENCE CIVIC CENTER EXPANSION / RENOVATION
FLORENCE, SOUTH CAROLINA**

**MANDATORY PRE-PROPOSAL MEETING: FEBRUARY 19, 2016: 10:30 A.M. (ET)
AT THE FLORENCE CIVIC CENTER, 3300 WEST RADIO DRIVE, FLORENCE, SC 29501**

SUBMISSION DEADLINE: MARCH 4, 2016 AT 3:00 P.M. (ET)

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Attachments: A. FCC Expansion / Renovation Narratives

B. FCC Expansion / Renovation Diagrams

1. Site Plan

2. Lower Level Plan

3. Concourse plan

C. FCC Expansion / Renovation Space Tabulation

D. FCC Expansion / Renovation Room Data Sheets (RDS)

(To be supplied to successful Design Team and Construction Manager only)

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A: OVERVIEW

The Florence Civic Center (FCC) is recognized as a regional public assembly facility in the southeast capturing a significant market share along the Carolina I95 Interstate corridor. Built in 1993, it is located at 3300 West Radio Drive, Florence, SC. 29501 on approximately 30 acres of land to the west of downtown, adjacent to hotels, restaurants and shopping and contributes to the "Hospitality District", a one and one half (1.5)+/- square mile area accessed by automobile from the I95 / I20 interchange and downtown Florence SC. The FCC produces in excess of 275+/- events per year including, commercial, concert, sport, convention, banquet, civic assembly and weddings.

The FCC consists of three principal components; the 10,000 seat arena, the 15,000 square foot banquet hall and 5,000 square feet of flexible meeting rooms. The FCC does not generally compete with the larger markets of Charlotte or Raleigh. It serves a "third tier" regional demographic market, and with certain exceptions is considered a "drive in" venue with limited air access. Given the MSA of Florence, its vigorous business climate, the FCC's reasonable rates, ease of access, safe environment and supporting hotels, restaurants and shopping, management believes that the venue captures too little of the regional meeting, conference and convention market. Previous studies by C.H. Johnson Consulting, ODELL Associates and Ian Vingoe Consulting have determined that it is in the best interest of the FCC to expand to the east, adding new pre-function and meeting space, a new kitchen, and renovation of selected support spaces within the existing building. Those studies will be made available to the successful proposer to this RFQ.

Florence County has established a fixed project budget of \$15M for the expansion / renovation including: general conditions, overhead and profit, design fees and expenses, work by all construction trades, fixed and kitchen equipment, selected loose equipment and contingencies. Costs of testing, inspection and full time construction observation are within the fixed project budget but will be contracted separately by the County. The fixed project budget does not include the cost of three (3) architectural and three (3) site alternates at this time (see attached plans for alternates), nor consideration of possible improvements to administrative offices. The County wishes to build one or more of these alternates, but only if they can be procured within the \$15M project budget. The County intends to build the expansion / renovation through the Construction Management at Risk delivery method. Advertisement for this service is to follow in February 2016. This capital construction project is to be funded through the "Accommodations Fee Revenue Bond Series 2015 of Florence County, South Carolina". For this project, the Florence County will act as the contracting party with the selected design team, supported by FCC management and staff under the direction of Mr. Kendall Wall, General Manager and SMG Management.

The benefits to Florence County and the entire region of the proposed expansion / renovation are considerable. The FCC has already contributed to the economic growth of Florence, its restaurants, hotels, shopping and entertainment. In order to maintain and enhance that growth, a successful expansion / renovation of the FCC is required, retaining and expanding its competitive position in the public facility marketplace into the future.

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B: GENERAL

Florence County is accepting statements of qualifications from design teams led by an architect licensed in the State of South Carolina, to provide professional architectural design services for the expansion / renovation of the Florence Civic Center. This expansion / renovation is estimated to be of 37,100 new and 7,250 renovated gross square feet when completed, including meeting, ballroom, lobby, food service, storage, restroom, and appropriate support areas. Part of project includes selected renovation of the present facility. The design team that will be selected must be qualified and experienced in developing plans and specifications for this building type. The design services to be provided shall include all labor, materials and expenses to complete the work from all applicable disciplines including but not limited to: architecture, interiors, graphics and signage, landscape design, structural, mechanical, electrical, low voltage, security, fire protection, survey, geotechnical & civil engineering, audio visual, communications, acoustic & food service consultation. The County has determined that this project will not address LEED certification but should follow best practices for sustainability and energy efficiency.

1. Qualifications must be submitted no later than 3:00 p.m. EST on March 4, 2016 to the address below. Qualifications must be submitted in a sealed envelope, labeled with the submitting team's architectural firm's NAME, ADDRESS, RFQ TITLE, RFQ CLOSING DATE AND TIME. Submittals shall contain one (1) original and ten (10) copies of the information requested. Submittals received after the deadline will not be opened and will be returned. Proposers mailing a qualification statement should allow sufficient mailing time to ensure timely receipt. The County is not responsible for qualification statements delayed by mail and / or delivery services of any nature. No modifications to proposals will be permitted after receipt by the County. Proposals will be opened publicly at 3:05 pm EDT in the offices of County Purchasing as below. Facsimile or e-mail submittals will not be accepted.
2. All submittals should be sent or hand carried to: Florence County Procurement Office, County Complex Building, Attn: Patrick D. Fletcher, MSC-R 180 N. Irby Street, Room B-5 Florence, South Carolina 29501 (843) 665-3018.
3. Florence County reserves the right to engage in discussions with any or all responsible proposers submitting qualifications who appear to be eligible for award, for the purpose of clarification to assure full understanding of and responsiveness to the RFQ requirements. Each proposer should be fully prepared to discuss his / her proposal in detail.
4. All proposers must include specific listings of any and all qualifications, clarifications or exceptions to the RFQ.
5. This request for qualification statements does not commit Florence County to award a contract, to pay any cost incurred in the preparation of qualification statements or to procure or contract for the work. Florence County reserves the right to accept or reject any or all qualification statements received as a result of this request, to negotiate with any or all qualified proposers, or to cancel in part or in its entirety this solicitation, if it is in the best interest of the County.

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6. Each proposer will examine the proposal documents and submit a written request to the County for interpretation, correction, ambiguity, inconsistency, or error in the RFQ discovered. The request must contain the Proposer's name, address, phone number, fax number, and email address. Request shall be e mailed to pletcher@florenceco.org DEADLINE FOR WRITTEN QUESTIONS IS FEBRUARY 26, 2016 at 3pm. Any such requests received shall be answered by written addendum to the RFQ. All addenda will be found only the County website, www.florenceco.org under current bid RFQ No. 28-15/16. All such addenda shall become part of the contract documents and proposer will acknowledge receipt of all addenda in their submittal. No oral clarifications will be offered. Proposers should not rely on any representations, statements or explanations other than those made in this RFQ or addendum to this RFQ. Where there appears to be a conflict between the RFQ and any addenda issued, the last addendum issued will prevail. Any proposer who otherwise attempts to communicate with any County official, employee or representative, FCC Board member, consultant or employee, or representative of SMG management after the date of publication of this document may be disqualified.
7. Qualification statements must be made in the official name of the firm under which business is conducted showing the official business address and must be signed in ink by a person duly authorized to legally bind the partnership, company or corporation submitting its qualifications. Qualification statements must be valid for a minimum of ninety (90) days. Qualification statements may be withdrawn by offeror prior to, but not after, the time set for the opening.
8. Upon receipt by the County, the qualification statement shall become the property of the County, without compensation to the proposer, for disposition or usage by the County at its discretion. The County shall have the sole discretion in evaluating both the qualification statement and the qualifications of the proposer. The County reserves the right to reject any and all qualification statements and is not bound to accept any qualification statements, if the qualification statement acceptance is contrary to the best interest of the County. The particulars of any qualification statement will remain confidential until a contract is signed with the successful proposer.
9. Proposals from Joint Ventures, Design Build firms or any other alternate form of proposal will not be accepted.
10. No sooner than twenty-one (21) days after receipt of statements of qualifications, the County will call for interviews of the three (3) most qualified design teams, select a design team, or reject all statements of qualifications. By submitting, proposer agrees to extension of time while proposals shall remain open. The County will determine the selection committee for review of qualifications and interviews. Committee may include representatives of the FCC Board and / or Building Committee, SMG Management and its consultants and advisors, Florence County staff or others as determined by the County.

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11. Negotiation will be initiated with the top ranked evaluated team. If a contractual agreement cannot be reached with the selected team, the FCC reserves the right to negotiate with the next ranked team or to reject all and / or cancel the project. Should the project be canceled prior to contract signature for any reason, the FCC's responsibility to compensate any of the proposers for their costs with respects to the proposals is zero. All costs to prepare proposals are the sole responsibility of proposer.
12. A mandatory pre-proposal meeting and building tour for proposers will be held for this project. No other meetings or visits to the building are permitted. During this pre-proposal conference the FCC will:
 - a. Introduce members of the County's project team.
 - b. Review the selection process activities and timetable.
 - c. Review RFQ elements.
 - d. Review the project budget considerations.
 - f. Provide a registration form to obtain the name, firm, address and telephone number of those in attendance.
 - g. The county will write a summary of the pre-proposal meeting as an addenda to the RFQ if required.
13. The successful proposer will contract with the County under South Carolina law. The contents of this RFQ and all provisions of the successful proposal deemed responsive by the County may be incorporated, either in whole or in part, into a contract and become legally binding when approved and executed by both parties. Contents of the contract may contain changes from the County perspective as a result of the RFQ process and proposal(s) received. The final negotiated contract may include the scope of work as outlined in this RFQ along with the successful firm's submittal and any additions or deletions made at the discretion of the County as a result of the RFQ process.

C: SCOPE OF SERVICES

The County intends to contract with the successful design team using terms and conditions of AIA B133-2014 and a Constriction Manager at Risk under AIA A133-2009. Based on a written program, preliminary drawings and narratives developed by the County through previous studies, the selected design team will develop presentation, schematic, design development, early trade package and construction drawings & specifications for bidding, permitting and construction of the expansion / renovation. Following approvals, assist in bidding and awarding of contracts and construction administration services including construction closeout. Full time construction observation, commissioning, testing and inspection are not included in the architect's scope of services.

Time is of the essence. Early bid and construction packages may need to be developed including but not limited to site preparation, demolition, foundations, structural steel, and long lead time HVAC , Electrical and Food Service equipment etc. Design and construction must ensure that the existing FCC can remain operational throughout the Expansion / Renovation.

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Design services shall include cooperation with the Construction Manager at Risk in his/her preparation of preliminary and final Guaranteed Maximum Price (GMP), revisions to documents to reflect County Staff review comments, and changes to the documents required to meet the County's budget.

D: MANDATORY INFORMATION REQUESTED FOR STATEMENT OF QUALIFICATIONS:

The following information shall be included with each statement of qualifications bound and tabbed *in the following order*:

1. Cover letter signed by principal of the architectural firm in charge of the proposers' team stating proposer's name and address, contact person, and acknowledgement of the proposer's understanding of the project scope and required services.
2. Provide Table of Contents.
3. Team firm's names, addresses, phone numbers, e-mails, fax numbers, type of ownership, number of years in business. The successful team's firm members must provide evidence of licensure to perform design services in the state of South Carolina. Only firms demonstrating South Carolina professional licensing in the disciplines to be supplied will be considered. Failure to meet this requirement will result in disqualification.
4. Provide a brief history of the key firm members of the team, number of employees, areas of expertise, firm capabilities, specialized experience, and technical competence in development of design of similar facilities. Provide a minimum of three (3) examples of previous similar projects within the last five (5) years, demonstrating the experience and level of expertise applicable to this project. Provide project name and location, project description, building area and budget, date of service and list disciplines provided. Summarize firms' experience with the Construction Management at Risk process. List any experience where team members have worked together before. (See SELECTION CRITERIA)
5. Resumes of principals and staff per firm member who will be assigned to provide services to Florence County. At a minimum, provide name, title, project assignment, education, current license(s) and list experience and qualifications relevant to this project assignment. Individual(s) should have, as a minimum, experience with design and construction of three (3) relevant projects within the last five (5) years. Provide project name and location, project description, date of service. Special emphasis shall be given to team's project manager including experience with the Construction Management at Risk process or other accelerated methods of project delivery. If interviews are scheduled, the proposer's project manager **must** attend. (See SELECTION CRITERIA)
6. Provide references of three (3) clients where similar design services were provided in the past five (5) years relative to the projects described herein, including contact name, job title, and active telephone number, start and completion dates of service, estimated and final project area and project cost. (See SELECTION CRITERIA)
7. Describe teams, firm and / or staff specific methodology and experience with designing facility expansions such that venues remain operational during construction. List a minimum of three (3) such public assembly facilities, start and completion dates of service, estimated and final project area and project cost. Describe each project's most significant design challenges as applicable to this RFP, and

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the proposed approach and/or strategy employed for addressing such challenges. (See SELECTION CRITERIA)

8. The County believes that the expansion / renovation of the FCC is a project requiring significant customer service during both design and construction. Thus the County believes it is in its best interest to be served by teams based either in or nearby Florence County. As a result the County has developed a three tier approach to evaluating and awarding points for location of design teams.

- a. The County will award twenty (20) points for location for teams whose lead architect's office is located in Florence County provided that this office has been actively in business for at least three (3) years. This office must be where the design and documentation of the project is conducted.
- b. The County will award ten (10) points to teams whose lead architect's office as defined above is within 2.5 hours drive of the FCC.
- c. The County will award no (0) points to teams whose lead architect's office as defined above is beyond 2.5 hours' drive from the FCC.

Teams from either classification b. or c. above may supplement their points for location by adding an associate or branch architect's office in Florence County, provided that this office has been actively in business for at least three (3) years. Note that all legal driving times are as per MapQuest at the date of publication of this RFQ. (See SELECTION CRITERIA)

9. Provide evidence of financial stability of the prime architect from the design team. List the total gross billings including consultants for each of the last three (3) years. (See SELECTION CRITERIA)

10. Provide evidence of past experience and satisfactory performance on contracts with Florence County and/or clients in the region in terms of cost control, quality work, compliance with performance schedules, and timely submittals. Provide evidence of knowledge of Florence County region and pertinent construction materials, vendor facilities, and standard practices. (See SELECTION CRITERIA)

11. If the team's primary firm intends to associate with another local firm, clearly outline the division of responsibilities between the prime and associate firms. Identify members of the primary firm and the local firm to be assigned to this project. Note: Joint Ventures or Design Build teams are not permissible. If the prime firm has branch offices, indicate each individual branch office that will have a key role on the team.

12. Provide an Organizational Chart of Proposed Team, illustrating the working relationships between the team firms and staff.

13. Provide a detailed explanation of any special condition, exception or deviation from the RFQ.

14. If proposer has been a part of any litigation in last 3 years, please include the style, case number and a brief description of the nature of the claim for each case.

15. If proposer has ever failed to complete an engagement for design services or defaulted on a contract to provide design services, please describe the circumstances.

16. Provide signed statement from the Officer of the prime design architect attesting that qualifications submitted are statements of fact including name, title, signature and date.

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17. Include a statement that the proposer or team member has no conflict of interest with the FCC, Florence County or SMG management.
18. Provide evidence of Workers Compensation, Professional, and General & Automobile Liability Insurance.

E. TERMS

- a. Each statement of qualifications is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree, please do not submit a proposal.
- b. All information to be treated as confidential or proprietary must be clearly marked, and each page containing confidential information and / or proprietary information, in whole or in part, must be denoted as **CONFIDENTIAL**, in bold in the upper right hand corner of the page. All information not so denoted and identified will be subject to disclosure. While the County will take reasonable steps to protect such information from disclosure, the County cannot guarantee that information marked **CONFIDENTIAL** will not be found by the appropriate authority to be subject to disclosure pursuant to the FOIA.
- c. Florence County reserves the right to accept or reject any or all Statements of Qualifications in whole or in part and to amend or supplement this RFQ. Florence County is under no obligation to use a firm for a particular project in the future and may select other firm(s) to do future work.
- d. By submission of your qualification statements in response to this solicitation, you are certifying that neither your firm nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this procurement process by any governmental department or agency. Further, if such a debarment or suspension occurs during the course of the procurement, you shall so inform Florence County.
- e. No proposer shall, directly or indirectly, engage in any conduct (other than the submission of a proposal or other prescribed submissions and/or presentations before the Selection Committee) to influence any employee or elected official of Florence County concerning award of a contract as a result of this solicitation. Violation of this prohibition may result in disqualification of the proposer from further participation in the solicitation for services or goods sought herein, or from participation in future Florence County solicitations or contracts.
- f. Proposals shall be printed on 8-1/2" x 11" paper; although pages containing organizational charts, matrices, or large diagrams may be printed on 11" x 17" paper in order to preserve legibility. Type size shall be no smaller than 11 points for narrative sections, but may be reduced for captions, footnotes, etc. as required while maintaining legibility. Submissions that do not conform to the requirements listed herein may be removed from consideration at the sole discretion of the County.
- g. Responses to this RFQ shall be limited in size to thirty-five (35) sheets of paper, each printed front and back, and bound into a single manuscript, exclusive of corporate brochures, or other promotional information that the design team which should be submitted loose.

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- h. **NON-RESIDENT TAXPAYER REGISTRATION AFFIDAVIT** Nonresident proposers receiving income from business conducted in South Carolina are required to pay taxes to the state on that income. To facilitate this requirement, a nonresident proposer must register with the South Carolina Secretary of State or the South Carolina Department of Revenue. In compliance with South Carolina Code Section 12-8-540 and 12-8-550, a proposer located outside of South Carolina that receives a contract from the County, must furnish Form 1-312 (Rev.10/5/07), Nonresident Taxpayer Registration Affidavit Income Tax Withholding, properly executed and signed.
- i. If your firm is not presently registered with the appropriate state office, you may indicate the intent to do so should your firm be awarded a contract. Questions concerning this form may be directed to the South Carolina Department of Revenue.
- j. **EMPLOYEE VERIFICATION PER THE SOUTH CAROLINA ILLEGAL IMMIGRATION REFORM ACT** By entering into this Agreement, the Design Team hereby certifies to County that it will verify the employment status of any new employees, and require any consultants or sub-consultants performing services hereunder to verify any new employees status, per the terms of the South Carolina Illegal Immigration Reform Act, and as set out in Title 41, Chapter 8 of the Code of Laws of South Carolina, 1976.
- k. **GEOTECHNICAL REPORT**_No geotechnical report is included with this RFQ. The successful Design Team will be required to procure and pay for a geotechnical report from a geotechnical engineer licensed in the State of South Carolina to develop a full report as required by the conditions of the project. That report will address geotechnical conditions at all new foundation locations including but not limited to the new lobbies, new interior meeting room foundations and new loading dock. Neither Florence County, the FCC, SMG Management nor its consultants and / or advisors have any responsibility for the content, completeness, accuracy or conclusions of the geotechnical report.
- l. **SURVEY** No new survey is included within the RFQ. The successful Design Team will be responsible to procure and pay for a new survey from a surveyor licensed in the State of South Carolina of exterior and / or any interior conditions as required by the work. Neither the Florence County nor the FCC, SMG or its consultants and / or advisors have any responsibility for the content, completeness, accuracy or conclusions of the survey.
- m. **EXISTING DRAWINGS AND SPECIFICATIONS** existing incomplete drawings of the FCC are available to the Design Team Design Builders at the FCC website. Additionally incomplete paper copies are available at the FCC offices. The County, the FCC, SMG Management and its consultants and advisors make no representations that existing drawings and specifications whether digital or in paper form are complete or accurate. The successful Design Team is solely responsible to investigate all existing conditions in the development of the project. Neither the County, the FCC, SMG Management nor its consultants and / or advisors have any responsibility for the content, completeness, accuracy or conclusions of the existing drawings or specifications.
- n. **HAZARDOUS MATERIAL REPORT** No hazardous material report is included with this RFQ, nor does the County, the FCC, SMG Management or its consultants and advisors believe that any hazardous materials are present in the building. Should such materials potentially identified, the Designer and / or Construction Manager at Risk is to report conditions immediately to the

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County for resolution. If hazardous materials are confirmed, the County will arrange for their disposal by others under a separate sub-contract, and a time and cost adjustment be negotiated with the successful Construction Manager at Risk. The County, the FCC, SMG Management and its consultants and advisors have no responsibility for the discovery or remediation or removal of any hazardous materials.

- o. **ROLE OF IAN VINGOE CONSULTING (IVC)** Ian Vingoe Consulting is a professional advisor to Florence County, the FCC and SMG Management for this project. Documents produced by IVC and others that form part of the RFQ are intended as a guide only for design and construction of the FCC Expansion / Renovation, whose Architect and Construction Manager at Risk are solely responsible for all design and construction of the project. IVC will act as an advisor in review of the proposals and subsequent interviews of shortlisted design teams and construction managers but not vote in the final selection of the winning design team or construction manager at risk. IVC will assist the County during contract negotiation with the winning Design Team.

Once a design team has been selected, IVC will continue to advise the County and the FCC with drawing, specification and submittal review in conformance to the terms of the RFQ, attending regular project meetings on behalf of the County over the course of the project. IVC is not the Architect of Record nor Builder for this project and assumes no liability for it. The County at its sole discretion may add a Clerk of the Works to supplement its support of the project.

E: SELECTION CRITERIA

The following is the list of selection criteria that will be used in evaluating statements of qualifications. Florence County shall be the sole judge of the criteria and their relative weight. Submittals will be evaluated in accordance with the criteria specified. The evaluation and selection of a design team will be based on the information submitted in the statements of qualifications plus references, any on-site interviews and / or presentations if required, and according to the following:

- 1) Firm qualifications (15pts)
- 2) Staff qualifications specific to this project (25pts)
- 3) Project Manager’s qualifications (10pts)
- 4) References (10pts)
- 5) Methodology (10pts)
- 6) Location of Office(s) (20pts)
- 7) Financial Stability of Team and member firms (5pts)
- 8) Florence County and Regional Experience (5pts)

Presentations are at the discretion of the County and will be scheduled if a team cannot be selected through the FCC review of statements of qualifications. No more than three (3) proposers will be interviewed. The interview process will not include a design competition but focus on the qualifications approach, management, knowledge and chemistry of the interviewing teams. Scores from the initial evaluation of qualifications will **not** be considered once interview process has begun.

H

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F: PROFESSIONAL INSURANCE REQUIREMENTS AND INDEMNIFICATION

Each firm member of the successful team shall procure and maintain insurance for protection from claims under workers' compensations acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any and all employees or of any person other than such employees; claims for damages because of injury to or destruction of property, including loss of use resulting therefrom; claims caused by professional errors, acts, or omission; and any other insurance prescribed by law. The successful team's / firms shall name Florence County, South Carolina, City of Florence, the FCC Board, SMG Management and its consultants and advisors, its elected and appointed officials, officers, and employees "Additional Insured" as their interests may appear but only with respect to services performed or provided by successful team's firms on behalf of the County under Consultant's commercial general liability insurance policy. The successful team's firms shall, within 10 calendar days of the full execution of any contract resulting from this RFQ, provide the County's Procurement Officer with a certificate(s) of insurance evidencing the coverage required above and containing an endorsement to the effect that any cancellation or non-renewal shall not be until 10 calendar days after the insurer or the selected firm gives written notice to the County. Without limiting the provisions of paragraph above, the selected team's firms shall during the term of any contract resulting from this purchase and maintain insurance with limits not less than those set forth below: The successful team's firms shall take out and maintain, during the life of the contract agreement, workers' compensation and employer's liability insurance for all employees to be engaged in services on this project under this agreement in an amount not less than \$500,000, and in case any such services are sublet, the firm(s) shall require all subcontractor(s) also to provide workers' compensation and employer's liability insurance in an amount not less than \$500,000 for all of the subcontractor's employees to be engaged in such. General Professional Liability Insurance - \$500,000 each accident, \$500,000 disease policy limit, \$500,000 disease each employee Commercial General Liability Insurance - \$1,000,000 per occurrence (bodily injury and property damage) / \$1,000,000 general aggregate Automobile Liability Insurance - \$1,000,000 combined single limit (bodily injury and property damage), each accident Professional Liability Insurance - \$1,000,000 per claim / \$1,000,000 general aggregate Professional Services:

The selected team's firms shall indemnify and hold Florence County, South Carolina, the City of Florence, their elected and appointed officials, officers, employees and SMG Management and its consultants and advisors, harmless from and against judgments, liabilities, damages, losses, costs, and expenses (including, but not limited to, reasonable attorneys' fees and costs but only to the extent otherwise authorized by law) to the extent caused by any negligent act, error, or omission in the performance and furnishing of the selected firm's professional services under any contract resulting from this RFQ, including any negligent act, error or omission of any individual or entity directly or indirectly employed by the selected firm(s) to perform any of the work or anyone for whose acts, errors, or omissions the selected firm(s) may be liable, regardless of whether or not caused in part by a party indemnified hereunder.

Other Than Professional Services: With respect to all acts or omissions of the selected team's firms, or any individual or entity directly or indirectly employed by the selected firm(s) to perform any of the work or anyone for whose acts, errors, or omissions the selected firm(s) may be liable, which do not arise out of or result from the performance of professional services, and which may be covered by

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employer's liability insurance, commercial general liability insurance, automobile liability insurance, or other general liability insurance, the selected firm(s) shall indemnify and hold the Florence County, South Carolina, the City of Florence their elected and appointed officials, officers, and employees, SMG Management and its consultants and advisors , harmless from and against judgments, liabilities, damages, losses, costs, and expenses (including, but not limited to, reasonable attorneys' fees and costs but only to the extent otherwise authorized by law) to the extent caused by or arising out of the selected firm's negligent acts of commission or omission (or those of or any individual or entity directly or indirectly employed by the selected firm to perform any of the work or anyone for whose actions or failure to act the selected firm may be liable) during the performance of this Agreement. The selected team's architect shall require any major sub-consultants (if any) to purchase and maintain insurance with limits not less than those required above to be purchased and maintained by the selected firm. In addition, the selected firm shall require any major sub-consultants (if any) to assume the selected firm's indemnification obligations under any contract resulting from this RFQ to the extent they relate to the sub-consultant's obligations under any contract with the selected firm. The County will consider lower levels of coverage for minor sub consultants whose work is inherently of less liability.

G: SMALL AND / OR MINORITY BUSINESS STATUS

It is the policy of Florence County government to provide fair and reasonable opportunities for participation by Small or Minority Business Enterprises (SMBE) within Florence County. The County encourages these firms to compete and encourages non-minority firms to provide for the participation of SMBE firms through sub-consultant and other contractual opportunities. Proposers are encouraged to indicate how such SMBE firms shall be utilized in the delivery of the desired services and should list the SMBE company name, address, telephone number.

H: PROFESSIONAL FEES

This is a qualifications-based RFQ only. Do not include any fees, rates or pricing within statement of qualifications. The County shall rank the statements of qualifications of each proposer, conduct interviews with three (3) proposers if required, and then attempt to negotiate a contract with the highest qualified proposer to include compensation which is considered both fair and reasonable. The estimated range of fees and expenses for the described services is between \$1,000,000 and \$1,200,000.

I: SCHEDULE

- 1) **February 5, 2016:** Release of Architectural RFQ.
- 2) **February 19:** Pre-proposal meeting and building tour at Florence Civic Center, 3300 West Radio Drive, Florence, SC from 10:30am to 1:30pm.
- 3) **February 26:** Last day for written questions, 3pm.
- 4) **March 4:** Qualifications due, 3pm, Qualifications Opening, 3:05pm.
- 5) **March 11;** Architectural Shortlist announcement
- 6) **March 29:** Three (3) architectural Interviews (if required) and selection, interview times tbd.
- 7) **April 8:** Recommendation of selection to Council for approval.

REQUEST FOR QUALIFICATIONS NO. 28-15/16, PROFESSIONAL ARCHITECTURAL SERVICES
FLORENCE CIVIC CENTER EXPANSION /RENOVATION

- 8) **April 21:** Council meeting held. Negotiations with the selected firm begins upon Council approval.
- 9) **April 28:** Architectural Notice to Proceed and “kick off” meeting. Selected firm to hold this date.
- 10) **May 13:** Architectural contract signature.
- 11) **May 27:** Award Construction Manager at Risk contract.
- 12) **July 1 :** Complete Schematics, preliminary permitting and Board / County presentation.
- 13) **August 5:** Presentation of Preliminary GMP by CM
- 14) **September 2:** Complete Design Development Drawings and Specifications, continued permitting, and Board / County presentation. Preparation of Drawings and Specifications for early trade packages as required.
- 15) **October 3:** Presentation of Final GMP by CM. Board / County presentation. Acceptance by Owner.
- 16) **November 4:** Construction begins.
- 17) **November 30:** Complete constructions documents and permitting.
- 18) **December 2017:** Building “soft” opening.
- 19) **March 2018:** Building Grand Opening.

J: PROPOSAL FORM

Prime Architect’s Name	
Prime Architect’s Address	
Prime Architect’s Phone, Fax & E mail	
Name and Title of Officer and Point of Contact of Prime Architect (please print)	
Signature and Date of Officer	
Acknowledgement	By signing above, proposer acknowledges the he / she has carefully received read and accepted all proposal documents and addenda receipt of all of which is hereby acknowledged. The Offeror agrees that this Proposal may not be revoked or withdrawn after the time set for the opening of proposals but shall remain open for acceptance for a period of sixty (60) days following such time.
Local Architect’ Name (if applicable)	

ATTACHMENT A

FCC EXPANSION/RENOVATION NARRATIVES

DRAFT 3: FLORENCE CIVIC CENTER EXPANSION / RENOVATION NARRATIVES

Existing Complex & Site

The Florence Civic Center (FCC) is a regional public assembly facility built in 1993, and is located on 30 acres of land bound by West Radio Drive to the west, Woody Jones Blvd to the south, multiple hotel properties to the north, and Veterans Park to the east. The existing 10,000-seat arena is accompanied by a ballroom and three small meeting rooms created by moveable partition walls. Together these spaces serve the region as a hybrid venue that accommodates multiple events ranging from concerts to conferences. To become more competitive in the region, the FCC needs to expand and upgrade its facilities thru the addition of flexible meeting space.

Scope – Civic Center Expansion and Selective Renovations

Phase 1 primarily deals with expanding the meeting room facilities and supporting front-of-house and back-of-house spaces, as outlined below. This expansion allows the FCC to build revenue generating spaces to support its bottom line. There should be minimal disruption to the existing Civic Center during construction, although alternates are included below which would require renovations to the existing ballroom and/or meeting rooms if these alternates are affordable within the established budget.

The expansion will consist of new meeting rooms and pre-function spaces to the east of the existing Ballroom. The meeting room expansion is envisioned as one large flexible space that can be sub-divided into smaller break out rooms (up to 10) and can be combined to create larger spaces as needed. The meeting rooms shall have a clear ceiling height of approximately 20' clear to allow them to function as a junior ballroom when needed.

The new pre-function spaces on the east and north side of the new meeting room block also create a much needed expanded entrance from the lower parking lot as well as enough area to serve as true pre-function space. The east pre-function should be approximately 25' wide, and the north pre-function should be a minimum of 30' clear width to provide adequate width for patrons entering from the lower east parking lot, and to allow for adequate circulation from the new meeting room block to the existing ballroom and meeting space. Support spaces such as toilets, storage and a back-of-house corridor connecting to the existing kitchen allow the new meeting rooms to function as needed. An exterior stair diverts the Arena patrons around the meeting rooms so that the conference/ meeting patrons are kept separated.

The expansion also includes a back-of-house new full-prep kitchen of approximately 5,000 s.f., a ballroom storage area, and required MEP equipment rooms. The existing kitchen will be converted into use for bulk storage and as a central commissary to support the arena's concession operations

Three building alternates should be considered within the existing Civic Center. Alternate 1 includes renovations and some reconfiguration of the existing ballroom to upgrade it to today's higher standards for ballroom space. The existing ballroom will receive cosmetic finish upgrades, including a custom ceiling design. New moveable partitions to sub-divide the space into smaller meeting rooms are shown on the proposed floor plans. Structural alterations to select trusses will be required to support the weight of new operable partitions.

Alternate 2 includes renovations and some reconfiguration of the existing pre-function and meeting room areas to upgrade them to current standards. The existing ceilings should be raised in height as much as possible. The width of the existing pre-function corridor should also be increased to approximately 30' while reducing the area of the existing meeting rooms such that they are not encumbered by the columns.

Alternate 3 is a large exterior video board secured to the north wall of the pre-function space. Note that the Owner may wish to develop a fourth alternate to improve or expand the existing administrative offices.

Scope - Site Improvements

Site and Parking: The base bid site work is envisioned to include alterations to the existing West Radio Drive entrance to convert it for use only for temporary visitor parking. Also, the larger lower (east) parking lot will need to be altered as required to accommodate the east meeting room expansion of the Civic Center, including alterations to the existing service entrance and lower parking lot entry from Woody Jones Boulevard. It is anticipated that relocations to an 8" sewer line and 8" water line parallel to the eastern edge of the building will likely need to be relocated as part of the site work to accommodate the Civic Center expansion.

There are 3 potential site work alternates shown on the attached site plan that should be considered, pending available funds, as follows:

- Site Alternate A: Upgrade tree-lined entry drive through the lower east parking lot.
- Site Alternate B: Tree-lined pedestrian walkway with landscaping and/or water features or sculptures to link the Veterans' Memorial Park east of the Civic Center site to the new Civic Center east entry. This alternate also includes the conversion of a grass lawn just north of the expanded meeting rooms to an outdoor event plaza for outdoor concerts and outdoor exhibits (boat shows, etc.).
- Site Alternate C: Relocated new entrances and parking lot reconfiguration at the upper (west) parking lot.

Scope - Structural

New Meeting Room Expansion: The Meeting Room area is positioned such that it can be configured as a stand-alone structure. There should be adequate locations to employ "X" bracing to resist lateral forces. Framing is anticipated to be structural steel columns supporting a grid of structural steel beams that supports both long-span and normal bar joists. Where long-span joists are employed the joist spacing will be in the range of 10'-0" and will utilize 3" deep metal roof deck. Since much heavier members are required due to span length and deflection criteria, they can usually be spaced further apart to minimize the number of joists required. Use of 3" deep metal roof deck can accommodate the increased spacing. Rooftop HVAC units are anticipated similar to the existing Civic Center, so the roof structure needs to accommodate these loads. With the height of the building, lateral loads (wind and seismic) will need to be resisted by using vertical "X" bracing. Where irregular spans and spacing's are present, steel beams in lieu of bar joists can be utilized.

Building Code Requirements

The structure shall be designed in accordance with the 2012 South Carolina State Building Code, which is comprised of the 2012 International Building Code (IBC). The 2012 IBC Code references ASCE 7-10 for additional design information and code requirements. If the State of South Carolina has adopted a new code or code updates, then the latest versions should be used.

Design Loads:

The applicable floor live loads from ASCE 7-10, Table 4-1 – MINIMUM UNIFORMLY DISTRIBUTED LIVE LOADS AND MINIMUM CONCENTRATED LIVE LOADS are as follows:

Office Buildings (50 psf + 20 psf partition load)	70 psf*
Corridors above first floor (no partition load in corridors).	81 psf*
Dance Halls and Ballrooms	100 psf
Lobbies (including elevator and stair lobbies)	100 psf
Stairs	100 psf
Mechanical Rooms **	150 psf
Partitions (not required where live load exceeds 80 psf)	15 psf

Additional loading criteria:

Operable partitions	15 psf
Rigging (as required in meeting rooms).	TBD with Owner input

Roof Live Loads

Minimum roof live load shall be per ASCE 7-10.

Roof Snow Loads

Roof snow loads shall be per ASCE 7-10.

Wind Loading:

Design to resist wind forces shall be in accordance with ASCE 7-10. Per ASCE 7 Figure 26.5 – 1B (Risk Category III and IV), the applicable wind speed for the Florence, SC area is 135 mph.

Seismic Loading:

Seismic loads shall be calculated in accordance with ASCE 7. The seismic loads are dependent upon the building Occupancy Category and the Seismic Site classification. Once the Seismic Site Classification is confirmed by a geotechnical engineer, the Seismic Design Category can be determined. Preliminary calculations indicate the new structure will likely be designed for a Seismic Design Category of D.

Scope – Building Systems**GENERAL CRITERIA****Codes and Standards:**

The mechanical and electrical systems shall be designed in accordance with International Building Code-2012; International Energy Conservation Code-2009; International Fire Code-2012; International Fuel Gas Code-2012; International Mechanical Code-2012, International Plumbing Code-2012; NFPA 13-2010 Installation of Sprinkler Systems; NFPA 14-2010 Installation of Standpipe and Hose Systems; NFPA 20-2013 Installation of Stationary Pumps for Fire Protection; NFPA 70-2011 National Electrical Code; NFPA 72-2010 National Fire Alarm Code; NFPA 101-2012 Life Safety Code; NFPA 110-2013 Emergency and Standby Power Systems; NFPA 780-2008 Installation of Lightning Protection Systems; and ANSI A117.1-2009 Accessible and Usable Buildings and Facilities

Acoustical Criteria:

Systems will be designed to meet NC Level 30 in the Ballroom and Meeting Rooms and NC Level 40 in the Pre-function spaces. Acoustical treatments such as sound attenuators will be used to achieve these levels. Vibration transmission from equipment will be minimized with the use of vibration isolation devices.

FIRE SUPPRESSION**System Description:**

The existing building is protected by horizontal standpipes and automatic sprinklers, except for a few small areas that do not have sprinkler coverage. The existing fire suppression system includes a 150 horsepower fire pump, controller, service entry and piping located in a stand-alone fire pump room on the northwest side of the building. The existing building will remain sprinklered, but will be served by the new fire pump. Provisions shall be made to maintain continuous fire pump service for the existing arena throughout construction. Sprinkler heads will be added to those existing areas that do not currently have coverage. All new construction will be protected throughout by a combined system of Class I horizontal standpipes and automatic sprinklers. Areas subject to freezing, including loading docks, will be protected by a dry pipe sprinkler system.

Sprinkler System:

Piping will be sized by hydraulic calculations. Hazard classifications will be in accordance with NFPA 13 and the insurance underwriter. Above ground piping will be schedule 40 black steel with threaded, grooved, or welded fittings. Above ground piping subject to alternate wetting and drying will be galvanized. Underground piping will be cement-lined ductile iron with mechanical joints. Underground piping will be anchored with concrete thrust blocks and tie rods.

Water Supply:

Water supply will be provided from the municipal water main. A UL listed, AWWA approved double-check backflow preventer will be installed to isolate the fire protection systems from the plumbing systems.

Fire Pump:

One electric motor-driven fire pump will be located in a new fire pump room near the loading dock. The pump will be rated at 1500 gpm. A fire department siamese connection and a fire pump test header will also be provided at the building. Fire pump controllers will be UL listed for use with electric motor-driven fire pumps and will include a solid-state reduced-voltage motor starter and a power transfer switch.

PLUMBING**Demolition:**

The existing installation will remain as is except as otherwise indicated herein. New work will be connected with the existing work and the existing work adapted to the changes in the building and systems. The installation of new piping and equipment will be coordinated with existing equipment, which is to remain operational to avoid conflict with operating performance and working clearances.

The existing roof-mounted water heater will be demolished and the existing domestic hot water distribution will be connected to the new water heaters.

Plumbing Fixtures:

Water closets will be elongated vitreous china, wall-hung, sensor-operated flush valve type, 1.1/1.6 gallons dual-flush with white open front seats. Chair carriers will be floor-mounted heavy duty type. Lavatories will be vitreous china, self-rimming countertop type, sensor-operated with center set faucet, 0.5 gpm flow control, and grid strainer. Urinals will be vitreous china, wall-hung, sensor-operated, 0.125 gallons per flush. Water fountains will be electric, self-contained, wall-hung type with bottle fillers. Service sinks will be terrazzo, floor type with grid strainer, rim guard and faucet with hose thread outlet, vacuum breaker and wall brace. Hand washing sinks in the kitchen will be stainless steel, wall-hung type with sensor-operated center set faucet and 1.0 gpm flow control. Sinks related to kitchen cooking and cleaning operations will be defined by the food service consultant and provided by the food service supplier.

Drainage Systems:

Sanitary drain, waste, and vent systems will extend from 5' outside the building to all fixtures and equipment requiring service. Drainage and vent stacks will extend vertically through the roof. The system will be provided with traps, vents, and cleanouts as required by code. Trap primers will be provided for drains susceptible to loss of water seal by evaporation.

Rainwater primary drainage systems will extend from the roof and gutter drains to 5' outside the building. Cleanouts will be provided as required by code. Drain bodies and horizontal rainwater primary piping above grade and within heated spaces will be insulated to prevent condensation. Existing rainwater drainage systems conflicting with the new building footprint will be reworked accordingly. Truck ramps will be provided with linear trench drains at top and bottom and overflow drains at bottom.

Sanitary and rainwater drainage and vent piping above grade will be hubless cast iron pipe and fittings with heavy duty compression type couplings. Drainage and vent piping below grade will be service weight cast iron pipe and fittings with elastomeric compression joints.

The existing inground grease interceptor at the loading dock may be reused to serve the expanded kitchen. Improvements to the existing grease interception system may be required and could include point-of-use grease interceptors and additional capacity to the existing passive interceptor.

Domestic Water Systems:

The water supply to the entire building will be upsized and relocated from its current location off West Radio Drive to the new Main Mechanical Room in the Building Services area. This water supply will feed both the existing and new buildings. The new water service will be provided with backflow prevention devices in accordance with local code. Provisions will be made to maintain water service to the existing building throughout construction.

The domestic hot water service will be extended from water heaters to the plumbing fixtures. Water heaters will be located in the new Main Mechanical Room. Water hammer arresters will be provided for shock suppression. Water heaters will be gas-fired, condensing type, rated for minimum 125 psig hot water working pressure. Vertical hot water storage tanks will be provided. Heater systems will include necessary tank circulating pumps, automatic controls for each supply heater, heater sequencing control panel, and expansion tank. A hot water circulating pump will be provided to limit temperature loss throughout the system to 10°F maximum. The domestic hot water will be heated to 140°F. A system of 140°F hot water will be distributed to the building with single and multiple fixture thermostatic mixing valves located at fixture groups to reduce the temperature to 109°F or 120°F as applicable.

Domestic water piping within the building will be type L hard copper with wrought copper sweat type fittings, and joints using lead-free solder. Water piping below slabs on grade will be type K soft copper with no joints below slab.

Fuel Gas Systems:

The fuel gas system will provide natural gas from the gas meter outside the building to the water heaters, boilers, kitchen equipment, and HVAC units. The location of the existing gas meter and entry is in the footprint of the building expansion. A new gas service will be required with anticipated distribution at 2 psig to serve medium- and low-pressure demands. Pressure reducing valves will be located at load points.

HEATING, VENTILATING, AND AIR CONDITIONING**Criteria:**

Outdoor design conditions will be 93.4°F db / 76.2°F mcwb and 78.4°F wb / 88.7°F mcdb in the summer and 23.4°F db in the winter. Indoor design conditions will be 75°F db / 50% RH in the summer and 70°F db in the winter unless noted otherwise. The indoor design conditions for the kitchen will be 78°F db / 55% RH in the summer and 68°F db in the winter. Toilet rooms, locker rooms, janitorial closets and kitchens will be designed to maintain inward directional airflow relative to adjacent building areas.

Demolition:

The existing installation will remain as is except as otherwise indicated herein. New work will be connected with the existing work and the existing work adapted to the changes in the building and systems. The installation of new ductwork, piping and equipment will be coordinated with existing equipment, which is to remain operational to avoid conflict with operating performance and working clearances.

The six existing Trane rooftop units serving the existing arena will remain. These existing units utilize direct-expansion cooling and gas-fired heating. The existing rooftop unit serving the existing ballroom will be demolished. This existing unit utilizes direct-expansion cooling and gas-fired heating. The supply and return ductwork serving the ballroom will also be demolished. The existing rooftop units serving the existing kitchen, meeting rooms, pre-function space, and lobby will be reworked to accommodate the repurposed spaces. These existing units utilize direct-expansion cooling and gas-fired heating.

Air Conditioning Systems:

Rooftop air conditioning units will be packaged, direct-expansion, air-cooled, rooftop units with gas heat. Units will be capable of variable-volume operation with terminal units and single-zone variable-volume operation. Units will be complete with fans, cooling coils, gas-fired heating sections, MERV 13 filters, economizer systems, and controls. Zoning of units shall include separate units for each ballroom area, the administrative areas, the kitchen, meeting rooms, and pre-function spaces.

Ductwork will be galvanized steel, unless noted otherwise, and will conform to SMACNA recommendations. Grease hood ductwork will be carbon steel where concealed and type 304 stainless steel where exposed; will have welded longitudinal seams and traverse joints; and will comply with the installation requirements of the International Mechanical Code-2012. Dishwasher ductwork will be aluminum where concealed and type 304 stainless steel where exposed; will have welded longitudinal seams and traverse joints; and will comply with the installation requirements of the International Mechanical Code-2012.

Supply air and outside air ductwork will be insulated for energy conservation and to prevent condensation. Return air for ballrooms and meeting rooms will be fully ducted. Return air for pre-function will be routed through eggcrate grilles via return air plenums above the ceiling. Lined sheet metal elbows will be provided in walls that extend to structure.

Variable volume reheat terminal units will provide heating/cooling for zones in meeting room area, pre-function spaces, and support spaces. Heat will be provided by electric heating coils.

Telecom rooms will be served with ductless split systems each having with an indoor ductless fan coil unit and an outdoor condensing unit.

Exhaust Systems:

Exhaust air from toilet rooms, locker rooms and janitorial closets will be served by centrifugal power ventilators located on the roof. Grease hood exhaust will be served by centrifugal upblast-type grease hood fans located on the roof. Dishwasher exhaust will be served by centrifugal upblast-type exhaust fans located on the roof.

Automatic Temperature Control Systems:

A direct digital control (DDC) system will be provided in the new building to control the rooftop units, terminal units, and exhaust fans. All DDC systems will be by Trane Tracer to match the system in the existing building. The new system will be connected to the existing systems.

ELECTRICAL

Demolition:

The existing installation will remain as is except as otherwise indicated herein. The new work will be tied in with the existing work and the existing work adapted to the changes in the building and systems. Equipment, apparatus, and exposed wiring and raceways rendered useless due to changes will be removed. Where existing ceilings are removed, luminaires, exit signs, and other electrical power and signal apparatus mounted to the ceiling or ceiling supports, including associated raceways and wiring, will be removed. Circuit continuity for existing wiring devices and equipment outside the renovation area served from or through the renovation area will be provided.

Primary Distribution System:

Duke Progress Energy will provide the primary electrical service and all associated equipment, including pad-mount switchgear, medium voltage cable, duct banks, and pad-mount transformers.

Secondary Distribution Systems:

The existing 2500 kVA pad-mount service transformer and secondary service conductors will remain. The existing switchboard will be replaced. Service switchboards will be front accessible, with individually mounted main and group mounted feeder devices. Switchboard bussing will be copper and will be braced for the available fault current. Service switchboard will be provided with surge protective devices. Ground fault protection will be provided for the incoming service and feeders 1000A and larger. At least one additional step of ground fault protection in the next level of feeder disconnecting means downstream toward the load will be provided. The service switchboard will be provided with an electronic power monitor.

Branch circuit panelboards will be provided on each floor to serve the lighting and receptacles on the same floor. Protective devices in panelboards will be bolt-on type circuit breakers. Buswork will be copper. Distribution panelboards will be provided with surge protective devices. The electrical systems, circuits, and equipment will be grounded and bonded. A green identified grounding conductor will be installed in raceways with the phase conductors.

Lighting:

Generally, interior lighting will be fluorescent type. The use of LED luminaires will be explored and used in applications where appropriate. Downlights will be compact fluorescent, LED, or HID type depending on the application. Incandescent lighting will be used where limited dimming and special architectural effects are required. LED stencil face aluminum or recessed edge-lit type exit signs will be used.

Luminaires to be utilized will include the following:

- Large Meeting Rooms: recessed LED downlights, recessed fluorescent luminaires, and recessed HID downlights with color-corrected lamps. LED lighting will be dimmable and fluorescent lighting will be provided with multiple ballasts for multi-level switching.
- Small Meeting Rooms: recessed LED downlights and recessed fluorescent luminaires. LED lighting will be dimmable and fluorescent lighting will be provided with multiple ballasts for multi-level switching.
- Ballroom: recessed LED downlights, recessed HID downlights with color-corrected lamps, and decorative chandelier. LED lighting will be dimmable and HID downlights will be zoned to provide multi-level lighting.
- Pre-function: specialty architectural lighting. LED and fluorescent luminaires will be dimmable.
- Lobby: specialty architectural lighting. LED and fluorescent luminaires will be dimmable.
- Storage: 2' x 4', 2-lamp, recessed fluorescent type with acrylic lens or suspended industrial type fluorescent luminaires.
- Kitchen: 2' x 4', 3-lamp, recessed fluorescent type with acrylic lens. UL listed for wet locations.
- Non-public lobbies and corridors: 2' x 4', 2-lamp, recessed fluorescent type with acrylic lens.
- Public toilets: recessed LED downlights.
- Mechanical and electrical rooms: industrial type fluorescent luminaires.
- Means of egress: in accordance with NFPA 101-2009.

Automatic control devices will be provided to shut off building lighting in all spaces. All spaces will be provided with controls for automatic lighting shutoff in accordance with ASHRAE 90.1. Large Meeting Rooms and the existing Ballroom will be controlled on a time scheduled basis. All other spaces will be provided with an occupancy sensor to independently control the general lighting within the space. Active daylight harvesting controls will be provided in the Pre-function, Lobby areas, and perimeter spaces. Ambient light sensors will be utilized to automatically control lighting fixtures. Architectural dimming control systems will be provided for ballroom, meeting rooms, pre-function and lobby areas.

Emergency Power Supply System:

The existing generator and emergency distribution system will be replaced.

The new emergency power supply system will include an outdoor diesel engine-generator set, automatic transfer switch systems, remote annunciator panel, and accessories to automatically supply power during a utility power failure. The system will assume the emergency power load within 10 seconds, the legally required loads between 10 and 30 seconds, and the optional stand-by loads between 30 and 60 seconds after a utility power loss. Sub-base fuel tank will be provided with 24 hours runtime at 100% rated kW capacity. A walk-in outdoor weatherproof type enclosure will be provided that is designed to reduce engine-generator set noise (mechanical and airflow) to 75 dBA measured 10' from the enclosure at any point around or above the enclosure. Enclosures will be factory-assembled and wired.

Emergency power supply system loads will include egress lighting, exit lights, fire alarm systems, fire protection systems, elevators, and public safety communication systems, air conditioning systems for telecom rooms, lighting/receptacles in telecom rooms, and lighting/receptacles in ticketing offices.

The new fire pump will be supplied from a service connection dedicated to the fire pump and the emergency power supply system. Supply conductors will connect to a listed fire pump controller, combination controller, transfer switch.

Lightning Protection System:

A lightning protection system will be provided, and will be the concealed type installed in compliance with UL lightning protection inspection certificate requirements.

Short-Circuit and Coordination Study:

A complete short-circuit and coordination study incorporating equipment furnished will be provided by the Contractor to confirm the interrupting and withstand capacities of the final equipment selection and to determine the final settings of adjustable over-current protection devices. An arc-fault study will also be provided to identify potential fault energy levels at each switchboard and panelboard, and from that study labels on that equipment will be provided describing the hazard level and required personnel protective equipment when working within the equipment.

Telecom Systems:

Service equipment, cabling, outlets and terminations will be Owner furnished, Owner installed under a separate contract. A 1" conduit will be provided from each telecommunications outlet to the cable tray. The telephone system will include provisions for raceway systems, telephone backboards, and outlet boxes. Raceway systems, backboards and outlet boxes will be provided for computer network cabling. Raceway systems, backboards and outlet boxes will be provided for CATV cabling.

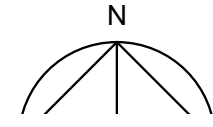
FIRE DETECTION AND ALARM**System Description:**

The existing fire alarm system is a product by Simplex Grinnell and will be expanded as a network to serve new portions of the building. All wiring will be installed in metallic raceways. Remote annunciators will be LCD display type to mimic all outputs from the main fire alarm control panel and will be provided at a location convenient to the building occupants and the fire department. Alarm initiating devices will include addressable manual pull stations, monitor modules, duct detectors, heat detectors, and smoke detectors. Addressable monitor modules will be provided for nonaddressable devices including sprinkler water flow switches and valve tamper switches. Auxiliary functions will be performed by control modules located within 36" of the controls for the equipment to be operated. Alarm signaling devices will consist of alarm speakers and strobe lights. Existing horns in all parts of the existing building will be replaced with speakers.

ATTACHMENT B

FCC EXPANSION / RENOVATION DIAGRAMS

- 1. Site Plan**
- 2. Lower Level Plan**
- 3. Concourse plan**



ALTERNATE 3
ADD EXTERIOR VIDEO DISPLAY



DROP-OFF ZONE

MEETING/ CONVENTION
ENTRANCE

NEW LOBBY &
PRE-FUNCTION
11,500 SF

BOX OFFICE
500 SF

TOILETS
500 SF

1 25'x23' (575 sf)
2
3 50'x28' (1,400 sf)
4
5 29'x20' (550 sf)
6 MEETING ROOMS 12,000 SF
7
8
9 50'x40' (2,000 sf)
10

BUILDING SERVICES
1,200 SF

STORAGE
1,000 SF

KITCHEN EXPANSION
5,000 SF

FINE DINING, FOOD
PREP KITCHEN & FOOD
SERVICE OFFICES

B.O.H. CORRIDOR
4,400 SF

ALTERNATE 1

RENOVATE EXISTING
BALLROOM
14,500 SF

EXPANDED PRE-FUNCTION
3,300 SF

ALTERNATE 2

RENOVATE EXISTING
MEETING ROOMS
4,400 SF

BULK STORAGE
AND
COMMISARY

NEW LOADING DOCK

RAMP INTO
BALLROOM

RENOVATE
EXISTING KITCHEN
2,400 SF

RENOVATE EXISTING:
MARSHALLING &
SECURITY 600SF

VISITOR PARKING

EXISTING
ENTRANCE

RENOVATE EXISTING TOILETS
500 SF

RENOVATE EXISTING
LOBBY 2,500 SF

RENOVATE ELEVATOR

ADMIN UPFIT
600 SF

ICE FLOOR
0000

ICE EQP.
1060

TALL STORAGE
1061

JANITOR
1082

ELEC. ROOM
1081

LOCKERS
1016

LOCKERS
1085

LOCKERS
1085

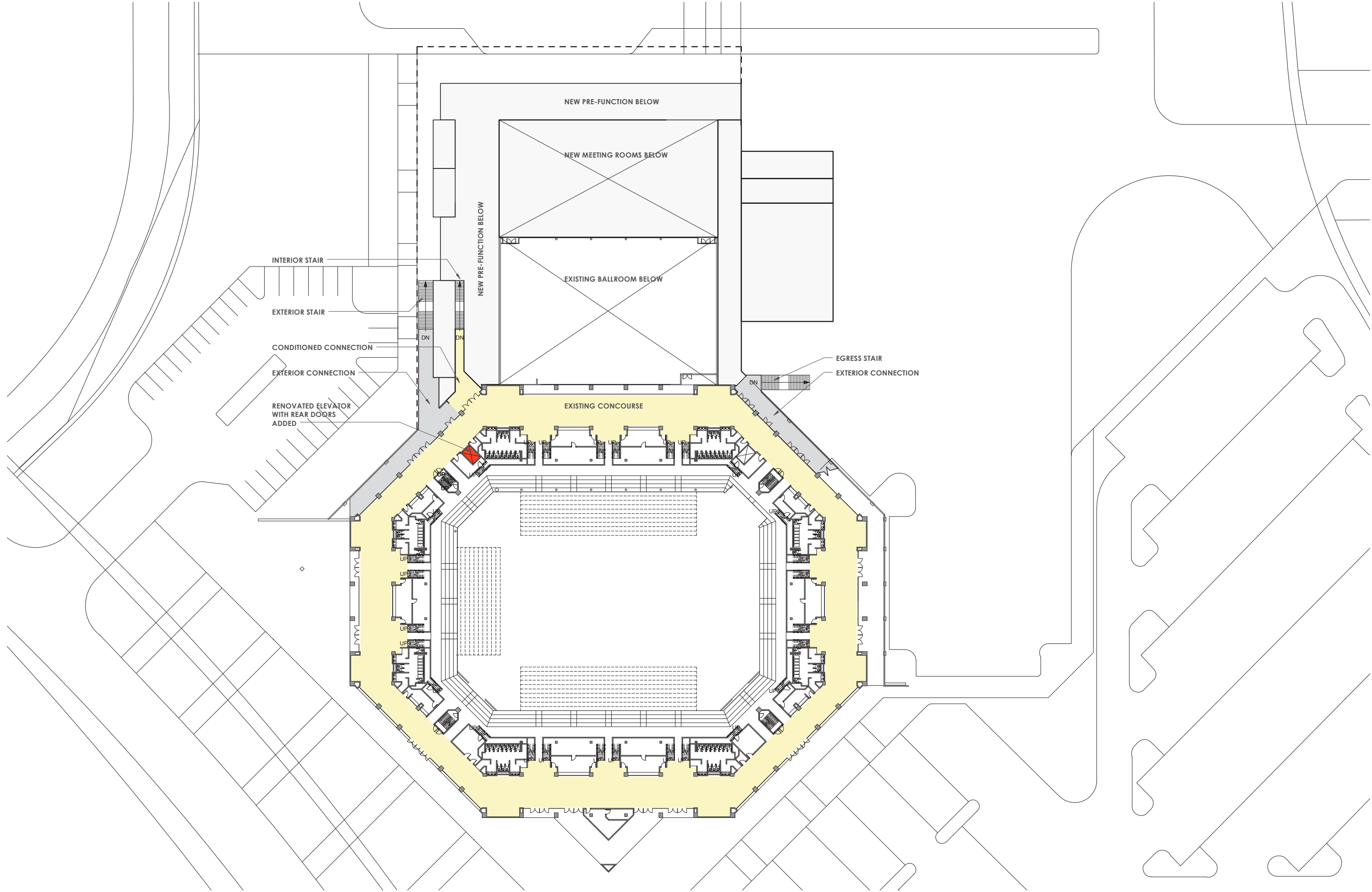
LOCKERS
1097

BULK STORAGE
1100

GREEN ROOM
1082

LOCKERS
1085





ATTACHMENT C

FCC EXPANSION / RENOVATION SPACE TABULATION

**Florence Civic Center
Expansion / Renovation
Space Tabulation
January 2016**

Existing spaces to be renovated:

Existing kitchen – 2,400 sf
Existing marshalling and security – 600 sf
Existing ticket office – 600 sf
Existing lobby at event level – 2,500 sf
Renovate existing elevator - ~150 sf
Renovate existing toilets – 1,000 sf
Total Renovation – 7,250sf

New spaces:

Meeting rooms – 12,000 sf
Pre-function – 11,500 sf
Box office – 500 sf
Toilets – 1,500 sf
Kitchen – 5,000 sf
BOH corridor – 4,400 sf
Storage – 1,000 sf
Building services – 1,200 sf
Total New Construction – 37,100sf

Alternate 1 –

Renovate existing ballroom – 14,500 sf

Alternate 2 –

Renovate existing pre-function – 3,300 sf
Renovate existing meeting rooms – 4,400 sf

Alternate 3 –

Area not applicable