

**Hampton County  
200 Jackson Avenue East  
Hampton, SC 29924  
803-914-2100**

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**RFQ: 2025-01  
CONSULTING SERVICES FOR CONVERSION OF A HIGH  
SCHOOL PROPERTY INTO A RECREATION CENTER**

**DUE: Friday, March 21, 2025 @ 12:00 Noon**

**DELIVER RESPONSE TO:**

**HAMPTON COUNTY  
ATTN. CHRISTOPHER INGLESE  
DEPUTY COUNTY ADMINISTRATOR  
201 JACKSON AVENUE WEST  
HAMPTON, SC 29924**

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## A. OVERVIEW

Hampton County, South Carolina (the County) requests proposals from qualified professional services firms experienced in providing planning, architecture, engineering and project analysis for the conversion of an existing high school to a recreation center. The County and the Hampton County School District (HCSD) entered into a Memorandum of Understanding (MOU) dated December 17, 2024. The MOU outlines an agreement to convey a school property currently used as a high school, from HCSD to the County, with the intention of redeveloping the property to primarily be used as a recreation center. The MOU provides the County with a one-year due diligence period to decide whether or not to accept the property for the stated purpose.

Subject to the terms, conditions, provisions, and the enclosed specifications, responses to this solicitation willen be received at this office until the stated date and time. After which, the names of the respondents will be publicly available. Responses received after the scheduled due date and time will be rejected. Proposals must be submitted in a sealed package marked on the outside with the offeror's name, address, and the solicitation name and number.

This solicitation does not commit Hampton County to award a contract, to pay any costs incurred in the preparation of proposals submitted, or to procure or contract for the services. The County reserves the right to accept or reject or cancel in part, or in its entirety offers received as a result of this request if deemed to be in the best interest of the County to do so.

## B. SCHEDULE FOR CONSULTANT SELECTION

February 28	RFQ Released
March 7	Deadline for submitting questions. All questions must be submitted in writing to Christopher Inglese, 201 Jackson Ave. West, cinglese@hamptoncountysc.org, by 5:00 P.M., E.D.T.
March 12	Response to submitted questions released as an addendum.
March 21	Deadline for submission of proposals.
March 24	Review of Proposals
March 28	Possible interview with top respondents
April 4	Tentative Date of Award
TBD	Contract Negotiations
TBD	Issue Notice to Proceed

## C. INTRODUCTION TO PROJECT

The intent of this Request for Qualification (RFQ) is to procure professional services to conduct due diligence including but not limited to project analysis, construction estimates, and environmental testing including services for environmental clearance review in accordance with HUD Environmental Review Compliance standards. The TMS# of the site is **119-15-03-001**.

In 2022, the County secured a Recreation Master Plan. A presentation of the Recreation Master Plan can be viewed on the County's website here:

[## D. SCOPE OF SERVICES](https://hamptoncountysc.org/DocumentCenter/View/2</a></p></div><div data-bbox=)

Hampton County is soliciting proposals from qualified consulting firms experienced in providing architecture, engineering, park/athletic field planning, due diligence, environmental testing, HUD grant compliance, and project analysis. Work may include, but is not limited to the following tasks:

Specific tasks in the scope of work include:

1. Operational cost analysis for post-construction operations of the recreation center including energy efficiency and potential for operational cost saving improvements;
2. Environmental assessments including a Phase I environmental assessment, asbestos, lead, and any other environmental concerns needed to satisfy HUD environmental review compliance standards;
3. Surveys including tree & topo, wetlands, and boundary surveys;
4. conceptual demolition plan, site plan for building layout, parking, and field improvements
5. Cost options for demolition, building improvements, necessary site work including parking lot surface, stormwater drainage, recreation fields, etc.
6. Conceptual elevation (if needed) drawing and floor plan

The County is seeking a firm that is able to coordinate the scope of work above and provide a single source for information regarding the proposed project. In addition to the above scope of work, the development of a conceptual site plan for the proposed project will require some community engagement. At least two public meetings to solicit feedback from the public should be included in any project proposal. An online portal or any other opportunities for interactive public engagement is a plus.

## E. PROJECT SCHEDULE

The project schedule is to proceed to completion as soon as possible after a Notice to Proceed is issued. The County must be able to receive information and present findings, conclusions, and

recommendations to the County Council in a timely manner and no later than mid-November 2025. Many of the due diligence items may proceed concurrently, however the proposal should include overlapping timelines for sequential items and clearly map an orderly progression of the scope of work.

#### F. REQUIREMENTS OF RESPONSE TO RFQ:

The Firm's response shall not exceed 30 single sided (or 15 double sided) pages in length, not including required forms, using a soft front and back cover, and a minimum 11 point font. It must be organized with the following tabbed sections:

1. COVER LETTER (not to exceed one page)
2. INTRODUCTION TO THE FIRM - The Firm should provide a brief overview of the history of the Firm and specific accomplishments and successes that the Firm wishes Hampton County to be aware of. This introduction should include a description of the project team, years in business and financial oversight. (No more than four pages).
3. SPECIFIC QUALIFICATIONS – The Firm should provide experience and qualifications related to providing Hampton County engineering and due diligence relevant to the scope of work described herein. Project outlines should not exceed one page. Each project should include:
  - a. A brief description of services completed
  - b. Location of services
  - c. List client's budget and firms cost of services
  - d. Client, client reference and contact information
4. STAFFING – The firm shall provide a staffing or organizational chart showing staff that will be used for this project along with current resumes for individuals assigned to this project.
5. PROJECT APPROACH – The Firm shall provide a project approach, including work plans, allocation of staff hours, methodology, and public outreach strategy.
6. SCHEDULE - The firm shall include a proposed schedule chart showing the date of deliverables and milestones.
7. FEE– Provide a standard rate sheet of Prime consultants and if applicable, sub consultants.

Please include any subcontractors, their resumes, and qualifications within the response.

#### G. INQUIRIES AND ADDENDA

1. Questions  
All questions concerning this RFQ are to be submitted in writing via electronic mail to

Christopher Inglese, Deputy County Administrator, at the address listed below, no later than 5:00 P.M., E.D.T., February 19, 2025. Please refer all questions in writing about this Request for Qualifications and project to:

County of Hampton  
Christopher Inglese, Deputy County Administrator  
E-mail: cinglese@hamptoncountysc.org

All inquiries and responses will be distributed to all vendors known to have received the RFQ document. The County will not be responsible for or bound by any oral instructions made by any employee(s) of the County in regard to this RFQ.

2. 2. Addenda

This RFQ represents the most definite statement Hampton County will make concerning information upon which proposals are to be based. Any changes to this RFQ will be in the form of a written addendum, which will be posted on the County's website on the date noted in this RFQ. No addenda will be issued later than five (5) working days prior to the date for receipt for proposals except an addendum which, if necessary, postpones the date for receipt of proposals or cancels this RFQ. Venders shall acknowledge receipt of all addenda with their Proposal.

## H. INSTRUCTIONS TO FIRMS

1. Submittal must include **one (1) original RFQ response clearly marked as original, three (3) complete copies of the RFQ response, one (1) electronic copy in PDF format only of the RFQ response contained on a USB Flash Drive**, and a completed **W-9 form**. The individual signing the response must be an Agent legally authorized to bind the company.
2. Show solicitation number on the outside of package. Hampton County assumes no responsibility for unmarked or improperly marked envelopes.
3. It is the firm's sole responsibility to ensure that solicitation responses, amendments thereto or withdrawal requests are submitted by the scheduled due date and time.
4. The County of Hampton is a public body and governed by the South Carolina Freedom of Information Act. Documents submitted to the County relating to this Request for Qualifications are subject to the requirements of the Freedom of Information Act and may be deemed public records.
5. All responses shall be printed in ink. Proposals written in pencil will be disqualified.
6. Subject to the terms, conditions, provisions, and the enclosed specifications, responses to this solicitation will be received at this office until the stated date and time. Responses

received after the scheduled due date and time will be rejected. Proposals must be submitted in a sealed package marked on the outside with the Firm's name, address, and the solicitation name and number.

7. This solicitation does not commit Hampton County to award a contract, to pay any costs incurred in the preparation of RFQ submitted, or to procure or contract for the services. The County reserves the right to accept or reject or cancel in part, or in its entirety offers received as a result of this request if deemed to be in the best interest of the County to do so.

## I. SELECTION CRITERIA

3. **RESPONSE WITHDRAWAL:** Any responses may be withdrawn prior to the established closing date and time, but not thereafter with proper approval from the County.
4. **REJECTION:** Hampton County reserves the right to reject any and all proposals, to cancel or withdraw this solicitation, and to waive any technicality if deemed to be in the best interest of the County.
5. **WAIVER:** The County reserves the right to waive any Instruction to Offerors, General or Special Provisions, General or Special Conditions, or specifications deviation if deemed to be in the best interest of the County.
6. **RESPONSE PERIOD:** All responses shall be good for a minimum period of 60 calendar days.
7. **DEVIATIONS FROM SPECIFICATIONS:** Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful offeror will be held responsible, therefore. Deviations must be explained in detail on separate attached sheet(s). The listing of deviations, if any, is required but will not be construed as waiving any requirements of the specifications. Unidentified deviations found during the evaluation of the response may be cause for rejection.
8. **AMENDMENTS:** All amendments to and interpretations of this solicitation shall be in writing and issued by Hampton County.
9. **DEBARMENT:** By submitting a qualification package, the Offeror is certifying that they are not currently debarred from responding to any Request for Qualifications by any agency or subdivision of the State of South Carolina, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency or subdivision of the State of South Carolina.
10. **DEFAULT:** In case of default by the Offeror, the County reserves the right to purchase any or all items in default in the open market, charging the Offeror with any excessive costs. Should such charge be assessed, no subsequent solicitation response of the defaulting Offeror will be considered in future RFQ's until the assessed charge has been satisfied.
11. **HOLD HARMLESS:** All respondents to this RFQ shall indemnify and hold harmless Hampton County Government and any of their officers and employees from all suits and claims alleged to be a result of this Request for Qualifications. The issuance of this Request for Qualifications constitutes only an invitation to present a proposal. Hampton County reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this Request for Qualifications. Hampton County also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule.



12. **CANCELLATION:** In the event that this Request for Qualifications is withdrawn or the project canceled for any reason, Hampton County shall have no liability to any respondent for any costs or expenses incurred in connection with this Request for Qualifications or otherwise.
13. **HAMPTON COUNTY PURCHASING ORDINANCE:** The Request of Qualifications is subject to the provisions of the Hampton County Purchasing Ordinance and any revisions thereto, which are hereby incorporated into this RFQ in their entirety except as amended or superseded within.
14. **FAILURE TO SUBMIT ALL MANDATORY FORMS:** Failure to submit all the mandatory forms from this request of proposals shall be just cause for the rejection of the qualification package. However, Hampton County reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a proposal as non-responsive.

15. **CONTRACT AWARD:**

This solicitation and submitted documents, when properly accepted by Hampton County shall constitute an agreement equally binding between the successful Offeror and the County.

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting agreement. The County shall not be legally bound by any amendment or interpretation that is not fully executed by both parties in writing.

The successful Offeror shall be required to execute a formal agreement with the County within ten (10) business days after issuance of the Notice of Award.

16. **CONTRACT ADMINISTRATION:** Questions or problems arising after award of an agreement shall be directed to the County by calling 803-914-2108. Copies of all correspondence concerning this solicitation or resulting agreement shall be sent to:

Hampton County Administration  
Attn. Lavar Youmans  
200 Jackson Avenue East  
Hampton, SC 29924

**K. GENERAL CONTRACTUAL REQUIREMENTS**

1. **ABANDONMENT OR DELAY:** If the work to be done under this contract shall be abandoned or delayed by the Offeror, or if at any time the County shall be of the opinion and shall so certify in writing that work has been abandoned or delayed by the Offeror, the County may annul the contract or any part thereof if the Offeror fails to resolve the

matter within thirty (30) days of written notice.

2. **OFFEROR'S COOPERATION:** The Offeror shall maintain regular communications with the Project Manager and shall actively cooperate in all matters pertaining to this contract.
3. **RESPONSIBILITY:** The Offeror shall at all times observe and comply with all federal, state, local and municipal laws, ordinances, rules, and regulations in any manner affecting the contract.
4. **INDEMNIFICATION:** Except for expenses or liabilities arising from the negligence of the County, the Offeror hereby expressly agrees to indemnify and hold the County harmless against any and all expenses and liabilities arising out of the performance or default of any resulting agreement or arising from or related to the Work as follows:

Offeror expressly agrees to the extent that there is a causal relationship between its negligence, action or inaction, or the negligence, action or inaction of any of its employees or any person, firm, or corporation directly or indirectly employed by the Offeror, and any damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage or loss) that is suffered by the County and its employees or by any member of the public, to indemnify and save the County and its employees harmless against any and all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of the performance or default of any resulting agreement or arising from or related to the equipment. Such costs are to include defense, settlement, and reasonable attorneys' fees incurred by the County and its employees. This promise to indemnify shall include bodily injuries or death occurring to Offeror's employees and any person, directly or indirectly employed by Offeror (including without limitation any employee of any subcontractor), the County's employees, the employees of any other independent contractor, or occurring to any member of the public. When the County submits notice, Offeror shall promptly defend any aforementioned action.

5. The prescribed limits of insurance set forth herein shall not limit the extent of the Offeror's responsibility under this Section. The terms and conditions contained in this Section shall survive the termination of any resulting agreement or the suspension of the Work hereunder. Additionally, the County will not provide indemnity to the successful OFFEROR. Failure to comply with this section may result in your Request for Qualification to be deemed non-responsive.
6. **FORCE MAJEURE:** The Offeror shall not be liable for any excess costs if the failure to perform the resulting agreement arises out of causes beyond the control and without fault or negligence of the Offeror. Such causes may include but are not restricted to acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by default of a subcontractor, and if such default arises out of causes beyond the control of both the Offeror and subcontractor and without excess costs for failure to perform, unless the

supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule.

7. **ARBITRATION:** Under no circumstances and with no exception will Hampton County act as arbitrator between the Offeror and any subcontractor.
8. **PUBLICITY RELEASES:** Offeror agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the County. The Offeror shall not have the right to include the County's name in its published list of customers without prior approval of the County Administrator. With regard to news releases, only the name of the County, type and duration of any resulting agreement may be used and then only with prior approval of the County. The Offeror also agrees not to publish, or cite in any form, any comments or quotes from the County's staff unless it is a direct quote from the County Council Chairman.
9. **GOVERNING LAWS:** Any agreement arising from this solicitation shall be governed by the laws of the State of South Carolina and any and all disputes arising out of said agreement shall, if litigation is necessary, be litigated only in a Circuit Court for the Fourteenth Judicial Circuit sitting in Hampton County, South Carolina. The prevailing party shall be entitled to attorney's fees and all costs of said litigation.
10. **ASSIGNMENT:** The Offeror shall not assign in whole or in part any agreement resulting from this Request for Qualifications without the prior written consent of the County. The Offeror shall not assign any money due or to become due to him under said agreement without the prior written consent of the County.
11. **AFFIRMATIVE ACTION:** The successful Offeror will take affirmative action in complying with all Federal and State requirements concerning fair employment and treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin, or physical handicap.
12. **FAILURE TO DELIVER GOODS IN ACCORDANCE WITH TERMS & CONDITIONS:**  
In case of failure to deliver goods in accordance with the contract terms and conditions, Hampton County, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which Hampton County may have.
13. **TERMINATION OF CONTRACT**  
Subject to the Provisions below, the contract may be terminated by the County providing a thirty (30) days advance notice in writing is given to the offeror.
  - a. **Termination for Convenience:** In the event that this contract is terminated or canceled upon request and for the convenience of the County without the required thirty (30) days advance written notice, then the County shall negotiate reasonable termination costs, if applicable.

- b. Termination for Cause: Termination by the County for cause, default, or negligence on the part of the offeror shall be excluded from the foregoing provisions; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived and the default provision in this Request for Qualifications shall apply.
- c. The County shall be obligated to reimburse the Offeror only for those services rendered prior to the date of notice of termination, less any liquidation damages that may be assessed for non-performance.

Non-Appropriations Clause: Notwithstanding any other provisions of the contract, if the funds anticipated for the continued fulfillment of this contract are at any time not forthcoming, through the failure of the County Government to appropriate funds, discontinuance or material alteration of the program under which funds were provided, the County shall have the right to terminate the contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funding. Unless otherwise agreed to by the County and the Offeror, the contract shall become null and void on the last day of the fiscal year for which appropriations were received.

- 14. BONDS: Payment and Performance Bonds are not required for this request for qualifications.
- 15. OWNERSHIP OF MATERIAL: Ownership of all data, material, and documentation originated and prepared for the County pursuant to this contract shall belong exclusively to the County.
- 16. INSURANCE: Hampton County will require the following always remain in force through the life of the contract unless modified by the County during contract negotiations:

Professional Liability Insurance – Minimum \$1,000,000.00 - Proof of in force insurance should be provided in the response to the RFQ.

Other insurances:

Workers' Compensation, if required - \$100,000 – each accident  
Statutory Coverage and Employer's, if required - \$100,000 each  
employee Liability - \$500,000 – policy limit

Comprehensive General Liability -\$1,000,000 – bodily injury each occurrence  
\$1,000,000 – bodily injury aggregate  
\$1,000,000 – property damage each occurrence  
\$1,000,000 – property damage aggregate  
Products – Completed Operations - \$1,000,000 – aggregate  
Business Auto Liability – Same as Comprehensive General  
Liability Excess or Umbrella Liability - \$1,000,000

Hampton County will be named as an "additional insured" party.



**RFQ: 2025-01**  
**ADDENDA ACKNOWLEDGMENT**

The proposer has examined and carefully studied the Request for Qualification and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. \_\_\_\_\_

Addendum No \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative/Title (Print)

**The proposer must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements or pricing.**

**RFQ: 2025-01**  
**INDEMNIFICATION**

The proposer will indemnify and hold harmless the Owner, Hampton County and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from the performance of the Work provided that any such claims, damages, loss, or expense is attributable to bodily injury, sickness, disease or death, injury to or destruction of tangible property, including the loss of use resulting there from, and is caused by any negligent or willful act or omission of the Proposer, and anyone directly or indirectly employed by him/her or anyone for whose acts any of them may be liable.

In any and all claims against the Owner, Hampton County, or any of their agents and/or employees by an employee of the Proposer, and anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way to the amount or type of damages, compensation or benefits payable by or for the Proposer under the Worker's Compensation Acts, Disability Benefit Acts, or other employee benefit acts. The obligation of the Proposer under this paragraph shall not extend to the liability of Hampton County or its agents and / or employees arising out of the reports, surveys, Change Orders, designs or Technical Specifications.

FIRM: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

**RFQ: 2025-01**  
**CERTIFICATE OF FAMILIARITY**

The undersigned, having fully familiarized him/her with the information contained within this entire solicitation and applicable amendments, submits the attached response, and other applicable information to the County, which I verify to be true and correct to the best of my knowledge. I further certify that this response is made without prior understanding, agreement, or connection with any corporation, Offeror or person submitting a response for the same materials, supplies or equipment, and is in all respects, fair and without collusion or fraud. I agree to abide by all conditions set forth in this solicitation and certify that I have signature authority to bind the company listed herein.

<b>MAILING ADDRESS</b>
------------------------

---

Mailing Address

---

Printed Name

---

City, State, Zip

---

Title

---

Date

---

Phone number/Fax number

<b>REMITTANCE ADDRESS</b>
---------------------------

---

Company Name

---

Authorized Signature

---

Address

---

Email Address

---

City, State, Zip

---

Phone Number

---

Federal Tax ID Number

---

SC Sales Tax Number



**RFQ: 2025-01**  
**MINORITY BUSINESS CERTIFICATE**

Are you a minority business?

► **Yes** \_\_\_\_\_ (Women-owner \_\_\_\_\_/ \_\_\_\_\_ Disadvantaged) If yes, please submit a copy of your certificate with your response.

► **No** \_\_\_\_\_

<b>MAILING ADDRESS</b>
------------------------

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number/Fax Number

<b>REMITTANCE ADDRESS</b>
---------------------------

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Federal Tax ID Number

\_\_\_\_\_  
SC Sales Tax Number

**RFQ: 2025-01**  
**DEBARMENT**

The proposer is certifying that they are not currently debarred from responding to any request for qualifications by any agency or subdivision of the State of South Carolina or the United States Federal Government, nor are they an agent of any person or entity that is currently debarred from submitting qualifications on contracts by any agency or subdivision of the State of South Carolina or the United States Federal Government.

SAM's No. \_\_\_\_\_

Cage Code. \_\_\_\_\_

DUN's No. \_\_\_\_\_

\_\_\_\_\_

Authorized Representative/Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Authorized Representative/Title (Print)

<b>PROJECT DESCRIPTION</b> Engineer/due diligence services for conversion of high school to recreation center	<b>DATE</b>
<b>PROPOSING FIRM</b>	<b>PROJECT NO:</b> 2025-01

Non-Responsive	Low	Medium-Low	Average	Medium-High	High	Criteria	Total Score	Comments
0	1	2	3	4	5	Responsiveness to this Request for Qualifications.		
0	1	2	3	4	5	Qualifications and experience of firm and project staff, and their appropriate allocation to this project.		
0	1	2	3	4	5	Innovative concepts, ideas, and techniques for site development.		
0	1	2	3	4	5	Experience with Public Engagement, Master planning, and design.		
0	1	2	3	4	5	Familiarity with Hampton County and/or prior successful work in the county or region.		
0	1	2	3	4	5	References.		
0	1	2	3	4	5	Cost.		
<b>Total</b>								
<b>Notes:</b>								

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**Evaluation Committee Member Signature**



