

## REQUEST FOR QUALIFICATIONS (RFQ)

### Landscape Architecture & Architectural Design Services Construction-Ready Design Development for an Artistic Green Space

#### 1. Introduction & Purpose

Myrtle Beach Downtown Alliance is seeking qualified **Landscape Architecture-led teams** to provide professional design services to transform an **existing artistic/conceptual design for a public green space** into **complete, construction-ready drawings**.

The selected team will be responsible for reviewing, refining, and technically advancing the existing artistic design while maintaining its creative intent and ensuring feasibility, durability, code compliance, and constructability.

To ensure full integration of site and built elements, **responding teams must include a named and committed licensed Architect** responsible for all building and structural components associated with the project. If your firm does both, please note that in the submittal.

#### 2. Project Overview

The project consists of an existing **artist-led or concept-level design** for a green space that includes landscape, hardscape, and building elements. The selected team will:

- Analyze the existing artistic design
- Preserve the design vision while resolving technical, regulatory, and constructability requirements
- Produce a full set of construction documents suitable for permitting and bidding

The project may include, but is not limited to:

- Landscape grading and drainage
- Hardscape and paving systems
- Planting plans and irrigation
- Site furnishings and lighting
- Small buildings, pavilions, or architectural features
- ADA compliance and life-safety considerations
- Coordination with civil, structural, MEP, and other consultants as required

### 3. Scope of Services

The anticipated scope includes the following tasks:

#### A. Design Review & Validation

- Review the existing artistic/conceptual design package
- Identify technical gaps, conflicts, or constructability issues
- Collaborate with the artist/designer and owner as needed to clarify intent

#### B. Design Development

- Translate the artistic concept into detailed, coordinated design solutions
- Refine materials, dimensions, and systems
- Ensure compliance with applicable codes, ordinances, and standards

#### C. Construction Documentation

- Prepare complete construction-ready drawings and specifications, including:
  - Landscape plans, details, and schedules
  - Architectural plans, elevations, sections, and details
  - Coordination drawings across disciplines
- Support permitting and agency reviews as required

#### D. Coordination

- Coordinate closely between the Landscape Architect and Architect
- Manage consultant inputs and resolve interdisciplinary conflicts

### 4. Team Requirements

- **Prime Consultant:** Licensed Landscape Architect (required)
- **Subconsultant:** Licensed Architect (required and must be identified by name in the RFQ submission)
- Teams may include additional consultants (civil, structural, MEP, lighting, irrigation, etc.) as appropriate
- All team members must be licensed to practice in the project's jurisdiction (or demonstrate the ability to obtain licensure prior to contract execution)

Submissions **will not be considered** if a building architect is not clearly identified and committed as part of the team.

## **5. Submission Requirements**

Respondents shall submit a single PDF containing the following sections, in the order listed:

### **A. Cover Letter**

- Introduce the team
- Identify the prime Landscape Architect and the Architect
- Confirm availability and interest

### **B. Team Qualifications**

- Firm profiles for the Landscape Architect and Architect
- Description of roles and responsibilities

### **C. Relevant Experience**

- Up to **5 comparable projects**, emphasizing:
  - Public green spaces
  - Artist-led or concept-to-construction projects
  - Projects requiring close landscape/architecture coordination
- Include project descriptions, images, budget range, and client references

### **D. Project Approach**

- Understanding of the project and artistic-to-technical translation process
- Strategy for maintaining design intent while achieving constructability
- Coordination and quality control approach

### **E. Availability & Capacity**

- Confirmation of ability to meet anticipated schedule (estimate is about 12 months for final deliverables)
- Current workload overview

### **F. Required Forms**

- Any required certifications, disclosures, or standard RFQ forms (if applicable)

## **6. Evaluation Criteria**

Submissions will be evaluated based on:

- Qualifications and experience of the Landscape Architect-led team

- Experience delivering construction-ready documents from conceptual or artistic designs
- Strength and clarity of Landscape Architect–Architect collaboration
- Quality and relevance of past work
- Demonstrated understanding of the project goals
- Capacity to deliver within schedule constraints

## **7. RFQ Schedule**

- **RFQ Release Date:** March 13, 2026
- **Deadline for Questions (if applicable):** April 3, 2026
- **RFQ Submission Deadline: April 30, 2026 at 12:00 PM (Noon)**

Late submissions will not be accepted.

## **8. Submission Instructions**

Responses must be submitted electronically in PDF format to: [info@mbdowntown.org](mailto:info@mbdowntown.org)

**Subject Line:** RFQ – Landscape Architecture & Architectural Services

File size limits and naming conventions (if any) should be clearly followed.

## **9. Reservation of Rights**

Myrtle Beach Downtown Alliance reserves the right to:

- Reject any or all submissions
- Request additional information or interviews
- Modify or cancel this RFQ at any time
- Proceed with a subsequent RFP or direct negotiation