

UNIVERSITY OF SOUTH CAROLINA

Request for Qualifications

Law Center Construction

State Project H27-9867-AC

10/14/2013

LAW CENTER CONSTRUCTION
UNIVERSITY OF SOUTH CAROLINA
STATE PROJECT H27-9867-AC

REQUEST FOR QUALIFICATIONS

The University is considering the engagement of a Construction Management-At Risk Construction Firm (CM-R) in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications to provide preconstruction and construction phase services for the construction of the New Law Center. The University currently has Cumming Corporation as the Construction Manager representing the University as Agent (CM-A) that will work in conjunction with the CM-R once selected.

PROJECT OVERVIEW

The University and School of Law envision a new facility on the site bounded by Gervais Street, Senate Street, Bull Street and Pickens Street at the northern edge of the University campus. The new building will be designed for a projected student population of 660 FTE (full-time equivalents) and is programmed at 187,500 gross square feet. The program includes technology-rich instructional spaces, a 300 seat auditorium/courtroom, a law library, faculty areas, legal clinics, administrative areas, and student journals and organizations space. The three story building is organized around an outdoor courtyard and respects the setting of two historic houses on the site which will provide future expansion space for the School.

The design character will be traditional, paying homage to the Robert Mills architecture of the University Horseshoe as well as the nearby State House and Supreme Court. The new building's adjacency to the State House, downtown law firms, and the National Advocacy Center will provide the school with opportunity for exposure to and collaboration with larger state and national legal institutions and organizations. The sense of professionalism created by the building's design will inspire a sense of responsibility and service in faculty, staff and students. Fostering community, the new building will be professional and inviting, capable of hosting events, and stand as a recognizable destination. These same characteristics will aid in the recruitment of top tier students and faculty. The new building will be designed to achieve a LEED Silver rating at a minimum to reduce operating costs and conserve natural resources as a model for future state leaders.

BACKGROUND AND PROJECT CONSTRAINTS

This project carries the typical issues of schedule, budget and sustainable design, but also contains additional opportunities of coordinating a Construction Management-Agent and Construction Management at Risk, and maximizing small, minority and women owned business enterprise participation. In order to accomplish maximum participation, this highly visible and diversified project must be organized into many smaller pieces. This will require the talent of an experienced construction management-risk firm that understands the availability and capacity of local small, minority and women owned construction companies. Design and construction for this project must comply with the Office of State Engineer's *Manual for the Execution of State Permanent Improvements—Part II* (<http://procurement.sc.gov/PS/agency/PS-agency-construction.phtml>) and all applicable codes and regulations (see the Related Resources link on the web page above). Construction documents, comprehensive specifications and project schedules must be provided to the University, for the review and approval by the Office of State Engineer and regulatory agencies or authorities prior to the commencement of construction. The CM-R will be responsible for means and methods of construction, safety, and the scheduling and coordination of the work of all construction and miscellaneous contracts required for completion of the project within its predetermined budget and schedule.

**LAW CENTER CONSTRUCTION
UNIVERSITY OF SOUTH CAROLINA
STATE PROJECT H27-9867-AC**

REQUEST FOR QUALIFICATIONS

The CM-R will be expected to work closely with the University and/or its assigned agents, to develop final documents and separate bid packages as required by the approved project master schedule.

DESCRIPTION OF SERVICES TO BE ACQUIRED

The CM-R will be tasked to provide a broad range of design support and construction services including, but not limited to: schedule and constructability reviews; value engineering (VE); identification of alternatives in project delivery phasing and early bid packages; prequalification of trade subcontractors; preliminary pricing of general conditions, site services, and the general and trade contracts. These activities will first support the development of an overall Total Project Cost and Baseline Schedule. The CM-R will then assist the University and Designer in the development of a final Maximum Allowable Construction Cost (MACC) and Project Construction Schedule as the construction documents prepared by the design team reach a point for final pricing near the end of the design phase.

At the University's option, the CM-R will be contracted to proceed with execution of the project by bidding and managing the general and trade contracts and to assume responsibility for project coordination and construction at a Guaranteed Maximum Price (GMP). If authorized by the University, the GMP will become a contractual obligation. The CM-R will also develop a construction master schedule, which will also become a contractual obligation. The CM-R will be responsible for the coordination and construction of the entire project, including management and coordination of all construction permit approvals, trade contracts, subcontracts, shop drawings, change orders, punch lists, and Owner Furnished Equipment. The CM-R will also be responsible for delivery of record drawings, O & M manuals and warranties. The University, the Designer and the CM-A will routinely inspect construction to protect the University's interests and to validate pay applications. The project will be subject to all third party inspections required by the State Engineer.

In selecting a firm, the University will place great emphasis on the experience of the firm and assigned personnel in providing similar services on projects of similar magnitude and complexity as the Law Center construction. Selection preference will be toward firms that have a demonstrated depth of knowledge and resources in the successful application of principles of CM-R and general contracting, scheduling, contract coordination and compliance, budget control, familiarity with Federal, State, County, and City laws, ordinances, and codes. Small and minority business enterprises as certified by the Small and Minority Business Assistance Office (SMBAO) are encouraged to respond to this request.

Contact: Governor's Office of Small and Minority Business Assistance
1205 Pendleton Street
Suite 440-A
Columbia, SC 29201
Phone 803-734-0657

REQUEST FOR QUALIFICATIONS

DEFINITIONS

For the purposes of this solicitation the following definitions apply:

Total Project Cost: The sum of all charges to the project funding account, including the following major cost elements. (CM-A responsibility)

- Owner's Furnishings, Fixtures and Equipment
- Other Owner Costs (design fees, field investigations, inspections, etc.)
- Owner's Overall Project Contingency
- Design Phase Contingency (Owner-controlled) and Owner's Contingency
- Total Construction Cost

Total Construction Cost (TCC): The negotiated sum of all direct and indirect charges for project construction, including the following major cost elements. This amount must be fully bonded as a contractual obligation.

- General Conditions Cost
- CM-R Costs and Fees (both preconstruction and construction)
- Contractor's Construction Contingency
- Maximum Allowable Construction Cost

Maximum Allowable Construction Cost (MACC): A negotiated amount that includes the following elements. This amount will be a contractual obligation.

- Cost of the Construction (the Construction Buy-Out)
- Buy-Out Contingency (unspent Buy-Out Contingency reverts to the Owner at the conclusion of the Buy-Out phase)
- Construction Contingency (unspent Construction Contingency reverts to the Owner at Substantial Completion)

Guaranteed Maximum Price (GMP): The MACC less the unspent Buy-Out Contingency.

SUBMITTAL AND PROJECT SCHEDULE

October 14, 2013	Request for Qualifications Published
October 25, 2013	Deadline for submission of written questions
November 4, 2013	Statement of Qualifications due
November 14, 2013	Short-list of firms announced
November 21, 2013	Pre-proposal conference and site tour (mandatory)
December 13, 2013	Technical Proposals from short-listed firms due
December 20, 2013	Interviews, Cost Proposals and final ranking of short-listed firms
January 31, 2014	Negotiations conclude

REQUEST FOR QUALIFICATIONS

Although the Baseline final schedule will be established as part of Phase 1 of Preconstruction Services, the University has targeted **late 2016** for full occupancy. The CM-R, working with the University and/or its assigned agents, will be responsible for developing the detailed Construction Master Schedule and coordinating activities to accomplish the completion of the project in accordance with the Baseline Master Schedule.

DESCRIPTION OF SERVICES REQUIRED

The CM-R shall generally provide the complete scope of services outlined in the AIA A133—2009 and A201—2007, with OSE 00502 & OSE 812 supplementary conditions and modifications as determined by the University and the Office of State Engineer (OSE). In order to insure clarity of responsibilities for the CM-A and the CM-R to be selected, the university has developed a Scope of Services description and a Responsibility Matrix that will be provided to all offerors as part of the RFP. The statement of services will also clarify the roles that both firms will play in the management of the project. The CM-R will coordinate and work alongside the CM-A currently under contract with the University. The level of effort and the detailed scope will be defined during contract negotiations. Should the project execution plan require the project to proceed utilizing a multi-staged guaranteed maximum price (GMP), it is expected that the CM-R's services will be executed seamlessly based on appropriately executed amendments to the contract. For the purpose of this RFQ, the stages of this project have been broken out into:

1. Stage 1-Prior to a CM-R being selected for the project
2. Stage 2- After a CM-R has been selected

Preconstruction Services-Stage 1 Due to the timing of the selection of the CM-R, all Stage 1 Preconstruction Services will be provided by the CM-A and will include assisting the University in the establishment of a realistic and achievable Total Project Cost and Baseline Schedule for Phase II submission to University and State funding approval authorities..

Preconstruction Services-Stage 2 Once approved for full project execution, the second stage of Preconstruction Services will include the CM-R's support of Design Completion. Construction Buy-Out, the establishment of a Maximum Allowable Construction Cost, bonding and conversion to a Guaranteed Maximum Price (GMP) will follow as part of the Construction Services to be provided by the CM-R. Stage 2 Preconstruction Services include, but are not limited to:

- Project Management
 - a. Revisions to Construction Management Plan
 - b. Project Conference
 - c. Design Phase Information
 - d. Progress Meetings
 - e. Review of Design Documents
 - f. Provide Constructability and Efficiency Recommendations to the Design Team
 - g. Participate in University Design Reviews
 - h. Public Relations
 - i. Project Funding
- Time Management
 - a. Revisions to Baseline Schedule
 - b. Stage 2 Preconstruction (Design Phase) Milestone Schedule

REQUEST FOR QUALIFICATIONS

- c. Monitoring Design Phase Milestone Schedule
- d. Pre-Bid Construction Schedules
- Cost Management
 - a. Cost Control & Estimating Services
 - b. Revisions to Project and Construction Budget
 - c. Value Engineering Studies
- Management Information System (MIS)
 - a. Schedule Reports
 - b. Project Cost Reports
 - c. Cash Flow Reports
 - d. Design Phase Change Order Reports

Construction Buy Out Services. These services are all services related to the actual procurement of construction related activities.

As outlined in AIA A133—2009 and OSE 00502 the CM-R will be responsible for all services related to this phase including but not limited to:

- Project Management
 - a. Vendor Outreach Campaign
 - b. Prequalifying Bidders
 - c. Delivery of Bid Documents
 - d. Pre-Bid Conferences
 - e. Information to Bidders
 - f. Addenda
 - g. Bid Opening
 - h. Construction Contracts
 - i. Permits, Insurance and Labor Affidavits
 - j. Development of the Maximum Allowable Construction Cost (MACC) and the Guaranteed Maximum Price (GMP)
- Time Management
 - a. Pre-Bid Construction Schedule
 - b. Contractor's Construction Schedule
- Cost Management
 - a. Estimates for Addenda
 - b. Analyzing Bids
 - c. Trade Contract Award
- Management Information System (MIS)
 - a. Schedule Maintenance Reports
 - b. Project Cost Reports
 - c. Cash Flow Reports

All other services are located in the contract documents as well as the full statement of services to be provided in the RFP.

Construction Services. The CM-R will be responsible for the coordination and construction of the entire project, including management and coordination of all construction permit approvals. The CM-A, the University, and the Architect will routinely review construction progress to protect the University's interests and to validate pay applications. The CM-R will provide the following construction phase

REQUEST FOR QUALIFICATIONS

services, including but not limited to:

- Project Management
 - a. Pre-Construction Conference
 - b. Onsite Management / Construction Phase Communication Procedures
 - c. Contract Administration Procedures
 - d. Project Site Meetings
 - e. Coordination of Other Independent Consultants
 - f. Review of Requests for Changes to Contract Time / Price
 - g. Quality Review
 - h. Operation & Maintenance Materials
 - i. Substantial Completion
 - j. Final Completion
- Time Management
 - a. Master Baseline Schedule
 - b. Contractor's Construction Schedule
 - c. Construction Schedule Report
 - d. Review of Time Extension Requests
 - e. Recovery Schedules
 - f. Project Closeout Schedule
- Cost Management
 - a. Contractor Schedule of Values
 - b. Allocation of Costs to Contractor's Construction Schedule
 - c. Change Order Control
 - d. Cost Records
 - e. Trade-Off Studies
 - f. Progress Payments
- Management Information System (MIS)
 - a. Schedule Maintenance Reports
 - b. Project Cost Reports
 - c. Revisions to Project & Construction Budget
 - d. Cash Flow Reports
 - e. Contractor Progress Payment Reports
 - f. Change Order Reports

Post-Construction Services. Following construction, the CM-R shall be responsible for project closeout and documentation, including but not limited to:

- Project Management
 - a. Record Documents
 - b. Organize / Index Operations & Maintenance Materials
 - c. Occupancy Permit
 - d. Warranty Services
- Time Management
 - a. Occupancy Plan
- Cost Management
 - a. Change Orders
- Management Information System (MIS)
 - a. Close-Out Reports

REQUEST FOR QUALIFICATIONS

- b. MIS Reports for Move-In & Occupancy including move management

PROCUREMENT PROCESS OVERVIEW

The selection of the CM-R will comply with the guidelines of the South Carolina Procurement Code and Regulations, including the Office of State Engineer (OSE) RFP Handbook and the Manual for Planning and Execution of State Permanent Improvements – Part II (OSE Manual). The procurement process will follow a solicitation and evaluation process that will result in the selection of a CM-R offering the best combination of demonstrated relevant performance and technical and professional qualifications to be provided at a fair and reasonable price. The overall procurement will be a two-step process consisting of a Request for Qualifications (RFQ) followed by a Request for Proposals (RFP). As the first step, the University will review all submittal responses to a publicly advertised Request for Qualifications (RFQ). Applicants must be properly licensed to provide construction management and act as prime contractor in South Carolina. The University will receive and review the Statements of Qualification as submitted in response to this solicitation. Responses to the RFQ will be evaluated against a set of weighted criteria to determine those firms most qualified and suited for this project. Qualifications alone will narrow the field to a short-list of firms who will be invited to respond to the RFP.

SUBMITTAL CONDITIONS, REQUIREMENTS AND INSTRUCTIONS

1. Conditions
 - 1.1. The University makes no guarantee that an award will be made as a result of the RFQ, and reserves the right to accept or reject any or all submittals; waive any informalities, irregularities or minor technical inconsistencies; or delete any item or requirement from this RFQ or any resultant contract when deemed to be in the University's best interest. Any and all representations made within a Statement of Qualification shall be binding on the Respondent.
 - 1.2. The University reserves the right to reject any or all responses received. The University is not obligated to request clarifications or additional information but may do so at its discretion. The University reserves the right to extend the deadline for submittals.
 - 1.3. Upon receipt of a Statement of Qualifications by the University, the submission shall become the property of the University without compensation to Respondent for disposition or usage by the University at its discretion. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.
 - 1.4. The University assumes no responsibility or obligation to the Respondents and will make no payment for any costs associated with the preparation or submission of responses to this solicitation.
 - 1.5. During the performance of any contract resulting from this solicitation, the CM-R agrees as follows: The CM-R will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, or physical handicap. CM-R must have a history of being non-discriminating and will not discriminate on the basis of race, creed, color, sex, or national origin in any of its employment practices, or procurement practices with respect to the work force of the firm, or procurement services in connection with this project. An affirmative action plan must be maintained for both work force and procurement practices.

REQUEST FOR QUALIFICATIONS

- 1.6. Failure to comply with all requirements contained in this RFQ may result in rejection of the submission and disqualification from further consideration.
2. General Instructions
 - 2.1. It is the University's intent to limit the cost of responding to this solicitation, so you are encouraged to be organized and succinct in your submissions. Page limits for the Statements of Qualifications are identified below. Thick volumes of background and general marketing material are not desired and will not be evaluated. Overly elaborate responses will be considered evidence of a lack of cost consciousness on the part of the submitter. Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Statements of Qualifications will be considered non-responsive and subject to rejection. Submissions should be thoughtful, tightly focused qualification submittals that clearly document your firm's suitability for this Project, your responsiveness to the evaluation criteria, your understanding of the Project requirements and your proven ability to contribute to achieving the goals of the University. Please indicate, by firm, those certified by the Governor's Office of Small and Minority Business Assistance.
 - 2.2. Only individual firms or formal joint ventures may apply. Two or more firms may not apply as a team unless they have formed a formal joint venture. Any associations will be disqualified. This does not preclude a Respondent from having subconsultants.
 - 2.2.1. "Prime-Sub" teams are bound by the requirements and limitations of this solicitation. Each firm must describe its experience and qualifications within the overall page limit.
 - 2.2.2. For joint venture entities that have not completed at least two relevant projects as a joint venture, each firm should submit its qualifications separately within the overall page limit.
 - 2.3. The services being sought under this RFQ (and any subsequent RFP) are considered to be primarily professional in nature. Consequently, the evaluation of all submissions will be based primarily upon consideration of the demonstrated qualifications and capabilities of the Respondents such that any award will be in the best interest of the University. Submission of a Statement of Qualifications indicates the Respondent's acceptance of the evaluation techniques and a recognition that subjective judgments must be made by the University during the evaluation process.
 - 2.4. Except for the submission of clarification questions as discussed herein Respondents shall not contact any members or employees of the University, the CM-A, the Office of State Engineer, or the Designer regarding any aspect of this procurement until after the award of the contract. Contact with the organizations mentioned above could be grounds for elimination.
 - 2.5. Questions relating to the RFQ may be asked at the pre-submission conference or at any time up to the deadline set forth in the published advertisement. All questions must be submitted in writing (by email is acceptable) to the Procurement Officer listed below.
 - 2.6. It is the responsibility of each Respondent to examine the entire RFQ; to seek clarification in writing; and to review its submittal for accuracy before submitting the document. Once the submission deadline has passed, all submissions will be final. The University may, in its sole discretion, request clarification from any individual Respondent relative to their submission, and reserves the right to ask for additional information from all parties that have submitted qualification statements.

REQUEST FOR QUALIFICATIONS

- 2.7. Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be addressed by formal addendum. It is the responsibility of all respondents to obtain this information in a timely manner. Questions must be submitted no less than 15 days prior to the date of submission of the Statements of Qualifications. All such addenda issued by the University before the proposals are due as part of the RFQ, and respondents shall acknowledge receipt of and incorporate each addendum in its Statement of Qualifications.
 - 2.7.1. Respondents shall consider as binding only those clarifications and interpretations that the University issues by addenda five (5) days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the University and should not be relied on in preparing Statements of Qualifications.
- 2.8. The evaluation of the Statements of Qualifications shall be based on the requirements described in this RFQ. All properly submitted Statements of Qualifications will be reviewed, evaluated, and ranked by the University. The top ranked respondents may be selected by the University to participate in step two of the selection process.
 - 2.8.1. Statements of Qualifications shall not include any information regarding Respondent's fees, pricing, or other compensation. Inclusion of such information shall result in disqualification from further consideration. Such information will be solicited from firms qualified by the University to participate in step two of the selection process.
- 2.9. The University may evaluate the Statements of Qualifications based on the anticipated completion of all or any portion of the Project. The University reserves the right to divide the Project into multiple parts; to reject any and all Statements of Qualifications and re-solicit for new Statements of Qualifications; or to reject any and all proposals and temporarily or permanently abandon the Project. The University makes no representations, written or oral, that it will enter into any form of agreement with any Respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.
3. Specific Instructions
 - 3.1. The University will receive Statements of Qualification at the time and location given below.
 - 3.1.1. Date and Time as specified in the advertisement in *South Carolina Business Opportunities*.
 - 3.1.2. University of South Carolina
Facilities Planning and Construction
743 Greene Street
Columbia, SC 29201
 - 3.2. The University designates the following person, as its representative and Point-of-Contact for this RFQ. Respondents shall restrict all contact with the Owner and direct all questions regarding this RFQ, including questions regarding terms and conditions, to the Point-of-Contact person.
 - 3.2.1. Michelle Adams, Procurement Manager
Facilities Planning and Construction
743 Greene Street
Columbia, SC 29201
Phone: 803-777-0981
Fax: 803-777-7334
Email: mdadams@fmc.sc.edu
 - 3.3. Page Size, Binding, Dividers and Tabs

REQUEST FOR QUALIFICATIONS

- 3.3.1. Statements of Qualifications shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral-type bindings. DO NOT USE METAL-RING HARD COVER BINDERS.
- 3.3.2. Statements of Qualifications shall be a MAXIMUM OF FIFTY (50) PRINTED PAGES. Sheets may be single or double-sided. Fold-outs up to 11" x 17" are acceptable, but will count as two (2) pages. Fonts shall be a minimum of 10 point.
- 3.3.3. Number each side of a printed page consecutively, including the Letter of Interest, brochures, licenses, resumes, supplemental information, etc. The covers, table of contents and divider sheets do not count as printed pages, provided no additional information is included on those pages. Provide the number of copies specified in the advertisement. Any submittals exceeding the 50-page limit will be disqualified.
- 3.3.4. The front cover must clearly identify the Project Name, Project Number, the Date of Submission and the Name of Respondent.
- 3.3.5. Separate and identify each criteria response by use of a divider sheet with an integral tab identified as follows:
 - Letter of Interest
 - Response to Prerequisite Criteria
 - Financial Information
 - Location of Project Office
 - Personnel Resources
 - General CM-R Experience
 - Specific CM-R Experience.
 - Statement of Why Firm Should Be Selected
- 3.4. The University desires to contract with those firms whose recent experience clearly demonstrates their superior abilities of the firm and its personnel to perform the work required by this project. When a criterion defines a specific number of items (e.g., number of projects) to be listed or described, then only that number of items shall be provided.
4. Responses to Evaluation Criteria
 - 4.1. Letter of Interest
 - 4.1.1. Basic company information
 - Company name
 - Address & Zip code
 - Name of primary contact
 - Telephone number
 - Fax number
 - Email address
 - South Carolina Construction-Manager License Number
 - South Carolina General Contractor License Number
 - 4.1.2. Form of ownership, including state of residency or incorporation—Is the offeror a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), joint venture, or other structure?
 - 4.1.3. Succinctly describe the history and growth of your firm.

REQUEST FOR QUALIFICATIONS

- 4.1.4. State the number of years your firm has been providing CM-R services and General Contracting services.
- 4.1.5. If other than the home office, identify the branch office responsible for the performance of the services requested and its proximity to the project site.
- 4.1.6. Provide a statement of disclosure, which will allow the University to evaluate possible conflicts of interest. This disclosure requirement is not about giving the University permission regarding our contacting your references. It is about revealing relationships that your company may have with persons not of your company who are directly involved in the decision-making regarding this project. If your company has no conflicts of interest, your statement should affirm that as fact, and you may do so succinctly. The signer of this statement of disclosure should anticipate the following pledge that will be required by the CM Contract: "The CM-R covenants that it currently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance required under this Contract. The CM-R further covenants that, in the performance of this Contract, it shall not employ or contract with any person whose employment or contracting would create a conflict of interest."
- 4.1.7. Provide the following certification and acknowledgement statement.
- "The undersigned hereby affirms that regarding information furnished by the applicant herewith, and as may be provided subsequently (including information presented at interview, if a finalist):
- All information of a factual nature is certified to be true and accurate.
 - All statements of intent or proposed future action (including the assignment of personnel and the provision of services) are commitments that will be honored by the applicant if awarded the contract.
- It is acknowledged that:
- If any information provided by the applicant is found to be, in the opinion of the Selection Committee or the State of South Carolina, substantially unreliable, this application may be rejected.
 - The Selection Committee may reject all applicants and may stop the selection process at any time.
 - The selection of finalists for proposal and interview will be made on the basis of information provided herein, including the results of the reference checks."

4.1.8. Notarized signature of Corporate Executive or equivalent with authority to bind the firm to its submission.

4.2. Response to Prerequisite Criteria

4.2.1. Provide documents, including affidavits from insurance and surety agents attesting to your firm's compliance with the prerequisite criteria listed above.

4.3. Financial Information

If the firm has multiple offices, the qualification statement should include financial information about the parent company and branch office separately. Parent company (or general office) financial information as totals will be acceptable if "parent" (or "general office") means that it is financially responsible for the liabilities of the branch office. If the parent company is not so

REQUEST FOR QUALIFICATIONS

responsible, meaning that its financial resources are not available to the office that will perform the contract, it will be misleading to the University to offer the financials of any office other than the one with the prospect of a contract with the University.

- 4.3.1. List your total annual billings for each of the past five (5) calendar years.
 - 4.3.2. Has the firm ever failed to complete any work awarded to it or been removed from any project awarded to the firm? If yes, provide an explanation and contact information for the owner's project manager.
 - 4.3.3. List the contact persons, addresses, and phone numbers for your insurance carrier and agent.
 - 4.3.4. List the contact persons, addresses, and phone numbers for the firm's bonding company and agent.
 - 4.3.5. What percentage of your firm's work during the past five (5) years has been negotiated?
 - 4.3.6. Supply firm's Current Ratio (Current Assets/Current Liabilities) experience for the last five (5) years, with a signed affidavit.
- 4.4. Personnel Resources
- 4.4.1. Provide general information about the firm's personnel resources, including skill groups and numbers of employees for the proposed office location and the firm.
 - 4.4.2. Name all key personnel which will be part of the construction management team for this project and provide their cities of residence. Describe in detail the experience and expertise of each team member. The key personnel, at a minimum, are the project superintendent, project manager, project director, estimator or preconstruction manager, and the executive in charge. (Note: Key personnel must be committed to this project for its duration unless excused by the University.)
 - 4.4.3. For each project listed as part of the relevant project experience sections, list the members of the proposed team for this project (including consultant staff) who worked on each listed project and describe their roles in those projects.
 - 4.4.4. If the team as a whole provided construction management services for any of the relevant projects listed, so indicate.
 - 4.4.5. Name any consultants which are included as part of the proposed team. Describe each consultant's proposed role in the project and its related experience. Identify on which of the relevant projects your firm has worked with the consultant.
- 4.5. General CM-R Project Experience
- 4.5.1. List the ten (10) projects with photos and floor plans for which your firm has provided or is providing construction management services which are most related to this project. In determining which projects are most related, consider: similar use, size and complexity; facilities achieving LEED certification or projects where sustainable building strategies were implemented; renovation or expansion of existing structures; how many members of the proposed team (and their roles) worked on the listed project and how recently the project was completed. List the projects in priority order, with the most related project listed first.
 - 4.5.2. For each of the listed projects, provide the following information: construction cost (original GMP and final construction cost), current phase of development, estimated (or past) completion date, type of construction services provided (CM at risk with GMP, CM-agency, design/build, general contractor-low bid, negotiated general contract,

REQUEST FOR QUALIFICATIONS

subcontractor to prime), owner's contact person and telephone number and the name and telephone number of the project architect. List any active or pending legal claims and explain. It is the respondent's responsibility to provide accurate and current contact information. (Are reference checks going to be done at this time?)

4.6. Specific CM-R Experience

Using three (3) of the projects identified in the General CM-R Experience section, provide a discussion of how these projects demonstrate your firm's singular capability to successfully complete this Project.

- 4.6.1. Describe how your firm's approach to project management establishes clear lines of authority, responsibility and communication to achieve success.
- 4.6.2. Describe conflicts or potential conflicts with the owner or with trade contractors and describe the methods used to prevent and/or resolve those conflicts.
- 4.6.3. Describe the types of records, reports, monitoring systems and information management systems which your firm used in the management of those projects.
- 4.6.4. Describe your cost control methods for the preconstruction and construction phases. How do you develop cost estimates and how often are they updated? Provide examples of how these techniques were used and what degree of accuracy was achieved. Include examples of successful value engineering to maintain project budgets without sacrificing quality.
- 4.6.5. Describe the way your firm maintains quality control during the preconstruction and construction phases. Provide specific examples of how these techniques were used.
- 4.6.6. Describe the way in which your firm develops and maintains project schedules. How often do you update schedules? Provide examples of how these techniques were used. Include specific examples of scheduling challenges, and how your firm helped solve them.
- 4.6.7. Beyond the work examples submitted, describe your firm's experience with LEED certification, or with projects where sustainable building strategies were implemented. Describe how your firm can bring alternative construction methods proven to be cost-effective and appropriate for this project.
- 4.6.8. The University, the Designer and the selected CM-R are expected to use Building Information Modeling (BIM) systems in connection with the design, engineering, coordination and construction of the Project, with all design and engineering of the Project being provided in one or more integrated BIM models. Describe your firm's experience in the use of BIM systems during both preconstruction (e.g., systems analysis, cost estimating and scheduling) and construction (e.g., trade coordination and configuration control).

4.7. Statement of Why Firm Should Be Selected

Provide a summary statement, on three (3) pages or fewer, which differentiates your firm from others offering similar services and which uniquely establishes the firm's capacity and capability to perform this project.

REQUEST FOR QUALIFICATIONS

EVALUATION CRITERIA

PREREQUISITE CRITERIA – Firms must meet the criteria in the bullet points immediately below. Firms that do not meet these criteria are **automatically disqualified** for further evaluation.

- Firm MUST have proper, current licenses at the time of submission to perform construction management services and act as prime contractor in the state of South Carolina. Copies of licenses must be provided.
- Firm MUST provide a certificate of insurance showing the firm’s current limits of liability for commercial general liability, employer’s liability, business automobile liability and professional liability.
- Firm MUST provide a letter of commitment from a firm or firms licensed in the state of South Carolina to provide a Builder’s Risk Insurance Policy and other insurance as required for this project can be obtained.
- Firm MUST provide a letter of commitment from a firm or firms licensed in the state of South Carolina to provide bonding in the amount of the Total Construction Cost (scope as defined above). For the purposes of this submittal the Total Construction Cost shall be assumed to be \$60 million (\$60,000,000). The letter shall include the firm’s bonding capacity (aggregate and single project) and the available bonding capacity.
- Firm MUST demonstrate a sustained and superior commitment to workplace safety in all activities. Firm shall provide its OSHA incidence rates for recordable injuries and illnesses for the previous three years and shall relate those rates to current industry averages. Firm shall also provide its Experience Modification Rates for the previous five years. Rates which exceed industry averages by more than 10% may be grounds for disqualification from further consideration.
- Firm or any component firm of a joint venture or “prime-sub” team MUST NOT appear on the Federal Government’s Excluded Parties List System or in any debarment list maintained by any State or any entity of South Carolina. A notarized affidavit to this effect shall be provided.

REQUEST FOR QUALIFICATIONS

EVALUATION CRITERIA – For those RFQ responses that have met the Prerequisite Criteria, the Selection Committee will evaluate the submittals based upon the criteria listed in the table below. The University has judged each major category of criteria to be worth the point value given, as a maximum, in establishing Committee rankings of submittals. The criteria listed are in no particular order.

RFQ CRITERIA	
MAJOR CATEGORY	CRITERIA ELEMENTS
Clarity of Submittal	As demonstrated by the proposer's: <ul style="list-style-type: none"> • Extent to which the instructions in the RFQ were followed and information is clearly presented.
Financial Information	As demonstrated by the proposer's: <ul style="list-style-type: none"> • Financial stability based on its ratio of current assets to current liabilities ("Current Ratio") and other evidences given.
Location of Firms proposed office from Project Site	As demonstrated by the proposer's: <ul style="list-style-type: none"> • Ability of project team to respond to project needs during preconstruction and construction.
Depth of Resources Personnel Capability with Relevant Experience [See Note 1]	As demonstrated by the proposer's: <ul style="list-style-type: none"> • Depth of resources with experience and ability, qualified and available for the Project Superintendent's role. • Depth of resources with experience and ability, qualified and available for the Project Manager's role. • Depth of resources with experience and ability, qualified and available for the Project Executive's role.
Firm's General CM-R Project Experience [see Note 2]	As demonstrated by the proposer's: <ul style="list-style-type: none"> • Experience with preconstruction and construction services. • Experience on State and Federal projects. • Claims and litigation record and any pending legal actions.
Firm's Specific CM-R Project Experience and Statement of Why the Firm Should be Selected for this Project [see Note 3]	As demonstrated by the proposer's: <ul style="list-style-type: none"> • Experience with projects similar to this Project. • Unique ability to provide CM-R services for this project. • Experience in the use and application of building information modeling (BIM) systems.

LAW CENTER CONSTRUCTION
UNIVERSITY OF SOUTH CAROLINA
STATE PROJECT H27-9867-AC

REQUEST FOR QUALIFICATIONS

The Selection Committee will review the data submitted above and evaluate each submission against the RFQ criteria to select those firms deemed most qualified to perform the work.