



UNIVERSITY OF
SOUTH CAROLINA

Request for Qualifications

for the

University of South Carolina

Classroom/Laboratory Redevelopment (Old Law School Renovation)

Issued January 24, 2017

State Project No. H27-6118-FW

University of South Carolina

Request for Qualifications

Construction Management-at-Risk

Classroom/Laboratory Redevelopment (Old Law School Bldg.)

State Project # H27-6118-FW

January 24, 2017

Qualifications Due: February 14, 2017; by 2:00 PM (ET)

It is the intention of the University of South Carolina to select a Construction Manager at Risk (CM-R) to provide comprehensive pre-construction and construction services for the Classroom/Laboratory Redevelopment (Old Law School Building).

1. PROJECT OVERVIEW

- A. The project for the old Law school will be a comprehensive renovation of the approximately 198,000 gross square feet, five story building. It is anticipated that all original mechanical and electrical systems will be replaced as required for the redevelopment of the building into a modern classroom, office and instructional lab facility. Significant asbestos and lead paint will be abated. Sprinkler and other life safety systems will be installed. Three floors of the five-story west tower will be fully upfit to provide approximately eighteen instructional labs for science courses with emphasis on chemistry. The first and fifth floors of the West Tower shall remain as a conditioned shell prepared for future academic upfitting. The sub-basement shall be developed into the receiving, storage and distribution center for the building. Structural work on the project will involve relocation of the West Tower's vertical access core. The building lobby will be renovated and potentially expanded to enhance the entrance experience.
B. The selection of the CM-R will comply with the guidelines of the South Carolina Procurement Code and Regulations, including the Manual for Planning and Execution of State Permanent Improvements - Part II (OSE Manual). The overall procurement will be a two-step process consisting of a Request for Qualifications (RFQ) followed by a Request for Proposals (RFP). In the first step (RFQ), qualifications alone will be evaluated to narrow the field to a short-list of firms who will be invited to respond to the RFP.
C. In selecting a firm, the University will place great emphasis on the experience of the firm and assigned personnel providing similar services on projects of similar magnitude and complexity. Selection preference will be weighted toward firms that have a demonstrated depth of knowledge and resources in CM-R practices and principles of construction for higher level teaching laboratories and building redevelopment.
D. Qualified minority, local and women owned business enterprises are encouraged to respond to this request. For more information about these enterprises contact:

South Carolina Division of Small and Minority Contracting and Certification
1205 Pendleton Street
Suite 453-C
Columbia, SC 29201
Phone 803-734-5010

Additionally, submitters are encouraged to discuss their previous experiences that have encouraged SMWBE participation in similar projects.

E. Submittal and Project Schedule

- 1) Statement of Qualifications DueFebruary 14, 2017
2) Short-list of firms selectedMarch 6, 2017
3) Mandatory pre-proposal conference and site tour..... March 16, 2017
4) Technical and Cost Proposals from short-listed firms due.....April 4, 2016
5) Contract executedMay 15, 2017

2. PROJECT CONSTRAINTS

- A. Because of the present occupancy of the building, it is desired to start construction in the Spring of 2018, with a completion date of Summer 2019. The successful CM-R will be expected to use proactive scheduling and management techniques to enable this completion date.

- B. As previously indicated, the University desires to include small, minority and women owned business enterprises (SMWBE) on the construction team. CM-R firms familiar with the availability and capacity of these entities are encouraged to submit qualifications. Management techniques that enhance these efforts should be emphasized in the response submittals.

3. DESCRIPTION OF SERVICES TO BE ACQUIRED - SCOPE OF WORK OVERVIEW

- A. The CM-R's services shall conform to recognized standards of professional practice. The contract will outline the scope of work.
- B. The CM-R will work in concert with the Design Professionals towards the successful completion of the project within the schedule and the stated cost limitation, in compliance with the contract documents, and adhering to the requirements of the authorities having jurisdiction.
- C. The CM-R, through in-house staff or outside consultants/contractors, shall serve as the Construction Manager and Constructor, and shall provide all pre-construction and construction management services and activities necessary for the construction and completion of this project. The services described in this Request are representative of the services required, and are not exhaustive.
- D. Pre-construction Services shall include but are not limited to the following:
 - 1) Participate in design team meetings as required to facilitate the design process.
 - 2) Evaluate the design during development; providing analysis of alternate construction methods and materials for potential quality, cost, and schedule enhancements.
 - 3) Evaluate construction documents for constructability, maintainability, potential problems, errors, and compliance with the construction budget.
 - 4) Develop a comprehensive design and construction schedule, coordinating activities to accomplish the completion of the project by the earliest date possible within the stated cost limitation.
 - 5) Provide cost estimating, cost management, value analysis, and value engineering.
 - 6) Provide cost estimating of alternative means, methods, materials, and configurations of the design.
 - 7) Provide cost estimating of the individual construction packages.
 - 8) Develop a construction budget to be maintained throughout design and construction.
 - 9) Solicit quotes from multiple subcontractors for each discipline package.
- E. Construction Phase Services shall include but are not limited to the following:
 - 1) Develop requirements for safety, quality assurance, and schedule adherence.
 - 2) Maintain on-site staff for construction management.
 - 3) Maintain a system for tracking the timely submittal, review, and approval of submittals.
 - 4) Coordinate, conduct, and document regular construction meetings.
 - 5) Prepare and submit change order documentation for review and approval by the Design Professional and the Owner.
 - 6) Maintain on-site records and submit monthly progress reports to the Design Professional and the Owner.
 - 7) Maintain quality control and ensure conformity to contract documents.
 - 8) Reconcile construction contract requirements with the construction budget.
 - 9) Assist the Owner with permits and inspections required by authorities having jurisdiction.
 - 10) Develop and maintain a detailed design and construction schedule (CPM) indicating sequencing of construction activities and milestones necessary for completion of the project by the targeted date.
 - 11) Document activities associated with the administration, management, and construction of the project.
 - 12) Certify monthly all work in place and approve all sub-contractor and vendor payment requests.
 - 13) Coordinate with and respond to the Commissioning consultant.
 - 14) Develop As-Built drawings for presentation to the Design Professional and Owner upon project completion.
 - 15) Resolve punch list items in a timely and professional manner.
 - 16) Coordinate post completion activities, including start-up testing and break-in, as well as the assembly of guarantees, manuals, closeout documents, training, and the Owner's final acceptance.
 - 17) Monitor, coordinate, and resolve all warranty complaints to the satisfaction of the Owner during the one-year general warranty period.
- F. Guaranteed Maximum Price: At an appropriate point in the project and subject to contractual negotiations, the CM-R shall issue to the Owner a guaranteed maximum price (GMP) backed by a surety bond. The project shall be constructed within this GMP. To the extent professionally responsible, the CM-R will overlap the Design Development and Construction Phases when components are conducive to early construction starts, reflecting such in a master project schedule. Should the execution plan require development of a multi-staged GMP, it is expected

that the CM-R's services will be executed seamlessly based on appropriately executed amendments to the contract. The GMP would then be developed through several Change Orders.

- G. The CM-R shall generally provide the complete scope of services outlined in the "AIA Document A133™-2009-SCOSE Version" and "AIA Document A201™-2007-SCOSE Version" with minor modifications as added by the University. Samples of these documents may be viewed at <https://www.procurement.sc.gov/construction/ose-news>

4. SUBMITTAL CONDITIONS AND GENERAL INSTRUCTIONS

A. Conditions

- 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.
- 2) 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.
- 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 Freedom of Information Act (FOIA), the details of the submittal documents will remain confidential until final award.
- 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.
- 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.
- 6) Failure to comply with all requirements contained in this RFQ may result in rejection of the submission and disqualification from further consideration.

B. General Instructions

- 1) 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.
- 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 sub-consultants.
 - a) "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.
 - b) 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.
- 3) 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.
- 4) Except for the submission of clarification questions as discussed herein Respondents shall not contact any members or employees of the University, the Office of State Engineer, or the Design Team regarding any aspect of this procurement until after the award of the contract. Unauthorized contact with the organizations mentioned above is legitimate reason for elimination.
- 5) Questions relating to the RFQ may be asked at any time up to the deadline set forth in the published advertisement.
- 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.
- 7) Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be addressed by formal addendum with sufficient time to allow for submittal adjustments as described below. It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by the University are part of the RFQ and respondents shall acknowledge receipt of and incorporate each addendum in its Statement of Qualifications.

- a) Questions must be submitted no less than ten (10) days prior to the due date for submission of the Statements of Qualifications. All questions must be submitted in writing (by email is acceptable) to the Procurement Officer listed below.
 - b) 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.
- 8) 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.

5. SPECIFIC SUBMITTAL INSTRUCTIONS

- A. The University will receive Statements of Qualification as specified in the advertisement in *South Carolina Business Opportunities (SCBO)*.
- B. 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.

Ms. Lind Jackson, Procurement Officer
Facilities Department
743 Greene Street
Columbia, SC 29208
Phone: 803-777-3489
Fax: 803-777-7334
Email: ljackson@fmc.sc.edu

C. Qualifications Submittal Format

- 1) Submittals 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.
- 2) Submittals 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) 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.
- 4) The front cover must clearly identify the Project Name, State Project Number, Date of Submission and the Name of Respondent.
- 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 - Firm Headquarters or Branch Office where the proposed Project Executive can be found routinely (daily basis)
 - Personnel Resources
 - General CM-R Experience, include details of at least 1 example.
 - Specific Project Experience, include details of at least 1 example.
 - Statement of Why Firm Should Be Selected
- 6) 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.

6. RESPONSES TO CRITERIA

A. Letter of Interest

- 1) Basic company contact information, please include Contractor and Construction Management license information.
- 2) Form of ownership, including state of residency or incorporation
- 3) Succinctly describe the history and growth of your firm.
- 4) State the number of years your firm has been providing CM-R services and General Contracting services.
- 5) Provide a statement of disclosure, which will allow the University to evaluate possible conflicts of interest. The purpose of this requirement is to bring to light any relationships that the firm may have with persons directly involved in the selection process or other decisions to be made by the University and/or their

consultants 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 it shall not employ or contract with any person whose employment or contracting would create a conflict of interest.”

- 6) 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:

- 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.”

- 7) Acknowledge receipt of all Addenda including dates.

- 8) Provide notarized signature of Corporate Executive or equivalent with authority to bind the firm to its submission.

B. Prerequisite Criteria

Firms must meet the criteria listed immediately below. Firms that do not meet these criteria are **automatically disqualified** from further evaluation. Provide documents, including affidavits from insurance and surety agents attesting to your firm’s compliance with the following requirements:

- 1) Firm **MUST** be properly licensed at the time of submission to provide Construction Management-at-Risk services and General Contracting in the state of South Carolina. Copies of valid South Carolina licenses must be provided in the submission.
- 2) Firm **MUST** demonstrate that appropriate Worker’s Compensation and Liability Insurance coverage for this project can be obtained from a firm or firms licensed in the state of South Carolina.
- 3) Firm **MUST** demonstrate that a Builder’s Risk Insurance Policy and other insurance as required for this project can be obtained from a firm or firms licensed in the state of South Carolina.
- 4) Firm **MUST** demonstrate that Payment and Performance Bonds for the total cost of the work can be obtained from a Surety licensed in the state of South Carolina. The Surety must have an "A" minimum rating of performance as stated in the most current publication of "Best Key Rating Guide, Property Liability".
- 5) Firm shall certify that they currently hold Contractors Public Liability Insurance Policy and are thereby insured in the following amounts: Bodily Injury, including death – limit of \$1 million for each incident; Property damage – limits of \$1 million for each incident and \$2 million for the aggregate of operations.
- 6) Firm shall provide its Experience Modification Rates for the previous five years. If the submitting CM-R is owned by a larger corporation, the submitter shall provide the EMR for the Construction division only. Rates which exceed industry averages by more than 10% may be grounds for disqualification from further consideration.
- 7) Firms or any component firm of a joint venture **MUST NOT** appear on the Federal Government’s Excluded Parties List System or in any debarment list maintained by the State of South Carolina. A notarized affidavit to this effect shall be provided.
- 8) Firm shall certify that they have previous experience as a Construction Manager at Risk with projects costing more than \$15 million.

C. 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 criteria listed are in no particular order.

RFQ CRITERIA	
MAJOR CATEGORY	CRITERIA ELEMENTS
Clarity of Submittal	<ul style="list-style-type: none"> • Extent to which the instructions in the RFQ were followed. • Degree to which information is organized and clearly presented.
Financial Information	<ul style="list-style-type: none"> • Financial stability based on the Submitter’s ratio of current assets to current liabilities (“current Ratio”). • Evidence that the Submitter can financially conduct a project of this size.
Location of Firm’s proposed office in relation to Project Site	<ul style="list-style-type: none"> • As an indicator of project team’s ability to respond to project needs during pre-construction and construction.
Selection and Encouraging Participation of Sub-Contractors	<ul style="list-style-type: none"> • Provide examples of how your Firm has encouraged hiring of Women and Minority Small Business Enterprises. • Give examples of encouraging the selection of subcontractors from the local community.
Depth of Resources - Personnel Capability with Relevant Experience	<p>For the personnel likely to fill these key positions provide experience, qualifications and availability:</p> <ul style="list-style-type: none"> • Project Manager • Project Executive • Project Superintendent • Pre-construction Services Manager
Firm’s General CM-R Project Experience	<ul style="list-style-type: none"> • Examples of proactive and innovative approaches to pre-construction and construction issues. • Give examples of promoting a team approach with Owners and Architects. • Claims and litigation record and any pending legal actions.
Firm’s Specific Project Experience and Statement of Why the Firm Should be Selected for this Project	<ul style="list-style-type: none"> • Experience on state or higher education teaching laboratory facilities. • Give examples of previous work on similar construction challenges. Include contact references.

Suggestions for better responses to the seven Major Categories:

- 1) Clarity, self-explanatory.
- 2) Financials, statements shall describe the same entity (parent or branch office) that assumes the financial responsibility, including authority to sign the contract. Include annual billings for construction services for the past five years, firm’s Current Ratio (Current Assets/Current Liabilities) experience for the last five years.
- 3) Location, if other than the home office, identify the branch office location that will be responsible for the performance of the services.
- 4) Subcontractor participation, illustrate how maximum participation in the bidding process can be (and has previously been) encouraged.
- 5) Resources, detail experience and expertise of each proposed team member; if multiple possibilities exist, describe the most likely 2 or 3 selections for each position. This response shall be further refined in the proposal phase.
- 6) CM-R experience, explain in detail 2 to 4 success stories of phased construction, budgeting, value engineering, project management, etc. Include reference contacts. Explain claims and litigation issues, if independent corroborative references are available, list their contact information.
- 7) Specific project experience, include up to two examples of similar projects with contacts. Use plans and photos to illustrate project similarity. Conclude with reasons for considering your firm for this specific project.

End of Document.