



**Clemson University Restoration Institute**

**Graduate Education Center  
State Project H12-9864-PG  
EDA Award No. 04-01-06689  
North Charleston, SC**

# **Request for Qualifications**

**to provide**

# **Construction Management At-Risk Services**

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**Qualifications Due: July 17, 2014; by 4:00 PM**

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# Clemson University

Written Submittals of Qualifications to provide Construction Management at-Risk Services for the construction of **Project No. H12-9864-PG, Clemson University Restoration Institute Graduate Education Center.**

## 1. Introduction

### 1.1 Purpose of Procurement

- 1.1.1 Clemson University, hereinafter sometimes referred to as “Owner,” will undertake construction of a new facility known as the Graduate Education Center (GEC), located at the Clemson University Restoration Institute (CURI) in North Charleston, SC. The CURI campus is located on the former Charleston Naval Base along the Cooper River. The project is estimated at approximately 70,000 to 75,000 square feet. The Graduate Education Center is intended to be the iconic core of the CURI campus. CURI is a key component of the redevelopment of the former naval base.
- 1.1.2 The facility will support the undergraduate and graduate education activities for proposed programs in energy systems, water ecology, logistics, advanced materials manufacturing, workforce development and K-12 STEM education. These programs will be focused on building public/private partnerships with industry. The GEC will also serve as Clemson University’s continuing education facility in the low country of South Carolina and will provide flexible space for industry partners in a variety of office type settings. Clemson students, faculty, and staff will engage in academic activities in the GEC. The CURI campus management staff will be located in the building. It is anticipated the facility will include offices, classrooms, conference rooms, café, gallery space, electrical laboratories and green roof. The building will seek USGBC LEED silver certification.
- 1.1.3 Other owner facilities and activities on the CURI campus include the following. The Warren G. Lasch Conservation Laboratory is currently occupied by the university and is home to the restoration activities associated with the Confederate submarine CSS Hunley. The Wind Turbine Drive Train Testing and Grid Simulator Facility opened in November 2013.
- 1.1.4 The U.S. Department of Commerce Economic Development Administration (EDA) is providing partial funding for this project under EDA Award No. 04-01-06689. With EDA funding for the project certain EDA requirements must be met. These are listed in section 4.5 of this document. These requirements apply to both the construction manager at-risk and any subcontractors.
- 1.1.5 Contractors are hereby notified that they are encouraged, to the greatest extent practical, to purchase American made equipment and products with funding provided under this award.
- 1.1.6 Cost Limitation: The stated cost limitation for the project construction is \$16 million
- 1.1.7 “Construction management at-risk” (CM-R) is the chosen project delivery method for this project (Please see the definition section below).
- 1.1.8 Clemson University officials have selected LS3P Architects in Greenville, SC for architectural and design work on the project. The design team has concluded the schematic design phase of the project.

- 1.1.9 SPECIAL CONSIDERATIONS FOR CM AT-RISK – South Carolina Code Ann § 40-11-320 and Regs. 19-445.2145(N):** Firms seeking CM-R work must be registered both as a construction manager and as a general contractor with the SC Contractor’s Licensing Board. The construction manager at-risk’s General Contractor’s license must have a license group designation that will allow the construction manager at-risk to provide 100% Performance and 100% Labor and Material Payment Bonds for the entire project. Moreover, prior to contracting for a Guaranteed Maximum Price (GMP), all construction management services provided by a construction manager at-risk must be paid as a fee based on either a fixed rate, fixed amount, or fixed formula. In addition, construction may not commence for any portion of the construction until after the governmental body and the construction manager at-risk contract for a fixed price or a GMP regarding that portion of the construction.
- 1.1.10** The selection of professional construction services will be by Qualifications-Based Selection (QBS) or “Technically Superior Proposal” method. The South Carolina law adopted QBS as appropriate under state law for competitive sealed proposals: See §11-35-1530 in the Official Code of South Carolina. The Owner chose the CM-R delivery method specifically to allow concurrent design and construction activities, with the CM-R providing constructability reviews and other pre-construction services essential to the overall success of the project. The CM-R will have a fiduciary role and responsibility to the Owner. The CM-R must act in the best interests of the Owner, using its best efforts to perform the project in an expeditious and cost-effective manner consistent with the Owner’s program requirements and budget.

## **1.2 Project Objectives**

- 1.2.1** Sustainability: The Owner expects this project to achieve a minimum of United States Green Building Council (USGBC) Leadership in Engineering and Environmental Design (LEED) Silver Rating as for new construction.
- 1.2.2** The CM-R and the design professionals each will be responsible for comprehending the Owner’s Project Requirements, accurately translating those requirements into a Basis of Design, and incorporating all into complete construction documents. With these, the CM-R will deliver a finished facility in satisfaction of the Owner’s Project Requirements.
- 1.2.3** The CM-R will be responsible for pricing and value-engineering issues. At an appropriate point during the projects, the Owner will ask the CM-R to commit to a Guaranteed Maximum Price (GMP) for the project.
- 1.2.4** The CM-R shall competitively select all construction subcontracts and other work appropriate for competitive selection but is free to use qualification factors other than price of work to select construction subcontractors that will deliver the greatest value to the State of South Carolina and Clemson University.
- 1.2.5** In selecting a firm, the Owner will emphasize experience of the firm and of assigned personnel in providing like functions on projects of similar magnitude and complexity as the proposed project. Selection preference will be toward firms that have depths of knowledge and resources for general contracting, scheduling, contract coordination and compliance, and budget control, as well as familiarity with state laws, ordinances, and codes applicable to Clemson University.
- 1.2.6** It is the responsibility of each submitter to examine the entire RFQ and RFP, seek clarification in writing, and review its submittal for accuracy before submitting their qualifications and, if shortlisted, their proposal. Once submission deadlines have passed, all submissions will be final. The Owner will not request clarification from any individual submitter relative to their submission but reserves the right to ask for additional information from all parties that have submitted qualifications. Each firm must describe experience if there are multiple firms proposed as one team. Please indicate, by firm, those qualifying as a minority firm.
- 1.2.7** Certified Small and Minority Business Enterprises are encouraged to respond to this request.
- 1.2.8** There are schedule requirements attached to the EDA funding. Due to these requirements the Owner must make, as an important selection criterion, the ability of firms to place quality personnel on this job ready to work within an effective timeframe.
- 1.2.9** The Owner must start construction work prior to February 28, 2015, and complete work by August 31, 2017, in order to meet EDA requirements.

### 1.3 Project Assumptions

- 1.3.1 Clemson University is receptive to working with multiple firms that desire to form a partnership to deliver the CM-R services anticipated under this project. In the event that two or more firms desire to establish a joint venture, it is expected that one firm from the group shall sign the state's contract as construction manager at-risk, and that all partner firms will be consultants to the firm that signs the contract.
- 1.3.2 The Owner expects all parties to this project to work closely together and deal appropriately with project conditions to finish the job successfully. A spirit of cooperation and collaboration among professional construction services providers is of utmost importance to the University.
- 1.3.3 The CM-R, as a part of its pre-construction services, will assist with developing a strategy for the best approach for the successful completion of the project. For example without limitation, the CM-R will provide guidance and assistance in the preparation of a schedule and a reliable cost estimate.
- 1.3.4 It is the sincere intention of the University to make every effort to be fair and equitable in its dealings with all candidates for selection.

### 1.4 Definitions of Terms

- 1.4.1 Whenever the terms **“RFQ” or “RFP”** are used, the reference is to this Request for Qualifications or a future Request for Proposals or portions thereof, together with any exhibits, attachments, or addenda it may contain.
- 1.4.2 Whenever the terms **“shall,” “must,” or “is required”** are used in the RFQ/RFP, the referenced task is a mandatory requirement of this RFQ/RFP. Failure to meet any mandatory requirement will be cause for rejection of a submittal.
- 1.4.3 Whenever the terms **“can,” “may,” or “should”** are used in the RFQ/RFP, the referenced specification is discretionary. Therefore, although the failure to provide any items so termed will not be cause for rejection, the Selection Committee may consider such failure in evaluating the submittal.
- 1.4.4 Whenever the terms **“apparent successful” or “top-ranked” or “highest-ranking”** firm or Offeror are used in this document, the reference is to the firm that the Selection Committee ultimately judges to have submitted the case best satisfying the needs of the owner in accordance with the RFQ/RFP. The selection of an apparent successful firm does not necessarily mean the Selection Committee accepts all aspects of the firm's submittal or proposal.
- 1.4.5 Whenever the term **“submittal”** is used in the RFQ, the reference is to the response offered by a firm in accordance with the RFQ. The initial submittal responds only to the RFQ portion of this document. Subsequently, only firms shortlisted based on their initial submittal will be invited to respond with technical proposal submittals to the future RFP.
- 1.4.6 Whenever the term **“Selection Committee”** is used in the RFQ, the reference is to the State representatives responsible for administering and conducting the evaluation and selection process of the RFQ.
- 1.4.7 **“Construction management at-risk” (CM-R)** is a project delivery method in which the owner awards separate contracts—one for architectural and engineering services to design the project and the second to a construction manager at-risk for both construction management services and construction of the project.
- 1.4.8 **“Design Professional”** and **“Designer of Record”** both refer to the project's architect or design engineer, whose responsibilities generally include programming of the facility and, at the completion of all construction, providing the owner with Record Drawings.
- 1.4.9 **“Building Commissioning”** refers to a formal and systematic process of documentation, adjustment, testing, verification, and training, focused on quality assurance and performed specifically to ensure that the finished facility operates in accordance with the owner's documented project requirements and the construction documents.

- 1.4.10 “Commissioning Provider”** refers to the entity or person providing building commissioning services for a project.
- 1.4.11 “Guaranteed Maximum Price” (GMP)** means a price for all costs for the construction and completion of the project, or designated portion thereof, including all construction management services and all mobilization, general conditions, profit and overhead costs of any nature, and where the total contract amount, including the contractor's fee and general conditions, will not exceed a guaranteed maximum amount.
- 1.4.12 “Owner’s Project Requirements”** is a written document that details the functional requirements of a project and the expectations of how it will be used and operated.
- 1.4.13 “Qualifications Submittal”** and **“Initial Written Submittal”** both refer to a firm’s response to the RFQ.
- 1.4.14 “Qualifications-Based Selection”** and **“QBS”** both refer to a procurement process for the selection of professional construction services for public projects. It is a competitive contract procurement process whereby firms submit qualifications to a procuring entity (owner) who evaluates and selects the most qualified firm, and then negotiates the project scope of work, schedule, budget, and consultant fee.
- 1.4.15 “As-Built Drawings”** are prepared by the contractor. They show, in red ink, on-site changes to the original construction documents.
- 1.4.16 “Record Drawings”** are prepared by the architect and reflect on-site changes the contractor noted in the as-built drawings. They are often compiled as a set of on-site changes made for the owner per the owner-architect contract.

## 2. General Instructions

### 2.1 Building Program

#### 2.1.1 Quality

The project will be designed and constructed to a level of quality and timeliness that reflects the long-term use of a Clemson University facility.

#### 2.1.2 Owner / CM-R Contract

AIA Document A133 CMr-2009, Standard Form of Agreement Between Owner and Construction Manager as Constructor with amendments by the Office of State Engineer (OSE).

### 2.2 Selection Process

#### 2.2.1 Request for Qualifications

This document is a Request for Qualifications (RFQ) and will be used as the short-listing of CM-R firms for a future Request for Proposal (RFP). An interested firm’s initial response will be **only** to the RFQ. Only if a firm is subsequently shortlisted will it be invited to provide a separate proposal in response to the future RFP.

#### 2.2.2 Selection Committee

The selection of CM-R providers will be by a Selection Committee comprising representatives of the Office of State Engineer and Clemson University.

#### 2.2.3 Point of Contact

The public’s contact for information and clarification about the Project must be limited to the project manager, as identified in Section 3, below.

#### 2.2.4 Shortlisting, Proposals, Interviews

Selection of the CM-R will be a multi-step process:

- a. Initial Written Submittal (Qualifications Statements)  
The Selection Committee will receive and review statements of qualifications and performance data in response to the RFQ. The Selection Committee will evaluate all firms first against a set of criteria, provided in Section 3 below, to determine which firms are most qualified and suited for this particular project. Qualifications alone will narrow the field to a minimum shortlist of three firms. The shortlisted firms will be invited to respond to the Request for Proposal.
- b. Written Technical Proposals (Responses to Request for Proposal – this section provided for information only)  
Only shortlisted firms shall prepare and submit written technical proposals that respond to the Request for Proposal (RFP). This written proposal will be evaluated by the Selection Committee against a set of criteria.
- c. Interview & Final Evaluation (this section provided for information only)  
As part of the evaluation, shortlisted firms will be invited to a formal interview to explain their proposal and to answer questions from the Selection Committee. From the evaluations of the written proposals and the interview, the Selection Committee will rank the shortlisted firms in order of suitability and appropriateness for this job.

#### **2.2.5 Fee Proposals**

Each shortlisted firm invited to interview shall prepare and deliver a separate sealed fee proposals to the Selection Committee chair at the time of the interview. Following all interviews and after the preliminary ranking of the shortlisted firms, the Selection Committee will open each fee proposal. These fee proposals will be part of the selection evaluation. The highest-ranked offeror's fee proposal will be part of the basis for initial negotiations subsequently conducted. If negotiations with the highest-ranked Offeror are not successful, the Owner will then invite the second-ranked firm to negotiate, and so on.

#### **2.3 RFQ Pre-submittal Conference**

There will be an RFQ pre-submittal conference for all interested parties. The conference will take place at the time and location given on the Schedule of Events (Section 2.6). Anyone may attend.

#### **2.4 RFP Pre-proposal Conference (this section provided for information only)**

There will be an RFP pre-proposal conference for the shortlisted firms. Details about this pre-proposal conference will be announced to the shortlisted firms at the appropriate time by email to the firm's contact person identified in the RFQ submittal.

#### **2.5 Scope of Work Overview**

The CM-R's services shall conform to recognized standards of professional practice. The contract will outline the scope of work.

**2.5.1** 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.

**2.5.2** 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.

**2.5.3** Pre-construction Services shall include but are not limited to the following:

- a. Participate in design team meetings as required to facilitate the design process.
- b. Evaluate the design during development; providing analysis of alternate construction methods and materials for potential quality, cost, and schedule enhancements.
- c. Evaluate construction documents for constructability, maintainability, potential problems, errors, and compliance with the construction budget.

- d. 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.
- e. Provide cost estimating, cost management, value analysis, and value engineering.
- f. Provide cost estimating of alternative means, methods, materials, and configurations of the design.
- g. Provide cost estimating of the individual construction packages.
- h. Develop a construction budget to be maintained throughout design and construction.

**2.5.4** Construction Phase Services shall include but are not limited to the following:

- a. Develop requirements for safety, quality assurance, and schedule adherence.
- b. Maintain on-site staff for construction management.
- c. Maintain a system for tracking the timely submittal, review, and approval of submittals.
- d. Coordinate, conduct, and document regular construction meetings.
- e. Prepare and submit change order documentation for review and approval by the Design Professional and the Owner.
- f. Maintain on-site records and submit monthly progress reports to the Design Professional and the Owner.
- g. Maintain quality control and ensure conformity to contract documents.
- h. Reconcile construction contract requirements with the construction budget.
- i. Assist the Owner with permits and inspections required by authorities having jurisdiction.
- j. 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.
- k. Document activities associated with the administration, management, and construction of the project.
- l. Certify monthly all work in place and approve all sub-contractor and vendor payment requests.
- m. Document all LEED related information and credits.
- n. Coordinate with and respond to the Commissioning consultant.
- o. Develop As-Built drawings for presentation to the Design Professional and Owner upon project completion.
- p. Resolve punch list items in a timely and professional manner.
- q. Coordinate post completion activities, including start-up testing and break-in, as well as the assembly of guarantees, manuals, closeout documents, training, and Clemson's final acceptance.
- r. Monitor, coordinate, and resolve all warranty complaints to the satisfaction of Clemson University during the one-year general warranty period.

**2.5.5** 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.



## 2.6 Schedule of Events

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. The Owner reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Adjustment to the Schedule of Events will be posted to the following website:  
<http://www.clemson.edu/facilities/capital-projects/projects/H12-9864.html>.

**ALL DATES BELOW WILL BE ADJUSTED TO MEET ACTUAL PROJECT SCHEDULE**

EVENT	DATE	TIME
1. Advertisement in SCBO	6/19/2014	-----
2. Owner conducts a pre-submittal conference for all interested firms. To take place at the Warren G. Lasch Conversation Laboratory 1250 Supply Street North Charleston, SC 29405.	6/25/2014	1:30 PM
3. Deadline for written questions and clarification regarding the RFQ	7/1/2014	4:00 PM
4. Owner posts answers to questions and clarifications regarding the RFQ at: <a href="http://www.clemson.edu/facilities/capital-projects/projects/H12-9864.html">http://www.clemson.edu/facilities/capital-projects/projects/H12-9864.html</a> .	7/8/2014	4:00 PM
5. Deadline for submission of Qualifications	7/17/2014	4:00 PM
6. Owner completes qualification evaluation and determines shortlist firms.	7/23/2014	-----
Information provided below is offered for reference only and does not apply to the RFQ.		
7. Owner conducts a pre-proposal conference for shortlisted firms	7/30/2014	1:30 PM
8. Deadline for written questions and clarifications regarding the RFP	8/4/2014	4:00 PM
9. Owner posts answers to questions and clarifications regarding the RFP at: <a href="http://www.clemson.edu/facilities/capital-projects/projects/H12-9864.html">http://www.clemson.edu/facilities/capital-projects/projects/H12-9864.html</a> .	8/6/2014	4:00 PM
10. Deadline for shortlisted firms to submit detailed proposals	8/25/2014	4:00 PM
11. Owner interviews shortlisted firms	9/3/2014	9:00 AM

### 3. Initial Written Submittal - Qualifications Submission Format and Requirements (Response to Request for Qualifications or “RFQ”)

#### Ethics Act (January 2004)

By submitting an Offer, you certify that you are in compliance with South Carolina’s Ethics, Government Accountability, and Campaign Reform Act of 1991, as amended. The following statutes require special attention: (a) Offering, giving, soliciting, or receiving anything of value to influence action of public employee – Section 8-13-790, (b) Recovery of kickbacks – Section 8-13-790, (c) Offering, soliciting, or receiving money for advice or assistance of public official – Section 8-13-720, (d) Use or disclosure of confidential information – Section 8-13-725, and (e) Persons hired to assist in the preparation of specifications or evaluation of bids – Section 8-13-1150.

#### 3.1 Physical Submittal

Fifteen (15) copies of the information shall be submitted. Submittals should be put together in such manner that the entire document can be easily recycled. Each submittal shall be identical and include a transmittal letter. The transmittal letter (or “Letter of Interest”) will not count toward the page limit (specified below). The table of contents sheet and the tab sheets also do not count toward the page limit. The first page should identify your submittal; it does not count against your page limit and should not be used to convey your response to the RFQ by means of printing on it. Submitters should follow the sequence of the Initial Written Submittal outlined below. Responses should be concise, clear, and relevant. Submitter’s cost incurred in responding to this RFQ is submitter’s alone and the Owner does not accept liability for any such costs.

- 3.1.1 Responses are limited to forty (40) standard (8½” x 11”) pages (may be fewer) using a minimum of a 10-point Arial font and one-inch margins.** A page means a display of information on a side of a sheet of paper: printing on a single side of paper is one page; printing on both sides (double-sided printing) of the same sheet of paper is two pages. The pages of the qualification submittals must be numbered. A table of contents, with corresponding tabs in the body of the submittal, must be included as well to identify each section. Placing multiple tabs on a single page is perfectly acceptable. If more than one item in the table of contents can be started on the same page, you may do so and place all corresponding tabs on that one page. Any affidavits, certifications, or signed statements called for in this Request may be included in an appendix and will not count toward the page limit. Please do not place or ask to place in the appendix any additional information not explicitly required to be placed there by this Request.
- 3.1.2** Submittals of qualifications will be accepted until the time and date shown in the Schedule of Events (Section 2.6). **This is a firm deadline.** The Owner is not responsible for the proper or timely delivery of submittals. Failure to meet the deadline for receipt of submittals will result in rejection of the submittal. Submittals received after the deadline will not be considered whether delayed in transit or for any other cause whatsoever. Each firm is solely responsible for the accuracy and completeness of its submittal. Errors and omissions may constitute grounds for rejection.
- 3.1.3** The Owner intends to limit the cost that submitters incur to respond to this solicitation. Therefore, submitters are encouraged to be brief and succinct. Thick volumes of background and general marketing material are not desired. A firm should highlight instead its responsiveness to the evaluation criteria. If there are multiple firms proposed as one team, each component firm should describe its own relevant qualifications.
- 3.1.4** Firms should deliver their submittals in a sealed package. The name and address of the firm should appear on the outside of the package, and the package should reference the project title and the state project number; i.e., “RFQ for CM at-Risk Services, Clemson University Restoration Institute Graduate Education Center, Project No. H12-9864-PG.”
- 3.1.5** Submit qualifications document to the following address:

Mike Davis  
Clemson University - International Center for Automotive Research  
Office of Land & Capital Asset Stewardship  
5 Research Drive  
Greenville, SC 29607

**3.1.6** Except for submission of questions, discussed further below, proposers shall not contact any members of the Selection Committee, or employees of Clemson University, or the Office of State Engineer, or the project's Design Professional regarding any aspect of this procurement until after the award of the contract. Contact with these persons could be grounds for elimination from the competition.

**3.1.7** Questions may be asked at the pre-submittal conference. Questions not asked at the pre-submittal conference must be submitted in writing via email to:

Mike Davis – Project Manager  
Email: [john@clemson.edu](mailto:john@clemson.edu)

**3.1.8** All follow-up questions from the pre-submittal conference, as well as any questions that have been submitted in writing before the deadline, will be compiled and answered in writing. The deadlines for submission of questions relating to the RFQ are the times and dates shown in the Schedule of Events (Section 2.6). Answers, responses, and clarifications will be posted to the following website by the dates and times shown in the Schedule of Events (Section 2.6): at <http://www.clemson.edu/facilities/capital-projects/projects/H12-9864.html>.

### **3.2 Initial Written Submittal Prerequisite (Pass/Fail) 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.

- Builder **MUST** have a safety Experience Modification Rate average of not greater than 1.0 over the last three years.
- Firm **MUST** have bonding capacity to provide a payment and performance bond for the total cost of the work. A letter from a surety stating that the firm has sufficient bonding capacity must be submitted and should be placed in an appendix (does not count toward page limit).
- Firm **MUST** be able to obtain a Builder's Risk Insurance Policy for the total cost of the work.
- Firm **MUST** have a current Contractor's Public Liability Insurance Policy, and must be insurable in the following amounts: Bodily injury, including death—limits of \$1 million for each incident; Property damage—limits of \$1 million for each incident and \$2 million for the aggregate of operations. (The Owner reserves the right to require additional limits and coverage in the final contract.)
- Firm **MUST** hold a valid South Carolina General Construction Manager License and General Contractor (BD5) license. A copy of each license must be submitted and should be placed in an appendix (does not count toward page limit).
- Firm **MUST** have experience as the Construction Manager at-Risk with projects greater than \$16 million.
- Firm **MUST** acknowledge in writing in their qualification submittal that they have reviewed the required EDA document requirements. The statement of this acknowledgement **MUST** also include confirmation that the firm's subcontractors will be required by subcontract to adhere to the EDA requirements as well.

**In order to be deemed eligible for evaluation, the submitting firm must create, officially sign, and place in its submittal a signed statement that contains the following declarations:**

- *We certify that our building firm has a safety Experience Modification Rate average not greater than 1.0 over the last three years.*
- *We certify that our firm has sufficient bonding capacity to provide a payment and performance bond for total cost of work.*
- *We certify that our firm can obtain a Builder's Risk Insurance Policy for the total cost of the work.*
- *We certify that our firm has a current Contractor's Public Liability Insurance Policy, and our firm is insurable in the following amounts: Bodily injury, including death—limits of \$1 million for each incident; Property damage—limits of \$1 million for each incident and \$2 million for the aggregate of operations.*

- *We certify that our firm holds a valid South Carolina General Construction Manager License and General Contractor (BD5) license.*
- *We certify that our firm has experience as the Construction Manager at-Risk with projects greater than \$16 million.*
- *We certify that our firm has reviewed the EDA document requirements and have a full understanding that the requirements outlined in those documents will be adhered to for the duration of the project. We also certify that our firm will require of all subcontractors their acknowledgement of the same for the EDA requirements.*

Such signed statement may be placed in an appendix and will not count toward your page limit.

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**3.3 Initial Written Submittal Evaluation**

**3.3.1 Evaluative Criteria** – The Selection Committee will evaluate the submittals uniformly based upon the criteria listed in the table below. Each major category of criteria is listed in order of importance. The services being sought under this RFQ are considered professional in nature. Consequently, the evaluation of submittals will be based upon consideration of the demonstrated qualifications and capabilities of the Offeror. Absent modification by addendum, factors to be considered in the evaluation will be limited to the following:

<b>Major Category</b>	<b>Criteria Summaries</b>
Firm's Relevant Project Experience	<ul style="list-style-type: none"> <li>• Firm's experience with similar projects</li> <li>• Firm's similar experience with pre-construction and construction management services</li> <li>• Firm's experience on State or higher education projects</li> <li>• Firm's litigation record</li> </ul>
Key Personnel with Relevant Experience who are available and might be assigned to this project	<ul style="list-style-type: none"> <li>• The purpose for setting this criterion is to evaluate your firm's potential personnel you would expect to assign to work on this project and not just general resources within the firm.</li> <li>• Depth of resources with experience and ability, qualified and available for CM-R Pre-construction Services Manager role</li> <li>• Depth of resources with experience and ability, qualified and available for Project Superintendent role</li> <li>• Depth of resources with experience and ability, qualified and available for CM-R Project Manager role</li> <li>• Depth of resources with experience and ability, qualified and available for Project Executive role</li> </ul>
Firm's Prior Performance	<ul style="list-style-type: none"> <li>• Firm's ability to successfully deliver projects to their clients</li> <li>• Letters of recommendation – maximum of five (5)</li> <li>• References with up-to-date contact information including telephone numbers and email addresses</li> </ul>
Financial Information	<ul style="list-style-type: none"> <li>• Firm's financial stability</li> </ul>
Responsiveness of Submittal	<ul style="list-style-type: none"> <li>• Extent to which the instructions in the RFQ were followed</li> <li>• Accuracy in reflecting the project's assumptions &amp; requirements</li> </ul>
Statement of Why the Firm Should be Selected and the Letter of Interest	<ul style="list-style-type: none"> <li>• Firm's <i>unique</i> ability to provide Construction Management at-Risk services, herein described</li> </ul>

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY]

### 3.4 Contents

The qualification submittal should contain the following information in the following order:

- 3.4.1** Letter of Interest. Briefly, tell why your firm is interested in this project.
- 3.4.2** Firm Description
- 3.4.3** Basic company information
  - a. Company name
  - b. Address & zip code
  - c. Email address & name of primary contact related to this RFQ/RFP
  - d. Telephone number
  - e. Number of years in business
- 3.4.4** Form of ownership, including state of residency or incorporation: Is the Offeror a sole proprietorship, partnership, corporation, Limited Liability Company (LLC), joint venture, or other structure? For joint venture entities that have not completed at least *two* relevant projects together, each firm should describe its qualifications separately but hold the unified submittal to the set page limit. Refer also above to Section 1.3.1 regarding the Owner's position on joint ventures.
- 3.4.5** Succinctly describe the history and growth of your firm(s).
- 3.4.6** Regarding litigation with owners, subcontractors, and design professionals, list any active or pending litigation and explain.
- 3.4.7** Other than that just listed, has the firm been involved in any relevant litigation in the past five years? Explain.
- 3.4.8** List and briefly describe projects that your firm has completed in the past five years in the role of construction manager at-risk that were valued at or above \$14 million.
- 3.4.9** Has the firm ever failed to complete any work awarded to it or has it been removed from any project awarded to the firm? Explain.
- 3.4.10** Give three references to which your company has provided services of a nature and quality similar to those described herein. This reference information should include a short paragraph describing the service(s) provided, together with the following:
  - a. The name of the organization to which the services were provided
  - b. Project location
  - c. Dates during which services were performed
  - d. Brief description of project
  - e. A current contact name, together with organizational title, at the firm
  - f. The contact's current address and telephone number
- 3.4.11** List five major trade contractor references (company, contact, and telephone number).
- 3.4.12** Provide a statement of disclosure, which will allow the Owner to evaluate possible conflicts of interest. (This disclosure requirement is not about giving the Owner permission regarding our contacting your references. It is about revealing relationships that your company might 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.
- 3.4.13** Office Submitting Qualifications  
If the firm has multiple offices, the qualification statement should include information about the parent company and branch office separately. Identify the office from which project will be managed and that office's proximity to the project site. 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 responsible, meaning that its financial resources are not available to the office that will perform the contract, it will be misleading to the Owner to offer the financials of any office other than the one with the prospect of a contract with the Owner.

**3.4.14 Financial Responsibility**

- a. List your total annual billings for each of the past three calendar years. If forming a partnership, list separately by firm.
- b. List the contact persons, addresses, and telephone numbers for your insurance carrier and agent.
- c. List the contact persons, addresses, and telephone numbers for the firm's bonding company and agent.
- d. What percentage of your firm's work has been negotiated during the past three years?
- e. Supply firm's Current Ratio (Current Assets / Current Liabilities) experience for the last five years, with a signed statement. Such signed statement may be placed in an appendix and will not count toward your page limit.
- f. Supply a letter from a surety stating that the firm has sufficient bonding capacity for this project. Such letter may be placed in an appendix and will not count toward your page limit.

**3.4.15 Personnel Capability**

Provide general information about the firm's personnel resources, including classifications and numbers of employees and the locations and staffing of relevant offices. Provide list of qualified and available personnel resources, identifying experience and ability for key personnel. The key personnel, at a minimum, are the proposed project pre-construction manager (and any key pre-construction specialists, including estimator), project superintendent, CM-R's project manager, project director, and the executive in charge. At this stage, firms may list more than one person qualified and available for the proposed project.

**3.4.16 Relevant Project Experience**

Relevant project experience includes similar building type and delivery method relevant to the type of project to be constructed using the CM-R delivery method or performing as a general contractor on similar types and sizes of projects. Describe no more than six and no fewer than four projects in order of most relevant to least relevant that demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided:

- a. Project name
- b. Project location
- c. Dates during which services were performed
- d. Physical description (e.g., square footage, number of stories, site area)
- e. Brief description of project
- f. Services performed
- g. Statement of performance versus owner expectations in the areas of cost, quality, and schedule
- h. Owner reference

**3.4.17 Safety Information**

Provide a letter on the letterhead of the building firm's insurance company stating the Workers Compensation Experience Modification Rate (EMR) for the past three years. This letter may be placed in the appendix and not count toward the page limit.

**3.4.18 South Carolina General Construction Manager License and General Contractor (BD5) license**  
Submit a copy of each license by placing them in the appendix (does not count toward page limit).

**3.4.19 Statement of Why the Proposing Firm Should Be Selected**

This section provides each firm the opportunity to provide specific information that differentiates them from others in the competition. This statement is limited to two pages of the allowed total.

**4. Additional Information**

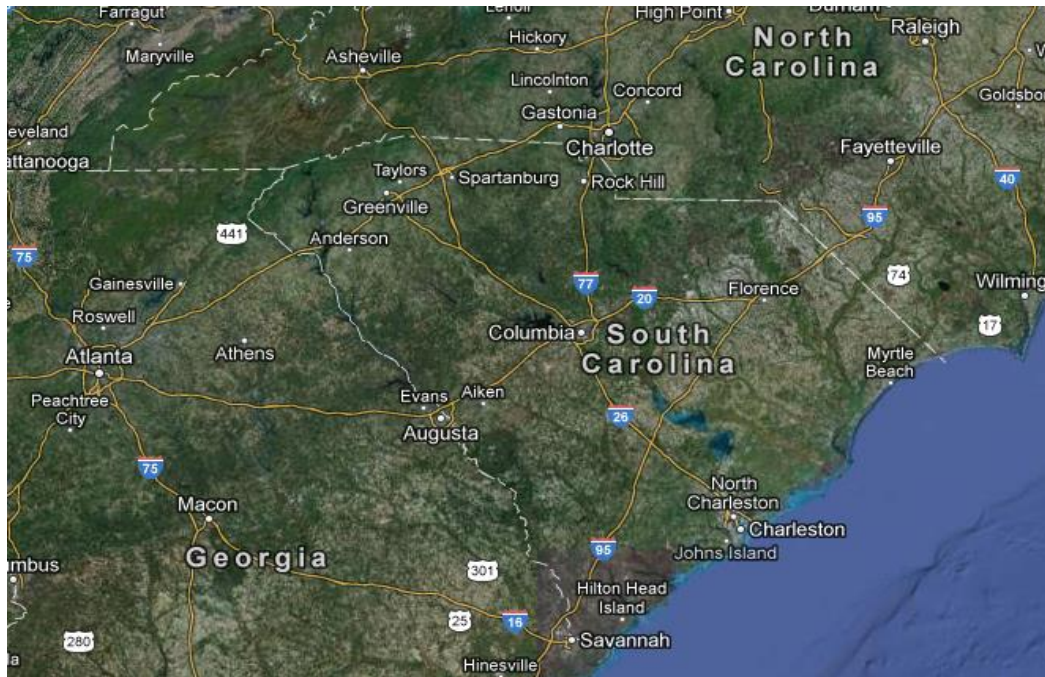
- 4.1 SUBMITTING CONFIDENTIAL INFORMATION:** For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that Offeror contends contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-40(a)(1), or (b) privileged & confidential, as that phrase is used in Section 11-35-410. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the words "TRADE SECRET" every page, or portion thereof,

that Offeror contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "PROTECTED" every page, or portion thereof, that Offeror contends is protected by Section 11-35-1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. Do not mark your entire response (bid, proposal, quote, etc.) as confidential, trade secret, or protected! If your response, or any part thereof, is improperly marked as confidential or trade secret or protected, the State may, in its sole discretion, determine it nonresponsive. If only portions of a page are subject to some protection, do not mark the entire page. By submitting a response to this solicitation or request, Offeror (1) agrees to the public disclosure of every page of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, & documents submitted during negotiations), unless the page is conspicuously marked "TRADE SECRET" or "CONFIDENTIAL" or "PROTECTED", (2) agrees that any information not marked, as required by these bidding instructions, as a "Trade Secret" is not a trade secret as defined by the Trade Secrets Act, & (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure. In determining whether to release documents, the State will detrimentally rely on Offeror's marking of documents, as required by these bidding instructions, as being either "Confidential" or "Trade Secret" or "PROTECTED". By submitting a response, Offeror agrees to defend, indemnify, & hold harmless the State of South Carolina, its officers & employees, from every claim, demand, loss, expense, cost, damage, or injury, including attorney's fees, arising out of or resulting from the State withholding information that Offeror marked as "confidential" or "trade secret" or "PROTECTED."

- 4.2 SOLICITATION INFORMATION FROM SOURCES OTHER THAN OFFICIAL SOURCE:** South Carolina Business Opportunities (SCBO) is the official state government publication for State of South Carolina solicitations authorized by the Office of Procurement Services. Any information on State agency solicitations that is obtained from any other source is unofficial & any reliance placed on such information is at the bidder's sole risk & is without recourse under the South Carolina Consolidated Procurement Code.
- 4.3** In accordance with SC Law Section 11-35-3245, no member of the design team selected for this project will be allowed to perform work as a contractor or subcontractor on this project.
- 4.4** Any actual bidder, Offeror, contractor or subcontractor who is aggrieved in connection with the intended award or award of this Contract may protest to the State Engineer in accordance with Section 11-35-4210 of the SC Code of Laws at: CPO, Office of State Engineer, 1201 Main Street, Suite 600, Columbia, SC 29201, EMAIL: [protest-ose@mso.sc.gov](mailto:protest-ose@mso.sc.gov).
- 4.5** The following listed documents are considered attachments to this RFQ. Any requirements of the contractor or a subcontractor as stipulated in these documents shall be considered part of the project scope of work. These documents are provided for review on the project website at <http://www.clemson.edu/facilities/capital-projects/projects/H12-9864.html>.
- Certification Regarding Lobbying
  - EDA Contracting Provisions for Construction Projects
  - Requirements for Affirmative Action
  - Davis-Bacon Wage Rates
  - EDA Construction Site Sign Specifications

[END OF RFQ—REQUEST FOR QUALIFICATIONS]





Regional Map

The Clemson University Restoration Institute is located on the former Charleston Naval Base in North Charleston, SC.



Map of Charleston and North Charleston Area

The CURI Graduate Education Center will be located along the Cooper River as indicated above.



CURI Graduate Education Center Site Location