



CITY OF CLEMSON

REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGEMENT AT-RISK SERVICES

**DEADLINE FOR SUBMISSIONS:
DECEMBER 17, 2019, 2:00P.M.**

ADVERTISEMENT

CITY OF CLEMSON

The City of Clemson intends to enter into a contract with the successful proposer to provide construction management at-risk services for the partial renovation of a two-story, 8,000 SF police station and construction of a new two-story addition located behind the existing facility. All work must comply with applicable State and City regulations. Statements of Qualifications shall contain the requested information and be submitted in the format as shown on the Request for Qualifications information sheet.

All Statements of Qualifications MUST be received at the Clemson City Hall located at 1250 Tiger Blvd. Suite 1. Clemson, SC 29631 no later than 2:00 p.m. Tuesday, December 17, 2019, at which time only the names of the parties submitting proposals will be announced. Any submission received later than the specified time/date will NOT be accepted/considered. Hand-delivered submissions should be delivered to the same above referenced address. No facsimile, email or telephone proposals will be accepted. Statements of Qualifications must be submitted in a package clearly marked "Construction Management At-Risk Services for Clemson Police Station."

Contact Information for this Project:

Andy Blondeau
ablondeau@cityofclemson.org
864-653-2072

INSTRUCTIONS FOR STATEMENTS OF QUALIFICATIONS

General

This solicitation will be conducted in accordance with City of Clemson procurement code and regulation. Statements of Qualifications must be received by the City of Clemson no later than 2:00p.m. Tuesday, December 17, 2019. Submittals should be delivered to the attention of Andy Blondeau at the Clemson City Hall located at 1250 Tiger Blvd. Suite 1 Clemson, SC 29631. The City of Clemson is not responsible for delays in the mail. Any response received after the above stated date and time will not be considered. All submittals shall contain all information requested and shall be submitted in the format specified within this solicitation. Submissions must be packaged and clearly marked "Construction Management At-Risk Services For Clemson Police Station." Package labeling should also include the submitter's business name, address, and license number (if applicable). The City of Clemson shall not be responsible for unidentified submittals. Respondents are to submit five (5) copies of the RFQ response document.

Examination of RFQ Document

Prior to submitting qualifications, each offeror shall carefully examine the RFQ document, study and thoroughly familiarize themselves with the requirements within, and notify the City of any conflicts, errors, or discrepancies. By submitting a Statement of Qualifications, the proposer guarantees that all services offered meet the requirements of the solicitation.

Questions/Addendum

Submit written questions to Andy Blondeau via email to ablondeau@cityofclemson.org or by phone at 864-653-2072. The deadline for questions is December 9, 2019 at 5:00 p.m. EST. All questions will be addressed by addendum. All addenda will be posted on the City of Clemson website. **All addenda must be acknowledged with the submittal.** It shall be the proposer's responsibility to ensure they have all addenda by visiting the City's website. Verbal information obtained otherwise will not be considered in the awarding of the RFQ.

Project Overview

The Clemson City Police Department was constructed and occupied in 1996 and has served the City well for 24 years. At the time of its opening, 25 sworn and civilian employees worked in the facility. Today, 46 employees use the same space. The current building can be generally described as a two-story 8,000 SF building.

The City will renovate a portion of the existing 8,000 SF building and construct an 8,000 SF addition behind the existing Police Station. No modifications will be made to the jail area of the building. Construction Management At-Risk (CM-R) is the chosen project delivery method for this project. The cost limitation for this project is \$3 million. The Architect is currently working on the Schematic Design that is expected to be complete by February 2020. Schematic Design

includes space analysis, building workflow, office compatibility, and space allocation needs. Firms seeking CM-R work must be registered both as a construction manager and general contractor with the SC Contractor's Licensing Board. The CM-R's General Contractor's license must have a license group designation that will cover the total cost of construction. The CM-R must be able to provide 100% Performance and 100% Labor and Material Payment bonds for the cost of construction. Contractor shall also be responsible for having Builders Risk Coverage.

Responses shall comply with the terms, conditions, and instructions set forth in the paragraphs below:

The City will use a two-step process in making its selection. An RFQ, as the first step, will be issued to all parties who respond to South Carolina Business Opportunities (SCBO) notice advising of the proposed project or who otherwise learn of the project and register their interest as instructed. After an evaluation of all RFQ submittals received, the City intends to invite a short list of respondents to make presentations to the selection committee. The selection of the short-listed firms will be based on the criteria established in this RFQ. Firms not short-listed will be notified.

Receipt of RFQ responses does not bind the City to any interviews or contract negotiations for professional services, nor does it guarantee that a contract for the project will be awarded.

Selection Process

1. The City will use a Selection Panel to evaluate the RFQs. The Selection Panel will consist of Administration and Police Department staff. The selection panel will select a short-list of firms to be interviewed.
2. In selecting a firm, the City 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 the City of Clemson.
3. The Respondent's prior experience on other projects undertaken for the City to include their demonstrated ability to complete work on these projects in accordance with the contract documents and the respondent's ability to work with the City during the process and on any and all follow-up issues that arise after project completion.
4. Such other factors as the City may determine reasonable or necessary at its sole discretion.

Project Objectives

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. The CM-R will be responsible for pricing and value-engineering issues. At an appropriate point during the project, the Owner will ask the CM-R to commit to a Guaranteed Maximum Price for the project.

Project Scope

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

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. The CM-R, through in-house staff of outside consultants/contractors, shall serve as the Construction Manager and Constructor, and shall provide all preconstruction and construction management services and activities necessary for the construction and completion of this project. The services described in this RFQ are representative of the services required and are not exhaustive.
3. Participate in design team meetings as required to facilitate the design process.
4. Evaluate the design during development, providing analysis of alternate construction methods and materials for potential quality, cost, and schedule enhancements.
5. Evaluate construction documents for constructability, maintainability, potential problems, errors, and compliance with the construction budget.
6. 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.
7. Provide cost estimating, cost management, value analysis, and value engineering.
8. Provide cost estimating of alternative means, methods, materials, and configurations of the design.
9. Provide cost estimating of the individual construction packages.
10. Develop a construction budget to be maintained throughout design and construction.
11. Develop requirements for safety, quality assurance, and schedule adherence.
12. Maintain on-site staff for construction management.
13. Maintain a system for tracking the timely submittal, review, and approval of submittals.
14. Coordinate, conduct, and document regular construction meetings.
15. Prepare and submit change order documentation for review and approval by the Design Professional and the City of Clemson.
16. Maintain on-site records and submit monthly progress reports to the Design Professional and the City of Clemson.
17. Maintain quality control and ensure conformity with the contract documents.

18. Reconcile construction contract requirements with the construction budget.
19. Assist the owner with permits and inspections required by authorities having jurisdiction.
20. Develop and maintain a detailed design and construction schedule indicating sequencing of construction activities and milestones necessary for completion of the project by the targeted date.
21. Document activities associated with the administration, management, and construction of the project.
22. Develop As-Built drawings for presentation to the Design Professional and City upon completion.
23. Resolve punch list items in a timely and professional manner.
24. Coordinate post completion activities, including start-up testing and break-in as well as the assembly of guarantees, manuals, closeout documents, training, and the owners final acceptance.
25. Monitor, coordinate, and resolve all warranty complaints to the satisfaction of the owner during the defined warranty period that is provided by the contractor.

Guaranteed Maximum Price

At an appropriate point in the project and subject to contract negotiations, the CM-R shall issue to the owner a GMP backed by a surety bond. The project shall be constructed within this GMP.

Additional Instruction, Notifications, and Information

1. Any attempt by a Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the SOQ, will be grounds for exclusion from the selection process.
2. By submitting a response, Respondents represent and warrant to the City that all information provided in the response submitted shall be true, correct, and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the City for consideration in the selection process shall be excluded.
3. Respondents who are “short-listed” should expect and anticipate questions that will most likely focus not only on the Respondent team’s stated approach to the project but also on an appraisal of the professionals who would be directly involved in the Project.
4. RFQ process progress inquiries may be directed to Mr. Andy Blondeau, Assistant City Administrator.
5. Do not contact the Mayor, City Council, or the Selection Panel to make inquiries about the progress of the selection process. Respondents will be contacted when it is appropriate to do so.
6. The City will not be responsible for the costs incurred by anyone in the submittal of RFQ responses to this solicitation or responses to the short-list RFP. No submittal documents will be returned.
7. This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the City, the specific scope of work, associated fees, and other contractual matters will be confirmed during contract negotiations.

8. The City reserves the right to evaluate the responses submitted, waive any irregularities therein, select candidates for the submittal of more detailed or alternate proposals, accept any submittal or portion of submittal, and reject any or all Respondents submitting responses should it be deemed in the City's best interest, or cancel the entire process.
9. The Respondent shall have in effect, for the duration of the contract period, the appropriate liability insurance written by an insurer authorized to transact insurance in the State of South Carolina.
10. All parties in a Response shall be duly licensed to offer said services in the State of South Carolina or be capable of obtaining such license before entering into the contract.
11. **Firms must attend one of two pre- bid meetings to be eligible for consideration. Pre-bid meetings will take place at the Clemson Police Station located at 1198 Tiger Blvd. Clemson, SC 29631.**
12. Any questions about the RFQ should be directed to:
Mr. Andy Blondeau, Assistant City Administrator
Vmail: 864.653.2072
Email: ABlondeau@cityofclemson.org
If necessary, as a result of any questions received, an addendum to the RFQ will be issued to firms having attended one of the two mandatory pre-bid meetings. Written responses to germane questions received by December 9, 2019 at 5:00 pm will be sent by email to all registered Respondents.

Format and Content of Submittal

To facilitate handling and evaluation, all SOQs are to be the same size and be in the same order with respect to information requested. Each SOQ response shall be submitted as outlined in this section.

Format

1. SOQs pages must be 8.5 x 11 inches.
2. Margins shall be 3/4 inch on top, bottom, and sides with a 1/2 inch gutter on the left side or top for wire spiral binding or 3 ring notebook.
3. Front and rear covers shall be heavy stock. Cover design shall include the name of the Project and the name of the Respondent.
4. All pages except the covers shall be numbered in the bottom right hand corner.
5. The first page after the front cover shall be a *Table of Contents*. Use dividers or tabs to separate the sections of the RFQ response document.

Content

Divider #1, Introductory Letter:

1. The first page following the divider shall be an introductory letter transmitting the response to the City. The letter shall state that continued interest in the Project shall remain in effect for a period of 90 calendar days from the submittal date.

2. All copies of the SOQ transmittal letter shall contain the original signature of a partner, principal, or other authorized official of the Respondent.

Divider #2, Firm Information:

1. Names, addresses, and telephone numbers of all Respondent firm offices having a role in the RFQ submission and any subsequent Project transactions.
2. Structure of firm, i.e. sole proprietorship, partnership, corporation, and size of firm.
3. Years firm has been in business.
4. Names of principals.
5. Primary contact.
6. Organizational description.
7. Description of firm’s philosophy

Divider #3, General Company History/Qualifications

1. A brief history of the Respondent and the services routinely provided in-house on municipal (or related) building projects.
2. An organization chart that explains team member responsibilities.
3. Brief resumes (one page) of all persons to be assigned to the project with their prospective roles identified.

Divider #4, Experience and References (Portfolio)

1. Show project examples with relevance to the City’s Project. Limit of 10 projects with no more than 2 pages devoted to each project. Only include projects where your firm was the prime contractor.
2. Identify the project by name, location, and year completed
3. Provide a short description of project
4. Provide client contact information
5. Provide construction cost and whether or not it was within the project budget.
6. Provide warranty information regarding this project.

PROJECT DATES

Request for Qualifications issued	November, 2019
Mandatory pre-bid meetings	November 19 th @ 10:00am and the 21 st @2:00p.m. 2019
Last date to submit questions about the project	December 9, 2019
RFQ and Statement of Qualifications due	December 17, 2019
Short list announced (on or around)	December 20, 2019
Short list interviews (to be scheduled with selected firms)	TBD