

**FRANCIS MARION UNIVERSITY**  
**School of Education/School of Business Construction (SEB)**  
**State Project No. H18-9538-SG**

Request for Qualifications  
To Provide  
Design-Build Services

February 18, 2022

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## **1. Description of the general scope of work**

**1.1.** The proposed project is to construct an approximately 61,000 square foot building on the campus of Francis Marion University for the School of Education and the School of Business. The building will provide 13 classrooms, one distance learning classroom, 4 computer laboratories, 1 open computer laboratory, 4 project rooms, a teaching materials center, 50 faculty offices, 2 dean's offices and various support staff facilities. The Schools of Education and Business currently reside in adjoining buildings constructed in the 1970's. Other disciplines currently sharing these facilities are the Department of English, Modern Languages & Philosophy, the Department of Political Science, History & Geography, and the Department of Psychology & Sociology. This new building will afford the opportunity for both the School of Education and the School of Business to reside in a building designed for and dedicated to the promotion of their respective undergraduate and graduate programs. This building can serve as a focal point for these two disciplines in similar fashion to the buildings dedicated to the Fine Arts and the Sciences already on campus. With the goal of enhancing the delivery of undergraduate and graduate instruction for the School of Education and the School of Business, the flexibility of the design will allow the latest technological developments to be included in the completed building. This will positively affect instructional delivery. Additionally, the School of Business offers an undergraduate Computer Science program that should also benefit from technological enhancements within the new building.

Consistent with the mission of Francis Marion University on several levels, this facility will enhance the core mission of providing excellent undergraduate and graduate education. The FMU School of Business has the distinction of American Assembly of Collegiate Schools of Business (AACSB) accreditation.

**1.2.** There will be a single solicitation and procurement of one Design-Build team to design and construct the SEB. Following selection of this one Design-Build team, Francis Marion University will enter into negotiations with the team for the construction of the SEB. Francis Marion University will manage this procurement as the Owner.

**1.3.** The solicitation is a Request for Proposal (RFP) that will comply with the guidelines of the South Carolina Consolidated Procurement Code & Regulations and the Manual for Planning and Execution of State Permanent Improvements - Part II.

**1.4.** The delivery method for this project will be Design-Build (D-B). Selection of professional construction services will be by Qualifications-Based Selection (QBS) or "Technically Superior Proposal" method. The South Carolina Consolidated Procurement Code 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, and The State Engineer approved, the Design-Build delivery method specifically to give it a single point of responsibility for design and construction. Moreover, the D-B delivery method allows concurrent design and construction activities. The Design-Builder, as the sole source responsible for design and construction services, will have a fiduciary role and responsibility to the Owner. The Design-Builder must act in the best interests of the Owner, using their best efforts to perform the project in an

expeditious and cost-effective manner consistent with the Owner's program of requirements and budget for both the design and construction of the project. The Design-Builder will be under contract to provide both design and construction services, including initiation, planning, design, and construction services necessary to deliver a completed facility, in a "turnkey" fashion, to the Owners for occupancy. The Design-Builder shall hold all design professional, trade contractor, and trade supplier contracts. The Design-Builder shall develop an overall project schedule, which will be a contractual obligation. In addition, the Design-Builder will be responsible for methods of construction and safety, as well as for 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.

**1.5. Independent Peer Review** – The Owner will perform an independent peer review by utilizing a design professional acquired according to the state law.

## **2. How to apply and organize the statement of qualifications**

**2.1.** The Design-Build team will be responsible for submitting a written statement of qualifications as outlined in this RFQ.

### **2.2. Physical Submittal**

Please submit Eight (8) copies of the information. Each submittal shall be identical and include a transmittal letter. The transmittal letter (or cover letter) will not count toward the page limit. The table of contents sheet and the tab sheets also do not count toward the page limit. The covers of bound documents do not count and should not be used to convey your response to the RFQ by means of printing on them. Submitters are encouraged to follow in their responses the sequence of the Initial Written Submittal outlined here. 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.

**2.3.** Responses are limited to twenty (20) standard (8½" x 11") pages (may be fewer) using a minimum of a 10-point font. 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 page. Any affidavits, certifications, or signed statements called for may be included in an appendix and will not count toward the page limit.

**2.4.** Submittals of qualifications will be accepted until 4:00 PM on March 24<sup>th</sup>, 2022 as advertised in SCBO. This is a team deadline. The Owners are 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 team is solely responsible for the accuracy and completeness of its submittal. Errors and omissions may constitute grounds for rejection.

**2.5.** Teams should deliver their submittals in a sealed package. The name and address of the team should appear on the outside of the package, and the package should reference the project; i.e., “RFQ for Design-Build Services, School of Education/School of Business Construction (SEB), State Project No. H18-9538-SG”

**2.6.** Submit qualifications document to the following address:

Francis Marion University  
Attn: Mike Richey  
4822 East Palmetto Street  
Florence, SC 29506

**2.7.** Proposers shall only contact the Francis Marion Project Manager listed below to answer the questions relating to the RFQ. All questions must be submitted in writing via e-mail to the following:

Mike Richey, Project Manager:  
email: [mrichey@fmarion.edu](mailto:mrichey@fmarion.edu)  
PH: (843) 661-1104

The questions should arrive in the project managers Inbox not later than 4:00 PM on February 28<sup>th</sup>, 2022.

**2.8. Contents of RFQ:**

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

**2.8.1.** Statement of Interest. Briefly, tell why your team is interested in this project.

**2.8.2.** Initial Written Submittal Prerequisite Criteria

Teams must meet the criteria in the bullet points immediately below. Teams that do not meet these criteria are automatically disqualified for further evaluation.

- Builder MUST have a safety Experience Modification Rate average of less than 1.5 over the last three years.
- Team MUST have bonding capacity to provide a payment and performance bond for total cost of work.
- Team MUST be able to obtain a Builder’s Risk Insurance Policy to cover the entire cost of construction.
- Team MUST have a current Errors and Omissions Insurance Policy.
- Team 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.)

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

- We certify that our building team has a safety Experience Modification Rate average of less than 1.5 over the last three years.
- We certify that our team has sufficient bonding capacity to provide a payment and performance bond for total cost of work.
- We certify that our team can obtain a Builder’s Risk Insurance Policy to cover the entire cost of construction.
- We certify that our team has an Errors and Omissions Insurance Policy.
- We certify that our team has a current Contractor’s Public Liability Insurance Policy, and our team 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.

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

### **2.8.3. Team Description**

#### **2.8.4. Basic company information**

- a. Company name
- b. Address & Zip code
- c. email address & Name of primary contact
- d. Telephone number
- e. Number of years in business

#### **2.8.5. Form of ownership, including state of residency or incorporation**

#### **2.8.6. Succinctly describe the history and growth of your team(s).**

#### **2.8.7. Regarding litigation with owners, subcontractors, and design professionals, list any active or pending litigation and explain.**

#### **2.8.8. Other than that just listed, has the team been involved in any relevant litigation in the past five years? Explain.**

#### **2.8.9. List and briefly describe projects that your team has completed in the past three years that also required design-build services and were valued at or above \$7,000,000.**

#### **2.8.10. Has the team ever failed to complete any work awarded to it or has it been removed from any project awarded to the team? Explain.**

#### **2.8.11. Give three references to which your company has provided professional 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:
  - b. The name of the organization to which the services were provided
  - c. Project location
  - d. Dates during which services were performed

- e. Brief description of project
- f. A current contact name, together with organizational title, at the team
- g. The contact's current address and telephone number

**2.8.12.** List five major trade contractor references (company, contact, and telephone number).

**2.8.13.** 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.

**2.8.14. Office Submitting Qualifications**

If the team 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.

**2.8.15. Financial Responsibility**

- a. List your total annual billings for each of the past three calendar years. If forming a partnership, list separately by team.
- 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 team's bonding company and agent.
- d. What percentage of your team's work has been negotiated during the past three years?
- e. Supply team'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.

**2.8.16. Personnel Capability**

Provide general information about the team'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 Designer of Record, supporting project architects and engineers, project superintendent, Design-Builder's project manager, project director, estimator, preconstruction manager, and the executive in charge. At this stage, teams may list more than one person qualified and available for the proposed project.

**2.8.17. Relevant Project Experience of the Designer**

Relevant project experience refers especially to medical and health science facilities similar to this project. The most relevant experience will be on other Design-Build projects as designer. Describe no more than six and no fewer than four projects in order of most relevant to least relevant that demonstrate the team's capabilities to provide design services on 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. Brief description of project
- f. Services performed as Designer
- g. Statement of performance versus owner expectations in the areas of cost, quality, and schedule
- h. Owner reference

**2.8.18. Relevant Project Experience of the Builder**

Relevant project experience includes similar building type and delivery method relevant to the type of project to be constructed using the Design-Build 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 team'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. Brief description of project
- f. Services performed as Builder
- g. Statement of performance versus owner expectations in the areas of cost, quality, and schedule
- h. Owner reference

**2.8.19. Safety Information**

Provide a letter on the letterhead of the building team'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.

**2.8.20. Statement of Why the Proposing Team Should Be Selected**

This section provides each team 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.

### 3. Evaluation Criteria

**3.1 Pass/Fail Criteria.** Firms must meet the criteria below. Firms that do not meet these criteria are automatically disqualified from further evaluation.

1. Builder MUST have a “Safety Experience Modification Rate Average” of less than 1.5 over the last three (3) years.
2. Firm MUST have bonding capacity to provide a payment and performance bond for total cost of work.
3. Firm MUST be able to obtain a “Builder’s Risk Insurance Policy” for the total cost of the work.
4. Firm MUST have a current “Errors and Omissions Insurance Policy.”
5. Firm MUST have a current “Contractor’s Public Liability Insurance Policy” and must be insured 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.)
6. Firm MUST have design-build experience with projects greater than \$3,500,000.

**3.2. Evaluation 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 construction in nature. Consequently, the evaluation of submittals will be based upon consideration of the demonstrated qualifications and capabilities of the offeror.

Major Category	Criteria
Depth of Resources/Personnel Capability with Relevant Experience	<ul style="list-style-type: none"><li>• Depth of resources with experience and ability, qualified and available for Architect Engineer / Design Professional 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 Design-Builder Preconstruction Services Manager role</li><li>• Depth of resources with experience and ability, qualified and available for Design-Builder Project Manager role</li><li>• Depth of resources with experience and ability, qualified and available for Project Executive role</li><li>• Specific personnel experience with classroom, office and multi-use facility design &amp; construction</li></ul>

Major Category	Criteria
Firm's relevant project experience	<ul style="list-style-type: none"> <li>• Firm's experience with similar projects (higher education classrooms and offices)</li> <li>• Firm's experience with pre-design and programming services</li> <li>• Firm's experience with preconstruction and construction services</li> <li>• Firm's experience on State or higher education projects</li> <li>• Firm's litigation record</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 and requirements</li> </ul>
Financial Information	<ul style="list-style-type: none"> <li>• Firm's financial stability</li> </ul>
Statement of why the firm should be selected	<ul style="list-style-type: none"> <li>• Firm's unique ability to provide Design-Build services, herein described</li> </ul>

#### 4. Miscellaneous.

**4.1** Design Build team must abide by the Agreement between the Agency and Design Builder and the clauses found on the Office of State Engineer website for Design Build Contracts, Chapter 12, Appendix E.

- Clauses - <https://procurement.sc.gov/files/ose/Clauses%20for%20Use%20In%20Design-Build%20RFP.pdf>
- Agreement SE-733 - [https://procurement.sc.gov/files/ose/SE-733%20-%20Agreement%20Between%20Agency%20and%20Design-Builder\\_0.docx](https://procurement.sc.gov/files/ose/SE-733%20-%20Agreement%20Between%20Agency%20and%20Design-Builder_0.docx)
- General Conditions SE-734 - [https://procurement.sc.gov/files/ose/SE-734%20-%20General%20Conditions%20of%20the%20Contract%20Between%20Agency%20and%20Design-Builder\\_1.docx](https://procurement.sc.gov/files/ose/SE-734%20-%20General%20Conditions%20of%20the%20Contract%20Between%20Agency%20and%20Design-Builder_1.docx)