

FRANCIS MARION UNIVERSITY
Smith University Center Renovations/Improvements
State Project No. H18-9582-SG

Request for Qualifications
To Provide
Design-Build Services

May 17, 2022

Table of Contents

The RFQ

1. Description of the General Scope of Work.....	Page 2
1.1. Project Description.....	Page 2
1.2. Single Solicitation.....	Page 2
1.3. Type of Solicitation.....	Page 2
1.4. Delivery Method.....	Page 2
1.5. Independent Peer Review.....	Page 3
2. How to Apply and Organize the Statement of Qualifications.....	Page 3
2.1. Responsibility.....	Page 3
2.2. Physical Submittal.....	Page 3
2.3. 20-Page Limit.....	Page 3
2.4. Due Date.....	Page 3
2.5. How to Deliver.....	Page 3
2.6. Delivery Address.....	Page 4
2.7. Point of Contact.....	Page 4
2.8. RFQ Contents.....	Page 4
2.8.1. Statement of Interest	Page 4
2.8.2. Initial Written Submittal Prerequisite Criteria.....	Page 4
2.8.3. Firm Description.....	Page 5
2.8.4. Basic Company Information.....	Page 5
2.8.5. Form of Ownership.....	Page 5
2.8.6. History and Growth of the Firm	Page 5
2.8.7. Litigation, Current.....	Page 5
2.8.8. Litigation, Past 5 Years.....	Page 5
2.8.9. Relevant Projects.....	Page 5
2.8.10. Failed to Complete or Removed.....	Page 5
2.8.11. Owner References.....	Page 5
2.8.12. Trade Contractor References.....	Page 6
2.8.13. Disclosure Statement.....	Page 6
2.8.14. Office.....	Page 6
2.8.15. Financial Responsibility.....	Page 6
2.8.16. Personnel Capability.....	Page 6
2.8.17. Designer Experience.....	Page 7
2.8.18. Builder Experience.....	Page 7
2.8.19. Safety.....	Page 7
2.8.20. Statement of Why the Proposing Firm Should Be Selected.....	Page 7
3. Evaluation Criteria.....	Page 8
3.1. Pass/Fail Criteria.....	Page 8
3.2. Evaluation Criteria.....	Page 8
4. Miscellaneous.....	Page 9

1. Description of the General Scope of Work

1.1. This project is for the design and renovations/improvements to the Smith University Center building on the main campus of Francis Marion University. The Smith University Center (SUC) renovations include locker rooms for men and women, showers, athletic training facilities, and offices. The current locker rooms and showers have undergone very little improvement since the building was constructed in 1974. As the number of teams and student-athletes within the FMU program has increased, the functionality of the facility has become extremely deficient. The renovations will help bring the facility into the 21st-century. The current athletic training room does not meet the minimum National Athletic Trainers' Association (NATA) requirements. This renovation will double the square footage of this space and will provide increased rehabilitation facilities. Regarding office space, current staff members use closet space for offices, and this renovation will afford improved and increased office space. The main lobby of the building appears worn and dated. Updated finishes and lighting are needed to continue to host functions and events in the space as well as provide wayfinding to all other spaces in the building. The basketball gymnasium has fixed seating at one side that needs to be replaced and will provide the code required aisle width and rails for patrons. The entry into the building from the parking lot side requires wider stairs and an accessible ramp so that patrons for basketball games and other public events such as graduations do not have to traverse around the corner to enter the building and the entry can be brought to current standards.

1.2. There will be a single solicitation and procurement of one Design-Build Firm to design and renovate the SUC. Following selection of this one Design-Build Firm, Francis Marion University will enter into negotiations with the Firm for the design and construction of the SUC. 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 Firm will be responsible for submitting a written statement of qualifications as outlined in this RFQ.

2.2. Physical Submittal

Please submit Six (6) copies of the information and One (1) Electronic copy. 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), single sided, 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 June 21st, 2022, as advertised in SCBO. This is a Firm 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 Firm is solely responsible for the accuracy and completeness of its submittal. Errors and omissions may constitute grounds for rejection.

2.5. 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, i.e., "RFQ for Design-Build Services, Smith University Center Renovations/Improvements, State Project No. H18-9582-SG"

2.6. Submit qualification documents to the following address:

Francis Marion University
Attn: Miss Taylor L. Hucks
4822 East Palmetto Street
Florence, SC 29506

2.7. Proposers shall only contact the Francis Marion University 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:

Miss Taylor Hucks, Project Manager
Email: taylor.hucks@fmarion.edu
PH: (843) 661-1488

The questions should arrive in the Project Manager's Inbox no later than 4:00 PM on May 25^h, 2022.

2.8. Contents of the RFQ

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

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

2.8.2. Initial Written Submittal Prerequisite Criteria

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

- Builder MUST have a "Safety Experience Modification Rate Average" of less than 1.5 over the last three (3) years.
- Firm MUST have bonding capacity to provide a payment and performance bond for total cost of work.
- Firm MUST be able to obtain a "Builder's Risk Insurance Policy" to cover the entire cost of construction.
- Firm MUST have a current "Errors and Omissions Insurance Policy."
- 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.)

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" of less than 1.5 over the last three (3) 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” to cover the entire cost of construction.
- We certify that our Firm has an “Errors and Omissions Insurance Policy.”
- 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.

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

2.8.3. Firm Description. Detailed resumes of Firm members may be included in an Appendix, if desired, and will not count against the twenty (20) page limit.

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 Firm(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 Firm been involved in any relevant litigation in the past five (5) years? Explain.

2.8.9. List and briefly describe projects that your Firm has completed in the past three (3) years that also required Design-Build services and were valued at or above \$2,000,000.

2.8.10. 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.

2.8.11. Give three (3) 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:

- 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

2.8.12. List five (5) 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 Firm has multiple offices, the qualification statement should include information about the parent company and branch office separately. Identify the office from which the 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 (3) 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 (3) years?
- e. Supply Firm's Current Ratio (Current Assets / Current Liabilities) experience for the last five (5) 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 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 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, Firms may list more than one (1) person qualified and available for the proposed project.

2.8.17. Relevant Project Experience of the Designer

Relevant project experience refers especially to collegiate athletic facilities and multi-use facilities similar to this project. The most relevant experience will be on other Design-Build projects as designer. Describe no more than six (6) and no fewer than four (4) projects in order of most relevant to least relevant that demonstrate the Firm'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 (6) and no fewer than four (4) 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. 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 Firm's insurance company stating the Workers Compensation Experience Modification Rate (EMR) for the past three (3) years. This letter may be placed in the Appendix and will not count toward the page limit.

2.8.20. 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 (2) 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” to cover the entire cost of construction.
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 \$2,000,000.

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">• Depth of resources with experience and ability, qualified and available for Architect / Engineer / Design Professional role• Depth of resources with experience and ability, qualified and available for Project Superintendent role• Depth of resources with experience and ability, qualified and available for Design-Builder Preconstruction Services Manager role• Depth of resources with experience and ability, qualified and available for Design-Builder Project Manager role• Depth of resources with experience and ability, qualified and available for Project Executive role• Specific personnel experience with design and construction of collegiate athletic facilities and multi-use facilities

Major Category	Criteria
Firm's Relevant Project Experience	<ul style="list-style-type: none"> • Firm's experience with similar projects (collegiate athletic facilities and multi-use facilities) • Firm's experience with pre-design and programming services • Firm's experience with preconstruction and construction services • Firm's experience on State or higher education projects • Firm's litigation record
Responsiveness of Submittal	<ul style="list-style-type: none"> • Extent to which the instructions in the RFQ were followed • Accuracy in reflecting the project's assumptions and requirements
Financial Information	<ul style="list-style-type: none"> • Firm's financial stability
Statement of Why the Firm Should be Selected	<ul style="list-style-type: none"> • Firm's unique ability to provide Design-Build services, herein described

4. Miscellaneous

4.1. Design-Build Firm must abide by the "SE-733 - Agreement between Agency and Design-Builder", "SE-734 – General Conditions of the Contract Between Agency and Design-Builder", and the Clauses found on the Office of State Engineer website for Design-Build Contracts, Chapter 12, Appendix E.

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