



**REQUEST FOR QUALIFICATIONS**  
**FROM**  
**GENERAL CONTRACTORS**

*FOR*

**CONSTRUCTION OF TWO  
MUNICIPAL OFFICE BUILDINGS  
AT  
BOUNDARY STREET AND RIBAUT ROAD  
BEAUFORT, SC**



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***CONFIDENTIAL***

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**CITY OF BEAUFORT  
MUNICIPAL BUILDINGS**

**REQUEST FOR QUALIFICATIONS**

**GENERAL INFORMATION**

Project Description

1. The City of Beaufort has property on Boundary Street at Ribaut Road in Beaufort, SC. The site will be utilized to develop two municipal office buildings, each approximately 30,000 SF. The City of Beaufort will relocate their police department, courts and administrative offices to the new buildings. **The original RFQ was for one project. However, the city has decided to split the project, and conduct a separate bid process for each building.**
2. The City of Beaufort is the Owner of the project and LCK Construction Services of Columbia, SC is the Owner's Representative. The Architect for the building is Liollo Architecture in Charleston, SC. Mr. Keith Whatley of LCK will be the contact for the RFQ process. He can be reached at 401-4240.
3. **The purpose of this Request for Qualifications (RFQ) is to determine interest of general contractors in bidding on the two (2) separate projects.** The responses will be utilized by the City of Beaufort to select a short list of general contractors who will competitively bid the work in March-May 2007. Written responses to the RFQ are required from each general contractor and must be complete in order for an interested contractor to be considered for bidding.
4. Three (3) copies of the Response to the RFQ are due at 2 p.m. on Friday, March 6th, 2007, in the offices of LCK Construction Services on the 5<sup>th</sup> floor of the Tower at 1301 Gervais Street, Columbia, SC. The mailing address is: Attention: Keith Whatley, P. O. Box 11610, Columbia, SC 29211.

Scope of Work/Qualifications

1. The contractor's scope of work will be all responsibilities necessary to construct from a complete set of working drawings for each municipal office building, complete with specific surrounding site development and access.
2. The contract forms to be used will be AIA Document A101-1997, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, and AIA Document A201-1997, General Conditions of the Contract for Construction.
3. The successful contractor must be bondable in an amount equal to the total project cost of each separate building or project. The construction budget for each project is \$5,000,000.
4. Each contractor is required to submit a staffing plan for the project to include resumes for the key members of the proposed project management team. If selected, contractor's

substitutions of proposed team members will require prior approval by the Owner's Representative.

5. The successful firm and its subcontractors will be required to submit proof of insurance coverages to include but not be limited to the following:
  - A) Commercial and general liability—not less than five million dollars (\$5,000,000)
  - B) Automobile liability—not less than one million dollars (\$1,000,000)
  - C) Workers compensation—not less than five hundred thousand dollars (\$500,000)

#### Selection Process

1. It is the intent of the City of Beaufort to select contractors who in the sole opinion of the City of Beaufort and its representative can best carry out the work and interface successfully with the other project team members. Criteria which will be heavily weighed in the evaluation and selection process include:
  - A) Experience in construction of similar projects
  - B) Qualifications and experience level of key personnel to be assigned to the project
  - C) Experience in working with an Owner's Representative
  - D) Financial strength
  - E) Availability
2. Each firm's written response will be reviewed and a selection of bidders will be made as soon as possible. The City of Beaufort reserves the right to reject any submittals which in their sole opinion does not comply with their objectives for the project.
3. City of Beaufort Resident Vendor Preference:
  - A. A competitive procurement made by the City shall be made from responsive and responsible resident vendors in the City for procurement, if the bid from such responsive and responsible resident vendor does not exceed the lowest qualified bid from a nonresident vendor by more than one (1%) percent or two thousand five hundred (\$2,500.00) dollars, whichever is less. The resident vendor has the discretion to match the bid submitted by the non-resident vendor and receive the contract award. If no city resident vendor qualifies, then a Beaufort County resident vendor shall have the same opportunity as provided to a city vendor.
  - B. A vendor shall be deemed to be a resident of the city or county if such vendor is an individual, partnership, association or corporation that is authorized to transact business within the state, maintains an office in the city/county, has a business license issued by the City of Beaufort, Beaufort County, or one of the other municipalities of Beaufort County, maintains a representative inventory of commodities within the city/county on which the bid is submitted, and has paid all taxes duly assessed.
  - C. If the procurement is to be made pursuant to state or federal guidelines which prohibit or restrict a local or state preference, there shall be no local or state preference unless a more restricted variation is allowed under the guidelines. Local/state preference as provided herein shall not be applied to the procurement of construction services.

D. Please note that an award for one building does not necessarily mean that you will be awarded the second project.

4. City of Beaufort Small and Minority Business Program:

1. As used herein, "small and minority business" means a firm located within the city which is certified by the Governor's Small and Minority Business Assistance Office (SMBAO) or Disadvantaged Business Enterprise Program of the South Carolina Department of Transportation.
2. The "small and minority business" subcontractor program requires bidders to the city to make subcontracting opportunities available to a broad base of qualified subcontractors and achieve an annual participation goal for subcontractor participation.
3. Bidders to the city shall be required to take affirmative steps to ensure maximum recruitment of small and minority businesses as sources of supplies, construction and other services whenever possible. Bid documents issued by the city shall require documentation of a bidder's efforts to recruit small and minority businesses as subcontractors.
4. Not less than ten (10) calendar days prior to bid submittal to the city, a bidder must provide written notice to certified small and minority businesses located within the city of the bidder's interest in receiving sub-bids on a project. The list of certified small and minority businesses located within the city shall be maintained by the city manager, and shall be made available upon request by any potential bidder.
5. A bidder's written notice shall consist of a letter containing the bidder's name, a description of work available for subcontracting, the bidder's contact information, information on availability of plans and specifications, and the bidder's policy concerning assistance to subcontractors in obtaining bonds, credit lines and/or insurance.
6. A copy of the letter sent to small and minority businesses and a list of businesses to which the letter was sent is required to be provided with the bid documents submitted to the city, along with the fax transmittal confirmation slip for letters sent by fax and copies of metered or stamped envelopes for letters sent by mail.
7. The City Manager will make an annual report of small and minority business recruitment into the city and participation in this program.

Project Schedule

For the purpose of this RFQ, the following is the projected schedule:

|  | <u>First Project</u> |
|--|----------------------|
| Receipt of general contractors' written prequalifications: | March 8, 2007        |
| Selection of bidders:                                      | April 2007           |
| Issue bid documents:                                       | April-May 2007       |
| Bid date:  | May 2007             |
| Review bids:   | May 2007             |
| Award contract   | May 2007             |
| Commence construction:                                     | June 2007            |
| Construction completion:                                   | June 2008            |

|  | <u>Second Project</u> |
|--|-----------------------|
| Receipt of general contractors' written prequalifications: | March 2007            |
| Selection of bidders:                                      | March 2007            |
| Issue bid documents:                                       | May 2007              |
| Bid date:  | June 2007             |
| Review bids:   | June 2007             |
| Award contract   | July 2007             |
| Commence construction:                                     | August 2007           |
| Construction completion:                                   | August 2008           |

Upon receipt of a Letter of Intent to Award the contract, the contractor will be required to prepare a proposed detailed project schedule.

## **REQUIRED SUBMITTAL INFORMATION**

1. Completed Contractor's Qualification Statement, AIA Document A305.
2. Contractor's license number and qualifying party
3. Firm's organization chart and total number of employees, differentiating field personnel and management.
4. List and qualifications of key persons who would be assigned to the project, including senior management or principal(s) of firm, project manager, and superintendent.
5. Description of experience of firm in projects similar to this project in size and scope.
6. Description of firm's experience in working with an Owner's Representative.
7. Minimum of five (5) references for similar projects.
8. Current and projected workload of firm as it relates to the firm's ability to comply with the schedule for this project.
9. Description and illustrations of firm's completed projects similar to this assignment. (Project description sheets in AIA Document B431, Architect's Qualification Statement, are a guide to information desired.)
10. Statement of bonding capacity from firm's bonding company and banking references.
11. Experience modification rate.
12. List and explanation of any current claims or suits in which the firm and/or consulting team is involved.
13. Dollar value of volume of work completed annually over the past three years.
14. Description of Contractor's program for:
  - A. Quality control
  - B. Safety
  - C. Drug testing plan