

## REQUEST FOR QUALIFICATIONS

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### BAMBERG COUNTY SOLICITATION NO. 21-01

### CONVERSION OF THE BAMBERG MEMORIAL HOSPITAL TO BAMBERG ADMINISTRATIVE OFFICES November 2, 2020

#### PROJECT DESCRIPTION

The Work consists of interior renovations to the existing 39,600 SF single story building as indicated on the Contract Documents including but not limited to general construction, mechanical, plumbing, electrical, fire sprinkler and minimal site work. Interior renovations mainly require minimal demolition, non-loading bearing wall renovations and construction and new finishes and millwork along with new plumbing, mechanical, electrical, and updated fire sprinkler systems and replacement and addition of existing exterior windows. Exterior work requires new walks, ramps, steps and exterior covered canopy, demolition, additions and renovations and minimal site work. The building has just been reroofed under a separate contract. Contract Documents also includes Add Alternates, (Alt #1 EOC Interior Renovations: 5,892 SF, Alt #2: Rear Canopy Addition, Alt #3: Side Canopy Addition at DSS, Alt #4 Health Department Interior Renovations: 6,349 SF, Alt #5: Exterior Window Replacement at DSS).

Approximate Budget: \$ 2.5M

Approximate Construction Duration: 12 months

#### **I QUALIFICATION REQUIREMENTS**

A. Each respondent must provide the information requested by this RFQ as listed below:

- Submittal Form (attached)
- Qualifications

This information must be received by the Bamberg County Purchasing Agent, **no later than 2:00 PM, on TUESDAY, NOVEMBER 17, 2020**. Pre-Qualification Submittals must be received at the location listed below and must include one (1) original, clearly marked as such, four (4) copies of the firm's qualifications and one (1) flash drive containing all information contained in the firm's qualifications. **Faxed or emailed information is not acceptable.** Qualifications received after that time and date will be rejected as non-responsive. Bamberg County reserves the right to reject any or all qualifications submitted. Only the names of firms submitting information will be read aloud. No other information will be given.

Forward Pre-Qualification Submittals to:

Bamberg County Purchasing Agent  
1234 North Street  
Bamberg, South Carolina 29003  
ATTN: Mr. Thomas M. Thomas, Purchasing Agent  
(803) 245-2377  
www.bambergcounty.sc.gov

**II EVALUATION OF QUALIFICATIONS; GENERAL QUALIFICATION FACTORS AND PROCESS**

- A. The Pre-qualification method of procurement has been selected for this project for the following reasons:
1. The receipt of bids from qualified contractors is considered critical to the success of the project.
  2. The size, scope, and complexity of the project requires close coordination between an experienced GC and subcontractors.
  3. Budget constraints demand only experienced contractors with prior success in similar renovations.
- B. Contractor's qualifications will be evaluated by a Technical Evaluation Committee. After evaluations have been completed and it has been determined which Contractors are pre-qualified, an Invitation for Bid will be issued only to those pre-qualified Contractors.
- C. The Contractor's qualifications, including experience with similar projects, financial stability, and ability to perform the requirements of the contract are the general evaluation criteria for qualifying a contractor for this particular project.
- D. The requirements identified in this RFQ are intended to provide Bamberg County with the ability to select the most qualified contractors to submit bids for this project.
- E. Limitations: Bamberg County reserves the right to reject any or all qualifications or bids at any time prior to award; and to waive informalities and minor irregularities in qualification packages and bids received. Offerors are advised to provide all pertinent information required by the RFQ in their written qualifications. Bamberg County reserves the right to reject any or all qualifications submitted, in their sole and absolute discretion, if it is determined that a conflict of interest may exist between the Offeror and the Architect and / or Bamberg County.

- F. Bamberg County reserves the right to conduct negotiations if it is in the best interest of Bamberg County, in accordance with the Bamberg County Purchasing Policies and Procedures.
- G. The contract for construction will consist of AIA **A101-2017, Standard Form of Agreement Between Owner and Contractor** and AIA **A201-2017, General Conditions of the Contract for Construction**, both as amended by the Owner. Copies of these documents may be obtained from the Bamberg County Purchasing Agent.

### III CONTACT PERSONS / RESTRICTED CONTACT

- A. Contact with Bamberg County personnel, the Architect/Engineer, or any project consultants concerning issued RFQ documents, other than those personnel listed herein, may be grounds for elimination from the qualification process. For any questions regarding the submission or requirements of a qualification, contact the Bamberg County Purchasing Agent in writing as follows:

Bamberg County Purchasing Agent  
1234 North Street  
Bamberg, South Carolina 29003  
ATTN: Mr. Thomas M. Thomas, Purchasing Agent  
thomastm@bambergcounty.sc.gov  
(803) 245-2377

### IV GENERAL INFORMATION

- A. There is no expressed or implied obligation for Bamberg County to reimburse responding firms for any expenses incurred in preparing qualifications in response to this request.
- B. To be considered, one **(1) original, clearly marked as such, four (4) copies of the firm's qualifications and one (1) flash drive containing all information contained in the firm's qualification submittal**, must be received by the Bamberg County Purchasing Agent **no later than 2:00 PM on TUESDAY, NOVEMBER 17, 2020**. Bamberg County reserves the right to reject any or all qualifications submitted. Submit Pre-Qualification documents to:

Bamberg County Purchasing Agent  
1234 North Street  
Bamberg, South Carolina 29003  
ATTN: Mr. Thomas M. Thomas, Purchasing Agent  
(803) 245-2377

- C. During the pre-qualification evaluation process only, unless otherwise allowed by the Bamberg County Purchasing Policies and Procedures, Bamberg County reserves the right, where it may serve Bamberg County's best interest, to request additional information or clarification from offerors, or to allow corrections of errors or omissions.
- D. Bamberg County reserves the right to retain all qualifications submitted. Submission of qualifications indicates acceptance by the firm of the conditions contained in this Request for Qualifications, unless clearly and specifically noted in the qualifications submitted and confirmed in any resulting contract between Bamberg County and the firm selected.
- E. **NOTE:** For those contractors that are determined to be qualified to the bid as a result of this process, be advised that your attendance at the Pre-Bid Conference is **MANDATORY**.

**V SUBMISSION AND WITHDRAWAL OF QUALIFICATIONS**

- A. Qualifications should be submitted in sealed packaging, marked, and addressed as directed in this RFQ. Failure to do so may result in the premature opening of, or a failure to open, such qualifications.
- B. Sealed qualifications are to be submitted to the Bamberg County Purchasing Agent, at the address listed above **no later than 2:00 PM on TUESDAY, NOVEMBER 17, 2020. Qualifications which are received by facsimile transmittal will not be accepted for consideration.**
- C. Offerors mailing qualifications should insure they are adequately marked as a qualification submittal for this solicitation and should allow a sufficient mail delivery period to insure timely receipt of their qualifications by the Purchasing Agent. Any qualifications received after the scheduled deadline on the closing date will be immediately disqualified in accordance with the Bamberg County Purchasing Policies and Procedures and returned to the offeror.

- D. If erasures or other changes appear on the document, each erasure or change must be initialed by the person signing the qualification submittal. Qualifications may be withdrawn by written request received from the Offeror prior to the time set for closing of qualifications, but not thereafter.

## VI PREPARATION OF QUALIFICATIONS

- A. All qualifications should be complete and carefully worded and must convey all information requested by Bamberg County. If errors are found in the Offeror's qualifications, or if the qualifications fail to conform to the requirements of the RFQ, Bamberg County will be the sole judge as to whether that variance is significant enough to reject the qualifications.
- B. Qualifications should be prepared simply and economically. All data, materials and documentation shall be available in a clear, concise form. If additional information is required, offeror shall supply additional materials as needed for Owner's internal use. Owner reserves the right to reproduce qualifications for internal use in the evaluation process.
- C. All qualifications shall provide a straightforward, concise description of Offeror's ability to satisfy the requirements of the RFQ.
- D. Each copy of the qualifications shall be bound in a single volume, 3 ring binder or other. All documentation submitted with the qualifications should be bound in that single volume. Each volume must not contain more than 50 pages. One page is equivalent to a single sheet of paper. The Offeror may utilize the front and back of each page. Any pages in excess of 50 pages will not be considered.
- E. Four (4) copies of the qualifications, under seal, are required (**in addition to the original**, as described above, as well as one (1) flash drive. The Offeror is required to have typed on the envelope or wrapping containing the copies of the qualifications, the Solicitation Number specified in this RFQ, No. 21-01, and the RFQ Closing Date and Time, **no later than 2:00 PM, TUESDAY, NOVEMBER 17, 2020**.

If any qualification includes any comment(s) over and above the specific information requested in this RFQ, such comment(s) must be included as a separate appendix to such qualifications.

- F. The Offeror is solely responsible for all costs and expenses associated with the preparation of the submittal of qualifications.

- G. Qualifications must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the qualifications.

## VII QUALIFICATION FACTORS

The Contractor's qualifications, experience, financial stability, and ability to perform the requirements of the contract are the general evaluation criteria for qualifying a Contractor for this particular project. Each set of criteria is weighted as shown. A minimal score of 80% is necessary to be pre-qualified to bid this project.

### A. **FACTOR I – PAST PERFORMANCE (Score Weight: 35%)**

Past performance will be evaluated by examining similar project experience, references, schedule compliance, cost growth/compliance and the project team.

#### 1. Similar Projects:

- a. Identify the number of contracts and volume of related work contracted in the past five (5) years.
- b. Provide three (3) similar renovation projects (at least 50% complete) executed in the last seven (7) years of similar size and complexity to the work proposed under this contract. Note particularly any project **being constructed on existing occupied County government-related properties in South Carolina.**
- c. Show past experience working on County government-related renovation projects in South Carolina.
- d. Limited to one page per project, provide the following:
  - i. Project title and location.
  - ii. Short description. Include scope and performance narrative. Identify the delivery method utilized.
  - iii. Contract amount and total amount of all change orders.
  - iv. Award date, completion date (or status).

2. References:

Provide the Owner's and Architect's contact information on the referenced projects having firsthand knowledge of the contractor's performance. Include titles, addresses and current telephone numbers.

3. Schedule Compliance on Similar Projects:

Relate schedule compliance on the referenced projects, including planned and actual substantial and final completion dates, and reasons for any variance.

4. Cost Growth/Compliance on Similar Projects:

Relate cost growth and compliance with the project budget on the referenced projects, including original bid, final cost, and reasons for any change.

5. Project Team on Similar Projects:

Identify key personnel on the referenced projects, including project manager, superintendent, scheduler, and any other team member deemed necessary.

**B. FACTOR II – PROPOSED PROJECT TEAM (Score Weight: 10%)**

The proposed project team will be evaluated by examining the proposed project staff for each project.

1. Proposed Project Staff:

Identify proposed project management and construction staff structure for each project, including project manager, superintendent, scheduler, and other as applicable. Provide resumes of the prime contractor's key office and on-site construction staff to be assigned to this project.

2. Subcontractors:

For purposes of this qualification, each general contractor submitting qualifications shall be responsible for internally pre-qualifying and vetting those subcontractors they wish to solicit or accept pricing from if pre-qualified by Bamberg County. It is not necessary to include any information pertaining to subcontractors in the qualification submittal.

C. **FACTOR III - PROJECT APPROACH AND MANAGEMENT PLAN WITH SCHEDULE (Score Weight: 35%)**

Project approach, the management plan and schedule will be evaluated based on applicable criteria as noted below:

1. Project Approach:

Demonstrate an understanding of the project. Identify work that will be self-performed and work to be subcontracted.

2. Management Plan:

The following plans are considered to be in draft form for the technical evaluation. Final and complete management plans shall be submitted by the successful offeror not more than 30 days following award of the contract.

a. Schedule:

A scheduling control software system (Primavera Sure Track or equal) will be required on this project. Describe how you will staff, monitor progress, and ensure compliance with the project schedule. Discuss resource management and contingency plans that will be used to guarantee the work identified in each phase of work will be completed to meet contract milestones.

b. Quality Control System:

Focus on the steps that will be taken to control the project quality throughout construction that will ensure work is accomplished correctly the first time, without delays for rework, and the ability to establish and maintain project quality from contract award through completion.

c. Safety Control Plan/Procedures:

i. Focus on the steps that will promote safety during construction. Offerors should demonstrate their familiarity with OSHA standards and include their OSHA incident rates and OSHA lost time incident rates for the last five (5) years.

ii. Offerors should also provide their current and last three (3) years interstate experience modifier (EMR) for their company insurance.

**D. FACTOR IV – FINANCIAL STABILITY / RESPONSIBLENESS  
(Score Weight: 20%)**

1. Submit a statement of the Offeror's bonding capability, including aggregate and limits per project, and the amount available at the time of this solicitation. Provide a history of any bonding company involvement or intervention on previous projects, reason for involvement/intervention and documentation from bonding company requiring issues and outcome.
2. Provide documentation of insurability, including general liability and worker's compensation in the limits identified in the bidding documents.
3. Identify any project where Liquidated Damages were assessed against your firm for failure to achieve Substantial Completion within the Contract Time and describe the circumstances for same.
4. Identify any project in which your firm made a Claim or Change Order Request for acceleration damages and describe the circumstances for same.
5. Identify any project or proposed project in which your firm was terminated (whether for cause or for convenience) by the owner, and describe the circumstances for same

**VIII TERMS AND CONDITIONS**

- A. The terms and conditions in this RFQ shall prevail unless otherwise modified by the Owner in an Addendum to this RFQ. The Owner reserves the right to reject, in whole or in part, any qualification submission which does not comply with such terms and conditions.

**IX ADDENDA/CHANGES**

- A. Any additions, deletions, modifications, or changes made to this RFQ shall be made by the Bamberg County Purchasing Agent. All Addendums will be posted at [www.BambergCounty.sc.gov](http://www.BambergCounty.sc.gov). Please check this website frequently to download any addenda in a timely manner.
- B. Requests for interpretation of this RFQ and any other questions concerning the RFQ shall be made in writing and addressed to Mr. Thomas M. Thomas, Bamberg County Purchasing Agent and received no later than **12:00 P.M. on TUESDAY, NOVEMBER 10, 2020.** Responses to said requests shall be made at the discretion of the Purchasing Agent. When issued, such interpretations and answers to such questions shall be in the form of an

addendum to the RFQ, which will be posted at [www.BambergCounty.sc.gov](http://www.BambergCounty.sc.gov). All such addenda shall become part of the RFQ, and each Offeror shall be bound by such addenda whether or not received by the Offeror. **Emailed questions are acceptable, but it shall be the sender's responsibility to confirm receipt by the Bamberg County Purchasing Agent.**

## **X PUBLIC ACCESS TO PROCUREMENT INFORMATION**

- A. Subject to the requirements of the Freedom of Information Act, commercial or financial information obtained in response to this RFQ which is deemed privileged and confidential by the Offeror will not be disclosed after the award. Such privileged and confidential information includes information which if disclosed, might cause harm to the competitive position of the Offeror supplying the information. All Offerors, therefore, must visibly mark "**CONFIDENTIAL**" on each specific part of their qualifications which such Offerors consider to contain proprietary or other privileged information. Additionally, all Offerors shall be solely responsible for identifying as exempt from the Freedom of Information Act and for visibly marking "**EXEMPT FROM FREEDOM OF INFORMATION ACT**" on each specific part of their qualifications which Offerors deem to be so exempt and shall further be solely responsible for any consequences that might be related to arise from the nondisclosure of any information that is subsequently determined not to have such an exemption. Offeror may not identify their entire qualification package as exempt. Such action may result in disclosure of the entire qualification package. Owner hereby disclaims any responsibility for disclosing information not identified by any Offeror as exempt from the Freedom of Information Act and further hereby disclaims any responsibility for any information which is disclosed as a result of Offeror's failure to visibly mark it as "**CONFIDENTIAL**".

## **XI OWNERSHIP OF DOCUMENTS**

- A. All qualifications and supporting materials, including all data, material, and documentation originated and prepared for Owner pursuant to this RFQ, including correspondence relating to this RFQ shall, upon delivery to Owner, become the property of Owner.

**Anticipated Schedule**

Issue Request for Qualifications	November 2, 2020
Last Day for Questions Concerning RFQ	November 10, 2020
Qualification Closing Date	November 17, 2020
Evaluate Qualifications and Determine Qualified Contractors	November 19, 2020
Publish Invitation for Bid from GCs	November 19, 2020
Issue Final Construction Documents	November 19, 2020
Mandatory Pre-Bid Conference	December 3, 2020
Last Day for Questions and Submittal of Product	December 10, 2020
Substitution Requests	December 10, 2020
Bid Date	December 22, 2020
Bid Review Period	TBD
“Intent To Award” issued	TBD
Notice to Proceed Issued	TBD

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***NOTE: The above dates are subject to change.***

**SUBMITTAL FORM**

In compliance with the above Request for Qualifications, the undersigned hereby proposes to provide construction services in accordance with the instructions, terms, conditions, and requirements incorporated in the Request for Qualifications.

Qualifications submitted by:

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_

Telephone Number

Fax Number

\_\_\_\_\_  
Principal's Name and Title (type or print)

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Federal Tax Identification Number

\_\_\_\_\_  
State of Incorporation

\_\_\_\_\_  
Date

\_\_\_\_\_  
S. C. Contractor's License No.

Has your organization ever operated under another name? \_\_\_\_\_ Yes/No  
If yes, provide previous name, number of years the company operated under the previous name and the previous state license number.

Are you a Minority or Women-Owned business? Yes\_\_\_ No\_\_\_ Certified? Yes \_\_\_ No \_\_\_  
If you are certified, you must furnish a copy of your certificate with your submittal.

Are you a resident of Bamberg County? Yes\_\_\_ No\_\_\_

**(List all Addenda issued by date. If no additional Addendum is issued, write the word "NONE")**

**Addendum Number**

**Date**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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