



CHEROKEE COUNTY

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REQUEST FOR QUALIFICATIONS

Proposal # 2025-11

FOR

**Cherokee County Coroner's Office
Design/Build**

Issued on: Monday, October 7, 2024

Due Date: Friday, November 1, 2024, at 2:00PM

Mandatory Pre-Submittal Meeting: Thursday, October 17th, 2024, at 10:00AM

REQUEST FOR QUALIFICATIONS FOR
Cherokee County Coroner's Office
Design/Build

Project: Cherokee County Coroner's Office
132 Administrative Drive
Gaffney, SC 29340
(Map # 098-00-00-054.000)

Owner's Representative: Merv Bishop
Cherokee County Administrator
110 Railroad Avenue
Gaffney, SC 29340
864.902.2271

RFQ Contact: Merv Bishop
Cherokee County Administrator
110 Railroad Avenue
Gaffney, SC 29340
864.902.2271
Marvin.bishop@cherokeecountysc.com

Start of Construction: January 2025

Current Construction Budget: \$1 Million

Mandatory Pre-Submittal Meeting: 10:00 AM, Thursday, October 17, 2024
Physical meeting and site walk-through required
132 Administrative Drive, Gaffney, SC 29340

Submission Deadline: 2:00 PM, Friday, November 17, 2024
Physical submissions to
Cherokee County Administrative Building
Attn: Administrator's Office (2nd floor)
110 Railroad Avenue
Gaffney, SC 29340

Project Details: The project is for the design and construction of a new Coroner's office to be constructed at 132 Administrative Drive, Gaffney, South Carolina.

INTRODUCTION AND PURPOSE

Cherokee County in South Carolina (Owner) is soliciting Proposals from interested firms for Design/Build services in connection with the design and construction of a project to house their new Coroner's office facility. Persons and/or firms interested in providing the aforementioned services must prepare and submit their Proposals in accordance with the procedure and schedule in this RFQ. The Owner will review Proposals only from those firms that include all the information required to be included as described herein (in the sole judgment of the Owner). The Owner will consider Proposals only from individuals, firms, or organizations that have demonstrated the capability and willingness to provide professional services as required by the Owner.

Construction Procurement Method

The delivery method for this project shall be Design/Build. There will be a single contract from the County with a Design/Builder that will be expected to fulfill the terms of the contract through delivery of a finished, fully usable facility, on a turnkey basis, that satisfies the County's Space Needs. As the sole responsible entity for architectural design and construction services, the Design/Builder will have a fiduciary role and responsibility to the County and must act in the County's best interests consistent with its Space Needs and budget. The Design/Build team shall hold all design professional, trade contractor, and trade supplier contracts. The Design/Builder will also 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 budget and schedule.

1. The Design/Builder will be responsible for comprehending and programming the County's Space Needs, accurately translating those needs into a Basis of Design, and incorporating all into complete construction documents. With these, the Design/Builder will deliver a finished facility in satisfaction of the County's Space Needs.
2. The Design/Builder will be responsible for pricing and value engineering issues. At an appropriate point during the project, the County anticipates asking the Design/Builder to commit to a Guaranteed Maximum Price (GMP) for all of its design and construction services.
3. The Design/Builder shall competitively select all construction subcontractors and other work appropriate for competitive selection but is free to use qualification factors other than price of work to select construction subcontractors that will deliver the greatest value to the County.
4. In selecting a firm, the County 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 facility design, general contracting, scheduling, contract coordination and compliance, and budget control, as well as familiarity with laws, ordinances, and codes applicable to this project.
5. It is the responsibility of each offeror to examine the entire solicitation, seek clarification in writing, and review its submittal for accuracy before submitting its qualifications and its proposal. Once submission deadlines have passed, all submissions will be final. The County will not request clarification from any individual offeror relative to its submission but reserves the right to ask for additional information from all parties that have submitted qualifications. If there are multiple firms proposed as one team, each firm must describe itself according to the solicitation requirement.

6. An important selection criterion for this construction opportunity will be the ability of the firm to place quality personnel on this job ready to work within an effective timeframe.
7. The County does not desire to enter into "joint venture" agreements with multiple firms. At the same time, the County recognizes that the Design/Build delivery method often involves partnerships between and among firms to combine design and construction management capabilities. In the event two or more firms desire to establish a joint venture, it is expected that one firm shall become the Design/Builder for the purpose of contract execution, with the remaining firms being consultants to it.
8. The County expects all parties to this project to work closely together and deal appropriately with project conditions to finish the job successfully. A spirit of cooperation and collaboration among professional construction services providers is of utmost importance.
9. The Design/Builder, as part of its design and its preconstruction services, will assist with developing a strategy for the best approach for the successful completion of the project. For example, without limitation, the Design/Builder will provide guidance and assistance in preparation of a schedule and cost-plus fee with a guaranteed maximum price.
10. It is the sincere intention of the County to make every effort to be fair and equitable in its dealings with all candidates for selection.

CONTACTS, REGISTRATION, MANDATORY PRE-SUBMITTAL CONFERENCE, QUESTIONS, AND RFP SCHEDULE

Contacts

Registration to reflect interest in this request and to receive updates is addressed in paragraphs below. All notices and communications relating to this project shall be directed as below:

Merv Bishop
Cherokee County Administrator
110 Railroad Avenue
Gaffney, SC 29340
864.902.2271
marvin.bishop@cherokeecountysc.com

Register, Obtain Request and Receive Amendments

IMPORTANT NOTE: Please contact the below individual(s) to register your interest with the Owner. If an amendment is issued, it will only be provided to all who have registered. It is desired that all correspondence related to this RFQ be provided electronically. Please ensure that a valid e-mail address is provided in addition to other contact information. Contact the following individual(s) in electronic format, to ensure that you are registered to receive this request, amendments and other information related to this RFQ:

Merv Bishop
Cherokee County Administrator
110 Railroad Avenue
Gaffney, SC 29340
864.902.2271
marvin.bishop@cherokeecountysc.com

Mandatory Pre-Submittal Conference

A Mandatory Pre-Submittal Conference will be held as set forth on the foregoing RFQ Data Sheet. Final RFQ Registration will be conducted at this conference. The completed and signed registration sheet resulting from this conference will be used to compare proposal submittals from interested firms. Failure to sign and register at this conference will cause rejection of the Proposal submittal. Handouts and general project information will be reviewed at this conference by the Owner as well as a critically important site walk-through to better understand the scope of work required.

NOTE: Proposals will only be accepted from those firms that have signed up and registered at this Mandatory Conference.

Questions Prior to Submittal of Response

Should a Respondent have questions regarding this RFQ or any part thereof, they must request clarification in writing via electronic communication to the Owner by the calendar deadline noted in this RFQ. This request may result in the issue of a written Addendum to the RFQ. Any questions that arise must be submitted in writing via electronic mail or fax and directed to the Owner as noted in this RFQ. The interested party must confirm any telephone conversations in writing via electronic mail or fax. Questions that arise may be of a general nature or of a nature that will require a written amendment to this RFQ. If a question is already addressed in this RFQ, the interested party will be referred to the appropriate section. All parties that have registered for this RFQ will be provided with a copy of any written amendment to this RFQ. The decision as to whether an amendment is necessary is a decision made by the Owner.

All written questions related to the proposal submittal should be forwarded via electronic mail or fax on or before the stated deadline for questions noted below to allow time for a response or written amendment to this RFQ to be provided to all interested and registered parties. Questions received after this time will not be addressed.

Schedule

The RFQ and contract term and work schedule set out herein represent the Owner's best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date of the response, is delayed, the rest of the schedule will be shifted accordingly. The anticipated and desired schedule of events for contract(s) resulting from this response follows:

| | |
|--|-------------------------------------|
| SCBO PROJECT ADVERTISEMENT: | Monday, October 7, 2024 |
| PRE-SUBMITTAL CONFERENCE: | 10:00 AM, October 17, 2024 |
| DATE PROPOSAL QUESTIONS DUE: | 5:00 PM, October 21, 2024 |
| RESPONSES TO FINAL QUESTIONS PROVIDED: | 5:00 PM, October 22, 2024 |
| DATE PROPOSALS DUE: | 2:00 PM, November 1, 2024 |
| COMMITTEE REVIEW OF RFQ'S: | November 4, 2024 – November 8, 2024 |

SCOPE OF WORK AND SERVICES

The selected Design/Build Firm shall perform all pre-construction and construction phase services reasonably necessary for this project. The outline scope of services below is meant to give Firms an outline of the minimum services required for this project.

A. PHASE 1 – PRE-CONSTRUCTION SERVICES

1. SITE DESIGN

- Site Logistic Study
- Prepare construction delivery, staging and site utilization plan
- Identify critical environmental, grading and other issues that require management control
- Identify and define site and utility construction plan and sequencing
- Identify construction sequence and methods of construction
- Cost Estimates and Scheduling
- Modification of existing site improvements

2. BUILDING DESIGN

- Develop initial Schematic Building and Site Design, cost estimate, and schedule that corresponds to the Owner's Space Needs requirements and budget.
- Develop 50% Construction Documents, cost estimate, and schedule; Reconcile cost differences from Previous Phase.
- Develop 100% Construction Documents, cost estimate, and schedule; Reconcile cost differences from Previous Phase.
- Develop detailed cost estimates for special systems comparison and requested alternates as needed.
- Develop material for public presentations; assist with presentations.
- Review Energy and Environmental Design Guidelines and prepare schedule and cost impacts.
- Research different construction materials and report findings.
- Regularly attend meetings with the Owner prior to construction and consult with the Owner regarding site use, site improvements and selection of building materials, systems and equipment.
- Develop a provisional and final CPM schedule indicating methods and sequencing of procurement, permitting, construction and closeout of project. Include time requirements for sequences and durations, milestone dates for receipt and approval of design documents, receipt of regulatory approvals and permits, preparation and processing of shop drawings and samples, delivery schedule of materials or equipment requiring long-lead time procurement, project procurement schedule, and installation and construction completion. Include critical milestone dates for Owner procured and installed fixtures, furnishings and equipment. Provide periodic updates of project schedule for Owner approval.
- Develop and implement procedures for schedule adherence.
- Review plans and schedules for phased construction and make recommendations to the Owner regarding the phased issuance of the drawings and specifications prepared by the Architect to facilitate phased construction where such phasing is appropriate.
- Perform a "constructability" review of the design documents at each phase of design.
- Perform "maintainability" review of the design documents at each phase of design.

- Perform budget review of design documents during and after each phase of design.
- Provide detailed construction cost estimates, to achieve the Owner's budget (to be sorted by trade bid packages).
- Provide financial and quality analysis of different construction methods in each major trade group for potential quality, cost and schedule enhancements.
- Assist with final selection of systems and products by providing market intelligence to Architect.
- Below is a list of specification needs:

| SPACE SPECIFICATIONS FOR NEW CHEROKEE COUNTY CORONER'S OFFICE COMPLEX | | | | | |
|---|-------|-------------|--|--|--|
| ROOM | SIZE | SQUARE FEET | | | |
| CORONER'S OFFICE W/CLOSET | 14X16 | 224 | | | |
| DEPUTY CORONER'S OFFICE W/CLOSET | 9X10 | 90 | | | |
| DEPUTY CORONER'S OFFICE W/CLOSET | 9X10 | 90 | | | |
| CONFERENCE/SITUATION ROOM | 12X16 | 192 | | | |
| COMMUNICATIONS ROOM | 9X10 | 90 | | | |
| LOBBY AREA | 12X12 | 144 | | | |
| ADMIN ASST/CENTRAL OFFICE` | 14X14 | 196 | | | |
| BREAK AREA | 10X12 | 120 | | | |
| EVIDENCE ROOM | 30X30 | 900 | | | |
| MORGUE W/BODY COOLER | 20X35 | 700 | | | |
| MORGUE STORAGE | 10X15 | 150 | | | |
| PAPER FILE STORAGE ROOM | 15X15 | 225 | | | |
| MEN'S RESTROOM | | | | | |
| LADIES' RESTROOM | | | | | |
| SHOWER | | | | | |
| TOTAL SQUARE FEET | | 3121 | | | |
| THE NEW BUILDING SHOULD INCLUDE AN ENCLOSED DRIVE IN/DRIVE OUT AREA FOR LOADING AND UNLOADING BODIES, COVERED AREA FOR CORONER TRANSPORT TRUCK, 3 TRAILERS, AND SPARE VEHICLE. AREA TO BE FENCED WITH CURRENT FENCING AND ELECTRIC GATE WITH ADDITIONS AND MODIFICATIONS. | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| ITEMS THAT CAN BE MOVED TO THE NEW CORONER'S OFFICE FROM THE CURRENT OFFICE INCLUDE: 13 BODY WALK IN COOLER, MORGUE CABINETS, 3 COMPARTMENT STAINLESS STEEL SINK, HAND WASHING SINK, WASHER/DRYER, EXAMINATION TABLE, STRETCHERS, COMPUTERS, MONITORS, TELEPHONE SYSTEM, RADIO COMMUNICATIONS EQUIPMENT, 2 DESKS, 2 OFFICE CHAIRS, COPIERS, PRINTERS, VARIOUS OFFICE EQUIPMENT, EVIDENCE REFRIGERATOR, EVIDENCE FREEZER, CONFERENCE TABLE, SIX CONFERENCE CHAIRS, PODIUM, 4-FOUR DRAWER FILE CABINETS, UPS BACK UP SYSTEM, GENERATOR | | | | | |

3. GUARANTEED MAXIMUM PRICE

- Develop a Preliminary Guaranteed Maximum Price (GMP) document for each major GMP package at 50% construction documents that minimizes the use of allowances or plug numbers. The project process will minimize the need for allowances or plug numbers.
- Reconcile schedule and cost with Owner against pre-established budget and schedule.
- Develop Final Guaranteed Maximum Price document.

B. PHASE 2 – CONSTRUCTION SERVICES

1. BIDDING AND CONTRACTING

- Arrange and prepare bid packages.
- Prequalify bidders for all packages.
- Develop requirements to assure time, cost and quality control during construction.
- Provide a provisional construction schedule (CPM) for issuance with bid packages.
- Identify bidders and generate bidder documents.
- Schedule and conduct pre-bid conferences in conjunction with the Owner.
- Advertise and distribute bidding documents.
- Monitor bidder activity.
- Open, review and analyze bids, in conjunction with Owner.
- Update Project schedule.

2. CONSTRUCTION PHASE

- Maintain on-site staff for construction management.
- Oversee, coordinate and be responsible for all construction activities.
- Establish and maintain coordinating procedures.
- Develop and maintain a detailed cost-loaded schedule (CPM) including delivery, approvals, inspection, testing, construction and occupancy.
- Conduct and record job meetings.
- Prepare and submit change order documentation for approval of the Owner.
- Maintain a system for review and approval of shop drawings, samples and product data, to ensure compliance with drawings and specifications. Establish a review system to ensure full integration between all automated systems. (Building Automation Systems, Security, Fuel, Communication, Inventory control, etc.)
- Maintain records and submit formal progress and monthly reports to Owner.
- Manage and maintain quality control systems and ensure conformity to plans and Specifications, including Geotechnical testing as well as Special Inspections.
- Develop a system and provide cost control through periodic progress payment reviews and verifications according to the approved schedule and contract amounts.
- Develop and maintain as-built drawings for the duration of the Project.
- Coordinate post-completion activities, including the assembly of guarantees, manuals, closeout documents, training, regulatory approvals and the Owner's final acceptance.
- Coordinate, monitor, and resolve all remaining "punch-list" items to the satisfaction of the Owner.
- Coordinate Systems Commissioning activities.
- Coordinate furniture, furnishings and equipment deliveries and installation prior to final acceptance.

3. PROJECT CLOSEOUT/WARRANTY

- Submit record drawings for approval of the Owner.
- Assist in transition to occupancy.
- Receive, record and address all warranty issues.
- Resolve all warranty issues to the satisfaction of the Owner.

RESPONDENT AND PROPOSAL REQUIREMENTS

The DESIGN/BUILD FIRM will be selected through a Proposals-based selection process. Firms interested in providing DESIGN/BUILD services must submit a Statement of Qualifications (SOQ) and a Fee Proposal that address the following issues:

A Firm, to be considered, must have a minimum of five (5) years of experience as a Construction Manager or General Contractor in providing the pre-construction and construction phase services required for this project. If a Firm is a joint venture, each joint venture party must also have a minimum of five (5) years of said experience. Construction management experience gained by key personnel proposed for this project during previous employment in providing Pre-Construction and Construction Phase Services may be considered in meeting this minimum experience requirement.

Offeror's "Designer" MUST have current South Carolina Architectural and/or Engineering license(s) as appropriate for its portion of the design work.

Offeror's "Builder" MUST have current South Carolina Contractor's license with classification BD and group limitation Group 5.

Builder MUST have a safety Experience Modification Rate average of less than 1.0 over the last three years.

Offeror MUST have bonding capacity to provide a payment and performance bond with coverage equal to the total cost of the project.

Offeror MUST be able to get a Builder's Risk Insurance Policy for this project with coverage equal to the total cost of the project.

The proposal shall be signed and properly executed. The Owner reserves the right to reject either all Proposals after the opening of the Proposals but before award, or any proposal, in whole or part, when it is in the best interest of the Owner. For the same reason, the Owner reserves the right to waive any minor irregularity in a proposal.

Firms must possess all licenses required by South Carolina law, including, at a minimum, an unlimited general contractor's license in the building classification and shall submit proof of current licensing with their proposal.

If the Firm is a joint venture firm or partnership, the Firm must provide all identification information for all parties and all requirements for all parties (i.e., licenses, insurance, etc.) as requested. As part of the proposal submission under the category of Project Planning - General, the Firm must identify the responsibilities of each joint venture or partnership party with respect to the scope of services / work inclusive of the requirements for each entity based on such services as described in this RFP document. All joint venture/partnership parties will be held responsible for the contract obligations jointly and severally.

Firms should submit a fee proposal for pre-construction services (lump sum, hourly or some combination thereof), construction services (percentage of actual cost of work) and change orders (percentage of actual cost of work).

Firms should give specific attention to the identification of those portions of their Proposals which they deem to be confidential, proprietary information or trade secrets, and provide any justification of why such materials, upon request, should not be disclosed by the Owner under South Carolina public records laws. Firms must clearly indicate every section that is deemed to be confidential, proprietary or a trade secret as required by statute. **It is NOT sufficient to preface your entire proposal with a proprietary statement.**

Firms mailing Statement of Proposals shall allow sufficient mail delivery time to ensure timely receipt by the Issuing Office. Proposals or unsolicited amendments to Proposals arriving after the due date and time will not be considered. **LATE PROPOSALS CANNOT BE ACCEPTED.**

Proposals are to be delivered to the office of the Owner, in a sealed box(es), addressed to the Owner and marked "**Request for Qualifications – Cherokee County Coroner's Office**". The Owner recommends against use of mail or delivery services that will not guarantee delivery directly to this office. Proposals delivered to any other location will not be considered "received" until they arrive at the location specified above. This Owner will not waive delay in delivery resulting from need to transport Proposals from another location, or error or delay on the part of the carrier.

The process of evaluating submitted Proposals and forwarding a recommendation for presentations, contract negotiations or contract award for consideration by the Owner will be conducted by an evaluation team. The Selection Committee will review all submitted Proposals for compliance with the requirements of the RFQ. All Proposals not complying with the requirements of the RFQ will be considered non-responsive and be rejected. There will be no results of any ranking that result from such evaluation.

SUBMISSION RESPONSE CONTENT AND FORMAT

RESPONSE TO THIS REQUEST FOR PROPOSALS MUST INCLUDE THE FOLLOWING:

Those firms interested in providing services for this project must submit five (5) bound physical copies. The Proposals must include the items specifically enumerated in the "Submission Format" section below. Submission shall not be longer than 40 pages, single sided (20 pages, double sided), excluding transmittal letter, tabs and required forms. Firms must also submit one (1) fee proposal letter in a separate sealed envelope for physical submittals and in a separate PDF document for digital submittals.

Proposal Development

Required content of proposal:

The detailed requirements set forth in the **Submission Format** are recommended. Failure by any Firm to respond to a specific requirement may result in disqualification. The Owner reserves the right to accept or reject any or all submissions. Firms are reminded that responses will be considered exactly as submitted. Points of clarification will be solicited from Firms at the discretion of the Owner. Those submissions determined not to be in compliance with provisions of this RFQ and the applicable law and/or regulations will not be processed.

All costs incurred by the Firm associated with RFQ preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of an agreement, shall be borne entirely and exclusively by the Respondent.

The information and proposed budget for the Firm selected for the contract award will form the basis for negotiation of a contract. The Owner reserves the right to issue a contract without further negotiation using the information contained in the RFQ. Failure of a prospective Firm to accept this method of contract development will result in cancellation of the award.

Submission Format:

The submission format requirements were developed to aid Respondents in their submission development. They also provide a structured format so reviewers can systematically evaluate several proposals. These directions apply to all submissions.

The purpose of the submission is to demonstrate the technical capabilities, professional qualifications, past project experiences, and knowledge within this industry. Respondent's submission must address all the points outlined herein as required, in the following order.

1. Transmittal Letter: A transmittal letter must be submitted with a Respondent's submission which shall include:

- a. The RFQ subject.
 - b. Name of the firm or team responding, including mailing address, e-mail address, telephone number, and name of contact person.
 - c. A brief profile of the firm, outlining its history, philosophy, and target market of the firm or team.
 - d. Describe what differentiates your firm from others and why you may be best suited for this project.
 - e. The name of the person or persons authorized to make representations on behalf of the Respondent, binding the firm to a contract.
2. Firm's Work History and References
- a. List three projects (at least) of similar size, scope and complexity performed by the Respondent. Firms shall clearly indicate the type of contract under with the three similar projects (e.g. general contract, Design/Build, etc.)
 - 1) For each of the projects include specific details on the extent to which pre-construction and construction phase services were provided.
 - 2) For the three projects listed above, list the Guaranteed Maximum Price (if given), or if not given, the estimated cost or bid provided by you, and the total cost of the project at completion.
 - 3) For each of the three projects above where CM services were provided, compare the number of days in the original schedule with the number of days taken for actual completion.
 - 4) For each of the projects listed above, attach project owner references including name, address, telephone number, and email address of the project owner representative.
 - b. The Respondent shall include information pertaining to current workload and anticipated projects to be awarded that can affect the management of the design contract.
 - c. Provide experience regarding approach and system for pre-qualification of bidders, proposed approach to GMP packages and bidding of work, evaluation and award procedures.
3. Key Personnel
- a. List of key personnel who will be assigned to the project.
 - 1) For each person listed above, list what aspects of the preconstruction or construction the person will handle. For those persons who will divide their time between pre-construction and construction phases, indicate what percentage of their time will be devoted to each phase.
 - 2) For each person listed above, list his/her experience with the firm, other prior and relevant experience with projects of similar size and scope in construction/design, and the person's location. Attach the resumes and references for each person listed. List which firm office each person would be operating out of.
 - b. Attach project organizational chart indicating the placement of each of the persons listed above.
 - c. Specialized experience, professional registrations and technical competence in the performance of projects of similar size and complexity shall be noted.
4. Understanding of Requirements and Methods to Manage
- a. Include a comprehensive narrative statement that illustrates the understanding of the overall requirements of the project and the project budget and schedule constraints.
 - b. Include a narrative statement that sets out the methods they intend to employ, and which illustrates how their plan will accomplish the work as required by this RFQ. This statement shall include a detailed description of the Firm's understanding of the tasks to be performed and outline their good understanding of the scope of work associated with this response. Include details for each section in the Scope of Work in this RFQ.
 - c. Include a narrative statement that explains how the Firm proposes to interact with the design team, commissioning agent, other representatives and the Owner to achieve project budget, quality, schedule and safety goals. Explain how design activities will be managed, including any required extensions of design and show drawing completion during the construction.
 - d. Include a narrative statement regarding experience with Building Information Modeling (BIM), scheduling, inspections, permitting and coordination required.

- e. Include a narrative statement regarding its subcontractor selection plan. Subcontractors will be selected based on the best value to the Owner. The owner will approve selections as applicable and as they deem necessary. There is a desire to utilize local subcontractors when appropriate, given that they adhere to the same subcontractor standards required by your firm, and given the subcontractor's experience and value provided as well. This is not a prerequisite, just a goal.
- f. Include the location of your firm's office from which this project would be supported and whether it's located within or outside of Cherokee County. It is not a requirement to be a Cherokee County business to submit for this project.

5. Project Planning and Management

Provide a brief, overall description of how the project will be organized and managed, and how the representative services listed will be performed in both pre-construction and construction phases. Project planning that offers the same project managers for pre-construction and construction phases and work elements as noted below shall be given preference.

- a. Cost Control
- b. Quality Control
- c. Environmental Protection
- d. Safety
- e. Superintendence
- f. Project Approach to minimize risk and maximize value
- g. Constructability Issues
- h. Cost Model/Estimates
- i. Project Tracking/Reporting
- j. Request for Information (RFI) and Shop Drawings
- k. Change Management
- l. Payment Estimates and Measurement
- m. Schedule and Staffing Plan
- n. Subcontractor Management

6. Quality Program

Provide a narrative statement outlining capability and experience, management and documentation systems in place, and field procedures used to provide quality construction and compliance with specification requirements, including that of a multitude of subcontractors and suppliers. Provide samples / examples of your quality control program inclusive of applicable documentation for quality control meetings, inspections, specification review, shop drawings, submittals, deficiency tracking, daily and other reports utilized during construction to meet quality requirements. Sample forms and documents would be helpful to include, not required though.

7. Safety Program

- a. List your company's Experience Modification Rate (EMR) for the past three years.
Present Rate
Last Year Rate
Year Before Rate
- b. Attach OSHA 300 Log for the last 3 years. Have you attached OSHA 300 Log?
Yes _____ / No _____
- c. If these rates reflect corporate performance over several locations, please explain, to the extent possible, the performance experience of the location service of this project.
- d. List any OSHA fines to the company and note any respective jobsite fatalities in the past 3 years with an explanation.
- e. Include a narrative statement of job site safety management procedures, inspections, meetings conducted, reporting documents that are utilized during the construction. Samples of any forms or other documents necessary to outline this statement may be included.

8. Attachments (Appendix Items, Rates)

Other items, such as a copy of current commercial general liability and automotive liability insurance certificate noting available coverage amounts of no less than \$5,000,000 for commercial general liability and not less than \$1,000,000 per claim for commercial business automobile liability and will include coverage for errors and omissions of not less than \$1,000,000 per claim. Cherokee County shall be named as an additional insured party and loss payee on the insurance policies. Confirmation of capacity to obtain payment and performance bonds that is equal to or greater than the Current Construction Budget, copies of performance evaluations and recommendations, trade secret information, a current employee position and rate schedule, sub-Firm and specialty design and construction information, equipment and diagrams, quality control documents, safety documents, etc. should be included in this section.

9. Fee Proposal

In addition to the Statement of Qualifications, each firm submitting a Statement of Qualifications must also provide a fee proposal for the project. The fee proposal should be included with the Statement of Qualifications but provided in a separate sealed envelope, identified as “Fee Proposal”. There should also be a separate PDF document as part of the digital submission that includes only the fee proposal. The Owner will consider fee proposals only after making its ranking of the firms based on its evaluation of qualifications.

a. Fees shall include:

1. Preconstruction fees through Construction Documents to the point that a GMP can be developed. (Lump sum or percent of construction)
2. Percentage fee for construction services.
3. Percentage fee for change orders.

PROPOSAL EVALUATION CRITERIA

The Owner will evaluate proposals based on the factors outlined within this RFQ, which shall be applied to all eligible, responsive proposals in selecting the successful Firm. The Owner reserves the right to disqualify any proposal for, but not limited to, person or persons it deems as non-responsive and/or non-responsible. The Owner reserves the right to make such investigations of the qualifications of the Respondent as it deems appropriate.

Award of any proposal may be made without discussion with Firms after responses are received. The Owner reserves the right to cease contract negotiations if it is determined that the Firm cannot perform services specified in their response. Proposal evaluation criteria will be grouped into percentage factors as follows:

| Category | Maximum Points |
|--|-----------------------|
| Experience of Firm – Performing Design/Build services as it pertains to this scope | 25 |
| Experience of Key Personnel – Relevant experience by those assigned to this project | 25 |
| Methodology – Firm’s understanding of project and steps to achieve the goal | 25 |
| Project Management, Quality and Safety Programs | 25 |
| Proposal Evaluation Total | 100 |
| Local Presence – General Contractor or Sub-Contractors (Provide description) | +5 |

SELECTION PROCESS

A selection committee composed of Owner employees shall be formed to review and evaluate the proposals. The selection committee members shall complete evaluation forms giving consideration to information provided in the proposals. The Owner shall have the right, but not the obligation, to designate a "short list" of qualified Firms based on the above initial evaluation scores. These vendors would be considered "finalists" and may then be requested to appear before the Selection Committee for oral and visual presentations/interviews, as applicable. Final selection would be made subsequent to such meetings, if held, but those presentations are not required, and a final selection may be made by the selection committee after the evaluation of the qualification's submittal only.

Contract Negotiation and Award

After the firms have been notified of the selection action by the Owner and have been approved by the Commission, a representative of the Owner will discuss with the selected Design/Build appropriate services and additional information about the project.

The Owner will submit to the selected Design/Build a modified AIA A141-2014, Standard Form of Agreement Between Owner and Design-Builder and will attempt to negotiate a fair and equitable agreement. In the event an agreement cannot be reached, the Owner shall terminate the negotiations and shall repeat the notification and negotiation process with the next ranked firm on the selection list, and so on, until either an agreement is reached or the solicitation canceled.

Following successful negotiation, the Owner, by and through the County Council as the final awarding authority shall award the Pre-Construction Services portion of the Construction Contract to authorize the Design/Build to provide the pre-construction services outlined in this Request for Qualifications and the Construction Contract.

At the end of Phase 1 - Pre-Construction Services Phase, and in accordance with the terms and conditions of this Request for Proposals and the Construction Contract, the Design/Build will ordinarily negotiate a contract with Guaranteed Maximum Price. Following successful negotiation, the Owner will amend the Construction Contract by agreeing upon a change order with a Guaranteed Maximum Price that will be subject to Owner Commission approval.

RESERVED RIGHTS

The Owner reserves the right to accept or reject any and/or all proposals, to cancel the Project as defined herein, to waive irregularities and technicalities, and to request resubmission. The Owner shall be the sole judge of whether any proposal and/or the resulting Construction Contract is in its best interest, and the Owner's decision shall be final. The Owner reserves the right to accept or reject all or any part of a submission, if it is deemed in the best interest of the Owner. The Owner, in its sole discretion, may expand the scope of work to include additional requirements. The Owner reserves the right to investigate as it deems necessary to determine the ability of any proposer to perform the work or services requested.

Final decision and selection of Design/Build rests solely with the Owner. The Owner makes no guarantee that any award will be made as a result of the solicitation and reserves the right to accept or reject any or all submittals; waive any informalities, irregularities or minor technical inconsistencies; or delete any item or requirement from this solicitation or any resultant contract when deemed to be in the Owner's best interest.

Please note that the Owner considers responses to this RFQ by competing firms as purely voluntary, and that the Owner is under no financial obligation to said firms regarding the contents of their proposal.

End of Request for Qualifications