



Request for Proposal

RFP# 04-25/26

Bobby Richardson Sports Complex Renovation CM @ Risk

RFP Issuance Date:

Tuesday, October 28, 2025

Response Deadline:

Tuesday, November 25, 2025, at 2:00 PM EST

Submit Proposal Electronically at:

<https://www.sumtersc.gov/procurement/rfp-rfq>

Deadline to Request Additional Information and Ask Questions:

Wednesday, November 12, 2025 at 2:00 PM EST

All questions will be posted and answered on the City's website
by Friday, November 14, 2025 by 5:00 PM ET

General Questions about submission should be directed to:

Tony Butts, Procurement Agent

by E-mail Only: tbutts@sumtersc.gov

Technical Questions about the project should be directed to:

Tripper Lee, Construction Manager

By E-mail Only to: tlee@sumtersc.gov

PROJECT OVERVIEW

PROPOSALS WILL BE RECEIVED BY THE CITY OF SUMTER, SOUTH CAROLINA, for the above titled project. This solicitation is a Request for Proposals (RFP).

SUBMISSION DEADLINE. Proposals must be received no later than **2:00 PM ET on Tuesday, November 25, 2025**.

SUBMISSION. Proposals must be submitted electronically **ONLY** as discussed further in Section 3 of this solicitation.

CONTRACT. The City anticipates entering a contract with one (1) firm who submits the proposal judged to be most advantageous to the City. The selected firm shall be required to sign formal contract documents included in this RFP document (the "Contract"). The proposer understands that this RFP does not constitute an agreement or a contract with the proposer. A proposal is not binding until proposals are reviewed and accepted by the City Council of the City and the Contract is executed by both parties.

DEVELOPMENT COSTS. The City shall not be liable for any expense incurred in connection with preparation of a response to this RFP. Proposers should prepare a straightforward and concise description of the proposer's ability to meet the requirements of the RFP.

RESERVED RIGHTS. The City reserves the right to accept or reject any and/or all proposals, to cancel the Project as defined below, to waive irregularities and technicalities, and to request resubmission. The City shall be the sole judge of whether any proposal and/or the resulting Agreement is in its best interest, and its decision shall be final. The City reserves the right to accept or reject all or any part of a submission, if it is deemed in the best interest of the City. The City, in its sole discretion, may expand the scope of work to include additional requirements. The City reserves the right to investigate as it deems necessary to determine the ability of any proposer to perform the work or services requested. Each proposer, upon request, shall provide such information as the City deems necessary to make a determination.

GENERAL The City of Sumter, South Carolina ("City") is requesting qualified firms to submit technical and fee proposals and to participate in a formal interview (if requested by the City), all as described herein, to further define the firm's qualifications to serve as a Construction Manager-At Risk (CM-R) for the City of Sumter Bobby Richardson Sports Complex Renovations ("Project" or "project"). The successful firm will be asked to provide preconstruction and construction management services in accordance with the terms, conditions, and requirements set forth in this Request for Proposal.

Design and construction for this project must comply with all Federal, State and Local laws, statutes, ordinances, and the rules and regulations of all authorities having jurisdiction over the project and shall apply to the contract and the project throughout, and they will be deemed to be included in the contract the same as though herein written out in full. The City, with the assistance of Dan Dodds of Fit Fields Architects (Designer), is currently beginning development of construction documents to define the project scope, budget and schedule for the project. The successful respondent is expected to be a major contributor to the final approval of the scope, logistics, cost, and schedule during preconstruction services, including phasing (if any) and sequence of construction of the project. Authorization to proceed with services beyond the preconstruction services is contingent upon the decision of the City to move forward with the Project and approval by the City of a Guaranteed Maximum Price (GMP) for the construction of the Project.

The successful proposer will provide preconstruction services including, but not limited to: schedule and constructability reviews; verify the Design Team estimate; value engineering (VE); identification of alternatives in project delivery phasing and early procurement options; contingent selection of certain trade

subcontractors pursuant to a request for proposal ("RFP") procurement method; preliminary pricing of general conditions site services and the general and trade contracts; and preliminary construction scheduling. These activities will support the development and submission of a GMP as the construction documents prepared by the design team reach a point for pricing near the end of the design phase.

Provided that the City decides in its discretion to continue with the construction of all or part of the Project, and contingent further upon the City and CM-R agreeing upon a GMP, the CM-R will provide construction services for the Project, managing and delivering all aspects of the construction of the Project, including holding all or a majority of subcontracts and supplier contracts, developing an overall project master schedule (which will also become a contractual obligation), coordinating with the utility companies and managing the replacement of existing utility lines, management and coordination of all construction permit approvals, trade contracts and subcontracts, shop drawings, change orders and punch lists, and delivery of record drawings, OEM manuals and warranties. The City and the Designer will routinely inspect construction to protect the City's interests and to validate pay applications. The project will be subject to all third-party inspections as required. In selecting a firm, the City will place great emphasis on the experience of the firm and assigned personnel in providing similar services on projects of similar magnitude and complexity as the proposed project. Selection preference will be toward firms that demonstrate substantial depths of knowledge and resources in the successful application of the principles of CM-R and general contracting, scheduling, contract coordination and compliance and budget control on projects of similar scope and complexity, and who are familiar with State, County, and City laws, ordinances, and codes. Small and minority business enterprises as certified by the Small and Minority Business Assistance Office (SMBAO) are encouraged to respond to this request.

Final decision and selection of CM-R rests solely with the City. The City 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 City's best interest. The City reserves the right to terminate the contract at the end of Pre-construction Phase and is in no way obligated to enter contract for Construction Services. Any and all representations made within the Technical or Fee Proposal or during the Interview shall be binding on the proposer.

Please note that the Owner considers response to this Request for Proposal by competing firms as purely voluntary and is under no financial obligation to said firms regarding the contents of their proposal.

PROJECT SUMMARY

This project is a complete renovation of the existing Bobby Richardson Sports Complex, upgrading it to an elite level tournament facility. The scope consists of five synthetic turf baseball/softball fields including a Championship Field and a large synthetic turf Practice Field and two covered batting cages. Each field includes a scoreboard, batter's eye, two dugouts, two bull pens, two sets of bleachers, a covered scorer's table, field fencing, and sports field lighting. A two-story concessions and restroom building with a wraparound porch adjacent to a central monument statue of Sumter's own Bobby Richardson will serve as a hub along a primary pedestrian axis. An entry plaza will maintain flexible space for vendor tents, food trucks, and boast an entry pavilion that will double as a ticket booth and pick-up area shade structure. Existing parking will be improved with additional parking spaces and a drop-off area. Additionally, a dedicated maintenance yard and storage building will be adjacent to the practice field.

PROJECT SCOPE

1. Assist the Design Team with investigation and documentation and detail as needed for incidental field verifications.
2. Coordinate with the City Construction Staff and Design Team to participate in milestone reviews of the design documents at the following milestones:
 - a. Design Phase
 - i. Attend progress meetings during this phase. Assume **four** progress meetings.
 - b. Create a list of questions and concerns related to the construction process and individual elements of construction which may impact cost or duration.
 - c. Construction Documents midpoint review. Provide Broad scope GMP (Guaranteed Maximum Price) of the midpoint Construction Documents. Provide a list of coordination issues and Value Engineering Possibilities.
 - i. Attend progress meetings during this phase. Assume **three** progress meetings.
 - d. Construction Documents Pricing/Permits review. Work with the Design Team, Permits Department, and major subcontractors to review the documents and create a construction budget for review.
 - i. Attend progress meetings during this phase. Assume **three** progress meetings.
3. Construction Phase/Scheduling - establish milestone reviews and procedures for communication between The City, General Contractor and the Design Team to ensure close, fast, quality communication.
 - a. Schedule preconstruction conferences with all major subs as part of the overall schedule.
 - b. Update the schedule monthly before OAC construction meetings.
 - c. Communicate often and well.
4. As the completion of construction approaches, time must be included in the schedule before the grand opening, for the training of operations staff. The training will be conducted by each of the major subcontractors and equipment suppliers. Schedule the training after Substantial Completion of the project has been designated.
5. 11 months following the Certificate for Substantial Completion, conduct a Punch List walk-through with representatives of the design team, the city, and the theatre operations staff. Review the equipment operations, finishes, and equipment.
6. 30 days following the one-year Punch List complete the certification of the punch list repairs by the City, GC and the GC's subcontractors.

End of Scope

PROJECT PROCUREMENT

GENERAL

The selection of the CM-R will comply with the guidelines of the City of Sumter Code of Ordinances, Ordinance No. 2319 including all subsequent Amendments, An Ordinance Establishing Procurement Procedures for the City of Sumter, South Carolina. Proposals will be evaluated by the City's Selection Committee based on the evaluation matrix set forth herein. The selected firm shall be the firm that scores the highest, offering a technically superior combination of demonstrated performance, relevant experience, technical and professional qualifications, and fair and reasonable pre-construction and construction fees.

POINTS OF CONTACT

The City designates the following as the points of contact for this solicitation. Respondents shall restrict all contact with the City and direct all questions, including questions regarding terms and conditions, to the following people.

Questions regarding RFP submission:

Tony Butts
Procurement Agent
P.O. Box 1449
Sumter, SC 29151
Email: tbutts@sumtersc.gov

All other project questions:

Tripper Lee
Construction Manager
P.O. Box 1449
Sumter, SC 29151
Email: tlee@sumtersc.gov

SCHEDULE

It is understood that while the dates for successful completion of individual elements of the selection and award process may be adjusted to reflect actual progress, the following dates represent dates that the City believes are both reasonable and achievable with the full cooperation and support of all parties. Proposers are encouraged to evaluate their willingness to commit to full and unhindered support of this schedule before electing to participate in this competition.

- 10/28/2025 Request for Proposal published
- 11/12/2025 Deadline for submission of written questions until 2:00 PM ET
*All questions and answers will be posted on the City's website by Friday, November 14th by 5:00 PM ET.
- 11/25/2025 Deadline for submission of Proposals at 2:00 PM ET
* **Electronic Submission ONLY. See Section 3 on page 11.**
- TBD Evaluations, interviews, if any, and final ranking of firms.
- TBD Negotiations conclude (Contract Documents included in RFP Document.
- TBD Contract for CM-R services awarded.

PROPOSALS

In order for a proposal to be reviewed, it must satisfy the **Prerequisite Criteria** set forth in Section 4.2 of this RFP. Once the initial review of the Proposals is complete, the City may determine, in its discretion, to conduct interviews of the proposing firms as an aid to the selection process. If the City determines to conduct such interviews, then, two of the highest ranked firms will be asked to make an oral presentation to the Selection Committee, at a place and time specified by the City, which will further define the firm's qualifications to undertake and complete the Project successfully. The purpose of the interview, if any, will be to meet the proposed Project Team, to become familiar with key personnel, and to gain a better understanding of the proposer's project approach and ability to meet the stated objectives for the Project.

Firms should be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the City's timetable, scope and budgetary goals. Firms should focus their presentations on the detailed plan for managing the cost, schedule, and quality on the project and any unique characteristics or services the firm offers and their value to the City for this specific project. The Selection Committee may choose to ask individual firms to address specific areas or questions that arise during the review of the Proposals. All members of the Selection Committee will be present during the formal interviews, if any. Firms shall address any questions, prior to the interview, to the City's Point of Contact. Firms shall not contact any members of the Selection Committee. If oral presentations are required, then, scoring for oral presentations, 25 Points for Interview Criteria, will be on a separate scale (in addition to the 100 point proposal review scale).

At the conclusion of the interviews, if any, the interviewed firms will be ranked again. Based on that review the City will announce a contingent award and enter into negotiations with the highest ranked firm.

Notwithstanding anything herein to the contrary, the City reserves the right to make a contingent award and enter into contract negotiations with the highest-ranked firm without conducting any interviews and without receiving any oral presentations.

In the event a satisfactory agreement cannot be reached with the highest-ranking firm, the City will enter into negotiations in turn with the second ranked firm or the third ranked firm until a mutually agreed-upon agreement is reached with one of the finalists, or the solicitation is terminated.

CLARIFICATION OF THE PROPOSALS

The Committee will review the proposals to determine whether there are aspects of a proposal that are unclear or contain errors, omissions, or misunderstandings to the extent that the Committee is in doubt as to the precise meaning of the proposer. In that event the Committee will seek written clarification from the proposer. The purpose of clarification is not to remediate, but to understand. During the clarification process the Committee will not engage in negotiations related to price or potential improvements in the proposals as originally presented.

DISCUSSIONS

The City reserves the right to conduct discussions if they are deemed necessary with any firm deemed acceptable or potentially acceptable, and that have a reasonable chance of being awarded the contract.

The CM-R shall generally provide the complete scope of services. The level of effort and the detailed scope will be defined during contract negotiations.

The final contract will be Actual Cost plus a Fixed Fee or a Fixed % of actual cost not to exceed the Guaranteed Maximum Price (GMP). Should the project execution plan require the project to proceed in several steps it is expected that the CM-R's services will be executed seamlessly based on appropriately executed amendments to the contract.

The Project will be Open Book as described more completely in the Contract Documents. All savings, including unused contingencies, will be split 50% to the owner and 50% to the contractor, unless otherwise provided in the final Agreement between the City and the CM-R.

RFP EVALUATION CRITERIA DATA
RFP #04-25/26 Bobby Richardson Sports Complex Renovations

Major Category	Criteria Elements
I. PERSONNEL EXPERIENCE	35 POINTS
Depth of Resources and Personnel with Relevant Experience [See Note 1]	As demonstrated by the proposer's: <ul style="list-style-type: none"> - Depth of resources with experience and ability, qualified and available for the Project Superintendent's role. - Depth of resources with experience and ability, qualified and available for the Project Manager's role.
Qualifications and Experience of the Proposed Project Team	As demonstrated by the proposer's: <ul style="list-style-type: none"> - Experience of the project manager and superintendent working together on past projects. - Quality of references as to the proposed project director's commitment and project leadership. - Quality of references for the proposed team. - Experience of the team working together with the selected Designer and/or Program Manager (if any). - Availability of the proposed team for this project. - Assigned team's experience with projects of similar facility size and type. - Assigned team's experience with effective budget control. - Assigned team's experience with effective schedule control.
II. FIRM EXPERIENCE	35 POINTS
Firm's General CM-R Project Experience [see Note 2]	As demonstrated by the proposer's: <ul style="list-style-type: none"> - Experience with preconstruction and construction services. - Experience with State, County, City and other public projects. - Claims record.
Firm's specific CM-R project experience and statement of why firm should be selected for the project [See Note 3]	As demonstrated by the proposer's: <ul style="list-style-type: none"> - Experience with projects similar to this Project. - Unique ability to provide CM-R services for this project
III. SERVICES	15 POINTS
	As demonstrated by the proposer's: <ul style="list-style-type: none"> - Quality of firm's proposed services and how well services address proposed project needs. - Demonstrated ability to apply in-house services to solving project issues.

IV. MANAGEMENT PLAN [See Note 4]	15 POINTS
	<p>As demonstrated by the proposer's:</p> <ul style="list-style-type: none"> - Firm's demonstrated ability to solve complex project issues. - Effectiveness of firm's cost management plan during design and construction. - Firm's approach for managing changes within the stated cost and schedule limitations. - Firm's approach for competitively administering and evaluating bid packages. - Effectiveness of firm's schedule management plan during design and construction. - Effectiveness of plan for administering other services identified by firm, value to project. - Effectiveness of the site logistics plan and safety plan.
Fee Proposal and Information: [See Note 5] Preconstruction and construction phase fees are not part of the evaluation criteria.	

Note 1: In assessing the Depth of Resources, the Committee will consider the extent to which:

- Each team member has had prior experience with CM-R delivery.
- The principal partners have previously worked together on a successful CM-R project of similar scope, cost and schedule requirements.
- Each partner has had prior experience with public agencies of the State of South Carolina.
- The positive reputation of each firm is attributable to the personnel on the proposed CM-R team.
- Personnel resumes are commensurate with the experience of the firm.
- Proposed project team has remained intact throughout the course of the construction.

Note 2: In assessing the General Project Experience, the Committee will consider the extent to which, the Proposer's recent CM-R projects having reached substantial completion:

A history of excellence in performance as shown by:

- Contributions to the final design are positive, value-centered and contribute to the overall success of the project.
- Construction has satisfied owner program requirements.
- Solutions to construction issues have been creative.
- Construction has been within the initial GMP budget (allowing for owner-requested changes).
- Construction quality has proven to be cost-effective on a life-cycle basis.
- Minimal errors and omissions.
- Reliable cost estimating.
- Constructor has maintained a clean, safe construction site.
- Projects have been completed on schedule.
- Projects have been completed with few change orders (excluding owner-originated changes).
- Constructor has offered opportunities for true value engineering savings that reflect both initial and long-term effectiveness only after joint determination with Owner that initial program elements could not be preserved.
- Constructor has effectively managed subcontractors.
- Constructor has proactively handled punch lists.

A history of integrity and true partnership is shown by:

- Constructor has complied with building codes, regulations, and contract terms and conditions.
- Constructor has built to the final design specifications.
- When required, change orders have reflected reasonable pricing.
- Constructor has promptly honored warranty repair and replacement.

Note 3: In assessing the Specific Project Experience/Summary Selection Statement, the Committee will consider the extent to which, for the Proposer's most recent projects having reached substantial completion that demonstrate an understanding of and experience in meeting the specific challenges of the City of Sumter Opera House Auditorium Renovation Project:

A history of excellence in performance as shown by:

- Number of Historical Preservation Projects successfully completed comparable to this project.
- Contributions to the final design are positive, value-centered and contribute to the overall success of the project.
- Construction has satisfied owner program requirements.
- Solutions to construction issues have been creative.
- Construction has been within the initial GMP budget (allowing for owner-requested changes).
- Construction quality has proven to be cost-effective on a life-cycle basis.
- Minimal errors and omissions.
- Reliable cost estimating.
- Constructor has maintained a clean, safe construction site.
- Projects have been completed on schedule.
- Projects have been completed with few change orders (excluding owner-originated changes).
- Constructor has offered opportunities for true value engineering savings that reflect both initial and long-term effectiveness.
- Constructor has effectively managed subcontractors.
- Constructor has proactively handled punch lists.

Note 4: In assessing the Management Plan, the Committee will consider to which the proposer's Management Plan shows:

- Project management software
- Well-defined lines of authority, responsibility, and communication.
- An appropriate understanding of the project's technical, budget and schedule requirements and the problems that may be encountered during execution.
- A well-defined process for recognizing, evaluating, and minimizing elements of risk to ensure success.

Note 5: Pre-construction and Construction Phase fees will not be considered in evaluating RFP submittals. Proposers must include fee information in a separate envelope marked "CONFIDENTIAL FEE: FIRM NAME: _____" with the following information enclosed (**assume \$20 million renovations**).

Pre-construction Fee (lump sum dollar amount): \$ _____

Construction Phase Fee (Excluding general conditions): _____% (percentage of construction value)

- This will also be the fee on any change orders if needed.

The envelope will not be opened unless the firm is selected as the CM at Risk firm with which The City is authorized to negotiate a contract. Please note that all fees will be determined as a part of the contract negotiating process.

For those responses that are responsive and demonstrated responsibility on the part of the proposer, the Selection Committee will evaluate the submittals based upon the criteria described above.

SUBMITTAL CONDITIONS, REQUIREMENTS, AND INSTRUCTIONS

1. Conditions

- 1.1. The City makes no guarantee that an 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 RFP or any resultant contract when deemed to be in the City's best interest. Any and all representations made in response to this solicitation shall be binding on the Respondent.
- 1.2. The City reserves the right to reject any or all responses received. The City is not obligated to request clarifications or additional information but may do so at its discretion. The City reserves the right to extend the deadline for submittals.
- 1.3. All submissions shall become the property of the City without compensation to Respondent for disposition or usage by the City at its discretion. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.
- 1.4. The City assumes no responsibility or obligation to the Respondents and will make no payment for any costs associated with the preparation or submission of responses to this solicitation.
- 1.5. During the performance of any contract resulting from this solicitation, the CM-R agrees as follows: The CM-R will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, or physical handicap. CM-R must have a history of being non-discriminating on the basis of race, creed, color, sex, or national origin in any of its employment practices, or procurement practices with respect to the work force of the firm, or procurement services in connection with this project. An affirmative action plan must be maintained for both work force and procurement practices.
- 1.6. Failure to fully comply with all requirements contained in this solicitation may result in rejection of the submission and disqualification from further consideration.

2. General Instructions

- 2.1. It is the City's intent to limit the cost of responding to this solicitation, so you are encouraged to be organized and succinct in your submissions. Page limits are identified below. Thick volumes of background and general marketing material are not desired and will not be evaluated. Respondents shall carefully read the information contained in this solicitation and submit a focused and complete response to all requirements and questions as directed. Incomplete responses will be considered non-responsive and subject to rejection. Submissions should be thoughtful, tightly focused and clearly document your firm's suitability for this Project, your responsiveness to the evaluation criteria, your understanding of the Project requirements and your proven ability to contribute to achieving the goals of the City.
- 2.2. Please indicate, by firm, those certified by the Governor's Office of Small and Minority Business Assistance.
- 2.3. Only individual firms or formal joint ventures may apply. Two or more firms may not apply as a team unless they have formed a formal joint venture. Any associations will be disqualified. This does not preclude a Respondent from having sub consultants.
 - 2.3.1. "Prime-Sub" teams are bound by the requirements and limitations of this solicitation. Each firm must describe its experience and qualifications within the overall page limit.
 - 2.3.2. For joint venture entities that have not completed at least two relevant projects as a joint venture, each firm should submit its qualifications separately within the overall page limit.
- 2.4. The evaluation of all submissions will be based upon consideration of the demonstrated qualifications and capabilities of the Respondents such that any award will be in the best interest of the City. Submission of a Proposal indicates the Respondent's acceptance of the evaluation techniques and a recognition that subjective judgments must be made by the City during the evaluation process.

- 2.5. Except for the submission of clarification questions as discussed herein, Respondents shall not contact any members or employees of the City or the Designers regarding any aspect of this procurement until after the award of the contract. Contact with the organizations mentioned above shall be grounds for elimination.
- 2.6. Questions relating to the solicitation may be asked at any time up to the deadline set forth herein. All questions must be submitted in writing (by email is acceptable) to the designated Contact Person(s). Answers to all questions will be communicated in writing to all firms without identifying the firm which submitted the question.
- 2.7. It is the responsibility of each Respondent to examine the entire solicitation; to seek clarification in writing; and to review its submittal for accuracy before submitting the document. Once the submission deadline has passed, all submissions will be final. The City may, in its sole discretion, request clarification from any individual Respondent relative to their submission and reserves the right to ask for additional information from all parties that have submitted responses.
- 2.8. Any clarifications or interpretations of this solicitation that materially affect or change its requirements will be addressed by formal addendum. It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by the City before the proposals are due are part of the solicitation, and respondents shall acknowledge receipt of such addenda and incorporate each addendum in its response.
 - 2.8.1. Respondents shall consider as binding only those clarifications and interpretations that the City issues by addenda. Interpretations or clarifications in any other form, including oral statements, will not be binding on the City and should not be relied on in preparing responses.
- 2.9. The evaluation of the Proposals shall be based on the requirements described in this solicitation. All properly submitted, responsive Proposals submitted by responsible proposers will be reviewed and evaluated by the City. The two highest ranked respondents may be asked to participate in a formal interview.
- 2.10. The City reserves the right to divide the Project into multiple parts; to reject any and all responses and re-solicit for new Proposals; or to reject any and all proposals and to temporarily or permanently abandon the Project. The City makes no representations, written or oral, that it will enter into any form of agreement with any Respondent to this solicitation for any project and no such representation is intended or should be construed by the issuance of this solicitation.

3. Specific Instructions

3.1. Instructions for submitting a proposal:

- 3.1.1. Proposals must be submitted electronically **ONLY**. Proposals can be uploaded by visiting the following URL: <https://www.sumtersc.gov/departments/purchasing/rfp-rfq>

Only files in pdf, .xls(x), or .doc(x) formats will be accepted. Printing shall be enabled on files submitted. The RFP # and Name must be included on the web RFP form and all attached documents at time of submittal. Prior to clicking "submit," Vendors are responsible for ensuring that all documents intended to be submitted have been uploaded to the website.

Incomplete submissions will not be considered. The City undertakes no obligation to notify Vendors that a submission is incomplete. Vendors may e-mail the City RFP contact to confirm that a submission with attachments exists. The City is under no obligation to reply nor does lack of a reply lessen Vendor's responsibility to submit a complete proposal. The City cannot confirm and will not open attachments to confirm completeness of proposal until the official opening. In the case of multiple submittals by a single Vendor, the last submittal by timestamp will be considered the final valid submittal of Proposer.

In the event of technical difficulties in submitting proposals, proposers should contact:

Tony Butts
Procurement Agent
tbutts@sumtersc.gov

3.1.2. Pages must be numbered consecutively, including the Letter of Commitment, brochures, licenses, resumes, supplemental information.

3.1.3. The front cover must clearly identify the Project Name, Project Number, the Date of Submission and the Name of Proposer.

3.1.4. Separate and identify each criteria response by use of a divider sheet with an integral tab identified as follows:

- Letter of Commitment
- Prerequisite Criteria
- Personnel
- Firm Experience
- Fee Proposal
- Management Plan
- Services
- Financial Information

3.2. The City desires to contract with those firms whose recent experience clearly and succinctly demonstrates the superior abilities of the firm and its personnel to perform the work required by this project. When a criterion defines a specific number of items (e.g., number of projects) to be listed or described, then only that number of items shall be provided. The City reserves the right to consider any and all information available in evaluating the experience of the respondent as a firm and the project team as individuals. References will be checked at the City's discretion. It is the respondent's responsibility to ensure that it has listed current contacts with correct phone numbers and email addresses. Incorrect, difficult-to-reach or out-of-date reference contact information may result in the exclusion of that project from consideration of the respondent's qualifications to perform this Project.

4. Responses to Evaluation Criteria

4.1. Letter of Commitment

4.1.1. Basic Company Information

- Company name
- Address & Zip code
- Name of primary contact (authority for binding negotiations)
- Telephone number
- Fax number
- Email address
- South Carolina Construction-Manager License Numbers
- South Carolina General Contractor's License Number

4.1.2. Provide a statement of disclosure, which will allow the City to evaluate possible conflicts of interest. This disclosure requirement is not about giving the City permission regarding our contacting your references, it is about revealing relationships that your company may 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. The signer of this statement of disclosure should anticipate the following pledge that will be required by the CM Contract: "The CM-R covenants that it currently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance required under this Contract.

The CM-R further covenants that, in the performance of this Contract, it shall not employ or contract with any person whose employment or contracting would create a conflict of interest.”

4.1.3. Provide the following certification and acknowledgement statement:

“The undersigned hereby affirms that regarding information furnished by the applicant herewith, and as may be provided subsequently (including information presented at interview, if a finalist):

- All information of a factual nature is certified to be true and accurate.
- All statements of intent or proposed future action (including the assignment of personnel and the provision of services) are commitments that will be honored by the applicant if awarded the contract.
- It is further acknowledged that:
 - If any information provided by the applicant is found to be, in the opinion of the Selection Committee, substantially unreliable, this application may be rejected.
 - The Selection Committee may reject all applicants and may stop the selection process at any time.
 - The award of any contract will be made on the City’s evaluation of information provided herein, including the results of the reference checks.”

4.1.4. Notarized signature of Corporate Executive or equivalent with authority to bind the firm to its submittal.

4.2. Prerequisite Criteria:

4.2.1. Provide documents, including statements from insurance and surety agents, attesting to your firm’s compliance with the prerequisite criteria listed below.

4.2.1.1. Firm MUST have proper licenses at the time of submission to perform construction management services and general contracting in the state of South Carolina. Copies of licenses must be provided.

4.2.1.2. Firm MUST demonstrate that appropriate worker’s compensation and liability insurance coverage for this project can be obtained from a firm or firms licensed in the State of South Carolina.

4.2.1.3. Firm MUST demonstrate that a Builder’s Risk Insurance Policy and other insurance as required for this project can be obtained from a firm or firms licensed in the State of South Carolina.

4.2.1.4. Firm MUST demonstrate that a payment and performance bond for the total cost of the work can be obtained from a firm or firms licensed in the State of South Carolina. The bonding firms must have an "A" minimum rating of performance as stated in the most current publication of "Best Key Rating Guide, Property Liability", which company shows a financial strength rating of at least five (5) times that portion of the anticipated Total Construction Cost that does not include operations, maintenance, and finance.

4.2.1.5. Firm MUST demonstrate a sustained and superior commitment to workplace safety in all activities. Firm shall provide its OSHA incidence rates for recordable injuries and illnesses for the previous three years and shall relate those rates to current industry averages. Firm shall also provide its Experience Modification Rates for the previous five years. Rates which exceed industry averages by more than 10% may be grounds for disqualification from further consideration.

4.2.1.6. Firm or any component firm of a joint venture MUST NOT appear on the Federal Government’s or State’s Excluded Parties List System or in any debarment list maintained by any State or entity of South Carolina. A notarized affidavit to this effect shall be provided.

4.3. Personnel

4.3.1. Provide general information about the firm’s personnel resources, including skill groups and numbers of employees for the proposed office location and the firm.

4.3.2. Name all key personnel which will be part of the construction management team for this project and provide their current cities of residence.

- 4.3.2.1. Describe in detail the experience and expertise of each team member. The key personnel, at a minimum, are the project superintendent, project manager, project director, estimator or preconstruction manager, and the executive in charge. (Note: Key personnel must be committed to this project for its duration unless excused by the City.)
- 4.3.2.2. Identify the proposed team members (including consultants) who worked on the Projects listed in the Relevant Projects section of this solicitation and describe their responsibilities.
- 4.3.2.3. Provide a matrix of the proposed Team members and the projects listed in the Relevant Projects section, indicating the position(s) performed by the team members on those projects. Compare those responsibilities to those proposed for this project.
- 4.3.2.4. If the team, as a whole, provided construction management services for any of the relevant projects listed, so indicate.
- 4.3.3. Describe, in graphic and written form, the proposed Project assignments and lines of authority and communication for each team member to be directly involved in the Project.
- 4.3.4. Indicate the estimated percent of time these team members will be involved in the Project for Preconstruction and Construction Services.
- 4.3.5. Name any consultants who are included as part of the proposed team. Describe each consultant's proposed role in the project and its related experience. Identify on which of the relevant projects your firm has worked with the consultant.

4.4. Firm Experience

4.4.1. General CM-R Project Experience

- 4.4.1.1. List up to three (3) projects with photos and floor plans for which your firm has provided or is providing construction management services which are most related to this project. In determining which projects are most related, consider the following: similar use, size and complexity; how many members of the proposed team (and their roles) worked on the listed project and how recently the project was completed. List the projects in priority order, with the most related project listed first.
- 4.4.1.2. For each of the listed projects, provide the following information: construction cost (original GMP and final construction cost), current phase of development, completion date (estimated or past), type of construction services provided (CM at risk with GMP, CM-agency, design/build, general contractor-low bid, negotiated general contract, subcontractor to prime), owner's contact person and telephone number and the name and telephone number of the project architect. List any active or pending legal claims and explain. It is the respondent's responsibility to provide accurate and current contact information.
- 4.4.1.3. Describe how your firm's approach to project management establishes clear lines of authority, responsibility, and communication to achieve success.
- 4.4.1.4. Describe conflicts or potential conflicts with the owner or with trade contractors and describe the methods used to prevent and/or resolve those conflicts.
- 4.4.1.5. Describe your cost control methods for the preconstruction and construction phases. How do you develop cost estimates and how often are they updated? Provide examples of how these techniques were used and what degree of accuracy was achieved. Include examples of successful value engineering to maintain project budgets without sacrificing quality.
- 4.4.1.6. Describe the way your firm maintains quality control during the preconstruction and construction phases. Provide specific examples of how these techniques were used.
- 4.4.1.7. Describe the way in which your firm develops and maintains project schedules. How often do you update schedules? Provide examples of how these techniques were used. Include specific examples of scheduling challenges, and how your firm helped solve them.

4.4.2. Specific CM-R Experience

- 4.4.2.1. Relevant Projects. Identify and describe the proposed Team's past project experience for providing Construction Manager at Risk Services that are MOST RELATED TO THE SCOPE OF

THIS PROJECT completed within the last five (5) years. List up to three (3) projects in order of priority, with the most relevant project listed first. Projects listed shall be considered relevant based on the scope of the work relative to this project and the specific project participation and experience of the proposed project team.

4.4.2.2. Information Required. Provide the following information for each project listed:

- Project name, location, contract delivery method, and description
- Color images (photographic or machine reproductions)
- The Owner's name and representative who served as the day-to-day liaison during the design and construction phases of the project, including telephone number
- Architect/Engineer's name and representative who served as the day-to-day liaison during the construction phase of the project, including telephone number.
- Length of business relationship with the Owner.
- Original/GMP Construction Cost and Actual Final construction cost (including fee and overhead). Fees and Overhead should be listed separately.
- Final project size in gross square feet
- Type of construction (new, renovation, or expansion—if a mixture of types, provide a percentage of each type of construction)
- Notice To Proceed date for Preconstruction Phase Services
- Notice To Proceed, Initial and Final Substantial Completion, and Final Payment dates for Construction Phase Services
- Name of Project Manager (individual responsible to the Owner for the overall success of the project) at the start of the project and at the end of the project.
- Name of Project Superintendent (individual responsible for coordinating the day-to-day work) at the start of the project and at the end of the project.
- Names of Mechanical, Plumbing and Electrical subcontractors

4.4.3. Statement of Why Firm Should Be Selected

- 4.4.3.1. Provide a summary statement, on two (2) pages or fewer, which differentiates your firm from others offering similar services and which uniquely establishes the firm's capacity and capability to perform this project.

4.5. Management Plan

4.5.1. Approach to CM at Risk. Describe your management philosophy for the Construction Manager at Risk project delivery method and how that philosophy will be implemented on this Project to achieve superior results.

- 4.5.1.1. Describe your understanding of the administrative challenges and opportunities associated with providing Preconstruction and Construction services for the City of South Carolina on this project, and your strategy for resolving these issues successfully.

- 4.5.1.2. Describe your understanding of the technical challenges and opportunities associated with providing Preconstruction and Construction services for the City of South Carolina on this project, and your strategy for resolving these issues successfully.

4.5.2. Communication. Understanding the planning schedule, procedural constraints and unique aspects of this project, describe your plan for communicating constructability, phasing, value engineering and other budget options in a form that will quickly facilitate the City's decision making.

4.5.3. Budget and Cost Control.

- 4.5.3.1. Describe your fiduciary responsibility as a Construction Manager at Risk using Guaranteed Maximum Price contracts for publicly funded projects.

- 4.5.3.2. Describe your cost estimating methods. From any three (3) relevant projects listed in response to Section 4.4.2 of this RFP, describe how the estimates were developed, how often they were updated, and the degree of accuracy achieved from initial estimate to final billing.

- 4.5.3.3. Describe your cost control methods during construction and how you procure subcontracts; confirm scope and value; and ensure proper payment. From any three

- 4.5.3.4. (3) relevant projects listed in 4.4.2 of this RFP, provide descriptions of how these techniques were used and the degree of accuracy achieved.
- 4.5.3.5. Describe your methodology for working with the Project Designer and their consultants to deliver a Guaranteed Maximum Price and to maintain the GMP throughout the design and construction process.
- 4.5.3.6. Provide a sample of a cost estimate used to establish a GMP contract amount from one of the relevant projects listed in Section 4.4.2 of this solicitation.
- 4.5.4. Schedule Management.
 - 4.5.4.1. The City has established a Project Baseline Schedule based on the City's academic calendar. Describe your process for working with the City and the Designer to ensure that the preconstruction phase services provide the information necessary to arrive at an achievable detailed Baseline Schedule, including all Owner requirements with reasonable contingencies.
 - 4.5.4.2. Describe your approach to assuring timely completion of this project, including methods for schedule recovery, if necessary. From any three (3) of the projects listed in response to Section 4.4.2 of this RFP, provide descriptions of how these techniques were used, including specific scheduling challenges or requirements and actual solutions.
 - 4.5.4.3. Describe how you develop and maintain work schedules during design and construction to coordinate with the City's project schedule. From any three (3) projects listed in response to Section 4.4.2 of this RFP, provide examples of how these techniques were used.
- 4.5.5. Use of Best Practices
 - 4.5.5.1. Describe your quality assurance program. Explain the methods used to ensure quality control during the Construction phase of a project. Provide specific examples of how these techniques or procedures were used from any three (3) projects listed in response to Section 4.4.2 of this RFP.
 - 4.5.5.2. Effective Constructability Review and Value Engineering services during Preconstruction will be critical to the success of the Project. Provide specific examples of how these techniques or procedures were used to maintain project budgets without sacrificing quality from any three (3) projects listed in response to Section 4.4.2.

4.6. Services

- 4.6.1. Provide an overview of the services offered by your firm. Relate those services to the needs of this Project and specifically how those services will contribute to this project's success.
- 4.6.2. For any three (3) of the projects listed in Section 4.4.2 of this solicitation, describe how you have maintained security during the construction phase of the work and how those policies and procedures will contribute to success on this Project.
- 4.6.3. Provide any other details regarding special services, products, advantages or other benefits offered to the City by your firm.

4.7. Financial Information

- If the firm has multiple offices, the qualification statement should include financial information about the parent company and branch office separately. 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 City to offer the financials of any office other than the one with the prospect of a contract with the City.
- 4.7.1. List your total annual billings for each of the past five (5) calendar years.
 - 4.7.2. Has the firm ever failed to complete any work awarded to it or been removed from any project awarded to the firm? If yes, provide an explanation and contact information for the owner's project manager.
 - 4.7.3. List the contact persons, addresses, and phone numbers for your insurance carrier and agent.
 - 4.7.4. List the contact persons, addresses, and phone numbers for the firm's bonding company and agent.

4.7.5.What percentage of your firm's work during the past five (5) years has been negotiated?

4.7.6.Supply firm's Current Ratio (Current Assets/Current Liabilities) experience for the last five (5) years, with a signed affidavit.

4.8. Location

4.8.1.Provide the location of your proposed project office(s) for preconstruction and construction phase services. Describe how any proposed off-site resources will be integrated into the Management Plan to ensure project success.

4.9. Fee Proposal

4.9.1.Provide a completed Fee Proposal form.

4.9.2.Fees shall include:

4.9.2.1. Preconstruction fees through Construction Documents to the point that a GMP can be developed.

4.9.2.2. Percentage or flat fee for construction services.

4.9.2.3. Percentage or flat fee for change orders.