

REQUEST FOR QUALIFICATIONS
ROOFING CONTRACTORS

Qualifications for the ***Capital Maintenance Program Re-Roofing Projects*** (Solicitation No. 18-CMG-R-001) will be received from qualified Roofing Contractors, properly licensed under the laws of the State of South Carolina, by the Owner and Program Manager at the Charleston County School District Construction Procurement Department no later than March 13, 2018 at 3:00 p.m. Qualifications received after March 13, 2018 at 3:00 p.m. will be rejected and returned to the Offeror unopened.

DATE: March 13, 2018

TIME: 3:00 P.M.

PRE-QUALIFICATION CONFERENCE February 27, 2018

TIME: 3:00 P.M.

The name of the project is: Various Projects included in the Capital Maintenance Program

Address: Various

The Owner is: Charleston County School District
3999 Bridge View Drive
N. Charleston, SC 29405

The Program Manager is: Cumming Construction Management, Inc.
3820 Faber Place Drive, Suite 600
N. Charleston, SC 29405
Telephone: 843.203.2900
FAX: 843.760.6880
Attn: Robert H. Faust

The general scope of work awarded under this solicitation is based on the specific projects authorized and appropriated by the CCSD Board of Trustees. Scope of Services will include; but is not limited to, removal and replacement of a range of roofing systems at various locations.

The Owner has retained the services of a Program Manager to represent the Owner's interest during the construction of the work.

Solicitation 18-CMG-R-001 is available at the offices of Cumming Construction Management, Inc., 3820 Faber Place Drive, Suite 600, N. Charleston, SC 29405. Solicitation may be requested in writing by facsimile at 843.760.6880 or requested via email addressed to smarlowe@ccorpusa.com.

Specific requirements for the qualifications are contained in Solicitation No.18-CMG-B-001 and must be strictly adhered to. All qualifications must comply with the laws of the State of South Carolina.

Raymond Jenkins
Procurement Services Supervisor
Charleston County School District

**CHARLESTON COUNTY SCHOOL DISTRICT
CHARLESTON, SOUTH CAROLINA
REQUEST FOR QUALIFICATIONS**

***2017-2022 Capital Maintenance Program
Re-Roofing Projects
Solicitation No. 18-CMG-R-001***

PROJECT DESCRIPTION

Re-Roofing for the following listed schools and buildings:

1. W.B. Goodwin Elementary School

5501 Dorchester Road, North Charleston, SC 29418

a) Bldg. 531 - Roof Type: Modified Bitumen

Remove and dispose of the existing roof system including flashings and sheet metal down to the existing structural deck; re-secure the structural deck to structural framing members; re-secure the existing edge nailers to remain in place; loose lay base layer insulation; mechanically attach second layer insulation; adhere overlayment in hot asphalt; adhere base ply modified bitumen roof membrane in hot asphalt; torch apply second layer modified bitumen membrane and provide new sheet metal flashings and accessories to provide a complete, watertight, 20-year warrantable roof assembly. Removal, replacement of damaged components, and reinstallation of existing lightning protection system where applicable.
(Approximately 16,440 square feet)

b) Bldg. 532 – Roof Type: Metal Roof

Remove and dispose of the existing metal roof system including flashings and sheet metal down to the existing structural deck; loose lay two layers of rigid board insulation; install a I structural standing seam metal roof; provide new sheet metal flashings and accessories to provide a complete, watertight, 20-year warrantable roof assembly. Removal, replacement of damaged components, and reinstallation of existing lightning protection system where applicable.
(Approximately 9,508 square feet)

2. West Ashley High School

4060 West Wildcat Boulevard, Charleston, SC 29414

a) Roof Type: Modified Bitumen

Remove and dispose of the existing roof re-secure system including flashings and sheet metal down to the existing structural deck; the structural deck to structural framing members; re-secure the existing edge nailers to remain in place; loose lay new 5/8-inch gypsum thermal barrier and base layer insulation; mechanically attach second layer insulation; adhere overlayment in hot asphalt;

adhere base ply modified bitumen roof membrane in hot asphalt; torch apply second layer modified bitumen membrane and provide new sheet metal flashings and accessories to provide a complete, watertight, 20-year warrantable roof assembly. Removal, replacement of damaged components, and reinstallation of existing lightning protection system where applicable. **(Approximately 44,951 square feet)**

b) Roof Type: Metal Roof

Remove and dispose of the existing Shingle roof system including flashings and sheet metal down to the existing structural deck; install roof retrofit framing mechanically attached to the existing bar joist; loose lay two layers of batt insulation; install a structural standing seam metal roof provide new sheet metal flashings and accessories to provide a complete, watertight, 20-year warrantable roof assembly. Removal, replacement of damaged components, and reinstallation of existing lightning protection system where applicable. **(Approximately 192,208 square feet)**

- 3. Ashley River Creative Arts Elementary School**
1871 Wallace School Road., Charleston, SC 29407-4822
Existing Roof Type: Metal/GBUR Scope is TBD
(Approximately 73,926 Square Feet)
- 4. Belle Hall Elementary School**
385 Egypt Road, Mt. Pleasant, SC 29464-7200
Existing Roof Type: GBUR Scope is TBD
(Approximately 98,276 Square Feet)
- 5. Ladson Elementary School**
3321 Ladson Rd., Ladson, SC 29456-3905
Existing Roof Type: Metal/Modified Bitumen Scope is TBD
(Approximately 64,851 Square Feet)
- 6. North Charleston Elementary School**
4921 Durant Avenue, North Charleston, SC 29405
Existing Roof Type: Modified Bitumen/Metal Scope is TBD
(Approximately 69,852 Square Feet)
- 7. North Charleston High School**
1087 East Montague Avenue, North Charleston, SC 29405
Existing Roof Type: Modified Bitumen/GBUR Scope is TBD
(Approximately 124,717 Square Feet)
- 8. St. Johns High School**
1518 Main Road, Johns Island, SC 29455-3436
Existing Roof Type: Modified Bitumen/GBUR Scope is TBD
(Approximately 85,055 Square Feet)
- 9. Wando High School**
1000 Warrior Way, Mt. Pleasant, SC 29466
Existing Roof Type: Modified Bitumen/Metal/Shingle Scope is TBD

(Approximately 328,991 Square Feet)

10. **Thomas C. Cario Middle School**
3500 Thomas Cario Boulevard, Mt. Pleasant, SC 29466
Existing Roof Type: Modified Bitumen/Metal/GBUR Scope is TBD
(Approximately 163,1888 Square Feet)
11. **Minnie Hughes Elementary School**
8548 Willtown Road, Hollywood, SC 29449-5501
Existing Roof Type: GBUR/Metal Scope is TBD (Approximately 54,615 Square Feet)
12. **Northwoods Middle School**
7763 Northside Drive, North Charleston, SC 29420
Existing Roof Type: Modified Bitumen/BGUR Scope is TBD
(Approximately 111,246 Square Feet)
13. **Hunley Park Elementary School**
1000 Michigan Avenue, North Charleston, SC 29404
Existing Roof Type: Modified Bitumen/Metal/GBUR Scope is TBD
(Approximately 71,729 Square Feet)
14. **A.C. Corcoran Elementary School**
8585 Vistavia Road., North Charleston, SC 29406
Existing Roof Type: Modified Bitumen Scope is TBD
(Approximately 63,997 Square Feet)
15. **Baptist Hill Middle/High School**
5117 Baptist Hill Road, Hollywood, SC 29449-6903
Existing Roof Type: Modified Bitumen/Metal/Shingle/GBUR Scope is TBD
(Approximately 150,482 Square Feet)
16. **CCSD Main Office**
75 Calhoun Street, Charleston, S.C. 29401
Existing Roof Type: GBUR Scope is TBD
(Approximately 30,224 Square Feet)
17. **Malcolm C. Hursey Elementary/Middle School**
4542 Simms Street, North Charleston, SC 29406
Existing Roof Type: Modified Bitumen/GBUR Scope is TBD
(Approximately 52,821 Square Feet)
18. **Pinehurst Elementary School**
7753 Northside Drive, North Charleston, SC 29420
Existing Roof Type: Modified Bitumen/Metal/GBUR Scope is TBD
(Approximately 96,185 Square Feet)

- 19. RD Schroeder Middle School**
7224 SC Hwy 162, Hollywood, SC 29449
Existing Roof Type: TBD Scope is TBD
- 20. Mt. Zion Elementary School**
3464 River Road, Johns Island, SC 29455-8820
Existing Roof Type: Modified Bitumen Scope is TBD
(Approximately 29,193 Square Feet)
- 21. Jane Edwards Elementary School**
1960 Jane Edwards Road, Edisto Island, SC 29438-9801
Existing Roof Type: Modified Bitumen Scope is TBD
(Approximately 43,641 Square Feet)
- 22. Midland Park Primary School**
2415 Midland Park Road, North Charleston, SC 29405
Existing Roof Type: Modified Bitumen/Metal/GBUR Scope is TBD
(Approximately 52,501 Square Feet)
- 23. Bridgeview Drive Operations Facilities and Offices**
3999 Bridge View Drive, North Charleston, SC 29405
Existing Roof Type: GBUR/Metal Scope is TBD
(Approximately 62,553 Square Feet)
- 24. Charles Pinckney Elementary School**
3300 Thomas Cario Boulevard, Mt. Pleasant, SC 29466
Existing Roof Type: GBUR/Metal Scope is TBD
(Approximately 135,420 Square Feet)
- 25. Lambs Elementary School**
6800 Dorchester Road, North Charleston, SC 29418
Existing Roof Type: Modified Bitumen/GBUR Scope is TBD
(Approximately 70,373 Square Feet)
- 26. Laurel Hill Primary School**
3100 Thomas Cario Boulevard, Mt. Pleasant, SC 29466
Existing Roof Type: Modified Bitumen/Metal Scope is TBD
(Approximately 111,753 Square Feet)
- 27. Morningside Middle School**
1999 Singley Lane, North Charleston, SC 29405
Existing Roof Type: Modified Bitumen/GBUR Scope is TBD
(Approximately 88,765 Square Feet)
- 28. Pepperhill Elementary School**
3300 Creola Road, North Charleston, SC 29420
Roof Type: Modified Bitumen/GBUR Scope is TBD
(Approximately 68,892 Square Feet)

The Contractor shall have demonstrated experience with projects of similar size and complexity.

1. QUALIFICATION REQUIREMENTS

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

1. Submittal Form (attached)

2. Qualifications: Contractors submitting bids –

- a. Shall have been in business and licensed in South Carolina a minimum of three (3) years;
- b. Shall be approved by the Manufacturer to install premium roof systems with twenty-year modified bitumen, asphalt shingle, fluid applied membrane systems and metal roof systems with NDL watertight warranties;
- c. Provide evidence illustrating a minimum of ten (10) years' experience in commercial low-slope and steep slope metal roofing under the firm name seeking qualification;
- d. All Contractors submitting qualifications must provide the following:
 - (d.1) Name, Address, City, State, Zip Code, Phone Number and Email address.
 - (d.2) Proof that the submitting organization has been in business and licensed in South Carolina a minimum of three (5) years as a Roofing Contractor.
 - (d.3) Provide a copy of your organization's South Carolina Contractor's License and Specialty Classification for roofing. Indicate dollar limit, or unlimited if applicable, for license.

3. Experience:

- a. Provide evidence you have performed work at a minimum of three (3) similar size projects, including the name of the project, date, contract amount, Owner's contact person and phone number.
- b. State whether you have performed work for Charleston County School District in the past. If you have, list the name of the project, date, contract amount, Owner's contact person and phone number.
- c. Provide written documentation from your insurance carrier of your current Experience Modification Rate (EMR) and the average over the last three (3) years.
- d. Provide documentation indicating the company has management personnel responsible for implementing Safety and Environmental Programs.

4. Specialized Experience (**Modified Bitumen, Metal Roofing, and Fluid Applied Membrane Systems**):

- a. Provide a list of all **Modified Bitumen** manufacturers for which your firm has been an approved installer of their twenty (20) year NDL warranted systems for a minimum of three (3) years.
- b. Provide evidence, including photos, of expertise and experience in having completed a least three (3) roof replacement projects utilizing a modified bitumen roof systems while facility is occupied.
- c. Provide name of project, date, size, Owner contact person and phone number.
- d. Provide list of all **Standing Seam Metal Roofing** manufacturers for which your firm has been an approved installer of their warranted systems for a minimum of three (3) years.
- e. Provide list of all **Fluid Applied Membrane** manufacturers for which your firm has been an approved installer of their warranted systems for a minimum of three (3) years
- f. Provide evidence, including photos, of expertise and experience in having completed at least three (3) roof replacement projects utilizing a standing seam metal roof system while the facility is occupied.
- g. Provide name of project, date, size, Owner contact and phone number.
- h. A contractor may submit qualifications to install any one type of roof system or all three types of roof systems.

5. Contractor's Employee Requirements:

Provide the Resumes of the following that will be working on this project. The project manager, non-working superintendent, Foreman/lead roof mechanic:

- a. Project Manager – This person must be full time management personnel. This person will be responsible for the following: A) Planning, B) Communications, C) Scheduling Activities between crews and Site, Owner & Owner's Representative, D) Safety, E) Preparation of construction schedules from start to finish, identifying activities and milestones.
- b. Superintendent – Five (5) years' experience in roofing with systems like the systems specified.
- c. Safety Manager – Five years' experience in roofing with systems like the systems specified.
- d. Foreman/Lead Roof Mechanic – Five (5) years' experience in roofing with systems like the systems specified.

6. Provide a list of major roofing projects your organization has in progress, giving the name of the project, location, building use, name and address of owner, owner contact name and phone number, designer, project size (squares), roofing type, roofing membrane manufacturer, contract amount, percent complete, and scheduled completion date.
7. State total work of roofing work in progress and under contract (but not in progress).
8. Claims and Suits
 - a. Are there any judgments, claims, arbitration proceedings, or suits pending or outstanding against your organization or its officers? If so, provide the project name, the circumstances involved, and the resolutions for each.
 - b. Has your organization ever filed any law suits or requested arbitration about construction contracts within the past five years? If so, provide the project name, the circumstances involved, and the resolution for each.
 - c. Has your organization ever performed work for other cities, counties, State bureaus or departments, or school systems where any of the following has occurred? If so, provide the project name and the circumstances involved.
 - d. Payment to the Owner (e.g. liquidated damages, change order, etc.) for unsatisfactory work or failure to complete portions or the work by the date stipulated in the contract?
 - e. Damage to any property, including negligence while performing the Work?
9. References
 - a. Attach three (3) trade references:
10. Bonding and Surety Requirements

Bidders will be required to submit a Bid Bond equal to 5% of the total bid with their bid. Performance and Labor & Material Payment Bonds for the full amount of the project issued by an insurance company authorized to do business in South Carolina will be required from the bidder when the contract is executed.

 - a. Provide the name of Bonding Company:
 - b. Provide the name and address of agent:
 - c. State your organization's bonding capacity:
 - d. Provide list of projects currently bonded. Provide amount and

anticipated completion date (month and year.)

11. Indemnity & Insurance Requirements:

- a. Provide sample certificate of insurance demonstrating that your organization meets the requirements specified in the Contract Documents.
- b. **Certificate Holder:** On the policy, list Charleston County School District as an "Additional Insured."

This information must be received by the Procurement Services Supervisor, Charleston County School District Construction Procurement Department, **no later than March 13, 2018 at 3:00 PM** Information must be received at the office of Charleston County School District, 3999 Bridgeview Drive, North Charleston, SC 29405 and must include one (1) original, clearly marked as such, three (3) copies of the firm's qualifications and two (2) USB/flash drives containing all information contained in the firm's qualifications. **Faxed information is not acceptable.** Qualifications received after that time and date will be rejected as non-responsive. Charleston County School District reserves the right to reject any or all qualifications submitted. Only the names of firms submitting information will be read aloud. No other information will be given.

2. **EVALUATION OF QUALIFICATIONS; GENERAL QUALIFICATION FACTORS AND PROCESS**

- A. The Pre-qualification method of procurement has been selected for this project for the following reasons:
 1. The need for discussion with qualified contractors is considered essential.
 2. Size and scope of project.
 3. Project Delivery Date – Schedule.
- B. Contractor's technical submittals will be evaluated by a Technical Evaluation Board. An Invitation for Bid will be issued to all pre-qualified contractors upon completion of the evaluation process. A minimum of two pre-qualified contractors will be necessary to initiate a Competitive Sealed Bid.
- C. The Contractor's qualifications, experience, financial stability and ability to perform the requirements of the contract are the general evaluation criteria for qualifying a contractor for these particular projects. **The determination of how many offers to solicit is not** subject to review pursuant to Article 17 of the CCSD Procurement Code.

- D. The requirements identified in this RFQ are intended to provide Charleston County School District with the ability to select the most qualified contractors to submit bids for these projects.
- E. Limitations: Charleston County School District reserves the right to reject any or all qualifications or bids at any time prior to award; and to waive informalities and minor irregularities in qualification packages and bids received. Offerors are advised to provide all pertinent information required by the RFQ in their written qualifications. **Cumming Construction Management, Inc. is the Program Manager for this work. CCSD reserves the right to reject any or all qualifications submitted, in their sole and absolute discretion, if it is determined that a conflict of interest may exist between the Offeror and the Program Manager, the Architect(s) or the Charleston County School District.**
- F. CCSD reserves the right to conduct negotiations if it is in the best interest of CCSD, in accordance with CCSD Procurement Code Section 3020 (d).
- G. The contract for construction will consist of the **AIA A132-2009, Standard Form of Agreement Between Owner and Contractor, Program Manager as Adviser Edition** and **AIA A232-2009, General Conditions of the Contract for Construction, Program Manager as Adviser Edition**, both as amended by CCSD. Copies of these documents may be obtained from the Contact Persons named in Paragraph 3 below.

3. CONTACT PERSONS/RESTRICTED CONTACT

Contact with personnel of Charleston County School District, the program manager, or project design consultants concerning issued RFQ documents, other than those personnel listed herein, may be grounds for elimination from the qualification process. For any questions regarding the submission of or requirements of a qualification, contact in writing and address to the Procurement Services Supervisor.

Raymond Jenkins, Procurement Services Supervisor for Facility Services
Charleston County School District
3999 Bridgeview Drive
N. Charleston, SC 29405
Ph: (843) 566- 8826 Fax: (843) 566- 1972

4. GENERAL INFORMATION

- A. There is no expressed or implied obligation for Charleston County School District to reimburse responding firms for any expenses incurred in preparing qualifications in response to this request.

- B. To be considered, one (1) original, clearly marked as such, three (3) copies of the firm's qualifications and two (2) USB/flash drives containing all information contained in the firm's qualifications, must be received by the Procurement Services Supervisor, Charleston County School District Procurement Department at **Charleston County School District, 3999 Bridgeview Drive, N. Charleston, SC 29405** by March 13, 2018 at 3:00 P.M. Charleston County School District reserves the right to reject any or all qualifications submitted.
- C. During the pre-qualification evaluation process only, unless otherwise allowed by the CCSD Procurement Code, Charleston County School District reserves the right, where it may serve Charleston County School District's best interest, to request additional information or clarification from offerors, or to allow corrections of errors or omissions.
- D. Charleston County School District reserves the right to retain all qualifications submitted. Submission of qualifications indicates acceptance by the firm of the conditions contained in this Request for Qualifications, unless clearly and specifically noted in the qualifications submitted and confirmed in any resulting contract between Charleston County School District and the firm selected.

5. SUBMISSION AND WITHDRAWAL OF QUALIFICATIONS

Qualifications should be submitted in sealed packaging, marked, and addressed as directed in this RFQ. Failure to do so may result in the premature opening of, or a failure to open, such qualifications.

Sealed qualifications are to be submitted to the Construction Procurement Officer, Purchasing Department, Charleston County School District, 3999 Bridgeview Drive, N. Charleston, SC 29405 no later than the time on the qualification closing date specified in this RFQ. **Qualifications which are received by facsimile transmittal will not be accepted for consideration.**

Offerors mailing qualifications should insure they are adequately marked as a qualification for this solicitation and should allow a sufficient mail delivery period to insure timely receipt of their qualifications by the Purchasing Department. Any qualifications received after the scheduled deadline on the closing date will be immediately disqualified in accordance with the Charleston County School District Procurement Code and Regulations and returned to the offeror.

If erasures or other changes appear on the document, each erasure or change must be initialed by the person signing the qualifications. Qualifications may be withdrawn by written request received from the Offeror prior to the time set for

closing of qualifications, but not thereafter.

6. PREPARATION OF QUALIFICATIONS

- A. All qualifications should be complete and carefully worded and must convey all information requested by Charleston County School District. If errors are found in the Offeror's qualifications, or if the qualifications fail to conform to the requirements of the RFQ, Charleston County School District will be the sole judge as to whether that variance is significant enough to reject the qualifications.
- B. Qualifications should be prepared simply and economically. All data, materials and documentation shall be available in a clear, concise form. If additional information is required, offeror shall supply additional materials as needed for Charleston County School District's internal use. Charleston County School District reserves the right to reproduce qualifications for internal use in the evaluation process.
- C. All qualifications shall provide a straightforward, concise description of Offeror's ability to satisfy the requirements of the RFQ.
- D. Each copy of the qualifications should be bound in a single volume, 3 ring binder. All documentation submitted with the qualifications should be bound in that single volume. **Each volume must not contain more than 75 pages.** Any pages in excess of 75 pages will not be considered.
- E. Three (3) copies of the qualifications, under seal, are required (in addition to the original, as described above as well as two (2) USB/flash drives). The Offeror is required to have typed on the envelope or wrapping containing the copies of the qualifications, the Solicitation Number specified in this RFQ, and the qualifications Closing Date.
- F. If any qualification includes any comment(s) over and above the specific information requested in this RFQ, such comment(s) must be included as a separate appendix to such qualifications.
- G. The Offeror is solely responsible for all costs and expenses associated with the preparation of the qualifications and of any supplementary presentation requested by Charleston County School District.
- H. Qualifications must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the qualifications.

7. QUALIFICATION FACTORS

The Contractor's qualifications, experience, financial stability and ability to perform the requirements of the contract are the general evaluation criteria for qualifying a Contractor for these particular projects.

A. FACTOR I – PAST PERFORMANCE

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

a. Similar Projects:

1. Identify the number of contracts, size of contracts, and volume of school or other work contracted in the past five (5) years.
2. Provide three (3) reference projects (at least 50% complete) executed in the last five (5) years of similar size and complexity to the work proposed under this contract.
3. Show past experience working on projects in the Charleston area.
4. Contractor shall provide a breakout of their firm's professional and administrative staff to demonstrate their current female and minority employment. Identify the actual percentage of Small, Women Owned, Minority Business Enterprise (SWMBE) participation on the three (3) referenced projects. General Contractor shall identify its SWMBE percentage goal for this project. Provide a narrative of how the General Contractor will achieve the SWMBE goal on this project. Note: CCSD's SWMBE goal is twenty (20) percent (10% SC State Certified and 10% Non-Certified).

Limited to one page per project, provide the following:

1. Project title and location.
2. Short description.
3. Award date, completion date (or status).

b. References:

Provide the owners' and architects' points of contact on the referenced projects having firsthand knowledge of the contractor's performance. Include titles, addresses and current telephone numbers.

c. Schedule Compliance on Similar Projects:

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

d. Cost Growth/Compliance on Similar Projects:

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

e. Project Team on Similar Projects:

Identify key personnel on the referenced projects, including project manager, superintendent, quality control manager, safety manager, and scheduler.

B. FACTOR II – PROPOSED PROJECT TEAM

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

a. Proposed Project Staff:

Identify proposed project management and construction staff structure for the project, including project manager, superintendent, safety manager and foreman/lead roof mechanic. Provide an organizational chart indicating lines of authority and supervisory responsibilities for key individuals. Indicate on the organizational chart whether personnel will be located on site during construction or at the home office and percent of time dedicated to this project. Indicate roles and authority of field staff and home office staff.

b. Provide resumes of the contractor's key office and on-site construction staff to be assigned to this project. For each person, provide a list of projects they have worked on within the past five (5) years, with the following information:

1. Project title and location.
2. Role, responsibility and decision authority (e.g., change orders).
3. Number of people supervised.
4. Points of contact with the owner having knowledge of key person performance, including current address and telephone number.

C. FACTOR III - PROJECT APPROACH AND MANAGEMENT PLAN WITH SCHEDULE

Project approach and scheduling will be evaluated based on project approach, the management plan and schedule.

a. Project Approach:

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

b. Management Plan:

The following plans are considered to be in draft form for the technical evaluation, but binding in intent. Final and complete management plans shall be submitted by the successful offeror not more than ten (10) days following award of the contract.

1. Schedule:

The Primavera Sure Trak job site scheduling control system will be required on these projects. Identify the scheduler for the project. Indicate if the Primavera Sure Trak schedule will be managed and continuously updated from the job site, home office or with a consultant. Describe how you will staff, monitor progress and ensure compliance with the project schedule. Discuss resource management and contingency plans that will be used to guarantee the work identified in the scope of work will be completed to meet contract milestones.

2. Project Phasing:

N/A.

3. Quality Control System:

Focus on the steps that will be taken to control the project quality throughout construction that will ensure work is accomplished correctly the first time without delays for rework, and the ability to establish and maintain project quality from contract award through completion. Contractor should identify if they have a Corporate Quality Control (CQC) and certification process.

4. Safety Control Plan/Procedures:

- a. Focus on the steps that will promote safety during construction. Offerors should demonstrate their familiarity with OSHA standards and include their OSHA incident rates and OSHA lost time incident rates for the last five (5) years.
- b. Offerors should also provide written documentation from their insurance carrier of their current and last three (3) years interstate experience modifier (EMR.)

D. FACTOR IV – FINANCIAL STABILITY

- a. Submit a statement of the Offeror's bonding capability, including aggregate and limits per project, and the amount available at the time of this solicitation. Provide a history of any bonding company involvement or intervention on previous projects, reason for involvement/intervention and documentation from bonding company requiring issues and outcome.

- b. (1) Provide a five (5) year history of Letters of Credit issued to the offeror from recognized financial institutions listing maximum dollar amounts issued per Letter of Credit, projects and Owners covered by the Letters of Credit, duration of time Letters of Credit were in effect, and any involvement or intervention by any financial institution requiring redemption of any Letter of Credit by an Owner.

(2) Provide a Letter of Intent from a recognized financial institution stating their willingness to provide a Letter of Credit to the offeror for funds required by the offeror for this project and the amount of the credit line offered by the financial institution for this project.

- c. Provide documentation of insurability, including general liability and worker's compensation in the limits identified in the bidding documents.

8. TERMS AND CONDITIONS

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

9. ADDENDA/CHANGES

Any additions, deletions, modifications or changes made to this RFQ shall be made by the Charleston County School District's Procurement Services Supervisor. All Addendums will be posted at www.ccsdschools.com/business.

Requests for interpretation of this RFQ and any other questions concerning the RFQ shall be made in writing and addressed to Raymond Jenkins Procurement Services Supervisor with a copy to the Program Manager, and received no later than **1:00 P.M. on March 6, 2018**. Responses to said requests shall be made at the discretion of the Purchasing Department. When issued, such interpretations and answers to such questions shall be in the form of an addendum to the RFQ, which will be mailed to each firm to which these RFQ documents have been issued. In the event that there is insufficient time to mail addenda to Offerors,

then said addenda shall be faxed to Offerors. All such addenda shall become part of the RFQ and each Offeror shall be bound by such addenda whether or not received by the Offeror.

A Pre-Qualification Conference will be held at 3:00 PM on February 27, 2018 at the office of Cumming Construction Management, 3820 Faber Place Drive, Suite 600, N. Charleston, SC 29405.

Faxed or emailed questions are acceptable, but it shall be the sender's responsibility to confirm receipt by the Charleston County School District or the Program Manager. Email: raymond_jenkins@charleston.k12.sc.us with a copy to smarlowe@ccorpusa.com. Fax to (843) 566-1972 with a copy to Fax (843) 760-6880.

10. PUBLIC ACCESS TO PROCUREMENT INFORMATION

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

11. OWNERSHIP OF DOCUMENTS

All qualifications and supporting materials (including all data, material, and documentation originated and prepared for Charleston County School District pursuant to this RFQ and including correspondence relating to this RFQ) shall, upon delivery to Charleston County School District, become the property of Charleston County School District.

Anticipated Schedule – Capital Maintenance Re-Roofing Projects

Issue Request for Qualifications.....	February 14, 2018
Pre-Qualification Conference.....	February 27, 2018
Last Day for Questions Concerning RFQ.....	March 6, 2018
Qualification Closing Date.....	March 13, 2018
Evaluate Qualifications	March 14 -March 16, 2018
Notify Pre-Qualified Contractors	March 20, 2018

NOTE: The above dates are subject to change.

SUBMITTAL FORM

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

Qualifications submitted by:

Name of Firm

Address

Telephone Number

Fax Number

Principal's Name and Title (type or print)

Principal's Signature

Federal Tax Identification Number

State of Incorporation

Date

S. C. Contractor's License No.

Has your organization ever operated under another name? _____ Yes/No

If yes, provide previous name, number of years the company operated under the previous name and the previous state license number.

Are you a Minority or Women-Owned business? Yes ___ No ___ Certified? Yes ___
No ___

If you are certified you must furnish a copy of your certificate with your submittal.

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

Addendum Number

Date

