Mount Pleasant Waterworks (MPW) is soliciting Statements of Qualifications for Construction Management Services for the Expansion of the Administration Building located at 1619 Rifle Range Road.

MPW is seeking an owner’s representative to perform Construction Management Services for the approximate 18,500 square foot expansion of its Administration Building to include necessary site work and additional renovation and repair work on the existing building.

Rush Dixon Architects has conducted a work space programing study which depicts the need and general layout of the proposed expansion. They also performed a renovation and repair review. Both reports are attached. The proposed expansion will consist of general administrative offices, a Commission Meeting Chamber/public use space and warehouse.

Expected services to be provided will include but are not limited to: schedule development, cost control, design/construction services selection and construction administration.

PART ONE - SCOPE OF SERVICES

The scope of construction management services includes but is not limited to the following items outlined below:

1. Provide pre-design services, including collecting, interpreting and reporting needs of users, and act as liaison with design/construction firms and MPW;
2. Evaluate and select project delivery method;
3. Develop and ensure adherence to project schedule and budget including preparation of project master schedule, preliminary opinions of probable construction cost and project reporting on adherence to schedule and budget;
4. Oversee permitting to include working with other agencies to obtain all necessary permits, reviews, approvals and conditions to begin construction and continuing through receipt of certificate of occupancy;
5. Develop design and construction scopes and RFP/RFQ selection packages including award recommendations, negotiating and contract development and review;
6. Construction Administration including construction observation during the construction and commissioning; and
7. Coordinate move-in of personnel, furniture, fixtures and equipment.

PART TWO - REQUEST FOR QUALIFICATION STATEMENTS

The following information should be included under the title “Request for Qualification Statements for Construction Management Services for Expansion of the Administration Building.”

- Name of Respondent
CONTENTS OF RFQ STATEMENT:
2-1 Introduction (transmittal letter)
2-2 Submittal Requirements and Instructions
2-3 Minimum Criteria

2-1 INTRODUCTION (TRANSMITTAL LETTER)
By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent.
The RFQ response should include:

1. A brief statement of the Respondent’s understanding of the scope of the work to be performed;
2. A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of South Carolina;
3. A confirmation that the Respondent has not had a record of substandard work within the last five years;
4. A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
5. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
6. Any other information that the Respondent feels appropriate;
7. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ.

2-2 SUBMITTAL REQUIREMENTS AND INSTRUCTION
The submittal requirements are as follows:

1. Four copies (one marked “Original” and three marked “Copy”) of the General Statement of Qualifications must be mailed or delivered in a sealed envelope to the above stated address and identified as “Request for Qualification Statements for Construction Management Services for Expansion of the Administration Building” in the bottom left hand corner of the envelope. All responses must be in writing and received before the submission deadline. Verbal responses or additions to responses will not be considered. All responses become the property of MPW and will not be returned.
2. MPW reserves the right to retain all submittals and use any idea(s) from any firm regardless of whether that firm is selected. MPW shall reserve the option to reject any or all submittals, in whole or part, or to select any firm to complete the described work. Award of Contract will be based on quality, references and other subjective criteria as MPW may deem necessary and as MPW may determine at its sole discretion. The Undersigned Respondent expressly understands that his submittal may be rejected by MPW for any reason without liability on part of MPW to the Undersigned Respondent. MPW reserves the right to reject any or all proposals and to waive technicalities and informalities.
3. In the General Statement of Qualifications, construction management firms must be able to demonstrate that their qualifications meet the following minimum criteria set forth below. Submittals that do not clearly outline responses to each criterion may be eliminated from further
consideration. All submittals shall be presented as outlined below and should address the areas specified.

4. The submittal shall be in the order as outlined below and any deviation from this requirement could result in rejection of the entire response package.

5. All questions regarding this RFQ should be directed in writing to:

   Bryan Brooks, Capital Program Department Head
   Mount Pleasant Waterworks
   1619 Rifle Range Road
   P.O. Box 330
   Mount Pleasant, South Carolina 29465-0330
   bbrooks@mpwonline.com

2-3 MINIMUM CRITERIA

The following are minimum qualifications for engineering firms submitting Statements of Qualifications:

1. GENERAL INFORMATION (LIMIT OF 2 PAGES):
   a. Official name of the firm, including address and phone number(s).
   b. Address of office from which services will be provided.
   c. Years in business providing construction management services – total and service office.
   d. Firm’s organization and management structure
   e. Key personnel bios and an organizational chart for project team proposed.
   f. Federal ID number.

   Additional and full resumes can be included as an attachment.

2. CAPABILITY (LIMIT 1.5 PAGES):
   a. Capability of your firm to perform any or all aspects of Construction Management services using your firm’s personnel.
   b. Your demonstration of a thorough knowledge of MPW and Town of Mount Pleasant requirements applicable to performing this job.
   c. The firm should display a minimum of five years’ experience in construction management services as it relates to the public sector projects.

3. EXPERIENCE (LIMIT 2 PAGES):
   a. MPW is interested in your experience with planning, design, permitting and construction oversight of administration buildings.
   b. Please include the results of at least three public sector building projects which were completed during the last five years, including the name and addresses of each project, its location, a contact person and their telephone number. MPW may use these contacts as references.
   c. Please limit your response to the size, complexity and type of projects that are comparable to MPW’s system.

4. SCHEDULES AND DEADLINES (LIMIT 1 PAGE):
   a. Provide information related to the firm’s ability to meet schedules and deadlines, including your firm’s ability to ramp up and ramp down to meet project needs.
   b. Include capability to complete projects without having any cost escalation or time overruns.
c. Indicate how your firm manages the project budget and schedule from conception through construction close-out.

5. PROJECT APPROACH (LIMIT 2 PAGES):
   a. Please include a discussion of the approach your firm will use to provide the services required by this request for qualifications.
   b. Please provide any special techniques, strategies and capabilities you will use. Your understanding and approach to this project concept is very important.
   c. Discuss the project delivery method your firm recommends for accomplishing this project.

6. SUCCESSFUL PROJECTS AND CHALLENGES (LIMIT 2 PAGES):
   a. Discuss your most and least successful recent project which was completed using the personnel you propose for this project.
   b. List the specific lessons which were learned from the projects described above; and describe, in detail, the changes which were made in your approach to future projects as a result of these lessons.

7. SUBCONTRACTORS (LIMIT 0.5 PAGE):
   a. Indicate any and all anticipated use of sub-contractors and specify what work the sub-contractor will perform.

8. FEE STRUCTURE (LIMIT 0.5 PAGE):
   a. Please provide a Proposed Fee Structure to include a complete list of all staff hourly rates (hourly rates and indicate multipliers)
   b. Provide a breakdown of multipliers.
   c. Include a recommended method of compensation, performance measures and incentives that could be used.

PART THREE - EVALUATION AND AWARD PROCESS

An evaluation committee will be used to evaluate all general statements of qualifications for completeness and for demonstrated ability to meet the scope set forth in this RFQ. At its discretion, the committee may short list firms for interviews prior to making its recommendation for award.

Evaluation of firms submitting statements of qualification for these projects will be based on the following considerations with the overall evaluation based on qualifications, experience, and success:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Consideration</th>
</tr>
</thead>
<tbody>
<tr>
<td>15%</td>
<td>Professional staff qualifications/Local Presence</td>
</tr>
<tr>
<td>15%</td>
<td>Staff Experience on similar projects</td>
</tr>
<tr>
<td>10%</td>
<td>Ability to meet time and budget requirements</td>
</tr>
<tr>
<td>25%</td>
<td>Understanding and approach to project</td>
</tr>
<tr>
<td>25%</td>
<td>Performance on past projects of similar nature – size/complexity</td>
</tr>
<tr>
<td>10%</td>
<td>Fee Proposal</td>
</tr>
</tbody>
</table>

Price may be a factor, but will not be the sole consideration in the selection of a firm for this project. MPW reserves the right to reject any and all proposals, to waive any technicalities or irregularities, and to award the contract based on the highest and best interest of MPW.
The Schedule for reviewing submitted proposals is as follows and may be subject to change:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release of RFQ</td>
<td>9:00 AM May 20, 2019</td>
</tr>
<tr>
<td>Deadline for Questions Concerning RFQ</td>
<td>4:00 PM, May 31, 2019</td>
</tr>
<tr>
<td>Submittal Documents Due</td>
<td>3:00 PM, June 7, 2019</td>
</tr>
<tr>
<td>Interviews (If Necessary)</td>
<td>Week of June 17th, 2019</td>
</tr>
<tr>
<td>Final Decision/Contract Award</td>
<td>July 12, 2019 (No later than)</td>
</tr>
</tbody>
</table>

3-1 SUPPLEMENTARY TERMS AND CONDITIONS

1. **Changes**: No change will be made to this Request for Qualifications except by written modification. Requests for interpretation or changes must be in writing and received at least (10) ten calendar prior to the time set for opening of the submittal documents.

2. **Submittal Identification**: All offerings in response to this Request for Qualifications must be returned in a sealed envelope with the following information in the lower left-hand corner of the envelope: **Attention: Gretchen Smith – “Request for Qualification Statements for Construction Management Services for Expansion of the Administration Building (Submittal Due Date/Time:: June 7, 2019 – 3:00 PM).**

3. **Award of Contract**: Award will be made to that responsible offeror whose submittal, conforming to the request for qualifications, will be the most advantageous to MPW; price and other factors considered. MPW reserves the right to reject any and/or all bids submitted and to waive any technicalities or minor irregularities in submittals received.

4. **Execution of Contract**: Subsequent to the award, the successful offeror will be presented with a contract. Contract is to be executed within ten (10) calendar days of “Notice of Award.” The successful proposal and this request for qualifications shall be incorporated into the contract, except to the extent that this request for qualifications conflicts with the contract, in which case the provisions of the contract shall take precedent.

5. **Right-to-Audit**: All contracts will require the provision for a “Right-to-Audit” clause.

6. **Multipliers**: Multipliers submitted by professional during negotiation will be examined for appropriateness and may be subject to audit.

7. **Laws and Regulations**: The professional’s attention is directed to the fact that all applicable federal, state, county, municipal and local laws, ordinances, codes, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the Contract throughout, and they shall be deemed to be included in the Contract the same as though herein written out in full.

8. **Certificate of Insurance**: The professional agrees to procure all of the insurance specified below:

   a. **Workers’ compensation insurance** for all employees who are engaged in the work under the contract.

   b. **Public liability and motor vehicle liability insurance** - the professional shall take out and maintain during the life of this contract, such public liability and motor vehicle liability insurance which shall protect him while performing work covered by this contract from claims for damages which may arise from operations by himself or by any other person directly or indirectly employed by the firm and the amounts of such insurance shall be as follows:

   c. **Public liability insurance** in an amount not less than $1,000,000.00 on account of one occurrence.
d. Motor vehicle liability insurance on all motor vehicles owned, leased or otherwise used by the professional in an amount not less than $500,000.00 (combined single limit) for bodily injury including death and property damage combined.

e. Professional liability insurance - the professional shall procure and maintain during coverage in the amount not less than $1,000,000.00.

9. The insurance company providing the coverage listed must be licensed to do business in the state of South Carolina.

10. The professional shall furnish annually, a certificate of insurance covering the work as required above as evidence that the insurance required will be maintained in force for the entire duration of the work performed under this agreement.

11. MPW reserves the right to approve or disapprove any person or sub-consultant selection on this project.

3.2 AGREEMENT

The intended agreement will be MPW’s standard contract for Engineering Services. The contract conforms to the EJCDC Standard Form of Agreement. If the respondent desires another form of contract, it must be denoted in the response to Section 8 of the qualification statement. MPW may request a copy of the proposed contract during the review of qualifications.
Programming Study For:
Rifle Range Road Expansion

October 31, 2018
PROGRAMMING + CONCEPTUAL DESIGN PROCESS

July 7, 2017
Executed agreement between MPW and Rush Dixon Architects (RDA) to perform space needs programming and conceptual design tasks per planning of the Rifle Range Road Expansion.

August 17, 2017
Judy Dixon (RDA) met with each Department Manager to understand the current physical space needs and ideal work flow to calculate square footage totals and department location. A space needs program document was assembled. The goal was to test if the existing building can be renovated and space used more efficiently to accommodate the growing workforce.

March 27, 2018
After six months of MPW growth, internal strategizing and some office relocations, RDA held another series of meetings with Department Managers to review the draft renovation floor plan (no expansion) and update the space needs spreadsheet. Based on feed back from these meetings it was confirmed that an existing building renovation and addition is required to meet the needs of the organization.

June 7, 2018
RDA met with David Niesse and Clay Duffy to review general design progress. The short term solution to address the overcrowding was to provide two temporary trailers on site for field staff work space. RDA was instructed to study the site plan and add a separate staff vehicular entrance. MPW liked the direction of keeping the architecture balanced and in keeping with the existing building.

August - September 2018
RDA design two RDA and its consulting engineers met with MPW facilities staff to understand any maintenance items that should be part of the projected cost of the project. The cost estimate to include line items for sitework, new construction, existing building renovation and existing maintenance items.

August 30, 2018
RDA met with David Niesse and Clay Duffy to review the Space Needs Program (03.27.18) and the schematic designs. The instruction was to grow the square footages by 20% to account for future staff growth for several decades and to have two different schemes (A&B). Department locations / priorities include: relocating Technical Services with the Data Center in new construction on second floor (above flood plane), larger PMR to host multiple types of events, Field Services offices are consolidated to promote a seamless team / work flow, Customer Communication department is consolidated into one location on the first floor of Area A. (See plans for color coded locations of each department.)

Deliverables:
Space Needs Program - Rush Dixon Architects (03.27.18)
Cost Estimate - Aiken Cost Consultants (10.25.18)
## Estimated Workforce Space Needs

<table>
<thead>
<tr>
<th>Department</th>
<th>Current &amp; 2023 Future Needs</th>
<th>20% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPW General &amp; Circulation</td>
<td>14,500 SF</td>
<td>17,400 SF</td>
</tr>
<tr>
<td>Engineering</td>
<td>2,478 SF</td>
<td>2,974 SF</td>
</tr>
<tr>
<td>Human Resources</td>
<td>1,326 SF</td>
<td>1,591 SF</td>
</tr>
<tr>
<td>Customer Communication</td>
<td>3,465 SF</td>
<td>4,158 SF</td>
</tr>
<tr>
<td>Strategic Communication</td>
<td>351 SF</td>
<td>421 SF</td>
</tr>
<tr>
<td>Operations</td>
<td>0 SF</td>
<td>0 SF</td>
</tr>
<tr>
<td>Technical Services</td>
<td>5,779 SF</td>
<td>6,935 SF</td>
</tr>
<tr>
<td>Field Services</td>
<td>14,008 SF</td>
<td>16,810 SF</td>
</tr>
<tr>
<td>Accounting</td>
<td>7,479 SF</td>
<td>8,975 SF</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>49,386 SF</strong></td>
<td><strong>59,264 SF</strong></td>
</tr>
<tr>
<td>EXISTING</td>
<td></td>
<td>44,605 SF</td>
</tr>
<tr>
<td><strong>TOTAL ADDITION NEEDED</strong></td>
<td></td>
<td><strong>14,639 SF</strong></td>
</tr>
</tbody>
</table>

**RUSH DIXON ARCHITECTS, LLC**

Programming Study For:
Rifle Range Road Expansion

October 31, 2018
Anticipated Architectural Direction

Existing Architecture - Palladian Influence

Palladian Elements / Garden / Pergola

Palladian Conservatory

Conservatory Reference

Programming Study For:
Rifle Range Road Expansion

October 31, 2018
SCHEME "B"
(External Public Meeting Room)
*CONCEPT DIAGRAM

THE PURPOSE OF THIS DIAGRAM IS TO SHOW DEPARTMENT LOCATIONS AND SIZES. FINAL OFFICE LAYOUTS TO BE DETERMINED.

FIRST FLOOR: Scheme B

63,122 Gross Sq ft
(44,605 EXISTING SF + 18,517 NEW)

Programming Study For:
Rifle Range Road Expansion

October 31, 2018
FIRST FLOOR: Scheme B

*CONCEPT DIAGRAM

THE PURPOSE OF THIS DIAGRAM IS TO SHOW DEPARTMENT LOCATIONS AND SIZES. FINAL OFFICE LAYOUTS TO BE DETERMINED.

Programming Study For:
Rifle Range Road Expansion

October 31, 2018
RUSH DIXON ARCHITECTS, LLC

Programming Study For:
Rifle Range Road Expansion

October 31, 2018

RENDERING OF VIEW "B3"
# MPW Scheme B Cost Worksheet

<table>
<thead>
<tr>
<th>Item</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Construction</td>
<td>$4,035,043</td>
</tr>
<tr>
<td>Existing Building Renovation</td>
<td>$1,005,266</td>
</tr>
<tr>
<td>Existing Building Maintenance</td>
<td>$464,454</td>
</tr>
<tr>
<td>Sitework</td>
<td>$1,047,565</td>
</tr>
<tr>
<td><strong>Subtotal: Construction Cost</strong></td>
<td><strong>$6,552,328</strong></td>
</tr>
<tr>
<td>Architectural / Engineering Fees</td>
<td>0.08</td>
</tr>
<tr>
<td>A/E Reimbursables (estimated)</td>
<td></td>
</tr>
<tr>
<td>LEED Documentation / Certification</td>
<td></td>
</tr>
<tr>
<td>Building Commissioning</td>
<td></td>
</tr>
<tr>
<td>Government Approval Fees (zoning, permit)</td>
<td></td>
</tr>
<tr>
<td>Furnishings ($25/sf, includes new building +25% of existing)</td>
<td>$25/sf</td>
</tr>
<tr>
<td>Traffic Impact Fees</td>
<td></td>
</tr>
<tr>
<td>Geotechnical Report</td>
<td></td>
</tr>
<tr>
<td>Tap Fees</td>
<td></td>
</tr>
<tr>
<td>Special Inspections</td>
<td>0.01</td>
</tr>
<tr>
<td><strong>Subtotal: Soft Costs</strong></td>
<td><strong>$1,321,537</strong></td>
</tr>
<tr>
<td><strong>TOTAL PROJECT COST:</strong></td>
<td><strong>$7,873,865</strong></td>
</tr>
</tbody>
</table>

Cost Estimate - Scheme B

Programming Study For: Rifle Range Road Expansion

October 31, 2018
MEETING MINUTES

Project: MPW Masterplan
Meeting Date: 09.21.18  Revised 09.25.18
Attendees: David Niesse, Carl Ingram, John Boykin - Mount Pleasant Waterworks
Ross Ritchie - Rush Dixon Architects
Rob Turner, Johnny Deden, Carson Smith - Charleston Engineering
Topic: Existing Building Systems and General Review

GENERAL INFO
• The existing MPW building was constructed in 1995, renovated and added on since. MPW needs to expand and address current and future programming and maintenance needs. The existing building will be renovated to address current issues and reallocate some space. MPW staff was asked to report on existing conditions so the cost estimate can include any known deficiencies, maintenance items, and replacement items.
• Mount Pleasant Waterworks shared a 3rd Party Report prepared for MPW in 2007; it was unknown if any or all items have been address to date; MPW to confirm.

EXISTING BUILDING MAINTENANCE ITEMS to be included in cost estimate
• Structural
  • Cracking in concrete slab of the Mezzanine. While MPW staff sees this as a cosmetic issue RDA recommends having a structural engineer assess and recommend repairs.
• Water Infiltration
  • Roof leak in Mezzanine at the Records Storage. See P-1.
  • Roof leak in Mezzanine at Mechanical Area. See P-2.
  • Leak on outside of Area C at the foundation. It appears to be coming from behind the wall panels but from an unknown origin. See P-3.
• General Items noted by MPW staff
  • Stucco at porch, drive through, and loading bay ceilings needs to be replaced with smooth surface. The steel beams at these locations also need to be cleaned and repainted with the bottom gaps between the beams filled due to current and constant wasp nest issue. See P-4, P-5, and P-6.
  • Manual hurricane shutters need to be purchased and installed on 34 remaining windows, some windows already have shutters.
  • Loading Dock roof structure (beams & purlins) needs to be repaired and painted. Current roof and gutters are overloaded with water coming from Area C roof, additional downspouts needed from main roof to direct water to ground. Gutters on Loading Dock Roof need adjustment for continuous flow. See P-7.
  • Men’s Restroom near the Locker Room has current plumbing issue with urinal leaking from inside the wall when flushed. Urinal out of commission at the moment. See P-8.
• All restrooms to be updated during renovations, including new vanities, partitions and tile work. New shower head fixtures needed at Men’s Locker Room, currently mounted too low.
• MPW Staff noted the site drainage is adequate other than one location of ponding occurs at the outlet of the drive through.
• Mechanical items per MPW Staff and Charleston Engineering
  • Area A
    • First Floor
      • Charleston Engineering recommends the (3) existing indoor AHUs need to be replace. The AHUs are chilled water cooling with electric heat. Two of the AHUs serve VAV systems and the other is a single zone system at the current Public Meeting Room. The ductwork can be re-used at the same CFMs for the VAV systems. The single zone system will change to a VAV system during renovations due to the change of use of the space. The three units are served by a newly replaced 70 ton chiller. Two of the units are easy to get to, and the third one may need to be disassembled and removed in pieces because it is located behind the chiller.
      • Replace the piping trim at each AHU. This would include control valves, strainers, shut off valves, etc. located at the side of each AHU.
      • The single zone AHU that currently serves the current Public Meeting Room has a ducted dehumidifier installed at its ductwork due to humidity problems in the space. Equal or better humidity control for the new AHU will need to be provided.
  • Assume T&B needs to be completed after renovations for entire building.

GENERAL REVIEW

• MPW requested the new building have an emergency generator.
• Area A second floor HVAC original system has been replaced with a VRF system.
• No lighting controls in the existing building and none requested.
• Solar panels on existing roof in good working order as noted by MPW staff. None requested on new building.
• MPW and Charleston Engineering recommend that no electrical upgrades are necessary to the existing building for renovation.
• The existing site lighting is leased lighting from SC E&G.