

Request for Qualifications

Architectural & Engineering Services

Clemson University Foundation

Project Name: Development and Alumni Building

May 1, 2020

Solicitation: The Clemson University Foundation (CUF) is seeking firms for architectural and engineering (A/E) services for a new building on the Clemson University campus in Clemson, SC. The facility is known as the Development and Alumni Building and will be located near the Madren Center and Walker Golf Course.

The successful firm will enter into a contract with the CUF. The Clemson University Land Stewardship Foundation (CULSF) is serving as the development management firm for CUF.

This is a public advertisement by the Clemson University Foundation. Any policies or procedures mandated by South Carolina state law for state agencies or Clemson University do not apply to this solicitation.

Project Scope: The facility is planned as a multi-tenant office building to serve various Clemson University and affiliated organizations including the Alumni Association, Development Office and others. The total building size is anticipated to be approximately 80,000 square feet located on a five to six acre site.

The successful firm will provide the following services: civil engineering, structural engineering, mechanical engineering, plumbing engineering, landscaping design, life safety systems, and architectural design services with these services provided through feasibility study, programming, design, construction administration, and project close-out. The owner has already conducted a concept feasibility study that included site analysis, preliminary master plan analysis, conceptual design, and conceptual budget estimates for the project. The concept feasibility study is attached for reference.

The owner desires for the selected firm to start with a comprehensive feasibility study to develop project scope, space programming, planning level issues, site plans, elevations, floor plans, utility analysis, neighboring area impacts, etc.

Any design developed must be in keeping with the Clemson University Site Design Guidelines. These guidelines are available at: <https://cufacilities.sites.clemson.edu/documents/planning/Site%20design%20Guidelines.pdf>.

The project must also work in conjunction with the Clemson University Master Plan which is available at: <https://cufacilities.sites.clemson.edu/documents/planning/Campus%20Master%20Plan.pdf>.

The owner anticipates to deliver the construction of the new facility via construction manager at-risk.

The project will pursue Two Green Globes certification under the Green Building Initiative program. The selected firm will be expected to lead this effort from a documentation, design, and certification standpoint and guide the owner in this initiative.

CUF, as an affiliated organization of Clemson University, has elected to follow the University's diversity initiative which includes a goal of 10% minimum minority business participation. CUF embraces diversity in all aspects of its functions including the use of minority businesses for architecture, engineering and related services. The submittal of qualification statements by minority owned firms is encouraged. Submitting firms are requested to provide a statement or plan about the inclusion of Minority Business Enterprises within the A/E team.

The Owner and selected firm will execute a contract for design services under AIA Document B133 – 2019 Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition, as modified by the owner.

Evaluation Factors: Submitting firms will be evaluated on the following criteria.

- Past performance
- Ability of professional personnel
- Demonstrated ability to meet time and budget requirements
- Proximity and knowledge of the locality of the project
- Recent, current and projected work load of the firm
- Creativity and insight related to the project
- Related experience on similar projects
- Total volume of work awarded by the Clemson University Foundation, Clemson University Land Stewardship Foundation, and Clemson University during the previous five years. Firms awarded more with in the last five years will be scored lower than those who have been awarded less.

Submittal Requirements: Invited firms are requested to submit qualification statements as outlined herein and as specified below:

- Cover letter stating interest in project.
- Information on a maximum of eight (8) relevant experience projects within the last seven (7) years. Include client name, location, scope of project, client contact person with phone number, final construction contract value, and statement of schedule adherence. Include relative sustainability efforts and Green Globe information on each project.
- Relevant history with Green Globe projects including the certification level, status, owner, and construction contract value.
- Current firm work load, backlog, and capacity to undertake this project.
- Resumes of proposed design team including principal and associate architects that will lead the project. Also include information on proposed engineering consultants including principals.
- Statement of proposed minority business participation.
- Information to responsive the selection criteria outlined above.
- Any other information that the firm feels is relevant to this project that the owner should be made aware.
- Certification stating whether the business is or is not a South Carolina resident.
- Federal Form 330 for the proposed project team.
- Submit the proposal in electronic pdf format only as specified in the Procedures section of this document.
 - Electronic documents shall be formatted for intent to print on a maximum paper size of 8½" x 11" in portrait format and may include color images.
 - The submittal is limited to a maximum of 40 pages when printed single sided.
 - The cover letter and resumes of proposed project team members may be in addition to the 40 page submittal. Resumes are limited to one page per team member and should be submitted as an attachment to the submittal.
 - Federal Form 330 pages do not apply to the 40 page limit and should be submitted as an attachment to the submittal.

Procedures: Questions regarding the project should be directed to Mike Davis, Associate Director of Facilities, Planning and Management at 864.354.8747 or via email to john@clemsun.edu.

Submittal documents should be emailed to the above email no later than 4:00 PM on Wednesday, May 21, 2020. It is the responsibility of the submitting firm to ensure that the submittals are received. If submittals are too large to be transmitted via email as a single file, the document may be separated into sections and submitted by more than one email. A submittal may also be submitted in person on a thumb drive by the deadline as noted above to the following address:

5 Research Drive
Greenville, SC 29607

If submitting in person, the firm must contact Mike Davis the day prior to the submittal deadline to ensure arrangements are made for proper receipt of submittals

Firms may also submit documents via some type of file drop service. If a firm elects to submit in this manner, it is the responsibility of the submitting firm to verify that Mike Davis is aware of the submittal via a file drop service. An email notification from the submitting firm to Mike Davis giving the details to download the submittal must be submitted and received by the deadline as noted above.

Submittal documents are not public records and are not open to public inspection.

Selection: After review of submittals the owner may invite selected firms to interview for the project. Interviews will be limited to 45 minutes for presentation and an additional 15 minutes for questions by the owner. After conclusion of interviews the owner anticipates selecting a firm within one (1) calendar week for the project. Interviewing firms may present visual media as part of their presentation including static images, PowerPoint presentations and video/audio as the firm deems appropriate. Interviews will be held at a to be determined location in Clemson, SC. Specific details of the interview location, logistics, etc. will be provided to any selected firms for interview.

Interviews are tentatively scheduled for the week of June 15, 2020. The exact date and times of interviews to be confirmed.

Due to the COVID-19 pandemic, interviews may be held via a Zoom meeting or some type of on-line meeting rather than in person. Submitting firms should consider this when determining their interest in the project with the possibility of an on-line interview.