



**14TH Circuit Solicitor's Office
108 Trader's Cross
Suite 103
Bluffton, SC 29909**

**RFQ: 108-110
CONSTRUCTION SERVICES FOR RENOVATION PROJECT
AND NEW TRAINING COURTROOM**

DUE: Monday March 5, 2018 @ 11:00am

MAIL RESPONSE TO:

14th Circuit Solicitor's Office
Attn: Derek Nelson
P.O. Box 1880
Okatie, SC 29909

DELIVER RESPONSE TO:

14th Circuit Solicitor's Office
Attn: Derek Nelson
108 Traders Cross, Suite 103
Okatie, SC 29909

Table of Contents

A.	OVERVIEW	3
B.	MINIMUM QUALIFICATIONS	3
C.	SCOPE OF WORK.....	3
D.	REQUIREMENTS OF RESPONSE TO RFQ:	3
E.	INSTRUCTIONS TO FIRMS	4
F.	SELECTION CRITERIA.....	5
G.	SPECIFIC TERMS AND CONDITIONS.....	6
H.	GENERAL CONTRACTUAL REQUIREMENTS	7
I.	OFFEROR'S CERTIFICATION	10
J.	SAMPLE EVALUATION FORM.....	14
K.	EXHIBITS.....	15

A. OVERVIEW

The 14th Circuit Solicitor's Office (the "**Solicitor's Office**") is seeking qualified, licensed firms to provide construction services regarding a renovation project at 108 Traders Cross, Bluffton, SC and construction of a training courtroom at 110 Traders Cross, Bluffton, SC. The firm hired will be responsible for various project-related services in order to provide complete permitting, cost estimates and construction for both projects.

B. MINIMUM QUALIFICATIONS

Firms who provide a response to the RFQ must meet the following requirements, otherwise their response will not be considered by the Solicitors Office:

- a) Current registration as a licensed General Contractor in the state of South Carolina.
- b) Demonstrated expertise and experience in the areas written in the Scope of Work.

C. SCOPE OF WORK

Professional construction services for Project A (exhibit "A" attached hereto) consists of renovating several offices and kitchen, in addition to the construction of two locker rooms and bathroom facilities at 108 Traders Cross. Project B (exhibit "B" attached hereto) consists of the construction of a training courtroom at 110 Traders Cross.

The qualified firm must include all sub-consultants required to provide a complete set of plans, specifications and construction for the projects (unless specified otherwise). These subs-consultants may include, but are not limited to, structural, mechanical, electrical, landscaping, civil, survey, geotechnical services, construction administration, general contractor and sub-contractor services.

It is the intent of the Solicitor's office to award contract to a single Offeror. Following the award, a specific project scope and scope of services will be defined for both Project A and Project B.

D. REQUIREMENTS OF RESPONSE TO RFQ:

The Firm's response to the RFQ shall include and will be limited to the following:

1. COVER LETTER (not to exceed one page)
2. INTRODUCTION TO THE FIRM - The Firm should provide a brief overview of the history of the Firm and specific accomplishments and successes that the Firm wishes for the Solicitor's Office to be aware of. This introduction should include a description of the project team, years in business and financial oversight (no more than four pages).
3. ORGANIZATIONAL CHART - The Submitting Firm should present an organizational chart outlining the project manager and team member responsibilities. This chart should include the key staff members who will be responsible for each of the areas of expertise needed to complete the projects.
4. SPECIFIC QUALIFICATIONS - Project experience directly applicable to the Solicitor's Office's construction needs that demonstrate a particular knowledge in and around the Lowcountry Region (Beaufort, Colleton, Hampton and Jasper Counties). Those projects that relate specifically to the area and are the

most current will carry the greatest weight. Project outlines should not exceed one page. Each project should include:

- a. A brief description of the project work completed (including photos if available)
 - b. Project location
 - c. List clients budget and firms cost of project
 - d. Client, client reference and contact information
5. PROJECT QUESTIONS - Responses to questions below are required to be included in the response for the RFQ. Each question is to be listed in italics, followed by the response in normal type style, not to exceed 10 pages.

6. a. SPECIFIC PROJECT QUESTION - The following question must be answered as it pertains to each project that you would like to be considered for.

1. What are five major issues to be addressed in the development of this proposed facility as described in this document?

6. b. GENERAL PROJECT QUESTIONS

1. Provide an overview of your team's philosophy in the design and construction of a public building.
2. Describe the team's approach to maintenance considerations during the design and construction phases of a project.
3. Explain the firm's procedures for document quality control and coordination of the various trades in the review of design documents and specifications.
4. Explain the management tools, techniques and procedures the firm uses to monitor and maintain the construction phase schedule.
5. Describe your approach to the collaboration with the Solicitor's Office and the Design Team relative to project design and materials/systems research that will assure the functional, aesthetic, and quality requirements are satisfactorily addressed for the projects.
6. Describe your team's commitment to the success of the projects and why you believe your assembled team is the best choice for these projects.

E. INSTRUCTIONS TO FIRMS

1. Submittal must include one (1) original RFQ response clearly marked as original and five (5) complete copies of the RFQ response along with a completed W-9 form. Responses must be in a sealed envelope/package containing the solicitation name and number. The individual signing the response must be an Agent legally authorized to bind the company.

The firm submitted proposal shall be compiled in such a manner as to separate the individual project information, within the main body of the proposal.

2. Show solicitation number on the outside of mailing package. The Solicitor's Office assumes no responsibility for unmarked or improperly marked envelopes.
3. It is the firm's sole responsibility to ensure that solicitation responses, amendments thereto or withdrawal requests are submitted by the scheduled due date and time.
4. The firm must clearly mark as "Confidential" each part of their response, which they consider to be proprietary information that could be exempt from disclosure under Section 30-40(C) Code of Laws of South Carolina, 1976, Freedom of Information Act. The Solicitor's office reserves the right to determine whether this information should be exempt from disclosure and legal action may not be brought against the Solicitor's Office or its agents for its determination in this regard.
5. RESPONSE FORM: All responses shall be printed in ink or typewritten. If required, additional pages may be attached. Proposals written in pencil will be disqualified.
6. Subject to the terms, conditions, provisions, and the enclosed specifications, responses to this solicitation will be received at this office until the stated date and time. Responses received after the scheduled due date and time will be rejected. Proposals must be submitted in a sealed package marked on the outside with the Firm's name, address, and the solicitation name and number.
7. This solicitation does not commit the Solicitor's Office to award a contract, to pay any costs incurred in the preparation of RFQ submitted, or to procure or contract for the services. The Solicitor's Office reserves the right to accept or reject or cancel in part, or in its entirety offers received as a result of this request if deemed to be in the best interest of the Solicitor's Office to do so. Each project may be awarded to the same firm, different firms or not at all.
8. Questions regarding this solicitation must be emailed to the project manager Derek Nelson at dnelson@scsolicitor14.org no later than 12:00PM on Monday, February 26, 2018. Answers to all questions will be posted on the Colleton County website at <http://www.colletoncounty.org/bids-and-proposal-requests> as addendums to this RFQ.

A "No Response" qualifies as a response; however, it is the responsibility of the Firm to notify the Procurement Office if you receive solicitations that do not apply.

F. SELECTION CRITERIA

1. The Solicitor's Office will use the following criteria to evaluate and select the successful firm. The Solicitor's Office reserves the right to reject any or all proposals, and to award a contract that is most advantageous, and in the best interest of the Solicitor's Office and its partners.
 - a. **Overall experience** of the Firm(s) to provide the services requested.
 - b. **Project Team** – Overall architectural/engineering and construction experience, local knowledge and project experience of team members.
 - c. **Related Project Experience** – Similar projects to those wishes to contract for that demonstrate expertise and innovation, not only in architect/engineering concepts, but in meeting the overall client needs.

- d. **Ability to Provide Services Requested** – the Firm’s ability to demonstrate its experience and capabilities in providing locally based architect/engineering and construction services in the area of Public Community Centers.
2. An appointed selection committee will perform the evaluations. Each submittal will be analyzed to determine overall responsiveness and qualifications under the proposal. The selection committee may select all, some or none of the Respondents for interviews. The Solicitor’s Office may also request additional information from Respondents at any time prior to final approval of a selected Respondent.
3. Upon a successful negotiation of fees and contract terms subject to final approval by the Solicitor for the 14th Circuit, a contract will be executed for the requested services.

G. SPECIFIC TERMS AND CONDITIONS

1. **COMPETITION:** This solicitation is intended to promote full and open competition. If any language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested vendor to notify the Solicitor’s Office in writing no later than five (5) business days prior to the scheduled due date and time.
2. **RESPONDANTS QUALIFICATION:** The Solicitor’s Office reserves the right to request satisfactory evidence of their ability to furnish services in accordance with the terms and conditions listed herein. The Solicitor’s Office further reserves the right to make the final determination as to the Firm’s ability to provide said services.
3. **RESPONSE WITHDRAWAL:** Any responses may be withdrawn prior to the established closing date and time, but not thereafter without proper approval from the communications director.
4. **REJECTION:** Solicitor’s Office reserves the right to reject any and all proposals, to cancel or withdraw this solicitation, and to waive any technicality if deemed to be in the best interest of the Solicitor’s Office.
5. **WAIVER:** The Solicitor’s Office reserves the right to waive any Instruction to Offerors, General or Special Provisions, General or Special Conditions, or specifications deviation if deemed to be in the best interest of the Solicitor’s Office.
6. **RESPONSE PERIOD:** All responses shall be good for a minimum period of 60 calendar days.
7. **DEVIATIONS FROM SPECIFICATIONS:** Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful offeror will be held responsible therefore. Deviations must be explained in detail on separate attached sheet(s). The listing of deviations, if any, is required but will not be construed as waiving any requirements of the specifications. Unidentified deviations found during the evaluation of the response may be cause for rejection.
8. **AMENDMENTS:** All amendments to and interpretations of this solicitation shall be in writing and issued by the project manager for the Solicitor’s Office.
9. **DEBARMENT:** By submitting a qualification package, the Offeror is certifying that they are not currently debarred from responding to any request for proposals by any agency or subdivision of the State of

South Carolina, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency or subdivision of the State of South Carolina.

10. **DEFAULT:** In case of default by the Offeror, the Solicitor's Office reserves the right to purchase any or all items in default in the open market, charging the Offeror with any excessive costs. Should such charge be assessed, no subsequent solicitation response of the defaulting Offeror will be considered in future RFQ's until the assessed charge has been satisfied.
11. **HOLD HARMLESS:** All respondents to this RFQ shall indemnify and hold harmless Solicitor's Office Government and any of their officers and employees from all suits and claims alleged to be a result of this request for proposals. The issuance of this request of proposals constitutes only an invitation to present a proposal. Solicitor's Office reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this request for proposals. Solicitor's Office also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule.
12. **CANCELLATION:** In the event that this RFQ is withdrawn or the project canceled for any reason, the Solicitor's Office shall have no liability to any respondent for any costs or expenses incurred in connection with this RFQ or otherwise.
13. **FAILURE TO SUBMIT ALL MANDATORY FORMS:** Failure to submit all the mandatory forms from this RFQ shall be just cause for the rejection of the qualification package. However, the Solicitor's Office reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject the RFQ as non-responsive.
14. **CONTRACT AWARD:**
 - a. This solicitation and submitted documents, when properly accepted by the Solicitor's Office shall constitute an agreement equally binding between the successful Offeror and the 14th Circuit Solicitor's Office.

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting agreement. The Solicitor's Office shall not be legally bound by any amendment or interpretation that is not fully executed by both parties in writing.
 - b. The successful Offeror shall be required to execute a formal agreement with the 14th Circuit Solicitor's Office's within ten (10) business days after issuance of the Notice of Award.
15. **CONTRACT ADMINISTRATION:** Questions or problems arising after award of an agreement shall be directed to the project manager via email to: dnelson@scsolicitor14.org. Copies of all correspondence concerning this solicitation or resulting agreement shall be sent to the 14th Circuit Solicitor's Office, P. O. Box 1880 Bluffton, SC 29910.

H. GENERAL CONTRACTUAL REQUIREMENTS

1. **ABANDONMENT OR DELAY:** If the work to be done under this contract shall be abandoned or delayed by the Offeror, or if at any time the Solicitor's Office shall be of the opinion and shall so certify in writing that work has been abandoned or delayed by the Offeror, the Solicitor's Office may annul the contract or any part thereof if the Offeror fails to resolve the matter within thirty (30) days of written notice.

2. OFFEROR'S COOPERATION: The Offeror shall maintain regular communications with the Project Manager and shall actively cooperate in all matters pertaining to this contract.
3. RESPONSIBILITY: The Offeror shall at all times observe and comply with all federal, state, local and municipal laws, ordinances, rules and regulations in any manner affecting the contract.
4. INDEMNIFICATION: Except for expenses or liabilities arising from the negligence of the Solicitor's Office, the Offeror hereby expressly agrees to indemnify and hold the Solicitor's Office harmless against any and all expenses and liabilities arising out of the performance or default of any resulting agreement or arising from or related to the Work as follows:

Offeror expressly agrees to the extent that there is a causal relationship between its negligence, action or inaction, or the negligence, action or inaction of any of its employees or any person, firm, or corporation directly or indirectly employed by the Offeror, and any damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage or loss) that is suffered by the Solicitor's Office and its employees, appointees, or agents or by any member of the public, to indemnify and save the Solicitor's Office and its employees, appointees, and agents harmless against any and all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of the performance or default of any resulting agreement or arising from or related to the equipment. Such costs are to include defense, settlement and reasonable attorneys' fees incurred by the Solicitor's Office and its employees, appointees, or agents. This promise to indemnify shall include bodily injuries or death occurring to Offeror's employees and any person, directly or indirectly employed by Offeror (including without limitation any employee of any subcontractor), the Solicitor's Office's employees, appointees, or agents the employees of any other independent contractor, or occurring to any member of the public. When the Solicitor's Office submits notice, Offeror shall promptly defend any aforementioned action.

5. The prescribed limits of insurance set forth herein shall not limit the extent of the Offeror's responsibility under this Section. The terms and conditions contained in this Section shall survive the termination of any resulting agreement or the suspension of the Work hereunder. Additionally, the Solicitor's Office will not provide indemnity to the successful OFFEROR. Failure to comply with this section may result in your request for proposal to be deemed non-responsive.
6. FORCE MAJEURE: The Offeror shall not be liable for any excess costs if the failure to perform the resulting agreement arises out of causes beyond the control and without fault or negligence of the Offeror. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by default of a subcontractor, and if such default arises out of causes beyond the control of both the Offeror and subcontractor and without excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule.
7. ARBITRATION: Under no circumstances and with no exception will the Solicitor's Office act as arbitrator between the Offeror and any sub-contractor.
8. PUBLICITY RELEASES: Offeror agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the Solicitor's Office. The Offeror shall not have the right to include the Solicitor's Offices' name in its published list of customers without prior approval of the 14th Circuit Solicitor. With regard to news releases, only the name of the Solicitor's Office, type and duration of any resulting agreement may be

used and then only with prior approval of the 14th Circuit Solicitor. The Offeror also agrees not to publish, or cite in any form, any comments or quotes from the Solicitor's Office staff.

9. GOVERNING LAWS: Any agreement arising from this solicitation shall be governed by the laws of the State of South Carolina and any and all disputes arising out of said agreement shall, if litigation is necessary, be litigated only in a Circuit Court for the Fourteenth Judicial Circuit sitting in Beaufort County, South Carolina. The prevailing party shall be entitled to attorney's fees and all costs of said litigation.
10. ASSIGNMENT: The Offeror shall not assign in whole or in part any agreement resulting from this Request for Proposals without the prior written consent of the Solicitor's Office. The Offeror shall not assign any money due or to become due to him under said agreement without the prior written consent of the Solicitor's Office.
11. AFFIRMATIVE ACTION: The successful Offeror will take affirmative action in complying with all Federal and State requirements concerning fair employment and treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.
12. FAILURE TO DELIVER GOODS IN ACCORDANCE WITH TERMS & CONDITIONS: In case of failure to deliver goods in accordance with the contract terms and conditions, the Solicitor's Office, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which the Solicitor's Office may have.
13. TERMINATION OF CONTRACT

Subject to the Provisions below, the contract may be terminated by the Solicitor's Office providing a thirty (30) days advance notice in writing is given to the offeror.

- a. Termination for Convenience: In the event that this contract is terminated or canceled upon request and for the convenience of the Solicitor's Office without the required thirty (30) days advance written notice, then the Solicitor's Office shall negotiate reasonable termination costs, if applicable.
- b. Termination for Cause: Termination by the Solicitor's Office for cause, default or negligence on the part of the offeror shall be excluded from the foregoing provisions; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived and the default provision in this request for proposals shall apply.
- c. The Solicitor's Office shall be obligated to reimburse the Offeror only for those services rendered prior to the date of notice of termination, less any liquidation damages that may be assessed for non-performance.

Non-Appropriations Clause: Notwithstanding any other provisions of the contract, if the funds anticipated for the continued fulfillment of this contract are at any time. Not forthcoming, through the failure of the State of South Carolina or the five counties in the 14th Judicial Circuit to appropriate funds, discontinuance or material alteration of the budgets under which funds were provided, the Solicitor's Office shall have the right to terminate the contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funding. Unless otherwise agreed to by the Solicitor's Office and the Offeror, the contract shall become null and void on the last day of the fiscal year for which appropriations were received.

14. GOVERNING LAWS: Any contract resulting from this request for proposals shall be governed in all respects by the laws of the State of South Carolina and any litigation with respect thereto shall be brought in the courts of the State of South Carolina.

- 15. BONDS: Payment Bonds and Performance Bonds are not required for this RFQ.
- 16. OWNERSHIP OF MATERIAL: Ownership of all data, material, and documentation originated and prepared for the Solicitor’s Office pursuant to this contract shall belong exclusively to the Solicitor’s Office.
- 17. INSURANCE: The Solicitor’s Office will require the following remain in force at all times through the life of the contract:

Professional Liability Insurance – Minimum \$2,000,000.00 - Proof of in force insurance must be provided in the response to the RFQ

Other insurances:

Workers’ Compensation - \$100,000 – each accident
 Statutory Coverage and Employer’s - \$100,000 each employee
 Liability - \$500,000 – policy limit

Comprehensive General Liability -\$1,000,000 – bodily injury each occurrence
 \$1,000,000 – bodily injury aggregate
 \$1,000,000 – property damage each occurrence
 \$1,000,000 – property damage aggregate
 Products – Completed Operations - \$1,000,000 – aggregate
 Business Auto Liability – Same as Comprehensive General Liability
 Excess or Umbrella Liability - \$1,000,000

The 14th Circuit Solicitor’s Office will be named as an “additional insured” party

I. OFFEROR’S CERTIFICATION

Company Name

Authorized Signatory (As registered with the IRS)

Address

E-Mail Address

City, State, Zip

Fax Number

Telephone Number

Toll Free Number

Federal Tax ID Number

Sales Tax Number

Certification Questions

NOTE: Firm will be immediately disqualified if the answer to any of the questions 1 through 5 is "No."

1. Offeror possesses a valid and current South Carolina Offeror's license for the project or projects for which it intends to submit a proposal.
Circle one: Yes No

2. Offeror has an insurance policy or policies with the prescribed limit(s) as specified in this document.
Circle one: Yes No

3. Prior to commencing work hereunder, Offeror, at his expense, shall furnish insurance certificate showing the certificate holder as the 14th Circuit Solicitor's Office and with a special notation naming the 14th Circuit Solicitor's Office as an Additional Insured on the liability coverage as specified in this document. Do you consent to this requirement?
Circle one: Yes No

4. Offeror has current workers' compensation insurance policy if and as required by the Workers Compensation Commission.
Circle one: Yes No

5. Has your South Carolina Offeror's license been revoked at any time in the last five years?
Circle one: Yes No

6. Has there been any change in ownership of the firm at any time during the last three years?
Circle one: Yes No

NOTE: A corporation whose shares are publicly traded and of which no single person or entity owns more than 5% may check "No." If "Yes," explain on a separate signed page.

7. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five (5) years?
Circle one: Yes No

8. At the time of submitting this qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a Sub-offeror on a public works contract for the Federal Government or any South Carolina public agency?
Circle one: Yes No

If the answer is "Yes," state the beginning date _____ and ending date _____ of the debarment period:

9. At any time during the last five years, has your firm or any of its owners, officers or qualifying parties been convicted of a crime involving the awarding of a contract of a Federal, State or local government construction project, or the bidding or performance of a Federal, State or local government contract?
Circle one: Yes No

NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm. If "Yes," explain on a separate signed page.

10. How many years has your organization been in business in South Carolina as an Offeror under your pre-sent business name and license number? _____years
11. Is your firm currently the debtor in a bankruptcy case?
Circle one: Yes No

NOTE: If "Yes," attach a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed.

12. Was your firm in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question 14, above)
Circle one: Yes No

NOTE: If "Yes," attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.

LICENSES

13. List all South Carolina license numbers, classifications and expiration dates of the South Carolina Offeror licenses held by your firm and sub-contractors (Provide a copy of each license):

14. If any of your firm's license(s) are held in the name of a corporation or partnership, list below the names of the qualifying individual(s) listed on the SCLLR records who meet(s) the experience and examination requirements for each license.

15. Has your firm changed names or license number in the past five years?
Circle one: Yes No

NOTE: If "Yes," explain on a separate signed page, including the reason for the change.

16. Has any owner, partner, qualifying party or (for corporations) officer of your firm operated an architectural, engineering, or construction firm under any other name in the last five years?
Circle one: Yes No

NOTE: If "Yes," explain on a separate signed page, including the reason for the change. Provide a complete, separate questionnaire for the other firm.

17. Has any SCLLR license held by your firm or its Qualifying Party been suspended within the last five years?
Circle one: Yes No

NOTE: If "Yes," please explain on a separate signed sheet.

The undersigned, having fully familiarized him/her with the information contained within this entire solicitation and applicable amendments, submits the attached response, and other applicable information to the Solicitor's Office, which I verify to be true and correct to the best of my knowledge. I further certify that this response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a response for the same materials, supplies or equipment, and is in all respects, fair and without collusion or fraud. I agree to abide by all conditions set forth in this solicitation and certify that I have signature authority to bind the company listed herein.

Printed Name

Authorized Signature

City, State, Zip

Title

Date

Telephone Number/Fax Number



J. SAMPLE EVALUATION FORM

PROJECTS DESCRIPTION Renovations Project: 108 Traders Cross New Construction: 110 Trader’s Cross	DATE
PROPOSING FIRM	PROJECT NO:

Evaluation Criteria	Value	Score
1. Overall experience of the Firm to provide the services requested.	1-25	
2. Project Team – Overall construction experience, local knowledge and project experience of team members.	1-25	
3. Related Project Experience – Similar projects to those the Solicitor’s Office wishes to contract for that demonstrate expertise and innovation, not only in construction concepts, but in meeting the overall client needs.	1-25	
4. Ability to Provide Services Requested – the Firm’s ability to demonstrate its experience and capabilities in providing locally based construction services in the area of Public Building renovations and courtroom construction.	1-25	

The highest possible score being 100

REMARKS:

TOTAL SCORE _____

 Evaluation Committee Member Signature

K. EXHIBITS

EXHIBIT A PLANS FOR RENOVATIONS AT 108 TRADERS CROSS

EXHIBIT B PLANS FOR COURTROOM CONSTRUCTION AT 110 TRADERS CROSS

SC 14th Judicial Circuit Office of the Solicitor

Building #1
Okatie Commons Commercial Park
Beaufort County, South Carolina



Contact Information:

Special Note:	The Designer/Architect does not have Construction Observation services for this project.
Design Team:	<p>Contractor:</p> <p>Designer: Thomas Design Group, LLC 74 Sparwheel Lane Hilton Head Island, SC 29926 843-715-9734 / Mike Thomas</p> <p>Structural:</p> <p>Civil:</p> <p>Landscape:</p>

Drawing Index:

T100 Title Sheet Structural
Site I Civil I Landscape

Architecture

Code Analysis/Areas:

Project Name & Description:
Occupancy Classification:
2009 IECC as applicable
2014 NEC as applicable
ADA; 2015 IBC (ANSI A117.1)
Wind Velocity:
Flood Zone "C"
Seismic Design Category:
Scope & Design Criteria:

Area Calculations:	First Floor Heated:	0,000 sf	
	Second Floor Heated:	0,000 sf	
	Total Heated:		0,000 sf
	Other 1:	000 sf	
	Other 2:	000 sf	
Total SF:			0,000 sf

Construction Notes:

- This document, in its entirety, has been prepared for the use in conjunction with the AIA Document A201-2007, General Conditions of the Contract for Construction.
- These Construction Drawings (CD's) and related documents, as a whole, work with and reference themselves and therefore shall not be separated. Notes work and reference other notes including but, not limited to, project notes, specifications construction notes, legends, and general demolition notes. Each trade shall be issued full sets of CD's and Specifications.
- The information contained in these documents has been provided for the convenience of the General Contractor. These documents were done in good faith and every attempt has been made to provide a complete and accurate representation of such conditions as it pertains under the Instruments of Service as well as drawn in accordance with all local, state and federal regulations for new construction. TDG cannot, and does not, guarantee the accuracy of any such information and assumes no liability therefore.
- TDG waives any and all responsibility and liability for problems which arise from the failure to follow the drawings, related documents, specified products, materials & methods of construction and the design intent they convey, or from any other failures to obtain and/or follow TDG's guidance w/ respect to any errors, omission, inconsistencies ambiguities or conflicts which are alleged.
- The information contained on these drawings in no way releases the General Contractor from the responsibility of verifying completely all field conditions relating to and affecting the conditions of work as described in these Contract Documents. Further more, it is understood that the Contractor submitting for building permit has read and understands all conditions of these drawings and specifications, has read and understands all prevailing codes and regulations under which this project is to be constructed, and implicitly agrees to all the conditions stated on these drawings and specifications.
- The General Contractor shall assume full responsibility for providing all labor, materials, equipment and overtime costs as well as assuring that all manufactured items, materials and equipment be installed in accordance with manufacturer's recommended specifications. All work to be done in a safe and quality workmanship like manner and meet all local, state and federal requirements.
- The General Contractor is responsible for scheduling and coordinating between demolition, shoring, new construction and removal work in a systematic manner to insure safety, minimize economy of construction and the disruption of ongoing operations. All construction must be coordinated with building management and building tenants so as to not disturb or cause damage to any tenant space. Upon completion of required work, the tenant's premises shall be returned to the original and clean condition.
- The General Contractor shall provide for the legal removal and disposal of all rubbish and debris from the building and the site associated with the construction of this project. Coordinate (if applicable) and material removal with the building management.
- The General Contractor is to verify, to his satisfaction, the coordination of all recessed floor outlets and plumbing lines with existing and new structural conditions prior to commencing work. Any work that may affect any base building structural component shall proceed only at the Structural Engineer's discretion. TDG specifically, will not give direction, or opinion (written, verbally or implied) w/ regard to the cutting of steel or other structural components. Contractor shall take all reasonable precautions not to interfere w/ the structural integrity of the building. Any cost due to damage to the base building shall be the sole responsibility of the Contractor.
- The General Contractor shall verify that no conflicts exist in locations of any mechanical, telephone/data, electrical, lighting, plumbing and sprinkler equipment (to include but, not limited to, all ductwork, conduit and piping) and that requested clearance for installation or maintenance of above equipment is provided and/or existing.
- Existing life and emergency safety systems may not be shown on the drawings. The General Contractor is responsible for field verification of the location and extent of these systems (including, but not limited to, fire sprinkler systems, smoke detection systems and emergency lighting systems) as they may be affected by prescribed work. The General Contractor is responsible for accommodating these systems when affected by prescribed work so that all applicable code requirements are satisfied.
- Unless noted otherwise, the General Contractor is responsible for providing, for Security Systems, a box, pull string and conduit for every exterior door location. The General Contractor is to coordinate any upgrade for these systems.
- Place fire extinguishers throughout the building or space in accordance with any and all requirements as dictated by local, state and federal codes. General Contractor is to provide sufficient number of extinguishers to meet such requirements. These extinguishers are to be recharged unless noted otherwise.
- TDG is not responsible for the coordination of fire sprinkler systems. It is the General Contractor's responsibility to coordinate all requirements for these systems. Provide shop drawings as required.
- Place fire, smoke and CO2 detection systems throughout the building or space in accordance with any and all requirements as dictated by local, state and federal codes. General Contractor is responsible for coordinating these systems. TDG is not responsible for any specialty fire protection systems. TDG will not be held liable for any damages, fines or fees due to these systems activating during the construction process.
- The General Contractor is responsible for checking contract documents, field conditions and dimensions for accuracy & confirming that all work is buildable as shown before proceeding with pricing, bidding or construction. If there are any questions in regard to scope, construction methods, coordination or if field conditions necessitate any changes or modifications, the Contractor is responsible for obtaining a clarification and approval from TDG in writing before proceeding with the work in question or related work or be responsible for the same.
- Any discrepancies, conflicts or need for clarifications that arise shall be brought to TDG's attention by the General Contractor immediately. It is the General Contractor's responsibility to report to TDG, in a timely matter and no additional costs, any discrepancies or conflicts in writing with their evaluations and recommendations with any necessary photos and field sketches sufficient to clearly describe discrepancies or conflicts, concealed or otherwise, affecting construction.
- The General Contractor's failure to report any discrepancies within these construction documents and specifications to TDG will not grounds for additional costs or change orders.
- All substitutions, equal changes, and/or deviations from the construction documents, specifications, directions or construction methods by the Contractor shall be requested in writing to TDG and shall be approved only at TDG's discretion. Such deviations shall be deemed acceptable only if such approval is made in writing by TDG. The contractor is to provide any alternatives to the construction documents, in writing, with the bid documents. Base bid is assumed to be based on the construction documents in their entirety without deviations, substitutions or omissions. Provide shop drawings as required.
- The submitted construction costs shall be itemized to provide cost for each material component and labor. The General Contractor shall also submit a specific construction schedule indicating the required construction time for all subcontractors and general contractors work. Any change to this schedule will require redistribution immediately.
- General Contractor is to notify TDG within 10 (ten) working days of notice to proceed of any and all materials not available to be installed within the construction period as well as all items that require immediate processing due to long lead order time. Costs of delay because of non-availability of specified items, when such delays could have been avoided by the General Contractor, will be back charged as necessary to the General Contractor and not be borne by the owner.
- Maintain at the job site a copy of the updated project schedule, all drawings, specifications, approved shop drawings, RFIs, AS's and other contract modifications and/or approved documents submitted by the contractor related to the project.
- The General Contractor shall submit one (1) set of legible and complete reproducible "AS BUILT" drawings to both the owner and TDG upon final completion of the project and no later than two (2) after the final punch list work has been completed.

Abbreviations:

@	At	PERP.	Perpendicular
A.F.F.	Above Finished Floor	PLY	Plywood
A.M.S.L.	Above Means Sea Level	PLUMB.	Plumbing
BD.	Board	PR.	Pair
BLDG.	Building	PSI	Pounds Per Square Inch
C.J.	Control Joint	BLDG.	Building
C.M.U.	Concrete Masonry Unit	P.T.	Preservative Treated
COMP.	Composite	R & S	Rod & Shelf
CONC.	Concrete	RAD.	Radius
CONT.	Continuous	REINF.	Reinforcing
DIA.	Diameter	REQ.	Required
DN.	Down	SIM.	Similar
ELEC.	Electrical	SL.	Slope
ELEV.	Elevation	SPEC.	Specifications
E.I.F.S.	Exterior Insulated Finish System	SQ.	Square
E.J.	Expansion Joint	STRUCT.	Structural
E.Q.	Equal	T & G	Tongue & Groove
EXT.	Exterior	T.B.S.	To Be Selected
F.O.W.	Face of Wall	T.G.E.P.	To the Greatest Extent Possible
FTG.	Footing	T.O.C.	Top of Concrete
GALV.	Galvanized	T.O.P.	Top of Plate
GYP.	Gypsum	T.O.S.	Top of Slab
HT	Height	T.O.W.	Top of Wall
HORZ.	Horizontal	TRTD	Treated
INT.	Interior	TYP.	Typical
MAX.	Maximum	UNO	Unless Noted Otherwise
MECH.	Mechanical	VERT.	Vertical
MIN.	Minimum	W	Width
MTL.	Metal	WD.	Wood
O.C.	On Center		

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Client Review	2017.11.29	MGT

A Interior Up-fit for:
SC 14th Judicial Circuit Solicitor's Office
Bldg 1 - Okatie Commons Commercial Park
Beaufort County, South Carolina

THOMAS
DESIGN GROUP, INC
74 Sparwheel Lane
Hilton Head Island, SC 29926
843.715.9434

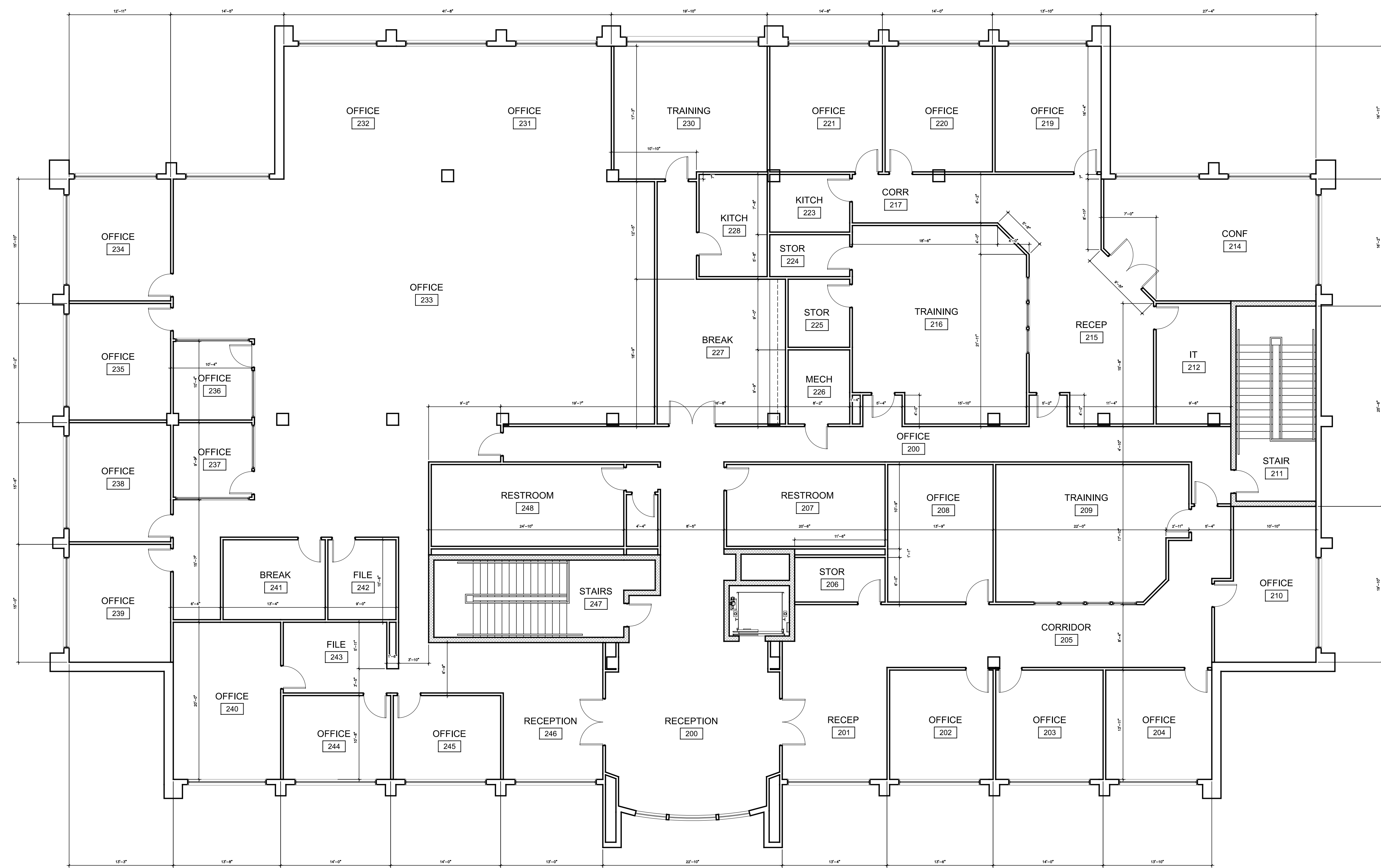
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TDG Project # 1708.00

A0.0

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01
A1.1

2nd Level Plan - Existing

Scale: 1/8" = 1'-0"

WALL LEGEND

	WALL...EXISTING
	WALL...DEMOLISH
	WALL...NEW
	WALL...EXISTING (CMU)
	DOOR...TO BE REMOVED

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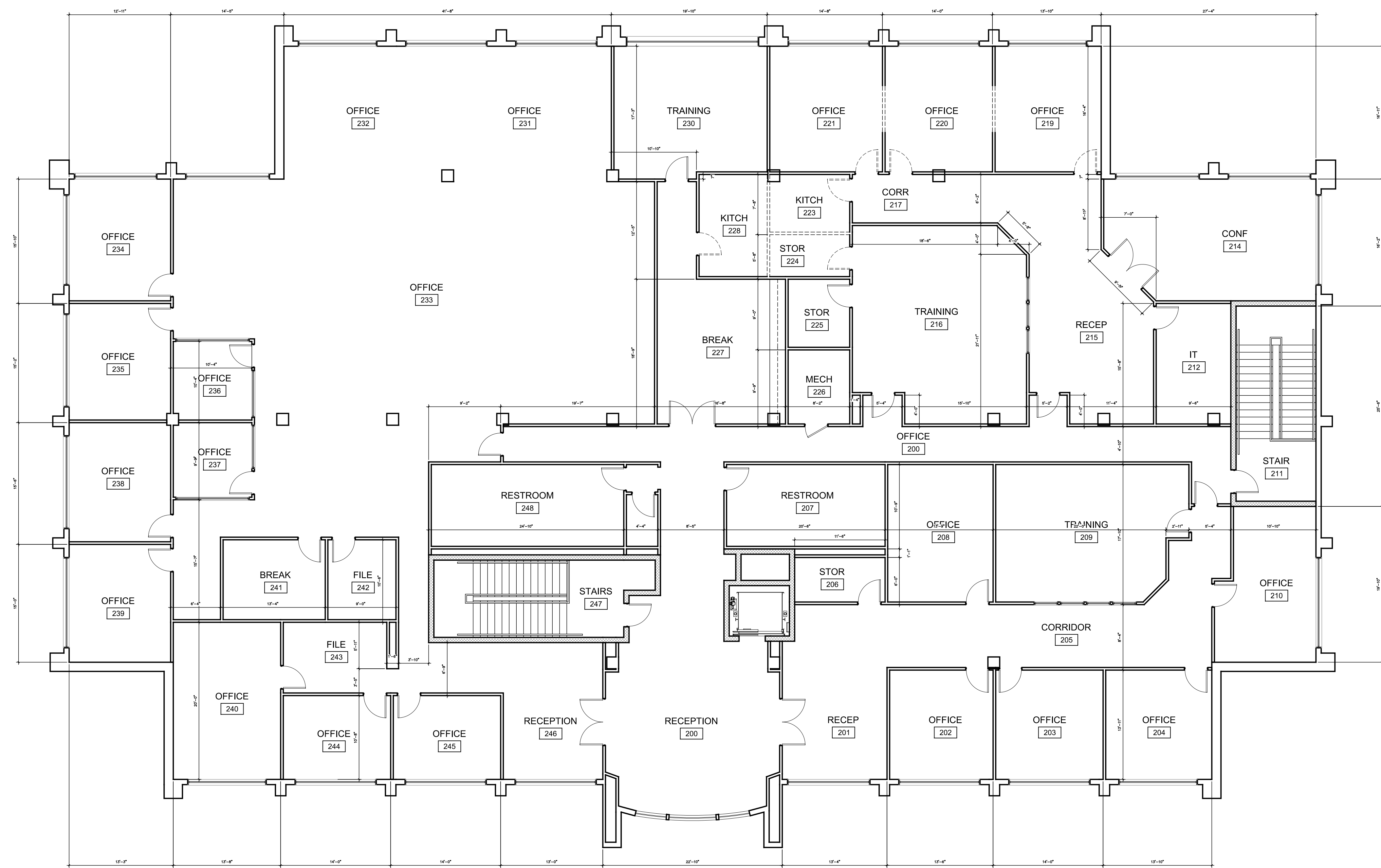
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A1.1

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01
A1.2

2nd Level Plan - Demolition

Scale: 1/8" = 1'-0"

WALL LEGEND

	WALL...EXISTING
	WALL...DEMOLISH
	WALL...NEW
	WALL...EXISTING (CMU)
	DOOR...TO BE REMOVED

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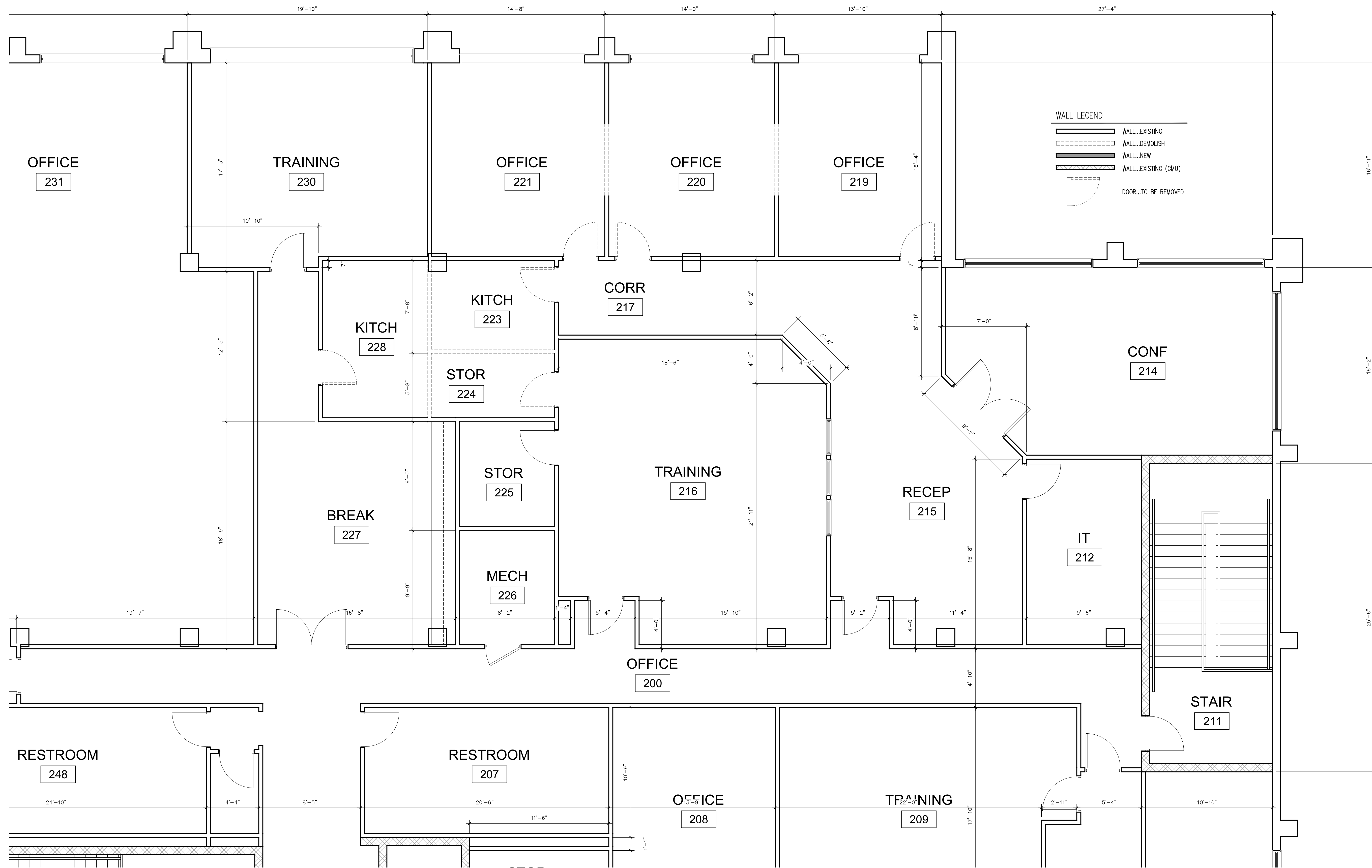
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A1.2

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2nd Level Plan - Demolition

01
A1.3

Scale: 1/4" = 1'-0"

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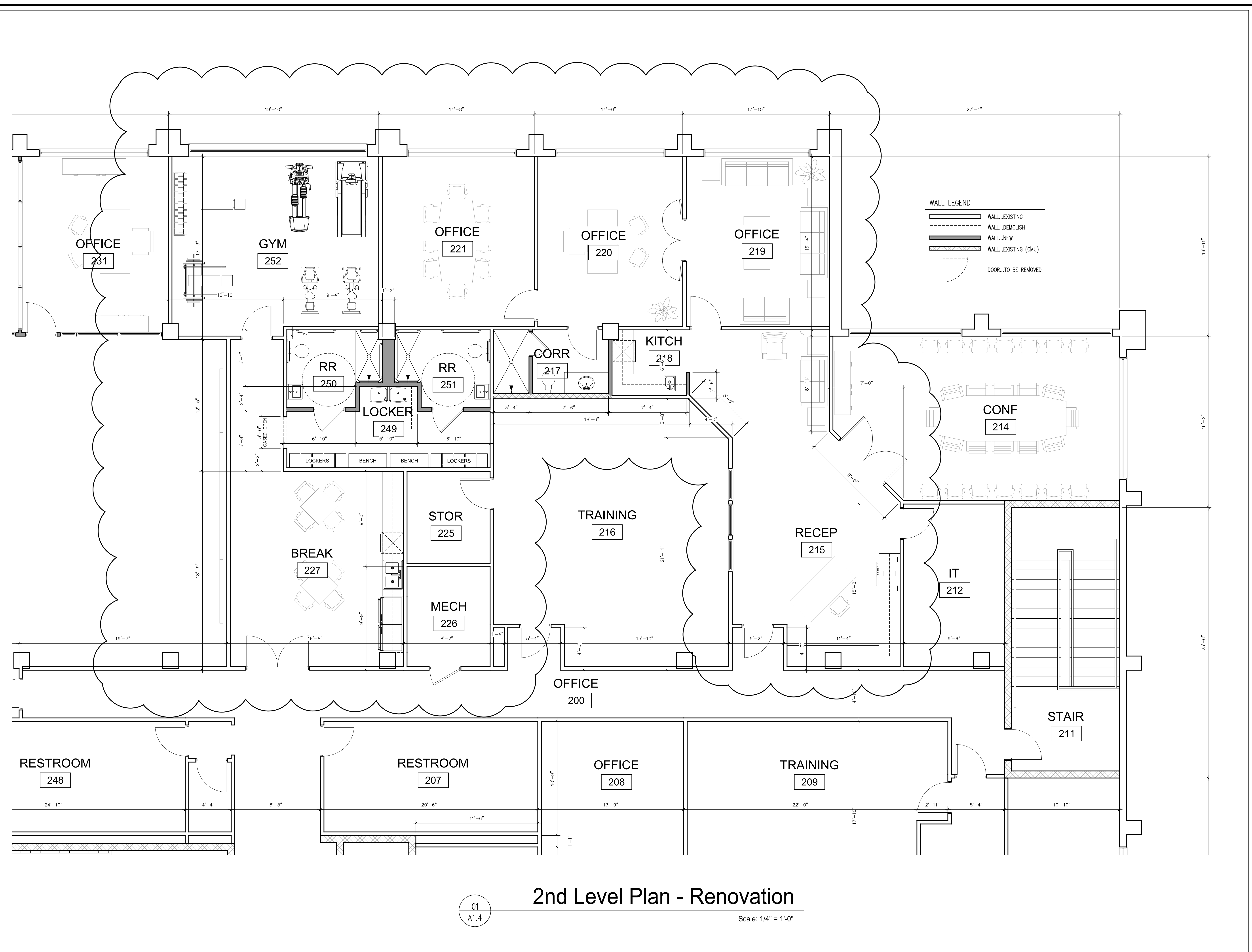
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A1.3

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TDG Project # 1708.00

01
A1.4

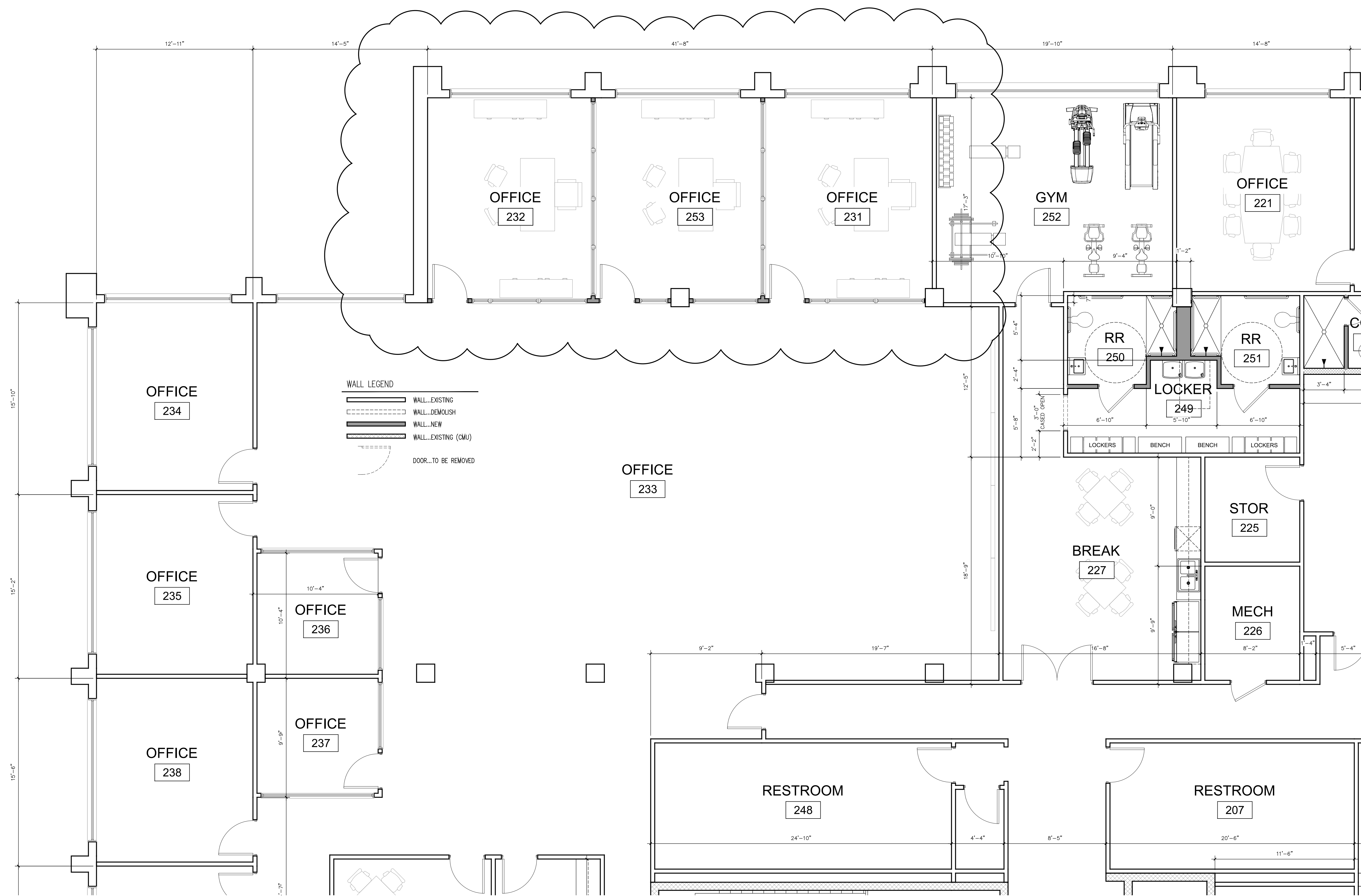
2nd Level Plan - Renovation

Scale: 1/4" = 1'-0"

A1.4

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2nd Level Plan - Renovation

01
A1.5

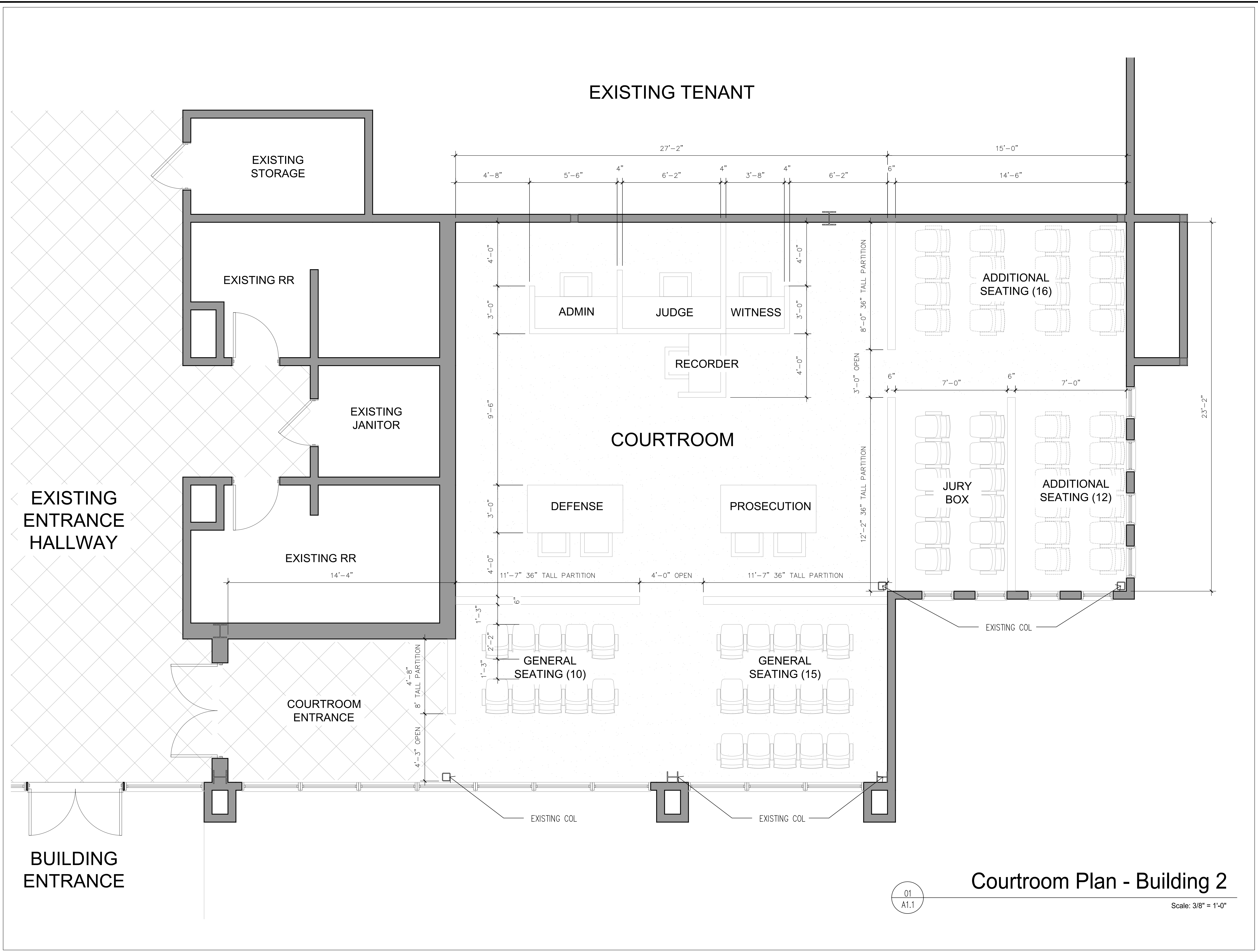
Scale: 1/4" = 1'-0"

A1.5

TDG Project # 1708.00

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Courtroom Plan - Building 2

01
 A1.1

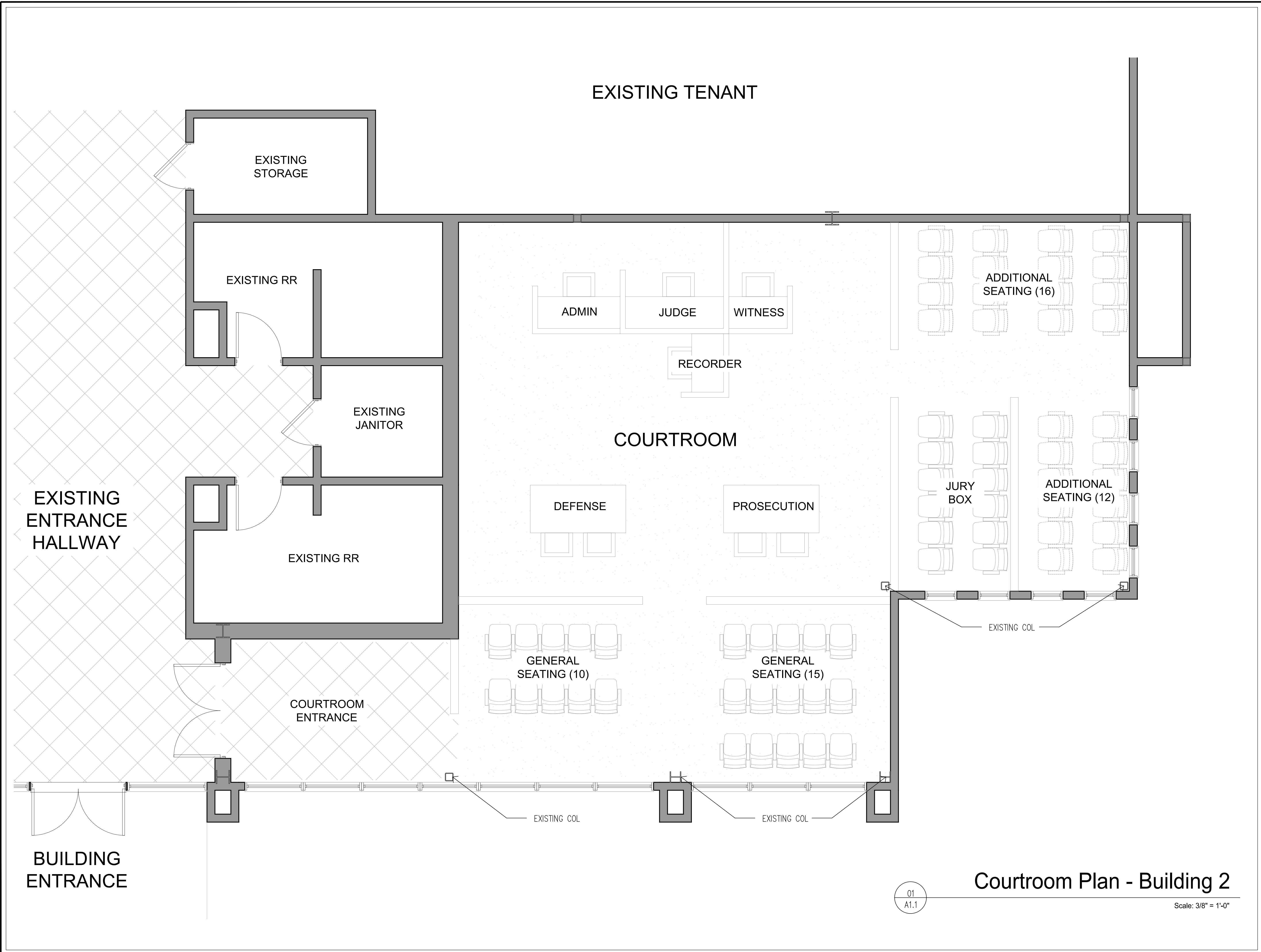
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A1.1

TDG Project # 1708.00

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Courtroom Plan - Building 2

01
A1.1

Scale: 3/8" = 1'-0"

A1.1