

**REQUEST FOR PRE-QUALIFICATIONS of  
CONTRACTORS**

**For**

**MEETING STREET IMPROVEMENTS PROJECT  
CITY OF WEST COLUMBIA, SOUTH CAROLINA**



**RFPQ Issued April 1, 2025**

**A Mandatory Pre-Submittal Conference is scheduled for  
2:00 p.m. EST, Tuesday, April 15, 2025**

at West Columbia City Hall  
Council Chambers  
200 North 12<sup>th</sup> Street  
West Columbia, SC 29169

**Proposals will be accepted by mail or hand delivery  
AND physically received by the city no later than  
2:00 p.m. EST Friday, May 2<sup>nd</sup>, 2025, to:**

City of West Columbia  
c/o Tara Greenwood  
200 North 12<sup>th</sup> Street  
West Columbia, SC 29169

**THE CITY IS NOT RESPONSIBLE FOR DELIVERY ERRORS OR LATE DELIVERIES BY THE POSTAL SERVICE OR DELIVERY PROVIDER. This is NOT a postmark deadline. Proposals must be physically received before the deadline.**

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# 1. INTRODUCTION

## 1.1. Project Information

Project Name: Meeting Street Improvements Project  
Project Delivery Type: Design-Bid-Build  
Anticipated Construction Budget: \$3.5 Million  
Agency/Owner Name: City of West Columbia, SC  
Agency/Owner Location: 200 North 12<sup>th</sup> Street West Columbia, SC 29169

## 1.2. PURPOSE

The City of West Columbia, South Carolina (hereinafter “**Owner**” or “**City**”) has determined that all contractors (hereinafter collectively referred to as “**Contractors**” and individually as “**Contractor**”) on the above-named Project to be undertaken by the City must be pre-qualified prior to submitting a bid on the above-named project. It is mandatory that all Contractors who intend to submit a bid shall fully complete the qualification questionnaire; provide all materials requested herein; and be approved by the City to be on the final qualified Contractors list. (The qualification questionnaire and materials requested herein are hereinafter collectively referred to as the “statement of qualifications”). No bid will be accepted from a Contractor that has failed to comply with these requirements. If two or more business entities plan to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid. The last date to submit a complete statement of qualifications is [05.02.2025].

Using only the criteria stated in the request for qualifications, and in accordance with City procurement ordinance Section 1-5-322 Prequalification of Construction Bidders, the City will rank Contractors from most qualified to least qualified. The City will solicit sealed bids from only the five (5) most qualified Contractors.

## 1.3. PROJECT DESCRIPTOIN

Meeting Street serves as the eastern gateway into the heart of West Columbia and the River District. The project corridor stretches approximately 4,700 feet from the 9th Street Intersection to approximately 150 feet east of the Alexander Road intersection and/or start of Gervais Street Bridge. Currently a (high speed) four-lane roadway, the city seeks to increase safety for pedestrians, cyclists, and motorists through the redesign of the street corridor (that is self-enforcing of the speed limit), promotes walking and active transportation, and better meets the needs of West Columbia. A road diet from a four-lane highway to a two-lane divided highway with on-street parking, wide sidewalks, landscape medians, landscape buffers, and lighting, and development of turn lanes is currently planned. National best practices for speed mitigation, bicycle and pedestrian infrastructure, and the design team's local knowledge will be used to create a vibrant and engaging, people focused street corridor. In addition to the streetscape improvement project, the City will be installing a restroom building and paving a gravel parking lot adjacent to the Meeting Street Artisan Market.

#### 1.4. BACKGROUND AND SPECIAL CONCERNS:

- a. The City of West Columbia, SC (“Owner” or “City”) retained *The LandPlan Group South, Inc.* (“Engineer and Landscape Architect”) and *Method Works Architecture* (“Architect”) to assist the Owner in designing the *Meeting Street Improvement Project* (the “Streetscape” or the “Project”).
- b. Using an initial concept prepared by Toole Design Group, the Engineer and Landscape Architect have advanced the drawings to a Design Development stage. Drawings are currently under review by the City and SCDOT prior to moving forward.
- c. A portion of the project is grant funded and the project must be complete and fully billed by **October 31, 2026**.

#### 1.5. SELECTION PROCESS:

According to City of West Columbia Procurement Code, Part C, Section 1-5-322 Prequalification of Construction Bidders, this will be a one-step prequalification process based on the below criteria. The time period for responding to the RFPQ will be set out in the RFPQ. After receiving the statement of qualifications, the Owner will publicly open and read aloud the names received in accordance with the submission deadline. The Owner may interview or seek additional information from one or more of the parties providing qualifications (referred to herein as “Offerors”). Within 45 days after opening of the qualifications, the Owner will evaluate and rank the Offerors based on the Selection Criteria set out in the RFPQ. Unless the Owner rejects all qualifications, the Owner will prequalify the top five (5) most qualified Contractors to submit sealed bids once final construction drawings are ready. Only those bidders who are prequalified through this procedure are entitled to submit a bid for the project. The Owner reserves the right to reject any and all proposals.

- a. Selection Criteria and Evaluation Methodology. The evaluation criteria will be grouped into percentage factors as follows, with detailed evaluation factors:
  - 1) Offeror’s Project Management and Key Personnel – 25%
  - 2) Offeror’s Experience and Past Performance on Projects of Similar Size and Scope – 20%
  - 3) Previous work experience with or within the City of West Columbia – 20%
  - 4) Professional References – 15%
  - 5) Financial resources and bonding capacity to meet all obligations – 10%
  - 6) Time, Budget, and Financial Standing –10%
  - 7) Consideration may also be given to any additional information and comments at the selection phase if it reflects on the Offeror’s qualifications to perform the Project.

## 2. NOTICE TO OFFERORS

#### 2.1. REQUEST FOR PRE-QUALIFICATION:

The City is accepting statements of qualification for Prequalifying Contractors, pursuant to *City of West Columbia Code, Part C, Subsection 1-5-322*: in accordance with the terms, conditions and requirements set forth in this Request for Pre-Qualification (“RFPQ”).

**Respondents are cautioned to read the information contained in this RFPQ carefully and to submit a complete response to all requirements and questions as directed.**

## **2.2. MANDATORY PRE-SUBMITTAL CONFERENCE:**

A mandatory pre-submittal conference will be held at **2:00 p.m. EST on Tuesday, April 15, 2025**. The conference will be held at the City of West Columbia CITY HALL located at 200 North 12<sup>th</sup> Street, West Columbia, SC 29169. The purpose of this conference is to discuss with the proposed Contractors the service to be provided and for the proposed Contractors to ask questions arising from their review of the RFPQ. This pre-submittal conference is for informational purposes only. Answers furnished will not be official until verified in writing by the issuing office or department. Answers that change or substantially clarify the RFPQ will be affirmed in writing. Copies will be provided to all persons attending and registering at the conference.

## **2.3. SUBMITTAL FORMAT:**

Responses must comply with the Submittal Requirements set out in Section 3 of this RFPQ.

## **2.4. SUBMITTAL DEADLINE:**

The City will accept Responses to this RFPQ until **2:00 p.m. EST on Friday, May 2, 2025**, after which time all responses timely received will be publicly opened, and the names of the Respondents read aloud. Responses received after 2:00 p.m. will not be considered.

## **2.5. PLACE FOR SUBMISSION:**

Responses must be submitted to the City of West Columbia by mail or hand delivery as follows:

c/o Tara Greenwood  
Assistant City Administrator of Development  
200 North 12<sup>th</sup> Street  
West Columbia, SC 29169

It is the responsibility of each Offeror to make sure responses are submitted in a timely manner. The City is not responsible for delays in mail delivery or failure of couriers to deliver responses prior to the expiration of the deadline for submission. The City shall not be obligated to reimburse any expenses incurred by the Respondent in preparing a response that is not accepted or considered.

## **2.6. THE OWNER'S CONTACT:**

Any questions or concerns regarding this Request for Pre-Qualification shall be directed in writing to The LandPlan Group South.

The LandPlan Group South  
Attn: Charles Howell, RLA  
1206 Scott Street  
Columbia, SC 29201  
Email: [admin@landplansouth.com](mailto:admin@landplansouth.com)

The Owner specifically requests that Contractors restrict all contact and questions regarding this RFPQ to the above-named individual(s). Phone inquiries will not be accepted.

## **2.7. INQUIRIES AND INTERPRETATIONS:**

Responses to inquiries which directly affect an interpretation or result in a change to this RFPQ will be issued in writing by addendum and posted on the City's website for all Offerors to download. Requests for interpretation or changes to this RFPQ must be received by the City's contact person listed in Section 2.6 above by the time and date listed in Section 2.12 below. All such addenda issued by the Owner/Owner's contact prior to the last date that submittals are required to be received shall be considered part of the RFPQ, and the Offeror shall be required to consider and acknowledge receipt of such in its Response. Firms receiving this RFPQ other than directly from the Owner are responsible for notifying the Owner that they are in receipt of a submittal package and are to provide a name and address in the event an addendum is issued. It is the obligation of the Offeror to make sure that it has received all addenda prior to submission of its Response. Offerors may obtain information on all addenda issued to the date of inquiry from the Owner's contact person listed in Section 2.6 above.

Only those responses to inquiries, which are made by formal written addenda, shall be binding. Oral and other interpretations or clarifications will be without legal effect and shall not be binding on the Owner. The Offeror must acknowledge receipt of all addenda in its response.

## **2.8. SELECTION PROCEDURE:**

The procedure for selecting Contractors is described in Section 1.2.C of this RFPQ.

## **2.9. PUBLIC INFORMATION:**

The Owner considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure under pursuant to South Carolina Freedom of Information Act.

### **Proprietary and/or Confidential Information**

Your submission is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit a statement of qualifications. All information that is to be treated as confidential and/or proprietary must be CLEARLY identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as CONFIDENTIAL, in bold, in a font of at least 12-point type, in the upper right hand corner of the page. All information not so denoted and identified will be subject to disclosure by the city.

Respondents are hereby notified that the Owner strictly adheres to all statutes, court decisions, and opinions of the South Carolina Attorney General with respect to disclosure of public information.

## **2.10. RESPONDENT'S ACCEPTANCE OF EVALUATION METHODOLOGY:**

WAIVER OF CLAIMS: Each Offeror by submission of a response to this RFPQ waives any claims it has or may have against the Project Team, its consulting architects, engineers, or any other consultants, and their respective employees, officers, members, directors and partners; and the Owner, its employees, officers and elected officials, agents, representatives, that are connected with or arising out of this RFPQ, including, the administration of the RFPQ, the RFPQ evaluation, and the selection of qualified

Contractors to receive a Request for Pre-Qualification. Submission of qualifications indicates Contractor's acceptance of the evaluation technique and Contractor's recognition that some subjective judgments must be made by the Owner during the determination of qualification. Without limiting the generality of the foregoing, each Contractor acknowledges that the basis of selection and that the evaluations shall be made public in accordance with applicable law and waives any claim it has or may have against the above-named persons, due to information contained in such evaluations.

## **2.11. COMMITMENT:**

Contractor understands and agrees that the Owner has the ability to terminate its selection process at any time, and to reject any and all Responses, or any and all Proposals, and that the Owner has made no representation, written or oral, that it will award a contract for this Project. Furthermore, the Offeror recognizes and understands that any cost incurred by the Contractor which arises from the Contractor's submittal of a response to this RFPQ, or subsequent proposal to the Owner's RFPQ, if applicable, shall be the sole responsibility of Contractor.

## **2.12. KEY EVENTS SCHEDULE:**

Currently, the Owner has established the following timeline for its selection process:

Issue Request for Pre-Qualifications	April 1, 2025
Mandatory Pre-Submittal Conference	April 15 at 2:00 p.m. EST
Written Questions Deadline	April 22 at 5:00 p.m. EST
Issue Addendum	April 23, 2025/ TBD
RFPQ Deadline	May 2 at 2:00 p.m. EST

This timeline is subject to change by Owner. Any changes to the items noted above will be issued as an addendum to this Request for Pre-Qualifications.

## **2.13. ELIGIBLE RESPONDENTS:**

Only individual firms may respond to this RFPQ. If two or more business entities plan to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid. Joint ventures formed solely for the purpose of pursuing this RFPQ and Project shall not be considered as an Offeror and/or Contractor.

## **2.14. PERFORMANCE AND PAYMENT BONDS:**

A performance and payment bond, each in the amount of 100% of the final contract price of the construction portion of this project will be required of the successful firm. The successful firm will be required to furnish the required performance and payment bonds within ten (10) business days after written notice of formal award of contract. (The City of West Columbia may consider alternatives to the bonding requirement. Determination of any bonding requirement alternative shall rest solely with the City of West Columbia.)

## 2.15. INSURANCE REQUIREMENTS:

The successful Contractor will be required to obtain the following insurance:

- a. Before commencing work, the Contractor shall, at its own expense, procure, pay for, and maintain the following insurance written by companies approved by the State of South Carolina and acceptable to the City. The Contractor shall furnish to the City Manager certificates of insurance executed by the insurer or its authorized agent stating coverages, limits, expiration dates and compliance with all applicable required provisions. Certificates shall reference the project/contract number and be addressed as follows:

West Columbia Meeting Street Improvements Project  
City of West Columbia  
c/o Tara Greenwood  
Assistant City Administrator of Development  
200 North 12<sup>th</sup> Street  
West Columbia, SC 29169

- 1) Commercial General Liability insurance, including, but not limited to Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Contractors and Contractual Liability, with minimum combined single limits of \$2,000,000 per-occurrence, \$2,000,000 Products/Completed Operations Aggregate and \$6,000,000 general aggregate. Coverage must be written on an occurrence form. The General Aggregate shall apply on a per project basis.
- 2) Workers' Compensation insurance with statutory limits; and Employers' Liability coverage with minimum limits for bodily injury: a) by accident, \$100,000 each accident, b) by disease, \$100,000 per employee with a per policy aggregate of \$600,000.
- 3) Business Automobile Liability insurance covering owned, hired and non-owned vehicles, with a minimum combined bodily injury and property damage limit of \$1,000,000 per occurrence.
- 4) Umbrella or Excess Liability insurance with minimum limits of \$5,000,000 each occurrence and annual aggregate for bodily injury and property damage, that follows form and applies in excess of the above indicated primary coverage (1,2 and 3). The total limits required may be satisfied by any combination of primary, excess or umbrella liability insurance provided all policies comply with all requirements. The Contractor may maintain reasonable deductibles, subject to approval by the City.
- 5) If the Contractor serves as general contractor for the Project during the construction phase, Builder's Risk Insurance will be required. It shall provide All-Risk coverage including, but not limited to, Fire, Extended Coverage, Vandalism and Malicious Mischief, Flood (if located in a flood zone) and Theft in an amount equal to one hundred percent (100%) of the completed value of the project in question. The policy shall be written on a Completed Value Form, including materials delivered and labor performed for the project. The policy shall be written jointly in the names of the Owner, Contractor and Subcontractors as their interests may appear. The policy shall have endorsements as follows:
  - » This insurance shall be specific as to coverage and not contributing insurance with any permanent insurance maintained on the property.
  - » Loss, if any, shall be adjusted with and made payable to the Owner on behalf of all insureds as their interests may appear.

- b. With reference to the foregoing required insurance, the Contractor shall endorse applicable insurance policies as follows:
  - 1) A waiver of subrogation in favor of the City, its officials, employees, agents, officers, and project consultants including but not limited to the architect/engineer, surveyor, and geotechnical engineer; shall be contained in the Workers' Compensation insurance policy.
  - 2) The City of West Columbia, its officials, employees, agents, officers, and project consultants including but not limited to the architect/engineer, surveyor, and geotechnical engineer; shall be named as additional insureds on the Commercial General Liability policy, by using endorsement CG2026 or broader.
  - 3) All insurance policies shall be endorsed to the effect that City of West Columbia will receive at least thirty (30) days' notice prior to cancellation, non-renewal, termination, or material change of the policies.
- c. All insurance shall be purchased from an insurance company that meets a financial rating of B+VI or better as assigned by the A.M. BEST Company or equivalent.
- d. The Contractor agrees to comply with all applicable laws of the State of South Carolina, City ordinances, and the provisions of South Carolina Administrative Code:
  - 1) Certain language must be included in the Agreement and in the Contractors' contracts with subcontractors and others relating to the work;
  - 2) The Contractor is required to submit to the City certificates of coverage for its employees and for all others providing services relating to the work until all project work is completed and for any warranty work; and
  - 3) The Contractor is required to post certain notices at job sites.

### **3. SUBMITTAL REQUIREMENTS**

#### **3.1. GENERAL INSTRUCTIONS:**

- a. Offerors should carefully read the information contained herein and submit a complete response to all requirements and questions as directed.
- b. Responses and any other information submitted by Offerors in response to this RFPQ shall become the property of the Owner.
- c. The Owner will not provide compensation to Offerors for any expenses incurred by the Offeror(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law. Offerors submit qualifications and other submittal information in response to this RFPQ at their own risk and expense.
- d. Each response should be prepared simply and economically, providing a straightforward, concise description of the Offeror's ability to meet the requirements of this RFPQ. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner's needs.
- e. The Owner makes no guarantee that an award will be made as a result of this RFPQ or any subsequent RFPQ and reserves the right to accept or reject any or all submittals, waive any formalities,

irregularities, or minor technical inconsistencies, or delete any item/requirements from this RFPQ or contract when deemed to be in the Owner's best interest. Representations made within the proposal will be binding on responding firms for no less than sixty (60) days.

- f. Failure to comply with the requirements contained in this RFPQ may result in a finding that the Offeror is not qualified and is ineligible to submit a proposal in response to any subsequent RFPQ.

### 3.2. PREPARATION AND SUBMITTAL INSTRUCTIONS:

#### a. Statement of Qualifications Format

- 1) Cover Letter
- 2) Project Management and Key Personnel
  - » Provide resumes of key personnel that show experience with projects of similar size, complexity, and scope.
- 3) Experience and Past Performance
  - » Provide a minimum of three and a maximum of five projects with photos and project description for which your firm has provided/is providing construction management or construction services which are most related to this project. In determining which projects are most related, consider the same or related use of facilities related size and complexity; whether the project consisted of an expansion of an existing facility or new construction; how many members of the proposed team (and their role) worked on the listed project; and, how recently the project was completed.
  - » For each of the listed projects, provide the following information: construction cost (original Budget, GMP and final construction cost), current phase of development, estimated (or actual) completion date, type of construction services provided (CM at risk with GMP, CM-agency, design/build, general contractor-low bid, general contractor through sealed proposals), Owner's contact person and telephone number, and the name and telephone number of the project architect/engineer.
- 4) Professional References  
Provide professional reference letters from no less than three (3) public entities with which Offeror currently has contracts and/or has previously provided construction services of equal type and scope within the past five (5) years. **DO NOT USE REFERENCES FROM CURRENT CITY OFFICIALS.**
- 5) Offeror's Questionnaire  
Responses to this RFPQ should consist of answers to required questions in Section 5 Offeror's Questionnaire. It is not necessary to repeat the question in the response; however, it is essential that the submittal reference the question number in the response corresponding accordingly. In cases where a question does not apply or if unable to respond, reference the question number and indicate N/A (Not Applicable) or N/R (No Response), as appropriate.
- 6) Appendix

- » Section 4: RFPQ Signature Page  
Offerors must complete, sign, and return the attached response to RFPQ, Section 4, as part of their proposal. Respondent's company official(s) authorized to execute such submittals on behalf of Offeror must sign submittals. Failure to sign and return these forms will subject the submittal to disqualification.
- » Certificate of Insurance

**b. Page Size, Binders and Dividers**

Submittals must be typed on letter-size (8-1/2" x 11") paper. Submittals must be limited to 20 pages. Covers, table of contents and divider tabs will not count as pages provided no additional information is included on those pages. Provide the number of copies of the submittal specified in Section 3.2, c. **Any submittals exceeding the 20-page limit may be disqualified.**

**c. Number of Copies**

Submit a total of one (1) original, so labeled, and five (5) complete copies of the entire Response. An original signature must appear on the original Response.

**d. Submission**

- 1) Show the RFPQ number/name (City of West Columbia Meeting Street Improvements Project) and submittal date in the lower left-hand corner of your sealed submittal envelope (or box or container).
- 2) The materials submitted must be enclosed in a sealed envelope (or box or container); the package must show clearly the submittal deadline; the RFPQ number/name must be clearly visible; and the name, telephone number and the return address of the Offeror must be clearly visible on the outside of the sealed envelope (or box or container).
- 3) Late submittals properly identified will be returned to Offeror unopened. Late submittals will not be considered under any circumstances.
- 4) Electronic submittals are not acceptable when in response to this Request for Proposals.

### **3.3. SUBMITTAL CHECKLIST:**

Offerors are instructed to complete, sign and return the following documents as a part of their submittal. Failure to return these documents may subject your submittal to disqualification.

Signed and Completed Response to RFPQ (ref. Section 4)

Offeror's Responses to Questionnaire (ref. Section 5)

# 4. RESPONSE TO RFPQ: CITY OF WEST COLUMBIA MEETING STREET IMPROVEMENTS PROJECT

City of West Columbia  
c/o Tara Greenwood  
Assistant City Administrator of Development  
200 North Church Street  
West Columbia, SC 29169

Mrs. Greenwood;

This response is being submitted by the undersigned, on behalf of the Offeror

\_\_\_\_\_.

The person signing this response on behalf of the Offeror represents to Owner and Project Team that:

- 1) The information provided herein is true, complete and accurate to the best of the knowledge and belief of the undersigned; and
- 2) He/she has full authority to execute this response on behalf of Offerors.
- 3) Offeror acknowledges receipt of the following Addenda:

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

OFFEROR:

\_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Attachment: Response to Offeror's Questionnaire

# 5. OFFEROR'S QUESTIONNAIRE FOR RFPQ: MEETING STREET IMPROVEMENTS PROJECT

Offerors are required to submit a complete response to each of the below listed items. Responses requiring additional space should be brief and submitted as an attachment to the Offeror's Questionnaire.

5.1. Legal name of the company:

\_\_\_\_\_

Address of office that would be providing service:

\_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

Number of years in Business: \_\_\_\_\_

Type of Organization: Individual \_\_\_\_ Partnership \_\_\_\_ Corporation \_\_\_\_

Number of Employees: \_\_\_\_\_

5.2. How many years has your company been in business under its present name? Under what other names has your company operated?

5.3. South Carolina Contractors License(s):

NUMBER	TYPE	CLASSIFICATION	QUALIFIED BY

*Firm will be disqualified if firm does not possess a valid and current South Carolina Contractor's license for the project*

5.4. Has your South Carolina contractor's license or contractor's license issued by any other state been revoked at any time in the last five years?

*If "Yes," attach a signed explanation listing the issuing state and the license number.*

- 5.5.** Has any contractor’s license held by your firm or its Qualifying Party been suspended within the last five years?  
*If “Yes,” attach a signed explanation listing the issuing state and the license number.*

**5.6.** Offerors Bonding Information

NAME OF BONDING COMPANY	BONDING CAPACITY (SINGLE)	BONDING CAPACITY (AGGREGATE)

*Firm will be disqualified if (1) it does not have current bonding capacity sufficient for the project, (2) Surety is not authorized to do business in SC, (3) Surety does not have an “A” minimum rating of performance as stated in the most current publication of “Best Key Rating Guide, Property Liability”, or (4) Surety does not have a financial strength rating of at least five times the amount of the estimated maximum construction budget set forth in the solicitation.*

- 5.7.** During the last five years, has your firm ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?
- 5.8.** Insurance: Contractor to submit Certificate of Insurance in the appendix section of this submittal.  
*Firm will be disqualified if it does not have general comprehensive liability insurance with a policy limit of at least \$1 million per occurrence and \$2 million aggregate. Firm will be disqualified if it does not have worker’s compensation insurance as required by Section 2.15 in the RFPQ.*
- 5.9.** State whether you will provide a copy of your company's financial statements for the past two (2) years, if requested by the Owner.
- 5.10.** Provide a financial rating of your company and any documentation (e.g. a Dunn & Bradstreet analysis), which indicates the financial stability of the company.
- 5.11.** Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
- 5.12.** Provide any details of all past or pending litigation or claims filed against your company arising out of or in connection with your company's performance under a contract for construction management and/or construction services within the last three years. Describe how such suit or claims were resolved.

- 5.13.** Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- 5.14.** Does any relationship exist between your company and any of Owner's officers, employees, Landscape Architects or Engineers whether by relative, business associate, capital funding agreement or any other such kinship? If yes, please explain.
- 5.15.** At any time in the last five years, has your firm been assessed or paid delay damages (liquidated or actual) on any public or private construction project?  
*If "Yes," attach a signed explanation identifying all such projects by owner, owner's address, the date of completion of the project, amount of delay damages assessed and all other information necessary to fully explain the assessment of delay damages. If delay damages were assessed by a general contractor or construction manager provide their name and address.*
- 5.16.** What difficulties/risks do you anticipate in serving the Owner and how do you plan to manage these? How will you mitigate these difficulties/risks and what assistance will you require from the Owner?
- 5.17.** Describe what you believe are the three biggest risk factors associated with construction and explain how you will mitigate them.
- 5.18.** Describe how you plan to keep residents and business owners along the corridor apprised of the construction schedule and any needs to disrupt access or utility service to adjacent properties. Also describe how you will coordinate this with the Owner on your plans for maintaining access and utility service to businesses and residences adjacent to the corridor and the procedure for notifying them of closures and utility shutdowns.
- 5.19.** Describe your firm's demonstrated technical competence and management qualifications with construction contracting projects, particularly those that are similar to the proposed project type.
- 5.20.** Describe your firm's management methodologies for project delivery.
- 5.21.** Please provide the approximate percentage of the work that will be self-performed, and the approximate percentage that will be subcontracted. (Estimate is non-binding.)
- 5.22.** Describe your firm's experience with alternative construction methods, non-traditional and cost-effective construction methods appropriate for the use of this streetscape project. Would you recommend using any of these methods for this Project? Why or why not?
- 5.23.** Describe the way your firm develops and maintains project schedules. How often do you update schedules?

- 5.24.** Provide your company's safety Experience Modifier Rate (EMR), Recordable Incident Rate (RIR) and your Loss Indicator Rate (LIR).
- 5.25.** List the categories of work that your company normally self performs.
- 5.26.** List the major construction projects your company currently has in progress. Provide project name and location, services provided, owner, architect/engineer, contract amount, percent complete and scheduled completion date.