

**REQUEST FOR PROPOSAL (RFP)
FOR CONSTRUCTION MANAGER “AT RISK” SERVICES**

**CITY OF ANDERSON – NEW FIRE STATION #4
JUNE 18, 2026**

PREPARED BY CRAIG GAULDEN DAVIS \ PBK

I. INTRODUCTION

The City of Anderson is soliciting proposals for Construction Management at Risk (CMAR) services for the construction of a new Fire Station 4. One company will be chosen to manage and oversee construction of the new Fire Station. The estimated construction cost of this project is between \$13.5 and \$16 million. No minimum value is guaranteed.

The selected Construction Management at Risk (CMAR) firm will function as a General Contractor responsible for bidding trade contracts, all scheduling and coordination of the project, and the successful, timely, and economical completion of the project. The selected CMAR firm will provide preconstruction and construction services and will be responsible for construction of the project pursuant to a contractually Guaranteed Maximum Price (GMP).

II. PROJECT SCOPE

See the [City of Anderson –New Fire Station 4 Schematic Summary](https://www.dropbox.com/scl/fo/u9liyiwi302zrfv3fzuezx/ABcYXTnuMxQFIDvoRubbhxo?rlkey=nrrpmeezxsj6uxbrq6ucwnvx&st=a30aiu57&dl=0) (which includes a summary, drawings, and narratives) at the following link for the project scope:

<https://www.dropbox.com/scl/fo/u9liyiwi302zrfv3fzuezx/ABcYXTnuMxQFIDvoRubbhxo?rlkey=nrrpmeezxsj6uxbrq6ucwnvx&st=a30aiu57&dl=0>

III. INSTRUCTIONS TO RESPONDENTS

- A. Firms desiring to provide services, as described herein, shall submit their response to this Request for Proposal (“RFP”) in .PDF document as an attachment by email. Large files may be sent via a link by email from the CMAR Firm. Responses must be received no later than 5 p.m. EDT on July 14, 2026 to John D. Hansen, AIA at jhansen@cqdarch.com.
- B. Proposers must indicate in their response email the following:
 - 1. Subject Line: Name of Firm – City of Anderson – New Fire Station 4 - Proposal
 - 2. Memo: Indicate by name the CMAR Firm, the Point-of-Contact for the proposal, their office and cell phone number, and email address.
- C. The time and date for receipt of responses will be scrupulously observed. The CMAR Firm shall assume full responsibility for timely delivery of responses. The time/date clock on the receiver’s computer shall serve as the official authority to determine timeliness of the response. Proposals received after the specified time will be disqualified.
- D. Questions concerning this RFP must be directed in writing to John D. Hansen, AIA, via email at jhansen@cqdarch.com and received no later than 5 p.m. EDT on July 6, 2026. Answers to relevant questions will be issued in addenda only to CMAR Firms who attended the Mandatory Pre-Proposal Conference at 1 p.m. EDT on June 25, 2026.
- E. There will be a Mandatory Pre-Proposal Meeting at 1 p.m. EDT on June 25, 2026. The Mandatory Pre-Proposal Meeting shall be held at the City of Anderson – Economic Development Office at 102 N Murray Ave, Anderson, SC 29625.
- F. RFP process event sequence:
 - 1. RFP is advertised on June 18, 2026.
 - 2. Mandatory Pre-Proposal Meeting at 1 p.m. EDT on June 25, 2026 at the City of Anderson – Economic Development Office at 102 N Murray Ave, Anderson, SC 29625.
 - 3. Questions pertaining to RFP must be received by 5 p.m. EDT on July 6, 2026.
 - 4. Responses to questions will be emailed no later than 5 p.m. EDT on July 9, 2026.
 - 5. RFPs from CMAR Firms must be emailed to John D. Hansen, AIA at jhansen@cqdarch.com no later than 5 p.m. EDT on July 14, 2026.
 - 6. Three (3) CMAR Firms will be invited to interview by Noon EDT on July 17, 2026.

7. CMAR Firms will be interviewed on July 23, 2026 starting at 1 p.m. thru the end of the day.
 8. Contract award will be announced by email no later than noon on August 11, 2026.
- G. No oral interpretation of this RFP shall be considered binding. The Owner will be bound by information and statements only when such statements are written and executed under the authority of the Owner or His authorized representative. Any interpretation, clarification, correction, or change to this RFP will be made only in writing via addenda. Written instructions regarding discrepancies, omissions, or unclear intents will be sent to all Proposers who have received the RFP from the Owner's representative. Interpretations, corrections, or changes made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, or changes.
- H. The Owner recognizes the possible existence of confidentiality agreements between a Proposer and previous clients and fully respects such agreements. Any information requested by this RFP that is considered to be confidential between the Proposer and a previous client shall be marked proprietary by the Proposer.
- I. Prior to submission of its Proposal, each Proposer shall ascertain that it has received all supplements issued. The Proposer shall acknowledge receipt of all supplements by completing the acknowledgment space provided on the Proposal Form.
- J. RFP responses shall be bookmarked indicating major sections.
- K. Proposals received by the Owner will remain in the possession of Owner and will not be returned to the Proposers.

IV. TERMS AND CONDITIONS

- A. Rejection of Proposals – The Owner reserves the right to reject any and all Proposals, and/or to re-advertise, to waive any irregularities, informalities, or technicalities therein, to negotiate Contract terms with the successful Proposer, to disregard all non-conforming, non-responsive, unbalanced or conditional Proposals, or to accept any Proposal which in the Owner's sole judgment will best serve the project's interest.
- B. The Owner reserves the right to cancel the award of any Contract at any time before the execution of said Contract by all parties without any liability against the Owner. In consideration of the Owner's evaluation of submitted Proposals, the Proposer, by submitting its Proposal, expressly waives any claim to damages of any kind whatsoever, in the event the Owner exercises its rights provided for in this subsection.
- C. The Owner reserves the right to request clarification on information submitted from one or more Respondents after the deadline for receipt of Responses.
- D. Any Response may be withdrawn until the date and time set above for the submission of the Responses.
- E. Costs of preparation of a Response to the RFP are solely those of the Proposer and the Owner assumes no responsibility for any such costs incurred by the Proposer.
- F. The Proposer understands that the RFP does not constitute an agreement or Contract with the Owner, and no Contract rights or remedies shall be deemed to have accrued to Proposer herewith.
- G. Any Proposer who submits in its Proposal any information that is determined by the Owner, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect, may be disqualified from consideration.
- H. In the event the Proposer discovers an error in its Proposal after it has been submitted, attention may be drawn to the error in writing and an amendment to the Proposal submitted to the Owner, provided the amendment has been received by the Owner on or before the date and time fixed for receipt of Proposals, the amendment will be accepted and shall be treated with equal force as the balance of the originally submitted Proposal. If an error is discovered after the time and date of receipt of the RFP, the Proposer may withdraw, without penalty, from consideration, but the error correction will not be accepted by the Owner.
- I. The Owner and his representatives reserve the right to visit the office(s) of a Proposer to verify any claim(s) made by a Proposer regarding staff, facilities, capabilities, qualifications and any other reasonable concerns that may arise on the part of the Owner. In such an event, the Proposer must make every reasonable attempt to clarify any concerns expressed by the Owner and his representatives at that time.

V. PROPOSAL SUBMITTAL REQUIREMENTS

- A. The contents of the Proposal submitted by the successful Respondent will become part of the contractual obligations.
- B. It shall be understood that it is the intent of the owner to insist that those indicated as a part of the CMAR's team actually execute the project and that the Project Manager for the CMAR be continually involved with the project during the pre-construction and construction phases unless agreed to the contrary in writing by the Owner, or their employment with CMAR is terminated.
- C. Respondents must submit this required information. Failure to submit and completely fill out any or all of the required forms may result in the rejection of the Proposal.
 1. Proposal Form (see page 6 and 7).
 2. Submit a current and accurate Federal Standard Form 254 and Federal Standard Form 255.
 3. The following firm information:
 - a. The headquarters location of the organization (including physical address, mailing address, telephone number, facsimile number and main e-mail address or web site address) and clear identification of the location of the organization's local or regional office (if different from the headquarters location, including physical address, mailing address, telephone number, facsimile number and main e-mail address or web site address) to be used in delivering the requested CMAR services to be provided on the Project.
 - b. The legal status of the organization (privately held corporation, publicly held corporation, joint venture, etc.). If the Proposal is being made by a legal joint venture, the Proposal must include the information listed within this section of the CMAR RFP for both organizations that constitute the joint venture and a copy of the joint venture agreement.
 - c. The names and contact information for the President, Vice President of Operations, Chief Executive Officer (CEO) and Chief Financial Officer (CFO) of the organization, as well as the Office Manager of the organization's local office that will have primary responsibility for delivering the Project.
 - d. The name and title, direct telephone number (including extension), cell number and direct e-mail address of the highest-ranking individual within the organization that will have oversight responsibility for the organization's involvement with the Project.
 - e. The number of years that the organization has been providing services similar to those requested by this CMAR RFP, including a delineation of this information for both the headquarters location and the local or regional office that will be used in delivering the requested CMAR services on the Project. Proposers must clearly identify the staffing and experience of the office from which the project will be managed.
 - f. Letter of intent from a Surety Company indicating the applicant's bond ability for this Contract. The Surety shall acknowledge that the firm can be bonded for projects with a minimum construction cost of Twenty Million Dollars (\$20,000,000) and its total bonding capacity.
 - g. Insurance Coverage with Certificate.
 - h. Business's financial Stability. In a separate .PDF with secure password or other acceptable secure means, provide the most recent financial statements, balance sheets, income statement, work-in-progress report, and cash flow statement.
 4. Describe the capacity the organization has to meet the project schedule and demands. Include an analysis of current workload.
 5. The Proposal must include a fully detailed and developed approach to be undertaken by the CM for accomplishing the Scope of Work of the Project. This written approach should document how the CM team will execute the demands of the Project by describing the processes, procedures and strategies utilized. Include the following:
 - a. Outline the philosophy and methodology for:
 - i. Interfacing with the Architect/Engineer.
 - ii. Interfacing with all Subcontractors.
 - iii. Interfacing with all outside entities on the Project.
 - iv. Maintaining the project's budget.
 - v. Maintaining the Project's schedule.

- vi. Meeting the Project's quality objectives.
 - b. The CM's plans for minimizing disruptions to the traffic patterns and customary activities in the immediate vicinity of the Project site.
 - c. The CM's plan for the utilization of available staging area. Include in the response to this specific item the CM's plan for the delivery of materials and equipment to the Project site and how such items will be stored or coordinated prior to their need for erection or placement into their permanent positions.
 - d. The Proposer's strategies for obtaining qualified, complete subcontractor pricing.
 - e. Proposed Project Schedule.
- 6. Related Experience: List the projects which best illustrate the experience of the firm and staff which will be assigned to this project. List no more than ten (10) projects, or projects which were completed more than ten (10) years ago. Provide a secondary list of all projects which exceed Five Million Dollars (\$5,000,000.00) in cost and which were started in the past ten (10) years. Provide the following information for each project listed:
 - a. Name and location of the project
 - b. The nature of the firm's responsibility on this project including project delivery method.
 - c. Provide the name, address, phone number, and e-mail address of an Owner's representative and Architect's representative who can be contacted to provide a reference.
 - d. Size of project (dollar value and square footage of project),
 - e. Construction cost,
 - f. Present status of the project; date project was completed or is anticipated to be completed,
 - g. Key professionals involved on listed project who would be assigned to this Contract,
- 7. Pre-Construction Services Staff: Includes management, technical and support staff. Provide a project organizational chart. Give a brief résumé of key persons to be assigned to this Contract including, but not limited to:
 - a. Name and title.
 - b. Current project assignments.
 - c. Identify what activities they will perform.
 - d. How many years with this firm? Other firms?
 - e. Experience: Types of projects, size of projects (dollar value & square footage of project), and job assignment.
 - f. Education and Registrations
 - g. Other experience and qualifications that are relevant to this Contract.
 - h. Present office location.
 - i. At least three client references that can be contacted to obtain an assessment of the individual's competencies and capabilities for the Project.
- 5. Construction Services Staff: Provide an organizational chart and résumés of the key on-site staff which may be assigned to projects under this Contract including, but not limited to:
 - a. Name and title.
 - b. Current project assignments and percentage of time for each.
 - c. Identify what activities they will perform.
 - d. How many years with this firm? Other firms?
 - e. Experience: Types of projects, size of projects (dollar value & square footage of project), and job assignment.
 - f. Education and Registrations.
 - g. Other experience and qualifications that are relevant to this project
 - h. At least three client references that can be contacted to obtain an assessment of the individual's competencies and capabilities for the Project.
- 6. Project Management Services:
 - a. Describe the capabilities of your firm to provide the technical services required for: design reviews, budget estimating, value engineering, constructability analysis, construction scheduling, quality control (design and construction), cost control, claims management, and project close-out.

7. Location of Offices:
 - a. Provide address of each office from which staff may be assigned to this Contract and list total number of employees by job function.
8. Proposals may include any other documentation deemed appropriate by the Proposer to convey to the Project CMAR Evaluation Committee knowledge regarding the Proposer's organization.
9. References and Claims History
 - a. Please provide a minimum of three(3) references, including contact information: company name and primary contract person's name, phone number, and email address.
 - b. Disclose all litigation, defaults, or formal disputes within the last 7 years.

VI. SELECTION PROCESS

- A. The opening and review of the Proposals will not be conducted in public.
- B. Upon receipt of the Proposals from the Proposers, proposals will be distributed to the respective participants on the Project's CMAR Evaluation Committee.
- C. The CMAR Evaluation Committee will evaluate and rank the proposals and select the leading candidates and reserve the right to interview if a selection cannot be made based on information provided in the proposals. After ranking the proposals and/or the interviews and prior to negotiations, the Owner or his representative may at its sole discretion provide the leading candidates the opportunity to submit to the Owner or his representative a sealed modification to its cost proposal. Selection shall be made among the candidates deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including cost factors, if so stated in the Request for Proposals. Negotiations shall be conducted with the candidate/candidates selected. Cost factors shall be considered, but will not be the sole determining factor. The Owner may cancel this Request for Proposals or reject proposals at any time prior to an award. The Owner will negotiate with the most qualified candidate. If an agreement cannot be agreed upon with that candidate, the Owner may negotiate with the next ranking candidate. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the CMAR's proposal as negotiated.
- D. Selection Criteria - The CMAR Evaluation Committee criteria to be evaluated and judged by the committee include the following (weighted as indicated below):

1. Inclusion of, and the thorough development of, all Proposal elements	20% as requested within this CMAR RFP.
2. Verifiable experience in successfully managing the construction of projects including the Quality of References.	20% of a similar size and scope.
3. Qualifications of the individuals proposed for the CM/GC Project team, and the Proposer's safety record.	20% including relevant Project experience and accomplishments.
4. Detail, clarity and soundness of the Project Approach portion of the Proposal.	20%
5. The thoroughness and clarity of the General Conditions, Profit, Overhead and other Fees	20%

PROPOSAL FORM
FOR CONSTRUCTION MANAGER “AT RISK” SERVICES

DATE: _____

PROJECT: CITY OF ANDERSON – NEW FIRE STATION 4

TO: City of Anderson
Anderson City Hall
401 S Main Street
Anderson, SC 29624

FROM: _____

In compliance with and subject to your Request for Proposal and the documents therein specified, all of which are incorporated herein by reference, the undersigned proposes to furnish all labor, equipment, and materials and perform all work necessary for pre-construction services for this Project as well as the associated lump sum CMAR Fee (percentage), General Conditions Fee, insurances, bonds, and other items listed below in accordance with the Request for Proposal dated April 21, 2026, the Amendments noted below, and the staffing and technical provisions stated above, for the consideration of the following amounts:

1. Preconstruction Services Fee (lump sum). _____
2. General Conditions Fee (lump sum) – include a specific listing of General Conditions items and each item’s associated cost:
A. TOTAL GENERAL CONDITIONS FEE (lump sum per month). _____

*See project scope on page 1 for details.

The amount per day that can be added or subtracted from the total general conditions amount for adjustment in the construction schedule when establishing the GMP or relative to change orders for adjustments in general conditions shall be the Total General Conditions Fee amount divided by the number of days indicated in the project scope.

3. Provide an Insurance and Taxes Fee – stated as a percentage of the cost of the work, for general liability insurance, builders risk insurance, payment and performance bonds, local business licenses, and any local municipal taxes. (This is the amount that the offeror will include in any estimates as full and complete payment for these items.) _____ %
4. CMAR’s Profit & Overhead Fee (percentage of Total Construction Cost). _____ %

The proposer acknowledges the construction budget range for this project is between \$13.5 million and \$16 million and submits this proposal in full knowledge of the budget and is in agreement that the budget is reasonable for the work as described in this Request for Proposal.

In compliance with this Request for Proposal and all provisions and appendixes attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the attached Request for Proposals. It is understood that this proposal may be modified, by mutual agreement in subsequent negotiations.

ADDENDA

Proposer acknowledges the receipt of the following Addenda to the Request for Proposal Documents and has incorporated effects of said Addenda into this Proposal:

Addendum No: _____

Date: _____

Addendum No: _____

Date: _____

Addendum No: _____

Date: _____

NAME AND ADDRESS OF SUBMITTING COMPANY:

Proposer's Legal Name: _____

Address: _____

By _____
(Signature in Ink)

Date: _____

Printed Name: _____

Title: _____

Telephone No. _____

Email: _____

State of Incorporation _____ (if applicable)

South Carolina Bidder's License No. _____

SC Contractor's License Number(s): _____