

**Clemson University Land Stewardship Foundation
LICAR, LLC**

Request for Qualifications

CU-ICAR Master Plan Update - Consulting Services

**Clemson University International Center for Automotive Research
Greenville, SC**

EDA Award Number: ED15HDQ0300036

Answers to questions, all clarifications, any addenda, and all postings/notices will be available online at: <http://wwwdev.clemson.edu/giving/cufoundations/structure/CULSF/cu-icar-master-plan.html>

Solicitation

LICAR, LLC, an entity of the Clemson University Land Stewardship Foundation (CULSF), seeks qualifications of multi-disciplinary teams to collaborate on an update to the existing master plan for the Clemson University International Center for Automotive Research (CU-ICAR) in Greenville, SC.

This project is funded by the U.S. Department of Commerce Economic Development Administration (EDA) under EDA Award No. ED15HDQ0300036.

Background

LICAR, LLC is the primary property owner on the CU-ICAR campus. The purpose of this campus is to foster growth of Clemson University's automotive education and research initiatives while also serving as a host and catalyst for economic development for the state of South Carolina.

The CU-ICAR campus consists of approximately 250 acres located along Interstate 85 at the intersection of Laurens Road (US Highway 276).

An additional 150 acres which is part of the CU-ICAR campus is commonly referred to as Millennium Campus. Development of this property by private entities does not necessarily follow the automotive related theme of CU-ICAR. It is required to meet certain use restrictions and follow the campus design guidelines. For the purpose of this master planning effort this 150 acres is not part of the proposed efforts, but should be acknowledged.

The existing roadways on the CU-ICAR campus of Millennium Blvd., Innovation Dr., Vision Ct. and Illumination Ct. are owned and maintained by the City of Greenville. Research Drive in Technology Neighborhood I is owned by Clemson University.

The CU-ICAR campus first opened in 2005 and is the beneficiary of over \$300 million in private and public investment.

The original campus master plan in 2004 was created in order to properly anticipate, develop, and direct the growth of CU-ICAR and serve as the tool to guide the programmatic, academic, business, and physical attributes of the campus into a creative, cutting edge environment. Key issues in the formulation of the initial master plan were sustainable design, the nature of the academic and research enterprises, and the synergies of public/private partnerships. Campus design guidelines were developed as part of the initial effort. The original master plan divided the campus into five (5) technology neighborhoods.

The campus master plan was updated in 2007 to reflect the rapid growth of the campus while factoring in adjacent property developments and strategic projects in the works at that time.

Since 2005 approximately 25 acres of the CU-ICAR campus has been developed focusing on Clemson University's mission to develop an automotive research and education campus. This includes the following facilities in Technology Neighborhood I:

- Carroll Graduate Engineering Center
- Innovation Place and Auto Park
- JTEKT/Koyo Engineering Center
- BMW Information Technology Research Center
- Center for Emerging Technologies
- One Research Drive Project (currently under construction)

The before mentioned 150 acres described as Millennium Campus have been fully developed by other entities including the following:

- Hubbell Lighting
- Bon Secours St. Francis Medical Office Building
- Bon Secours St. Francis Cancer Treatment Center
- Fischer Middle School
- Innovation Apartment Homes
- Greenville Technical College Center for Manufacturing Innovation (currently under construction)

Significant development in surrounding areas has occurred over the last 10 years as listed below:

- Several multi-unit apartment complexes
- TD Bank Center
- Retail development on Laurens Road and Woodruff Road
- Multi-faceted development for work-live-play at Verdae
- Public secondary education

Information on the CU-ICAR campus and current Master Plan is available at the following website:

<http://cuicar.com/campus/>

The **CU-ICAR Architectural Guidelines** and campus **Declaration of Covenants, Conditions, and Restrictions** are on the project website for reference.

Description of the Project

The original and current master plan of the CU-ICAR campus have served to guide campus development and associated decisions in a proper and positive manner. It is the intent of LICAR that the updated master plan will continue this trend with more current and relevant ideas while exploring new possibilities. Existing campus architectural guidelines are not desired to be completely revised, but a critical evaluation and recommendations for revisions should be considered as part of the master planning effort.

Key factors for consideration in the updated master plan effort should include, but not necessarily limited to, the following:

- Maximizing growth opportunities
- Sustainability
- Collaboration
- Understanding of relationship for the CU-ICAR campus to other nearby developments
- Future development possibilities such as:
 - Extension of the Swamp Rabbit Trail from downtown Greenville to the CU-ICAR campus. It is proposed that this highly-successful, pedestrian/bike trail will utilize the former railroad right-of-way that dissects the campus.
 - Addition of a bus transfer station on the CU-ICAR campus as part of the Greenville Transit Authority's proposed upgrade of the Greenlink bus system.
 - Information on the proposed Swamp Rabbit Trail extension and bus transfer station is available at the following website: <http://www.ridegreenlink.com/CivicAlerts.aspx?AID=292>
 - Expansion of Interstate 85 adjacent to the CU-ICAR campus as proposed by the South Carolina Department of Transportation. This may include reworking of the existing I-85 and Laurens Road interchange as well as a new bridge crossing I-85 and widening of Salters Road.
 - Information on the proposed changes to I-85 are available at the following website: <http://www.scdot.org/inside/i-85/i85.aspx>
- The existing physical infrastructure on the CU-ICAR campus should be considered in the master plan update. Significant investment has been made by public utilities and government agencies for roadways, power, telecommunications, water and sewer. The goal of the master plan update should be to capitalize on these investments. It is not anticipated that significant changes to roadways be part of the master plan update.
- Existing natural features of the campus include waterways, flood plains, and steep topography. These elements shaped the original master plan and should be considered in the new update.

The selected master plan consultant will perform the following activities as part of the scope of work:

- Provide Support to CU-ICAR Management to Lead Communications: In support of the overall master planning effort provide strategic support to the CU-ICAR management team to facilitate and lead communications to key stakeholders, especially within Clemson University.
- Provide Benchmarking Data: Show comparative information on other global research parks from a global perspective to aid in updating the master plan and to facilitate Clemson University's research and education programs moving forward on the CU-ICAR campus.
- Conduct Stakeholder Meetings: Orchestrate and conduct meetings with key stakeholders in the community who may have an impact and thoughts on the future direction of the campus. Stakeholders may include the local government, industry partners, local neighborhoods, schools, and Clemson University.
- Creation of Vision and Goals: Create the vision and goals for the campus based on information collected and discussed at the stakeholder meetings.
- Develop Strategies to Implement the Vision and Goals. These strategies will include the following:
 - Create an overview of the visions and goals for the CU-ICAR campus
 - Define the major development concepts and categorizing the specific land uses within the CU-ICAR campus
 - Determine the development capacity of the campus
 - Further develop the circulation and access pattern for the campus
 - Analyze the best type of parking for each neighborhood (e.g., parking garage vs. surface parking) in the most suitable and sustainable manner.
 - Identify the natural systems of the CU-ICAR campus and present options to best fit the natural systems to the proposed campus development
- Design the CU-ICAR campus master plan, factoring in the following:
 - Recommendations for building locations, neighborhood infrastructure placement and each type development concept/land use with a neighborhood, including but not limited to educational and research buildings, industry buildings, residential and retail development, and green space
 - Proposed connectivity between the CU-ICAR campus, main University campus, and other Greenville locations
 - Connectivity between the CU-ICAR Campus and surrounding neighborhood communities and downtown Greenville via pedestrian, personal vehicles, and public transportation

Contracting Documents

The successful firm will contract with LICAR using the following contracts that are located on the project website for review. Terms and conditions of the contract are non-negotiable.

AIA Document B101 – 2007 Edition *Standard Form of Agreement Between Owner and Architect*
Article 12 – Other Conditions or Services AIA B101-2007 12/13 Edition Rev. 1

LICAR is receptive to working with multiple firms that desire to form a partnership to deliver the proposed services anticipated under this project. In the event that two or more firms desire to establish a joint venture, it is expected that one firm from the group shall sign the Owner's contract as architect and that all partner firms will be consultants to the firm that signs the contract.

Selection Process

The selection for master planning consultant will be made by a two-step process:

Step 1 – Request for qualifications statements per this solicitation. Qualification submittals will be reviewed by a designated Selection Committee who will collectively determine the firms to be invited to interview. It is anticipated that a minimum of two (2) firms will be invited to interview.

Step 2 – Selected firms will be invited to interview with the Selection Committee to further present their qualifications. Based on the interviews and qualification submittals the selection committee will rank firms versus the Evaluation Criteria and determine the highest ranked offeror. The Evaluation Criteria used in making this determination is listed below:

Evaluation Criteria

- Relevant past project experience
- Ability of professional personnel
- Creativity and insight related to the project

Exact schedule and timing of interviews will be confirmed with the selected firms. Proposed milestone dates for the selection are as follows:

August 6, 2015	Advertise in South Carolina Business Opportunities
August 27, 2015	Qualification Submittals Dues
September 3, 2015	Selection Committee Determines Firms to Interview – Selected Firms Notified
September 24, 2015	Interviews – Selection Committee selects highest ranked firm. Contract negotiations begin.

It is anticipated that interviews will be held in Greenville, SC.

Qualification Submittal Requirements

Qualification submittals should include the following at a minimum to present qualifications for submitting firms:

- Evidence of past experience described by their relevancy to the CU-ICAR Master Plan
- Resumes of key personnel who are proposed to work on the project
- Succinct listing of proposed consulting team with clear definition of roles/responsibilities
- Statement of team philosophy
- Statement of perspective on sustainable design and development
- Three(3) references relevant to the proposed project
- Demonstration of creativity and innovation through project and process examples
- An outline of the proposed process for updating the CU-ICAR Master Plan

Eight (8) copies of qualification submittals shall be submitted. Each submittal shall be identical and include a transmittal letter. The transmittal letter (or “Letter of Interest”) will not count toward the page limit (specified below). Any table of contents sheet and tab sheets also do not count toward the page limit. The first page should identify submitting firm and does not count against the page limit and should not be used to convey responses to the RFQ.

One (1) electronic copy of the submittal in Adobe Acrobat PDF format shall be submitted along with the paper documents on a compact disc (CD). This file shall be identical in content to the printed documents.

Submittal documents are limited to forty (40) standard (8½” x 11”) pages using a minimum of a 10-point Arial font and one-inch margins. A “page” is defined as a display of information on a side of a sheet of paper. The pages of the qualification submittals must be numbered. A table of contents, with corresponding tabs in the body of the submittal, must be included as well to identify each section. Placing multiple tabs on a single page is acceptable. It is acceptable for more than one item in the table of contents to be started on the same page.

Submitting firms shall include Architect-Engineer Qualification Standard Form SF-330 for key team members. These documents shall be in addition to the forty (40) page limit referenced above.

In addition to the above submittal documentation, firms may submit information on minority business status within their respective teams. If so desired, minority business status and appropriate information shall be submitted in an appendix to the qualification submittal up to an additional three (3) pages including one (1) cover/tab page for a total of two (2) pages of content on minority business status. These additional three (3) pages will be in addition to the forty (40) allowed otherwise. Reference the **Diversity Procurement Initiative** section later in this document.

Submittals of qualifications will be accepted until the time and date shown in South Carolina Business Opportunities Advertisement. The Owner is not responsible for the proper or timely delivery of submittals. Failure to meet the deadline for receipt of submittals will result in rejection of the submittal. Submittals received after the deadline will not be considered whether delayed in transit or for any other cause whatsoever.

The Owner intends to limit the cost that submitters incur to respond to this solicitation. Therefore, submitters are encouraged to be brief and succinct. A firm should highlight responsiveness to the RFQ along with any other relevant information for the benefit of demonstrating to the owner the firms' qualifications.

Firms should deliver their submittals in a sealed package. The name and address of the firm should appear on the outside of the package, and the package should reference the project title; i.e., "RFQ for CU-ICAR Master Planning Services".

Submit qualifications document to the following address:

Mike Davis
LICAR, LLC
5 Research Drive
Greenville, SC 29607

Except for submission of questions, discussed further below, proposers shall not contact any members of the Selection Committee, or employees of CULSF/LICAR regarding any aspect of this procurement. Contact with these persons could be grounds for elimination from the competition.

Questions may be asked regarding the RFQ process only in writing via email to:

Mike Davis – LICAR, LLC Email: john@clemson.edu

Economic Development Administration Funding Aspects

As previously noted, this project is funded by the U.S. Department of Commerce Economic Development Administration (EDA) under EDA Award No. ED15HDQ0300036. All contracts, procurements, and business associated with this project shall fall under the **Department of Commerce Financial Assistance Standard Terms and Conditions**. This document is available at the project website. The above referenced document will be considered part of the contract documents.

Diversity Procurement Initiative – Minority Businesses

As an affiliated organization of Clemson University, LICAR is obligated to follow Clemson University initiatives including its' Diversity Procurement Initiative. Reference the **Clemson University Diversity Procurement Initiative** and **Clemson University-ICAR: Minority Business Utilization Program** on the project website.

The above referenced documents should be reviewed by submitting firms. These documents reference very specific plan submittals and supporting documentation. Any required plan reporting will be negotiated post-contract execution with the successful submitting firm. This information only is presented to show LICAR's intent and desire for diversity inclusion on this procurement.

Information on diversity and minority business status among proposed team members may be submitted in qualification statements. Minority business status will not be used as an evaluation factor in selection. References in the **Clemson University – ICAR: Minority Business Utilization Program** for submittal of plans, individuals, subcontracted work, etc. will all be negotiated post-contract execution as appropriate.

END OF REQUEST FOR QUALIFICATIONS