

# Clemson University - CUFD Fire Station Addition

Project Number: H12-N322-JM

## Important Additional Information & Instructions

### Project Overview:

Clemson University is seeking to engage a team of A/E professionals to design a stand-alone administrative building adjacent to the existing CUFD Fire Station 1 on Perimeter Road. The new building will provide office space for CUFD leadership (Chief and Deputy Chief) and administrative staff including Fire Marshall, Fire Inspectors, Training Coordinator and other administrative positions. The new facility will also provide a multi-purpose room for training, a conference room, equipment storage, and new waiting room and lobby for visitors/public away from the operations side of the fire station.

Along with the new administrative building, the project includes renovations to the existing fire station. Construction of the new office and support space will allow for temporary offices in the fire station to be returned to use as bunkrooms for firefighters. Renovations in the existing fire station include building systems updates and interior finishes. Renovations include extension of interior partitions for better acoustic privacy in the bunkrooms, new flooring, ceilings, and paint throughout the building, and replacement of kitchen casework and counters.

Additional information regarding the project may be found in the feasibility study. This document is available on the Clemson University AE Selections webpage:

<https://cufacilities.sites.clemson.edu/capital/ae-selections>

### Pre-submittal Meeting:

A non-mandatory pre-submittal meeting will be held on **Monday, June 26th at 9:00 AM**. The meeting will be held at the University Facilities Center, Room 251 located at 280 Seneca Creek Road, Seneca, SC 29678.

Please note that no contact with Clemson University project participants is allowed other than through the Selection Coordinator until the A/E selection process is complete. Disqualification may result if this request is not honored. See the official advertisement for Selection Coordinator information.

## The Submittal:

Submittals for this project will be electronic only. In addition to the required Standard Form-330 (Parts I and II), submit brief but thorough information that will acquaint the selection committee with the qualifications of the proposed A/E team. In accordance with the South Carolina Green Purchasing Initiative, submittals cannot exceed 20 double-sided pages. The Standard Federal Form 330 is not included in this page count. The electronic file must be in PDF format and be a single file no larger than 10 MB.

Electronic submittals should be sent to Peter M. Knudsen at [pknudse@clermson.edu](mailto:pknudse@clermson.edu). Please copy Claudia Johnson on your submittal email ([cmjhnsn@clermson.edu](mailto:cmjhnsn@clermson.edu)) If a notice of receipt is not provided within two hours, please reach out to Mr. Knudsen directly at the email above or at 864-844-7020.

All materials must be submitted by the deadline shown on the official advertisement (July 12, 2023 at 3:00 PM.)

## Selection Criteria:

This selection of architects and engineers will adhere to State of South Carolina procurement code as detailed in the OSE Manual for Planning and Execution of State Permanent Improvements:

<https://procurement.sc.gov/manual?y=2021#ditem-11607>

Evaluation criteria may be found at the following (OSE Manual – Section 4.4.5):

[https://procurement.sc.gov/files/ose/Chapter%204%20-%20Procuring%20Professional%20Services%20Independent%20of%20Construction%20Services\\_2.pdf](https://procurement.sc.gov/files/ose/Chapter%204%20-%20Procuring%20Professional%20Services%20Independent%20of%20Construction%20Services_2.pdf)

## Other Special Qualifications Required:

Not Applicable.