

OFFICE OF STATE ENGINEER
MANUAL FOR PLANNING AND EXECUTION OF STATE PERMANENT IMPROVEMENTS
PART II - 2018 EDITION

TABLE OF CONTENTS

CHAPTER 1

GENERAL INFORMATION

- 1.1..... Related Statutory and Regulatory Authority
- 1.2..... Role of the State Engineer and Office of the State Engineer (OSE)
- 1.3..... Purpose of this Manual
- 1.4..... Organization
- 1.5..... Key Definitions
- 1.6..... Agency Responsibilities
- 1.7..... General Procurement Information
- 1.8..... Unauthorized Procurements
- 1.9..... Relationship between Local Officials and State Agencies
- 1.10..... Freedom of Information Act and Trade Secrets Act
- 1.11..... Legal Remedies for Solicitation and Awards
- 1.12..... Legal Remedies for Contract Controversies

CHAPTER 2

MINORITY BUSINESSES

- 2.1..... Related Statutory Authority
- 2.2..... State Policy
- 2.3..... Minority Business Enterprise (MBE) Utilization Plan
- 2.4..... Certification of Minority Businesses
- 2.5..... Contracting with Certified Minority Businesses
- 2.6..... Bonding of Small and Minority Business Enterprises
- 2.7..... SBA Surety Bond Guarantee Program
- 2.8..... Income Tax Credit
- 2.9..... Progress Payments for Construction Related Services
- 2.10..... Letters of Contract Award
- 2.11..... Requirements of Standard Form Contracts

CHAPTER 3

PROJECT PLANNING

- 3.1..... Related Statutory Authority
- 3.2..... Strategic Planning
- 3.3..... Defining/Programming the Project
- 3.4..... Selecting a Project Delivery Method
- 3.5..... Selecting Additional Procurement Procedures
- 3.6..... Selecting Performance and Payment Security
- 3.7..... Establishing the Project

CHAPTER 4

PROCURING PROFESSIONAL SERVICES INDEPENDENT OF CONSTRUCTION SERVICES

- 4.1..... Related Statutory Authority
- 4.2..... Definitions
- 4.3..... Small Professional Services Contracts (Fees of \$25,000 or Less)
- 4.4..... Large Professional Services Contracts
- 4.5..... Professional Services Indefinite Delivery Contracts (IDCs)
- 4.6..... Procedures for Amending Professional Services Contracts
- 4.7..... Sole Source and Emergency Selection of Professional Services
- 4.8..... Professional Liability Insurance
- 4.9..... Design Professional Errors and Omissions

CHAPTER 5**DESIGN/CONSTRUCTION DOCUMENT & CONSTRUCTION STANDARDS**

- 5.1..... Related Statutory Authority
- 5.2..... Authority Having Jurisdiction
- 5.3..... Codes and Standards
- 5.4..... Flood Hazard Area Development
- 5.5..... Information Technology Requirements
- 5.6..... Existing Structures – Special Considerations
- 5.7..... Modular Buildings
- 5.8..... Prohibited Building Materials
- 5.9..... Design Related Construction Coordination, Permits and Approvals
- 5.10..... Energy Conservation and Sustainable Construction
- 5.11..... Green Purchasing Initiative
- 5.12..... Required Inspection Services
- 5.13..... Non-Restrictive Specifications
- 5.14..... Document Submittals to OSE
- 5.15..... Project Name and Number
- 5.16..... Drawings
- 5.17..... Project Manual
- 5.18..... Special Bidding Requirements
- 5.19..... Design Submittal Requirements
- 5.20..... OSE Review and Approval Process
- 5.21..... Schematic Design Documents
- 5.22..... Construction Documents
- 5.23..... Bidding Documents

CHAPTER 6**PROCUREMENT OF DESIGN-BID-BUILD CONSTRUCTION CONTRACTOR – COMPETITIVE SEALED BIDDING (PROCUREMENTS GREATER THAN \$50,000.)**

- 6.1..... Related Statutory Authority
- 6.2..... Advertising Projects for Bidding
- 6.3..... Pre-Bid Conferences and Site Visits
- 6.4..... Addenda
- 6.5..... Bid Postponement
- 6.6..... Bid Cancellation
- 6.7..... Bid Openings
- 6.8..... Bid Withdrawal, Modification, or Correction
- 6.9..... Immediately After Bid Opening
- 6.10..... Determination of Bidders' Responsiveness
- 6.11..... Determination of Bidder's Responsibility
- 6.12..... Tie Bids
- 6.13..... Required Bid Tabulation
- 6.14..... Extending Bid Expiration Period
- 6.15..... Rejection of All Bids
- 6.16..... Re-Bidding Projects
- 6.17..... Permitted Negotiations after Unsuccessful Bidding
- 6.18..... Insufficient Funds Authorized by Form A-1
- 6.19..... Notice of Intent to Award
- 6.20..... Contract Execution Waiting Period
- 6.21..... Submitting the Contract to Contractor for Execution
- 6.22..... Reviewing Certificate of Insurance and Performance and Payment Bonds
- 6.23..... Return of Bid Security and Disposition of Bids

CHAPTER 7**CONSTRUCTION CONTRACT ADMINISTRATION – DESIGN-BID-BUILD**

- 7.1..... Related Statutory Authority
- 7.2..... Building/Construction Permit
- 7.3..... Inspection and Testing Services
- 7.4..... Pre-Construction Conference
- 7.5..... Inspections
- 7.6..... Notice to Proceed
- 7.7..... Construction Schedules
- 7.8..... Shop Drawings
- 7.9..... Evaluation of Substitutions
- 7.10..... Substitution of Subcontractors
- 7.11..... Change Orders
- 7.12..... Change Orders: Delays and Time
- 7.13..... Change Directives
- 7.14..... Resolution of Construction Claims and Disputes between Contractor and Agency
- 7.15..... Claims by Others
- 7.16..... Disputes or Unresolved Claims
- 7.17..... Application and Certification for Payment
- 7.18..... Progress Payments to Contractors
- 7.19..... Withholding Payment to Contractors
- 7.20..... Retained Amounts of Progress Payments (Retainage)
- 7.21..... Substantial Completion
- 7.22..... Certificate of Occupancy/Use
- 7.23..... Record Documents
- 7.24..... Final Completion
- 7.25..... Contract Closure and Final Payment
- 7.26..... One-Year Corrective Work Period
- 7.27..... Project Close-Out

CHAPTER 8**MISCELLANEOUS PROCUREMENTS**

- 8.1..... Related Statutory Authority
- 8.2..... Types of Miscellaneous Procurements
- 8.3..... Small Purchases
- 8.4..... Sole Source Procurements
- 8.5..... Emergency Procurements

CHAPTER 9**INDEFINITE DELIVERY CONTRACTS**

- 9.1..... Related Statutory Authority
- 9.2..... Definitions
- 9.3..... General Requirements for Solicitation of an IDC
- 9.4..... Professional Services Indefinite Delivery Contracting
- 9.5..... Construction Services Indefinite Delivery Contracting

CHAPTER 10**REAL PROPERTY**

- 10.1..... Related Statutory Authority
- 10.2..... Acquisition of Real Property
- 10.3..... Demolition of Real Property
- 10.4..... Moving Real Property
- 10.5..... Sale of Real Property
- 10.6..... Lease-Purchase Arrangements
- 10.7..... Leasing and Renovation of State Property by Others
- 10.8..... Leasing and Renovation of Non-State Property by a State Agency

CHAPTER 11**CONSTRUCTION MANAGEMENT AT RISK**

- 11.1..... Related Statutory Authority
- 11.2..... Definitions
- 11.3..... Special Considerations from CM-R
- 11.4..... Source Selection Method
- 11.5..... Selection Committee Structure and Staffing for the RFQ/RFP Process
- 11.6..... Selection Committee Meetings
- 11.7..... Selection Plan for the RFQ/RFP Process
- 11.8..... Request for Qualifications (RFQ)
- 11.9..... Request for Proposals (RFP)
- 11.10..... Potential Offeror’s Participation in a Report or Study Used in Preparation of Design Requirements
- 11.11..... Opening and Registering of Proposals
- 11.12..... Rejection of Proposals and Cancellation of Solicitation
- 11.13..... Interviews and Ranking of Proposals
- 11.14..... Negotiations after the Agency Head Approval of the Committee Report
- 11.15..... Decision to Award
- 11.16..... Notice of Intent to Award
- 11.17..... Contract Execution Waiting Period
- 11.18..... Executing the Contract
- 11.19..... Debriefing Unsuccessful Offerors after Notice of Award
- 11.20..... Preconstruction Services
- 11.21..... Negotiation the Guaranteed Maximum Price (GMP)
- 11.22..... OSE Concurrence with the Request for Authority to Execute Exhibit “A”
- 11.23..... Notice To Proceed
- 11.24..... Inspection and Testing Services
- 11.25..... Building/Construction Permit
- 11.26..... Certificate of Insurance and Performance and Payment Bonds
- 11.27..... Change Orders
- 11.28..... Change Directives
- 11.29..... Resolution of Construction Claims and Disputes between the Contractor and the Agency
- 11.30..... Payments to the Contractor
- 11.31..... Substantial Completion
- 11.32..... Certificate of Occupancy/Use
- 11.33..... Record Documents
- 11.34..... Final Completion
- 11.35..... Contract Closure and Final Payment
- 11.36..... One-Year Corrective Work Period
- 11.37..... Project Close-Out

CHAPTER 12**DESIGN-BUILD, DESIGN-BUILD-OPERATE-MAINTAIN & DESIGN-BUILD-FINANCE-OPERATE-MAINTAIN
(INCLUDING DESIGN-BUILD, GUARANTEED ENERGY SAVINGS CONTRACTS)**

- 12.1..... Related Statutory Authority
- 12.2..... Definitions
- 12.3..... Source Selection Method
- 12.4..... Selection Committee Structure and Staffing for the RFP Process
- 12.5..... Selection Committee Meetings
- 12.6..... Selection Plan for the RFP Process
- 12.7..... Request for Qualifications (RFQ)
- 12.8..... Request for Proposals (RFP)
- 12.9..... Requirement for Independent Peer Reviewer
- 12.10..... Advertisement
- 12.11..... Pre-Submittal Conferences
- 12.12..... Potential Offeror’s Participation in a Report or Study Used in Preparation of Design Requirements
- 12.13..... Receipt, Opening and Register of Proposals
- 12.14..... Permissible Communications with Offerors after Opening but Before Award
- 12.15..... Rejection of Proposals, Withdrawal of Proposals and Cancellation of Solicitation
- 12.16..... Evaluation and Ranking of Proposals
- 12.17..... Negotiation of the Contract
- 12.18..... Decision to Award

CHAPTER 12 (cont.)

12.19.....	Notice of Intent to Award
12.20.....	Contract Execution Waiting Period
12.21.....	Executing the Contract
12.22.....	Notification of Unsuccessful Offerors
12.23.....	Inspection and Testing Services
12.24.....	Building/Construction Permit
12.25.....	Design Document Submittals to OSE
12.26.....	Change Orders
12.27.....	Claims and Disputes
12.28.....	Payment to the DB
12.29.....	Substantial Completion
12.30.....	Certificate of Occupancy/Use
12.31.....	Record Documents
12.32.....	Final Completion
12.33.....	Contract Closure and Final Payment
12.34.....	One Year Corrective Work Period
12.35.....	Project Close Out
12.36.....	Additional Resources

CHAPTER 13**AGENCY CERTIFICATION FOR CONSTRUCTION PROCUREMENT AND DELEGATED CODE REVIEW**

13.1.....	Related Statutory Authority
13.2.....	Delegation of Construction Procurement Authority
13.3.....	Certification Request Procedures
13.4.....	Audit and Record Retention Requirements
13.5.....	In-House Construction Projects
13.6.....	Certification Violations
13.7.....	Delegation of Building Code Enforcement Authority

APPENDIX A – PROFESSIONAL SERVICES**A.1 – Forms for Use in Procuring and Administering Professional Services Contracts**

- SE-210Invitation for Professional Services
- SE-211Selection Committee Report for Interview Selection
- SE-212Notification of Selection for Interview
- SE-214Professional Services Selection Committee - Confidentiality & Conflict of Interest Policy
- SE-215Professional Services Selection Committee Member – A/E Evaluation
- SE-217Professional Services Selection Committee Summary
- SE-219Notification of Selection for Contract Negotiation
- SE-220Request for Authority to Execute a Professional Services Contract
- SE-230Transmittal of Small Professional Services Contract - *For Information Only*
- SE-260Request for Authority to Amend a Professional Services Contract
- SE-271Design Documents Transmittal Form – Design-Bid-Build

A.2 – Professional Services Contracts

- SE-235Professional Services Incidental Services Contract
- SE-240South Carolina Small Professional Services Contract Terms and Conditions

APPENDIX B – DESIGN-BID-BUILD**B.1 – Documents, Forms and Guides**

- Design and Construction Documents and Forms – Design-Bid-Build
- Guide for Organizing & Completing Project Manual – Design-Bid-Build
- Pre-Bid Conference Discussion Items
- Pre-Construction Conference Discussion Items

B.2 – Forms for Use in Procuring and Administering Construction Services Contracts

- SE-310.....Invitation for Design-Bid-Build Construction Services
- SE-330.....Lump Sum Bid Form
- SE-332.....Unit Price Bid Form
- SE-355.....Performance Bond
- SE-357.....Labor & Material Payment Bond
- SE-360.....Request for Concurrence in Posting Notice of Intent to Award
- SE-370.....Notice of Intent to Award
- SE-380.....Change Order to Construction Contract
- SE-390.....Notice to Proceed – Construction Contract
- SE-395.....Assessment of Contract Liquidated Damages
- Table of Contents – Design-Bid-Build Project Manual

APPENDIX C - CONSTRUCTION MANAGEMENT AT RISK**C.1 – Clauses for Use on Construction Management at Risk Projects**

- Clauses for Use in Construction Management at Risk Contracts
- Clauses for Use in Construction Management at Risk RFP

C.2 – Forms for Use in Procuring and Administering Construction Management at Risk Projects

- SE-410Invitation for Construction Management at Risk Services
- SE-411Register of Responding Firms – CM-R
- SE-412Selection Committee Report for RFQ Prequalification – CM-R
- SE-413Notification of Prequalification – CM-R
- SE-414CM-R Selection Committee - Confidentiality & Conflict of Interest Policy
- SE-415CM-R Selection Committee Member Evaluation - RFP
- SE-417CM-R Selection Committee Summary - RFP
- SE-460Request for Concurrence in Posting Notice of Intent to Award CM-R Contract
- SE-470Notice of Intent to Award CM-R Contract
- SE-471Design Documents Transmittal Form – CM-R
- SE-475Request for Authority to Execute Exhibit A to CM-R Contract
- SE-480Change Order to CM-R Contract
- SE-490Notice to Proceed – CM-R Construction

APPENDIX D – INDEFINITE DELIVERY CONTRACTS

D.1 – Forms for Use in Procuring and Administering Professional Services IDCs

- SE-600Request to Award Multiple Professional Services IDCs for Same Services
- SE-610Invitation for Professional Services Indefinite Delivery Contract
- SE-611Selection Committee Report for Interview Selection – Indefinite Delivery Contract
- SE-612Notification of Selection for Interview - Professional Services Indefinite Delivery Contract
- SE-614Professional Services Selection Committee Indefinite Delivery Contract - Confidentiality & Conflict of Interest Policy
- SE-615Professional Services Selection Committee Member - A/E Evaluation - Indefinite Delivery Contract
- SE-617Professional Services Selection Committee Summary - Indefinite Delivery Contract
- SE-619Notification of Selection for Contract Negotiation - Indefinite Delivery Contract
- SE-620Request for Authority to Execute a Professional Services Indefinite Delivery Contract
- SE-630Transmittal of Small Professional Services IDC - *For Information Only*

D.2 – Professional Services IDCs Contracts and Delivery Orders

- SE-635Professional Services IDC Delivery Order – Small Contract
- SE-638Professional Services IDC Delivery Order Modification – Small Contract
- SE-640Professional Services Indefinite Delivery Contract
- SE-645Professional Services IDC Delivery Order – Large Contract
- SE-648Professional Services IDC Delivery Order Modification – Large Contract

D.3 – Forms for Use in Procuring and Administering Construction Services IDCs

- SE-650Request to Award Multiple Construction Services IDCs for Same Services
- SE-655Invitation for Construction Services Indefinite Delivery Contract
- SE-656Instructions to Bidders for Construction Services Indefinite Delivery Contract
- SE-657Construction Services Indefinite Delivery Contract Unit Price Bid Form
- SE-659Construction Services Indefinite Delivery Contract Representative Project Bid Form
- SE-660Request for Concurrence in Posting Notice of Intent to Award Indefinite Delivery Contract
- SE-670Notice of Intent to Award Indefinite Delivery Contract
- Table of Contents – IDC Project Manual

D.4 – Construction Services IDCs Contracts and Delivery Orders

- SE-680Construction Services Indefinite Delivery Contract
- SE-685General Conditions to Construction Services Indefinite Delivery Contract
- SE-690Construction Services IDC Delivery Order
- SE-695Construction Services IDC Delivery Order Modification

APPENDIX E – DESIGN-BUILD (DBx)

E.1 – Clauses for Use on Design-Build Projects

- Clauses for Use in Design-Build Contracts
- Clauses for Use in Design-Build RFP

E.2 - Forms for Use in Procuring and Administering Design-Build Projects

- SE-710Invitation for Design-Build Services
- SE-711Register of Proposals – Design-Build
- SE-712Selection Committee Report for RFQ Prequalification – Design Build
- SE-713Notification of Prequalification – Design-Build
- SE-714DB Selection Committee - Confidentiality & Conflict of Interest Policy
- SE-715DB Selection Committee Member Evaluation - RFP
- SE-717DB Selection Committee Summary - RFP
- SE-760Request for Concurrence in Posting Notice of Intent to Award Design-Build Contract
- SE-770Notice of Intent to Award Design-Build Contract
- SE-771Design Documents Transmittal Form – Design-Build
- SE-780Change Order to Design-Build Contract
- SE-790Notice to Proceed – Design-Build Contract

APPENDIX F – OSE PERMITS, AGREEMENTS AND OPTIONAL FORMS**F.1 - OSE Permits and Certificates**

- SE-510Permit to Develop in a Flood Hazard Area
- SE-550Certificate of Substantial Completion
- SE-560Certificate of Final Completion
- SE-580Building/Construction Permit
- SE-585Certificate of Occupancy/Use

F.2 – Service Level Agreements (SLA)

- SLA – Construction Management at Risk – RFQ & RFP
- SLA – Design-Bid-Build
- SLA – Design-Build

F.3 – Sole Source and Emergency Procurement Forms

- MMO/OSE - 102.....Justification for Sole Source Procurement
- MMO/OSE - 103.....Justification for Emergency Procurement

F.4 – Miscellaneous OSE Forms

- SE-290Professional Services Performance Evaluation
- SE-295Assessment of Damages - Professional Services Contract
- SE-331Quote Form
- SE-350Questionnaire for Contractors
- SE-397Construction Contractor Performance Evaluation

APPENDIX G – INSPECTIONS AND MATERIAL TESTING**G.1 – Guidelines for Inspections and Material Testing**

- Guidelines for Inspections and Material Testing

G.2 – Forms for Use with Inspections and Materials Testing

- SE-955Inspection/Material Testing Order
- SE-955A.....Inspection/Material Testing Order Negotiation Worksheet
- SE-960Inspection/Material Testing Order Amendment
- SE-960A.....Inspection/Material Testing Order Amendment Worksheet
- SE-962Statement of Special Inspections Responsibilities
- SE-965Project Inspection/Material Testing Log
- SE-966Project Inspection/Material Testing Deficiency Log

APPENDIX H - OSE CODE TABLES & CERTIFICATIONS**H.1 – OSE Code Tables & Certifications (DO NOT MODIFY – Include As-Is on the Project Drawings)**

- Required Certifications
- Table 1 Flood Hazard Information
- Table 2 Soils & Site
- Table 3 Basic Building Code Information
- Table 4 Building Area
- Table 5 Building Height
- Table 6 Building Design Occupant Load
- Table 7 General Fire Protection Requirements
- Table 8 Fire Resistance Rating of Building Elements
- Table 9 Structural Design Information
- Table 10 Plumbing Information
- Table 11 Mechanical Information
- Table 12 Electrical Information

H.2 – Design Related Construction Permits/Approvals

- Design Related Construction Permits/Approvals

APPENDIX I- OSE GUIDES AND HANDBOOKS

- Prequalification Handbook for Construction Bidding
- RFP Discussions
- Web Site Verification for Surety Companies

APPENDIX J – SCOSE VERSION OF AIA DOCUMENTS - SAMPLES**J.1 – Use of SCOSE Versions of AIA Documents in Design-Bid-Build Project Manuals**

- Use of SCOSE Versions of AIA Documents in Design-Bid-Build Project Manuals

J.2 – SCOSE Versions of AIA Documents - Samples

- Design-Bid-Build
 - A101-2007
 - A201-2007
 - A701-1997
 - B101-2007
- CM at Risk
 - A133-2009
 - A201-2007
 - B133-2014
- CM Advisor
 - A132-2009
 - A232-2009
 - B132-2009
 - C132-2009

J.3 – SCOSE Versions of AIA Documents – Comparative

- Design-Bid-Build
 - A101-2007
 - A201-2007
 - A701-1997
 - B101-2007
- CM at Risk
 - A133-2009
 - A201-2007
 - B133-2014
- CM Advisor
 - A132-2009
 - A232-2009
 - B132-2009
 - C132-2009