

REQUEST FOR QUALIFICATIONS / PROPOSALS

Construction Manager at Risk (CMAR) Services

City of Camden, South Carolina

Issue Date: December 9, 2025

Submittal Deadline: January 8, 2026

Contact:

Matt DeWitt, City Manager

City of Camden

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1. INTRO

The City of Camden, South Carolina (“City”) is soliciting Statements of Qualifications and Proposals from qualified Construction Manager at Risk (CMAR) firms to provide comprehensive pre-construction and construction services for two priority municipal facility projects:

1. Renovation and Conversion of the Old First Palmetto Bank Building into the New City of Camden City Hall.
2. Conversion of the City of Camden City Hall (Front Half) into the New City of Camden Police Department, as well as upgrades to (Rear Half) City of Camden Fire Dept.

The selected CMAR firm will work collaboratively with the City, and project stakeholders to deliver both projects on time, within budget, and in accordance with all required codes, standards, and performance expectations.

2. PROJECT DESCRIPTIONS

2.2 Old First Palmetto Bank Conversion to New City Hall

The City will relocate administrative & finance operations into the historic First Palmetto Bank building. Renovations may include minor interior modifications, and improvements necessary to support municipal administration functions.

2.1 City Hall Conversion to Police Department and Fire Department Upgrades

The existing City Hall facility requires partial interior demolition, reconfiguration, security upgrades, specialized police operations spaces, evidence storage modifications, and public interface improvements. The CMAR will support constructability, cost evaluation, scheduling, logistics, and phased construction planning. Front half of building will be “non-occupied” during construction but rear half will still be “occupied” with an active fire department.

***Architectural services provided by McMillian Pazend and Smith and rough project estimates these projects will run between \$10-12M to complete.**

3. CMAR SERVICES REQUESTED

The City intends to retain a CMAR firm to provide both **Pre-Construction** and **Construction** services, including but not limited to:

3.1 Pre-Construction Services

- Participation in project kickoff and planning meetings
- Development of preliminary budgets and cost modeling
- Constructability reviews and value-engineering recommendations
- Real-time cost estimating at each design phase
- Development of preliminary and detailed schedules
- Phasing, sequencing, and site logistics planning
- Evaluation of materials, building systems, and alternatives
- Early procurement identification and long-lead item management
- Support in developing Guaranteed Maximum Price (GMP)

3.2 Construction Services

- Construction management under a Guaranteed Maximum Price (GMP) contract
 - On-site supervision, subcontractor management, and safety oversight
 - Quality control/quality assurance
 - Cost control, payment applications, reporting, and documentation
 - Coordination with City operations and public access requirements
 - Commissioning and close-out documentation
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4. PROJECT DELIVERY AND CONTRACT FORM

The selected CMAR will enter into:

- **A Pre-Construction Services Agreement**, and following acceptance of a GMP,
- **A Construction Services Agreement** under the CMAR model, consistent with State and the City of Camden's procurement requirements.

The City reserves the right to negotiate final terms and conditions.

5. SUBMITTAL REQUIREMENTS

Interested firms must provide a complete response containing the following:

5.1 Firm Information & Qualifications

- Firm name, address, primary contact, and organizational structure
- Description of firm's experience with CMAR delivery
- Demonstrated experience with municipal, police, government, or adaptive reuse projects

5.2 Project Team

- Proposed Project Executive, Project Manager, Superintendent, Pre-Construction Lead
- Resumes, certifications, and relevant experience
- Description of team organization and reporting structure

5.3 Experience & Past Performance

- Three to five CMAR projects completed within the last ten years
- References with contact information
- Examples of performance delivering projects with similar size, complexity, or schedule

5.4 Project Approach

- CMAR approach to pre-construction collaboration
- Cost control strategy and methods for developing a reliable GMP
- Approach to subcontractor bidding and local participation

5.5 Fee Proposal (Separate Sealed Envelope)

- Pre-construction services fixed fee
- CMAR fee percentage
- General Conditions estimate
- Proposed rate schedule
- Proposed approach to shared savings and contingency management

5.6 Financial and Legal Requirements

- Proof of bonding capacity
- Certificate of insurance
- Litigation or claims history within the last five years

6. EVALUATION CRITERIA

Proposals will be evaluated on the following weighted factors:

1. Firm Qualifications – **10%**
2. Project Team & Staffing Strength – **10%**
3. Project Understanding & Technical Approach – **10%**
4. Experience, Past Performance & References – **30%**
5. Fee Proposal – **30%**
6. Commitment to Schedule, Quality, and Collaboration – **10%**

The City may shortlist firms for interviews prior to final selection.

7. SCHEDULE

Milestone	Date
RFQ/RFP Issued	Dec 9, 2025
Pre-proposal meeting (mandatory)	Dec 30, 2025 @ 2pm
Deadline for Questions	Jan 6, 2026 by 5pm
Submittal Deadline	Jan 12, 2026 by 5pm
Shortlist & Interviews by	Jan 19, 2026
CMAR Selection & Intent to Award	Jan 22, 2026
Addendums	Issued as they arise

***At pre-proposal meeting building layouts (current and proposed) will be supplied.**

8. SUBMISSION INSTRUCTIONS

Firms must submit **3 hard copies** and **one electronic copy** to:

City of Camden
 PO Box 7002, Camden, SC 29021
 Attn: Matt DeWitt, City Manager
mdewitt@camdensc.org

Submissions must be received **no later than 5pm on January 12, 2025**. Late submissions will not be considered.

Envelope must be clearly marked:

“CMAR Services Proposal – City Hall Conversion / First Palmetto Bank – RFQ/RFP”

9. RIGHTS OF THE CITY

The City of Camden reserves the right to:

- Reject any or all proposals
 - Waive minor informalities
 - Request additional information
 - Negotiate with one or more respondents
 - Cancel this solicitation at any time
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10. QUESTIONS

All questions must be submitted in writing to:

Matt DeWitt

City Manager

City of Camden

mdewitt@camdensc.org

**Jan. 6, 2026 deadline for questions*