

**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 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.....Prequalification of Contractors/Subcontractors for Design-Bid-Build
- 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 \$50,000 or Less)
- 4.4.....Large Professional Services Contracts
- 4.5.....Professional Services Indefinite Quantity Contracts (IDQs)
- 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 QUANTITY AND TASK ORDER CONTRACTS**

- 9.1..... Related Statutory Authority
- 9.2..... Definitions
- 9.3..... General Requirements for Solicitation of an Indefinite Quantity Contract
- 9.4..... Professional Services Indefinite Quantity Contracting
- 9.5..... General Requirements for Solicitation of a Task Order Contract
- 9.6..... Construction Services Task Order 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

**CHAPTER 12 (cont.)**

12.18..... Decision to Award  
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-210 .....Invitation for Professional Services
- SE-211 .....Selection Committee Report for Interview Selection
- SE-212 .....Notification of Selection for Interview
- SE-214 .....Professional Services Selection Committee - Confidentiality & Conflict of Interest Policy
- SE-215 .....Professional Services Selection Committee Member – A/E Evaluation
- SE-217 .....Professional Services Selection Committee Summary
- SE-219 .....Notification of Selection for Contract Negotiation
- SE-220 .....Request for Authority to Execute a Professional Services Contract
- SE-230 .....Transmittal of Small Professional Services Contract - *For Information Only*
- SE-232 .....Transmittal of Amendment to Small Professional Services Contract - *For Information Only*
- SE-260 .....Request for Authority to Amend a Professional Services Contract
- SE-271 .....Design Documents Transmittal Form – Design-Bid-Build

### **A.2 – Professional Services Contracts**

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

## **APPENDIX B – DESIGN-BID-BUILD**

### **B.1 – 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-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

### **B.2 – 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.3 – Small Purchase Forms**

- SE-311.....Invitation for Minor Construction Quotes
- SE-331.....Quote Form
- SE-375.....Notice of Award
- SE-377.....Minor Construction Contract
- Table of Contents – Minor Construction Project Manual

### **B.4 – Forms for Use in Prequalifying Construction Contractors for DBB**

- SE-110.....Invitation for Construction Prequalification
- Contractors Statement of Qualifications & Questionnaire
- SE-114.....Construction Prequalification Selection Committee - Confidentiality and Conflict of Interest Policy
- SE-115.....Construction Prequalification Selection Committee Member Contractor Evaluation
- SE-117.....Construction Prequalification Selection Committee Summary
- SE-160.....Request for Approval of Prequalified Contractors for Construction

## **APPENDIX C - CONSTRUCTION MANAGEMENT AT RISK**

### **C.1 – Forms for Use in Procuring and Administering Construction Management at Risk Projects**

- SE-410 .....Invitation for Construction Management at Risk Services
- SE-411 .....Register of Responding Firms – CM-R
- SE-412 .....Selection Committee Report for RFQ Prequalification – CM-R
- SE-413 .....Notification of Prequalification – CM-R

- SE-414 .....CM-R Selection Committee - Confidentiality & Conflict of Interest Policy
- SE-415 .....CM-R Selection Committee Member Evaluation - RFP
- SE-417 .....CM-R Selection Committee Summary - RFP
- SE-460 .....Request for Concurrence in Posting Notice of Intent to Award CM-R Contract
- SE-470 .....Notice of Intent to Award CM-R Contract
- SE-471 .....Design Documents Transmittal Form – CM-R
- SE-475 .....Request for Authority to Execute Exhibit A to CM-R Contract
- SE-480 .....Change Order to CM-R Contract
- SE-490 .....Notice to Proceed – CM-R Construction

#### **C.2 – 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

### **APPENDIX D – INDEFINITE QUANTITY AND TASK ORDER CONTRACTS**

#### **D.1 – Forms for Use in Procuring and Administering Indefinite Quantity Contracts**

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

#### **D.2 – Indefinite Quantity Contracts and Delivery Orders**

- SE-635 .....Indefinite Quantity Contract Delivery Order – Small Contract
- SE-638 .....Indefinite Quantity Contract Delivery Order Modification – Small Contract
- SE-640 .....Indefinite Quantity Contract
- SE-645 .....Indefinite Quantity Contract Delivery Order – Large Contract
- SE-648 .....Indefinite Quantity Contract Delivery Order Modification – Large Contract

#### **D.3 – Forms for Use in Procuring and Administering Task Order Contracts**

- SE-655 .....Invitation for Task Order Contract
- Contractors Statement of Qualifications & Questionnaire
- SE-657 .....Selection Committee Member - Contractor Evaluation - TOC
- SE-658 .....Selection Committee Summary - TOC
- SE-660 .....Request for Concurrence in Posting the Notice of Intent to Award - TOC
- SE-670 .....Notice of Intent to Award Task Order Contract

#### **D.4 – Task Order Contracts and Task Orders**

- SE-680 .....Task Order Contract
- SE-685 .....General Conditions to Task Order Contract
- SE-690 .....Construction Services Task Order
- SE-695 .....Construction Services Task Order Modification

### **APPENDIX E – DESIGN-BUILD (DBx)**

#### **E.1 - Forms for Use in Procuring and Administering Design-Build Projects**

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

- SE-771 .....Design Documents Transmittal Form – Design-Build
- SE-780 .....Change Order to Design-Build Contract
- SE-790 .....Notice to Proceed – Design-Build Contract

## **E.2 – Clauses for Use on Design-Build Projects**

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

## **APPENDIX F – OSE PERMITS, AGREEMENTS AND MISCELLANEOUS FORMS**

### **F.1 - OSE Permits and Certificates**

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

### **F.2 – Sole Source and Emergency Procurement Forms**

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

### **F.3 – Miscellaneous OSE Forms**

- SE-290 .....Professional Services Performance Evaluation
- SE-295 .....Assessment of Damages - Professional Services Contract
- SE-332 .....Unit Price Bid Form
- SE-350 .....Questionnaire for Contractors
- SE-397 .....Construction Contractor Performance Evaluation

## **APPENDIX G – INSPECTIONS AND MATERIAL TESTING**

### **G.1 – Forms for Use with Inspections and Materials Testing**

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

### **G.2 – Guidelines for Inspections and Material Testing**

- Guidelines for Inspections and Material Testing

## **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**

- 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