

INFORMATION FOR OFFERORS TO SUBMIT

Revised 10/28/2021



The Offeror shall prepare a response to all of the following questions and shall submit to Horry County Schools as stated in the Proposal Special Instructions section "Number of Copies to be Submitted".

Each SECTION should begin on a separate sheet.

SECTION 1: Signatory/Information Sheets

The proposal package shall begin with a cover letter, briefly identifying the offering firm and the Principal submitting the offer. Clearly state the strengths of the proposed team and what would distinguish this team from other firms.

Additionally, the cover letter shall include contact information, along with a brief history of the firm, including ownership and state of incorporation. Describe any changes that have occurred in the firm's organization in the past five (5) years, including any name changes or consolidations. List the location of office(s) that will be involved in this contract.

The **Official Submission Form** shall follow the cover letter and all questions on the form shall be answered and addenda acknowledged.

Any proprietary information that respondents wish to keep confidential must be clearly so identified in the Submittals. Horry County Schools shall not be responsible for any unintentional disclosure of the confidential information.

Following the **Official Submission Form**, the Principal shall indicate on a separate sheet any exceptions to the terms and conditions of this contract manual **and suggest an alternate condition**. Please be sure the solicitation condition is clearly identified. The Principal is cautioned that the District has the right to accept or reject any proposed alternate conditions and that listing of alternate conditions which could alter the relative standing of the Offerors could make the offer non-responsive to the solicitation requirements. Firms are encouraged to submit any requests for contract changes by the time required in the solicitation for submission of questions, requests for qualifications, etc.

SECTION 2: The Ability, Capacity, and Skill of the Offeror's Key Personnel to Perform the Contract or Provide the Service Required.

Identify Principal, Project Manager, and Project Superintendents the Firm intends to staff the projects and meet the District's oversight and reporting requirements.

- 2.1 Provide an organizational chart for the Offering company. Indicate position titles and number of persons holding those positions. Names of employees holding positions not required.
- 2.2 Provide detailed employee resumes for those persons performing the following functions. *(Limit your response to 2 people per function.)*
 - a. Project Principal in Charge
 - b. Project Manager
 - c. Jobsite Superintendent for each specific trade (i.e. Tennis Court Replacement; Tennis Court Crack Repair and Surfacing; Track Replacement; Synthetic Turf Installation, etc.)
- 2.3 **Provide the names and resumes of two potential Track & Field Synthetic Surfacing Contractors.** For each proposed Contractor, include a list of completed facilities (minimum of 5) which are certified to meet National Federation of State High School Associations (NFSHSA) rules and regulations in the past 5 years utilizing basemat structural spray track surfacing products.
- 2.4 **Provide the names and resumes of two potential Synthetic Turf Contractors.** For each proposed Contractor, include a list of completed facilities (minimum of 5) which are certified to meet the NFSHSA rules and regulations in the past 5 years utilizing the Offerors' proposed slit film or hybrid synthetic turf with sand/crumb rubber infill system product.
- 2.5 **Provide the names and resumes of two potential Synthetic Tennis Court Surfacing Contractors.** For each proposed Contractor, include a list of completed facilities (minimum of 5) in the past 5 years utilizing an acrylic tennis court surfacing system applied to an asphalt base.

- 2.6 Provide the name and resume of the Synthetic Tennis Court Crack Repair Contractor. Include a list of successful court resurfacing installations (minimum of 5) in the past 5 years utilizing an acrylic tennis court surfacing system.
- 2.7 Provide copies of any available and applicable subcontractor certifications including but not limited to ASBA Certified Track Builder, ASBA Certified Field Builder, etc.
- 2.8 Provide a preliminary schedule of the work to be completed in Phase III (as shown in the Summary of Services, Section 3.2) including how the work would be staffed, assuming a project schedule that starts February 1, 2022 and a Substantial Completion Date of August 15, 2022. Also assume that the fields at both Socastee High School and St. James High School CANNOT be inaccessible at the same time due to their proximity of one another and their use of the same municipal fields when needed.
- 2.9 Provide a preliminary schedule of the work to be completed in Phase III (as shown in the Summary of Services, Section 3.2) including how the work would be staffed, assuming a project schedule that starts February 1, 2022 and a Substantial Completion Date of January 31, 2023. Also assume that the fields at both Socastee High School and St. James High School CANNOT be inaccessible at the same time due to their proximity of one another and their use of the same municipal fields when needed.

SECTION 3: The Experience of the Offeror—especially on Similar Athletic Projects.

- 3.1 **For each of the Contractors listed in Section 2.3, provide a minimum of three (3) track and field replacement projects completed within the last five (5) years with pictorial representation.** Describe the scope of the project, timeframe of work to complete the work, and challenges accomplished. Within each description, include the following information:
 - a. District/Owner name, contact person, phone number, and email address
 - b. Design professional's name, contact person, phone number, and email address
 - c. Brief description of the project work including square footage
 - d. Original and final contract amounts and the number of change orders
 - e. Original and actual dates of substantial completion
 - f. Original and actual dates for final completion of the project
 - g. Name of the Project Manager and Site Superintendent
 - h. Name of the track paving contractor
- 3.2 **For each of the Contractors listed in Section 2.4, provide a minimum of three (3) synthetic turf projects completed within the last five (5) years with pictorial representation.** Describe the scope of the project, timeframe of work to complete the work, and challenges accomplished. Within each description, include the following information:
 - a. District/Owner name, contact person, phone number, and email address
 - b. Design professional's name, contact person, phone number, and email address
 - c. Brief description of the project work including square footage
 - d. Original and final contract amounts and the number of change orders
 - e. Original and actual dates of substantial completion
 - f. Original and actual dates for final completion of the project
 - g. Name of the Project Manager and Site Superintendent
 - h. Name of the synthetic turf installer
- 3.3 **For each of the Contractors listed in Section 2.5, provide a minimum of three (3) tennis court replacement projects completed within the last five (5) years with pictorial representation.** Describe the scope of the project, timeframe of work to complete the work, and challenges accomplished. Within each description, include the following information:
 - a. District/Owner name, contact person, phone number, and email address
 - b. Design professional's name, contact person, phone number, and email address
 - c. Brief description of the project work including square footage
 - d. Original and final contract amounts and the number of change orders
 - e. Original and actual dates of substantial completion
 - f. Original and actual dates for final completion of the project
 - g. Name of the Project Manager and Site Superintendent
 - h. Name of the synthetic tennis court surfacing installer
- 3.4 Summarize and/or address the unique capabilities and experience of the Offeror that differentiates the firm from others in the athletic facility construction field.

SECTION 4: The Sufficiency of Financial Resources and Ability of the Offeror to Perform the Contract or Provide the Service Required.

The District wants to insure that the selected Firm has the capacity to perform the required services for the duration of their contracted services.

- 4.1 Submit verification of the Firm's maximum, current bonding capacity and ability to obtain liability insurance.
- 4.2 Provide a copy of your Contractor's License and Construction Management License.
- 4.3 Describe any changes within the firm's organization that are anticipated to occur within the next 3 years.
- 4.4 Include forms requested (W-9, Liability and Worker's Compensation)

SECTION 5: Fee Information

Construction Phase fees and Division One costs shall be included. Proposers must include this information in a **separate envelope/file** marked "CONFIDENTIAL: FEE; FIRM NAME: _____" with the following information enclosed. (Assume a Phase III cost of \$7 Million)

- a. Construction Phase Fee (not including general conditions): % of the cost of the work
- b. Division One Costs: \$

Please note that all fees and costs will be determined as part of the contract negotiating process.

End of Information for Offerors to Submit