



JASPER COUNTY  
REQUEST FOR PROPOSAL (RFP #2021-1)  
FOR  
CONSTRUCTION MANAGEMENT SERVICES

DEADLINE FOR RECEIVING PROPOSAL  
NOVEMBER 5, 2020 AT 5:00 PM EST

CONTACT PERSON  
Kimberly Burgess, Director of Administrative Services  
(843) 717-3692  
[kburgess@jaspercountysc.gov](mailto:kburgess@jaspercountysc.gov)

**DATE OF REQUEST:** Thursday, October 15, 2020

**DUE DATE FOR PROPOSALS:** Thursday, November 5, 2020 at 5:00 PM EST

**PROJECT:**

Jasper County (Owner) is seeking proposals for Construction Management Services for a new County Council approved fire station construction project known as Marsh Cove Fire Station. The fire station is a one-story 3-bay pre-engineered metal structure with doors on the front and rear, including a living area. The Owner has identified a location at 4820 Lowcountry Drive, Ridgeland, SC 29936. An architect, Woods Dendy Architects, LLC, located in Ridgeland, South Carolina has prepared the plans for the new station. The project engineers are Thomas & Hutton from Savannah Georgia. C. Merrill Construction, LLC, Statesboro, Georgia is the apparent low bidder and will likely be selected as the General Contractor. The project is funded through a loan from the United States Department of Agriculture Rural Development Program (RDA) evidenced by a General Obligation Bond, a Community Development Block Grant (CDBG) from the South Carolina Department of Commerce.

Jasper County is seeking the services of a qualified construction manager to serve as the Owner's representative working with the architect and engineer to provide inspections and reporting as required by the funding agencies and the Marsh Cove contract documents and technical specifications. Other duties will include reporting on the progress of the construction project to the County staff and/or the County Council and providing organizational and administrative support regarding the construction of the fire station.

**SCOPE OF SERVICES:**

The Construction Manager will provide the following services on behalf of the Owner.

1. Monitoring--The County is required to monitor and provide reports to Rural Development on actual performance during construction for each project financed, or to be financed, in whole or in part with Rural Development funds to include:
  - a. A comparison of actual accomplishments with the construction schedule established for the period. The partial payment estimate may be used for this purpose.
  - b. A narrative statement giving full explanation of the following:
    - (i) Reasons why established goals were not met.
    - (ii) Analysis and explanation of cost overruns or high unit costs and how payment is to be made for the same.
    - (iii) If events occur between reports which have a significant impact upon the project, the owner will notify Rural Development as soon as any of the following conditions are known:
      - a. Problems, delays, or adverse conditions which will materially affect the ability to attain program objectives or prevent the meeting of project work units by established time periods. This

disclosure shall be accompanied by a statement of the action taken, or contemplated, and any Federal assistance needed to resolve the situation.

- b. Favorable developments or events which enable meeting time schedules and goals sooner than anticipated or producing more work units than originally projected or which will result in cost underruns or lower unit costs than originally planned and which may result in less Rural Development assistance.

2. Inspection. Full-time resident inspection is required for all construction unless a written exception is made by Rural Development upon written request of the owner. Unless otherwise agreed, the resident inspector will be provided by the consulting architect/engineer. Prior to the preconstruction conference, the architect/engineer will submit a resume of qualifications of the resident inspector to the owner and to Rural Development for acceptance in writing. If the owner provides the resident inspector, it must submit a resume of the inspector's qualifications to the project architect/engineer and Rural Development for acceptance in writing prior to the preconstruction conference. The resident inspector will work under the general supervision of the project architect/engineer. A guide format for preparing daily inspection reports (Guide 11 of this subpart) and Form RD 1924-18 "Partial Payment Estimate," are available on request from Rural Development. (Revised 5-12-87, SPECIAL PN.)
3. Inspector's daily diary. The resident inspector will maintain a record of the daily construction progress in the form of a daily diary and daily inspection reports as follows:
  - a. A complete set of all daily construction records will be maintained, and the original set furnished to the owner upon completion of construction.
  - b. All entries shall be legible and shall be made in ink.
  - c. Daily entries shall include but not be limited to the date, weather conditions, number and classification of personnel working on the site, equipment being used to perform the work, persons visiting the site, accounts of substantive discussions, instructions given to the contractors, directions received, all significant or unusual happenings involving the work, any delays, daily work accomplished, and should include dated photographs of the site.
  - d. The daily entries shall be made available to Rural Development personnel and will be reviewed during project inspections.
4. Prefinal inspections. A prefinal inspection will be made by the owner, resident inspector, project architect or engineer, representatives of other agencies involved, the District Director and a Rural Development State Office staff representative, preferably the State staff architect or engineer. Prefinal inspections may be made without Rural Development State Office staff participation if the State Director or a designee determines that the facility does not utilize complicated construction techniques, materials or equipment for (facilities such as small fire stations, storage buildings or minor utility extensions, and that an experienced District Office staff representative will be present. The inspection results will be recorded on Form RD 1924-12, "Inspection Report," and a copy provided to all interested parties. (Revised 5-12-87, SPECIAL PN.)
5. Final inspection. A final inspection will be made by Rural Development before final payment is made.

Sample RDA inspection reports are incorporated as a part of this RFP in Exhibit A.

6. Perform construction quality control including management and follow-up of testing and inspections as required in the building and site specifications.
7. Manage project documents as requested by Owner and required by funding sources.
8. Provide contract administration support services as requested by Owner.
9. Review construction pay requests, change orders, and claim review and analysis in conjunction and coordination with the architect and engineering firm.
10. Review and advise Owner regarding adherence to project schedule.
11. Prepare a project close-out punch list in coordination with architect and engineer.
12. Provide project-related expert witness services that may arise from claims.

**PROPOSAL FORMAT:**

Proposals shall be organized and contain the following Information:

1. Company information
  - a. Provide a summary of the company
  - b. Provide a resume of the construction manager/inspector and any other staff that will be assisting on this project.
  - c. Include South Carolina construction licenses held
  - d. Provide references from at least three projects of a similar size and scope or experience specifically related to inspections and reporting as required by RDA.
  - e. Include any relevant experience with fire stations and/or prefabricated metal buildings.
2. Experience and approach to construction management--Provide a brief description of the approach the company or individual will take to provide the required inspection and reporting.
3. Price proposal

**PROPOSAL SUBMITTAL INSTRUCTIONS:**

Proposals should be delivered via Vendor Registry, a link to which is provided on the Jasper County website, under "What's New?", "Bids & Solicitations." Proposals may also be delivered in hardcopy format (five copies required) to the mailing address below:

Kimberly Burgess  
Director of Administrative Services  
Jasper County  
358 Third Avenue  
P. O. Box 1149  
Ridgeland, SC 29936

Requests for information and/or clarification may be directed by email to [kburgess@jaspercountysc.gov](mailto:kburgess@jaspercountysc.gov)  
SUBJECT: Marsh Cove Fire Station RFP #2021-1. Any responses requiring notification to all potential providers will be issued as an addendum and posted on Vendor Registry.

**SELECTION CRITERIA:**

A committee consisting of the Director of Administrative Services, a representative of the architect for the project, a representative of the engineering firm for the project, a representative of the RDA, and a representative of CDBG will review the responses to the RFP according to the following criteria:

- Proposed scope of work, project approach, and the Committee’s review and evaluation of the proposer’s ability to provide the required services.
- The resumes and experience of the construction management lead and team.
- Recommendation of references.
- Familiarity and/or experience with similar projects.
- Price proposal in relation to all other criteria.

The successful proposer will be required to obtain and/or provide the following:

- Jasper County business license
- Completed and signed W-9
- Certificate of Insurance with Jasper County as an additional insured and with the following types and limits:
  - Workers' Compensation - The vendor shall provide coverage for its employees with statutory workers' compensation limit s, and no less than \$1,000,000.00 for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of the OWNER and its agents, employees and officials.
  - Commercial General Liability - The vendor shall provide coverage for all operations including, but not limited to Contractual, Products and Completed Operations, and Personal Injury. The limits shall be no less than \$ 1,000,000.00, per occurrence, with a \$2,000,000.00 aggregate.
  - Business Automobile Liability - The vendor shall provide coverage for all owned, non- owned and hired vehicles with limits of not less than \$1,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent.
  - Professional Liability (Errors & Omissions) - The vendor shall provide coverage for all claims arising out of the services performed with limits not less than \$1,000,000.00 per claim. The aggregate limit shall either apply separately to this contract or shall be at least twice the required per claim limit.

**ADDITIONAL INFORMATION:**

Payment will be made ten (10) days after receipt and review by the Owner of the daily diary for the preceding month which should include inspection reports and dated photographs.

The project is funded through a loan from the United States Department of Agriculture Rural Development Program (RDA) evidenced by a General Obligation Bond, a Community Development Block Grant (CDBG) from the South Carolina Department of Commerce. Federal requirements apply to this solicitation and the successful proposer must have knowledge and familiarity of the following:

- (a) Presidents Executive Order No. 11246 as amended by 29 CFR Part 30 and 41 CFR Part 60.
- (b) Davis Bacon and Related Acts, 29 CFR Parts 1, 3 and 5.
- (c) Copeland Act, 29 CFR Part 3.
- (d) Contact Work Hours and Safety Standards Act.
- (e) Title VI of Civil Rights Act of 1964.

The County of Jasper, South Carolina (the Owner) reserves the right to waive any informalities or irregularities in the proposals received, to negotiate certain or all contract bid items, to reject any or all bids and to award or refrain from awarding the contract for the work, whichever is deemed to be in the Owner's best interests.

Form RD 1924-18 (Rev. 6-97)	UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT FARM SERVICE AGENCY  <b>PARTIAL PAYMENT ESTIMATE</b>	CONTRACT NO. _____  PARTIAL PAYMENT ESTIMATE NO. _____  PAGE _____
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OWNER: _____	CONTRACTOR: _____	PERIOD OF ESTIMATE FROM _____ TO _____
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CONTRACT CHANGE ORDER SUMMARY				ESTIMATE	
No.	Agency Approval Date	Amount			
		Additions	Deductions		
				1. Original Contract .....	_____
				2. Change Orders .....	\$ 0 . 00
				3. Revised Contract (1 + 2) .....	\$ 0 . 00
				4. Work Completed* .....	_____
				5. Stored Materials* .....	_____
				6. Subtotal (4 + 5) .....	\$ 0 . 00
				7. Retainage* .....	_____
				8. Previous Payments .....	_____
				9. Amount Due (6-7-8) .....	\$ 0 . 00
TOTALS		\$ 0 . 00	\$ 0 . 00	* Detailed breakdown attached	
NET CHANGE		\$ 0 . 00	\$ 0 . 00		

CONTRACT TIME		
Original (days) _____	On Schedule <input type="checkbox"/> Yes <input type="checkbox"/> No	Starting Date _____
Revised _____		Projected Completion _____
Remaining _____		

<p><b>CONTRACTOR'S CERTIFICATION:</b> The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.</p> <p>Contractor _____</p> <p>By _____</p> <p>Date _____</p> <p>APPROVED BY OWNER:</p> <p>Owner _____</p> <p>By _____</p> <p>Date _____</p>	<p><b>ARCHITECT OR ENGINEER'S CERTIFICATION:</b> The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.</p> <p>Architect or Engineer _____</p> <p>By _____</p> <p>Date _____</p> <p><b>ACCEPTED BY AGENCY:</b> The review and acceptance of this estimate does not attest to the correctness of the quantities shown or that the work has been performed in accordance with the contract documents.</p> <p>By _____</p> <p>Title _____</p> <p>Date _____</p>
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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0042. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information.

TYPICAL UNIT PRICE BREAKDOWN \*

ITEM	DESCRIPTION	CONTRACT (revised)			THIS PERIOD		TOTAL TO DATE		% COMPLETE
		QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	
				\$0.00		\$0.00		\$0.00	0
				\$0.00		\$0.00		\$0.00	0
				\$0.00		\$0.00		\$0.00	0
				\$0.00		\$0.00		\$0.00	0
				\$0.00		\$0.00		\$0.00	0
				\$0.00		\$0.00		\$0.00	0
				\$0.00		\$0.00		\$0.00	0
				\$0.00		\$0.00		\$0.00	0
				\$0.00		\$0.00		\$0.00	0
				\$0.00		\$0.00		\$0.00	0
				\$0.00		\$0.00		\$0.00	0
				\$0.00		\$0.00		\$0.00	0
				\$0.00		\$0.00		\$0.00	0
TOTALS				\$0.00		\$0.00		\$0.00	0

TYPICAL LUMP SUM PRICE BREAKDOWN \*

TYPICAL STORED MATERIALS AND RETAINAGE BREAKDOWN \*

ITEM	DESCRIPTION	SCHEDULED VALUE	WORK COMPLETED		% COMPLETE	MATERIALS STORED AT END OF THIS PAYMENT PERIOD			
			THIS PERIOD	TO DATE		DESCRIPTION	QUANTITY	UNIT VALUE	AMOUNT
					0				\$0.00
					0				\$0.00
					0				\$0.00
					0				\$0.00
						RETAINAGE			
							THIS ESTIMATE	PERCENT	RETAINED
								%	
						WORK COMPLETED:			
						STORED MATERIALS:			
						OTHER (explain)			
TOTALS		\$0.00	\$0.00	\$0.00	0	TOTAL			\$0.00

\* As a minimum, detailed breakdowns should contain this information.



**INSPECTION REPORT**

STATE \_\_\_\_\_

FOR \_\_\_\_\_ COUNTY \_\_\_\_\_

ADDRESS \_\_\_\_\_

ITEM OF DEVELOPMENT	PERCENT COMPLETE	ITEM OF DEVELOPMENT	PERCENT COMPLETE

**PERIODIC INSPECTION**

Date & No. of previous inspection: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

This inspection is Number \_\_\_\_\_

ITEMIZE AND DESCRIBE the significant conditions observed to be at variance with the approved plans and specifications and make your recommendations for correcting the deficiencies. Also make comments with respect to the progress of the work. In the case of development performed by the borrower method, carefully compare work accomplished with funds available and record any facts which indicate that actual costs are significantly at variance with planned costs. Check to see that deficiencies previously reported have been corrected.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(See attached sheets for additional comments)

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

Indicate whether:  FmHA Representative, or  
 Contractor

**FINAL INSPECTION**

I CERTIFY that I have inspected for the purposes set forth in 7 CFR 1924 Subpart A and 7 CFR 1942 Subpart A, the above listed items of development and that those shown as 100% complete have been completed in accordance with the Drawings and Specifications or other descriptive material. Health Department approval has been given the water and waste disposal system on (date) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ . Builder's Warranty is dated \_\_\_\_ / \_\_\_\_ / \_\_\_\_

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_ *FmHA Representative*

The undersigned gives approval of acceptance of the work constructed under the conditions of the contract and Builder's Warranty.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_ *Borrower*

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_ *Builder (Optional)*

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden to Department of Agriculture, Clearance Officer, OIRM, AG Box 7630 Washington, D.C. 20250; and to the Office of Management and Budget, Paperwork Reduction Project (OMB No. 0575-0042), Washington, D.C. 20503. Please DO NOT RETURN this form to either of these addresses. Forward to FmHA Only

## GUIDE FOR INSPECTION OF CONSTRUCTION OF DWELLINGS AND BUILDINGS

### Notices, Labor and Occupancy Observations.

- Yes     No - The required posters displayed?
- Yes     No - The facilities segregated?
- Yes     No - Any evidence of employment discrimination?

**GENERAL.** - Drainage conditions. Location of buildings with respect to property lines: Other buildings, water supply, sewage disposal, utilities, etc. Protection of materials on site.

**EXCAVATION.** - Earth bearing. Footing depths. Frost lines. Grades specified.

**CONCRETE AND MASONRY.** - Concrete mix or strength, forms, placing. Mortar mix. Width and depth of footings. Reinforcing steel. Stepped footings. Drain tile. Concrete slabs on ground: Bed under slabs, wire mesh, slab thickness, finish. Termite protection. Foundation wall and pier alignment. Anchorage preparation. Dampproofing. Waterproofing. Exterior masonry: Lintels, wall thickness, height, parging, furring, wall vents, basement windows, termite protection. Masonry veneer: Lintels, thickness, airspace, flashing, felt, bonding, weepholes. Interior masonry wall: Thickness, lintels. All masonry walls: Joints tooling, pointing, flashing, prevention of mortar stains, cleaning. Masonry chimney and fireplaces: Flues, size of flues, height above ridge, thimble, chimney cap, smoke cap, smoke chambers, firebrick, hearth. Basementless areas: Clearance below joist, positive drainage.

**CARPENTRY MATERIALS.** - Species and grade of lumber. moisture content. Shims. Preservatives.

**FRAMING.** - Fire stopping. Framing at chimney. Columns. Posts. Anchorage and moisture protection. Girders. Floor joists, double joists. Headers and trimmers. Subflooring. Ceiling joists. Roof pitch. Roof rafters. Hip and valley rafters. Collar beams. Flat roofs. Trussed roof construction. Studs, corner construction, corner bracing. Sill construction. Anchorage. Window and door openings. Plates. Wall sheathing. Roof sheathing. Termite protection.

**EXTERIOR WALL FINISH.** - Type of paper or felt. Lap. Fit at: Corner boards, door and window casing, drip cap, water table, sills. Nails and nailing. Miter. Corner finish. Stucco.

**ROOF COVERING.** - Conditions of deck, underlay, starting course, exposure, nailing.

**INSULATION.** - Fastening of boards. Fill (to top of walls and even distribution in ceilings).

**FLASHING AND CAULKING.** - Flashing at: Exterior heads of openings, chimneys, intersections of roof and walls, valleys, hips, ridges. Caulking around opening.

**PLUMBING.** - Quality of materials. Workmanship. Excavation and backfill. Protection of pipes. Size of pipe. Cutting or notching. Joints and connections. Water supply lines: On solid ground below frost, shut-off valve, drain valve for entire system. Drainage system, vents and venting. Traps and clean-outs. Hangers and supports. Quality and type of fixtures. Location of fixtures. Fixtures securely installed. Domestic hot water heating and storage, equipment, safety, capacity.

**HEATING.** - Safety, capacity. Required tests. operating and maintenance instruction. Fuel storage. Check operation.

**GAS (Liquefied Petroleum).** - Approval markings on tank. Tank Location. Meter installation (hung properly). Protection of exposed pipe. Leakage under pressure (smell joints). Location of shut-off valve inside building. Proper ventilation of system.

**ELECTRICAL.** - Location of meter. Number of circuits. Provision for future circuits. Location of outlets and switches. Power suppliers' approval.

**DRYWALL.** - Joints, sanding, filling, taping.

**GLAZING.** - Quality of glass, putty, application.

**LATHING AND PLASTERING.** - Quality of lath, evenness, grounds, joints between wood and masonry, finishing.

**MISCELLANEOUS METAL WORK.** - Pipe rail, metal bucks, metal windows (setting, caulking and priming), painting.

**MILLWORK.** - Trim, cabinets, windows and doors, thresholds.

**WEATHER STRIPPING.** - Seal, joints (tight and smooth).

**FINISH FLOORS.** - Dry storage, baseboard clearance, joints, nailing, finish, protection after laying.

**SCREENING.** - Screen cloth, tightness, fit, operation, identification tags, paint splashes.

**HARDWARE.** - Materials, workmanship, operation, keys.

**LIGHTING FIXTURES.** - Type, bulbs (light, clean).

**PAINTING AND DECORATING.** - Surface preparation, washable materials, lead content, application (suitable weather), nailheads.

**BACKFILLING.** - Around masonry, around trees. Finish grade 8 inches below wood.

**LANDSCAPING.** - Planting, seeding, finish grades.

**FINAL.** - Cleaning up: Masonry, crawl and pipe space, pipe chases, attic, vents in walls, floors, chimney bottoms, fireplace throat, glass, hardware and fixtures. Removal of debris. Closing of floor opening around pipes. Replacement of broken windows. Operation of doors and windows.

### WATER SUPPLY

Location with respect to possible sources of contamination. Shaft. Protection from contamination. Construction. Watertight casing safe distance above slab and safe distance below ground surface. Grading at top of well to drain away in all directions. Size of concrete platform. Slope of concrete platform. Pump: Type, capacity, location, protection, pollution proof, frostproof. Capacity of pressure tank.

### SEWAGE DISPOSAL

Location: Slope of grade, depth of ground water, existing and future water supply. Size and slope of house sewer to septic tank. Capacity of tank. Distance of tank from foundation wall. Construction of tank. Location of disposal field (unobstructed and unshaded area). Construction of field. Minimum seepage area (determined by percolation test or recommendation of Soil Conservation Service and State Board of Health). Approval of State Board of Health.

**USDA RD, COMMUNITY FACILITIES (and RBS & RUS 1942A construction projects)**

RD Architect Jerry Stroud, 28 June 2012

**6. Construction Phase****A. Contract Administration****B. Pre-construction Conference****C. Resident Inspection**

Full-time resident inspection is required for all construction unless a written exception is made by the Agency upon written request of the owner. Projects which do not utilize complex construction techniques, materials or equipment, such as small fire stations or storage buildings, would normally qualify for exception. As a rule, the resident or periodic inspector will be provided by the consulting architect or engineer. Or, if the owner provides the resident inspector, a resume of the inspector's qualifications must be submitted to the project architect or engineer and the Agency prior to the pre-construction conference. The resident inspector will work under the general supervision of the project architect or engineer, and will maintain a record of the daily construction progress in the form of a daily diary. Cases where the owner may provide the resident inspector would include a hospital undergoing rehabilitation or an addition which has an on-site Facilities Manager or Maintenance Superintendent who is familiar with construction. Since this person is knowledgeable on the building, site, and construction, the owner may recommend this person as the resident inspector.

Reference: RD Inst.

1942.18(0)(3),(4)

**D. Inspections****E. Changes in Work****F. Payment Procedures****G. Close-out Procedures**