



## TOWN OF SUMMERVILLE

### Request for Proposal

#### Design-build Team For Herbert H. Jessen Boat Landing Improvements

Responses are due no later than: Friday, May 14, 2021 at 2:00 p.m. (EST)

To: Town of Summerville Procurement Office  
Attn: Krista Collins  
Town of Summerville  
200 South Main Street  
Summerville, SC 29485

Packages must be clearly marked as "Herbert H. Jessen Boat Landing Improvements" and the name of the "Team" in the bottom left-hand corner.

#### **Introduction:**

The Town of Summerville is requesting proposals from experienced General Contractors to participate in a Design-Build project for renovations at the Herbert H. Jessen Boat Landing located at 4850 Ladson Rd, Summerville, SC 29485. The selected General Contractor will work with the Consultant of their choice and the Town to complete the preconstruction services, design and construction for the project.

#### **Scope of Services:**

The scope of services of this request for proposal includes, but is not limited to, architecture, engineering, surveys, geotechnical, permitting, cost estimates, construction documents, construction and construction administration services to renovate the approximate 7-acre Herbert H. Jessen boat landing for the Town of Summerville. Site improvements include resurfacing and sealing existing parking lot, installing 6' and 8' concrete pathways, guardrails or bollards, landscaping, adding lighting and security cameras, and addition of amenities such as trash cans, benches, swings, kayak racks, dog waste stations, etc. Project includes addition of self-contained restroom building that comes equipped with flush toilets and sinks; water and power utilities will need to be ran to the facility. Project requires firm to acquire permits for any wetland mitigation. See Attachment 1 for details of enhancement plan. A jurisdictional determination and archaeological study of the site has been completed.

#### **Construction Documents:**

Based on the provided schematic plan (Attachment 1) and any further adjustments in the scope or quality of the Project or in the construction budget authorized by the Town, the Design-Build Team shall

Design Build Team  
Herbert H. Jessen Boat Landing Improvements

prepare, review, and revise, subject to Owner's approval, Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Project. The Schematic Drawings are a guide for bidding purposes only and not Engineered or permitted drawings. The selected Design Build Team will need to finalize and permit the drawings for the project. They will be responsible for complete construction documents required by local permitting agencies, the permitting processes, and for installation of all components.

Construction documents at the 90% complete stage must be reviewed and available for mark-up by Town staff, prior to final preparation of documents. Final copies of construction documents must be received by the Town prior to construction.

**Construction Phase and Construction Administration:**

Prior to commencing construction, a detailed cost analysis and schedule of the proposed construction shall be provided to show the project construction budget and detailed timeline for construction work schedule with milestones shown.

The Contractor is to be responsible for overall project construction and quality control including:

- Protection and security of site.
- Providing directives to sub-contractors.
- Scheduling and attending scheduled construction progress meetings on site.
- Providing inspection/field condition reports as needed.
- Scheduling inspections by all required agencies and officials.
- Provide other duties as outlined in contract and as required by project schedule.
- Maintain work schedule.
- Attend meetings with owner, consultants and subcontractors.
- Project Close-out

Project Close-Out shall include providing the Town with a hard copy and an electronic copy (in PDF and AutoCAD) of design and construction documents. As well as, an electronic copy of specifications, Owner Manuals, warranty statements and other appropriate close-out documents, plus any other mutually agreeable services that the Town believes necessary for successful completion of the project. All electronic information shall be provided on a USB drive and are considered part of the scope of services.

**Project Cost:**

The Project Cost under this Request for Proposal is to be inclusive of all fees for the Design-Build Team and subconsultant fees including all taxes, studies, surveys, labor, materials, equipment, and services required for this project, and including compliance with all state and local codes. Reimbursable expenses are not applicable to this contract. All permitting costs are to be included in the base offer, including permit-related signage. The Town is expecting the project price to be appropriately scaled to the final size and scope of the approved, permissible project.

**Project Schedule:**

Proposals shall include a timeline to accomplish all tasks. The Team's proposal must clearly address their ability to meet the intended schedule. The team shall be required to (a) commence work under this contract within 30 days after the date the team receives the notice to proceed, (b) execute diligently, and (c) substantially complete the entire work by December 1, 2021.

**Schedule:**

The Town's tentative schedule for Request for Proposals is:

- Deadline for Questions: April 26, 2021

Design Build Team  
Herbert H. Jessen Boat Landing Improvements

- Deadline for Responses: May 3, 2021
- Proposals Due: May 14, 2021 (2:00 p.m.)
- Project Completion: December 1, 2021

There will not be a pre-proposal meeting for this project. Companies may view the site at their own discretion; however companies will be responsible for verification of the site conditions and by submittal of a proposal, companies certify that they are familiar with the site and content of this RFP, prior to submitting a proposal. The Town Staff will not meet with individual companies.

The Town reserves the right to delay or modify the schedule as warranted and will notify all identified responders of changes. The Town reserves the right to reject any and or all responses and to waive defects, technicalities and/or irregularities in any responses.

**Deadlines for Questions:**

The town will entertain questions regarding the project up until 5:00 p.m. on April 26, 2021. Questions should be submitted via email prior to this date and time. Questions will be addressed as required and responses will be forwarded to identified responders by May 3, 2021 (5:00pm). All questions regarding the RFP must be directed to Krista Collins (kcollins@summerville.sc.gov).

**Deadline for Responses:**

The Town will accept responses until 2:00 p.m. on May 14, 2021 at Town Hall. Interested Firms shall submit five (5) hard copies of the RFP Responses and an electronic copy (Microsoft Word and/or Adobe PDF) on a thumb drive. Responses shall be sealed in an envelope addressed to:

Town of Summerville Procurement Office  
 Attn: Krista Collins  
 200 South Main Street  
 Summerville, SC 29485

The Town is not responsible for and will not accept RFP Responses which are received late.

**RFP Response Requirements:**

The RFP Response must include the following information in the following order:

1. Title Page to include legal name and structure of the Firm, address, and contact person within the Firm to receive all RFP communications.
2. Copy of necessary licenses to perform the Scope of Work.
3. Name of Person in the Firm authorized to obligate the Firm.
4. Organization chart of the Firm and list of related companies and sub-contractors composing the team to perform the services:
  - a. Prime Firm (directing all activities)
  - b. Contractors, Sub-Contractors, Specialty Contractors and related design consultants selected for the team. (Note: The Parks & Recreation Director must approve any substitutions of Team(s) by written change order.)
5. Organization chart for Prime Firm's key staff and members assigned to the project with a description of responsibilities to be performed by each team member and resumes.

6. Narrative outlining the qualifications of the Firm and experience with similar projects completed within the last five years (to include name of project, owner, architect, scope of work, contract amount, completion date and current contact information).
7. Listing of references with direct knowledge and experience with the Firm and team members with contact information and relationship.
8. Narrative outlining the qualifications of sub-contractors, years in business and past experience with the responding Firm on similar projects.
9. Narrative outlining the Firm's understanding and approach to the project and process to include: methods and tools for execution, communication, scheduling, permitting, competitive pricing, construction supervision and coordination, safety and quality controls, project completion and closeout and warranty management.
10. Time schedule for completion of the project. Describe your team's approach to the project timeline and ability to meet the proposed schedule completion date which includes the owner's reviews and permitting applications.
11. A bid bond for 10% of the total project amount and the ability to secure performance bond for the entire project cost.
12. Proof of General Liability Insurance in the amount of \$1,000,000. See Attachment #2 for additional insurance information.
13. A Conflict-of-Interest Statement that the Firm, its sub-contractors and consultants have no conflicts of interest with the Town of Summerville and its employees and that no member of the proposed team has a family member employed, elected or appointed to any public position with the Town who may have influence over the project or would benefit financially by award of the project to the team.
14. A statement outlining if the Firm or any team member has ever failed to complete any work awarded or if there have been any judgements, claims, arbitration proceedings or suits pending or outstanding against the Firm or its team members.
15. Detailed price proposal.

**RFP Response Format:**

Interested Firms responses shall be in an 8 ½"X 11" format, limited to 75 pages (page count does not include brochures or cut sheets), neatly typed, page numbered and indexed to RFP Requirements. At its sole discretion, the Town shall determine if any and/or all responses are compliant. Proposers will not be compensated for the preparation of RFP responses. All responses will become the property of the Town and subject to public record law.

**Presentation:**

At its sole discretion, the Town of Summerville may request one or more identified firms to participate in an oral presentation for the project. Selected Firms will be provided with the interview format and items to be addressed in the interview. Potential presentation items may include a project approach, a project schedule, preconstruction process and fees, General Conditions, Overhead & Profit and a Budget Cost Model. The Town will evaluate the presentations and rank the firms in descending order of recommendation. The Town will then negotiate with the top ranked firm to establish a Guaranteed Maximum Price Contract for the project.

**Conditions for Selecting Design Build Team:**

**A. Offeror Representations**

Each Offeror by submitting proposals represents that:

1. The Offeror has read and understands this solicitation (including all attachments) and that their offer is made in accordance therewith.
2. The Offeror has reviewed the solicitation, has become familiar with the local conditions under which the service is to be performed, and has correlated personal observations with the requirements of the proposed contract documents.
3. The Offeror is qualified to provide the services required under this solicitation and, if awarded the contract, will do so in a professional, timely manner using successful Offeror's skill and attention.
4. Has examined the proposed site of the project and all information available.
5. Has become familiar with all the conditions related to the proposed work, including the availability of labor, materials, and equipment.
6. Has provided information and submittals which are accurate and correct.
7. Has become familiar with all local codes, review agencies and local review boards.
8. Has the appropriate active licenses required by the State of South Carolina, local code authorities and regulatory agencies.

Submitter hereby offers to furnish all labor, materials, equipment, tools, transportation and services necessary to complete the proposed work on this project in accordance with the scope of work for the Herbert H. Jessen Boat Landing and the Contract Documents for the price quoted.

#### **B. Basis of Award**

The award determination shall be based on technical factors and price which together constitute a best value to the Town; however not necessarily the lowest price. The objective is selection of contractor whose overall proposal demonstrates the best value to the Town. As proposals become more equal in technical merit, the evaluated cost or price becomes more important.

#### **C. Evaluation Criteria**

The Town will evaluate the RFP responses based on the following criteria:

1. The Firm's legal authorization and licensure to execute the work.
2. The firm's key personnel assigned and depth of personnel (capacity) to accomplish this project; including concise resumes inclusive of educational background and prior work experience, and roles and responsibilities.
3. The firm's experience on similar projects utilizing Design Build delivery method including specific details on the extent to which preconstruction and construction phase services were provided; references; previous successful and timely completion of comparable projects.
4. Detailed project approach including how the firm will work with the Town and the Architect, and the firm's approach to value analysis, constructability issues, cost models, project scheduling/tracking, construction management and warranty response.
5. The firm's bonding capability, Conflict of Interest Statement and claims and suits status.
6. Overall Price

Following the deadline for submittal of proposals, a selection committee will review, analyze and rank all submittals based on their response to the information requested. If desired, the selection committee may short list the number of qualified Teams. The Town reserves the discretion to determine the number of Teams that will be on the short list. The Town reserves the right to reject any and/or all

responses with or without cause and to waive any and all irregularities with regards to the RFP and responses; and to make decisions and selections in the best interest of the Town.