



REQUEST FOR PROPOSAL

Town Hall Exterior Renovations



Town of Summerville

Proposals are due:

Thursday, February 8, 2024
1:00pm



REQUEST FOR PROPOSAL

January 8, 2024

The contact for this project is Frank Neal, Community & Economic Development Director. Contact information is 843-851-4208 or fneal@summervillesc.gov

Notice is hereby given that the Town of Summerville is seeking to hire a South Carolina Licensed General Contractor (Commercial Contractor) to make necessary exterior repairs and painting of the Old Town Hall located at 200 S. Main St. Summerville SC 29483.

A mandatory site walk-thru will take place on January 22 at 10:00 a.m. at Town Hall.

An electronic proposal and three hard copies of the proposal must be submitted. All hard copies of proposals must be in a sealed envelope and marked in the lower left-hand corner: "RFP Town Hall Exterior Repairs."

Proposals shall be addressed to Purchasing Agent, Town of Summerville – 200 S Main St, Summerville SC 29483 . If shipped, please retain the proof of delivery by the deadline. All proposals must be received by 1:00 pm EST, on Thursday, February 8, 2024.

All submittals must be in 8-1/2"x11" format and the entire submittal package, excluding the introductory letter, shall not exceed fifteen (10) pages.

Introduction

The Town of Summerville is seeking to hire a South Carolina Licensed General Contractor to complete a variety of exterior renovations to the "Old Town Hall". The project will include the removal and replacement of rot on the fascia, soffit, trim, columns, and exterior doors. It will also include the painting and prep of the entire exterior building.

This project needs to be financially feasible and include a realistic timeline and budget for implementation.

Tentative Schedule

- February 8 – Proposals Due by 1:00 p.m.
- February 12th thru 16th- Evaluation of submittals and interviews if deemed necessary
- March 14– Contract Awarded by Council

Project Scope and Deliverables

The scope of the project includes, but may not be limited to:

- Replace/repair all rotted material including but not limited to fascia, soffit, trim, columns and exterior doors.
- Prepare and paint the entire building. (Color-Existing White)
- Any other repairs that may be encountered while completing work.
- Performance/Construction Bond – Bid Amount
- Current Insurance – \$1,000,000.00 Gen. L/\$500,000. WC - (GC and All Subs).

Process

- Mandatory site visits by contractors to review the building. **January 22, 2024**
- Review of RFP submittals and verify references.
- Select Contractor
- Begin Project
- Complete Project
- Review and sign off on all completed work as agreed on.
- Payment to Contractor

RFP Submission Requirements

An electronic proposal and three hard copies of the proposal must be submitted. All hard copies of proposals must be in a sealed envelope and marked in the lower left-hand corner: "RFP Town Hall Exterior Renovations." Electronic copies can be emailed to Community & Economic Director, Frank Neal, at fneal@SummervilleSC.gov

Proposals shall be addressed to the Purchasing Agent, Town of Summerville – 200 S Main St, Summerville SC 29483. If shipped, please retain the proof of delivery by the deadline. All proposals must be received by 1:00 pm EST, on Thursday February 8, 2024.

All submittals must be in 8-1/2"x11" format and the entire submittal package, excluding the introductory letter, shall not exceed fifteen (15) pages.

Contractor's Qualifications

Contractor's qualifications should include detailed information regarding the Contractor's experience on similar projects. A statement to the effect that the contractor's project lead and key team members, as well as sub-contractors (which will not be replaced without the prior approval of the Town) shall be included. The Contractor's qualifications should include the following information:

1. List projects of similar complexity and magnitude undertaken in the past five (5) years and provide references with a phone number for each reference

2. Of the listed reference projects, list the involvement of proposed project team members for who resumes have been submitted
3. Describe familiarity with relevant codes and relevant construction methods experience, especially with historic buildings.
4. List sub consultants and specify their involvement in the project. List no more than two (2) projects of similar complexity and magnitude undertaken by the sub consultant in the past five (5) years, and provide references and phone numbers for each project.
5. The proposal should be accompanied by a brief introductory letter stating your firm's interest in the project.

Consultant Selection Criteria

The selection of the successful company will be made based upon the qualifications, experience and ability of the company as detailed in the proposals submitted.

Contractors will be evaluated on the below items:

- Total Price – material and labor price to complete the job – 30 points.
- Experience & Availability to start/finish job – Contractor's experience with projects of similar complexity and function involving the public sector – 30 points.
- Qualifications – Contractor's staff qualifications being assigned to this project. Specialized project experience – 10 points.
- Past performance – Demonstrated ability of the Contractor to perform high quality work and meet schedules. Evaluation will include communication measures. A proposed schedule should be included with the Statement of Qualifications – 15 points.
- Understanding – Demonstrated understanding of relevant duties and ability to coordinate projects with jurisdictional agencies and municipality projects – 15 points

If desired, top Contractors may be invited to interview with the Town selection team.

Contact & Question Period

For additional information concerning this RFP, any other aspect of the selection process, or the general project, **please email** - contact Frank Neal, Community & Economic Development Director, fneal@summervillesc.gov.

No communication shall occur regarding this RFP, including requests for information or speculation between contractors or any of their members and any Town elected official or employees other than those named above. Failure to comply with this provision may result in the Contractor's proposal being removed from consideration. Any cost incurred by the Contractor in preparation, transmittal, or presentation of any information or material submitted in response to the RFP shall be borne solely by the Contractor.

Confidentiality

Responses to the RFP will become public records and, therefore, will be subject to public disclosure. However, South Carolina Statutes provide a method for protecting some documents from public disclosure. If the company designates a document as confidential or a trade secret, the Town will withhold the document from public disclosure to the extent that is entitled or required to do so by applicable law, and will return the document after selection.

Affirmative Action/Equal Employment: The Town of Summerville is an Affirmative Action/Equal Employment Opportunity Employer. Further, the Town of Summerville and the Company warrants that in the performance of this project, it will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex or physical disability, including, but not limited to blindness, unless it is shown to be that such disability prevents performance of the work involved in any manner prohibited by the laws of the United States and the State of South Carolina.

Equal Employment Opportunity: The Town of Summerville does not discriminate in administering any of its programs and activities. The consultant awarded the contract for work will be required to ensure that no person shall be denied employment, fair treatment or be discriminated against on the basis of race, sex, religion, age, national origin, or handicap.

General Terms and Conditions:

- Respondents to this request shall be responsible for the accuracy of the information provided.
- The Town of Summerville reserves the right to reject any submittals, to waive minor irregularities in any submittal, to issue additional requests, and to substantially modify or terminate the project at any time before the final execution of a contract. The Town also reserves the right to choose not to proceed with this project or re-issue the Request for Proposals.
- The Town of Summerville shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting, or presenting its response to the RFP or the interview process.
- Nothing contained herein shall require the Town of Summerville to enter into exclusive negotiations;
- The Town of Summerville reserves the right to request clarification of information submitted and request additional information from any respondent.
- The Town of Summerville will not accept any submittal after the time and date specified on the RFP.

- The qualifications of each member of the team are essential criteria in the selection process. The selected team will not be allowed to substitute any members without prior approval by the Town of Summerville.
- In the interest of a fair and equitable process, the Town of Summerville retains the sole responsibility to determine the timing, arrangement, and method of proposal presentations throughout the selection process.
- All submittals and accompanying documentation will become the property of the Town of Summerville; materials will not be returned, and they become public documents subject to public disclosure.

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: that

(Name of Contractor)

(Address of Contractor)

a _____ hereinafter called Principal, and
(Corporation, Partnership, or Individual)

(Name of Surety)

(Address of Surety)

Hereinafter called SURETY, are held and firmly bound unto _____

(Name of Owner)

(Address of Owner)

Hereinafter called OWNER, in the penal sum of _____

_____ Dollars, (\$ _____) in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain contract with the OWNER, dated the _____ day of _____, 20 ____, a copy of which is hereto attached and made a part hereof for the construction of:

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said contract during the original term thereof, and any extensions thereof which may be granted by the OWNER, with or without notice to the Surety and during the one year guaranty period, and if he shall satisfy all claims and demands incurred under such contract, and shall fully indemnify and save harmless the OWNER from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the OWNER all outlay and expense which the OWNER may incur in making good any default, then this obligation shall be void; otherwise to remain in full force and effect.

PERFORMANCE BOND continued

PROVIDED, FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to WORK to be performed thereunder or the SPECIFICATIONS accompanying the same shall in any way affect its obligation on this BOND, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the WORK or to the SPECIFICATIONS.

PROVIDED, FURTHER, that no final settlement between the OWNER and the CONTRACTOR shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in four (4) counterparts, each one of which shall be deemed an original, this the _____ day of _____, 20 ____ .

ATTEST:

Principal

Principal Secretary

[SEAL]

(Witness as to Principal)

(Address)

By _____ (s)

(Address)

Surety

ATTEST:

(Surety) Secretary

[SEAL]

Witness as to Surety

(Address)

By _____
Attorney-in-Fact

(Address)

PERFORMANCE BOND continued

NOTE: Date of Bond must be prior to date of Contract. If CONTRACTOR is Partnership, all partners should execute BOND.

IMPORTANT: Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the PROJECT is located.

INSURANCE REQUIREMENTS continued

SAMPLE

<i>CERTIFICATE OF INSURANCE</i>		I CERTIFICATE NUMBER			
PRODUCER Insurance Agent Name 4000 Insurance Pkwy Anytown, USA 99999		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER OTHER THAN THOSE PROVIDED IN THE POLICY. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES DESCRIBED HEREIN.			
COMPANIES AFFORDING COVERAGE					
INSURED Bidding Finn's Name 1000 Any Street Anytown, USA 99999		COMPANY A COMPANY B ABC INSURANCE COMPANY COMPANY C COMPANY D			
COVERAGES-THIS CERTIFICATE SUPERCEDES AND REPLACES ANY PREVIOUSLY ISSUED CERTIFICATE FOR THE POLICY NOTED BELOW					
This is to certify that policies of insurance described herein have been issued to the insured named herein for the policy indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, conditions and exclusions of such policies. Aggregate limits shown may have been reduced by paid claims.					
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DDYY)	POLICY EXPIRATION DATE (MM/DDYY)	LIMITS
A	<i>General Liability</i> K Commercial General Liability - Claims Made X Occur - Owners & Contractor's Prot	XYZ1234	00/00/00	00/00/00	General Aggregate Products-Comp/Op Agg \$ 1,000,000 Personal & Adv Injury \$ 1,000,000 Each Occurrence \$ 1,000,000 Fire Damage (any I fire) \$ 50,000
A	<i>Automobile Liability</i> K Any Auto - All Owned Autos - Scheduled Autos K Hired Autos X Non-Owned Autos	XYZ1234	00/00/00	00/00/00	Combined Single Limit \$ 1,000,000 Bodily Injury (Per person) \$ Bodily Injury (Per accident) \$ Property Damage \$
	<i>Garage Liability</i> - Any Auto		00/00/00	00/00/00	Auto Only-Ea Accident \$ Other than auto only: Each Accident \$ All Tel, late \$
	<i>Excess Liability</i> - Umbrella Form Other than Umbrella Form		00/00/00	00/00/00	Each Occurrence \$ Aggregate \$
A	<i>Workers Compensation (and Employer's Liability)</i> The Proprietor/Partners Executive Officers Are: X Inc Exel Other	XYZ1234	00/00/00	00/00/00	K WC Statutory Limits Other EL Each Accident \$ 500,000 EL Disease-Policy Ltd \$ 500,000 EL Disease-Ea Employee \$ 500,000
Description of Operations/Locations and Vehicles/Special Items: Town of Summerville SC h is named as additional insured with respect to General and Automobile Liability					
CERTIFICATE HOLDER			CANCELLATION		
Town of Summerville SC Attn: Purchasing Division 200 S. Main St. Summerville SC 29483			Should any of the policies described herein be cancelled before the expiration date thereof, the insurer affording coverage will endeavor to mail 30 days written notice to the certificate holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon the insurer affording coverage, its agents or representatives, or the issuer of this certificate.		
INSURANCE AGENT SIGNATURE					