

Request for Proposal (RFP) Construction Services for Fire Station One Renovation

Project: **Fire Station One Renovation**
450 Howard Street
Spartanburg, S. C. 29306

Owner: City of Spartanburg
PO Box 1749
Spartanburg, SC 29304-1749

Submission Deadline: March 22, 2022 3:00 PM

Owner's Representative: David Cook
(864) 562-4398
dcook@cityofspartanburg.org

Project Architect: Stewart, Cooper, Newell Architects
Ken Newell
(704-865-6311)
knewell@scn-architects.com

I. REQUEST FOR PROPOSAL (“RFP”)

The City of Spartanburg, SC (“Owner”) is seeking proposals from General Contractors with experience in the construction for the renovation of the new Spartanburg Fire Station One. The Owner intends to select a contractor to provide bid proposal for construction of Fire Station One Renovation. Contractor proposal will be reviewed and the best qualified low cost contractors will be selected.

II. PROJECT DESCRIPTION

The Owner’s intent is to renovate the existing Integral Solution building at 450 Wofford Street into the new Fire Station One. The new work will include all aspect of a fire station with living quarter, day room and kitchen, dedicated space for cleaning of equipment, training rooms, apparatus areas and administration areas. Construction services will also include site work and site preparation.

III. SCOPE OF WORK

Construction Project Services

The Owner intends to select a General Contractors to provide construction services for the Fire Station One Renovation. The Owner is seeking General Contractors with considerable knowledge of construction means and methods, knowledge of materials and placement methods, and skilled trade considerations. Construction services will include (but are not limited to) evaluation of the site, grading, concrete placement, demolition, mechanical, plumbing, electrical, structural steel, process planning, vendor solicitation, and construction cost analysis for value engineering. Design Drawings and Specifications developed by Stewart, Cooper, Newell Architects.

Drawing and Specification will be on the City Website for download.

All Contractors and Subcontractors must be properly licensed in the Group, Classification, and/or Sub Classification as required by the South Carolina Licensing Board for Contractors. Bids will not be accepted from improperly licensed or unlicensed Contractors and/or Subcontractors.

Bids will be accompanied by Certified Check drawn on some bank or trust company insured by the Federal Deposit Insurance Corporation or a bid bond in the amount of equal to 5% of the total bid. The certified check or bid bond will be retained if the successful Bidder fails to execute the contract within ten (10) days after the award or fails to give satisfactory surety as required by the Contract Documents.

A Performance Bond and Labor and Material Payment Bond in the amount of 100% of the Contract Sum will be required for this project. All Bonds must be executed in accordance with and conditioned as prescribed by the Laws of the State of South Carolina.

Selected Contractor shall be required to begin work upon receipt of Notice to Proceed as issued by the Owner with an adequate force to carry the work forward as rapidly as possible and complete it within 270 consecutive calendar days. (30 days for Substantial Completion and 30 days for final completion) as stated on the Bid forms.

Liquidated Damages in the amount of **\$500.00 per calendar day** will be assessed for each day beyond the executed Notice to Proceed until the final completion date.

Contractor shall include in their bid the use of a third party web & cloud based form submittals during the construction to keep all the docs intact, easy to track & record (Ex. Shop drawings, RFI, Change Orders, Bulletin Drawings, Close-out docs, etc.). "Submittal Exchange" such as Procore, Oracle, etc.

Fire Station One shall remain as an active fire station/administration offices during the construction phases of this project. Areas of the Administration shall be secured during the duration of the project.

The contractor that is awarded the proposal and all subcontractors will be required to obtain a City of Spartanburg Business License and all the required Building Permits. All vendors/subcontractors are required Trade Permits.

IV. STATEMENTS OF QUALICATIONS

Statements of Qualifications should be self-explanatory and presented in a manner to provide a straightforward presentation of the firm's capabilities and qualifications. Elaborate brochures and other promotional type materials are not desirable. The format shall address and respond to each requirement of the RFP as outlined below. **Contractor can use AIA A305 (Optional)**

- 1) History of the Contractor, including year firm was established, type of ownership and two principals to contact title, telephone, email.
- 2) A summary of any organizational or ownership changes that are anticipated to occur during the Project.
- 3) Location of corporate headquarters and other divisional offices.
- 4) Location of offices(s) that will be involved in this Project during construction phase services.
- 5) Description of contractor's project team to include the name, responsibilities, and resumes of key personnel that will be assigned to this project.
- 6) Description of how contractor's team will be organized and assigned responsibility for this project.
- 7) Provide a minimum of 5 years experience of similar scope and size.
- 8) Provide evidence of meeting or exceeding the project schedule requirements for a minimum of five (5) different projects. For each project, the following information should be provided: project name location, dates in which the project was constructed, (square footage, number of stories, site areas, etc.) contract cost, change orders during the project, and start dates with scheduled completion and actual completion dates.
- 9) Evidence of capabilities for construction scheduling, material procurement, and assurance that plans, specifications, and schedules are met.
- 10) Contractor shall submit a copy of your firm's safety program and accident record. Provide your accident rate for the past three years and list the contact persons, addresses, and phone numbers for the firm's insurance carrier and agent.

- 11) A statement addressing the General Contractor's present and projected workload and how this project will be scheduled within that workload.
- 12) Third party evidence of required licenses, insurance, and financial and bonding capabilities necessary to fulfill his responsibilities for this project. The City may require supplementary evidence of financial stability prior to signing a contract for services. Note the City is a public body subject to the State of South Carolina Freedom of Information Act. Information submitted as part of this RFP may be subject to public release.
- 13) A statement of the General Contractors past performance in contracting with Minority and Women Owned Business Enterprises ("MWBE") in projects completed in the last 12 months. This statement should provide the number of MWBE vendors, suppliers, or subcontractors and the percentage of MWBE participation in each of General Contractor's projects completed since August 1, 2017.
- 14) Statement of Proposal shall be mailed or hand delivered in sealed envelopes, identified as "Statement of Proposal – Fire Station One Facility" on or before **March 22, 2022 and no later than 3:00 PM** to Carl Wright, Procurement and Property Manager at 145 West Broad Street (City Hall) or mail to P.O. Box 1749, Spartanburg, SC 29304. Statement of Proposal received after the deadline will not be considered. The Owner, by way of this RFP, does not commit itself to award a contract or pay any costs incurred in the preparation of a proposal. The Owner further reserves the right to accept or reject any or all Request for Proposals.

V. SELECTION, AWARD PROCESS, AND SCHEDULE

The Owner intends to select the General Contractors the Owner determines to be the most qualified and responsive firms. The Owner will act, at its sole discretion, in what it considers to be in the best interest of the Owner. The Owner will evaluate the comparable experience, capability, project management, workload, financial strength, history of engaging MWBE's, and other factors the Owner deems pertinent. The Owner will be the sole judge in determining the most qualified firms. Any protests or objections this Owner's Request for Proposal, selection of contractor, and/or contractor award process must be submitted in writing to Carl Wright, Procurement and Property Manager, City of Spartanburg, P.O. Drawer 1749, Spartanburg, South Carolina 29304 within 10 calendar days from date of awarding the contract.

A Mandatory Pre-Bid Conference will be held March 8, 2022 Tuesday at the project site at 10:00 AM. Contractors are encouraged to attend.

All Contractors and Subcontractors must be properly licensed in the Group, Classification, and/or Sub Classification as required by the South Carolina Licensing Board for Contractors. Bids will not be accepted from improperly licensed or unlicensed Contractors and/or Subcontractors.

A Performance Bond and Labor and Material Payment Bond in the amount of 100% of the Contract Sum will be required for this project. All Bonds must be executed in accordance with and conditioned as prescribed by the Laws of the State of South Carolina.

V. QUESTIONS REGARDING THE RFP

Project related questions should be directed to David Cook, Owner's Representative at (864) 562-4398 or dcook@cityofspartanburg.org. Questions regarding the RFP process should be directed to Carl Wright, Procurement and Property Manager at 864-596-2790 or cwright@cityofspartanburg.org.

Questions shall be asked by email. **No verbal questions will be answered.** Last Day for question will be **Wednesday, March 16, 2022 at 5:00 PM.**

Bidding documents, drawings, and specifications may be examined at the following locations: 305 W Henry Street, Spartanburg, SC. Schedule a time for review 864-562-4398.

VI. AFFIRMATIVE ACTION

The contractor shall take affirmative action in complying with all state and federal requirements concerning fair employment, and the treatment of all employees, without regard to, or discrimination by reason of race, color, religion, sex, national origin, or physical handicap.

DBE REQUIREMENTS

City of Spartanburg, hereby, notifies all proposers that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award. Each proposer shall attest that they engaged in good faith efforts in an endeavor to achieve the City's M/WBE goal of 10%.

Contractors will be required to strive to achieve the City's goal either through contractor or subcontractor participation. Contractor shall be required to provide a Good Faith Effort form as part of the goals set forward.

VII. INSURANCE, PERFORMANCE AND PAYMENT BONDING

Any award for Construction Services will require the Contractor to provide the City with proof of Worker's Compensation, Liability Insurance, and Performance and Payment Bonds.

**VIII. OTHER INFORMATION
PRE-BUY OUT NEGOTIATIONS**

The city is aware of the circumstances with the long lead time for product to this project. The city will Enter into negotiation with the selected bidder to arrange opportunities to buy out materials for the procuring long lead items (Steel) and etc. The city and contractor will discuss ways to procure these items prior to actual work on the project until such items have been given delivery dates or materials procured and are on site. The contractor will not be responsible for liquidated damages during the procurement process. There could be options to procure the needed product without the execution of the fully executed contract with a possible option to enter into an agreement with said contractor for the procurement prior to a Notice To Proceed. The procurement agreement would guarantee the contractor of a fully executed contract for the construction project.

Submit three copies (3) of Proposal

End of Request for Qualification

Attachment # 1
INSURANCE REQUIREMENTS

CONTRACTOR INSURANCE REQUIREMENTS

Contractor shall provide, pay for and maintain in full force and effect, all insurance outlined herein with limits of liability not less than the limits of liability shown covering Contractor's activities, those of any subcontractors or anyone directly or employed by any of them, or by anyone for whose acts any of them might be liable.

Insurer Qualifications

All insurance should be provided through insurance companies authorized to do business in South Carolina with an A M Best's Rating of no less than A and shall be approved by and acceptable to Owner.

Certificates of Insurance

Within **5 (five) days** of execution of Contract but **PRIOR** to commencing Work, Contractor's insurer shall provide to Owner a Certificate of Insurance issued by an authorized representative of its insurer certifying that the insurance as required in this Exhibit is in full force and effect. Certificates should be sent via fax or mail to the following:

Risk Coordinator
City of Spartanburg
P. O. Box 1749
Spartanburg, SC 29304
Fax:# 864-596-2262
Email: kbooker@cityofspartanburg.org

The original of the Certificate is to be sent as well. The Certificate shall include a statement that the policies will not be canceled or non-renewed without 30 days advance written notice to Owner.

Primary Insurance

All insurance coverage required of the Contractor shall be primary over any insurance or self insurance carried by City of Spartanburg.

Duration of Coverage

All required insurance coverage shall be maintained without interruption during the entire term of the Contract plus an additional 3 years for Products and Completed Operations Coverage following final acceptance of the Work by Owner.

Subcontractor's Insurance

The Contractor shall require any Subcontractor to purchase and maintain insurance of same types and limits required herein.

Waiver of Subrogation

The Contractor shall require all policies of insurance as required herein to be endorsed to provide that the insurance company shall waive all of its right of recovery or subrogation against Owner. The Contractor shall require similar waivers from any Subcontractors.

Additional Insured

The Contractor’s insurance policies as required herein with the exception of Workers Compensation shall be endorsed to name Owner as an additional insured.

Insurance Coverage and Limits

Workers’ Compensation: The Contractor shall provide and maintain Workers Compensation insurance in each jurisdiction in which the Work is located.

Limits:

Coverage A – State Statutory Benefits	
Coverage B - Employers Liability	\$ 1,000,000

Specific Coverage:

- United States Longshoremen and Harbor Workers Act
- Coverage endorsement must be provided if any work is to be performed on or around navigable water.

Automobile Liability: Contractor shall provide and maintain Business Auto

Liability insurance covering bodily injury and/or property damage liability arising out of the use of any auto (including owned, hired, and non-owned autos).

Limits:

Combined Single Limit Each Accident:	\$1,000,000
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Commercial General Liability: Contractor shall provide and maintain in full force and effect Commercial General Liability Insurance covering all operations by or on behalf of Contractor on an occurrence basis against claims for bodily injury, personal injury, and/or property damage (including loss of use).

Limits:

Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Products/Completed Operations	\$2,000,000

Specific Coverage:

Occurrence Form
Blanket Contractual Liability
Underground Explosion and Collapse

Umbrella/Excess Liability: Contractor shall provide and maintain Umbrella/Excess Liability Insurance on an occurrence basis with coverage as broad as underlying policies.

Limits:

Each occurrence:	\$2,000,000
Annual Aggregate:	\$2,000,000

Specific Coverage:

Blanket Contractual Liability
Follow Form Primary

Other Insurance: Any other insurance as specified by Owner in the Contract Documents.

Changes: Exceptions to specified insurance requirements shall be submitted at time of any bid.



**Request for Proposal
Fire Station One Facility
at 450 Wofford Street**

**Proposal No: _____
(Show this number on envelope and all correspondence)**

_____ submits herewith our proposal in
(Company Name)
response to the bid request number shown above in compliance with the description(s)
and specifications (s) for the following:

Bidders will propose on the renovation, site work and work per the Scope of Work,
Drawings and Specifications for the project.

Total Cost

Base Bid	
Alternate # 1 Four IT Offices	
Alternate # 2 Three 4-fold doors in the 1 st responder bay. (Base bid is overhead doors)	
Contingency Allowance for interior signage & Front Building sign.	

In compliance with the proposal invitation and subject to all conditions thereof, the undersigned agrees:

- A. This proposals as stated, is open for acceptance for a period of 90 calendar days from day of pending.

- B. To furnish any and all items at the prices set forth the items unless otherwise specified, within 60 Calendar days after receipt of purchase order; Contract and/or Notice to Proceed.
- C. Signing of this Proposal form, Proposer agrees all Addenda have been read and understood.
- D. This project duration is 270 days with Liquidated damages \$ 500.00 per day from Notice to Proceed until final completion. Any days after that date will be considered late and Liquidated damage will be applied.

Company Name:	
Street Address:	
City, State, Zip:	
Telephone #:	
Fax #:	
Federal ID or SS #:	
South Carolina GC License #	

SIGNATURE OF PROPOSALER'S REPRESENTATIVE

Name & Title: _____

Date: _____

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