



**DORCHESTER COUNTY
BUSINESS SERVICES DEPARTMENT**

201 Johnston Street
St. George, SC 29477

Purchasing Services Division

Rebecca Dantzler
Purchasing Division Manager
201 Johnston St., 2nd Floor
St. George, South Carolina 29477

Telephone (843) 563-0142 or 832-0142
Fax (843) 563-0152 or 832-0152

October 24, 2018

Re: Request for Qualifications for Courthouse Park Construction
RFQ Number: 2018-5111-4501-30R
Deadline: 2:00 PM, Tuesday, December 04, 2018

Dear Respondent:

Please refer to the enclosed RFQ package for the above referenced services. Any questions concerning the requirements or specifications of the RFQ should be posted to the online solicitation prior to 2:00 PM, Tuesday, November 27, 2018.

BIDDERS MUST BE PRE-QUALIFIED IN ORDER TO SUBMIT BIDS ON THE UPCOMING ST. GEORGE COURTHOUSE PARK CONSTRUCTION PROJECT.

THIS IS AN EXTENSION OF RFQ NO. 2018-5111-4501-30 POSTED EARLIER THIS YEAR FOR THE PREQUALIFICATION OF BIDDERS FOR THE CONSTRUCTION OF THE ST. GEORGE COURTHOUSE PARK. IF YOU HAVE ALREADY SUBMITTED A QUALIFICATIONS STATEMENT FOR THIS PROJECT, YOU WILL NOT NEED TO RE-SUBMIT.

SUBMITTING FIRMS MUST PROVIDE AMPLE EVIDENCE OF YOUR ABILITY TO PERFORM BOTH THE SITE WORK AND VERTICAL CONSTRUCTION COMPONENTS OF THE PROJECT. IF SUBMITTING FIRM WILL CONTRACT THE MAJORITY OF EITHER THE SITE WORK OR THE VERTICAL CONSTRUCTION WITH A SUB, YOU MUST INDICATE THIS AND INCLUDE THE QUALIFICATIONS FOR THE RESPONSIBLE TEAM MEMBER IN YOUR SUBMITTAL.

Provide original, one copy, and one electronic copy (flash drive or CD) of your firm's qualifications. **Qualifications must be submitted in a sealed package marked on the outside with the respondent's name, address, and RFQ# 2018-5111-4501-30R. QUALIFICATIONS RECEIVED AFTER 2:00 PM, Tuesday, December 04, 2018 WILL NOT BE CONSIDERED AND WILL BE RETURNED TO SENDER UNOPENED.** Thank you for your participation.

Sincerely,

Rebecca Dantzler
Purchasing Services Manager

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SECTION I: BIDDER QUALIFICATION INFORMATION

DORCHESTER COUNTY RFQ: 2018-5111-4501-30R
PROJECT TITLE: Courthouse Park Construction

PROJECT DESCRIPTION

The Courthouse Park project will include construction of two ball fields, two basketball courts, and a multi-purpose field which will double as a great lawn. Also included are a concession building, pavilion, playground and adult fitness area. The existing parking lot to the west side of the site will be the primary parking area and will be modified by removing parking spaces so as to develop a drop-off area. A gravel lot and associated curb cut will be added to the east side of the property. A walking trail will be developed around the park and will merge with the proposed main pedestrian paths of the park. Other site improvements include a pre-fabricated maintenance shed near the ballfields for equipment storage, storm drainage, water, and sewer systems. The project area is approximately 15 acres.

The Bidder shall have demonstrated experience with projects of similar size and complexity and, specifically, illustrate experience with the development of parks.

1. QUALIFICATION REQUIREMENTS

Each respondent must provide the information requested by this RFQ as listed below:

- Submittal Form (attached)
- Qualifications

This information must be received by the Dorchester County Purchasing Department **no later than 2:00 PM, Tuesday, December 04, 2018**. Information received must include one (1) original, clearly marked as such, one (1) copy of the firm's qualifications and one (1) USB/flash drive containing all information contained in the firm's qualifications.

Faxed or electronic submittals are not acceptable. Qualifications received after the stated time and date will be rejected as non-responsive. Dorchester County reserves the right to reject any or all qualifications submitted. Only the names of firms submitting information will be read aloud. No other information will be provided.

Qualifications shall be mailed or hand-delivered to:

Dorchester County Purchasing Services
KFW Building
201 Johnston Street
2nd Floor
St. George, SC 29477

2. EVALUATION OF QUALIFICATIONS: GENERAL QUALIFICATION FACTORS & PROCESS

- A. The Pre-qualification method of procurement has been selected for this project for the following reasons:
1. The need for discussion with qualified Bidders is considered essential.
 2. Size and scope of project.
 3. Project Delivery Date – Schedule.
- B. Bidder's qualifications will be evaluated by an Evaluation Board. After evaluations have been completed and it has been determined which Bidders are pre-qualified, an Invitation for Bid will be issued. A minimum of two Bidders will be necessary to initiate the Competitive Sealed Bid.
- C. The Bidder's qualifications, experience, financial stability, and ability to perform the requirements of the contract are the general evaluation criteria for qualifying a contractor for these particular projects.
- D. The requirements identified in this RFQ are intended to provide Dorchester County with the ability to select the most qualified Bidders to submit bids for these projects.
- E. Limitations: Dorchester County reserves the right to reject any or all qualifications submitted in their sole and absolute discretion and to waive informalities and minor irregularities in qualification packages. Offerors are advised to provide all pertinent information required by the RFQ in their written qualifications.
- F. Dorchester County reserves the right to conduct negotiations if it is in the best interest of the County, in accordance with Dorchester County Procurement Code.

3. CONTACT PERSONS/RESTRICTED CONTACT

Contact with personnel of Dorchester County or project design consultants concerning issued RFQ documents, other than those personnel listed herein, may be grounds for elimination from the qualification process.

For any questions regarding the submission of or requirements of this RFQ, contact:

Dorchester County
ATTN: Purchasing Office
Rebecca Dantzler
201 Johnston Street
St. George, SC 29477
Phone #: (843) 563-0142
Email: RDantzler@dorchestercountysc.gov

4. GENERAL INFORMATION

- A. There is no expressed or implied obligation for Dorchester County to reimburse responding firms for any expenses incurred in preparing qualifications in response to this request.
- B. To be considered, one (1) original, clearly marked as such, one (1) copy of the firm's qualifications and one (1) USB/flash drive containing all information contained in the firm's qualifications, must be received by the Dorchester County Purchasing Department no later than 2:00 PM, Tuesday, November 27, 2018.
- C. During the pre-qualification evaluation process only, unless otherwise allowed by the Dorchester County Procurement Code, the County reserves the right, where it may serve the County's best interest, to request additional information or clarification from offerors, or to allow corrections of errors or omissions.
- D. Dorchester County reserves the right to retain all qualifications submitted. Submission of qualifications indicates acceptance by the firm of the conditions contained in this Request for Qualifications, unless clearly and specifically noted in the qualifications submitted and confirmed in any resulting contract between Dorchester County and the firm selected.
- E. Protest Period: Any actual bidder, Offeror, contractor or subcontractor who is aggrieved in connection with the intended award of a contract shall protest to the Dorchester County Purchasing Office, within ten (10) days of the award date or notification of intent to award, whichever is earlier.

5. SUBMISSION AND WITHDRAWAL OF QUALIFICATIONS

Qualifications should be submitted in sealed packaging, marked, and addressed as directed in this RFQ. Failure to do so may result in the premature opening of, or a failure to open, such qualifications.

Sealed qualifications are to be submitted to the Dorchester County Purchasing Office, 201 Johnston Street, 2nd Floor, St. George, SC 29477 no later than the time on the qualification closing date specified in this RFQ. **Qualifications which are received by facsimile transmittal will not be accepted for consideration.**

Offerors mailing qualifications should ensure they are adequately marked as a qualification for this solicitation and should allow a sufficient mail delivery period to ensure timely receipt of their qualifications by the Purchasing Office. Any qualifications received after the scheduled deadline on the closing date will be immediately disqualified in accordance with the Dorchester County Procurement Code and Regulations and returned to the offeror.

If erasures or other changes appear on the document, each erasure or change must be initialed by the person signing the qualifications. Qualifications may be withdrawn by written request received from the Offeror prior to the time set for closing of qualifications, but not thereafter.

6. PREPARATION OF QUALIFICATIONS

- A.** All qualifications should be complete and carefully worded and must convey all information requested by Dorchester County. If errors are found in the Offeror's qualifications, or if the qualifications fail to conform to the requirements of the RFQ, Dorchester County will be the sole judge as to whether that variance is significant enough to reject the qualifications.
- B.** Qualifications should be prepared simply and economically. All data, materials and documentation shall be available in a clear, concise form. If additional information is required, offeror shall supply additional materials as needed for Dorchester County's internal use. Dorchester County reserves the right to reproduce qualifications for internal use in the evaluation process.
- C.** All qualifications shall provide a straightforward, concise description of Offeror's ability to satisfy the requirements of the RFQ.
- D.** Each copy of the qualifications should be bound in a single volume, 3-ring binder. All documentation submitted with the qualifications should be bound in that single volume. Each volume must not contain more than 50 pages. Any pages in excess of 50 pages will not be considered.
- E.** One (1) copy of the qualifications, under seal, is required (in addition to the original, as described above as well as one (1) USB/flash drive). The Offeror is required to have typed on the envelope or wrapping containing the copies of the qualifications, the Solicitation Number specified in this RFQ, and the qualifications Closing Date.
- F.** If any qualification includes any comment(s) over and above the specific information requested in this RFQ, such comment(s) must be included as a separate appendix to such qualifications.
- G.** The Offeror is solely responsible for all costs and expenses associated with the preparation of the qualifications and of any supplementary presentation requested by Dorchester County.
- H.** Qualifications must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the qualifications.

7. QUALIFICATION FACTORS

The Contractor's qualifications, experience, financial stability and ability to perform the requirements of the contract are the general evaluation criteria for qualifying a Contractor for this particular project.

FACTOR I – PAST PERFORMANCE

Past performance will be evaluated by examining similar project experience, references, schedule compliance, cost growth/compliance and the project team.

a. Similar Projects:

1. Identify the number of contracts and volume of similar-scope work contracted in the past five (5) years.

2. Provide three (3) reference projects (at least 50% complete) executed in the last five (5) years of similar size and complexity to the work proposed under this contract.
3. Show past experience working on projects in the Dorchester County area.
4. General Contractor shall provide a breakout of their firm's professional and administrative staff to demonstrate their current female and minority employment.

Limited to one page per project, provide the following:

- Project title and location.
 - Short description.
 - Award date, completion date (or status).
- b. References:
Provide the owners' and architects' points of contact on the referenced projects having firsthand knowledge of the contractor's performance. Include titles, addresses and current telephone numbers.
- c. Schedule Compliance on Similar Projects:
Relate schedule compliance on the referenced projects, including planned and actual substantial and final completion dates, and reasons for any variance.
- d. Cost Growth/Compliance on Similar Projects:
Relate cost growth and compliance with the project budget on the referenced projects, including original bid, final cost and reasons for any change.
- e. Project Team on Similar Projects:
Identify key personnel on the referenced projects, including project manager, superintendent, quality control manager, safety manager, and scheduler.

FACTOR II – PROPOSED PROJECT TEAM

The proposed project team will be evaluated by examining the proposed project staff.

a. Proposed Project Staff:

Identify proposed project management and construction staff structure for the project, including project manager, superintendent, quality control manager, safety manager and scheduler. Provide an organizational chart indicating lines of authority and supervisory responsibilities for key individuals. Indicate on the organizational chart whether personnel will be located on site during construction or at the home office and percent of time dedicated to this project. Indicate roles and authority of field staff and home office staff.

Provide resumes of the prime contractor's key office and on-site construction staff to be assigned to this project. For each person, provide a list of projects they have worked on within the past three (3) years, with the following information:

- Project title and location.
- Role, responsibility and decision authority (e.g., change orders).
- Number of people supervised.
- Points of contact with the owner having knowledge of key person performance, including current address and telephone number.

FACTOR III – FINANCIAL STABILITY

- a. Submit a statement of the Offeror's bonding capability, including aggregate and limits per project, and the amount available at the time of this solicitation. Provide a history of any bonding company involvement or intervention on previous projects, reason for involvement/intervention and documentation from bonding company requiring issues and outcome.
- b. Provide a five (5) year history of Letters of Credit issued to the offeror from recognized financial institutions listing maximum dollar amounts issued per Letter of Credit, projects and Owners covered by the Letters of Credit, duration of time Letters of Credit were in effect, and any involvement or intervention by any financial institution requiring redemption of any Letter of Credit by an Owner.
- c. Provide a Letter of Intent from a recognized financial institution stating their willingness to provide a Letter of Credit to the offeror for funds required by the offeror for this project and the amount of the credit line offered by the financial institution for this project.
- d. Provide documentation of insurability, including general liability and worker's compensation in the limits identified in the bidding documents.

8. TERMS AND CONDITIONS

The terms and conditions in this RFQ shall prevail unless otherwise modified by Dorchester County in an Addendum to this RFQ. Dorchester County reserves the right to reject, in whole or in part, any qualification submission which does not comply with such terms and conditions.

9. ADDENDA/CHANGES

Any additions, deletions, modifications or changes made to this RFQ shall be made by Dorchester County's Purchasing Office. All Addendums will be posted on Vendor Registry.

Requests for interpretation of this RFQ and any other questions concerning the RFQ shall be posted online or emailed to rdantzler@dorchestercountysc.gov before 2:00 PM on November 27, 2018. Responses to said requests shall be made at the discretion of the Purchasing Office. When issued, such interpretations and answers to such questions shall be in the form of an addendum to the RFQ and posted online. All such addenda shall become part of the RFQ and each Offeror shall be bound by such addenda whether received by the Offeror or not.

Emailed questions are acceptable, but it shall be the sender's responsibility to confirm receipt by Dorchester County.

10. PUBLIC ACCESS TO PROCUREMENT INFORMATION

Subject to the requirements of the Freedom of Information Act, commercial or financial information obtained in response to this RFQ which is deemed privileged and confidential by the Offeror will not be disclosed after the award. Such privileged and confidential information includes information which if disclosed, might cause harm to the competitive position of the Offeror supplying the information. All Offerors, therefore, must visibly mark as "CONFIDENTIAL" each specific part of their qualifications which such Offerors consider to contain proprietary or other privileged information.

Additionally, all Offerors shall be solely responsible for identifying as exempt from the Freedom of Information Act and for visibly marking as "EXEMPT FROM FREEDOM OF INFORMATION ACT" each specific part of their qualifications which Offerors deem to be so exempt and shall further be solely responsible for any consequences that might be related to arise from the nondisclosure of any information that is subsequently determined not to have such an exemption. Offeror may not identify their entire qualification package as exempt. Such action may result in disclosure of the entire qualification package. Dorchester County hereby disclaims any responsibility for not disclosing information identified by any Offeror as exempt from the Freedom of Information Act and further hereby disclaims any responsibility for any information which is disclosed as a result of Offeror's failure to visibly mark it as "CONFIDENTIAL".

11. OWNERSHIP OF DOCUMENTS

All qualifications and supporting materials (including all data, material, and documentation originated and prepared for Dorchester County pursuant to this RFQ and including correspondence relating to this RFQ) shall, upon delivery to Dorchester County, become the property of Dorchester County.

SECTION II: BID ANTICIPATED SCHEDULE



**ANTICIPATED SCHEDULE
DORCHESTER COUNTY
ST. GEORGE, SOUTH CAROLINA**

**COURTHOUSE PARK
St. George, South Carolina**

Issue Request for Qualifications.....Monday, February 26, 2018
Last Day for Questions Concerning RFQ.....Tuesday, November 27, 2018
Qualification Closing Date.....Tuesday, December 04, 2018
Evaluate Qualifications & Determine Qualified ContractorsWednesday, December 12, 2018

Issue Bid Documentsdate to be determined
Pre-Bid Conferenceissue date + 10 days
Last Day for Questions and Submittal of Substitution Requests ...issue date + 17 days
Bid Date.....issue date + 27 days
Bid Review Periodissue date + 34 days
“Intent to Award” issuedissue date + 35 days
Notice to Proceed Issuedissue date + 45 days
Contract Executed..... TBD

Construction Duration..... 270 days

NOTE: The above dates are subject to change

SECTION III: QUALIFICATIONS SUBMITTAL FORM

**SUBMITTAL FORM
DORCHESTER COUNTY
ST. GEORGE, SOUTH CAROLINA**

**COURTHOUSE PARK CONSTRUCTION
St. George, South Carolina**

The party making and submitting the qualifications shall furnish all the following information accurately and completely. Failure to comply with this requirement will render the qualifications informal and may cause its rejection. Additional pages may be attached if necessary. "You" or "Your" as used herein refers to the company and any of its owners, officers, directors, shareholders, members, parties or principals of the party making the submittal. The County has discretion to request additional information depending on the scope of the Project.

1. Contractor name and address:

2. Telephone No.: _____

3. Type of Entity: (check one) Individual _____ Partnership _____ Corporation _____
 Limited Liability Company _____ Other _____

4. License No. (if any): _____ Class: _____
Name of license holder: _____

5. Have you or any of your principals ever been licensed under a different name or different license number?

Response must include information pertaining to principals' association outside of the firm.

If Yes, give name and license number: _____

6. Names and titles of all principals of the Proposer:

7. Number of years in the industry: _____

8. Has your firm or any of its principals defaulted so as to cause a loss to a surety? Response must include information pertaining to principals' association outside of the firm. _____

If the answer is "Yes," please provide dates, names and address of surety and details. _____

9. Have you or any of your principals been assessed damages for any project in the past three (3) years? Response must include information pertaining to principals' association outside of the firm. _____

If Yes, explain: _____

10. Have you or any of your principals been in litigation or arbitration or a dispute of any kind on a question or questions relating to a project during the past three (3) years? Response must include information pertaining to principals' association outside of the firm. _____

If Yes, provide name of public agency and details of the dispute. _____

11. Have you or any of your principals ever failed to complete a project in the last three (3) years? Response must include information pertaining to principals' association outside of the firm. _____

If Yes, give project's name and details: _____

12. Do you now or have you ever had any direct or indirect business, financial or other connection with anyone who you knew then or know now to be an official, employee or consultant of the County? _____

If Yes, please elaborate. _____

13. List of References:

Include contracts of similar nature within the last three (3) years. County has discretion to require more than three (3) references.

Name: _____

Address and Telephone: _____

Contact Person: _____

Type of Project: _____

Dates of commencement and
Completion of Project: _____

Contract Amount: _____

Name: _____

Address and Telephone: _____

Contact Person: _____

Type of Project: _____

Dates of commencement and
Completion of Project: _____

Contract Amount: _____

Name: _____

Address and Telephone: _____

Contact Person: _____

Type of Project: _____

Dates of commencement and
Completion of Project: _____

Contract Amount: _____

14. Contractor Profile and Experience:

The Contractor Profile should contain an overview of your organization and qualifications to provide the requested services. Be sure to include any relevant comparisons to the size, structure, timing, etc.

Place Profile Here:

15. In addition to this overview, detailed profile information should be provided in **bold type underneath each of the following questions:**

a. Where is your nearest office to Dorchester County, SC?

b. Name(s) and bios of person(s) who will serve as our contact.

c. How many employees are in your company? _____

I certify and declare under penalty of perjury under the laws of the State of South Carolina that the foregoing Information Required of the Party Making the Bid provided by me herein is true and correct. Executed this _____ day of _____, 20____.

(Name of Corporation or Entity)

By: _____

Name: _____

Title: _____