

Request for Proposal (RFP) Construction Services for Dr. T K Gregg Community Center Trails

Project: Dr. T K Gregg Community Center Trails
650 Howard Street
Spartanburg, S. C. 29306

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

Pre-Bid February 15, 2022 at 10:00AM

Submission Deadline: March 1, 2022 3:00 PM

Interview Time and Location: Contractors selected for interview will be notified of exact time and location if requested.

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

Project Architect: LandArt Landscape Architects
Tipton Pitts
(864- 585-7200)
Info@landartdesigngroup.com

I. REQUEST FOR PROPOSAL (“RFP”)

The City of Spartanburg, SC (“Owner”) is seeking proposals from General Contractors with experience in the construction of trails and park facilities. The Owner intends to select qualified contractors to provide bid proposals for construction of street work, trails, landscaping and park improvements. Contractor submittals will be reviewed and the best qualified low cost contractors will be selected. Contractors may be requested for an interview prior to the selection is made. Being short listed or interviewed does not obligate the Owner to select the General Contractor.

II. PROJECT DESCRIPTION

The Owner’s intent is to bring Preston Street up to city standards and to construct park amenities to the rear of the Dr. T K Gregg Community Center. The new work will include rework of Preston Street, installation of landscaping, concrete

sidewalks, playground locations, irrigation, sodding and park amenities. Construction services will 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 Dr. T K Gregg Community Center Trails. 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 and site preparation, concrete and park amenities, DHEC permitting and inspection, process planning, vendor solicitation, and construction cost. Design Drawings and Specifications developed by LandArt Landscape Architecture. Drawing and Specification will be on the City Website for download.

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.

- 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 – Dr. T K Gregg Community Center Trails " on or before March 1, 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 Statements of Qualifications received or to cancel the entire RFP solicitation. The Statement of Qualifications must be signed by an official authorized to bind the firm to a contract and include a statement that the Statement of Qualification is subject to the conditions set forth in this RFP and is binding for a period of sixty (60) days from the submittal deadline.

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 based on its evaluation of the Statement of Qualifications and interviews if conducted. 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.

Pre-Bid Conference will be held February 15, 2022 Tuesday at the project site at 10:00 AM. Contractors are encouraged to attend.

V. QUESTIONS REGARDING THE RFQ

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.

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.

VLL. 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 bonding in amounts acceptable to the Owner. See Attachment # 1 for the City's Insurance requirements.

VLLL. OTHER INFORMATION

Submit three copies (3) of Proposal

A Bid Bond of 5% will be required for this project.

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
Dr. T K Gregg Community Center Trails
 At 650 Howard Street

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

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

Bidders will propose on abatement and demolition, clean up and soil treatment per the scope of work for the project.

Total Cost

Base Bid	

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

- A. This proposals is 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 proceed.
- C. Signing of this Proposal form Proposer agrees all Addenda have been read and understood.
- D. Unit Price sheet must be filled out and returned with proposal.

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

SIGNATURE OF PROPOSALER'S REPRESENTATIVE

Name & Title: _____

Date: _____

