



REQUEST FOR PROPOSAL

Gahagan Park Retaining Walls

Town of Summerville

Proposals are due:

Thursday, August 24, 2023

1:00pm



REQUEST FOR PROPOSAL

August 1, 2023

The contact for this project is Amy Evans, Parks & Recreation Director. Contact information is 843-510-6014 or aevans@summervillesc.gov

Notice is hereby given that the Town of Summerville is seeking to hire a contractor to replace approximately 200' of concrete block retaining wall, remove and replace approximately 4,000 square feet of patio deck, and replace stairs.

A mandatory site walk-thru will take place on August 8 at 2:00 p.m. at Gahagan Park located at 515 W Boundary St, Summerville SC 29485.

An electronic proposal and two 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: "Gahagan Park Retaining Walls."

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, August 24, 2023.

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

Introduction

The Town of Summerville Parks and Recreation Department is seeking to hire a contractor to replace approximately 200' of concrete block retaining wall, remove and replace approximately 4,000 square feet of patio deck, and replace stairs near the Main Press Box.

Gahagan Park is home of the Jerry Blackwell Sports Complex. It serves as the hub for the Department's athletic programs. The facility hosts approximately 6,000 sports participants annually. It is also used to host tournaments and events throughout the year. In addition to the athletic fields, the facility offers a playground, walking trails and track, and pavilions.

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



Tentative Schedule

Due to the facility schedule, the work must be started and completed December 1, 2023 - February 16, 2024.

- August 8 –Mandatory Site Walk-Thru – 2:00 p.m. – Gahagan Park
- August 24 – Proposals Due by 1:00 p.m.
- August 25 – September 10- Evaluation of submittals
- September 11 – Contract Awarded by Council

Scope of Work

Pursuant to this RFP, the Project shall include, and the successful contractor shall provide all labor, equipment, supervision, administration, financing, and insurance necessary to perform the work specified below. The Contractor shall at all times observe and comply with all such laws, ordinances, regulations, orders, and decrees, and shall protect and indemnify the Town of Summerville against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order, or decree, whether by itself or its employees.

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

- Remove and dispose of the existing concrete block wall. Install a 8" x 200' cast in place concrete wall with textured exterior. Install a 5' x 12" x 200' reinforced concrete footer with #5 rebar.
- Reinstall metal guard railings and star railings. Prep and paint both with two coats of paint.
- Remove and dispose of the existing block stairs. Replace with cast in place concrete stairs.
- Remove and dispose of the patio slab to 24' behind the walls. Replace with new 4" concrete slab. Sawcut expansion lines 10 feet each direction.
- Place bermuda sod over all disturbed areas.
- Contractor is responsible for submitting applicable permits. All fees associated with Town of Summerville Permits will be waived.

RFP Submission Requirements

An electronic proposal and two 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: "Gahagan Park Retaining Walls." Electronic copies can be emailed to Parks and Recreation Director, Amy Evans, at aevans@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, August 24, 2023.

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.

All bids received will be required to include, and will be evaluated based upon, the following:

a. Experience of Firm and Assigned Personnel. Indicate prior experience of the individual or firm with similar projects. Designate the individual(s) who would have primary responsibility for the Project. Indicate the name, years of service, years of service in particular capacity, and years of experience maintaining similar equipment of personnel to be assigned.

b. Approach and Timeline. Provide a detailed description of the firm's approach to fulfil the Scope of Work identified herein. The description of the firm's approach should include a detailed timeline.

c. Insurance. Proof of proper insurance required as specified below.

d. Bid Proposal Form (attached as Exhibit 1).

Contact & Question Period

For additional information concerning this RFP, any other aspect of the selection process, or the general project, contact Amy Evans, Parks and Recreation Director, aevens@summervillesc.gov.

No communication shall occur regarding this RFP, including requests for information or speculation between consultants 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 Consultant's proposal being removed from consideration. Any cost incurred by the Consultant in preparation, transmittal, or presentation of any information or material submitted in response to the RFP shall be borne solely by the Consultant.

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.

Insurance Requirements: The Contractor shall not commence work under this bid until he has obtained all insurance listed within this section and the designated Town Official and Town Attorney have approved such insurance coverage. Insurance certificates are required from the General Contractor, service providers and all subcontractors performing work on the project.

Worker's Compensation Insurance: The Contractor shall provide and maintain during the life of this contract, the statutory Workers Compensation Insurance of \$1,000,000 as required by all applicable Federal, State, Maritime or other laws including Employers Liability for all of his employees to be engaged in work on the project under this contract, and in case any such work is sublet, the Contractor shall require the subcontractor similarly to provide Statutory Workmen's Compensation and Employer's Liability Insurance of \$1,000,000 for all of the latter's employees to be engaged in such work. The requirements for Worker's Compensation Insurance coverage will not be waived.

Liability Insurance: The Contractor shall provide and maintain during the performance of work under this Bid, General Liability and Property Damage insurance in the following amounts, to protect himself, his agents and his employees from claims for damage for personal injury, including wrongful and accidental death and property damage which may arise from operations under this bid, whether such operations be performed by himself or his employees.

GENERAL LIABILITY	\$1,000,000 Per Person /\$1,000,000 Each Occurrence
PROPERTY DAMAGE	\$1,000,000 each Occurrence
AGGREGATE	\$2,000,000

Comprehensive Automobile Liability: The Contractor shall provide and maintain during the performance of work under this bid, Comprehensive Automobile Liability Insurance, including protection for liability arising out of owned, non-owned and hired vehicles. The policy shall be extended to provide contractual coverage for the Hold Harmless Agreement, which is part of these Instructions to Bidders. The limits of liability shall be as follows:

BODILY INJURY	\$1,000,000 Per Person/\$1,000,000 Each Occurrence
PROPERTY DAMAGE	\$1,000,000 each Occurrence

EXCESS OR UMBRELLA LIABILITY with a limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

Said insurance shall be written by a company or companies approved to do business in the state of South Carolina and acceptable to the Town. Before commencing any work hereunder, certificates evidencing the maintenance of said insurance shall be furnished to the Town. The Town, its officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the contract; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Town, its officials, employees or volunteers and it shall be stated on the Insurance Certificate with the provision that this coverage is primary to all other coverage the Town may possess.

Each insurance required by the Town shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party or reduced in coverage or in limits, except after thirty (30) days prior written notice has been given to the Town.

All certificates and endorsements must be received and approved by the Town within five (5) days after notification of the project award. It is required that the Town's Purchasing Agent receives an original certificate of insurance. Faxed copies are not acceptable. If you have any questions, please call 843-851-4205.

The Town shall withhold payments to the Contractor if the required certificates of insurance and endorsements are canceled or if the Contractor otherwise ceases to be insured as required herein.

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.



Exhibit 1: Bid Proposal Form

Project: Gahagan Park Retaining Walls

We propose hereby to furnish all labor, equipment, supervision, administration, financing, and insurance necessary to perform the work as outlined in the scope of work for the sum of:

_____ dollars (\$_____)

Respectfully Submitted:

Authorized Signature

By: _____

Title: _____

Date: _____