

Request for Proposal (RFP)

Construction Services

For Stewart Park Recreational Facilities

Project: **Stewart Park Recreational Facilities**
500 Highland Avenue
Spartanburg, SC 29306

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

Submission Deadline: May 24, 2011 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: Lawrence Group
Rob Richardson
(704) 896-1696
www.thelawrencegroup.com

I. REQUEST FOR PROPOSAL (RFP)

The City of Spartanburg, SC (Owner) is seeking proposals from General Contractors with experience in the construction of park facilities and amenities. The Owner intends to select qualified contractors to provide bid proposals for construction of the new facility which will include the recreational building, interactive field, basketball courts and playground facilities from the plans and specifications. Contractor submittals will be reviewed and the best qualified low cost contractors will be selected. Contractors *may* be requested for an interview prior to selection. May not be applicable to this project.

II. PROJECT DESCRIPTION

The Owner's intent is to build a recreational facility and amenities near the intersection of Norris Street and Highland Avenue. The new facility will include the recreational building, interactive field, basketball courts and playground facilities. Construction services will include site work, site preparation, concrete, steel and wood construction.

III. SCOPE OF WORK

Construction Project Services

The Owner intends to select a General Contractors to provide construction services for the Stewart Park Recreational Facility. 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, demolition, concrete and steel constructability, permitting, process planning, vendor solicitation, and construction cost. Design Drawings and Specifications developed by Lawrence Group will be available for purchase for the purpose of bidding this project. (See Attachment 1.)

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 with title, telephone and email address.
- 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 résumés 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.

Evidence of capabilities for construction scheduling, material procurement, and assurance that plans, specifications and schedules are met.

- 9) 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.
- 10) A statement addressing the General Contractor's present and projected workload and how this project will be scheduled within that workload.
- 11) Third party evidence of required licenses, insurance and bonding and financial 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.
- 12) A statement of the General Contractor's 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, 2009.
- 13) Statement of Proposal shall be either mailed or hand delivered in a sealed envelope identified as "Statement of Proposal – Stewart Park Recreational Facilities" on or before May 24, 2011 and no later than 3:00 PM to Carl Wright, Procurement and Property Manager at 145 West Broad Street (City Hall); or mailed to same at P.O. Box 5107, 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. (See Attachment # 2 for Proposal Form.)

V. SELECTION, AWARD PROCESS, AND SCHEDULE

The Owner intends to select the General Contractors the Owner determines to be the most qualified and responsive 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 to 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 5107, Spartanburg, South Carolina 29304 within 10 calendar days from date of awarding the contract.

The City hopes to start construction of the new Stewart Park Recreational Facilities by the June 13, 2011. Completion date is scheduled for December, 2011.

VI. QUESTIONS REGARDING THE RFQ

Submission of Questions and Qualifications Statement

Submit one (1) complete copy of the firm's Qualifications Statement and include for each of the three Proposal copies required in Article X. Submittals received by facsimile machine or other electronic transmittal will not be considered. Submittals are to be in sealed envelopes or boxes marked with the caption "Proposal Statement for Construction Services" and must be submitted to the attention of Mr. Carl Wright, Procurement and Property Manager, City of Spartanburg, P. O. Drawer 5107, Spartanburg, South Carolina 29304-1749, by 3:00 p.m., May 24, 2011. If using courier service, submittals should be sent to the attention of Mr. Carl Wright, Procurement and Property Manager, City of Spartanburg, at 145 West Broad Street, Spartanburg, South Carolina 29306.

Questions regarding the RFQ process should be directed to Carl Wright, Procurement and Property Manager at 864-596-2790 or by email at cwright@cityofspartanburg.org.

Questions regarding the project or scope of services should be directed to David Cook, Construction Project Manager, (864) 562-4398 or by email at dcook@cityofspartanburg.org.

VII. 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.

VIII. INSURANCE

Any award for Construction Services will require the Contractor to provide the City with proof of Worker's Compensation and Liability Insurance. (See Attachment # 3.)

IX. PERFORMANCE AND PAYMENT BONDING

Each bid must be accompanied by a Bid Bond payable to the Owner for five (5) percent of the total amount of the Bid. Bond or Certified checks will be verified prior to opening of that company's bid. No business or personal check will be accepted.

X. OTHER INFORMATION

Submit three copies (3) of Request for Proposal.

Submit three copies (3) of Request for Qualifications.

End of Request for Proposal

Attachment 1

**DRAWING REPROGRAPHIC
CONTACT INFORMATION
COVER**

Attachment 2

Procurement & Property Division



Request for Proposal
Stewart Park Recreational Facilities
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:

Bidder will supply materials for the following fixed price:

		Total Cost
Total Cost	Original scope	
Alternate # 1		
Alternate # 2		

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 60 calendar days from day of pending.
- B. To furnish any and all items at the prices set forth the items unless otherwise specified, within 30 Calendar days after receipt of purchase order; contract and/or notice proceed.
- C. By Signing this Proposal form Proposer agrees all Addendum have been read and understood.

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

SIGNATURE OF PROPOSALER'S REPRESENTATIVE

Name & Title: _____

Date: _____

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.