

REQUEST FOR PROPOSALS

TOWN OF HILTON HEAD ISLAND - REQUEST FOR PROPOSALS:

THE OWNER: TOWN OF HILTON HEAD ISLAND (HERE IN ALSO REFERRED TO AS TOWN):

Address:

One Town Center Court
Hilton Head Island, South Carolina, 29928

Project:

RFP 2016-0014 Town of Hilton Head Island - Island Recreation Center Enhancement and Expansion Project

Project Description:

The Town of Hilton Head Island, South Carolina is soliciting sealed proposals from qualified general contractors for the construction of enhancements and the expansion of the existing Island Recreation Center located at 20 Wilborn Road on the Hilton Head Island Public Schools Campus. The project will include limited demolition of some the existing Recreation Center building components and site features, renovations to and the expansion of the existing facility and the construction of a new parking area and new site drainage elements. There are also several add alternates that are proposed and are to be proposed as separate items. The project is designed to meet the requirements of the USGBC's LEED (Leadership in Energy and Environmental Design) certified Silver level program. Responding contractors must have demonstrated experience and verifiable results in the construction and certification of a LEED building similar in size and scope. A detailed cost breakdown (schedule of values) shall be provided for the components of this project (cost of the enhancement and expansion of the structure/site preparation and construction work/each of the add alternates).

The current Capital Improvement Program calls for construction of the Island Recreation Center Project to begin approximately in September, 2016.

Project Documents:

A complete set of plans and specifications may be obtained from the Architects FTP site by contacting the Architect as referenced in this Request for Proposals.

Proposal Process:

1. **Sealed proposals are due by 2:00 PM on August 11, 2016.** Proposals will not be read aloud. Only the names of contractors submitting proposals will be released to the public. Sealed proposals should be hand carried or delivered by traceable means to the receptionist at **One Town Center Court, Hilton Head Island, SC 29928-2701**. All proposals should be clearly marked on the outside with the following:

- a. **RFP 2016-0014 Town of Hilton Head Island - Island Recreation Center Enhancement and Expansion Project, attn: Mr. Tom Fultz, Director of Administrative Services**
2. Proposals will be received for: Single Prime Contracts (Single Prime Proposals for the General Construction which includes the Site Work, Building, Plumbing, Mechanical, and Electrical Construction. Once the Contract is executed, all building trades will be administered by the General Contractor).
3. **There will be a Mandatory Pre-Proposal Conference at 2:00 PM on July 19, 2016 at One Town Center Court, Hilton Head Island, SC 29928-2701. Proposals will only be accepted by Offerors attending that conference. The deadline for questions concerning this RFP is close of business Friday, July 29, 2016. All questions must be submitted in writing.**
4. **Following receipt/public opening of proposals each Offeror will be required to deliver their detailed Schedule of Values (that matches/supports previously submitted proposal price) on the form provided by the Architects by not later than 2:00 PM, August 16, 2016.**
5. Proposals must be on the standard forms provided by the Architects and must be marked to identify the Project Name, Contractor's Name, Address, Phone Number and Contractor's Classification, Contractor's License No. and Type of Work.
6. Each Proposal shall be accompanied by a certified check drawn on some bank or trust company insured by the Federal Deposit Insurance Corporation or a Proposal Bond in the amount of equal to 5% of the total proposal. The certified check or proposal bond will be retained if the successful Offeror fails to execute the contract within ten (10) days after the award or fails to give satisfactory surety as required by the Contract Documents.
7. 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.
8. No Offeror may withdraw his Proposal within ninety 90 days after the opening thereof.
9. The Town reserves the right to refuse any and all proposals and to waive any technicalities and formalities.
10. The Town Manager may terminate this contract in whole or part at any time for the convenience of the Town. If the contract is terminated for convenience, the Town will pay the contractor for costs incurred to that date of termination.
11. The Town reserves the right to accept or reject any and all proposals received as a result of this Request for Proposals or to negotiate with all qualified Offerors, or to cancel in part or in its entirety this Request for Proposals if it is in the best interest of the Town.

12. The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods and services.
13. Any Offeror qualified for the "LOCAL VENDOR PREFERENCE" should fill out a certification statement and include it with the Proposal Form in order to be considered for this preference. Certification forms are available on the Town's website at www.hiltonheadislandsc.gov or can be obtained by contacting Tom Fultz at 843-341-4600. If certification has previously been confirmed, please include a copy of the certified form with the proposal.

Evaluation Criteria: Award will be made based on the evaluation of proposals using the following evaluation criteria:

1. **Evaluation Criterion No. 1 (40 points):** Quality of previously completed projects (minimum of 3 not more than 5) of similar size and scope completed within the past seven years. Provide a verifiable record of completing projects on time and on budget. A record of providing services that fully met or exceeded the client's expectations. The demonstrated experience and qualifications of the proposed team for our project and their record of working together as a team on all or a majority of the referenced projects. The project team is comprised of all the required disciplines to success fully complete the project.
 - a. Nature of previously completed projects (**20 points**):
 - 1) Referenced projects (minimum 3 not more than 5) are similar in size and scope - **20 points**.
 - 2) A majority of referenced projects (minimum 2 out of 3, completed in the past 5-10 years) are similar in size and scope - **10 points**.
 - 3) At least one of the referenced projects is similar in size and scope - **5 points**.
 - b. Quality of previously completed projects (**20 points**)
 - 1) All referenced work was validated by reference checks. That all work produced measurable results that ensured the Client achieved all required objectives and the respondent's efforts met or exceeded the Client's expectations. All work was completed on time and on budget. Proposed team is fully qualified and worked on all or a majority of the referenced projects - **20 points**.
 - 2) All referenced work was validated by reference checks. That the work produced measurable results that ensured the Client achieved a majority of their objectives and the respondent's efforts met the Client's expectations. A majority of referenced projects (minimum 2 of 3) were completed on time and on budget. Proposed team is qualified and worked on some of the referenced projects - **10 points**.

- 3) Any result less than the above minimum receives a score of **0 points**.
2. **Evaluation Criterion No. 2 (30 points):** Proposed work plan demonstrates a detailed and complete understanding of the tasks reflected in the scope of services. The plan includes all the requisite resources and the proposed schedule meets the project required timeline for project completion. The plan accurately identifies all major challenges/opportunities.
 - a. **Project Understanding (15 points)**
 - 1) The work plan demonstrates a detailed and complete understanding of the project requirements and expectations. The work plan reflects a detailed and complete understanding of the unique elements, opportunities and challenges of this project. The plan reflects the appropriate team composition with all the required disciplines to perform the work - **15 points**.
 - 2) The work plan demonstrates a general understanding of the project requirements and expectations. The work plan reflects a general understanding of the unique design elements, opportunities and challenges of this project. The plan reflects a proposed team that has most of the required disciplines necessary to perform the work - **10 points**.
 - b. **Work Plan Proposal and Timeline (15 points)**
 - 1) The work plan correctly identifies each key project phase. The work plan reflects a realistic schedule that meets or exceeds the Owner's required timeline for completing the entire project as reflected in the RFP - **15 points**.
 - 2) The work plan does not correctly identify each key project phase or the work plan proposed schedule does not fully meet the owner's required timeline for completing the entire project as reflected in the RFP - **5 points**.
 - 3) Any result less than the above minimum receives a score of **0 points**.
 3. **Evaluation Criterion No. 3 (30 points):** Total Fee for Services.
 - a. Lowest cost proposal receive the full **30 points**.
 - b. A point is deducted for each \$1,000 over the low proposal price.

Selection Process:

1. A selection committee comprised of key Town staff will review and rank in order of precedence all proposals received as a result of this RFP. Contractors may be required to attend an on-site interview and/or discussions may be conducted with responsible offerors who submit proposals determined to be susceptible of being selected for award for the purpose of clarification and to ensure a full understanding of, and responsiveness to the solicitation requirements.

Contract Award:

1. Award shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the Town taking into consideration the selection criteria set forth in this RFP.

Contractor Legal Standards:

1. The requirements of The Code Of Laws Of South Carolina, "An Act To Regulate The Practice Of General And Mechanical Contracting In South Carolina (1997)", Chapter 11, Title 40, Section 40-11-S through Section 40-11-430 and The Rules And Regulations Of The South Carolina Licensing Board For Contractors, Chapter 29, Articles 1, 2, 3, 4, 29-1 through 29-19, will be strictly enforced.
2. 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. Proposals will not be accepted from improperly licensed or unlicensed Contractors and/or Subcontractors.
3. All Non-Resident Contractors will be required to comply with Part Two, Act No. 855, Acts of the General Assembly of South Carolina, 1958, withholding for non-residents.

DOCUMENT INFORMATION FOR POTENTIAL BIDDERS

Proposal documents, drawings, and specifications may be examined at the following locations:

1. Office for the Town of Hilton Head Island:

Town of Hilton Head, Facilities Management Headquarters
12 Gateway Circle
Hilton Head Island, SC 29226
Phone - 843.342.4580

2. Office for the Architect:

FWA Group - Architects
10 Palmetto Business Park Road
Hilton Head Island, SC 29928
Phone - 843.785.2199

Bidding Documents/Plans may be obtained from the Architect's FTP site by General Contractors by contacting Mary Jo Riley with the FWA Group - Architects at the following email address for access information:

mj.riley@fwagroup.com

Technical Questions: All technical questions during the proposal phase must be in writing and FAXED or EMAILED to Barry H. Taylor, AIA, LEED AP - Architect of Record as follows:

1. **Fax: 843.785.6801**
2. **Email: b.taylor@fwagroup.com.**
3. **Note: It is the questioner's responsibility to confirm that questions have been received by the architect via email or fax.**

IMPORTANT NOTE TO ALL OFFERS

The Proposals and Schedule of Values must be submitted on the standard proposal and schedule of values forms provided by the Architect.

END OF SECTION