

TOWN OF HILTON HEAD ISLAND
REQUEST FOR PROPOSALS
RFP 2016-0015 FIRE STATION TWO

The Town of Hilton Head Island, South Carolina is soliciting sealed proposals from qualified general contractors for the construction of a replacement structure for our current Fire Station Number two located at 65 Lighthouse Road, Hilton Head Island S.C 29928. The project will also require the demolition of the existing fire station. The new station will required to be a LEED (Leadership in Energy and Environmental Design) certified (Silver level) project. 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 three components of this project (cost of the structure/demolition work/site preparation work).

The current Capital Improvement Program calls for construction of Station 2 to begin in 2016.

Sealed proposals are due by 1:00 PM on July 14th, 2016. Proposals will not be read aloud. 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:

RFP 2016-0015 Fire Station #2, attn: Mr. Tom Fultz, Director of Administrative Services

Proposals will be received for: Single Prime Contractors (Single Prime Proposals for the General Construction which includes Plumbing, Mechanical, and Electrical Construction. All sub contractor trades will be administered by the General Contractor.)

There will be a Mandatory Pre-Proposal Conference at 11:00 AM on June 16th, 2016 in Conference Room 3 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 Thursday, June 30th, 2016. All questions must be submitted in writing.

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 1:00 PM, July 21, 2016.

Sealed Schedule of Value forms should be hand carried or delivered by traceable means to the receptionist at **One Town Center Court**, Hilton Head Island SC 29928-2701. All Schedule of Value forms should be clearly marked on the outside with the following:

RFP 2016-0000 Fire Station #2 Schedule of Values, attn: Mr. Tom Fultz, Director of Administrative Services

A complete set of plans and specifications may be purchased **after June 3rd** for **\$274.40 (plus shipping)** from the printer, **Imaging Services**
18 Executive Park Road #6
Hilton Head Island, SC 29928
Ph: 843-384-4286
Email: Print@ishhi.com.
Attn: Matt Burlson

For additional sets: \$1.50 per sheet of 24" x 36" drawings and specs are 10¢ per individual impression purchased from and payable directly to Imaging Services. Shipping costs for additional sets to be billed

directly to customer's accounts and will be by UPS or FED-X Ground Service. When ordering to Imaging Services please give correct and full Name, Street Address (**NO PO BOX**), telephone number and fax number. Any special shipping and handling requests by the contractors other than Ground Service will be at the expense of the contractor. **NOTE! THE COST OF THE PLANS & SPECIFICATIONS IS NONREFUNDABLE.**

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.

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.

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.

No Offeror may withdraw his Proposal within ninety 90 days after the opening thereof.

The Town reserves the right to refuse any and all proposals and to waive any technicalities and formalities.

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.

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.

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.

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.

SELECTION CRITERIA: Award will be made based on the evaluation of proposals using the following criteria:

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. 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 successfully complete the project.

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.

EVALUATION CRITERION NO. 3 Total Fee of Services (30 points)

- **Lowest cost proposal receive the full 30 points.**

Selection Process: 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. 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: 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.

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.

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.

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.

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

Office Of: Town of Hilton Head, Facilities Management Headquarters
12 Gateway Circle
Hilton Head Island, SC 29226

Rosenblum Coe Architects Inc.
121 Wentworth Street
Charleston, S.C 29401
843-577-6073
Fax 843-722-1659

Technical questions: All technical questions during the proposal phase must be in writing and emailed to Jeffery Rosenblum, AIA – Architect of Record Email: jrosenblum@rosenblumcoe.com
Note: It is the questioner’s responsibility to confirm that questions have been received by the architect via email or fax.

Plans and Specs:

Imaging Services

18 Executive Park Road #6, Hilton Head Island, SC 29928

Ph: 843-384-4286 Email: Print@ishhi.com.

Attn: Matt Burleson

Plan Room Websites:

Associated General Contractors Of The Carolinas

McGraw- Hill Dodge Company

Reed Construction Data

Hispanic Contractors Association

Important Note to All Offerors:

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