



Request for Proposals

McLeod Plantation Stabilization II

325 Country Club Road

Charleston SC, 29412

2018-019

For

Charleston County Park and Recreation Commission

December 11, 2017



CHARLESTON COUNTY PARK AND
RECREATION COMMISSION

Request for Proposal
McLeod Plantation Stabilization II

2018-019
December 11, 2017

Table of Contents

PRICE PROPOSAL.....	3
I. INTRODUCTION.....	6
II. SCOPE OF WORK.....	6
III. SELECTION PROCESS.....	10
IV. QUALIFICATION/EVALUATION.....	11
V. CRITERIA FOR SELECTION CONTRACTORS	12
SOLICITATION SUBMITTAL REQUIREMENTS:.....	20
VI. SBE POLICIES.....	22
VII. OUT OF STATE CONTRACTORS AND SUBCONTRACTORS	22
VIII. INSURANCE REQUIREMENTS	22
IX. TECHNICAL ATTACHMENTS.....	22
X. ADDENDUM	23

THE SAMPLE CONTRACT DOCUMENT IS A SEPARATE DOCUMENT ATTACHED TO RFP

SEPARATE DOCUMENTS

ATTACHMENTS

Attachment 1a- Corporate Experience Form

Attachment 1b - Contractor Certification – Qualification Questionnaire

Attachment 1c - SC Department of Revenue Form I312

Attachment 1d - Equal Employment Opportunity Certification

Attachment 1e - Non-Collusion Oath

Attachment 1f - Drug-Free Work-place Certification

Attachment 1g- Compliance with Illegal Immigrant Act

Attachment 1h - Insurance Requirement

Attachment 1i - Subcontractor Data Form, if applicable

Attachment 1j - Past Performance Questionnaire

Attachment 1k - Small Business Enterprise

Attachment 1l – W-9

Attachment 2 – Specification

Attachment 3 – Drawings

PRICE PROPOSAL

McLeod Plantation
 Stabilization II
 2018-019
 December 11, 2017

Firm Fixed Price Contract

Item 1 – Total Price - four buildings \$ _____

All allowances, fees, subcontractors’ fees and costs are included in this Total Proposal.
 Total cost based on nine initial buildings

(PRC Use Only - breakdown is to be provided below but will not be evaluated)

- a) Building 1 – Gin House \$ _____
- b) Building 2 - Garage \$ _____
- c) Building 3 - Barn \$ _____
- d) Building 4 – Privy \$ _____

Total Items 1a thru 1d. \$ _____

Item 2 – Allowance for additional Materials: \$ 68,000.00 (NTE)

The labor rates, material handling fee and unit prices, if accepted in the award of the contract, shall be used in establishing adjustments of the contract price by additions to or deductions from the work in accordance with CCPRC procurement procedures. This allowance is set by CCPRC and will be a “not to exceed” amount.

	QTY	UNIT PRICE	UNIT OF ISSUE	Total
<u>TOTAL</u>				
Item a. Gin house rafter boards	10	\$ _____	LF	\$ _____
Item b. Gin house collar tie board	10	\$ _____	Each	\$ _____
Item c. Gin house floor joist boards (2 nd)	10	\$ _____	LF	\$ _____
Item d. Garage wall studs	20	\$ _____	Each	\$ _____
Item e. Garage rafter boards	15	\$ _____	LF	\$ _____
Item f. Garage roof sheathing	5	\$ _____	Each	\$ _____
Item g. Barn rafter boards	10	\$ _____	LF	\$ _____
Item h. Barn roof sheathing	5	\$ _____	Each	\$ _____

Total Items 2a thru 2h. \$ _____

The unit price shall include all labor, material and any additional fees.

OFFER NOTES:

1. Evaluation will be made on the total sum of Items 1 a thru d thru 2 a thru h. Cost realism analysis will be performed.
2. CCPRC will evaluate offers for award purposes for Items 11 a thru d thru 2 a thru h.
3. Price realism analysis will be performed.
4. CCPRC may reject an offer as nonresponsive if it is materially unbalanced as to prices for the basic requirement. An offer is unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated for other work.

Offer Notes:

5. All allowances, fees, taxes, contractors, sub-contractors' fees and prices are included in this Total Proposal.

Progress payments will be based work actually performed on each task after award. The Owner shall pay the Contractor monthly progress payments within 30 days of receipt of approved Document/ Application and Certification of Payment, or accepted Payment Application Form by the Owner, according to the Contractor's schedule of values, less 10% retainage to be held until final payment. At a minimum, invoices shall contain the identity of the provider of the services, the date of the services, a description of the services, and any applicable taxes.

The price specified shall include all taxes and duties of any kind levied by federal, state, municipal, or other governmental authority, which either party is required to pay with respect to the materials or services covered by this Agreement.

Out of state Contractors/Consultants are required to complete form I-312, Nonresident Taxpayer Registration Affidavit Income Tax Withholding form, Attachment #1c.

The prices listed in this proposal includes all pricing, including, but not limited to, all taxes and duties of any kind levied by federal, state, municipal, or other governmental authority, which either party is required to pay with respect to the materials or services covered by this Agreement.

Respectfully submitted,

Company Name: _____

Representative: _____

Address: _____

Signature: _____

Title: _____

Email: _____

Phone: _____

Date Submitted: _____

I. INTRODUCTION

The Charleston County Park and Recreation Commission (CCPRC) is seeking proposals for MCLEOD PLANTATION STABILIZATION II. Work is for construction work to stabilize, and preserve the historic and architectural integrity of a total of four structures on McLeod Plantation, located on James Island in the City of Charleston, SC, 325 Country Club Road. It is the intent of the Owner to preserve the historic and architectural integrity of the buildings.

CCPRC represents one of the most unique park and recreation agencies in the State of South Carolina. As a Special Purpose Public Service District created in 1968, CCPRC has specific areas of responsibilities that have been defined through its legislative empowering act. CCPRC is responsible for providing park and recreational services, and, as appropriate, works in cooperation with other recreational and governmental agencies to provide these services.

One of CCPRC's ongoing goals is the development of a diversified county park system emphasizing the provision of passive activities, public beach and boating access and environmental stewardship. Each park facility also offers a variety of programming opportunities, facilities and events, of which many are directed toward highlighting the natural features and characteristics of each site. These goals and accomplishments have resulted in providing CCPRC with annual park visitation in excess of 1,400,000. To learn more about the CCPRC park system, please visit our website at www.ccprc.com.

II. SCOPE OF WORK

A. Project Overview:

Work is for construction to stabilize, and preserve the historic and architectural integrity of a total of four structures on McLeod Plantation, located on James Island in the City of Charleston, SC, 325 Country Club Road.

The Scope of Work required under this Request for Proposal includes all labor, materials, equipment, utilities, reimbursables, and services required for the rehabilitation of these structures including permitting, compliance with all state and local codes, cost estimating, testing standards and construction of the project.

Whenever possible, historic materials shall be repaired and retained. Whenever replacement is necessary, the new material shall match the original exactly (if replacement of material is required beyond amount specified on plans, approval of replacement instead of repair is to be approved by Owner and Owner's representative, prior to proceeding with replacement materials). All work must be performed in accordance with the Secretary of the Interior's Standards for Rehabilitation. A copy of the Standards for Rehabilitation is available in the project architect's office. The contractor should note, that all measurements provided are approximate and, it is up to the selected firm to confirm and/or verify, as needed. The McLeod Plantation Stabilization specifications are provided as Attachment 2 and drawings are Attachment 3.

It is the intention of this work to stabilize the exteriors of the four structures as indicated in the plans. Of those buildings, one has had some exterior stabilization, the Gin House, and the remaining 3 buildings in more serious condition have received temporary exterior shoring, (Item 1 on the price proposal form) will be a Firm Fixed Price contract. However, even with careful planning and evaluation, renovation projects can have unexpected work, to cover this situation, the contractor shall provide unit prices in Item 2. Unit prices shall include all labor, material and any additional fees. All task authorization work to utilize the allowance must be approved by Owner and Owner's representative, prior to initiating work. CCPRC is not obligated to exercise the option(s) or allowance(s).

Pre-Proposal Meeting: A Non-Mandatory Pre-Proposal meeting will be held, on site McLeod Plantation, 325 Country Club Road, Charleston, SC Monday, December 18, 2017 at 9:00 AM ET.

The work includes construction and the following items:

Survey Work: Contractor shall locate all visible and underground utilities within the project property and the adjoining road right of ways before work begins.

Special Permitting Requirements - Obtain all necessary permits and meet local codes (Note: City of Charleston Board of Architectural Review (BAR) and Historic Charleston Foundation requirements have been met and are reflected in the plans and specifications). Contractor is to abide strictly by those requirements.

Under qualifications see Evaluation Criteria which includes the following: Only contractors with a minimum of five years relevant experience with historic structures similar to the project will be considered for this work on McLeod Plantation. Historic Projects: List four projects involving the restoration of one or more historic structures and illustrate how this work followed the Secretary of Interior's Standards for Rehabilitation and what percentage of that work was attributed to your firm.

Codes & Standards

All work shall be done in accordance with all applicable codes and standards which include, but are not limited to, the following the Secretary of the Interior's Standards for Rehabilitation, International Building Code, Local Codes, Manufacturers Recommendations, and Historic Charleston Foundation Technical Information (<http://www.historiccharleston.org>) including but not limited to, Wood Siding; Paint and Paint Removal; Bricks and Mortar; Stucco, Doors, Windows, and Shutters; and Roofs and Chimneys.

Comply with Lead Based Paint and Asbestos recommendations, see Section IX. The firm must provide proof of certification with the Environmental Protection Agency (EPA) for lead-safe work practices.

Provide all applicable contractor licenses: include license name, license numbers and contact information.

Project to be complete by June 30, 2018 to meet a SC Historical Corridor Grant requirement for this work.

Contractor to attend weekly construction progress meetings.

Submittals are required to be in electronic format documents can be submitted as PDF files.

Time is of the essence to stabilize these buildings to meet the SCHC grant deadline requirements.

The Guiding Principles for preservation and development and use of the McLeod Plantation are listed below.

Guiding Principles

- Operate this iconic site as a public historic park with meaningful public access
- Provide relevant protections of any significant resources at McLeod Plantation
- Maintain a balance between public access and resource preservation
- Protect the site in perpetuity, while allowing for sensitive additions to facilitate public use and enjoyment
- Additions to the site must be executed in a manner that are sensitive to the overall significance of the site
- Provide education and interpretation of the unique tangible and intangible resources at McLeod Plantation
- Promote a broad and diverse understanding of McLeod Plantation's regional, state and national significance
- Provide opportunities for the public to gain a greater understanding of regional, state and national history through creative partnerships
- Conduct and document a public engagement process that seeks input from the citizenry and other stakeholders
- Follow the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation in all effort undertaken at McLeod Plantation
- Establish a thorough process for record keeping so that all actions at McLeod Plantation are well documented and can be referenced as an important tool in future decision-making
- Develop an environmentally, economically, and culturally sustainable approach to provide a functional site and facilities that can be maintained within the county parks system.

B. Project Site:

Located: 325 Country Club Road, Charleston, SC

Project site is on James Island, within the city limits of Charleston, SC.

Coordinates:

Lat: 32.764334 / Long: .972902

General Site Characteristics: Approximately 37 acres

C. Project Cost:

The Project Cost under this Request for Proposal includes all labor, materials, reimbursables, equipment, utilities and services required for the rehabilitation of these structures including permitting, comply with all state and local codes, cost estimating, testing standards and construction of the project.

D. Construction Considerations

Project Management/Construction Administration

- Identify a construction superintendent to provide construction coordination, responsible for communicating with owner, contractors and directives to sub-contractors.
- Identify individual responsible for overall project construction quality control
- Provide inspection/field condition reports
- Schedule construction meetings and provide input to reports and meeting minutes with owner and contractor
- Schedule inspections by all required agencies and officials
- Other duties as outlined in contract
- Attend weekly progress meetings onsite

E. Project Close-out

- Provide accurate construction As-Built drawings representing final installation, in accordance with the contract.
- Provide written warranties covering quality of labor and installation of all products/materials.

F. Other Requirements:

Listed below are other requirements and information the project candidate shall include in their proposal.

- Any fee requirements must be submitted as outlined under Price/Structure Proposal.
- Identify any other work required to complete the project not outlined in this RFP.
- All fees associated with any surveys, studies and/or permitting will be the responsibility of the offeror to administer and will become a part of their contract.
- Include any and all reimbursables expenses as part of the proposed project proposal. *No separate reimbursable expenses will be paid.*
- Meet with CCPRC as needed to provide and receive information.
- Contractor should be prepared to revise work as needed, to meet the project goals, plans, specifications and budget.
- Provide a proposed schedule to complete the project, at the start of project.

G. Ownership of Contractor's Work Product

As Built and Survey documents prepared by the construction team for this project are for CCPRC's use. CCPRC shall have sole ownership of such documents to include making reproducible copies for its use and information in connection with follow-up contracts for design services, further planning, construction, or for permitting uses.

H. Schedule

Proposals shall include a general timeline to accomplish all tasks by June 30, 2018. The candidates' proposal must clearly address their ability to meet the intended schedule.

The Contractor shall be required to (a) commence work under this contract within 10 calendar days after the date the Contractor receives the notice to proceed, (b) execute the work diligently, and (c) complete the entire work ready for use not later than June 30, 2018. The time stated for completion shall include final cleanup of the premises. Contractor shall achieve final completion within thirty (30) days of Substantial Completion.

I. Price Structure

Total cost shall be given for work including fixed price (item 1); hourly rates, fixed fees, not to exceed (item 2)

III. SELECTION PROCESS

The Request for Proposal shall be available to any qualified companies choosing to respond. CCPRC reserves the right to waive any irregularities and/or to reject any or all proposals that do not adequately meet the intent of the RFP or cannot be produced within the approved schedule. No proposal may be withdrawn for a period of sixty (60) days after the date the proposals are due. CCPRC also reserves the right to accept the proposal as a whole, or any items listed in the RFP. Listed below is the anticipated schedule for the selection process.

Pre- Non-Mandatory Proposal Conference	December 18, 2017	9:00 AM ET (Welcome Center Site)
Deadline for Questions:	January 3, 2018	2:00 PM ET
Addenda issued, if deemed necessary:	January 5, 2018	
Proposals due:	January 11, 2018	2:00 pm ET

Offerors, by virtue of submitting a proposal, agree to CCPRC's terms and conditions herein and will take precedence over any terms and conditions submitted with the proposal, either appearing separately or included in other literature. Withdrawal of an inadvertent or erroneous proposal before award may be permitted if there is reasonable evidence of a clerical or mathematical error. A mistake of business judgment does not constitute adequate grounds for withdrawal of a proposal. In the case of any ambiguities between the proposals and contract documents, The CCPRC's Contract and Procurement Policy will prevail.

Upon submission, all proposals become the property of CCPRC and are subject to public record laws. It is the Offeror's responsibility to notify CCPRC of any proprietary information listed in proposals submitted. If a proposal contains proprietary information, the Offeror shall include a cover letter indicating such information. In addition, any information in which the Offeror considers proprietary MUST be clearly marked "proprietary" next to the relevant part of the text in order for it to be treated as such.

IV. QUALIFICATION/EVALUATION

It is the intent of CCPRC, in accordance with the RFP documents, to award a contract based on the proposal that meets the program requirements, meets the required schedule, and will produce the highest quality product for the price. While CCPRC is concerned about the ultimate price of the project, the selection and award will not be based solely on the lowest priced proposal. Proposals will be evaluated and independently scored by a selection panel based upon, but not limited to, the following factors, listed in the order of importance:

- 1) Price
- 2) Corporate Experience
- 3) Past Performance
- 4) Project Approach and Performance Differentiators
- 5) Capacity

All subfactors are of equal importance.

CCPRC may request additional information from one or more companies after the submission of the initial proposal in order to clarify, confirm or properly evaluate the proposals. Evaluation scores may be revised due to a better understanding of specific elements of the proposal as a result of additional information received.

CCPRC reserves the rights to, at reasonable times, inspect the part of the workshop or place of business of the vendor, contractor or any sub-contractor which is related to the performance of any contract awarded or to be awarded by the Commission. CCPRC also reserves the right to negotiate terms of the contract with the intended company pursuant to CCPRC's Procurement Policy.

There is no expressed or implied obligation for CCPRC to reimburse responding firms for any expenses incurred in preparing the proposal and/or any subsequent interview and/or requests for additional information.

The successful Offeror shall be required to execute a formal contract. The Contract shall be virtually identical in substance and form which is identified as, Sample Contract. The only anticipated changes in the Sample Contract, will be to fill in the blanks to identify the successful Offeror, and terms relating to compensation, or to revise the contract to accommodate corrections, changes in the scope of work, or changes pursuant to addenda issued prior to the qualification opening. Offerors should raise any questions regarding the terms of the Contract, or submit requested changes in said terms, in the form of written questions or submittals, subject to the deadline for questions. Because the signed contract will be derived from Sample Contract, Offeror is urged to seek independent

legal counsel as to any questions about the terms, conditions or provisions contained in Sample Contract, before submitting a qualification. Again, the Sample Contract, contains important legal provisions and is considered part and parcel of this RFP

A copy of the firm's proposal and the Request for Proposal including Scope of Work will be incorporated and become a part of the contract; however, in the event of any ambiguity with any attachments, CCPRC's contract and Procurement Policy will prevail.

V. CRITERIA FOR SELECTION CONTRACTORS

A. OFFEROR REPRESENTATIONS

Each responding firm, by submitting proposals, represents that:

1. The Offeror has read and understands this solicitation (including all Attachments) and that his offer is made in accordance therewith.
2. The Offeror has reviewed the solicitation, has become familiar with the local conditions under which the service is to be performed, and has correlated personal observations with the requirements of the proposed Contract Documents.
3. The Offeror is qualified to provide the services required under this solicitation and, if awarded the contract, will do so in a professional, timely manner using successful Offeror's best skill and attention.
4. Has examined the proposed site of the project and all information available.
5. Has become familiar with all the conditions related to the proposed work, including the availability of labor, materials, and equipment.
6. Has provided information and submittals which are accurate and correct.
7. Has become familiar with all local codes, review agencies, local review boards, and permitting requirements.
8. Has the appropriate active licenses required by the State of South Carolina, local code authorities and regulatory agencies.

Offeror hereby offers to furnish all labor, materials, equipment, tools, transportation and services necessary to complete the proposed work on this project in accordance with the scope of work for the McLeod Plantation Stabilization II, the Contract Documents and Construction Administration for the price quoted.

B. BASIS OF AWARD

The award determination shall be based on technical factors and price which together constitute a best value to the CCPRC; however, not necessarily the lowest price. The objective is selection of contractor whose overall proposal demonstrates the best value to CCPRC based on the stated criteria.

Following the deadline for submittal of qualifications, a selection committee will review, analyze and rank all submittals based on their response to the information requested.

If desired, the selection committee may conduct discussions with the firm(s) submitting responses and shall select from among them, the firm(s) deemed most qualified to provide the required construction. At the discretion of CCPRC, the discussions with the firm(s) may consist of written questions and responses, and/or personal interviews with members of the firm(s). If personal interviews are required by the CCPRC, the persons proposed to be responsible for performing the work required herein shall attend the interview. If requested, firms should be prepared to submit financial status information, which shall be held in confidence.

The CCPRC reserves the right to reject any or all submittals, and to waive defects, technicalities and/or irregularities in any submittal. The CCPRC reserves the right to finalize a contract based on all factors involved in the written qualification submittal without further discussion or interviews.

C. BASIS OF EVALUATION FOR EACH FACTOR

(a) Price Factors:

CCPRC will evaluate cost based on the total of items 1 thru 2 requested in the PRICE PROPOSAL ATTACHMENT. Offeror will be evaluated based on the total price proposal submitted.

The award shall be a Firm Fixed Price not to exceed contract.

Basis of Evaluation: CCPRC will evaluate price based on the following:

Analysis will be performed by one or more of the following techniques to ensure a fair and reasonable price:

- 1) Comparison of proposed prices by all Offerors received in response to the RFP.
- 2) Cost realism analysis will be performed.
- 3) Review the offer form financial submittal for exceptions and completeness

(b) **Technical Factors:**

The offeror shall be rated higher during evaluations if their proposal meets or exceeds the following items:

D. EVALUATION CRITERIA

Each response to this Request for Proposals will be subject to the same review and assessment process. Submittals will be evaluated on the basis of the Firm's technical capability and experience. All firms submitting proposals must provide at a minimum, their firm's expertise and capabilities as they relate to the Factors 1 through 5, with regard to the work outlined by the RFP.

- a. The distinction between corporate experience and past performance is corporate experience pertains to the types of work and volume of work completed by a contractor that are comparable to the types of work covered by this requirement, in terms of scope and complexity. Past performance relates to how well a contractor has performed.
- b. All firms will be evaluated on the Factors listed in order of importance.

FACTOR 1 - Price

Basis of Evaluation: CCPRC will evaluate price based on the total price proposed submitted:

McLeod Plantation – Stabilization Construction Services - All work complete identified in the Scope of Work (Item 1 thru 2 on the price proposal form).

Analysis will be performed by one or more of the following techniques to ensure a fair and reasonable price:

- (i) Comparison of proposed prices by all Offerors received in response to the RFP.
- (ii) Cost realism analysis will be performed.

FACTOR 2 - Corporate Experience:

Basis of Evaluation:

The offeror will be evaluated to determine if he has demonstrated the necessary corporate experience in performing relevant construction projects similar in complexity, similar historic structures described in the Scope of Work and magnitude to the RFP. "Relevant" is defined to mean that the offeror provides projects that are similar in nature as to the scope and complexity to the RFP. Only contractors with a minimum of five years relevant experience with historic structures that were performed in accordance with the Secretary of the Interior's Standards for Rehabilitation will be considered for this work on McLeod Plantation.

Similar scope is defined as follows:

A contractor who has assembled a team that has proven skills to accomplish all tasks required

including the manpower, appropriate tools, and necessary equipment to accomplish all construction required to stabilize and preserve the historical and architectural integrity of structures such as work required on structures listed on the National Register for Historic Places.

A general contractor who has proven skills as a successful leader in managing subcontractors, specialty trades and working with local contractors in historic restoration and preservation is important to this project.

EVALUATION CRITERIA:

Proposals shall identify the Principal-in-Charge and Project Manager for this project. Proposals shall also provide a statement of the firm's commitment that the identified individuals will be involved throughout the entire project and must address this, at a minimum. The organizational strength and stability of the responding firm is an important component to the selection process. The experience of work by the firm, which was obtained by personnel no longer with the firm, and therefore, not available for work the project, is of no interest to CCPRC and shall not be submitted in the response when providing the firms qualifications. CCPRC evaluators will only consider firm projects that were presided over by project members who still work for the firm in the office submitting a proposal. Failure to properly identify work accurately may disqualify the proposal.

Provide documentation of the firm's capability and experience. Include:

- Demonstration of firm's ability, including general contractors with specialties such as similar historic structures as previously defined on this page to perform the indicated services.
- Organization Chart of the Project Team including all major subcontractors, showing team member names and job title.

Proposal shall clearly address the following:

- a. Names, titles and responsibilities of those who would work on this project.
- b. Resume of each project team leader that will be assigned to this project to include education and/or related experience.
- c. Applicable Professional Registrations and licenses of that member
- d. Longevity with firm.
- e. Membership in professional organizations
- f. Description of previous work similar to MCLEOD PLANTATION – STABILIZATION II.
- g. Professional awards received by the individual or projects where the individual played a key role.
- h. Detail individual's experience in the capacity of Project Manager that will be assigned to this project - highlighting experience with similar projects.

- i. Provide the title of the referenced project, year work was done, name of the client and the name, address and telephone number of a contact person knowledgeable of that individuals' role on the project.
- For the office to provide these services:
 - a. Total number of staff, including administration, employees
 - b. Firm's background including organizational structure and years in existence.
 - c. Firm's memberships in professional organizations
 - d. Number of firm's billings for each of the past five years.
 - e. Percentage of fees derived from historical restoration or preservation related work.
 - f. Describe what, in your opinion, what your firm has that is unique to CCPRC's interest and how that might impact how you intend to complete the scope of services outlined in this RFP and in accordance with CCPRC's policies and procedures.
 - g. Subcontractors – including surveyors: Proposal shall clearly indicate any and all subcontractors and surveyors who they are recommending for the project. Any and all fees associated with any of these areas will be the responsibility of the selected firm to administer and will become a part of the contract and invoiced through the prime contractor.
 - h. Please review the sample attached contract. Contractor will be required to comply with the terms and conditions of CCPRC's contract document.

Solicitation Submittal Requirements:

(a) RESTORATION EXPERIENCE

The purpose of this section is to establish that the general contractor, superintendents, and subcontractors have the experience necessary to carry out the specific work required for this historically significant project.

1.0 General Contractor Project Experience:

Only contractors with a minimum of five years relevant experience with historic structures similar to the project will be considered for this work on McLeod Plantation. Please list only projects completed within the past five years. Complete Corporate Experience, Attachment 1a, for all projects listed in this section. Only one inventory should be submitted for a multiple listed project.

A. Historic Projects: List four projects involving the restoration of one or more historic structures. All of these projects should meet the US Secretary of the Interior's Guidelines for Historic Preservation Projects.

B. Categories of Work: List four projects involving each of the following categories of work. This list may include projects listed under Section 1.1.A above. In addition, a

single project may appear many times within the list below. It is possible that a single project may have involved all or most of the required categories of work.

1. Masonry: Repointing and reconstruction historic masonry.
2. Finish Carpentry: Repair of historic wood finish members, including partial replacement of damaged members, and reproduction of new members to match existing:
3. Painting/Coatings: Stripping of paint from a historic wood substrate or metal roof with chemical strippers, neutralizing, and repainting or coating historic wood siding with wood preservative.
4. Comply with the Lead Based Paint and Asbestos Study recommendations, see Section XII. The firm must provide proof of certification with the Environmental Protection Agency (EPA) for lead-safe work practices.
5. Provide all applicable contractor licenses: include license name, license numbers and contact information.

1.0.1 Superintendent Experience

- A. Please attach a resume for the project superintendent.
- B. Project Experience: Please list four projects involving the restoration of a historic structure. Projects should meet *the US Secretary of the Interior's Guidelines for Historic Preservation Projects*. This list may include projects listed in the section above.

1.0.2 Sub-Contractor Experience

- A. The general contractor may fulfill the requirements of some subcontractors. The general contractor need not prequalify a subcontractor for the above categories if:
 1. The general contractor's crews have performed their required work listed in this section, and
 2. The work was performed under the direct supervision of the superintendent that will manage this project.

If the general contractor can meet both requirements, he should indicate so, fill out the Historic Projects information, and attach the Project Information Inventories (for sub-contractors).

List four completed historic structure projects for EACH subcontractor specialist (masonry, carpentry, painter, etc) that is to work on this project. Provide for each subconsultants (surveyor does not have to have worked on historic structure project). List only projects completed within the past five years. Complete and attach Corporate Experience, Attachment 1a for all projects listed in this section. Only one inventory should be submitted for a multiple listed project.

Please include a detailed description with each project explaining the scope of work performed.

IT IS THE OFFEROR'S RESPONSIBILITY TO ENSURE POINTS OF CONTACT,

TELEPHONE NUMBERS AND EMAIL ADDRESSES ARE ACCURATE AND CURRENT.

FACTOR 3 - Past Performance:

Basis of Evaluation: The degree to which past performance evaluations and all other past performance information reviewed (e.g., performance recognition documents, and information obtained for any other source) reflect a trend of satisfactory performance considering:

While not a requirement, a favorable response would be provided for a team who has previously worked together successfully on one or more projects similar to the proposed project.

A pattern of successful completion of work;

A pattern of deliverables that were timely and of good quality;

A pattern of cooperativeness and teamwork at all levels (task managers, contracting officers,

Procurement office, auditors, etc.

Licenses unique to the field of historic preservation

Work that are identical to, similar to, or related to the work at hand; and

An ability shown, thru workmanship provided on other projects, to successfully follow the guiding principles for this site.

A respect for stewardship of CCPRC funds

In addition to the above, CCPRC may review any other sources of information for evaluation past performance. Other sources may include, but are not limited to inquiries of owner representative(s), and any other known sources not provided by the offeror. While CCPRC may elect to consider data from other sources, the burden of providing detailed, current, accurate and complete past performance information rests with the Offeror.

Attach to the proposal, letters of recommendation, awards, acknowledgements, etc.

EVALUATION CRITERIA:

Prime general contractor provide recent (within the past five years) experience similar in scope (see definition in Factor 2) (provide reference contacts with current phone number) and a listing of key members of the firm, their experience with similar projects and their role in the projects, a listing what your firm offers that others may not, relevance and appropriateness of firms' expertise and experience in historic restoration and renovation, new construction, historic site work, including other trades that are applicable to this project. Proposal must address the following:

1. Specific experience of a comparable nature with emphasis on historic restoration and historic site development.
2. Specifics regarding the efficiency and accuracy of cost estimates to actual expenses for any previous comparable projects.
3. The contractor is encouraged to submit any other information they believe will enhance their position in the evaluation criteria.
4. Submit any other information to enhance your position in the evaluation criteria.
5. Include experience in other proposed elements of this RFP as deemed applicable to

demonstrate firm/personnel qualifications.

Solicitation Submittal Requirements: The Past Performance Questionnaire, Attachment 1ck, included in the solicitation is provided for the offeror, or its team members, to submit to their client for five projects. The offeror shall include these completed questionnaires which correspond with its proposal for Factor 2 Corporate Experience. *Match projects submitted Factor 2 Corporate Experience with Factor 3 Past Performance.* Ensure correct phone numbers and email addresses are provided to the clients' points of contact. Completed Past Performance Questionnaires are to be mailed or faxed from the client directly to CCPRC, and are not to be submitted via the offeror. Include with your proposal submission a copy of the Past Performance Questionnaire Cover Sheet which contains the point of contact information and name of firm for each client questionnaire. Also include performance recognition documents received within the last five years such as awards, award fee determinations, customer letters of commendation, and any other forms of performance recognition.

FACTOR 4 - Project Approach and Performance Differentiators

Basis of Evaluation: The offerors may be rated higher during evaluations if their proposal meets and/or exceeds the following items:

- Capability to provide the most cost effective construction approach to meet the design intent, including durability, functionality, maintenance and constructability requirements
- Ability to provide unique qualifications and /or accomplishments and submittals for approval, and good description of how cost controls will be handled throughout a project
- The approach in working with and receiving permitting
- Knowledge of local site conditions and applicable regulatory requirements
- The ability of the firm to ensure timely response to requests for on-site support
- Demonstrated creativity in solving difficult solutions to construction challenges
- Demonstrated good and clear communication w/consultants and owners throughout projects

EVALUATION CRITERIA:

Factor and Solicitation Submittal Requirements:

1. Provide a description, specific example(s), and reference contacts and phone numbers that demonstrates the firm's capabilities in the following areas.

a. Capability to select the most cost effective construction methods to meet the quality, durability, functionality, maintenance and constructability requirements.

b. Provide unique qualifications and /or accomplishments that differentiate your firm and the proposed project superintendent as being uniquely qualified for performing the anticipated services.

2. Describe firm's ability to manage existing budgets and implement cost controls throughout a project.
3. Provide detailed description of your firms' approach in working with and receiving permitting to maintain the original construction schedule provided at start of project.
4. Demonstrate knowledge of local site conditions and applicable regulatory requirements and the ability of the firm to ensure timely responses to requests for on-site support.
5. Indicate the key individuals in the firm and their proposed involvement in the project.
6. Demonstrated good and clear communication w/consultants and owners throughout projects
7. The firm demonstrates its capacity to construct this project with the firms existing workload

FACTOR 5 -Capacity

Basis of Evaluation: The offeror will be evaluated to determine if their proposal meets or exceeds the Owners' schedule.

- A critical timeline that shows how the June 30, 2018 timeline will be used efficiently and effectively.
- The team effectively demonstrates their ability to meet the proposed schedule

Factor and Solicitation Submittal Requirements:

1. Schedule. Team's ability to meet the proposed schedules for completion by June 30, 2018, including all owner reviews and permitting applications.
2. Time schedule for completion of the project. Describe your firms approach to the project timelines.

SOLICITATION SUBMITTAL REQUIREMENTS:

Submit an original clearly marked "Original" and two copies of the price proposal with Certifications and bid bond in a separate sealed envelope with a cover page including name of prime contractor, address, phone, email and fax numbers, contract solicitation number and point of contact. Submit the price proposal at the same time as the technical proposal. **Submit an electronic copy of your price proposal (in PDF) on flash drive (USB).**

Price proposals are to be submitted Tuesday **January 11, 2018 2:00 P.M. ET.** All Price/Price Structure proposals must be sent in a SEPARATE SEALED ENVELOPE to the attention of Ms. Deborah P. Taylor, Procurement Manager, 861 Riverland Drive, Charleston, SC 29412 and clearly marked on the bottom left hand corner "Price Proposal – MCLEOD PLANTATION STABILIZATION II, RFP#2018-019 and name of firm".

B) Technical Factors:

Submit one original proposal clearly marked “Original” and three (3) copies in 8-1/2 x 11 format, font size 12. Provide the proposals in three ring binders with a cover page including name of prime contractor, address, phone, email and fax numbers, contract number and point of contact. **Submit an electronic copy of your technical proposal (in PDF) on flash drive (USB).**

Technical Proposals shall be received by Tuesday **January 11, 2018 2:00 P.M. ET**. All Technical proposals must be sent in a separate sealed envelope to the attention of Ms. Deborah P. Taylor, Procurement Manager, 861 Riverland Drive, Charleston, SC 29412 and clearly marked on the bottom left hand corner “Technical Proposal – MCLEOD PLANTATION II, RFP#2018-019 and name of firm”.

Contractors shall address all items as specified in this section. Failure to adhere to this format or to address all items specified may disqualify a Contractor from further consideration. Contractors are also encouraged to include any additional information they wish to be considered.

Any questions or requests for clarification of the RFP must be made, in writing, no later than January 3, 2018 2:00 pm ET, e-mail to PRCProcurement@ccprc.com . No questions will be addressed after that deadline. An addendum, if deemed necessary, will be issued no later than January 5, 2018.

All proposals submitted will become the property of CCPRC and are subject to public record law. If proposal contains proprietary information the Proposer shall include a cover letter indicating the proposal contains such information. In addition, any information in which the proposer considers proprietary, MUST be clearly marked “proprietary” next to the relevant part of the text in order for it to be treated as such.

Submit qualifications in the following format:

- **Title Page:** Title page showing the Request for Proposal subject; the Team name; the name, addresses, and telephone number of a contact person; and the date of the submittal.
- **Table of Contents:** Provide Table of Contents to aid the evaluation of the qualifications.
- **Transmittal Letter:** A signed letter of transmittal briefly states the Offeror's understanding of the work to be done, the commitment to perform the work, a statement why the Team believes it to be best qualified to perform the engagement, and a statement that the submittal is a Team and irrevocable offer for sixty (120) days.
- **Detailed Submittal:** The purpose of the detailed submittal is for the Offeror to demonstrate their qualifications, competence, and capacity to provide a spray play system to CCPRC in conformity with the requirements of this solicitation. Offeror shall submit a qualification for this project meeting the minimum requirements listed. Address each item listed in the Evaluation Criteria based on the ability of your

Team as required. Offerors should address all the points outlined herein including 1) Price, 2) Corporate Experience, 3) Past Performance, 4) Project Approach and Performance Differentiators, 5) Capacity.

- **Corporate Experience Form** – This is Attachment 1a.
- **Past Performance** – Certification/Qualification Questionnaire and Past Performance Questionnaire - This is Attachment #1b and 1j.
- **I-312:** This is Attachment #1c. Please sign and return with proposal if applicable.
- **Equal Employment Opportunity Certification:** Please sign the Equal Opportunity Certification which is Attachment #1d.
- **Non Collusion Oath:** Please sign and return with proposal the Non-Collusion Oath which is Attachment #1e.
- **Drug-Free Workplace Certification:** Please sign the Drug-Free Workplace Act which is Attachment #1f.
- **Compliance with Illegal Immigration Form:** Please sign the Compliance with Illegal Immigration Form which is Attachment #1g.
- **Insurance Requirement:** This is Attachment #1h.
- **Subcontractor Data Form:** This attachment #1i
- **Past Performance questionnaire:** This attachment #1j
- **Small Business Enterprise Policy:** This attachment #1k
- **W-9 Request for Taxpayer Identification Number and Certificate:** This is Attachment 1l

VI. SBE POLICIES

Contractor shall fully comply with CCPRC's SBE Policies and requirements which are attached hereto and incorporated by reference. (See Attachment 1k)

VII. OUT OF STATE CONTRACTORS AND SUBCONTRACTORS

Out of state contractors are required to complete form I-312, Nonresident Taxpayer Registration Affidavit Income Tax Withholding form, see I-312, Attachment 1c of the solicitation.

VIII. INSURANCE REQUIREMENTS

See Insurance Requirements, Attachment 1h in the solicitation.

IX. TECHNICAL ATTACHMENTS

See Attachments

Attachment 2 – The McLeod Plantation Stabilization Specifications
Attachment 3 - Drawings

Asbestos & LBP Requirements:

Contractor will encounter and shall be required to remove or stabilize Lead Based Paint. EPA

Certification Guidelines for removal are required to be utilized, see Specifications Architecture and Site.

Except for the Lead Based Paint, asbestos, asbestos products, the Contractor and subcontractors shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including, but not limited to, polychlorinated biphenyl (PCB) or other toxic substances. However, if those or any other toxic substances are discovered a change order may be requested by the Contractor in accordance with Article 4 of the contract.

X. ADDENDUM

Submitter acknowledges that it is the submitter's responsibility to determine whether an Addendum has been issued; and if so, to obtain copies of such Addendum from the Charleston County Park Procurement Coordinator which are posted with the solicitation on www.ccprc.com/bids , and agrees to be bound by all addenda that have been issued for this request for proposal. Register on website to receive notice of addenda being posted. If addendum is issued, offeror shall sign and return each addendum with the proposal submitted. Failure to return signed any and all addendum may disqualify Offeror.