

**CITY OF FOUNTAIN INN
FOUNTAIN INN, SOUTH CAROLINA
REQUEST FOR QUALIFICATIONS**
Woodside Park Pre-Qualification of Contractors RFQ

Solicitation No. 2018-008

PROJECT DESCRIPTION

“The project consists of the redesign of an existing sports park in the Fountain Inn, SC. The project area is approximately 14 acres. This project proposes to renovate an existing park in the City of Fountain Inn. Renovations includes three new baseball fields, a T-ball field, a new multi-purpose field, batting cages, new playground, new press box and concession stand, new parking extended to Woodside Avenue and sidewalks. The work will include, but not be limited to, clearing, grubbing, removal of existing facilities, grading, site drainage, stormwater pond, fencing, building & dugouts, playground installation, asphalt parking & driveways, curb & gutter, sidewalks, landscaping, site lighting, erosion control, irrigation, grassing, and approximately 2500 cubic yards of imported fill.

The Contractor shall have demonstrated experience with projects of similar size and complexity and, specifically, illustrate experience with sites with high groundwater and unsuitable soils.”

1. QUALIFICATION REQUIREMENTS

A. Each respondent must provide the information requested by this RFQ as listed below:

- < Submittal Form (attached)
- < Qualifications

This information must be received by the City Administrator, City of Fountain Inn, **no later than February 7th, 2019 at 2:00 PM** Information must be received at the City Hall, 200 N Main Street, Fountain Inn, SC 29644, and must include one (1) original, clearly marked as such, three (3) copies of the firm’s qualifications and two (2) USB/flash drives containing all information contained in the firm’s qualifications. **Faxed information is not acceptable.** Qualifications received after that time and date will be rejected as non-responsive. The City of Fountain Inn reserves the right to reject any or all qualifications submitted. Only the names of firms submitting information will be read aloud. No other information will be given.

2. EVALUATION OF QUALIFICATIONS: GENERAL QUALIFICATION FACTORS AND PROCESS

A. The Pre-qualification method of procurement has been selected for this

project for the following reasons:

1. The need for discussion with qualified contractors is considered essential.
 2. Size and scope of project.
 3. Project Delivery Date – Schedule.
- B. Contractor's qualifications will be evaluated by a Selection Committee. After evaluations have been completed and it has been determined which Contractors are pre-qualified an Invitation for Bid will be issued. A minimum of two qualified contractors will be necessary to initiate the Competitive Sealed Bid.
- C. The Contractor's qualifications, experience, financial stability and ability to perform the requirements of the contract are the general evaluation criteria for qualifying a contractor for these particular projects. **The determination of how many offers to solicit is not** subject to review pursuant to 3-204(6) of the City's Procurement Ordinance.
- D. The requirements identified in this RFQ are intended to provide The City of Fountain Inn with the ability to select the most qualified contractors to submit bids for these projects.
- E. **Limitations:** The City of Fountain Inn reserves the right to reject any or all qualifications or bids at any time prior to award; and to waive informalities and minor irregularities in qualification packages and bids received. Offerors are advised to provide all pertinent information required by the RFQ in their written qualifications. **The City of Fountain Inn reserves the right to reject any or all qualifications submitted, in their sole and absolute discretion, if it is determined that a conflict of interest may exist between the Offeror and the Architect(s) or the City of Fountain Inn.**
- F. The contract for construction will consist of the AIA **A132-2009, Standard Form of Agreement Between Owner and Contractor, Program Manager as Adviser Edition** and AIA **A232-2009, General Conditions of the Contract for Construction, Program Manager as Adviser Edition**, both as amended by The City of Fountain Inn. Copies of these documents may be obtained from the Contact Persons named in Paragraph 3 below.

3. **CONTACT PERSONS/RESTRICTED CONTACT**

Contact with personnel of The City of Fountain Inn or project design consultants concerning issued RFQ documents, other than those personnel listed herein, may be grounds for elimination from the qualification process. For any questions regarding the submission of or requirements of a qualification, contact in writing and address to the City Administrator.

Shawn Bell, City Administrator
City of Fountain Inn
200 N Main Street
Fountain Inn, SC 29644
Email: shawn.bell@fountaininn.org

4. **GENERAL INFORMATION**

- A. There is no expressed or implied obligation for The City of Fountain Inn to reimburse responding firms for any expenses incurred in preparing qualifications in response to this request.
- B. To be considered, one **(1) original, clearly marked as such, three (3) copies of the firm's qualifications and two (2) USB/flash drives containing all information contained in the firm's qualifications**, must be received by the City Administrator, The City of Fountain Inn at **City Hall, 200 N Main Street, Fountain Inn, SC 29644** by **February 7th, 2019 at 2:00 P.M.** The City of Fountain Inn reserves the right to reject any or all qualifications submitted.
- C. During the pre-qualification evaluation process only, unless otherwise allowed by The City of Fountain Inn Procurement Code, The City of Fountain Inn reserves the right, where it may serve The City of Fountain Inn's best interest, to request additional information or clarification from offerors, or to allow corrections of errors or omissions.
- D. The City of Fountain Inn reserves the right to retain all qualifications submitted. Submission of qualifications indicates acceptance by the firm of the conditions contained in this Request for Qualifications, unless clearly and specifically noted in the qualifications submitted and confirmed in any resulting contract between The City of Fountain Inn and the firm selected.
- E. Protest Period (Article 7): Any actual or prospective bidder, offeror, contractor or subcontractor who is aggrieved in connection with the intended award of a

contract shall protest to the City Administrator, Shawn Bell, in the manner stated in 7-101.(1) within ten (7) days of the date award or notification of intent to award, whichever is earlier, is posted in accordance with this Code; except a matter that could have been raised pursuant to 3-204(9) as a protest of the solicitation may not be raised as a protest of the award or intended award of the contract.

5. SUBMISSION AND WITHDRAWAL OF QUALIFICATIONS

Qualifications should be submitted in sealed packaging, marked, and addressed as directed in this RFQ. Failure to do so may result in the premature opening of, or a failure to open, such qualifications.

Sealed qualifications are to be submitted to the City Administrator, Administration Department, The City of Fountain Inn, 200 N Main Street, Fountain Inn, SC 29644 no later than the time on the qualification closing date specified in this RFQ. **Qualifications which are received by facsimile transmittal will not be accepted for consideration.**

Offerors mailing qualifications should insure they are adequately marked as a qualification for this solicitation and should allow a sufficient mail delivery period to insure timely receipt of their qualifications by the Purchasing Department. Any qualifications received after the scheduled deadline on the closing date will be immediately disqualified in accordance with 3-204(5) and returned to the offeror.

If erasures or other changes appear on the document, each erasure or change must be initialed by the person signing the qualifications. Qualifications may be withdrawn by written request received from the Offeror prior to the time set for closing of qualifications, but not thereafter.

6. PREPARATION OF QUALIFICATIONS

- A. All qualifications should be complete and carefully worded and must convey all information requested by The City of Fountain Inn. If errors are found in the Offeror's qualifications, or if the qualifications fail to conform to the requirements of the RFQ, The City of Fountain Inn will be the sole judge as to whether that variance is significant enough to reject the qualifications.
- B. Qualifications should be prepared simply and economically. All data, materials and documentation shall be available in a clear, concise form. If additional information is required, offeror shall supply additional materials as needed for The City of Fountain Inn's internal use. The City of Fountain Inn reserves the right to reproduce qualifications for

internal use in the evaluation process.

- C. All qualifications shall provide a straightforward, concise description of Offeror's ability to satisfy the requirements of the RFQ.
- D. Each copy of the qualifications should be bound in a single volume. All documentation submitted with the qualifications should be bound in that single volume. Each volume must not contain more than 20 double-sided pages. Any pages in excess of 20 pages will not be considered.
- E. Three (3) copies of the qualifications, under seal, are required (in addition to the original, as described above as well as two (2) USB/flash drives). The Offeror is required to have typed on the envelope or wrapping containing the copies of the qualifications, the Solicitation Number specified in this RFQ, and the qualifications Closing Date.
- F. If any qualification includes any comment(s) over and above the specific information requested in this RFQ, such comment(s) must be included as a separate appendix to such qualifications.
- G. The Offeror is solely responsible for all costs and expenses associated with the preparation of the qualifications and of any supplementary presentation requested by The City of Fountain Inn.
- H. Qualifications must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the qualifications.

7. QUALIFICATION FACTORS

The Contractor's qualifications, experience, financial stability and ability to perform the requirements of the contract are the general evaluation criteria for qualifying a Contractor for this particular project.

A. FACTOR I – PAST PERFORMANCE

Past performance will be evaluated by examining similar project experience, references, schedule compliance, cost growth/compliance and the project team.

a. Similar Projects:

1. Identify the number of contracts and volume of similar scope work contracted in the past five (5) years with an emphasis on sports complex/field construction.

2. Provide three (3) reference projects (at least 50% complete) executed in the last five (5) years of similar size and complexity to the work proposed under this contract.
3. Show past experience working on projects in the Greenville/Spartanburg/Anderson area with an emphasis on sports complex/field experience
4. General Contractor shall provide a breakout of their firm's professional and administrative staff to demonstrate their current female and minority employment.

Limited to one page per project, provide the following:

1. Project title and location.
2. Short description.
3. Award date, completion date (or status).

b. References:

Provide the owners' and architects' points of contact on the referenced projects having firsthand knowledge of the contractor's performance. Include titles, addresses and current telephone numbers.

c. Schedule Compliance on Similar Projects:

Relate schedule compliance on the referenced projects, including planned and actual substantial and final completion dates, and reasons for any variance.

d. Cost Growth/Compliance on Similar Projects:

Relate cost growth and compliance with the project budget on the referenced projects, including original bid, final cost and reasons for any change.

e. Project Team on Similar Projects:

Identify key personnel on the referenced projects, including project manager, superintendent, quality control manager, safety manager, and scheduler.

B. FACTOR II – PROPOSED PROJECT TEAM

The proposed project team will be evaluated by examining the proposed project staff.

a. Proposed Project Staff:

Identify proposed project management and construction staff structure for the project, including project manager, superintendent, quality control manager, safety manager and scheduler. Provide an organizational chart

indicating lines of authority and supervisory responsibilities for key individuals. Indicate on the organizational chart whether personnel will be located on site during construction or at the home office and percent of time dedicated to this project. Indicate roles and authority of field staff and home office staff.

Provide resumes of the prime contractor's key office and on-site construction staff to be assigned to this project. For each person, provide a list of projects they have worked on within the past three (3) years, with the following information:

1. Project title and location.
2. Role, responsibility and decision authority (e.g., change orders).
3. Number of people supervised.
4. Points of contact with the owner having knowledge of key person performance, including current address and telephone number.

C. FACTOR III – FINANCIAL STABILITY

- a. Submit a statement of the Offeror's bonding capability, including aggregate and limits per project, and the amount available at the time of this solicitation. Provide a history of any bonding company involvement or intervention on previous projects, reason for involvement/intervention and documentation from bonding company requiring issues and outcome.
- b. (1) Provide a five (5) year history of Letters of Credit issued to the offeror from recognized financial institutions listing maximum dollar amounts issued per Letter of Credit, projects and Owners covered by the Letters of Credit, duration of time Letters of Credit were in effect, and any involvement or intervention by any financial institution requiring redemption of any Letter of Credit by an Owner.

(2) Provide a Letter of Intent from a recognized financial institution stating their willingness to provide a Letter of Credit to the offeror for funds required by the offeror for this project and the amount of the credit line offered by the financial institution for this project.
- c. Provide documentation of insurability, including general liability to cover project costs and worker's compensation in the limits identified in the bidding documents.

8. **TERMS AND CONDITIONS**

The terms and conditions in this RFQ shall prevail unless otherwise modified by The City of Fountain Inn in an Addendum to this RFQ. The City of Fountain Inn reserves the right to reject, in whole or in part, any qualification submission which does not comply with such terms and conditions.

9. **ADDENDA/CHANGES**

Any additions, deletions, modifications or changes made to this RFQ shall be made by The City of Fountain Inn City Administrator. All Addendums will be posted at <https://www.fountaininn.org/rfp-notices.html>.

Requests for interpretation of this RFQ and any other questions concerning the RFQ shall be made in writing and addressed to Shawn Bell, City Administrator with a copy to the Project Manager, and received no later than **1:00 P.M. on January 24, 2019**. Responses to said requests shall be made at the discretion of the Selection Committee. When issued, such interpretations and answers to such questions shall be in the form of an addendum to the RFQ, which will be mailed/emailed to each firm to which these RFQ documents have been issued. Such addenda shall become part of the RFQ and each Offeror shall be bound by such addenda whether or not received by the Offeror. **Emailed questions are acceptable, but it shall be the sender's responsibility to confirm receipt by the The City of Fountain Inn or the Project Manager. Email: shawn.bell@fountaininn.org with a copy to fredg@adcengineering.com. Fax to (864) 862-4812 with a copy to Fax (843) 566-0162.**

10. **PUBLIC ACCESS TO PROCUREMENT INFORMATION**

Subject to the requirements of the Freedom of Information Act, commercial or financial information obtained in response to this RFQ which is deemed privileged and confidential by the Offeror will not be disclosed after the award. Such privileged and confidential information includes information which if disclosed, might cause harm to the competitive position of the Offeror supplying the information. All Offerors, therefore, must visibly mark as **"CONFIDENTIAL"** each specific part of their qualifications which such Offerors consider to contain proprietary or other privileged information. Additionally, all Offerors shall be solely responsible for identifying as exempt from the Freedom of Information Act and for visibly marking as **"EXEMPT FROM FREEDOM OF INFORMATION ACT"** each specific part of their qualifications which Offerors deem to be so exempt and shall further be solely responsible for any consequences that might be related to arise from the nondisclosure of any information that is subsequently determined not to have such an exemption. Offeror may not identify their entire qualification package as exempt. Such action may result in disclosure of the entire qualification package. The City of Fountain Inn hereby disclaims any responsibility for not disclosing information

identified by any Offeror as exempt from the Freedom of Information Act and further hereby disclaims any responsibility for any information which is disclosed as a result of Offeror's failure to visibly mark it as "CONFIDENTIAL".

11. OWNERSHIP OF DOCUMENTS

All qualifications and supporting materials (including all data, material, and documentation originated and prepared for The City of Fountain Inn pursuant to this RFQ and including correspondence relating to this RFQ) shall, upon delivery to The City of Fountain Inn, become the property of The City of Fountain Inn.

Anticipated Schedule – Woodside Park Improvements

Issue Request for Qualifications.....	January 9, 2019
Last Day for Questions Concerning RFQ.....	January 24, 2019
Qualification Closing Date.....	February 7, 2019
Evaluate Qualifications & Determine Qualified Contractors.....	February 8 – February 14, 2019
Request for Bid from GC's	February 19, 2019
Pre-Bid Conference.....	February 26, 2019
Last Day for Questions and Submittal of Product Substitution Requests.....	March 5, 2019
Bid Date.....	March 21, 2019
Bid Review Period.....	March 21 – 26, 2019
“Intent To Award” issued.....	March 27, 2019
Notice to Proceed Issued.....	May 30, 2019
Contract Executed.....	TBD

NOTE: The above dates are subject to change.

SUBMITTAL FORM

In compliance with the above Request for Qualifications, the undersigned hereby proposes to provide construction services in accordance with the instructions, terms, conditions and requirements incorporated in the Request for Qualifications.

Qualifications submitted by:

Name of Firm

Address

Telephone Number

Fax Number

Principal's Name and Title (type or print)

Principal's Signature

Federal Tax Identification Number

State of Incorporation

Date

S. C. Contractor's License No.

Has your organization ever operated under another name? _____ Yes/No
If yes, provide previous name, number of years the company operated under the previous name and the previous state license number.

Are you a Minority or Women-Owned business? Yes ___ No ___ Certified? Yes ___ No ___
If you are certified you must furnish a copy of your certificate with your submittal.

(List all Addenda issued by date. If no additional Addendum is issued, write the word "NONE")

Addendum Number

Date

