


COLLETON COUNTY, SOUTH CAROLINA, a body politic and corporate and a political subdivision of the State of SC	MAIL TO: Finance-Purchasing ATTN: Mr. Deron Smith PO Box 157 Walterboro, SC 29488	
SEALED BEST VALUE BID	HAND CARRY TO: Purchasing Office, Room 208A Harrelson Building, 31 Klein Street Walterboro, South Carolina 29488	
Proposals will be accepted until 2:00 PM, Tuesday, June 8, 2010 ----- A MANDATORY Pre-Proposal Conference will be held Thursday May 25, 2008 at 2:00 PM	TELEPHONE NO. (843) 549-5716	
Then Publicly Opened in Room 208	PROPOSAL NUMBER: FM-27 Baseball Quadrangle Design and Construction	

VENDOR NAME: _____

VENDOR ADDRESS: _____

CITY-STATE-ZIP: _____

TELEPHONE NO.(____)_____ FAX NO.(____)_____

FEDERAL ID NO. _____

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and verify that I am authorized to sign this proposal for the proposer. I further state that the company affiliated with this proposal currently complies with all applicable federal and state laws and directives relative to non-discriminatory practices in employment.

SIGNATURE

PRINTED NAME



Colleton County Purchasing

ATTN: Deron Smith, Finance Manager

Harrelson Building

31 Klein Street, Room 208

PO Box 157

Walterboro, SC 29488

ADDENDA NOTIFICATION FORM

RFP NO. FM-27

Design/Construction of Quadrangle Baseball Fields

The County will attempt to notify all prospective firms of addenda issued to the proposal documents. However, it shall be the responsibility of the firm, prior to submitting their proposal, to contact the Purchasing Department to determine if addenda were issued, acknowledging and incorporating it into their proposal.

As Addenda are considered binding as if contained in the original specifications, it is critical that the Consultant acknowledge receipt of same. The submittal may be considered void if receipt of an addendum is not acknowledged.

If you would like to request notification of any addenda that may be issued regarding this project, please complete the form below and return via fax to 843-549-7215, attention Deron Smith, Finance Director.

By completing and returning this form, you are requesting notification of addenda that may be issued regarding this specific project only.

COMPANY NAME: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

FAX NUMBER: _____

E-MAIL ADDRESS: _____



Colleton County Finance/Purchasing
ATTN: Deron Smith, Purchasing Manager
31 Klein Street, Room 208
Walterboro, SC 29488

STATEMENT OF NON SUBMITTAL

If you **do not** intend to submit a proposal on this service, please return this form to the above address immediately or fax to 843-549-7215. If this statement is not completed and returned, your company may be deleted from the Colleton County list for this service.

We the undersigned, have declined to submit a proposal on the requested service **RFP NO. FM-27 Design/Construction of Quadrangle Baseball Fields** for the following reason(s):

- Insufficient time to respond to the Request for Proposal.
- We do not offer this service.
- Our schedule would not permit us to perform.
- Unable to meet bond/insurance requirements.
- Unable to meet proposal specifications.
- Specifications are unclear (explain below).
- Remove us from your vendors' list for this service.
- Other (specify below).

Remarks:

Company name: _____

Signature: _____

Telephone: _____

Date: _____

TABLE OF CONTENTS

RFP # FM-27
Design/Construction of Quadrangle Baseball Fields

Proposal Submittal Form.....1
Addenda Notification Form.....2
Statement of Non-Submittal.....3
Table of Contents.....4
Instructions to Proposers and General Provisions.....5
Intent of Request for Proposal.....6
Project Scope7-9
Minimum Requirements of Firm.....9
Requirements of Response to Request for Proposal.....9-10
Other Conditions.....10-11
Selection Criteria.....11
Questions and Inquiries.....11-12
Projected Schedule.....12
Attachments.....13-14

INSTRUCTIONS TO PROPOSERS

1. **Submit one (1) clearly identified original and six (6) original copies of the Proposal, a completed W-9 form, and applicable bonds for your agency in a sealed opaque package with the proposal number as well as the time and date for opening prominently marked on the outside.**
2. Proposals must be submitted to or at the time, date and exact location specified to be considered. No late proposals, telegraphic, or telephonic proposals will be accepted.
3. All proposals must be signed by an authorized officer or employee of the proposer.
4. All information requested of the proposer must be entered in the appropriate space on the original forms. Failure to do so may be grounds for disqualification.
5. All information must be entered in ink or typewritten. Mistakes may be crossed out and corrected prior to submission, if initialed by the person signing the proposal.
6. Corrections and/or modifications received after the closing time specified will not be accepted.
7. Time of delivery, defined as the number of calendar days between receipt of the order by the proposer and the receipt of goods or services by Colleton County, may be considered as one factor in determining the award.

GENERAL PROVISIONS

1. **ORDER OF PRECEDENCE:** In the event of inconsistency between the provisions of this solicitation, the inconsistency must be resolved by giving precedence in the following order: (A) Colleton County Ordinance Number 2000-0-21 as amended, (B) The bidding schedule and instructions to proposers, (C) General conditions, (D) General provisions, (E) Other provisions of the contract whether incorporated by reference or otherwise, and (F) the Specifications.
2. **S.C. LAW CLAUSE:** Upon award of a contract or Purchase Order under this proposal, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business in this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful proposer from requirements that it be authorized and/or licensed to do business in this state, by submission of this signed proposal, the proposer agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina, to all matters and disputes arising or to arise under the contract and performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.
3. **EXCUSABLE DELAY:** The contractor will not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by the fault of a subcontractor, and if such default arises out of control of causes beyond the control of both the contractor and subcontractor, and without the fault or negligence of either of them, the contractor will not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule.
4. **AWARD CRITERIA:** Award will be made to the responsible proposer who submits a responsive proposal that Colleton County considers to be most advantageous to its own interests. An advisory committee will review, evaluate, and rate the proposals submitted in response to the Request for Proposals. The committee will negotiate a contract with the highest rated proposer.
5. **SPECIFICATIONS:** Any deviation from specifications in the proposal solicitation must be clearly pointed out; otherwise, it will be considered that the items offered are in strict compliance with these specifications, and the successful proposer will be held responsible therefore. Unless otherwise stated, it is understood and agreed that any item offered or shipped on this proposal must be new and suitable for storage or shipment, and that prices include standard commercial packaging.
6. **RESPONSIBILITY:** The proposer must assume that any purchase, responsibility, insurance, and action or activity which is necessary for the satisfactory operation of the services requested in the request for proposal, but which is not specifically designated as an Colleton County responsibility, is a responsibility of the Contractor's operation, and the proposer must include these in the response to this request for proposals accordingly. The County shall not be liable for any expense incurred in connection with preparation of a response to this RFP. Proposing firms should prepare a straightforward and concise description of their ability to meet the requirements of the RFP.
7. **AUDIT:** Contractor's records which pertain to this Contract must be open for inspection and/or audit by the County upon request for a period of five years after each contract year. For audit purposes, the County must verify that the material cost billed as a result of the contract are correct. Contractor must provide the County, upon its request, documentation of material purchase costs (e.g. copy of invoice from its supplier), and rental equipment is being invoiced properly.

PROPOSAL PROCEDURES MUST COMPLY WITH THE PROVISIONS OF SC LAW AND REVISED PURCHASING ORDINANCE NUMBER 2000-0-21 AS AMENDED.

INTENT

The intent of this construction project is to have a Design-Build for a new baseball/softball quadrangle. The complex shall consist of:

The Quad Fields shall be: (2) fields @ 325' and (2) fields @ 375' capable of 90' base path. All dugouts chain link w/ concrete floors and metal roofs. Supply all backstops and fencing (field fencing will be 4' high capped with cushioned safety guard. Field lighting poles will be aluminum. Lighting for fields will be remote operated by computer. Irrigation system for fields.

(4) Press boxes, one behind each home plate. Size should be approximately 6' X 8' with a 4' X 6' Plexiglas window facing the field. Electrical and lighting, with remote access for the scoreboard.

(1) Concession stand of approximately 34' X 22' (748sq.ft.), With 2 serving windows. Electrical and lighting, and equipment installed.

(1) Gang restrooms: female side to have (8) stalls all toilets and male side to have (8) stalls (4) toilets (4) urinals. Provide all partitions. Electrical and lighting with exhaust fans.

Install deep water well to supply the irrigation system for the fields.

Provide drive ways and parking for 175 vehicles with gravel fill.

Provide concrete sidewalks @ concession stand and to restrooms.

Provide (4) scoreboards, tie into press boxes. Match scoreboards to existing scoreboards at the Center.

The goal of this RFP is to award a single contract for the above referenced project. Any bid provided in connection with this RFP and project needs to be a Guaranteed Maximum Price. The total project budget will not be exceeded without the prior written consent of the County.

SCOPE OF WORK

1. Perform the design and layout for a Quad baseball/softball complex. Prepare Construction Drawings, Technical Specifications, and obtain all necessary construction and building permits. The Design/Build Team must plan for the site drainage to conform to the individual parcel and be in accordance with park design standards.
2. Construct the complex in accordance with the approved Construction Drawings and Technical Specifications.
3. The design/build team will be responsible for acquiring and paying for any building permits or any other permits, inspections, or licenses required in connection with the project.
4. The Design/build Team must have a 100% Performance Bond and 100% Payment Bond.

Requirements

1. **Site Work:** Provide all rough and fine grading. Provide for all storm water drainage, retention ponds as needed. Provide for all site utilities, city water, sewer, electrical, well water for irrigation of fields. Provide for all Tree removal, excavation, fill and compaction for the Complex.
2. **Buildings**
 - a. Must meet all State, and County codes, for Wind, Weather, and Seismic standards.
 - b. Cement block construction using 8x8x16 lightweight blocks.
 - c. Cement blocks shall be filled with Perrilite insulation or equal.
 - d. Galvanized Steel Metal roofs, ASTM A 653 G-90 zinc-coated, with 30 year warranty.
 - e. Floor to be concrete slab 4" thick., 3,000 PSI concrete with fiber, approximately 6 inches above existing grade.
3. **Gang Restrooms**
 - a. Electrical: All wiring and components must meet codes. All outside G.F.I.C's must have weather-proofed boxes and covers.
 - b. Plumbing:
 - 1.) Water closets: Elongated bowls, American Standard, Eljer, or equal.
 - 2.) Flush Valves: Sloan, Royal, or equal w/ one (1) inch supply line
 - 3.) Seats: Open front (Handicap, also supply grab bars)
 - 4.) Urinal: Flush valve: Sloan, Royal, or equal with ¾ inch supply line. Rough waste in at handicap level.
 - 5.) Lavatory: Shall be wall carrier mounted with handicap goose-neck faucet with wrist handles (2 in each bathroom – men's and women's)
 - 6.) Floor drains: 3" floor drains shall be installed. Josan, Smith, or equal.
 - 7.) Trap primers: Josan, Smith, or equal.
 - 8.) One (1) hose bibb in each restroom
 - 9.) Install exhaust fans in each restroom
 - 10.) All restrooms shall comply with all ADA requirements.
 - 11.) Tie in to City water and City sewer
 - 12.) Install all partitions needed in the bathrooms including urinal partitions

- c. **Grass for fields:** Bermuda
- d. **Bleachers:** Provide (4) sets of bleachers for each field. Aluminum 20' X 6' high each.
- e. **Fencing:** All posts will be commercial grade sch. 40 with 9 ga. Chain link fencing. Install top rail and cap post. Covered on top with safety cushion.
- f. **Concession Stand Equipment:** A list of the equipment that will need to be provided as a part of this project is provided below. The listed equipment requires various electrical loads. Design/build team is required to ensure the appropriate electrical load capabilities are made available in the appropriate locations for the specified equipment. An exhaust hood also needs to be provided with fire suppression above the gas cookers.

**Colleton County Recreation Commission
Concession Stand Equipment**

Quantity	Equipment Name	Model	Manufacturer
1	Worktop Freezer Unit	TWT-48F	TRUE
1	Worktop Refrigerator Unit	TWT-48	TRUE
2	Glass Door Refrigerator	GDM-19	TRUE
1	Hoshizaki Ice Machine	KM515M	HOSHIZAKI
1	Ice bin	B-300PE	
1	Filter		
1	Reach In Solid Door Freezer	T-49F	TRUE
2	Gas(Propane) Fryer(floor) with twin baskets	45C	PITCO
4	baskets		
1	Display Warmer with 12X20 function pan	PD-1A	APW Wyott
1	Hot Dog Grill, sneeze guard and warmer	20SC	STAR
1	Popcorn Popper	G8-Y	STAR
1	Food Warmer, Countertop with ladles	3DWLA-4H	STAR
1	Popcorn Warmer	12NCPW	STAR
1	24" Elect Char-Broiler	5124CD	STAR
1	Coffee Brewer with decanters	332000000	BUNN
1	Shelving Wire 16"WX30"LX32"H	WS-1830	156.00
1	Worktable with Backsplash 30"X36"	T3036SE-BS	EAGLE
1	Cash Register	592952	SHARP
2	Message Board		
1	Extra Numbers for message boards		

Alternate Bid #1: Cost of a 300' X 300' Multi-purpose field, Complete with Storm drainage, Irrigation system, Bermuda sod, ready for use.

Alternate Bid #2: Provide cost to Asphalt drives and parking for the project.

A MANDATORY Pre-Proposal Conference will be held on Thursday, May 11, 2010 at 2:00pm. All interested parties must attend the conference which will include a site visit to the proposed site in the Colleton Industrial Area. The Conference is to be held at the Economic Alliance Conference Room in the SCB&T facility located at 520 North Jefferies Blvd in Walterboro, SC. Enter the Bank near the drive-thru and take the elevator to the second floor to the conference rooms.

Proposals will be required to be submitted as outlined in this Request for Proposals (RFP) and must be received no later than 2:00 pm EST on May 25, 2008, at the Harrelson Building located at 31 Klein Street, Room 208 (PO Box 157), Walterboro, SC 29488. Six (6) original copies of the RFP should be submitted and addressed Attention: Mr. Deron Smith, Finance Director. Additional instructions can be found in the "Instructions to Proposers" on Page 5.

1. Minimum Requirements of the Design/Build Firm

- a. Firms who provide responses to the RFP must demonstrate expertise and experience in the areas outlined above, otherwise their response will not be considered by the County:

2. Requirements of Response to RFP

The Firm's response to the Colleton County RFP shall include and will be limited to the following:

- a. **Cover letter** (not to exceed two pages)
- b. **Introduction to the Firm** – The Firm should provide a brief overview of the history of the Firm and specific accomplishments and successes that the Firm wishes for the County to be aware of. This introduction should include a description of the project team, years in business and financial oversight (no more than four pages).
- c. **Project Approach** – The Firm should outline its approach and schedule for completing the Scope of Work.
- d. **Organizational Chart** – The Firm should present an organizational chart outlining the project manager and team member responsibilities. This chart should include the key staff member who will be responsible for each of the areas of expertise outlined in the engineering firm's response to the RFP. Resumes should be limited to those key personnel and must not exceed two pages per person.
- e. **Specific qualifications** and project experience directly applicable to Colleton County's needs regarding this project. Those projects that relate specifically to the area and are the most current will carry the greatest weight. Project outlines should not exceed one page. Each project should include:
 - (1.) A brief description of the project need and work completed (including photographs if available)
 - (2.) Project location

(3.) Client, client reference and contact information

- f. **BID SECURITY:** Each bid must be accompanied by certified check or a **Bid Bond** duly executed by the bidder as principal and having as surety thereon a surety company approved by the County, in the amount of **five percent (5%)** of the bid. Certified checks will be returned to all except the three lowest bidders within three days after the opening of bids, and the remaining checks will be returned promptly after the County and the accepted bidder have executed the contract, or, if no award has been made within ninety (90) days after the date of the opening of the bids, upon demand of the bidder at any time thereafter so long as bidder has not been notified of the acceptance of its bid. Attorneys-in-fact who sign bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.
- g. **CONTRACT SECURITY:** The accepted bidder shall furnish a one hundred percent **(100%) performance bond** and a one hundred percent **(100%) payment bond** as security for the faithful performance of the resulting contract, as security for the payment of all persons performing labor on the project under the resulting contract and furnishing materials in connection with this contract. The performance bond and payment bond shall be in separate instruments. Before the final acceptance, each bond must be approved by the County.
- h. **Insurance requirements** – Colleton will require the following remain in force at all times through the life of the contract:
 - (1.) Professional Liability Insurance – Minimum \$2,000,000.00 Proof of in force insurance must be provided in the response to the RFP
 - (2.) Other insurances:
 - (a.) Workers’ Compensation - \$100,000 – each accident
 - (b.) Statutory Coverage and Employer’s - \$100,000 each employee
 - (c.) Liability - \$500,000 – policy limit
 - (3.) Comprehensive General Liability -\$1,000,000 – bodily injury each occurrence
\$1,000,000 – bodily injury aggregate
\$1,000,000 – property damage each occurrence
\$1,000,000 – property damage aggregate
 - (4.) Products – Completed Operations - \$1,000,000 – aggregate
 - (5.) Business Auto Liability – Same as Comprehensive General Liability
 - (6.) Excess or Umbrella Liability - \$1,000,000

Colleton County will be named as an “additional insured” party. **The response to the RFP should include documentation that these insurances will be provided throughout the life of this contract.**
- i. All responses to the RFP will remain valid for a period of ninety (90) days from the day they are submitted.

3. Other Conditions of RFP

- a. Anti-Collusion – Under no circumstances shall any prospective Firm, or any person or persons acting for or on behalf of any said prospective Firm, seek to influence or gain the support of any employee of Colleton County favorable to the interest of any prospective Firm or gain the support of any employee of Colleton County against the interest of any prospective Firm. Any such activities shall result in the exclusion of the prospective Firm from consideration by Colleton County.
- b. Drug Free Work Place – The Firm must have an established drug free workplace program in place. Attachment B must be completed and submitted with the RFP response.
- c. OSHA and other safety related requirements – Each Firm shall have an established safety policy to ensure all regulatory safety requirements are met on all field service activities. Colleton reserves the right to request a copy of such plan.

4. Selection Criteria

Colleton will use the following criteria to evaluate and select the successful firm. Colleton reserves the right to reject any or all proposals, and to award a contract that is most advantageous, and in the best interest of the County and its partners.

- a. **Overall experience** of the Firm to provide the services requested. (20 points)
- b. **Related Project Experience** – Similar projects to those Colleton wishes to contract for that demonstrate expertise and innovation, not only in engineering concepts, but in meeting the overall client needs. (25 points)
- c. **Ability to Provide Services Requested** – Points will be given based upon the Firm's ability to demonstrate its experience and capabilities in providing the services required in this RFP: (20 points)
- d. **Cost of Services** – Review of fee schedule and reimbursable expenses. (35 points)

a. Total Maximum Points = 100 points

5. Questions and Inquires

All questions and inquires concerning this RFP should be directed to:

Mr. Deron Smith
Finance Director
P.O. Box 157
Walterboro, SC 29488
Telephone: 843-549-5716

Fax: 843-549 -7215
E-mail: dsmith@colletoncounty.org

All questions should be provided in writing or by e-mail. Colleton will review all questions and will provide all parties who have obtained a copy of this RFP with the questions and responses if needed.

6. PROJECTED SCHEDULE

The projected schedule of events for this proposal is as follows:

May 11, 2008	Mandatory Pre-Proposal Conference
May 25, 2008	Proposal Due Date
June 1, 2008	Professional Services Committee Short Lists Firms
June 15, 2008	Vendor Presentations
To be determined	Recommendation for County Council
To be determined	Approval of Contract by County Council
To be determined	Start Date
To be determined	Completion Date

Attachment A

**Bid Breakdown Sheet for FM-27
Design/Build Baseball/Softball Quadrangle
280 Recreation Lane, Walterboro, SC 29488**

Please provide the following information:

\$ _____
BID TOTAL

VENDOR NAME: _____

VENDOR SIGNATURE: _____

(Attach a signed, completed W-9)

Attachment B

DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with South Carolina Drug-Free Workplace Act of 1988 hereby certifies that _____ does:
(name of business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in the Drug-Free Workplace Act.
4. Specified in the Drug-Free Workplace Act, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Proposer's Signature

Date

(This form must be completed and returned)