

REQUEST FOR PROPOSALS (RFP) NO. 2022

DOWNTOWN BUILDING RENOVATIONS

DESIGN-BUILD SERVICES

PURPOSE OF THE REQUEST FOR PROPOSAL

The City of Dillon (City) is seeking proposals from professional architectural and commercial contractor teams interested in contracting to provide architectural and construction services for the design and renovation of two (2) existing downtown buildings to become the City Police Department and a Visitor's Center. The Design-Build Team will utilize the conceptual plans outlined below to guide the design and construction of the renovations.

The City intends to select one (1) Team to provide professional architectural and construction services for this project. It is anticipated that the City and the selected Team will discuss and define a detailed scope of work and negotiate a contract for the project.

Potential Design-Build Teams are encouraged to visit the buildings prior to development of a proposal. To schedule an appointment, please contact Glen Wagner, City Manager by email: gwdillon@bellsouth.net

This RFP is being publicly advertised. The City will make the selection based on the responses submitted and then negotiate a final agreement with the selected Team. Contractors are welcome to establish consortiums or teams of firms in connection with this RFP. The final selection of the Team will be based on the criteria set forth in this RFP.

All responses must be sealed and have "RFP No. 2022 - Downtown Building Renovations" clearly marked on the outside of the envelope. Responses may be hand-delivered to **City Manager's Office, 401 West Main Street, Dillon, SC 29536** prior to **3:00 PM, April 29, 2022**. Design-Build Teams are requested to submit five (5) copies of the proposal. Due to time limitations of the Selection Committee, responses shall be limited to no longer than 25 single-sided pages. The City will not accept electronic and/or e-mailed proposals. Any response received later than the submission deadline will not be accepted or considered. The City will not be responsible for late submission caused by the postal service, other carriers, or any other delivery problems regardless of the reason.

This solicitation does not commit the City to award a contract, to pay any costs incurred in the preparation of a response, or to procure or contract for services. The City reserves the right to accept or reject any or all submissions received as a result of this RFQ, or to cancel it in part or in its entirety if it is in the best interest of the City.

INSTRUCTIONS

Responses to this RFP will only be accepted from responsible and responsive companies that have an established reputation in architectural design and construction.

No response may be withdrawn for a period of ninety (90) days after the submission date.

A responsible company is defined as one that has the capability in all respects to perform fully the requirements outlined in this RFP and the integrity and reliability which will assure good faith performance.

A responsive company is defined as one that has submitted a response which conforms in all respects to the RFP requirements.

Protest Period: Any actual or prospective company that is aggrieved in connection with the solicitation or award of a contract may formally protest in writing to the Procurement Director. The protest may be submitted at any time during the procurement process. However, if a prospective company wishes to protest, the formal protest must be submitted in writing and must be received by the City no later than seven (7) days from the date that the aggrieved actual or prospective company has been informed of the proposal results by the Procurement Director. Protests received by the City after the expiration of the seven (7) day protest period will not be considered by the City.

Deviations: Any deviations from the scope of services contained herein must be stated in the response for the City's consideration.

Changes: Any changes in this RFP after a contract agreement has been awarded must be with the written consent of the City Administrator; otherwise, the responsibility for such changes lies with the company. Any changes to the scope of services in this RFP package shall be in writing and an addendum will go out to all prospective respondents so each respondent can compete equitably.

Ownership of Material: Ownership of all data, material and documentation originated and prepared for the City pursuant to this contract shall belong exclusively to the City.

Questions and Inquiries: The deadline for the submission of any and all questions and inquiries concerning this RFP is April 15, 2022 at 5:00 PM. All questions must be directed to Glen Wagner, City Manager by email: gwdillon@bellsouth.net

PROJECT DESCRIPTION

The City is seeking proposals from professional architectural and commercial contractor teams to provide services for the design and renovation of two (2) existing downtown buildings described below. The established budgets include all costs and fees associated with the design services and the construction services to provide a fully functional facility. To ensure delivery within budget, the Team shall provide up-to-date and professionally developed cost estimates; provide clear, detailed and unambiguous construction documents; specify cost-effective materials and construction techniques;

develop bid schedules that, if necessary, allow flexibility in making post-bid adjustments to the size and scope of the construction. The City intends to utilize best commercial practices to accomplish the goals of this project, expects the Team to proactively address risks and challenges in the process, and participates in improvement activities to achieve overall project success. The City expects to work with the Team to maximize the overall quality, cost savings, and goals outlined by the City.

101 West Main Street – Future Police Department

The building is approximately 4800 square feet, including two (2) stories. The budget for the renovation is \$300,000

The First Floor upgrades are to include:

- Demolition
- Erect Walls for a Lobby, Training/Conference Room, and one (1) additional Office
- Electrical
- Interior/Exterior Lighting
- HVAC Servicing/Modifications
- Access Control at all exterior entry doors and the elevator
- Video Cameras
- Installation of new interior stairs to second floor
- Installation of new elevator
- Building Identification/Signage

Second Floor upgrades are to include:

- Heating and Air Conditioning
- Lighting
- Two Interview Rooms
- Evidence Storage Room
- Bathroom with Showers

106 South Railroad Ave- Future Visitor's Center

The building is approximately 2400 square feet. The budget for the renovation is \$125,000. The upgrades to the building include the following:

- Open concept conference space in the front of the building with shelving, an information desk, and sitting area.
- Conference Room
- Two (2) Offices
- One (1) Restroom, accessed from inside the building.

- Two (2) Restrooms, accessed from the exterior of the building.
- Heating and Air Conditioning

SCOPE OF WORK

The Design-Build Team's scope of work will include, but is not limited to:

Site Evaluation

1. Evaluation of existing conditions, including detailed building assessment.
2. Preliminary evaluation of material selection, building systems, and equipment including recommendations on constructability, time, labor, and scheduling related to project cost.

Design Development

1. Develop a conceptual design and review with the City. The City will approve a conceptual design prior to proceeding with detailed design.
 - a. Refine the building renovation design to include floor plan, mechanical plan, electrical plan, plumbing plan, equipment and calculations, and all other items deemed necessary to permit and construct the building renovations.
2. Conduct design meetings with the City on an as-needed basis.
3. Review, update, and confirm project schedule.
4. Provide consistent updates to the projected cost to ensure budget is maintained.

Permitting, Review, and Approvals

1. Submit plans and applications to appropriate regulatory agencies.
2. Secure approvals from the City Building Department and any other required regulatory agencies.
3. Coordinate the construction or relocation of any utilities, as required.
4. Attend meetings, as necessary, for all regulatory approvals.

Construction Documents

1. Based on the approved Design Development Plan, resolve all review comments from prior design phases, and all comments from regulatory agencies.
2. Prepare and finalize all construction drawings and specifications to include, but not limited to, all drawings necessary to sufficiently complete the project and conform to the budget.
3. Obtain necessary permits to construct the project.
4. Conduct a final design meeting to present the final design to the City.

Construction Administration

1. Provide construction administration and observation services associated with the construction of the building renovations.

2. Conduct a preconstruction meeting with the City and regulatory agencies, as necessary.
3. Conduct monthly site observations to confirm quantities, and process and recommend pay requests by the general contractor.
4. Conduct project meetings on an as-needed basis, not to exceed one per month.
5. Process and recommend pay requests provided by the general contractor.
6. Provide interpretations of prepared drawings and specifications and shop drawing review and approval.

Construction

1. Construct the building renovations to include, but not limited to:
 - a. Interior up-fit for both buildings to include walls, floor and ceiling finishes, interior doors, casework, painting, window coverings, and all other finishes to complete the facility and receive certificate of occupancy.
 - b. Restroom and bath fixtures and accessories.
 - c. Mechanical and electrical systems and controls, including elevator.

Post Construction Deliverables

1. Upon completion of construction, provide as-built documents based on the information received from the contractor.
2. Provide operation and maintenance documents for all equipment installed.
3. Assist in project closeout and the establishment of warranties and guarantees.

PROPOSAL REQUIREMENTS

At a minimum, successful submittals shall demonstrate experience and technical competence with the following requirements:

1. Information regarding the Design-Build Team history including, but not limited to, location of the main and satellite offices, length of time in business, annual design workload for the past three (3) years.
2. Demonstrated history of successful collaboration constructing facilities utilizing a design/build methodology.
3. Education, technical training, and experience of owners and key personnel.
4. The team shall be licensed to practice architectural services in the state of South Carolina and shall be licensed in construction for commercial buildings.
5. The Team's experience in designing and constructing projects of similar size, including the name of each project, dates of completion, locations, owners, and a brief description of the project, the budget of the project, and whether there were any cost overruns. Please provide at least three (3) previous projects, but no more than five (5).
6. Past performance as reflected in evaluations by previous and current clients with respect to factors such as control of costs, quality of work, and meeting deadlines. The Team should include references from no more than five (5) owners for which the Team has performed work

that is similar to the proposed Project or that is relevant to the City's consideration. Please include the name of the owner's representative and the telephone number and e-mail address at which the representative can be contacted.

7. The Team's past experience with the City and experience on projects within the City.
8. The Team's performance to effectively provide contract and construction administration services utilizing effective team communication and working methods.
9. Description of the Team's pre-construction phase services and how they will be provided.
10. Description of the Team's construction phase services and how they will be provided.
11. Description of the Team's quality control program and a description of how that program is implemented at each stage of the project.
12. Description of the steps the Team will take in coordinating the project with respect to scheduling the phases, maintaining the construction schedule, and closeout of the project.

EVALUATION

The proposals will be evaluated based on the following criteria and scoring (100 points total):

- Design-Build team Experience and Qualifications – 25 points
- Project Understanding and Approach – 25 points
- Previous Project Examples – 25 points
- Team's Commitment to the Project Schedule and budget – 25 points

The proposals will be evaluated and ranked in order of their qualifications. Based upon its review of the evaluation and selection criteria outlined above, the Selection Committee may short-list the two (2) or three (3) firms deemed to be the best suited to meet the needs of the City. If selected, these firms will be interviewed by the Selection Committee. During the interview process, the short-listed firms will be given the opportunity to discuss anticipated methods and their approach for furnishing the required services, and to seek further clarification of project elements.

Based on the proposals and interviews with the short-listed Teams, the Selection Committee will select one Team for contract negotiation. Upon completion of negotiations, the Selection Committee will make its recommendation to the City Manager.

The City shall have sole discretion in evaluating the proposals. The City reserves the right to select the proposal that it may determine to be in the best interest of the City. The City also reserves the right to reject and all proposals, including that of the selected Team if satisfactory contract negotiations cannot be concluded.

The City intends to select and enter into a contract with the selected Design-Build Team by **June 1, 2022**, to begin working immediately on the Project.

Railroad
Future
Visitor's
Center

Ave -

